

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

Date of Meeting: June 8, 2011
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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 Leslie Michael

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

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

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.)

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| CC | 3. ACCEPTANCE OF INCIDENT ACTIVITY REPORT. May 2011 (ACCEPT) |
| CC | 4. APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12 (APPROVE) |
| CC | 5. APPROVAL OF MONTHLY FINANCIAL REPORT. April/May 2011 (APPROVE) |
| CC | 6. APPROVAL OF <u>RESOLUTION 11-03</u> Establishing the Appropriations Limit for FY 2011-2012 (APPROVE) |
| CC | 7. APPROVAL OF <u>RESOLUTION 11-05</u> Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2011-2012 (APPROVE) |
| | 8. FIRE CHIEF'S REPORT <ul style="list-style-type: none">a. Review of operations.b. Regional issues and developments. |

NEW BUSINESS

9. Resolution 11-04 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. El Cerrito Contract Fee Proposal for FY 2011-2012 (ACTION)
11. Auditor Recommendation and Fee Proposal for FY 2010-2011 Audit Report (ACTION)
12. Mack5 Additional Services Proposal #6 for Construction Management at a Not-to-Exceed Allowance of \$49,920 (ACTION)
13. Resolution 11-06 adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2011-2012 (ACTION)
14. Resolution 11-07 Approving and Authorizing Execution of the First Amended Joint Exercise of Powers Agreement for Providing Public Liability and Other Self-Insurance With the County of Contra Costa and Other Fire Districts within the County of Contra Costa to take Effect on July 1, 2011 (ACTION)

15. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaschczyk): Minutes from 1/26/11 Committee meeting
- b. Public Safety Building (de Ville): Award of contract to Swinerton Builders
- c. Education (Kosel):
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk):
- e. Contra Costa County/California Special Districts Assoc. (Ramsey): Next meeting July 18, 2011
- f. Diablo Fire Safe Council/Interface (Staff)
- g. Correspondence: Contra Costa County Grand Jury Report 1104 on Elected Board Membership

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, August 10, 2011, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 8/10/11 is Wednesday, 7/27/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 8/3/11 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR



El Cerrito Fire Department Memorandum

June 2, 2011

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

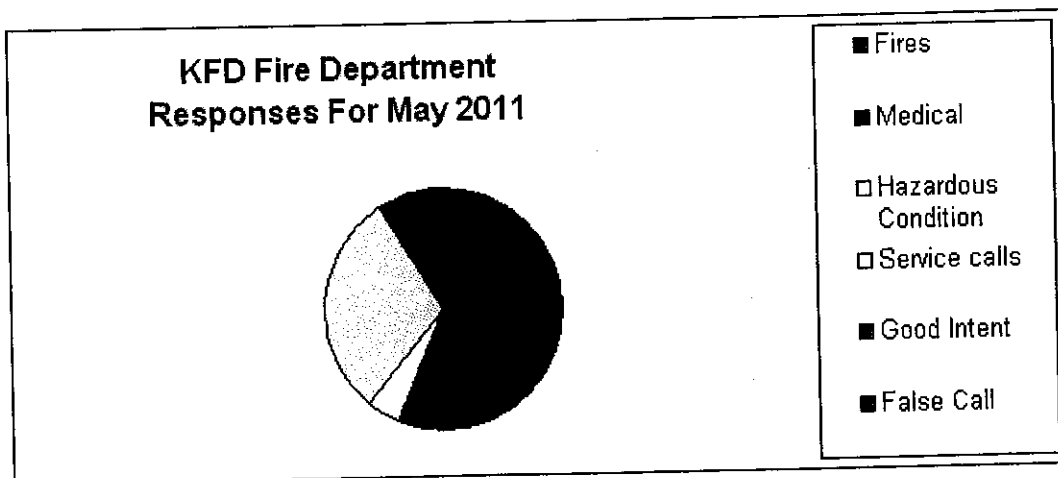
SUBJECT: Incident Activity Reports for the Month of May

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

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

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
Fires	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	0	0.00
Medical	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	13	56.52
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	1	4.35
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	7	30.43
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	1	4.35
False Call	<i>(Wrong Company/Unit Dispatched)</i>	1	4.35
TOTALS		23	100.00



