

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

Date of Meeting: April 13, 2011
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. CALL TO ORDER

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

1. RECESS INTO CLOSED SESSION:

Conference with Legal Counsel – Anticipated Litigation
Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

7:30 p.m. RECONVENE REGULAR BOARD MEETING and Report Out of Any Reportable Action Taken in Closed Session

2. ADOPTION OF CONSENT ITEMS. Items 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.

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

CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of March 9, 2011 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** March 2011 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #10** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February/March 2011 (APPROVE)

8. **FIRE CHIEF'S REPORT**

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

9. **PRESIDENT'S REPORT**

NEW BUSINESS

10. Board Review and Decision on "regular" Board Meeting Minutes vs. Action Minutes (ACTION)

11. Review Proposed Amendments to the District's Operations Manual and Policy 1110 in the Policy Handbook (ACTION)

12. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk): Next meeting will be scheduled for May 2011
- b. Public Safety Building (deVille)
- c. Education (Kosel): Pharmaceutical Drop-Off 4/30/11; CERT Boot Camp 5/21/11
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- e. Contra Costa County/California Special Districts Assoc. (Ramsey): Report on Contra Costa County CSDA 20-year anniversary meeting; CSDA Board of Directors Call for Nominations
- f. Diablo Fire Safe Council/Interface (Staff)
- g.

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 11, 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 5/11/11 is Wednesday, 4/27/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 5/4/11 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

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Janice Kosel, Leslie Michael and Nina Harmon
 Staff: Chief Lance Maples, Administrator Brenda Navellier

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

The Board recessed into closed session to conference with legal counsel on possible anticipated litigation.

President Kosel reconvened the regular Board meeting at 7:30 p.m. and announced that no reportable action was taken by the Board during closed session.

President Kosel called for approval of the consent calendar (items 4, 5, 6, 7 & 8) consisting of acceptance of the January 12, 2011 meeting minutes, acceptance of the February 9, 2011 meeting minutes, acceptance of the February 2011 incident activity report, approval of the monthly A/P voucher #9, and the January/February 2011 monthly financial report. Director Kosel pulled item #5, the February 9, 2011 minutes and item #8, the monthly financial report. Director Michael made a motion to accept consent calendar items 4, 6 and 7 as presented. Director Blaszczyk seconded the motion.

VOTE: Ayes – Blaschczyk, de Ville, Harmon, Kosel, Michael
Noes – None

Director Kosel noted that "financial" should be "finances" on page 2, New Business, Financial Statements, second line.

Director Kosel noted that KPPCSD is in default in their rental obligation to KFPD by \$14,420. Navellier will follow-up with KPPCSD staff.

Director Michael made a motion to accept item 5 as revised and item 8 as submitted and noted. Director Harmon seconded the motion.

VOTE: Ayes – Blaschczyk, de Ville, Harmon, Kosel, Michael
Noes – None

Berkeley resident, Paul Grunland said he has been very active with the Kensington paths. Grunland said he feels very strongly about the path/empty lots at the end of Purdue. Grunland passed out a map of the area and stated that he believes there is a path easement by prescription on one of the empty lots. Grunland has personally walked up and down the path for years to no objections. The current owner does not believe there is any easement on the property. Grunland asked the Board to contact the owner and establish an official easement tomorrow through the private lot. Grunland said it was the only escape route for some residents on Purdue in the event of a fire.

Bryce Nesbitt suggested that the District make its on-line Board packets searchable by adding a layer of text to the documents. Nesbitt volunteered to assist the District with this.

Bob Shaner of Purdue Avenue said that the interface area along Purdue is in excellent shape and probably the best anywhere in the area. He does believe more can be done for fire protection on EBRPD's land, specifically

removal of pines. Also, pressure should be applied to private property owners to remove some of the more flammable trees. Shaner noted that the Kensington Hilltop School property is overgrown and has eucalyptus trees that should be removed. The school district says they have no funds for this but Shaner believes adjacent property owners would be willing to contribute. Shaner does not believe it is fair for any one property owner to put the rest of the community in danger and there should be regulations against planting flammable trees. He thinks the community would be supportive to assisting homeowners who can't afford tree removal.

Nikki Kaiser agreed that the path across private property between Purdue and the school is critical. Kaiser condemned the practice of overplanting particularly of highly flammable vegetation. Kaiser mentioned the acacia trees in Kensington park and eucalyptus along the Arlington. KPPCSD has told her that they do not have the funds to remove the vegetation. Kaiser commended the City of El Cerrito for taking a long-term view and passing a tree ordinance to discourage the new planting or harboring of inappropriate species. Kaiser suggested an article in the next *Fire Plug* or a public announcement about what trees and plants are hazardous to prevent more problems down the road.

Paul Grunland said the trail along the interface is in good shape but there is still a large amount of vegetative fuel load along Los Altos and Grizzly Peak. The fuel load is not as heavy to the north. Grunland believes any fire will start where the heavy fuel load is. Access is important or people will be trapped.