Incident Log

Date Range From: 5/1/2011 To 5/31/2011

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100906 - 000	5/01/2011 02:02:2	6520 MANILA Ave	671 - Hazmat release investigation w/ no hazmat	Yes	Yes
1100907 - 000	5/01/2011 02:23:5	7230 BLAKE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100908 - 000	5/01/2011 08:25:2	2827 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100909 - 000	5/01/2011 08:36:1	BELOIT Ave	445 - Arcing, shorted electrical equipment	Yes	Yes
1100910 - 000	5/01/2011 13:18:5	14 FRANCISCAN Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100911 - 000	5/01/2011 15:29:3	2619 FRANCISCO Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100912 - 000	5/01/2011 16:35:1	1021 NAVELLIER St	151 - Outside rubbish, trash or waste fire	Yes	Yes
1100913 - 000	5/01/2011 17:08:0	1304 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100914 - 000	5/01/2011 17:49:1	1663 SANTA CLARA St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100915 - 000	5/01/2011 18:37:3	10042 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100916 - 000	5/01/2011 18:46:1	6503 HAZEL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100917 - 000	5/01/2011 20:29:0	1300 ROOSEVELT Ave	118 - Trash or rubbish fire, contained	Yes	Yes
1100918 - 000	5/01/2011 23:16:4	6699 FAIRMOUNT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100919 - 000	5/02/2011 07:02:3	11511 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100920 - 000	5/02/2011 08:57:4	1101 Arlington Ave	520 - Water problem, other	Yes	Yes
1100921 - 000	5/02/2011 13:35:4	10538 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100922 - 000	5/02/2011 15:00:5	1616 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100923 - 000	5/02/2011 17:29:2	120 ARLINGTON Ave	520 - Water problem, other	Yes	Yes
1100924 - 000	5/02/2011 19:16:4	780 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100925 - 000	5/02/2011 21:08:2	1902 CARQUINEZ Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100926 - 000	5/02/2011 22:03:0	4TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100927 - 000	5/03/2011 04:31:5	On W 80 at Solano Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100928 - 000	5/03/2011 13:37:3	4625 WINDSOR Way	611 - Dispatched & cancelled en route	Yes	Yes
1100929 - 000	5/03/2011 13:45:0	4TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100930 - 000	5/03/2011 13:52:5	1040 CANAL Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100931 - 000	5/03/2011 14:45:1	6543 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100932 - 000	5/03/2011 19:03:0	539 LEXINGTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1100933 - 000	5/03/2011 23:35:0	On CONLON Ave at SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100934 - 000	5/04/2011 00:57:5	334 GERTRUDE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100935 - 000	5/04/2011 08:16:3	On W80 Fwy at CENTRAL	322 - Vehicle accident with injuries	Yes	Yes
1100936 - 000	5/04/2011 12:14:1	6203 IRMA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100937 - 000	5/04/2011 12:17:2	537 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100938 - 000	5/04/2011 15:42:3	1715 LIBERTY St	554 - Assist invalid	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100939 - 000	5/04/2011 15:55:3	1301 RICHMOND St	554 - Assist invalid	Yes	Yes
1100940 - 000	5/04/2011 16:55:1	2000 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1100941 - 000	5/04/2011 17:00:4	On SAN PABLO Ave at POTRERO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100942 - 000	5/04/2011 20:36:5	513 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100943 - 000	5/05/2011 00:46:4	5616 ALAMEDA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100944 - 000	5/05/2011 01:19:5	6615 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100945 - 000	5/05/2011 06:52:4	1021 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100946 - 000	5/05/2011 09:47:1	11780 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100947 - 000	5/05/2011 10:45:1	9895 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100948 - 000	5/05/2011 11:27:1	On 12TH St at BARRETT	552 - Police matter	Yes	Yes
1100949 - 000	5/05/2011 13:56:0	880 HARBOUR Way S	611 - Dispatched & cancelled en route	Yes	Yes
1100950 - 000	5/05/2011 13:59:1	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100951 - 000	5/05/2011 15:13:3	423 MC LAUGHLIN St	311 - Medical assist, assist EMS crew	Yes	Yes
1100952 - 000	5/05/2011 16:34:2	814 LIBERTY St	551 - Assist police or other governmental agency	Yes	Yes
1100953 - 000	5/05/2011 20:23:4	2703 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100954 - 000	5/06/2011 04:05:4	13484 SAN PABLO AVE	111 - Building fire	Yes	Yes
1100955 - 000	5/06/2011 05:12:0	On E 80 at POTRERO	322 - Vehicle accident with injuries	Yes	Yes
1100956 - 000	5/06/2011 07:58:1	6707 PORTOLA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100957 - 000	5/06/2011 10:06:3	On S 50TH St at CUTTING	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100958 - 000	5/06/2011 12:38:0	In front of 1000 EL CERRITO Plz	131 - Passenger vehicle fire	Yes	Yes
1100959 - 000	5/06/2011 13:43:2	1021 NAVELLIER St	744 - Detector activation, no fire - unintentional	Yes	Yes
1100960 - 000	5/06/2011 14:08:4	1021 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100961 - 000	5/06/2011 14:57:5	32ND St	611 - Dispatched & cancelled en route	Yes	Yes
1100962 - 000	5/06/2011 15:07:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100963 - 000	5/06/2011 19:11:3	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100964 - 000	5/06/2011 20:08:2	6220 LAGUNITAS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100965 - 000	5/06/2011 20:58:4	In front of 1210 SCOTT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100966 - 000	5/07/2011 08:07:5	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100967 - 000	5/07/2011 11:45:5	4627 CUTTING Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1100968 - 000	5/07/2011 13:30:2	90 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100969 - 000	5/07/2011 15:27:2	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100970 - 000	5/07/2011 20:35:5	90 NORWOOD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100971 - 000	5/08/2011 11:35:2	On SAN PABLO Ave at WALL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100972 - 000	5/08/2011 15:25:3	239 1ST St	611 - Dispatched & cancelled en route	Yes	Yes
1100973 - 000	5/08/2011 16:30:2	855 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100974 - 000	5/09/2011 05:53:2	1736 MANOR Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100975 - 000	5/09/2011 06:51:0	1616 NORVELL St	554 - Assist invalid	Yes	Yes
1100976 - 000	5/09/2011 10:11:5	1549 DOUGLAS Dr	311 - Medical assist, assist EMS crew	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100977 - 000	5/09/2011 14:08:5	11720 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100978 - 000	5/09/2011 17:17:4	1321 BREWSTER Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100979 - 000	5/09/2011 18:25:4	833 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100980 - 000	5/09/2011 19:05:4	373 S 36TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100981 - 000	5/09/2011 19:44:5	11450 SAN PABLO Ave	151 - Outside rubbish, trash or waste fire	Yes	Yes
1100982 - 000	5/09/2011 21:53:1	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100983 - 000	5/09/2011 22:43:4	519 OAK St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100984 - 000	5/10/2011 10:02:0	11720 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100985 - 000	5/10/2011 10:48:2	22 WILDWOOD Pl	550 - Public service assistance, other	Yes	Yes
1100986 - 000	5/10/2011 14:37:3	1000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100987 - 000	5/10/2011 16:03:4	On HILL St at SAN PABLO Ave	151 - Outside rubbish, trash or waste fire	Yes	Yes
1100988 - 000	5/10/2011 17:53:1	719 BOYD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100989 - 000	5/11/2011 03:22:2	11780 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100990 - 000	5/11/2011 07:18:2	On DEVONSHIRE Dr at CONTRA COSTA	522 - Water or steam leak	Yes	Yes
1100991 - 000	5/11/2011 07:45:1	1201 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100992 - 000	5/11/2011 08:29:2	4300 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100993 - 000	5/11/2011 10:03:4	1721 WALNUT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100994 - 000	5/11/2011 11:43:1	2249 CARQUINEZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100995 - 000	5/11/2011 16:16:0	ISABEL St	311 - Medical assist, assist EMS crew	Yes	Yes
1100996 - 000	5/11/2011 19:23:2	On KERR Ave at RINCON	322 - Vehicle accident with injuries	Yes	Yes
1100997 - 000	5/11/2011 20:00:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100998 - 000	5/12/2011 10:53:3	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100999 - 000	5/12/2011 15:08:3	On ASHBURY Ave at C St	322 - Vehicle accident with injuries	Yes	Yes
1101000 - 000	5/12/2011 17:19:2	10794 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101001 - 000	5/12/2011 20:59:4	10203 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1101002 - 000	5/12/2011 22:25:2	11344 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101003 - 000	5/13/2011 01:56:4	5616 ALAMEDA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101005 - 000	5/13/2011 07:11:2	11319 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101006 - 000	5/13/2011 07:47:5	On MIRA VISTA Dr at BARRETT	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101007 - 000	5/13/2011 13:23:4	723 NORVELL St	522 - Water or steam leak	Yes	Yes
1101008 - 000	5/13/2011 14:22:3	200 KENYON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101009 - 000	5/13/2011 16:08:2	7400 Schmidt Lane	520 - Water problem, other	Yes	Yes
1101010 - 000	5/13/2011 17:45:5	445 EL CERRITO Plz	553 - Public service	Yes	Yes
1101011 - 000	5/13/2011 18:23:5	748 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101012 - 000	5/14/2011 00:02:1	1300 COSTA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101013 - 000	5/14/2011 00:27:3	255 WILLAMETTE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101014 - 000	5/14/2011 12:37:2	6400 CUTTING Blvd	161 - Outside storage fire	Yes	Yes
1101015 - 000	5/14/2011 15:24:3	912 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101016 - 000	5/14/2011 17:23:5	CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101017 - 000	5/14/2011 18:02:0	5550 CENTRAL Ave	113 - Cooking fire, confined to container	Yes	Yes
1101018 - 000	5/14/2011 19:49:3	905 ELM ST	311 - Medical assist, assist EMS crew	Yes	Yes
1101019 - 000	5/14/2011 21:36:2	539 CLAYTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101020 - 000	5/14/2011 21:57:5	6859 KENILWORTH Ave	554 - Assist invalid	Yes	Yes
1101021 - 000	5/14/2011 22:44:2	7900 CUTTING Blvd	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1101022 - 000	5/14/2011 23:07:2	100 CIVIC DRIVE	611 - Dispatched & cancelled en route	Yes	Yes
1101023 - 000	5/14/2011 23:38:3	330 44TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101024 - 000	5/15/2011 05:43:1	3023 FLORIDA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101025 - 000	5/15/2011 07:18:5	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101026 - 000	5/15/2011 16:26:1	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101027 - 000	5/15/2011 18:35:4	10203 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1101028 - 000	5/16/2011 08:26:0	On VILLA NUEVA Dr at ARLINGTON Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1101029 - 000	5/16/2011 10:10:2	7005 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101030 - 000	5/16/2011 11:34:2	100 38TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101031 - 000	5/16/2011 13:40:3	2015 KEY Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101032 - 000	5/16/2011 14:27:4	1625 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101033 - 000	5/16/2011 14:39:5	11760 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1101034 - 000	5/16/2011 14:46:5	6487 CONLON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101036 - 000	5/16/2011 17:21:2	965 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101037 - 000	5/16/2011 20:05:0	136 EMERALD Way	111 - Building fire	Yes	Yes
1101038 - 000	5/16/2011 20:31:2	1538 OSCAR St	111 - Building fire	Yes	Yes
1101039 - 000	5/17/2011 01:49:2	1304 RICHMOND St	550 - Public service assistance, other	Yes	Yes
1101040 - 000	5/17/2011 02:48:5	10621 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101041 - 000	5/17/2011 10:03:1	10203 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1101042 - 000	5/17/2011 11:52:5	339 11TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101043 - 000	5/17/2011 15:17:4	11344 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101044 - 000	5/17/2011 16:28:0	7 KENSINGTON Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101045 - 000	5/17/2011 18:43:5	6773 KENILWORTH Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1101046 - 000	5/17/2011 21:25:0	E 180 /SAN PABLO DAM DR	324 - Motor vehicle accident with no injuries	Yes	Yes
1101047 - 000	5/17/2011 21:48:3	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101048 - 000	5/17/2011 22:02:4	1627 OAK VIEW Ave	381 - Rescue or EMS standby	Yes	Yes
1101049 - 000	5/17/2011 22:45:5	537 ALBEMARLE St	700 - False alarm or false call, other	Yes	Yes
1101050 - 000	5/18/2011 01:42:1	5616 ALAMEDA Ave	600 - Good intent call, other	Yes	Yes
1101051 - 000	5/18/2011 04:06:1	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101052 - 000	5/18/2011 08:30:2	535 S 19TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101053 - 000	5/18/2011 09:44:0	655 31ST St	311 - Medical assist, assist EMS crew	Yes	Yes
1101054 - 000	5/18/2011 13:12:0	On CENTRAL Ave at SAN PABLO	322 - Vehicle accident with injuries	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101055 - 000	5/18/2011 14:44:2	1711 EASTSHORE Blvd	550 - Public service assistance, other	Yes	Yes
1101056 - 000	5/18/2011 14:47:2	5625 MADISON Ave	444 - Power line down	Yes	Yes
1101057 - 000	5/18/2011 16:10:3	5105 PANAMA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101058 - 000	5/18/2011 20:09:4	1715 Liberty St	554 - Assist invalid	Yes	Yes
1101059 - 000	5/19/2011 01:50:1	5920 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1101060 - 000	5/19/2011 07:33:2	W 80	611 - Dispatched & cancelled en route	Yes	Yes
1101061 - 000	5/19/2011 09:35:4	10900 San Pablo Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101062 - 000	5/19/2011 09:37:2	33 EDGECREST Dr	541 - Animal problem	Yes	Yes
1101063 - 000	5/19/2011 10:58:1	948 35TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101064 - 000	5/19/2011 12:25:4	In front of 11344 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101065 - 000	5/19/2011 16:38:1	4720 HARTNETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101066 - 000	5/19/2011 17:15:3	629 S 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101067 - 000	5/20/2011 00:01:5	82 LAWSON Dr	700 - False alarm or false call, other	Yes	Yes
1101068 - 000	5/20/2011 10:37:3	8500 MADERA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101069 - 000	5/20/2011 11:23:0	230 HARBOUR Way S	611 - Dispatched & cancelled en route	Yes	Yes
1101070 - 000	5/20/2011 15:04:2	5010 EL CERRITO Plz	411 - Gasoline or other flammable liquid spill	Yes	Yes
1101071 - 000	5/20/2011 16:06:3	25 SUNSET Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101072 - 000	5/20/2011 19:45:2	900 KEARNEY St	611 - Dispatched & cancelled en route	Yes	Yes
1101073 - 000	5/20/2011 20:18:4	5225 POTRERO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101074 - 000	5/20/2011 22:09:5	703 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101075 - 000	5/21/2011 02:59:5	26TH St	571 - Cover assignment, standby, moveup	Yes	Yes
1101076 - 000	5/21/2011 06:30:5	1400 PINNACLE Ct	381 - Rescue or EMS standby	Yes	Yes
1101077 - 000	5/21/2011 15:42:3	In front of 10070 SAN PABLO Ave	322 - Vehicle accident with injuries	Yes	Yes
1101078 - 000	5/21/2011 17:49:5	3223 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101079 - 000	5/21/2011 19:18:2	1426 RHEEM Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101080 - 000	5/22/2011 06:48:5	2045 KEY Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101081 - 000	5/22/2011 09:12:1	5838 SAN JOSE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101082 - 000	5/22/2011 12:37:5	712 MIDCREST Way	311 - Medical assist, assist EMS crew	Yes	Yes
1101083 - 000	5/22/2011 13:03:3	12429 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101084 - 000	5/22/2011 18:42:2	5917 JORDAN Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101085 - 000	5/22/2011 19:07:2	1021 KING Dr	550 - Public service assistance, other	Yes	Yes
1101086 - 000	5/22/2011 19:18:2	22 WILDWOOD Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101087 - 000	5/22/2011 20:19:0	On SUTTER Ave at SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101088 - 000	5/22/2011 21:55:5	7387 TERRACE Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1101089 - 000	5/23/2011 03:03:3	On SAN PABLO Ave at CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101090 - 000	5/23/2011 07:01:2	819 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101091 - 000	5/23/2011 10:17:2	5302 SCHOOL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101092 - 000	5/23/2011 12:11:5	1336 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101093 - 000	5/23/2011 13:28:1	734 WELLESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101094 - 000	5/23/2011 14:04:5	1124 LAWRENCE Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101095 - 000	5/23/2011 15:04:5	2000 EL CERRITO Plz	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1101096 - 000	5/23/2011 21:13:3	98 RINCON Rd	600 - Good intent call, other	Yes	Yes
1101097 - 000	5/23/2011 21:54:1	351 S 29TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101098 - 000	5/23/2011 22:40:2	1375 SUMMIT Park	650 - Steam, other gas mistaken for smoke, other	Yes	Yes
1101099 - 000	5/23/2011 23:27:5	6903 STOCKTON Ave	700 - False alarm or false call, other	Yes	Yes
1101100 - 000	5/24/2011 06:21:0	1741 LEXINGTON AVE	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1101101 - 000	5/24/2011 06:44:0	636 BELOIT AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101102 - 000	5/24/2011 09:41:3	543 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101103 - 000	5/24/2011 11:26:1	121 LAWSON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101104 - 000	5/24/2011 11:51:1	730 CARLSON Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1101105 - 000	5/24/2011 15:31:2	1304 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101106 - 000	5/24/2011 15:50:0	724 LEWELYN AVE	111 - Building fire	Yes	Yes
1101107 - 000	5/24/2011 16:04:1	724 KEARNEY St	553 - Public service	Yes	Yes
1101108 - 000	5/24/2011 16:48:0	In front of 10794 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101109 - 000	5/24/2011 21:27:1	1618 LIBERTY St	554 - Assist invalid	Yes	Yes
1101110 - 000	5/25/2011 04:35:0	On CUTTING Blvd at CARLSON	131 - Passenger vehicle fire	Yes	Yes
1101111 - 000	5/25/2011 05:24:1	435 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101112 - 000	5/25/2011 08:57:3	WB 180/E OF CENTRAL AVE	611 - Dispatched & cancelled en route	Yes	Yes
1101113 - 000	5/25/2011 09:07:5	WB 580/E OF BAYVIEW	322 - Vehicle accident with injuries	Yes	Yes
1101114 - 000	5/25/2011 10:34:3	449 43RD St	611 - Dispatched & cancelled en route	Yes	Yes
1101115 - 000	5/25/2011 16:42:3	1231 S 59TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101116 - 000	5/26/2011 13:40:0	4600 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1101117 - 000	5/26/2011 13:44:1	W 580	600 - Good intent call, other	Yes	Yes
1101118 - 000	5/26/2011 14:01:1	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101119 - 000	5/26/2011 18:42:0	645 BERK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101120 - 000	5/26/2011 19:13:4	1023 VILLA NUEVA Dr	550 - Public service assistance, other	Yes	Yes
1101121 - 000	5/26/2011 19:36:4	356 S 49TH St	151 - Outside rubbish, trash or waste fire	Yes	Yes
1101122 - 000	5/26/2011 20:03:3	700 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101123 - 000	5/26/2011 22:10:5	S 16TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101124 - 000	5/27/2011 06:27:4	1725 SAN BENITO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101125 - 000	5/27/2011 07:46:2	5800 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101126 - 000	5/27/2011 08:43:1	386 S 36TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101127 - 000	5/27/2011 09:11:3	223 MARINA Way S	611 - Dispatched & cancelled en route	Yes	Yes
1101128 - 000	5/27/2011 12:45:0	On LIBERTY St at MOESER Lane	324 - Motor vehicle accident with no injuries	Yes	Yes
1101129 - 000	5/27/2011 13:31:0	4300 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1101130 - 000	5/27/2011 17:11:2	11299 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101131 - 000	5/27/2011 17:33:4	4 KENYON Ave	520 - Water problem, other	Yes	Yes
1101132 - 000	5/27/2011 17:58:2	1335 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101133 - 000	5/27/2011 19:15:0	On ARLINGTON Blvd at THORS BAY Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101134 - 000	5/27/2011 20:07:2	6699 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101135 - 000	5/27/2011 22:19:4	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1101136 - 000	5/27/2011 23:17:3	1208 LAWRENCE St	554 - Assist invalid	Yes	Yes
1101137 - 000	5/28/2011 06:18:3	On E 80 at CARLSON	322 - Vehicle accident with injuries	Yes	Yes
1101138 - 000	5/28/2011 11:21:2	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101139 - 000	5/28/2011 12:42:0	209 YALE Ave	251 - Excessive heat, scorch burns with no ignition	Yes	Yes
1101140 - 000	5/28/2011 15:02:1	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101141 - 000	5/28/2011 18:41:4	401 VILLAGE Dr	700 - False alarm or false call, other	Yes	Yes
1101142 - 000	5/28/2011 20:12:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101143 - 000	5/29/2011 00:50:1	740 S 52 St	173 - Cultivated trees or nursery stock fire	Yes	Yes
1101144 - 000	5/29/2011 02:02:5	1124 LAWRENCE Ct	550 - Public service assistance, other	Yes	Yes
1101145 - 000	5/29/2011 06:09:0	11780 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1101146 - 000	5/29/2011 12:10:2	814 LEXINGTON Ave	511 - Lock-out	Yes	Yes
1101147 - 000	5/29/2011 12:06:1	405 BALRA Dr	550 - Public service assistance, other	Yes	Yes
1101148 - 000	5/29/2011 13:08:2	1 ARLMONT DR	511 - Lock-out	Yes	Yes
1101149 - 000	5/29/2011 13:41:3	252 COLUMBIA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101150 - 000	5/29/2011 14:05:3	413 OCEAN VIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101151 - 000	5/29/2011 18:23:5	847 GALVIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101152 - 000	5/29/2011 20:00:3	149 RAMONA Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1101153 - 000	5/29/2011 21:10:4	On CUTTING Blvd at S 23RD St	611 - Dispatched & cancelled en route	Yes	Yes
1101154 - 000	5/29/2011 21:42:5	COWPER Ave	520 - Water problem, other	Yes	Yes
1101155 - 000	5/30/2011 01:42:0	5716 HIGHLAND Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101156 - 000	5/30/2011 05:58:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101157 - 000	5/30/2011 07:41:0	1124 LAWRENCE Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101158 - 000	5/30/2011 09:35:4	1133 LAWRENCE Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101159 - 000	5/30/2011 13:37:5	115 SAINT ALBANS Dr	554 - Assist invalid	Yes	Yes
1101160 - 000	5/30/2011 21:47:0	1524 MADERA Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101161 - 000	5/30/2011 22:17:1	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101162 - 000	5/31/2011 00:20:2	1205 RIVERA St	550 - Public service assistance, other	Yes	Yes
1101163 - 000	5/31/2011 09:39:1	On S 59TH St at ORCHARD Ave	522 - Water or steam leak	Yes	Yes
1101164 - 000	5/31/2011 14:25:0	1618 LIBERTY St	550 - Public service assistance, other	Yes	Yes
1101165 - 000	5/31/2011 17:45:4	711 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101166 - 000	5/31/2011 22:44:1	200 EL CERRITO Plz	341 - Search for person on land	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
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Totals

Number of Incidents	259
Completed	259
Not Completed	
Reviewed	259
Not Reviewed	

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD			PY/CY:	
		TRANSMITTAL - APPROVAL			BATCH #:	
		Invoices			DATE :	
					LOCATION #:	
					FILENAME: KENSINGTON	
00982	Delta Dental	05/24/11	4912 0003 Jun dental	7840	1061	1,189.07
01169	CalPERS	05/15/11	H2011077009000 Jul med	7840	1061	9,198.89
01287	SureShred	05/20/11	0252315 shredding	7840	2490	770.00
01406	KFPD	06/02/11	Reimburse revolving fund	7840	2490	12,427.33
01634	Vision Service Plan	05/18/11	001027770001 Jun vision	7840	1061	307.45
01817	Nexis/Your Safety Place	05/31/11	NEX042911KEN kits	7840	2490	3,786.43
02120	City of El Cerrito	06/01/11	Jun fire protection	7840	2328	173,951.95
02590	Mack 5	05/31/11	2167 May pre con	7840	2490	3,890.00
07894	Bushwacker	05/30/11	6696 wildland interface	7840	2490	1,120.00
10652	Maximus	05/31/11	103143.01.02 fee	7840	2490	650.00
11561	Diablo Fire Safe Council	05/01/11	2011 dues	7840	2490	500.00
12420	Meyers Nave	04/30/11	2011040771 legal fees	7840	2490	5,584.55
	All Star Fire Equipment	05/24/11	1142501 ff equip	7840	2490	8,685.38
	All Star Fire Equipment	05/24/11	1142502 ff exp	7840	2490	1,321.93
	Alliant Insurance Services	04/25/11	36334 FY11-12 crime ins	7840	2490	1,641.00
TOTAL				225,023.98		

Kensington FPD Approval

Date: 6/2/11
Brenda Rueda
 Date: 6/12/11

June 2, 2011

Attachment to Transmittal 0611

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
5/2/2011	Terminix	106.00
5/5/2011	AT&T - phone	250.78
5/9/2011	Nextel - telephone	71.55
5/17/2011	Payroll processing	45.70
5/17/2011	Payroll for period 5/1 - 5/15/11	2,368.74
5/17/2011	Withholding payroll taxes 5/1- 5/15/11	895.64
5/25/2011	Garrett Memorial Scholarship donation	1,000.00
5/5/2011	Office Depot - supplies	373.03
5/6/2011	PG&E - electric	846.72
5/6/2011	PG&E - gas	108.28
5/12/2011	Mechanics Bank - mediation exp.	168.82
5/25/2011	Caterer deposit - staff appreciation	200.00
6/2/2011	Payroll processing	45.70
6/2/2011	Payroll for period 5/16 - 5/31/11	2,402.70
6/2/2011	Withholding payroll taxes 5/16- 5/31/11	914.07
5/22/2011	Comcast	69.90
5/25/2011	Deborah Russell - May/April acctg	325.00
6/1/2011	Stericycle - medical waste/drug drop off	1,139.80
6/5/2011	ICMA - May deferred comp	1,094.90
	Total	12,427.33

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

Kensington Fire Protection District
Balance Sheet
As of May 11, 2011

	May 11, 11
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	9,947.60
General Fund	1,274,340.84
Special Tax Fund	77,953.25
Capital Fund	5,091.77
Total Checking/Savings	1,367,533.46
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	1,298.73
Advance on Taxes	99,355.21
Advance on Supplemental Taxes	25,796.85
Total Accounts Receivable	140,277.92
Other Current Assets	
Prepaid Services - EC	355,354.71
Prepaid CERBT - Retiree Trust	1,155,297.46
Investments	
Capital Replacement Funds	889,475.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-412,579.84
Total Investments	2,609,023.53
Total Other Current Assets	4,119,675.70
Total Current Assets	5,627,487.08
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
P/S Building Repair/Replace	9,001.60
Computers/Computerized Equip.	6,155.80
Computers/Furniture	1,704.05
Total Current Capital Outlay	16,861.45
Total Fixed Assets	1,313,550.46
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
TOTAL ASSETS	7,144,678.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	16,621.50
Total Accounts Payable	16,621.50

Kensington Fire Protection District
Balance Sheet
As of May 11, 2011

	<u>May 11, 11</u>
Other Current Liabilities	
El Cerrito Service Contract Pay	355,354.71
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	<u>357,056.07</u>
Total Current Liabilities	<u>373,677.57</u>
Total Liabilities	373,677.57
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	573,670.61
Net Income	984,710.79
Total Equity	<u>6,771,000.66</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,144,678.23</u></u>

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1, 2010 through May 11, 2011

	Jul 1, '10 - May 11, 11	Jul 1, '09 - May 11, 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,748,347.55	2,687,959.50	60,388.05	2.3%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Other Tax Income	17,518.58	14,484.63	3,033.95	21.0%
Lease Agreement	28,840.00	28,000.00	840.00	3.0%
Interest Income	9,155.50	11,932.90	-2,777.40	-23.3%
Salary Reimbursement Agreement	37,254.15	21,900.00	15,354.15	70.1%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,065,388.68	2,764,277.03	301,111.65	10.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	33,521.65	30,760.27	2,761.38	9.0%
El Cerrito Contract Fee	1,776,773.65	1,766,859.56	9,914.09	0.6%
Water System Improvements	0.00	9,472.00	-9,472.00	-100.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	3,075.00	3,652.28	-577.28	-15.8%
Actuarial Valuation	3,200.00	350.00	2,850.00	814.3%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	13,354.19	16,571.33	-3,217.14	-19.4%
Total Professional Fees	31,629.19	32,573.61	-944.42	-2.9%
Wildland Vegetation Mgmt	4,865.00	4,147.50	717.50	17.3%
Total OUTSIDE PROFESSIONAL SER...	1,860,612.90	1,855,976.17	4,636.73	0.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	54,990.00	87,568.98	-32,578.98	-37.2%
Delta Dental	7,239.48	12,111.08	-4,871.60	-40.2%
Vision Care	1,957.08	3,349.61	-1,392.53	-41.6%
Total RETIREE MEDICAL BENEFITS	64,186.56	103,029.67	-38,843.11	-37.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,990.38	6,301.23	689.15	10.9%
Comm. Pharmaceutical Drop-Off	746.74	2,521.11	-1,774.37	-70.4%
Vial of Life Program	233.58	775.86	-542.28	-69.9%
CERT Emergency Kits	0.00	95.80	-95.80	-100.0%
Open Houses	0.00	1,312.98	-1,312.98	-100.0%
Community Shredder	1,012.50	1,012.50	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	8,983.20	12,019.48	-3,036.28	-25.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.49	25,781.64	-18,583.15	-72.1%
Firefighters' Expenses	3,651.57	2,763.32	888.25	32.1%
Engine Rescue Equipment	6,217.01	0.00	6,217.01	100.0%
Staff Appreciation	1,106.61	4,018.45	-2,911.84	-72.5%
Professional Development	916.39	5,254.62	-4,338.23	-82.6%
Building Maintenance				
Janitorial Service	896.94	995.96	-99.02	-9.9%
Medical Waste Disposal	3,514.95	3,188.76	326.19	10.2%
Building alarm	1,696.00	1,686.00	10.00	0.6%
Gardening service	585.00	720.00	-135.00	-18.8%
Miscellaneous Maint.	24,688.43	53,211.56	-28,523.13	-53.6%
Total Building Maintenance	31,381.32	59,802.28	-28,420.96	-47.5%
Building Utilities/Service				
Garbage	800.40	798.80	1.60	0.2%
Gas and Electric	6,478.61	6,120.78	357.83	5.9%
Water/Sewer	1,056.75	841.05	215.70	25.7%
Total Building Utilities/Service	8,335.76	7,760.63	575.13	7.4%
Election	369.80	0.00	369.80	100.0%
Memberships	4,741.00	4,399.00	342.00	7.8%
Office				
Office Expense	1,607.29	3,159.50	-1,552.21	-49.1%
Office Supplies	752.17	2,243.73	-1,491.56	-66.5%
Telephone	4,107.03	2,862.47	1,244.56	43.5%
Total Office	6,466.49	8,265.70	-1,799.21	-21.8%
Total DISTRICT ACTIVITIES	70,384.44	118,045.64	-47,661.20	-40.4%
Staff				
Wages	58,980.40	50,707.20	8,273.20	16.3%
Overtime Wages	1,888.46	1,676.27	212.19	12.7%
Medical/dental ins compensation	4,900.00	4,300.00	600.00	14.0%
Retirement Contribution	2,949.00	2,535.36	413.64	16.3%
Payroll Taxes	4,936.44	4,238.26	698.18	16.5%
Workers Compensation/Life Ins	1,225.79	1,441.30	-215.51	-15.0%
Payroll Processing	980.70	944.15	36.55	3.9%
Total Staff	75,860.79	65,842.54	10,018.25	15.2%

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

July 1, 2010 through May 11, 2011

	Jul 1, '10 - May 11, 11	Jul 1, '09 - May 11, 10	\$ Change	% Change
Contingency General	650.00	13,700.00	-13,050.00	-95.3%
Total Contingency	650.00	13,700.00	-13,050.00	-95.3%
Total Expense	2,080,677.89	2,168,613.50	-87,935.61	-4.1%
Net Ordinary Income	984,710.79	595,663.53	389,047.26	65.3%
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00	145,082.00	-51,727.00	-35.7%
Transfers In - General	34,107.78	6,033.52	28,074.26	465.3%
Total Other Income	127,462.78	151,115.52	-23,652.74	-15.7%
Other Expense				
Transfers Out - Capital	3,001.13	6,033.52	-3,032.39	-50.3%
Transfers Out - Special	123,355.00	0.00	123,355.00	100.0%
Transfers Out - General	1,106.65	145,082.00	-143,975.35	-99.2%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	127,462.78	152,545.52	-25,082.74	-16.4%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	984,710.79	594,233.53	390,477.26	65.7%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
July 2010 through April 2011

	Jul '10 - Apr 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,748,347.55	2,725,300.00	23,047.55	100.8%
Special Taxes	200,220.80	200,221.00	-0.10	100.0%
Other Tax Income	17,375.42	15,000.00	2,375.42	115.8%
Lease Agreement	28,840.00	28,840.00	0.00	100.0%
Interest Income	9,155.50	7,500.00	1,655.50	122.1%
Salary Reimbursement Agreement	37,254.15	37,254.10	0.05	100.0%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,065,245.52	3,014,115.10	51,130.42	101.7%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	33,521.85	32,250.00	1,271.85	103.9%
El Cerrito Contract Fee	1,776,773.85	1,776,773.30	0.35	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	12,380.00	-2.00	100.0%
Professional Fees				
Accounting	3,075.00	4,600.00	-1,525.00	66.8%
Actuarial Valuation	3,200.00	2,500.00	700.00	128.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	13,354.19	28,030.00	-14,675.81	47.6%
Total Professional Fees	31,829.19	47,130.00	-15,500.81	67.1%
Wildland Vegetation Mgmt	4,865.00	8,000.00	-3,135.00	60.8%
Total OUTSIDE PROFESSIONAL SERVICES	1,860,812.90	1,895,978.30	-35,365.40	98.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	54,990.00	50,407.50	4,582.50	109.1%
Delta Dental	7,239.48	6,308.34	931.14	114.8%
Vision Care	1,957.08	1,778.18	177.92	110.0%
Total RETIREE MEDICAL BENEFITS	64,186.56	58,495.00	5,691.56	109.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,990.38	10,400.00	-3,409.62	67.2%
Comm. Pharmaceutical Drop-Off	746.74	3,500.00	-2,753.26	21.3%
Vial of Life Program	233.58	666.00	-432.42	35.1%
CERT Emergency Kits	0.00	8,000.00	-8,000.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	1,012.50	1,500.00	-487.50	67.5%
Total COMMUNITY SERVICE ACTIVITIES	8,983.20	24,066.00	-15,082.80	37.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.49	8,500.00	-698.49	110.7%
Firefighters' Expenses	3,651.57	4,168.70	-515.13	87.6%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	1,106.61	2,500.00	-1,393.39	44.3%
Professional Development	916.39	4,350.00	-3,433.61	21.1%
Building Maintenance				
Janitorial Service	797.28	1,200.00	-402.72	66.4%
Medical Waste Disposal	3,114.57	3,750.00	-635.43	83.1%
Building alarm	1,696.00	2,000.00	-304.00	84.8%
Gardening service	585.00	1,180.00	-595.00	49.6%
Miscellaneous Maint.	24,582.43	235,000.00	-210,417.57	10.5%
Total Building Maintenance	30,775.28	243,130.00	-212,354.72	12.7%
Building Utilities/Service				
Garbage	533.60	580.00	-26.40	95.3%
Gas and Electric	6,478.61	6,508.30	-29.69	99.5%
Water/Sewer	1,056.75	922.00	134.75	114.6%
Total Building Utilities/Service	8,068.96	7,990.30	78.66	101.0%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	4,741.00	5,000.00	-259.00	94.8%
Office				
Office Expense	1,607.29	2,916.70	-1,309.41	55.1%
Office Supplies	752.17	2,083.30	-1,331.13	36.1%
Telephone	3,714.80	3,541.70	173.10	104.9%
Total Office	6,074.26	8,541.70	-2,467.44	71.1%
Total DISTRICT ACTIVITIES	89,119.37	289,088.70	-219,969.33	23.9%
Staff				
Wages	58,980.40	58,980.40	0.00	100.0%
Overtime Wages	1,888.48	4,083.30	-2,194.84	46.2%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,900.00	4,900.00	0.00	100.0%
Retirement Contribution	2,949.00	2,950.00	-1.00	100.0%
Payroll Taxes	4,936.44	5,327.50	-391.06	92.7%
Workers Compensation/Life Ins	1,225.78	1,470.00	-244.21	83.4%
Payroll Processing	935.00	970.80	-35.80	96.3%
Total Staff	75,815.09	78,682.00	-2,866.91	96.4%
Contingency				
General	650.00	23,333.31	-22,683.31	2.8%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	650.00	23,333.31	-22,683.31	2.8%
Total Expense	2,079,367.12	2,369,643.31	-290,276.19	87.8%
Net Ordinary Income	985,878.40	644,471.79	341,406.61	153.0%
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00			
Transfers In - General	34,107.78			
Total Other Income	127,462.78			

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2010 through April 2011

	Jul '10 - Apr 11	Budget	\$ Over Budget	% of Budget
Other Expense				
Transfers Out - Capital	3,001.13			
Transfers Out - Special	123,355.00			
Transfers Out - General	1,106.65			
Total Other Expense	127,462.78			
Net Other Income	0.00			
Net Income	985,878.40	644,471.79	341,406.61	153.0%

RESOLUTION 11-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2011-2012

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

WHEREAS, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

WHEREAS, the appropriations limit for Fiscal Year 2010-2011 was established at \$3,143,000 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2011-2012 are (1) the increase in the California per capita personal income of **2.51%** as provided by the State Department of Finance; and (2) the applicable change in population from January 2010 to January 2011 of **0.77%**; and

WHEREAS, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2011-2012 as \$3,246,400.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2011 by the following vote of the Board.

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

Janice Kosel, President

Leslie Michael, Secretary

Attachment: Calculation of Appropriations Limit for FY 2011-2012

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2011-2012

Article XIII B of the California Constitution specifies that local jurisdictions select their cost-of-living factor to compute their appropriations limit by a vote of the governing body. Historically, the Kensington Fire Protection District has selected the following method of computing its limit.

Decrease in California per capita personal income = 2.51%

Population change in Contra Costa County = 0.77%

Per capita converted to a ratio: $(2.51 + 100)/100 = 1.0251$

Population converted to a ratio: $(0.77 + 100)/100 = 1.0077$

Calculation of factor for FY 2011-2012: $1.0251 \times 1.0077 = 1.0329$

Appropriations limit for FY 2010-2011: \$3,143,000

Calculated appropriations limit for FY 2011-2012:
 $\$3,143,000 \times 1.0329 = \$3,246,405$

Suggested appropriations limit: \$3,246,400

RESOLUTION 11-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2011-2012 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

WHEREAS, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

WHEREAS, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

WHEREAS, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2011-2012 and to collect the special tax on behalf of the Kensington Fire Protection District.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2011 by the following vote of the Board.

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

Janice Kosel, President

Leslie Michael, Secretary

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

June 1, 2011

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: Fire Chief's Report

NFPA Announces This Year's Theme for Fire Prevention Week 2011

What's the best way to protect your family from fire? Be ahead of the game, of course. With more than 360,000 home fires reported in the United States in 2009, according to the nonprofit National Fire Protection Association (NFPA), your best defense is a good offense. **"Protect your Family from Fire!"** This year's campaign focuses on preventing the leading causes of home fires -- cooking, heating and electrical equipment, as well as candles and smoking materials. Additionally, it urges people to protect their homes and families with life-saving technology and planning.

"In 2009, 2,565 people died in home fires. Nearly all of these deaths could have been prevented by taking a few simple precautions like having working smoke alarms and a home fire escape plan, keeping things that can burn away from the stove and always turning off space heaters before going to bed.

NFPA offers the following tips for protecting your home and family from fire:

- Stay in the kitchen while you are frying, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- Keep anything that can burn at least three feet away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot "kid-free zone" around open fires and space heaters.
- Replace or repair damaged or loose electrical cords.
- If you smoke, smoke outside.
- Use deep, wide ashtrays on a sturdy table.
- Blow out all candles when you leave the room or go to bed. Avoid the use of candles in the bedroom and other areas where people may fall asleep.

While preventing structure fires is always our number one priority, it is not always possible. Residents need to provide the best protection to keep their homes and families safe in the event of a fire. This can be achieved by developing an escape plan which you practice regularly and equipping homes with life-saving technologies like smoke alarms and home fire sprinklers.