Bryce Nesbitt said the Diablo Fire Safe Council is distributing another round of \$5,000 grants that citizens can apply for with the permission of landowners. If the school gave permission and there was a group of citizens to take on the issue, there is some funding available.

Chief Maples noted that the Kensington community has been most successful in applying for Diablo Fire Safe grants. Maples said there may be as much as two more rounds of grants. Residents in the Lake and Purdue area have been successful with the grants. It would be beneficial for residents north of the school to also apply.

Bob Shaner commended everyone for the work that has been done along the interface. He believes the area residents now have a fighting chance between the improved water systems and the fuel break.

Chief Maples suggested to the audience that it is imperative if they want change in the regional park to attend their Board meetings.

Nikki Kaiser said that KIC had been granted a Diablo Fire Safe grant for work on the paths but they are at risk of losing it because of the non-ownership status of the paths. Bryce Nesbitt said they are trying to get Contra Costa County to write a letter stating they do not object to work on the paths similar to one they wrote for an area in East Richmond Heights.

FIRE CHIEF'S REPORT:

Chief Maples reviewed highlights from his March Chief's Report which concerned the Fire Prevention program's activities during 2010. Fire Prevention covers everything from mercantile fire inspections to building construction plan check, plan reviews, and public education. The engine companies completed nearly 60 business inspections. Fire Marshal reviews all of the new/remodel construction plans and performed a few site reviews. The Fire Department averages about 14 car seats a year without an open house. The Department is still getting lots of public contact through class visits, preschool visits, Tri-City Safety Day, and Kensington school carnival. Two hundred thirty people participated in CPR and/or First Aid training in 2010. Fire Prevention spends the most time on the vegetation management program. Twenty-two properties were initially in non-compliance. A lot of effort is put into the initial inspections to identify them but also to make them clear—telephone calls, property visits, letters, certified mail, etc. At the end of the season, only two properties were not clear and they coordinated with the contractor that was hired to abate them. Maples believes that fire season is practically year-round in California.

Maples attended LAFCO again today. The Commission heard the LAFCO Executive Director's report on fire agencies and their recommendation was to have all the fire agencies give a status report to LAFCO in September 2011. The Commission wants to see if the agencies that are having trouble are able to pass ballot measures to address their issues. Contra Costa County Fire, East Contra Costa County Fire and Pinole Fire Department are discussing measures to take for budget cuts.

Maples and Navellier met with Jose Rios of EBMUD regarding the low flow areas along Westminster and Columbia/Colgate. Maples requested that Rios put together a proposal of options that the District could consider. Rios mentioned that EBMUD may be able to do a cost share with these projects, which they have not offered on past projects, since both of these areas are on EBMUD's long term list for replacement. Hopefully the District will have more information to present the Board at the April meeting. Maples confirmed that the Westminster line does feed the streets that come off of it in both directions and most of those loop so that they are not "dead ends". The Columbia/Colgate issue is simply that it is a 4" main so any build-up in the pipe will affect the flow. The lower flows in these two areas do not have a negative affect on firefighting capabilities but they do not meet the District's fire flow goals. The upgrades that the District has done to the water systems to date have bolstered the overall

system. EBMUD is only required to have a flow to support consumer services—not fire protection. Further discussion and questions ensued on these two areas of concern and past water system upgrades by the District.

PRESIDENT'S REPORT:

Kosel thanked all of the Board members for completing their ethics training and their annual Form 700 conflict of interest forms. Kosel said that Navellier will produce two sets of minutes in April—a set of “regular” minutes and a set of action minutes for the Board’s consideration and input for a future standard to follow.

NEW BUSINESS:

Resolution 11-02 Supporting Naming and Signage for Kensington Pathways: Kosel said that the resolution is proposed by Bryce Nesbitt as part of KIC’s path effort. Bryce reported that County Public Works is hesitant to put signage on the path because they feel that any action on the path will be construed as ownership. Nesbitt met with Supervisor Gioia who asked for a more specific endorsement in relation to signage. Signage will assist in identifying the paths existence for the public and give them a more permanent quality. Nikki Kaiser spoke in favor of the resolution in the interest of public safety, emergency preparedness and having personally worked on the path project. Entering the path locations in the EMS/dispatch system will be helpful for emergency responses. Nesbitt said he had submitted a public records request from El Cerrito Police for crimes/lawsuits regarding the paths and since they aren’t named, staff wasn’t sure how they could search for that information. Blaschczyk had questions about naming and how that would indicate the paths are public. Nesbitt thinks that the signs will encourage path use. Director Blaschczyk made a motion to enact Resolution 11-02 as submitted. Director Michael seconded the motion.

VOTE: Ayes – Blaschczyk, de Ville, Harmon, Kosel, Michael
Noes – None

BOARD REPORTS:

Education: A Spring 2011 issue of the *Fire Plug* was mailed to Kensington resident last week. Kosel commended Navellier and Maples on the issue and noted a couple of significant dates that were included in the publication. Ramsey also commended staff and said she has received comments from her neighbors. Maples said it is beneficial for the District to draw on article ideas from staff, Board members and citizens and he had several ideas after hearing the public comments after tonight’s meeting. Bob Shaner commented on the interface path and its increased use by the Kensington residents.

Correspondence: A wonderful thank you letter was received from a Kensington resident.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 13, 2011.

Attest:

Leslie Michael, Board Secretary



El Cerrito Fire Department Memorandum

April 2, 2011

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

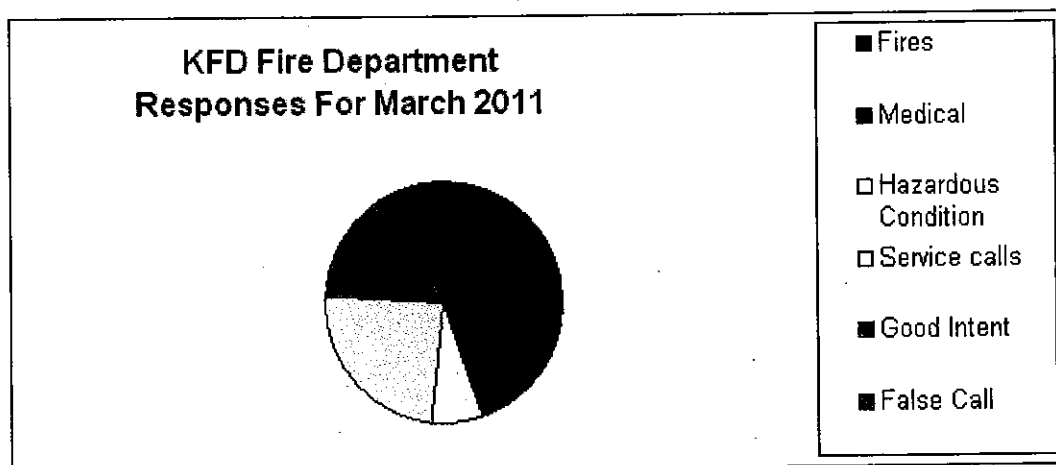
SUBJECT: Incident Activity Reports for the Month of March 2010

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

No incidents occurred during the month of March 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	44.83
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	2	6.90
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	7	24.14
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	4	13.79
False Call	<i>(Wrong Company/Unit Dispatched)</i>	3	10.34
TOTALS		29	100.00