The following tips will help keep your family safe if there is a fire in your home:

- Install smoke alarms inside each bedroom, outside each sleeping area, and on every level of the home (including the basement).
- Interconnect all smoke alarms in the home so when one sounds, they all sound.
- Test smoke alarms at least monthly and replace all smoke alarms when they are 10 years old or sooner if they do not respond when tested.
- Make sure everyone in your home knows how to respond if the smoke alarm sounds.

NEW BUSINESS

AGENDA BILL

Subject: Fire Hazard Abatement

Initiated by: Michael J. Bond, Fire Marshal
Teresa Pace, Fire Prevention Officer

BACKGROUND

The Fire Department has continued its annual fire hazard abatement program through the winter months to reduce a likely insect infestation into the eucalyptus trees being abated. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Specifically, this action targets unhealthy and dead or dying eucalyptus trees and dead branches within the trees and ladder fuels growing into the trees. Most of the property owners voluntarily abate these hazards without Fire Department abatement action. Ideally 100% of the property owners will do so. The Fire Department continues to work with the property owners resolve this issue without abatement. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

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

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

ANALYSIS/DISCUSSION

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

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials such as eucalyptus trees, dead and dying tree branches or leaves and bark 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 June 8, 2011 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the June 8, 2011 hearing a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
5. Sometime between June 13, 2011 and June 30, 2011, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After July 31, 2011 the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. ~~Each property owner upon whose property abatement~~ work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on August 10, 2011 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

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

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

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

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 11-04 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material such as eucalyptus trees, dead and dying tree branches or leaves and bark on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: _____

Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 11-04 and Exhibit A	June 8, 2011
Cover Letter/Declared Fire Hazard & Notice of Meeting, Notice to Destroy	May 6, 2011
Notice to Destroy	June 9, 2011
Kensington Vegetation Standards	

RESOLUTION 11-04

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 such as eucalyptus trees, dead and dying tree branches or leaves and bark 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 eucalyptus trees, dead and dying tree branches or leaves and bark or other flammable material, 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 fire hazards 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 such as eucalyptus trees, dead and dying tree branches or leaves and bark 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 June 8, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, objections shall be heard from those persons to whom those properties identified in Exhibit A are assessed.

* * * * *

Page Two
Resolution 11-04
June 8, 2011

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 8th day of June 2011, by the following vote of the Board:

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

Janice E. Kosel, President

ATTEST:

Leslie Michael, Secretary

EXHIBIT A
List of Real Property Constituting Public Nuisances
6-8-2011

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

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

May 6, 2011

Dear Kensington Property Owner:

The Fire District is continuing our on going efforts to resolve the long standing fire hazard issues on your property. In order to further this process and reduce the fire danger on your property, the Fire District has inspected your property, specifically the eucalyptus trees along the Kensington/El Cerrito border and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Beginning June 1, 2011 the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Enclosed, please find our legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing, dead or dying eucalyptus branches or trees and ladder fuels leading into the trees. This vegetation 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. If you find it difficult to assess your property or if you would like your property inspected. We urge you to call the Fire Prevention Office at (510) 215-4450 with any questions about clearing or maintaining your property or to schedule an inspection.

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

Sincerely,

Michael 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

May 6, 2011

Name: Tsai, Kuo & Chi-Yeh
Address: 34 lam Ct. Kensington 94507
Parcel #: 5720120202

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

Notice is hereby given that on the **6th day of May, 2011**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, tree litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the dead or dying eucalyptus branches or trees 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 dead or dying eucalyptus branches or trees 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 June 8, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **June 13 and June 30, 2011**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

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

Michael J. Bond
Fire Marshal

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

May 6, 2011

Name: Dixon, Susan Trust
Address: 820 Bates Avenue, El Cerrito 94530
Parcel #: 5052820148

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

Notice is hereby given that on the **6th day of May, 2011**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, tree litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the dead or dying eucalyptus branches or trees 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 dead or dying eucalyptus branches or trees 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 June 8, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **June 13 and June 30, 2011**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

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

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

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

June 9, 2010

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

On June 8, 2011, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of Dead or dying eucalyptus trees, branches, leaves 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 June 8, 2011 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between June 13, 2011 and June 30, 2011. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on August 10, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

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

Michael J. Bond
Fire Marshal

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

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

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

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

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

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

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

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

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

B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of

flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

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

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

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

C. Process

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

II. FIRE HAZARD REDUCTION GUIDELINES

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

A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to a large wildland area containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods of Kensington are at heightened risk of seasonal wildfire

sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) zone. The small area remaining in Kensington faces a lesser risk of wildfire.

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

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

B. Ornamental Landscaping

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

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

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

C. Vegetation Management Standards

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

1. Properties within the VHFHS zone:

- a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
- b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding
- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. Properties outside the VHFHS zone:

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

3. Vegetation Management Standards for Firebreaks:

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

4. Vegetation Management Standards for Fuel Breaks:

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.

e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.

f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

5. Additional Considerations for Vegetation Management:

a. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**

b. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical, or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the district of alternative treatment will supersede other requirements.

c. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve. The report will be reviewed by the district. Review and acceptance by the district of alternative treatment will supersede other requirements.

D. Planting Considerations

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

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

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

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of 1/2" openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State law and District Ordinance requires that all roofing within the VHFHS zone be Class B or better in new construction or replacement of more than 50 % of the roof.

III. GLOSSARY OF TERMS

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

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, almost the entire community of Kensington is designated as a VHFHS zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within the VHFHS zone.

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

Fire resistant plants: A relative term used to describe plants that are "more resistant" or "less resistant" than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. A partial list of fire resistant and highly flammable plants is available from EBMUD (232-5051) and the Fire District.

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

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

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

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

EL CERRITO FIRE DEPARTMENT MEMORANDUM

May 12, 2011

TO: KFPD Finance Committee

FROM: Lance J. Maples, Fire Chief

SUBJECT: **El Cerrito Contract Fee Proposal for FY 11-12**

Fire Department Mission

The Fire Department's mission is to enhance community safety by: reducing the loss of life and property while safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters; helping members of the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety, and by abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition

Department Overview

The Fire Department's primary responsibility is to provide a full range of fire prevention, fire suppression and advanced emergency services. In order to reduce the impact of fire-related losses in our community and to render timely and appropriate advanced medical aid to the sick and injured, the Fire Department's number one goal is to keep the citizens of El Cerrito and Kensington as safe as possible while developing and maintaining cost effective programs that serve our communities.

The Department is able to provide a timely and appropriate level of response through active partnerships with the Richmond Fire Department and the Contra Costa County Fire Protection District through the use of automatic aid response agreements that use the combined resources of all three agencies to serve the area irrespective of jurisdictional lines. Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. The City also has a contract to provide the Kensington Fire Protection District with fire protection services, which increases the level of service that can be offered to both communities. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Organizational Structure

The Fire Department's resources are concentrated in four program areas: Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes, review of construction plans, testing of fire protection systems, abatement of identified hazards, and educational programs for the public. A key component of this effort is vegetation management on City, private, and other public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training\ EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. All personnel must maintain a high skill level for an increasing range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompasses the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team) is also managed under this Division.

Operations Division

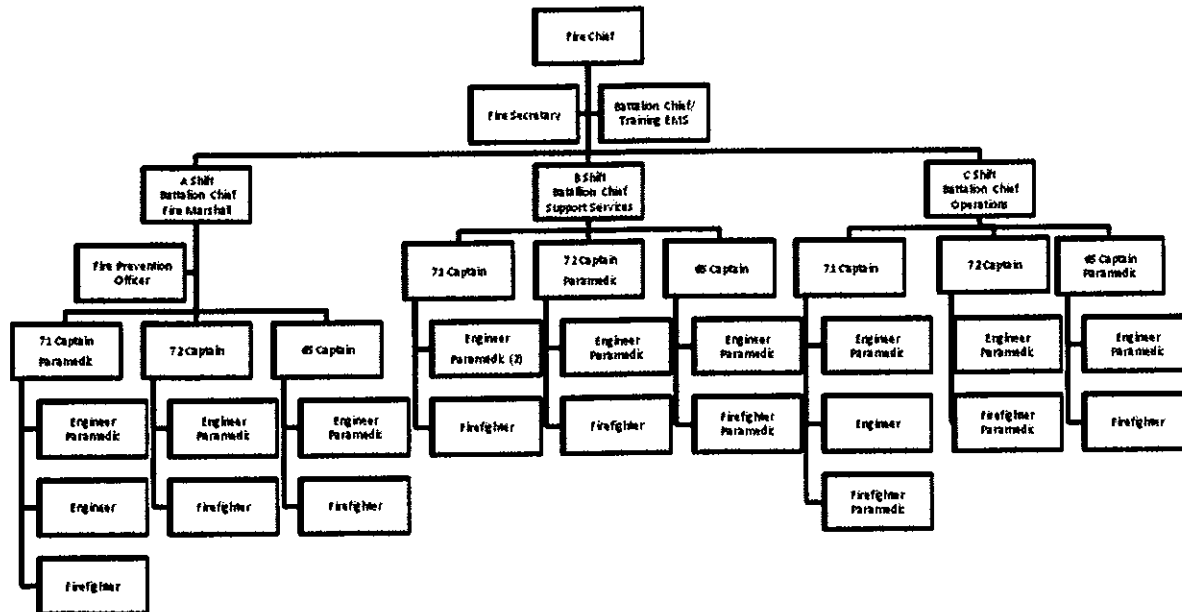
Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies which threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases and other emergency events. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that all of the department facilities, apparatus and equipment are maintained in a constant state of readiness. This includes annual testing, maintenance and purchasing. This division is also in charge of the comprehensive administrative reporting system. The Department's Health and Wellness program is also managed by this division.

Chart 6-1 provides an organizational overview of the Fire Department:

Chart 6-1
Fire Department Organization Chart



Position Listing

Table 6-1 shows the current and adopted personnel authorization for the Department. In FY 2011-12, the overall staffing level will remain the same. The only major staffing changes over the last 5 years have been the addition of Paramedic Assignments to the Department's staffing model.

Table 6-1
Fire Department Position Listing

	FY 08-09	FY 09-10	FY 10-11	FY 11-12
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief/Training Officer	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Captain/Fire Prevention Officer	1.00	1.00	1.00	1.00
Captain/Paramedic Assignment	2.00	3.00	3.00	3.00
Captain	6.00	6.00	6.00	6.00
Engineer/Paramedic Assignment	6.00	8.00	10.00	10.00
Firefighter/Paramedic Assignment	8.00	7.00	5.00	5.00
Engineer	6.00	6.00	2.00	2.00
Firefighter	2.00	2.00	4.00	4.00
Fire Secretary	1.00	1.00	1.00	1.00
Total	37.00	37.00	37.00	37.00

FY 2010-11 ACCOMPLISHMENTS

Placed a new Type I Engine in service at Station 72
Trained 7 firefighters in an advanced Low Angle Rope Rescue, Rescue System I and Confined Space Rescue
Recommended, amended and adopted the new 2010 state fire code to include local modifications
Completed the process for El Cerrito to achieve the Heartsafe Community designation from Contra Costa County and the American Heart Association
Began the process for the community of Kensington to achieve the Heartsafe Community designation from Contra Costa County and the American Heart Association
Partnered with El Cerrito High School and the Heartfelt Project to develop the West County Cardiac screening event
Partnered with the International Association of Firefighters to co-sponsor the Fire OPS 101 Program, as a new means of community outreach
Implemented the Disaster Service Workers Volunteer Program
Received a Department of Homeland Security Assistance to Firefighters grant in the amount of \$172,884.00 for the purchase of state of the art 12-lead cardiac monitor/defibrillators
Received a California Emergency Services award for the collaboration of the West County Cities and their work with the CERT Programs to support Emergency Management and Preparedness
Completed Federally Mandated Incident Command Systems 300 and 400 training for EOC and Operational Staff

FY 2011-12 PRIMARY OBJECTIVES

CORRESPONDING CITY COUNCIL GOAL(S)

Develop a Task Book Training Program for the rank of Captain and Engineer

- Public Safety

Develop a Digital Tracking Program for an advanced life support supply

- Public Safety

Strengthen all automatic aid agreements with surrounding Departments

- Public Safety
- Fiscal Responsibility
- Community Engagement and Partnership

Complete promotion exams for the rank of Captain and Engineer

- Public Safety

Train 5-10 Firefighters in the area of Trench Rescue and Rescue Systems II, funded by a Department of Homeland Security Grant

- Public Safety
- Fiscal Responsibility

FY 2011-12 OPERATIONAL ACTIVITY GOALS	CORRESPONDING CITY COUNCIL GOAL
Continue to aggressively implement the City's CERT Program	<ul style="list-style-type: none"> • Public Safety • Community Engagement and Partnership
Continue to cooperate with Diablo Safe Council and East Bay Regional Park District to reduce the wildland/urban interface threat along the eastern boundary of Kensington and El Cerrito	<ul style="list-style-type: none"> • Public Safety • Community Engagement and Partnership • Responsive Government •
Continue the implementation of the Fire Hazard Reduction Program on City owned lands through prescribed burning and a partnership with Cal Fire	<ul style="list-style-type: none"> • Public Safety • Fiscal Responsibility • Responsive Government
Perform periodic measurements of cost effectiveness and efficiency	<ul style="list-style-type: none"> • Fiscal Responsibility • Responsive Government
Revise and update Department's Policies and Procedures	<ul style="list-style-type: none"> • Public Safety
Enhance personnel skill levels in wildland firefighting and incident command by continued participation in the Regional Wildland Fire Response Training Exercise	<ul style="list-style-type: none"> • Public Safety
Continue our comprehensive maintenance and certification testing programs to ensure a constant state of readiness for the Fire Department's complex fire apparatus and equipment	<ul style="list-style-type: none"> • Public Safety
Continue to train and prepare for all Risk Disasters	<ul style="list-style-type: none"> • Public Safety
Support and develop the department's Medical Priority Dispatch System	<ul style="list-style-type: none"> • Public Safety • Fiscal Responsibility

Service Indicators

The information provided below is intended to give the reader an overview of the annual department activities. Based on a review of the Department activities for prior fiscal years the workload has remained relatively stable. The Fire Department will be able to meet the anticipated workload for FY 2011-12 with current staffing levels as shown in the adopted budget. **Table 6-2** lists six response types:

1. Fire – Structure fire, fire in mobile property, wildland fire
2. Medical – Rescue, medical assistance, vehicle accident
3. Hazardous Condition – Toxic condition, electrical arcing, flammable gas or liquid condition
4. Service Call – Person(s) in distress, water problem, odor problem, unauthorized burning
5. Good Intent – Hazardous material investigation/no hazard found, EMS call/patient self transported
6. False Calls – Unintentional alarm, system malfunction, malicious, bomb scare/no hazard

Table 6-2
Emergency Response Workload

Response Type	2006	2007	2008	2009	2010
Fires	128	111	124	110	103
EMS/Rescues	1801	1799	1610	1624	1536
Hazardous Conditions	71	62	83	72	64
Service Calls	280	282	299	264	255
Good Intent	470	491	596	605	663
False Calls	179	181	169	148	143

Chart 6-2
Emergency Response Workload

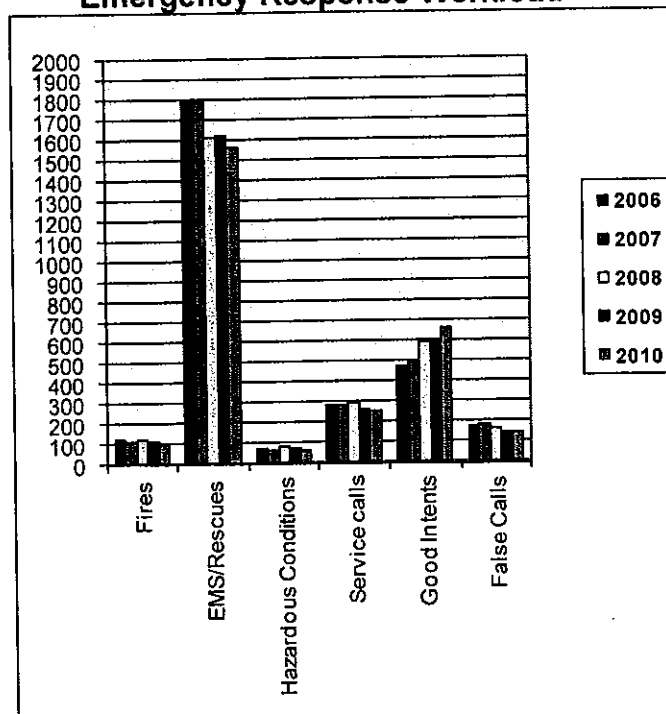


Table 6-3 shows that the Department responds to nearly 3,000 calls per year. Fire loss over this five-year period averages \$401,129 per year. Fire loss averages remains very low compared to cities with similar demographics.

**Table 6-3
Total Responses, by Year**

Year	Number	Dollar Loss
2006	2,929	\$891,270
2007	2,926	559,370
2008	2,881	181,425
2009	2,823	367,250
2010	2,764	561,445
Average	2,864	\$401,129

Tables 6-4 through 6-7 illustrate the Department's commitment to continued training and education:

**Table 6-4
Training Hours**

Type	2006	2007	2008	2009	2010
Medical - EMS	1197	540	875	950	887
Operations	14,649	17,280	16,348	13,785	13,882
Physical Fitness	1054	1372	1372	1285	1349
Total	16,900	19,192	18,594	16,020	16,118

**Table 6-5
Fire Prevention Activities**

Inspection Type	2006	2007	2008	2009	2010
Fire Inspections (Fire Company)	457	447	468	488	440
Mandatory (Schools/Jails/Convalescents)	22	22	16	18	18
Self-Inspection	204	208	223	202	217
Construction Plan Checks	81	115	83	92	70
Construction Inspections	151	170	111	80	63
Vegetation Management Inspections	12,059	12,059	12,059	12,059	15,351
Vegetation Management Re-inspections	321	315	131	100	237
Total	13,295	13,336	13,091	13,039	16,396

CITY OF EL CERRITO / KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2011 - 2012

LINE ITEM DETAIL BUDGET EXPENDITURES

101 GENERAL FUND**2510 FIRE**Proposed
Budget FY11-12**5100 SALARIES & BENEFITS**

51110	Salaries	4,216,443	27.75%	\$	1,170,062.93
51130	Temporary/Part-time Salaries	0	27.75%	\$	-
51140	Overtime Pay	450,000	27.75%	\$	124,875.00
51145	FLSA Overtime pay	87,306	27.75%	\$	24,227.42
51146	Non Suppression Overtime pay	105,086	27.75%	\$	29,161.37
51150	Special Pay	0	27.75%	\$	-
51210	PERS Contributions	1,839,167	27.75%	\$	510,368.84
51220	FICA/MEDICARE	69,753	27.75%	\$	19,356.46
51230	Insurance and Benefits	816,419	27.75%	\$	226,556.27
51240	Workers Compensation	113,275	27.75%	\$	31,433.81
51990	Salary Savings	(393,842)	27.75%	\$	(109,291.16)
TOTAL		7,303,607		\$	2,026,750.94

5200 PROFESSIONAL SERVICES

52190	Misc Professional Services	20,000	33.33%	\$	6,666.00
52220	Medical Services	25,000	33.33%	\$	8,332.50
TOTAL		45,000		\$	14,998.50

5300 PROPERTY SERVICES

53110	Utilities	35,000	0.00%	\$	-
53230	Building Maintenance Services	15,000	33.33%	\$	4,999.50
53240	Landscape/Park Maint Svcs	20,000	0.00%	\$	-
53250	Vehicle/Equip Maint Svcs	75,000	25.00%	\$	18,750.00
53290	Misc R&M Svcs	40,000	33.33%	\$	13,332.00
53320	Vehicle & Equip Lease	0	0.00%	\$	-
53330	Vehic Replmnt Rental Charge	135,600	18.83%	\$	25,533.48
53910	Solid Waste Services	5,000	33.33%	\$	1,666.50
TOTAL		325,600		\$	64,281.48

5400 OTHER SERVICES

54210	Telephone Expenses	15,000	20.00%	\$	3,000.00
54220	Mobile/wireless Expenses	12,000	20.00%	\$	2,400.00
54310	Legal Notices & Advertisements	1,000	25.00%	\$	250.00
54410	Printing and Binding	500	25.00%	\$	125.00
54610	Travel & Training	30,000	25.00%	\$	7,500.00
54910	Dues & Subscriptions	11,000	25.00%	\$	2,750.00
54990	Other Administrative Services	15,000	25.00%	\$	3,750.00
TOTAL		84,500		\$	19,775.00

5500 SUPPLIES

55110	General Office Supplies	6,171	25.00%	\$	1,542.75
55120	Postage & Delivery	1,300	25.00%	\$	325.00
55130	Photocopying Charges	3,000	25.00%	\$	750.00
55210	Fuel	35,700	27.00%	\$	9,639.00
55230	Medical Supplies	20,000	30.00%	\$	6,000.00
55240	Clothing & Uniform Supplies	25,000	33.33%	\$	8,332.50
55250	Vehicle & Equipmt Supplies	0	25.00%	\$	-

55290	Other Operating Supplies	7,100	25.00%	\$	1,775.00
55520	Building Supplies	10,000	25.00%	\$	2,500.00
TOTAL		108,271		\$	30,864.25

5600	CAPITAL OUTLAY				
56310	Improvements, Not Buildings	10,000	0.00%	\$	-
56710	Other Equipment < \$10K	30,000	0.00%	\$	-
56720	Other Equipment > \$10K		0.00%	\$	-
TOTAL		40,000		\$	-

5800	OTHER CHARGES				
58220	Licenses & Permits	1,000	25.00%	\$	250.00
TOTAL		1,000		\$	250.00

GRAND TOTAL **7,907,978** **\$ 2,156,920.17**

OVERHEAD CHARGES (9% of Personnel) **657,325** **27.75%** **\$ 182,407.58**

TOTAL COMPENSATION COST SHARE **91,924** **50.00%** **\$ (45,962.00)**

UNRECONCILED CONTRACT AMOUNT **\$ 2,293,365.76**

RECONCILIATION 2009-2010 FY BUDGET TO ACTUAL **\$ (78,601.15)**

COMP. COST SHARE RECONCILIATION
FY 2009-10 BUDGET TO ACTUAL **\$ 215.25**

PROPOSED EC CONTRACT FEE FY 2011-2012 **\$ 2,214,979.85**

LAMORENA & CHANG
CERTIFIED PUBLIC ACCOUNTANT

22 BATTERY STREET, SUITE 412
SAN FRANCISCO, CALIFORNIA 94111

TELEPHONE: 415.781.8441
FACSIMILE: 415.781.8442

April 27, 2011

Ms. Brenda Navellier
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Brenda:

I would like to confirm my understanding for the services that I will be providing to Kensington Fire Protection District (KFPD) for the year ended June 30, 2011. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, all major funds, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the year ended June 30, 2011. Accounting standards generally accepted in the United States provide certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Kensington Fire Protection District's basic financial statements. As part of my engagement, I will apply certain limited procedures to RSI. These limited procedures will consist principally of inquiring management regarding the methods of measurement and presentation, which the management is responsible for affirming to us in its representation letter. Unless I encounter problems with the presentation of the RSI or with the procedures relating to it, I will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles, although it will be subjected to some limited procedures, it will not be audited:

1) Management's Discussion and Analysis.

Supplementary Information other than RSI also accompanies KFPD's basic financial statements. I will subject the following supplementary information to the auditing procedures applied in My audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1) None

Audit Objectives

The objective of My audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. My audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of KFPD and other procedures I consider necessary to enable us to express such opinions. If My opinions on the financial statements are other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during My audit I become aware that KFPD is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, I will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services I provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the KFPD and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that I may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on My current findings, conclusions, and recommendations, as well as your planned corrective actions.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditors.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Controls

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of KFPD compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Audit Administration, Fees, and Other

I may from time to time, and depending on the circumstances, use third-party service providers in serving my account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by us for testing.

I will provide copies of my reports to California State Controller Office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lamorena & Chang, CPA and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to State or Federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lamorena & Chang, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

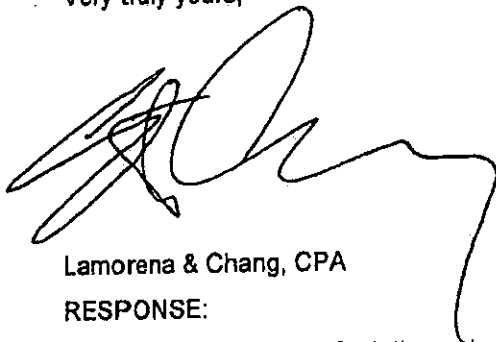
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately mid/late August and to issue my reports no later than October 15, 2011. Steven Chang is the engagement partner and is responsible for supervising the engagement and signing the report. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my estimated flat fee of \$ 12,000.00. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Government Auditing Standards require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My 2009 peer review report accompanies this letter.

I appreciate the opportunity to be of service to KFPD and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let us know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Lamorena & Chang, CPA

RESPONSE:

This letter correctly sets forth the understanding of KFPD.

By:

Title:

Date:

Grant Bennett Associates

A PROFESSIONAL CORPORATION

SYSTEM REVIEW REPORT

June 22, 2009

To Steven Chang and the Peer Review Committee of the California Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Lamorena & Chang (the firm) in effect for the year ended December 31, 2008. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Lamorena & Chang in effect for the year ended December 31, 2008, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lamorena & Chang has received a peer review rating of *pass*.

GRANT BENNETT ASSOCIATIONS
A PROFESSIONAL CORPORATION
Certified Public Accountants



By Dawn E Brenner, CPA



www.gbacpa.com

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June 3, 2011

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

Re: Kensington Fire Station Remodel
Mack5 Job #10276 - PreConstruction Phase Services

Dear Ms. Navellier:

Per your request, following is the scope of work that Mack5 provided during the PreConstruction Phase of the Kensington Fire Station Remodel project, from December, 2009 through May, 2011:

Original PreConstruction Phase

- Assist Architect with development of construction drawings
- Conduct Constructability Review
- Provide and update construction estimate
- Assist KFPD with development of Contract Documents including GC's and GR's
- Assist KFPD with publication of RFP/Bid package
- Assist KFPD with Contractor prequalification process, including developing/monitoring prequalification spreadsheet
- Conduct contractor pre-bid walk through
- Assist Architect with bid RFI's
- Attend Contractor bid opening
- Review/qualify low bidder (Kel-Tec) for compliance to bid documents
- Publish bid analysis
- Preconstruction Site walk and meetings
- Review and comment on Kel-Tec's construction schedule and phasing

Bankruptcy/Mediation/Re-bid Phase

- Participate in multiple phone conferences with KFPD, District's Attorney and team
- Contact 3 contractors and negotiate possible project take over
- Participate in and assist bond company's PM during re-bid process
- Conduct re-bid walk through
- Conduct bid process and contract negotiation with Swinerton
- Provide bid analysis of Swinerton's original bid
- Assist Swinerton with updating and verifying expired bid
- Coordinate with County to insure permits were extended and remained valid
- Assist KFPD with mediation preparation
- Attend mediation
- Assist with issuing Swinerton Notice-of-award

Yours sincerely,

Eve Nelson
Chief Financial Officer

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

phone 510.595.3020

fax 510.595.1755

mack⁵

1900 Powell Street

Suite 470

Emeryville, CA 94608



June 2, 2011

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

Re: Kensington Fire Station Remodel
Mack5 Job #10276 - Additional Services Proposal #6 – Construction Management

Dear Ms. Navellier:

We are pleased to provide the Kensington Fire Protection District (KFPD) with a proposal for Construction Management services for the above-referenced project ("Project"). Mack5 will provide services for Construction Management related to the Project such as those noted below ("Services") dependent on the actual scope and time required, which will be subject to the performance of the Project's construction contractor:

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

Mobilization Phase

- Review contractor contract submittals for compliance
- Assist with issuing contractor's Notice-to-Proceed
- Review and comment on contractor's Project schedule
- Facilitate permit procurement
- Assist architect with the review of contractor submittals
- Assist architect with RFIs submitted
- Attend pre-con/mobilization meeting as necessary

Construction Phase

- Attend one status meeting per week
- Make site visits/inspections as necessary
- Review contractor work plan
- Assist with coordinating contractor's work with the KFPD
- Monitor ongoing construction work
- With architect's assistance, analyze, prepare and negotiate change orders, and recommend acceptance or rejection
- Assist architect with RFI responses
- Assist architect as needed with contractor submittal review
- Review and process payment requests; review with architect for concurrence
- Monitor job correspondence as necessary including RFIs and submittals

Closeout Phase

- Assist with Project closeout as necessary

Anticipated Duration

Our fee proposal is based on approximately 6.5 months of services (1.5 months mobilization; 4 months Construction; 1 month Closeout), beginning June 1, 2011.

Fee

Our not-to-exceed additional fee allowance is \$49,920 ("Allowance"). However, due to the remaining balance on our current fee Allowance, this request is \$46,500 as detailed on the following page. Any Reimbursable Expenses associated with the Services will be charged to this Allowance.

phone 510.595.3020

fax 510.595.1755

mack⁵

1900 Powell Street

Suite 470

Emeryville, CA 94608

Fee Allowance Summary

Phase/Staff	Hours/wk	Weeks	Total Hours	Rate	Cost
Mobilization					
Proj Mgr	6	6	36	160	5,760
Proj Eng	2	6	12	120	1,440
Construction					
Proj Mgr	10	18	180	160	28,800
Proj Eng	4	18	72	120	8,640
Closeout					
Proj Mgr	6	4	24	160	3,840
Proj Eng	3	4	12	120	1,440
Total Allowance					49,920
Remaining PreCon funds					-3,420
Total					46,500

Additional Services

The Fee is based on a limited allowance of hours for the Services. Hours and/or Services incurred beyond those allowed will be deemed additional services.

Reimbursable Expenses

Any reimbursable expenses will be billed at cost plus ten percent (10%).

Hourly Rates

Mack5's hourly rates remain unchanged and are as noted above.