Incident Log

Date Range From: 3/1/2011 To 3/31/2011

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100461 - 000	3/01/2011 08:47:4	1925 GANGES Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100462 - 000	3/01/2011 10:45:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100463 - 000	3/01/2011 11:10:3	5834 AVILA St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100464 - 000	3/01/2011 12:45:5	In front of 6699 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100465 - 000	3/01/2011 14:47:0	1802 MENDOCINO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100466 - 000	3/01/2011 15:02:5	7305 POMONA Ct	311 - Medical assist, assist EMS crew	Yes	Yes
1100467 - 000	3/01/2011 16:47:4	5734 HIGHLAND Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100468 - 000	3/01/2011 19:01:0	In front of 1430 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100469 - 000	3/01/2011 19:42:2	6529 CLAREMONT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100470 - 000	3/02/2011 11:24:3	In front of 2039 JUNCTION Ave	444 - Power line down	Yes	Yes
1100471 - 000	3/02/2011 14:18:1	11740 SAN PABLO Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100472 - 000	3/02/2011 16:14:3	EB 180/ CENTRAL AVE	611 - Dispatched & cancelled en route	Yes	Yes
1100473 - 000	3/02/2011 16:59:5	On SAN PABLO Ave at EUREKA	322 - Vehicle accident with injuries	Yes	Yes
1100474 - 000	3/02/2011 18:43:0	In front of 1860 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100475 - 000	3/03/2011 03:40:5	6802 GLEN MAWR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100476 - 000	3/03/2011 12:37:3	1124 LAWRENCE Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100477 - 000	3/03/2011 13:53:4	28 CAMELOT Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100478 - 000	3/03/2011 14:13:2	36 WILDWOOD PI	311 - Medical assist, assist EMS crew	Yes	Yes
1100479 - 000	3/03/2011 16:55:2	64 ARLINGTON Ave	331 - Lock-in (if lock out, use 511)	Yes	Yes
1100480 - 000	3/03/2011 17:17:4	960 AVIS Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100481 - 000	3/03/2011 17:19:0	7100 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100482 - 000	3/03/2011 18:31:3	1543 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100483 - 000	3/03/2011 22:03:2	1520 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100484 - 000	3/03/2011 23:42:0	1333 S 59TH St	554 - Assist invalid	Yes	Yes
1100485 - 000	3/04/2011 03:31:5	13 KINGSTON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100486 - 000	3/04/2011 08:20:1	1510 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100487 - 000	3/04/2011 09:23:5	1129 JAMES PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100488 - 000	3/04/2011 12:24:3	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100489 - 000	3/04/2011 13:03:3	10636 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1100490 - 000	3/04/2011 14:00:3	10601 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1100491 - 000	3/04/2011 17:23:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100492 - 000	3/04/2011 18:00:2	1618 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100493 - 000	3/04/2011 19:39:1	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100494 - 000	3/05/2011 02:26:2	10900 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1100495 - 000	3/05/2011 04:42:5	5646 CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100497 - 000	3/05/2011 10:11:3	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100498 - 000	3/05/2011 11:19:0	6600 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100499 - 000	3/05/2011 12:43:5	453 19TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100500 - 000	3/05/2011 15:46:5	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100501 - 000	3/05/2011 16:30:3	342 BERKELEY PARK Blvd	400 - Hazardous condition, other	Yes	Yes
1100502 - 000	3/05/2011 18:24:5	223 WILLAMETTE Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100503 - 000	3/05/2011 18:34:4	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100504 - 000	3/06/2011 02:54:0	10409 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100505 - 000	3/06/2011 03:15:3	10409 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100506 - 000	3/06/2011 17:24:5	2037 CARQUINEZ Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100507 - 000	3/06/2011 17:48:0	316 ARLINGTON Ave	411 - Gasoline or other flammable liquid spill	Yes	Yes
1100508 - 000	3/06/2011 18:34:2	1800 OLIVE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100509 - 000	3/06/2011 19:03:0	On MCBRYDE Ave at MCLAUGHLIN	311 - Medical assist, assist EMS crew	Yes	Yes
1100510 - 000	3/06/2011 20:31:2	830 RICHMOND St	611 - Dispatched & cancelled en route	Yes	Yes
1100511 - 000	3/07/2011 01:12:5	6214 HUNTINGTON Ave	131 - Passenger vehicle fire	Yes	Yes
1100512 - 000	3/07/2011 07:30:0	2005 MIRA VISTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100513 - 000	3/07/2011 08:59:1	1330 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100514 - 000	3/07/2011 09:44:1	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100515 - 000	3/07/2011 13:12:0	100 EDDY St	611 - Dispatched & cancelled en route	Yes	Yes
1100516 - 000	3/07/2011 15:29:5	223 WILLAMETTE Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100517 - 000	3/07/2011 15:45:5	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100518 - 000	3/07/2011 19:16:5	On POTRERO Ave at SAN PABLO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100519 - 000	3/07/2011 20:04:4	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100520 - 000	3/07/2011 21:05:3	543 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100521 - 000	3/08/2011 09:32:5	6699 FAIRMOUNT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100522 - 000	3/08/2011 10:09:5	On LIBERTY St at BLAKE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100523 - 000	3/08/2011 10:51:2	4956 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100524 - 000	3/08/2011 15:52:3	MOESER LN/POMONA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100525 - 000	3/08/2011 23:17:3	821 ALAMO Ave	111 - Building fire	Yes	Yes
1100526 - 000	3/09/2011 00:10:0	13TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100527 - 000	3/09/2011 04:13:4	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100528 - 000	3/09/2011 08:31:0	831 ALAMO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100529 - 000	3/09/2011 11:43:0	374 OCEAN VIEW Ave	554 - Assist invalid	Yes	Yes
1100530 - 000	3/09/2011 14:25:4	764 NORVELL St	311 - Medical assist, assist EMS crew	Yes	Yes
1100531 - 000	3/09/2011 21:09:1	6108 SANTA CRUZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100532 - 000	3/10/2011 04:36:1	5655 MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100533 - 000	3/10/2011 09:00:0	301 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100534 - 000	3/10/2011 18:05:2	1550 SYCAMORE	611 - Dispatched & cancelled en route	Yes	Yes
1100535 - 000	3/10/2011 22:05:2	2580 BARRETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100536 - 000	3/10/2011 22:08:3	132 HIGHLAND Blvd	520 - Water problem, other	Yes	Yes
1100537 - 000	3/11/2011 03:42:5	10621 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1100538 - 000	3/11/2011 08:17:0	1018 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100539 - 000	3/11/2011 10:06:0	801 CONTRA COSTA Dr	551 - Assist police or other governmental agency	Yes	Yes
1100540 - 000	3/11/2011 14:12:5	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100541 - 000	3/11/2011 15:49:5	253 S 3RD St	611 - Dispatched & cancelled en route	Yes	Yes
1100542 - 000	3/11/2011 16:59:5	1345 SCOTT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100543 - 000	3/11/2011 19:00:1	2658 MIRA VISTA Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1100544 - 000	3/11/2011 19:24:2	3020 EL CERRITO Plz	322 - Vehicle accident with injuries	Yes	Yes
1100545 - 000	3/11/2011 23:59:2	719 COVENTRY Dr	550 - Public service assistance, other	Yes	Yes
1100546 - 000	3/12/2011 09:08:0	1234 SOLANO AVE	111 - Building fire	Yes	Yes
1100547 - 000	3/12/2011 09:18:2	7709 ERROL Dr	600 - Good intent call, other	Yes	Yes
1100548 - 000	3/12/2011 10:44:2	59 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100549 - 000	3/12/2011 13:45:3	719 COVENTRY Dr	550 - Public service assistance, other	Yes	Yes
1100550 - 000	3/13/2011 04:13:4	2005 HARPER St	611 - Dispatched & cancelled en route	Yes	Yes
1100551 - 000	3/13/2011 04:29:4	6060 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100552 - 000	3/13/2011 05:51:1	2212 PINEHURST Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100553 - 000	3/13/2011 15:35:1	901 SEAVIEW Dr	520 - Water problem, other	Yes	Yes
1100554 - 000	3/13/2011 17:06:5	6637 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100555 - 000	3/13/2011 17:19:1	4100 JENKINS Way	611 - Dispatched & cancelled en route	Yes	Yes
1100556 - 000	3/13/2011 20:38:0	227 ARLINGTON Ave	554 - Assist invalid	Yes	Yes
1100557 - 000	3/13/2011 21:53:0	1354 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100558 - 000	3/14/2011 02:50:2	26 HIGHLGATE Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100559 - 000	3/14/2011 10:45:1	695 BERK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100560 - 000	3/14/2011 10:55:3	Adjacent to CUTTING Blvd	322 - Vehicle accident with injuries	Yes	Yes
1100561 - 000	3/14/2011 12:48:3	2428 OHATCH Dr	111 - Building fire	Yes	Yes
1100562 - 000	3/14/2011 16:40:0	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100563 - 000	3/14/2011 19:18:0	537 ALBEMARLE St	300 - Rescue, emergency medical call (EMS) call, other	Yes	Yes
1100564 - 000	3/14/2011 23:12:1	1021 NAVELLIER St	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100565 - 000	3/15/2011 11:18:3	5040 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100566 - 000	3/15/2011 12:58:0	5920 CUTTING Blvd	381 - Rescue or EMS standby	Yes	Yes
1100567 - 000	3/15/2011 15:00:3	On POTRERO Ave at SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100568 - 000	3/15/2011 21:20:0	10621 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100569 - 000	3/15/2011 21:30:3	On W 80 at CARLSON Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100570 - 000	3/16/2011 01:54:3	In front of 1538 LEXINGTON Ave	131 - Passenger vehicle fire	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100571 - 000	3/16/2011 03:30:4	2615 MIRA VISTA Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1100572 - 000	3/16/2011 10:23:1	1512 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100573 - 000	3/16/2011 12:51:4	2061 KEY Blvd	381 - Rescue or EMS standby	Yes	Yes
1100574 - 000	3/16/2011 15:11:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100575 - 000	3/16/2011 20:06:1	On S 55TH St at POTRERO Ave	322 - Vehicle accident with injuries	Yes	Yes