Extension of Term of Agreement

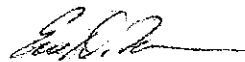
The CONSULTING AGREEMENT ("Agreement") between Macks Craic Inc. d/b/a Mack5 and KFPD dated May 13, 2010 is hereby extended to March 31, 2012.

Terms & Conditions

The Fee is valid for sixty (60) days from the date of this Proposal. Should the scope of Services be altered we reserve the right to adjust our fee accordingly. Acceptance and agreement by KFPD to the content of this Proposal hereby incorporate it as Basic Services under the CONSULTING AGREEMENT between Mack5 and KFPD dated May 13, 2010.

Should you have any questions about the Services or Fee in this Additional Services Proposal #6, please contact Joe Blanco. We look forward to continued work with the Kensington Fire Protection District. To note Kensington Fire Protection District agreement with and acceptance of this Additional Services Proposal #6, please have the appropriate authorized party sign and date below and return this letter to my attention.

Yours sincerely,



Eve Nelson
Chief Financial Officer

Accepted and Agreed: _____

Printed Name: _____

Title: _____

Date: _____



RESOLUTION 11-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2011-2012

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2011-2012; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 24, 2011 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2011;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2011-2012 which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 8th day of June 2011 by the following vote of the Board:

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

Janice Kosel, President

ATTEST:

Leslie Michael, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 11-12
with Equipment and Building Schedules

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2011-2012

	FY 2010-2011	FY 2010-11	FY 2011-2012	FY 2012-2013
REVENUE BUDGET	Budget	Est. Actual	Budget	Planning
Property Taxes *	2,725,300	2,760,000	2,773,800	2,787,670
Special Taxes	200,221	200,221	200,221	200,221
Other tax income	31,900	32,400	32,000	32,000
Interest income	10,000	12,000	9,000	10,000
Lease agreement (3%)	28,840	28,840	29,705	30,596
Salary reimb agreement	45,025	44,402	45,943	46,611
Miscellaneous income	0	24,052	0	0
Total Revenue	3,041,286	3,101,915	3,090,669	3,107,098
OPERATING EXPENSE BUDGET	Budget	Est. Actual	Budget	Planning
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,400	4,100	5,400	5,400
Actuarial Valuation	2,500	3,200	3,000	0
Audit	12,000	12,000	12,000	12,500
Mandate Reimbursement Filing	0	0	1,300	1,300
CC County Expenses	32,455	34,000	35,700	36,000
El Cerrito Contract	2,132,128	2,132,128	2,214,980	2,325,730
Fire Abatement Contract	8,000	0	8,000	8,000
Insurance - Risk Mgmt	12,380	12,378	11,000	11,550
LAFCO Fees	1,445	1,445	1,490	1,535
Legal Fees	35,000	23,000	30,000	35,000
Water System Improvements	20,000	0	228,700	691,300
Wildland Vegetation Mgmt	10,000	8,500	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (OPEB cost)	54,990	54,988	59,250	63,840
Delta Dental	7,570	7,870	8,155	8,790
Vision Care	2,135	2,135	2,300	2,480
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	9,500	13,000	13,000
Community Pharmaceutical Drop-Off	3,500	2,000	3,000	3,000
Vial of Life Program	1,000	234	500	400
CERT Emergency Kits	6,000	4,000	2,500	2,500
Open Houses	2,500	0	2,500	1,500
Community Shredder	1,500	2,000	2,000	1,500
DISTRICT ACTIVITIES				
Professional Development	5,500	916	5,500	5,500
District Office				
Office expense	3,500	2,000	3,500	3,500
Office supplies	2,500	1,300	2,500	2,500
Telephone	4,250	4,570	4,800	5,040
Election	1,000	370	0	1,000
Firefighter's Apparel **	7,000	7,198	1,500	1,575
Firefighters' Expenses	5,000	4,750	5,000	5,000
Engine Rescue Equipment	5,910	6,217	0	0
Staff Appreciation	2,500	1,107	4,000	2,500
Memberships	5,000	5,241	5,600	6,000
P/S Building				
Gardening service	1,400	1,000	1,400	1,470
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	4,500	4,320	4,535	4,760
Janitorial	1,500	1,100	1,500	1,500
Misc. Maint/Improvements ***	245,000	28,000	414,000	10,000
PG&E	7,810	7,600	7,980	8,380
Water/Sewer	1,040	1,200	1,260	1,325
Garbage	840	801	840	840

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2011-2012

Staff

Wages (2%)	70,775	70,772	72,200	73,640
Overtime Wages	4,900	2,500	3,750	3,825
Vacation Wages Accrual Adjustment	1,020	341	735	55
Medical/dental insurance compensation	5,880	5,880	6,120	6,425
Retirement Contribution	3,540	3,539	3,610	3,680
Payroll Taxes	6,415	5,882	6,500	6,641
Insurance - Workers Comp/Life	1,470	1,226	1,500	1,500
Processing	1,165	1,164	1,225	1,285
Operating Contingency Fund	<u>30,000</u>	<u>2,300</u>	<u>30,000</u>	<u>30,000</u>

Total Operating Expense	2,794,913	2,486,466	3,246,328	3,425,263
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Capital Outlay

Mobile Display Terminal	6,580	6,156	0	0
P/S Building Siding/Windows ****	105,000	9,002	171,000	0
P/S Building Bay Doors	45,000	0	24,000	0
Firefighter qtrs/equip	10,000	8,685	12,000	10,000
Office Furniture/Computers	<u>5,000</u>	<u>1,704</u>	<u>5,000</u>	<u>5,000</u>

Total Capital Outlay	171,580	25,547	212,000	15,000
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TOTAL EXPENDITURES	2,966,493	2,512,013	3,458,328	3,440,263
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Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

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

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

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

*** The current estimate of building repairs/improvements is approximately \$575,000. \$171,000 is included for the capital portion.

\$404,000 is listed under maintenance per auditor's instructions. The total amount includes const., project mgmt & fees

An additional \$10,000 is included for regular maintenance.

Designated Funds (see attached schedules)

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

	FY 2010-2011 Budget	FY 2010-2011 Est. Actual	FY 2011-2012 Budget	FY 2012-2013 Planning
Beginning Cash	4,323,869	3,634,468	4,414,038	
Revenue	3,041,286	3,101,915	3,090,669	
State of California Loan Receivable	0	0	0	
Operating Expenditures	-2,794,913	-2,486,466	-3,246,328	
Capital Expenditures	-171,580	-25,547	-212,000	
Accrual to Cash Adjustment	15,377	15,377		
ENDING CASH	4,414,038	4,239,747	4,046,380	
Cumulative Designated Funds	-2,028,600	-2,039,464	-2,132,919	
El Cerrito Contract 12 month set aside	-2,132,128	-2,132,128	-2,214,980	
AVAILABLE CASH	253,310	68,155	-301,519	

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2011-2012

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

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

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2011-2012

SCHEDULE FOR RENOVATION OF BUILDING

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

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

AGENDA BILL

Subject: Approval of Resolution Approving and Authorizing Participation in an Amended Joint Powers Agreement

Initiated by: Brenda J. Navellier, Manager

RECOMMENDATION FOR ACTION

Adopt a Resolution approving and authorizing the Board President or designee, to execute the First Amended Joint Exercise of Powers Agreement for Providing Public Liability and Other Self-Insurance between the County of Contra Costa and other Fire Districts within the County of Contra Costa, to take effect on July 1, 2011.

SUBJECT BACKGROUND

Currently, the District is a participant in the Joint Exercise of Powers Agreement for Providing Public Liability and Other Self-Insurance (JPA) between the County of Contra Costa and other Fire Districts within the County of Contra Costa. Under the JPA the pooled resources of the participants arranges for the payment of general liability, auto liability and property losses and claims and insurance. The program is administered by the County and is funded through equitable cost sharing by the participants which currently include the County (including various special districts within the County), and seven (7) Fire Districts within the County, dependent or independent of County governance; Fiscal Year 2010-11 charges to the District amounted to \$10,737.00. The original Agreement dates back to July 1, 1988, and needs to be amended to reflect changes in the participants, claims and other procedures, and insurance coverage. It is recommended the District continue its participation in the JPA with its amendments.

Attachments: Resolution 11-07
First Amended Joint Powers Agreement

RESOLUTION 11-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT APPROVING AND AUTHORIZING THE BOARD PRESIDENT OR DESIGNEE, TO EXECUTE THE FIRST AMENDED JOINT EXERCISE OF POWERS AGREEMENT FOR PROVIDING PUBLIC LIABILITY AND OTHER SELF-INSURANCE WITH THE COUNTY OF CONTRA COSTA AND OTHER FIRE DISTRICTS WITHIN THE COUNTY OF CONTRA COSTA TO TAKE EFFECT JULY 1, 2011.

WHEREAS, The District is currently a member of the Joint Powers Agreement ("JPA") with the County and other Fire Districts within the County for Providing Public Liability and Other Self-Insurance; and

WHEREAS, under the pooled resources of the JPA, the District is provided coverage for general liability, auto liability and property losses; and

WHEREAS, the original Agreement dates back to July 1, 1988 and needs to be amended,

* * * * *

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District does hereby approve and authorize execution by the Board President, or designee, the First Amended Joint Powers Agreement for Providing Public Liability and Other Insurance between the County of Contra Costa and other Fire Districts within the County of Contra Costa, to take effect on July 1, 2011.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2011 by the following vote of the Board.

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

Janice Kosel, President

Leslie Michael, Secretary

FIRST AMENDED

JOINT EXERCISE OF POWERS AGREEMENT FOR PROVIDING
PUBLIC LIABILITY AND OTHER SELF-INSURANCE

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**FIRST AMENDED JOINT EXERCISE OF POWERS AGREEMENT FOR
PROVIDING PUBLIC LIABILITY AND OTHER SELF-INSURANCE**

1. Parties.

This First Amended Joint Exercise of Powers Agreement For Providing Public Liability and Other Self-Insurance is executed between Contra Costa County, County Fire Protection Districts in Contra Costa County (including Independent Fire Protection Districts as defined herein), Special Districts, Agencies and Commissions organized and existing under the Constitution and statutes of the State of California which are parties signatory to this Agreement. All such parties, hereinafter called "Parties," are listed Appendix A, attached hereto and incorporated herein.

2. Recitals.

- A. Article 1, Chapter 5, Division 7, Title 1 of the California Government Code (Sections 6500 et seq.) permits two or more public agencies by agreement to exercise jointly powers common to the contracting parties; and
- B. Article 16, Section 6 of the California Constitution provides that insurance pooling arrangements under joint exercise of powers agreements shall not be considered the giving or lending of credit as prohibited therein; and
- C. California Government Code Section 990.4 provides that a local public entity may self-insure, purchase insurance through an authorized carrier or purchase insurance through a surplus line broker or any combination of these; and
- D. Pursuant to California Government Code Section 990.6, the cost of insurance provided by a local public entity is a proper charge against the local public entity; and
- E. California Government Code Section 990.8 provides that two or more local entities may by a joint powers agreement provide insurance for any purpose by any one or more of the methods specified in Government Code Section 990.4 and such pooling of self-insurance funds for claims or losses shall not be considered insurance nor subject to regulation under the Insurance Code; and
- F. The parties executing this First Amended Joint Exercise of Powers Agreement For Providing Public Liability and Other Self-Insurance have joined together for the purpose of jointly funding a program of self-insurance for comprehensive liability, property damage and other coverages to be determined.

- G. The parties now desire to amend their original Agreement to read as set forth herein.

3. Definitions.

- A. "Agency or Commission" means any agency or commission under the jurisdiction of the Board of Supervisors.
- B. "Agreement" means this First Amended Joint Exercise of Powers Agreement For Providing Public Liability and Other Self-Insurance.
- C. "Board" means the Contra Costa County Board of Supervisors.
- D. "Claim" means a claim made either against or by a party arising out of a loss which is covered by a self-insurance program under this Agreement in which the party is a participant.
- E. "County" means Contra Costa County.
- F. "County Administrator" means the County Administrator of Contra Costa County.
- G. "Fiscal Year" means that period of 12 months which is established by the Board of Supervisors as the fiscal year.
- H. "Government Code" means the California Government Code.
- I. "Independent Fire Protection District" means a fire protection district which is not governed by the Board, but the territory of which is primarily located within Contra Costa County.
- J. "Insurance Committee" is a committee of representatives of the participants in a self-insurance program appointed pursuant to the procedures established by that program.
- K. "Joint Powers Law" means Article 1, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code.
- L. "Loss" means a liability or potential liability of a party, including litigation expenses, attorneys' fees and other defense costs, which is covered by a self-insurance program under this Agreement.

- M. "Party" or "parties" means Contra Costa County, Independent Fire Protection Districts located primarily in Contra Costa County, Special Districts, Agencies and Commissions which are parties to this Agreement pursuant to Section 5 of this Agreement.
- N. "Policy Year" means for each self-insurance program under this Agreement the 12 month period beginning with the effective date of the program and each 12 month period thereafter.
- O. "Reinsurance" means insurance purchased as part of an excess program to cover that portion of any loss which exceeds the joint funding capacity of that program.
- P. "Risk Management Division" means the Risk Management Division of the Contra Costa County Administrator's Office.
- Q. "Self-insurance Program" means a program under this Agreement under which participating parties are protected against designated losses.
- R. "Self-insured Retention" means that portion of a loss experience by a party which is retained as a liability or potential liability of the party and is not subject to payment under this agreement.
- S. "Special District" means a district, fire protection district, or County service area which is governed by the Board.

4. Purpose.

The purpose of this Agreement is to develop and fund programs of self-insurance. Such programs may include but shall not be limited to the creation of joint insurance funds, the purchase of insurance policies, the purchase of reinsurance and the acquisition of necessary administrative and legal services. Such administrative services may include but shall not be limited to risk management consulting, administrative services, loss prevention and control, centralized loss reporting, actuarial consulting, claims adjusting, administrative, and legal defense services.

All such purposes shall be accomplished through the joint exercise of powers by the parties pursuant to this Agreement or such other agreements as may be necessary to implement and carry out such purposes herein.

5. Changes in Parties to Agreement.

- A. The parties are as described in Section 1, and include such parties as may be later added as parties to this Agreement pursuant to Section 15. Each party agrees that the removal of any party from this Agreement pursuant to Sections 16, 17, 18, or 24 shall not affect this Agreement with the other party(s) to the Agreement then remaining.

6. Term.

This Agreement shall become effective when executed by the County. The County Administrator shall notify all parties in writing of such effective date. This Agreement shall continue in effect until terminated as provided herein.

7. Governing Authority.

The governing authority is Board of Supervisors of Contra Costa County.

8. Powers of the County Under This Agreement.

The County shall administer this Agreement and exercise the powers common to the parties hereto as agreed to herein and all additional powers set forth in the joint powers law and is hereby authorized to do on behalf of the parties all acts necessary for the exercise of said powers, including, but not limited to the following:

- A. To make and enter into contracts;
- B. To incur debts, liabilities and obligations;
- C. To acquire, hold or dispose of property, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations, and government entities;
- D. To sue and be sued and to settle any claims arising from this Agreement;
- E. To receive and use contributions and advances from parties as provided in Government Code Section 6504, including contributions or advances of personnel, equipment or property;
- F. To develop or cause to be developed and review, modify as necessary, and adopt each self-insurance program;

G. To invest pursuant to Government Code Section 6509.5 any money in the County Insurance Internal Services Funds that is not immediately required to carry out the programs under this Agreement.