1100576 - 000	3/16/2011 20:44:5	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100577 - 000	3/16/2011 21:32:1	1516 OHIO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100578 - 000	3/17/2011 07:23:2	6431 CLAREMONT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100579 - 000	3/17/2011 07:37:1	640 S 37TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1100580 - 000	3/17/2011 12:26:0	227 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100581 - 000	3/17/2011 17:59:5	7203 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100582 - 000	3/17/2011 20:52:0	On CARLSON Blvd at LASSEN	311 - Medical assist, assist EMS crew	Yes	Yes
1100584 - 000	3/18/2011 00:22:2	703 POMONA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100585 - 000	3/18/2011 07:14:4	2608 MONTA VISTA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100586 - 000	3/18/2011 15:44:0	88 KENSINGTON RD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100587 - 000	3/18/2011 19:50:2	3912 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100588 - 000	3/19/2011 11:21:4	228 S 8TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100589 - 000	3/19/2011 14:16:1	926 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100590 - 000	3/19/2011 16:31:1	10760 SAN PABLO Ave	600 - Good intent call, other	Yes	Yes
1100591 - 000	3/19/2011 23:36:2	772 AMADOR St	611 - Dispatched & cancelled en route	Yes	Yes
1100592 - 000	3/20/2011 04:56:3	2031 RHEEM Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100593 - 000	3/20/2011 07:48:5	7735 CURRY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100594 - 000	3/20/2011 10:34:4	COVENTRY Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100595 - 000	3/20/2011 14:18:1	5215 SCHOOL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100596 - 000	3/20/2011 14:41:3	8401 BETTY Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100597 - 000	3/20/2011 14:45:2	1618 LIBERTY St	554 - Assist invalid	Yes	Yes
1100598 - 000	3/20/2011 15:08:5	1223 S 58TH St	444 - Power line down	Yes	Yes
1100599 - 000	3/20/2011 17:13:4	617 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100600 - 000	3/20/2011 17:14:5	1627 OAK VIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100601 - 000	3/20/2011 18:22:4	439 44TH St	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100602 - 000	3/20/2011 19:17:3	662 S 52ND St	611 - Dispatched & cancelled en route	Yes	Yes
1100603 - 000	3/20/2011 21:50:3	1715 LIBERTY St	554 - Assist invalid	Yes	Yes
1100604 - 000	3/20/2011 23:35:5	232 CAMBRIDGE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100605 - 000	3/21/2011 12:31:4	11156 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100606 - 000	3/21/2011 15:22:1	61 ARLINGTON Ave	650 - Steam, other gas mistaken for smoke, other	Yes	Yes
1100607 - 000	3/21/2011 16:57:4	7221 WALDO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100608 - 000	3/21/2011 18:19:0	1243 CABRILLO St	611 - Dispatched & cancelled en route	Yes	Yes
1100609 - 000	3/21/2011 20:22:0	6400 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100610 - 000	3/21/2011 20:56:1	1715 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100611 - 000	3/22/2011 05:50:3	1429 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1100612 - 000	3/22/2011 11:03:3	1715 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100613 - 000	3/22/2011 15:03:0	5616 FRESNO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100614 - 000	3/22/2011 17:15:1	5914 BARRETT Ave	553 - Public service	Yes	Yes
1100615 - 000	3/22/2011 18:06:0	211 TRINITY Ave	554 - Assist invalid	Yes	Yes
1100616 - 000	3/22/2011 19:41:1	6630 HAGEN Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100617 - 000	3/22/2011 19:44:4	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100618 - 000	3/23/2011 03:30:4	601 WELLESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100619 - 000	3/23/2011 07:46:3	601 CANON Dr	600 - Good intent call, other	Yes	Yes
1100620 - 000	3/23/2011 09:26:4	191 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100621 - 000	3/23/2011 09:54:5	8418 BEL VIEW Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100622 - 000	3/23/2011 10:08:1	POTRERO Ave	911 - Citizen complaint	Yes	Yes
1100623 - 000	3/23/2011 11:30:2	6021 CENTRAL Ave	111 - Building fire	Yes	Yes
1100624 - 000	3/23/2011 12:19:0	1950 PLACER St	111 - Building fire	Yes	Yes
1100625 - 000	3/23/2011 13:08:4	In front of 10578 SAN PABLO Ave	550 - Public service assistance, other	Yes	Yes
1100626 - 000	3/23/2011 19:59:3	625 BERK Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100627 - 000	3/23/2011 21:33:5	572 STEGE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100628 - 000	3/23/2011 21:38:0	On S 45TH St at CENTER	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100629 - 000	3/23/2011 22:30:0	1806 LIBERTY St	311 - Medical assist, assist EMS crew	Yes	Yes
1100630 - 000	3/24/2011 04:50:2	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100631 - 000	3/24/2011 10:32:0	1330 CONTRA COSTA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100632 - 000	3/24/2011 11:37:0	2548 TASSAJARA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100633 - 000	3/24/2011 13:03:1	11939 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100634 - 000	3/24/2011 14:19:1	5310 FALLON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100635 - 000	3/24/2011 15:17:0	7233 BLAKE St	611 - Dispatched & cancelled en route	Yes	Yes
1100636 - 000	3/24/2011 18:50:5	406 BLACK BERRY LANE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100637 - 000	3/24/2011 19:15:4	8418 BEL VIEW Ct	651 - Smoke scare, odor of smoke	Yes	Yes