H. To join other joint powers agreements or agencies to provide services or excess insurance coverage for the parties hereto.

9. Insurance Committee.

Insurance committees may be formed whenever deemed necessary by the parties or by the Board. The parties to a self-insurance program shall designate how representatives to its insurance committee shall be selected. The representatives shall attend and participate in the meetings of the insurance committee.

10. Administration.

- A. The Risk Management Division shall provide services under this Agreement, including but not limited to, risk management consulting, loss prevention and control centralized loss reporting, actuarial consulting, claims adjusting, the acquisition of legal defense services, and other administrative services as deemed necessary.
- B. The Board shall receive and act upon reports of the Risk Management Division.
- C. The Risk Management Division shall act upon each claim asserting covered occurrences under this Agreement. The Board shall delegate claims settlement authority to the Risk Manager subject to monetary limits beyond which a proposed settlement must be referred to the Board for approval.
- D. The Board may either directly or through a committee require that the Risk Management Division review, audit, report upon, and make recommendations with regard to safety, loss prevention and administrative functions insofar as such matters affect the liability or potential liability of any self-insurance program.
- E. The Board shall receive and review periodic reports and audits of the funds under this Agreement as required by Sections 12 and 13. The Board shall have such other powers and functions as are provided for in this Agreement, any other duly executed Agreements of the Board and in applicable law.

11. Development, Funding and Implementation of Self-insurance Programs.

A. Program Coverage

Self-insurance programs may provide coverages for 1) comprehensive general liability, 2) comprehensive automobile liability, 3) medical malpractice liability, 4) property and related programs, and 5) workers' compensation, and may provide for any other coverages authorized by the Board. Each self-insurance program shall be subject to all terms, conditions, exclusions, and limitations provided in the memorandum of coverage for that program.

B. Program Funding

The parties participating in any self-insurance program hereunder shall fund all costs of that program including administrative and legal costs as hereinafter provided. Administrative and legal costs shall be equitably allocated among the various programs and shall be funded by the parties participating in such programs in accordance with such allocation as hereinafter provided.

C. Annual Premium

Except as provided in Section 19 below, all costs of each self-insurance program shall be funded by annual premiums charged to the parties participating in the program each fiscal year and by interest earnings on the funds so accumulated. Such premiums shall be determined upon the basis of a cost allocation plan and rating formula developed by the Risk Management Division and/or actuarial services with the assistance of a casualty actuary, risk management consultant or other qualified person or persons. The premium for each participating party shall include that party's share of expected losses, reinsurance costs if any, administrative costs, and legal costs for the year for each program in which the party participates.

D. Premium Surcharge

If a program experiences an unusually large loss or losses during a policy year, such that notwithstanding reinsurance coverage, if any, the joint insurance fund for the program may in the opinion of the Risk Manager be exhausted before the next annual premiums are due, the Risk Manager may, after consultation with a casualty actuary or Risk Management consultant, or other qualified person(s), impose premium surcharges upon all parties participating in the program, the total of which will assure adequate funds for the payment of all such losses, provided that, unless necessary to meet current expenses, the surcharge assessed against any party shall not exceed an amount equal to three times the party's annual projected premium for that year.

E. Program Implementation and Effective Date

Following development of a self-insurance program and upon its adoption by the Board of Supervisors, the Risk Management Division shall give each party a written notice of the program which shall include: the coverage to be provided, the minimum number of parties required for program implementation and the estimated first year premium to parties for program participation. Each party may elect to enter the program by giving written notice of such election in a form prescribed by the Risk Management Division.

12. Accounts and Records:

A. Funds and Accounts

There shall be maintained such funds and accounts as may be required by the Board of Supervisors, or the Risk Management Division. Separate funds and accounts shall be established and maintained for each self-insurance program. Books and records shall be open to inspection at reasonable times by authorized representatives of the parties. The County shall adhere to the standard of strict accountability for funds set forth in Government Code Section 6505.

B. Self-insurance Fund Report

Within 180 days after the close of each fiscal year, a written report of all financial activities for such fiscal year shall be presented by the Risk Management Division to the Board of Supervisors and to each party.

13. Responsibilities for Funds and Property.

A. The Risk Management Division shall have custody of and disbursement authority within the limits established by the Board for funds held under this Agreement. It may delegate dispersing authority to such persons as may be authorized by the Board of Supervisors to perform that function subject to requirements of B. below.

B. Pursuant to Government Code Section 6505.5 the County Treasurer shall 1) receive and acknowledge receipt of all funds generated under this Agreement; 2) be responsible upon his or her official bond for the safekeeping and disbursement of all such funds so held by him or her; 3) pay any sum due under this Agreement as approved for payment by the Board or persons to whom the Board has delegated approval authority, by making such payments from the funds received under this Agreement upon warrants drawn by the Auditor; 4) verify and report in writing to the Board and to the parties 180 days after the end of the fiscal year the amount of money then held pursuant to this Agreement, the amount of receipts

since the last report, and the amount paid out since the last report.

- C. The Board shall secure or cause to be secured a fidelity bond or bonds, in the amount or amounts and in the form specified by the Board covering all officers and staff who are authorized to hold or disperse funds under this Agreement and all officers and staff who are authorized to have charge of, handle and have access to property acquired pursuant to this Agreement.

14. Administration of Claims.

- A. The Risk Management Division shall be responsible for the investigation, settlement or defense and appeal of any claim made, suit brought, or proceeding instituted, arising out of a loss covered by a self-insurance program under this Agreement in which the affected party is a participant.
- B. The Risk Management Division may develop and implement standards for the administration of claims for each self-insured program under this Agreement subject to Board approval.

15. New Members.

After the effective date of this Agreement, the Board may amend this Agreement to add any other special districts, agencies, or commissions under its jurisdiction as parties to this Agreement. Independent fire protection districts as defined in this Agreement may become parties to this Agreement upon the approval of the Board and execution of this Agreement. Any party to this Agreement may participate in any self-insurance program offered under this Agreement subject to approval of the Risk Manager.

16. Withdrawal.

- A. A party may withdraw as a party to this Agreement by giving 30 days advance written notice to the Risk Management Division at the address shown in Section 24, if it has withdrawn from all self-insurance programs in which it was a participant pursuant to B. below.
- B. After becoming a participant in a self-insurance program, a party may withdraw from that program only at the end of a fiscal year for the program and only if it gives the Risk Management Division not less than 90 days advance written notice of such action, and subject to such party's meeting any conditions necessary to provide for present and future loss coverage.

17. Termination of Participation.

- A. Notwithstanding any other provision of this Agreement, the Board may, by majority vote of the Board members present and voting, terminate a party's continued participation in any or all of the self-insurance programs under this Agreement. The Board shall give 90 days' advance written notice of the effective date of any termination under this provision. Upon such effective date, the party shall be treated as if it had voluntarily withdrawn from this Agreement or from the program as the case may be.
- B. A party that does not participate in one or more self-insurance programs under this Agreement within the party's first year as a party shall be deemed to have withdrawn as a party to this Agreement at the end of such one year period.
- C. A party which withdraws from all self-insurance programs in which it was a participant and does not enter any program for a period of six months thereafter shall be deemed to have withdrawn as a party to this Agreement at the end of such six month period.

18. Effective Date of Withdrawal or Cancellation.

- A. If a party's participation in a self-insurance program is terminated with or without termination of the party's participation in this Agreement and such termination is effective before the end of the policy year for that program, subject to the provisions of Section 18.B., the Auditor-Controller shall promptly determine and return to the member the amount of any unearned premium payment for the policy year, such amount to be computed on a prorata basis from the effective date of cancellation. Except as so provided, a party which withdraws from this Agreement or from any self-insurance program under this Agreement shall not be entitled to return of any premium, other payment, or any property contributed under this Agreement.
- B. Notwithstanding withdrawal or termination from any self-insurance program of the Authority, a party shall pay any premium charges which the Board determines are due from the party for losses and costs during the period in which the party was a participant in such program. Such charges may include any deficiency in a premium previously paid by the party as determined by an audit, any premium surcharge assessed to the party under Section 11.D and any additional amount of premium which the Board determines to be due from the member upon final disposition of all claims arising from losses under the program during the member's period of participation. Any such premium charges shall be payable by the member within 30 days of the billing.

19. Liability of County Board Members, Officers, Employees, and Committee Members.

The parties hereto shall defend, indemnify, save, and hold harmless the County, its officers, and employees from any and all claims, costs, and liability for any damages, sickness, death, or injury to person(s) or property, including without limitation all consequential damages, from any cause whatsoever arising directly or indirectly from or connected with the programs, operations or services under this Agreement, save and except claims or litigation arising through the negligence or willful misconduct of the County or its officers or employees. The parties will reimburse the County for any expenditures, including reasonable attorneys fees, the County may make by reason of the matters that are subject of this indemnification, and if requested by the County will defend any claims or litigation to which this indemnification provision applies at the sole cost and expense of the other parties, provided however, nothing herein shall relieve the County from any obligations it may have under this section by virtue of its status as a party to this Agreement.

20. Amendment.

Except as provided in Section 15 "New Members", this Agreement may be amended at any time by a subsequent written Agreement of the parties.

21. Prohibition Against Assignment.

No party may assign any right, claim or interest it may have under this Agreement and no creditor, assignee or third party beneficiary of any member shall have any right to claim for title to any part, share, interest, fund, premium or asset contributed under this Agreement.

22. Agreement Complete.

This Agreement contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto.

23. Effective Date of Amendment.

Any amendment of this Agreement shall become effective upon the approval of any amended Agreement by the Board.

24. Notices.

All notices provided for by this Agreement (including but not limited to, notice of claims, lawsuits, and fund and account inquiries) shall be in writing and delivered by deposit in the United States mail, postage prepaid. Notices to the County or Risk Management Division shall be sent to:

Contra Costa County
Risk Management Division
2530 Arnold Dr., Suite 140
Martinez, CA 94553

and e-mailed to:

Sharon.Hymes-Offord@riskm.cccounty.us or Penny.Bailey@riskm.cccounty.us

Notices to any party hereto not governed by the Board of Supervisors shall be sent to the last known address on file with the Risk Management Division. The effective date of notice shall be the date of deposit in the mails or of other delivery, except that the effective date of notice to the County shall be the date of receipt by the Risk Management Division.

25. Regulations.

The Risk Manager is authorized to adopt regulations to implement this Agreement.

26. Choice of Law.

This Agreement is made in Contra Costa County and shall be governed and construed in accordance with the laws of the State of California. Any action relating to this Agreement shall be instituted and prosecuted in the courts of Contra Costa County.

27. Counterparts.

This Agreement and any supplement or amendment hereto may be executed in any number of counterparts, each of which shall for all purposes be deemed to be an original and all of which shall together constitute but one and the same instrument.

In witness thereof the undersigned parties hereto have executed this First Amended Joint Exercise of Powers Agreement For Providing Public Liability and Other Self-Insurance, by their authorized officers as set forth below:

IN WITNESS WHEREOF, the undersigned party hereto has executed this Agreement on the date indicated below:

Kensington Fire Protection District

Date: _____

By: _____
Chairman, Board of Commissioners

Attest: _____
Secretary, Board of Commissioners

SEAL:

BOARD REPORTS

**MINUTES OF THE JANUARY 26, 2011 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Janice Kosel and Helmut Blaschczyk
 Staff: Manager Brenda Navellier, Deborah Russell CPA

CALL TO ORDER:

Director Kosel called the meeting to order at 12:00 noon and noted those present.

ORAL COMMUNICATIONS:

None.

COMMITTEE MINUTES OF MAY 25, 2010:

Director Kosel requested that "actuarial" be changed to "actuary" on page 2, line 10. The Committee agreed by consensus to adopt the May 25, 2010 minutes as amended.

REVIEW AND RECOMMEND DRAFT FY09-10 FINANCIAL STATEMENTS:

The Committee discussed pages 4, 15 and 16 in regard to information on the PERS Trust and suggested changes to the narrative on page 16. The PERS Trust is nearly 100% funded at this time; the balance of 9/30/10 is \$1,525,000. The District will probably start using the trust to pay for the medical benefits during FY11-12. The District had budgeted \$50,000 to contribute during FY10-11 because it had not received the 2010 actuary report at that time. It is not necessary to contribute the amount that was budgeted. The actuary report will be updated again in 2011 per PERS schedule. The Committee noted a change that needs to be made to pages 3 and 7 regarding outdated information about a long-term note receivable. Staff addressed several questions on the District's operations. The revised financial statements will be on the Board's February agenda.

MID-YEAR BUDGET VS. ACTUAL REVIEW AND RECOMMENDATIONS:

The Committee reviewed the Budget vs. Actual report for the first half of the FY10-11 fiscal year. Overall, the District is on track and no adjustments need to be made. Russell gave an explanation on how the health benefit line items have to tie to the actuary report. The District did receive 1% more in property taxes than was budgeted. The budget amount was extremely conservative due to the current economy and housing market.

Navellier informed the Committee that there are two areas in Kensington that EBMUD is currently studying that have low flow and they may be potential upcoming projects for KFPD. The Committee asked for an update from the Chief at the February meeting.

REVIEW OF DISTRICT BUILDING COSTS:

The Committee discussed the current status of the proposed construction cost that is budgeted for the 2010-11 fiscal year. The Committee discussed the construction management firm's role and if they should have updated the prequalification vetting prior to bidding. They are currently under contract through pre-construction only.

Staff handed out a draft compilation of costs association with building maintenance and remodels since the El Cerrito contract started. The building is old and is on the Hayward fault line which causes quite a bit of movement. Many years ago, the District discussed relocating but there are few choices and much public opinion. The numbers prior to 2001 were pulled from audits that had very little detail at that time. The total cost to maintain the building has been nearly \$100,000 per year. In the past 15 years the District has spent \$1.4 million and KPPCSD has contributed \$223,000 of that. The Committee suggested some format changes. Staff will email an updated version to the Committee members.

ADJOURNMENT:

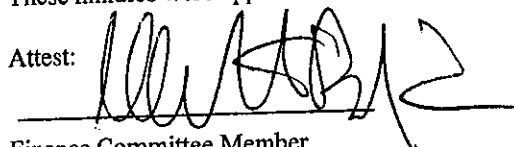
The meeting was adjourned at 12:58 p.m.

MINUTES PREPARED BY:

Brenda J. Navellier

These minutes were approved at the Committee meeting of May 24, 2011.

Attest:


Finance Committee Member



May 27, 2011

Marlene Moncado
SWINERTON BUILDERS
260 Townsend Street
San Francisco, CA 94107

Re: Kensington Fire Station Exterior Improvements and Site Accessibility

Dear Ms. Moncado,

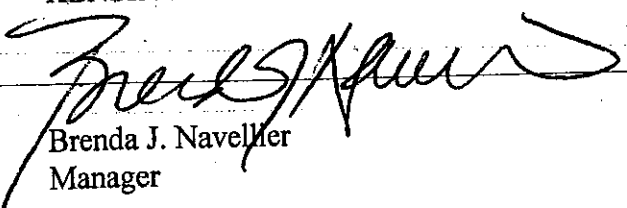
I am pleased to inform you that the Board of Directors of the Kensington Fire Protection District voted to award a contract for the above referenced project to Swinerton Builders.

Please provide to me all of the necessary documents in order to execute the contract per the General Conditions.

If you have any questions, please feel free to contact me or Joe Blanco of Mack5. We look forward to working with Swinerton.

Sincerely,

KENSINGTON FIRE PROTECTION DISTRICT



Brenda J. Navellier
Manager

A REPORT BY
THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY


725 Court Street
Martinez, California 94553

REPORT 1104

Elected Board Membership

APPROVED BY THE GRAND JURY:

Date: APRIL 6, 2011



LINDA L. CHEW
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 4-21-11



JOHN LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report #1104

ELECTED BOARD MEMBERSHIP
Public Service or Public Employment?

TO: Cities and Towns in Contra Costa County (see distribution list)
Independent Special Districts (see distribution list)

SUMMARY

Given the difficult economic challenges facing local government, the Contra Costa County Grand Jury conducted a survey about compensation for elected Special District Boards (Board) and City Councils (Council). The Grand Jury looked at the use of funds and if the total amounts spent by these agencies for elected officials' compensation seemed reasonable.

The study revealed significant compensation disparities among elected Boards and Councils within Contra Costa County (County).

For example, while Martinez and Oakley both have similar populations of about 35,000 residents, the Martinez City Council total compensation is \$131,326, while Oakley's is only \$28,544.

San Ramon with 60,000 residents pays \$163,190 to its entire Council while Pittsburg, with slightly more residents, pays its Council \$40,035.

Richmond and Antioch, both with around 100,000 residents, pay their entire Councils \$267,139 and \$112,591 respectively.

The Grand Jury recognizes those agencies that pay nothing or minimum compensation and thus demonstrate the spirit of public service.

At the same time, there are a large number of Boards and Councils that are being compensated amounts which may be viewed as exorbitant. Board and Council members are elected to serve their constituents. They set policy, oversee programs and services administered by professional employees and are accountable to the public for their actions.

The Grand Jury believes the public should be aware of the compensation paid to their elected officials, what benefits are provided and whether the compensation structure indicates that the spirit of public service has changed to an entitlement of public employment.

BACKGROUND

County residents are living in very difficult economic times, in which both public agencies and individuals have had to cut spending.

The Grand Jury surveyed all 19 cities in the County as well as the 27 largest independent special districts that have their own publicly elected Boards of Directors. Population information for the analysis was obtained from Local Agency Formation Commission reports. The survey collected data for Fiscal Years (FY) 2008-09 and 2009-10.

Information was requested for the following categories pertaining to annual expenditures for elected officials: salary and/or meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, car allowance or mileage, cell phone and/or internet access and travel & conference costs.

The total amount spent county-wide in FY 2009-10 on compensation for the surveyed Boards and Councils was \$2,419,169.

The following data is grouped by cities and special districts. Data reported are the total amounts for each Board or Council regardless of the number of elected members. All cities have five elected Council members with the exception of Richmond, which has seven. All special districts have five Board members except the Byron-Bethany Irrigation District, which has nine, with two vacancies.

Cities

- The average annual amount spent for each Council was \$77,895.
- Lafayette, Moraga and Orinda had minimal expenses for their elected leaders.
- Eight cities compensate their elected leaders more than the average for all surveyed. These cities spent an average of \$136,145. Of that amount, 76.4% was paid for salary and/or meeting fees and health care benefits. See table below.
- Twelve cities pay for elected officials' pensions or other forms of retirement benefits.
- Twelve cities pay for elected officials' health care insurance costs.
- Eight cities pay life insurance premiums for elected officials.
- Six cities pay for elected officials' cell phone or internet access.

The following table summarizes the compensation data collected for the cities.

Total Council Compensation Expense

Cities	Population	Cost	Salary and/or Meeting Fees	Health Care Insurance Costs	Pension & Deferred Comp	Other Costs
City of Lafayette	24,500	\$631	\$0	\$0	\$0	\$631
Town of Moraga	16,800	\$2,673	\$0	\$0	\$0	\$2,673
City of Orinda	17,600	\$2,801	\$0	\$0	\$0	\$2,801
City of Oakley	34,000	\$28,544	\$27,924	\$0	\$0	\$620
City of Clayton	10,784	\$29,590	\$23,400	\$0	\$4,640	\$1,550
City of El Cerrito	23,596	\$37,613	\$26,710	\$0	\$3,574	\$7,329
City of Pittsburg	63,004	\$40,035	\$33,240	\$5,220	\$0	\$1,575
Town of Danville	42,601	\$54,998	\$40,064	\$11,764	\$1,502	\$1,668
City of Pinole	19,193	\$59,965	\$17,862	\$41,396	\$0	\$707
City of Walnut Creek	66,000	\$61,798	\$35,100	\$0	\$16,086	\$10,612
City of Pleasant Hill	33,377	\$72,206	\$37,950	\$27,541	\$4,569	\$2,146
City of Brentwood	50,614	\$91,998	\$34,155	\$42,425	\$2,186	\$13,232
City of Hercules	23,000	\$93,691	\$51,960	\$34,141	\$5,059	\$2,531
City of San Pablo	30,950	\$100,961	\$45,210	\$37,906	\$6,555	\$11,290
City of Antioch	100,150	\$112,591	\$53,746	\$1,922	\$5,576	\$51,346
City of Concord	124,780	\$128,262	\$74,580	\$42,303	\$10,720	\$659
City of Martinez	36,179	\$131,326	\$46,200	\$71,416	\$9,697	\$4,012
City of San Ramon	59,002	\$163,190	\$47,935	\$59,768	\$12,457	\$43,030
City of Richmond	102,186	\$267,139	\$152,130	\$53,700	\$0	\$61,309
Total of 19 Cities		\$1,480,012	\$748,166	\$429,502	\$82,622	\$219,721
Average of 19 Cities		\$77,895	\$39,377	\$22,605	\$4,349	\$11,564

Note: Richmond has seven Council members; all other cities have five Council members

Special Districts

- The average annual amount spent for each Board was \$34,784.
- Nine special districts paid their elected leaders from zero to less than \$100 in total. They are: Crockett Community Services District, Diablo Community Services District, Kensington Police Protection & Community Services District, Town of Knightsen Community Services District, Kensington Fire Protection District, Rodeo-Hercules Fire Protection District, Bethel Island Municipal Improvement District, Green Valley Recreation and Park District, and Moraga-Orinda Fire District.
- Eight special districts compensate their elected officials more than the average for all surveyed. These districts spent an average of \$99,089. Of that amount 87.7% was paid for salary and/or meeting fees and health care insurance costs. See the table below.
- Eight out of the nine most generous special districts are water or wastewater providers that pass on their costs to rate payers.
- Three special districts contribute to pension or other form of retirement benefits for one or more elected officials.

- Nine special districts pay for health care insurance costs for one or more elected officials.
- Four special districts pay life insurance premiums for one or more elected officials.

The following table summarizes the compensation data collected for the 27 special districts.

Total Special District Board Compensation Expense

Special District	Popu- lation	Total Cost	Salary & Meeting Fees	Health Care Insurance Costs	Pension	Other Costs
Crockett Community Services District	3,500	\$0	\$0	\$0	\$0	\$0
Diablo Community Services District	1,200	\$0	\$0	\$0	\$0	\$0
Kensington Police Prot & Com. Serv. Dist.	5,000	\$0	\$0	\$0	\$0	\$0
Knightsen Town Community Serv. Dist	1,500	\$0	\$0	\$0	\$0	\$0
Kensington Fire Protection District	4,936	\$0	\$0	\$0	\$0	\$0
Rodeo-Hercules Fire Protection District	30,000	\$0	\$0	\$0	\$0	\$0
Bethel Island Municipal Improve District	3,000	\$0	\$0	\$0	\$0	\$0
Green Valley Recreation and Park District	473	\$0	\$0	\$0	\$0	\$0
Moraga-Orinda Fire District	42,000	\$50	\$0	\$0	\$0	\$50
Byron Sanitary District	995	\$4,425	\$4,425	\$0	\$0	\$0
Diablo Water District	31,000	\$7,365	\$7,300	\$0	\$0	\$65
Ambrose Recreation and Park District	23,000	\$7,858	\$5,150	\$0	\$0	\$2,708
Rodeo Sanitary District	8,717	\$8,975	\$8,975	\$0	\$0	\$0
San Ramon Valley Fire Protection Dist	158,071	\$12,331	\$8,085	\$0	\$0	\$4,246
Pleasant Hill Recreation and Park District	40,003	\$15,226	\$12,500	\$0	\$0	\$2,726
West Contra Costa Healthcare District	201,196	\$16,385	\$8,200	\$4,188	\$0	\$3,997
Los Medanos Comm. Healthcare District	81,953	\$20,500	\$20,500	\$0	\$0	\$0
Discovery Bay Community Services Dist	15,000	\$22,661	\$22,500	\$0	\$0	\$161
Stege Sanitary District	40,000	\$30,670	\$22,540	\$0	\$0	\$8,130
Mt. View Sanitary District	18,253	\$41,283	\$19,307	\$12,593	\$0	\$9,383
Mt. Diablo Healthcare District	191,452	\$42,498	\$0	\$42,498	\$0	\$0
East Contra Costa Irrigation District	60,000	\$76,227	\$3,605	\$72,192	\$0	\$430
Ironhouse Sanitary District	35,350	\$94,070	\$28,220	\$62,780	\$2,051	\$1,020
Contra Costa Water District	550,000	\$99,826	\$36,700	\$41,177	\$0	\$21,949
Byron-Bethany Irrigation District	3,000	\$105,380	\$5,360	\$99,684	\$0	\$336
Central Contra Costa Sanitary District	451,900	\$158,174	\$52,156	\$90,435	\$0	\$15,583
West County Wastewater District	124,398	\$175,254	\$93,934	\$44,277	\$18,823	\$18,220
Total of 27 Special Districts		\$939,158	\$359,457	\$469,823	\$20,873	\$89,005
Average of 27 Special Districts		\$34,784	\$13,313	\$17,401	\$773	\$3,296

Note: Byron-Bethany Irrigation District has nine Board members, of which two are vacant; all other special districts have five Board members.

Contra Costa Water District reported no pensions paid but has a provision in their retirement plan to pay a pension for Board members at age 62 after 10 years of service.

Professional full-time managers are hired to run each agency. Historically, elected officials have looked upon their work as public service for the betterment of the community. Agencies have provided their elected leaders with benefits. These include health care insurance, employer paid retirement benefits, life insurance premiums, payments for cell phone/internet access, and mileage reimbursement or car allowance.

The total dollar amounts are small in relation to agency overall budgets. However, services to the public are being reduced in most agencies which usually means staff reductions. Although service reductions have been implemented, governing boards have continued to enjoy the same level of benefits. They should demonstrate their leadership by eliminating or reducing benefits.

FINDINGS AND RECOMMENDATIONS

Each agency named needs to respond only for its own practices.

Finding # 1: Sixteen cities and eighteen special districts provide benefits to their elected leaders in some fashion. These benefits may include salary, meeting fees, health care insurance costs, pension or deferred compensation, life insurance premiums, cell phone usage, and internet connections.

Recommendation # 1: All cities and special districts should conduct an annual public review of compensation provided to their respective elected Councils and Boards. This review should include such items as salary, meeting fees, health care insurance costs, pension/deferred compensation, life insurance premiums, cell phone usage, and internet connections. The public review should address whether or not changes in compensation are warranted.

Finding # 2: Eight cities spend more than the county-wide average (\$39,377) for salary and meeting fees. They are: Antioch, Concord, Danville, Hercules, Martinez, Richmond, San Pablo and San Ramon.

Recommendation # 2: These cities, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement reductions of salary and meeting fee expenditures to bring them in line with other cities.

Finding # 3: Eight special districts spend more than the county-wide average (\$13,313) for salary and meeting fees. They are: Central Contra Costa Sanitary District, Contra Costa Water District, Discovery Bay Community Services District, Ironhouse Sanitary District, Los Medanos Community Healthcare District, Mt. View Sanitary District, Stege Sanitary District and West County Wastewater District.

Recommendation # 3: These special districts, as part of the annual review in Recommendation 1, should consider whether it would be appropriate to implement a

reduction of salary and meeting fee expenditures to bring them in line with other special districts.

Finding # 4: Health care benefits are provided to elected Board members by twelve cities and nine special districts.

Recommendation # 4: The policy of paying health care insurance costs for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Concord, Danville, Hercules, Martinez, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo and San Ramon.

Special Districts: Byron-Bethany Irrigation District, Central Contra Costa Sanitary District, Contra Costa Water District, East Contra Costa Irrigation District, Ironhouse Sanitary District, Mt. Diablo Healthcare District, Mt. View Sanitary District, West Contra Costa Healthcare District and West County Wastewater District.

Finding # 5: Pension benefits, with potential long-term financial implications for the agency, are provided to Council and Board members by twelve cities and three special districts.

Recommendation # 5: The policy of paying pension or deferred compensation for Council and Board members should be reviewed to determine whether this practice is appropriate. The agencies following this practice are:

Cities: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Martinez, Pleasant Hill, San Pablo, San Ramon and Walnut Creek.

Special Districts: Central Contra Costa Sanitary District, Ironhouse Sanitary District and West County Wastewater District.

REQUIRED RESPONSES

Findings and Recommendations:

Cities and Towns

Antioch	1, 2, 4 and 5
Brentwood	1, 4 and 5
Clayton	1 and 5
Concord	1, 2, 4 and 5
Danville	1, 2, 4 and 5
El Cerrito	1 and 5
Hercules	1, 2, 4 and 5
Martinez	1, 2, 4 and 5
Oakley	1
Pinole	1 and 4
Pittsburg	1 and 4
Pleasant Hill	1, 4 and 5
Richmond	1, 2 and 4

San Pablo	1, 2, 4 and 5
San Ramon	1, 2, 4 and 5
Walnut Creek	1 and 5

Independent Special Districts:

Ambrose Recreation and Park District	1
Byron-Bethany Irrigation District	1 and 4
Byron Sanitary District	1
Central Contra Costa Sanitary District	1, 3, 4 and 5
Contra Costa Water District	1, 3 and 4
Diablo Water District	1
Discovery Bay Community Services District	1 and 3
East Contra Costa Irrigation District	1 and 4
Ironhouse Sanitary District	1, 3, 4 and 5
Los Medanos Community Healthcare District	1 and 3
Mt. Diablo Healthcare District	1 and 4
Mt. View Sanitary District	1, 3 and 4
Pleasant Hill Recreation and Park District	1
Rodeo Sanitary District	1
San Ramon Valley Fire Protection District	1
Stege Sanitary District	1 and 3
West Contra Costa County Healthcare District	1 and 4
West County Wastewater District	1, 3, 4 and 5

Distribution List:

Cities and Towns

Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek.

Independent Special Districts:

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Stege Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District.