1100638 - 000	3/25/2011 06:24:3	7908 POTRERO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100639 - 000	3/25/2011 09:30:0	6000 EL CERRITO Plz	311 - Medical assist, assist EMS crew	Yes	Yes
1100640 - 000	3/25/2011 13:13:2	1903 TASSAJARA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100641 - 000	3/25/2011 13:54:2	11740 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100642 - 000	3/25/2011 16:05:5	2525 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100643 - 000	3/25/2011 20:37:2	1523 PALM Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100644 - 000	3/26/2011 05:42:2	1725 BISSELL Ave	734 - Heat detector activation due to malfunction	Yes	Yes
1100645 - 000	3/26/2011 07:47:5	540 ASHBURY Ave	733 - Smoke detector activation due to malfunction	Yes	Yes
1100646 - 000	3/26/2011 08:47:5	46 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100647 - 000	3/26/2011 13:14:0	6050 EL CERRITO Plz		Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100648 - 000	3/26/2011 14:55:2	11565 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100649 - 000	3/26/2011 15:33:2	4424 BELL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100650 - 000	3/26/2011 16:24:0	On SAN PABLO Ave at CARLSON	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100651 - 000	3/26/2011 17:52:4	In front of 2000 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1100652 - 000	3/26/2011 18:09:4	On FAIRMOUNT Ave at LIBERTY	611 - Dispatched & cancelled en route	Yes	Yes
1100653 - 000	3/27/2011 01:30:1	6530 SCHMIDT Ln	611 - Dispatched & cancelled en route	Yes	Yes
1100654 - 000	3/27/2011 08:54:1	1542 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100655 - 000	3/27/2011 18:52:4	5920 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100656 - 000	3/27/2011 21:06:0	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100657 - 000	3/27/2011 23:05:5	1375 SUMMIT PARK Ct	553 - Public service	Yes	Yes
1100658 - 000	3/28/2011 15:10:1	418 CLAYTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100659 - 000	3/28/2011 15:19:3	On E 80 at SOLANO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100660 - 000	3/28/2011 15:48:4	271 COLGATE Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1100661 - 000	3/28/2011 17:30:5	2320 ALVA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100662 - 000	3/28/2011 19:33:3	360 S 9TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100663 - 000	3/28/2011 19:39:4	901 18TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100664 - 000	3/28/2011 21:31:0	289 NEWBURY ST	551 - Assist police or other governmental agency	Yes	Yes
1100665 - 000	3/28/2011 23:33:1	211 TRINITY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100666 - 000	3/29/2011 09:24:0	On TERRACE Dr at GALVIN	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100667 - 000	3/29/2011 10:54:4	975 SMITH Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100668 - 000	3/29/2011 12:34:5	10767 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100669 - 000	3/29/2011 15:17:2	171 21ST St	611 - Dispatched & cancelled en route	Yes	Yes
1100670 - 000	3/29/2011 20:44:2	7735 CURRY Ave	746 - Carbon monoxide detector activation, no CO	Yes	Yes
1100671 - 000	3/29/2011 21:15:3	HUNTINGTON Ave	700 - False alarm or false call, other	Yes	Yes
1100672 - 000	3/29/2011 22:05:3	465 46TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100673 - 000	3/30/2011 02:53:3	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100674 - 000	3/30/2011 06:58:0	2327 MIRA VISTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100675 - 000	3/30/2011 07:16:1	760 37TH St	700 - False alarm or false call, other	Yes	Yes
1100676 - 000	3/30/2011 07:21:1	1689 REGATTA Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100677 - 000	3/30/2011 15:04:4	6727 HAGEN Blvd	700 - False alarm or false call, other	Yes	Yes
1100678 - 000	3/30/2011 15:37:0	1259 BRIGHTON AVE	700 - False alarm or false call, other	Yes	Yes
1100679 - 000	3/30/2011 19:55:2	1335 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100680 - 000	3/30/2011 20:42:2	11025 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100681 - 000	3/30/2011 22:56:5	88 KENSINGTON RD	554 - Assist invalid	Yes	Yes
1100682 - 000	3/31/2011 05:03:1	88 KENSINGTON RD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100683 - 000	3/31/2011 05:03:1	04 WILLOW LN	522 - Water or steam leak	Yes	Yes
1100684 - 000	3/31/2011 09:01:4	22 WILDWOOD PI	311 - Medical assist, assist EMS crew	Yes	Yes
1100685 - 000	3/31/2011 09:25:0	2539 ARLINGTON Blvd	700 - False alarm or false call, other	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100686 - 000	3/31/2011 09:49:4	1520 LAUREL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100687 - 000	3/31/2011 11:13:5	101 17TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100688 - 000	3/31/2011 12:12:0	E 180/ MACDONALD AVE	131 - Passenger vehicle fire	Yes	Yes
1100689 - 000	3/31/2011 17:26:4	WILLOW Ln	522 - Water or steam leak	Yes	Yes
1100690 - 000	3/31/2011 18:47:1	5426 VAN FLEET Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100691 - 000	3/31/2011 20:31:4	7202 A St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100692 - 000	3/31/2011 21:46:2	2100 ROOSEVELT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100693 - 000	3/31/2011 22:08:4	SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes

Totals

Number of Incidents	231
Completed	231
Not Completed	
Reviewed	231
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:	BATCH #:	2170
TRANSMITTAL - APPROVAL				DATE:	4/7/2011	
Invoices				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00982	Delta Dental	03/24/11	4912 0003 Apr dental	7840	1061	1,189.07
01169	CalPERS	03/15/11	H2011057009000 May med	7840	1061	9,724.08
01406	KFPD	04/07/11	Reimburse revolving fund	7840	2490	12,223.60
01634	Vision Service Plan	03/18/11	001027770001 Apr vision	7840	1061	307.45
02120	City of El Cerrito	04/01/11	Apr fire protection	7840	2328	173,951.95
07894	Bushwacker	03/29/11	6882 wildland interface	7840	2490	1,190.00
10652	Maximus, Inc.	04/11/11	103143.01.02 mandate	7840	2490	650.00
12420	Meyers Nave	02/28/11	2011020595 legal	7840	2490	2,155.14
13257	Siemens Mailing Service	03/11/11	103105 spring newsletter	7840	2490	1,388.45
	Bay Alarm	03/15/11	788420 annual monitoring	7840	2490	1,596.00
TOTAL						204,375.74

Kensington FPD Approval
Date: 4/7/11
Barbara A. Adams

April 7, 2011

Attachment to Transmittal 0411

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
2/26/2011	Canepa Landscape - gardening	225.00
2/28/2011	Bay Area News Group - public hearing notice	49.00
12/10 & 3/11	Gwen Coleman - website updates	225.00
3/9/2011	Nextel/Sprint - telephone	70.80
3/8/2011	PG&E - electric	1,017.81
3/8/2011	PG&E - gas	235.20
3/11/2011	Mechanics Bank Card -office exp/supply, prof dev., et	889.65
3/5/2011	AT&T - phone	239.25
3/4/2011	Office Depot - supplies	255.07
3/10/2011	Russell - Jan accounting	458.75
3/22/2011	Comcast internet	69.90
3/28/2011	Russell - Feb accounting	195.00
3/17/2011	Payroll processing	45.70
3/17/2011	Payroll for period 3/1 - 3/15/11	2,280.92
3/17/2011	Withholding payroll taxes 3/1- 3/15/11	858.79
3/31/2011	Contra Costa CSDA anniversary	100.00
8/31/2010	Reimburse KPPCSD - KFPD phone bill	230.97
3/31/2011	UBS - janitorial service	99.66
4/1/2011	Stericycle - medical waste	400.41
3/28/2011	Galvin Appliance - repair	116.50
4/5/2011	ICMA - Mar deferred comp	1,094.90
4/1/2011	Payroll processing	45.70
4/1/2011	Payroll for period 3/16 - 3/31/11	2,197.67
4/1/2011	Withholding payroll taxes 3/16- 3/31/11	821.95
3/31/2011	AA Office Equip - annual maintenance	555.00
	Total	12,778.60

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

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

	Mar 11, 11
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	21,897.90
General Fund	54,235.51
Capital Fund	5,115.77
Special Tax Fund	1,169.95
Total Checking/Savings	82,619.13
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	742.42
Advance on Taxes	1,368,908.93
Advance on Supplemental Taxes	25,796.85
Total Accounts Receivable	1,409,275.33
Other Current Assets	
Prepaid Services - EC	533,032.07
Prepaid CERBT - Retiree Trust	1,144,159.74
Investments	
Capital Replacement Funds	889,475.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-215,756.16
Total Investments	2,805,847.21
Total Other Current Assets	4,483,039.02
Total Current Assets	5,974,933.48
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
Public Education	69.98
P/S Building Repair/Replace	9,001.60
Computers/Computerized Equip.	6,155.80
Computers/Furniture	1,704.05
Total Current Capital Outlay	16,931.43
Total Fixed Assets	1,313,620.44
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
TOTAL ASSETS	7,492,194.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	3,555.60
Total Accounts Payable	3,555.60

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

	Mar 11, 11
Other Current Liabilities	
El Cerrito Service Contract Pay	533,032.07
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	534,733.43
Total Current Liabilities	538,289.03
Total Liabilities	538,289.03
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	573,670.61
Net Income	1,167,615.71
Total Equity	6,953,905.58
TOTAL LIABILITIES & EQUITY	7,492,194.61

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison

July 1, 2010 through March 11, 2011

	Jul 1, '10 - Mar 11, 11	Jul 1, '09 - Mar 11, 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,749,137.90	2,710,442.56	38,695.34	1.4%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Lease Agreement	14,420.00	28,000.00	-13,580.00	-48.5%
Interest Income	5,979.18	8,730.13	-2,750.95	-31.5%
Salary Reimbursement Agreement	33,528.74	14,600.00	18,928.74	129.7%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,027,338.72	2,761,772.69	265,566.03	9.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	33,317.65	30,590.52	2,727.13	8.9%
El Cerrito Contract Fee	1,599,096.29	1,413,487.64	185,608.65	13.1%
Water System Improvements	0.00	9,472.00	-9,472.00	-100.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	2,421.25	2,415.00	6.25	0.3%
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	8,832.77	14,556.59	-5,723.82	-39.3%
Total Professional Fees	26,454.02	29,321.59	-2,867.57	-9.8%
Wildland Vegetation Mgmt	3,675.00	4,147.50	-472.50	-11.4%
Total OUTSIDE PROFESSIONAL SER...	1,676,366.37	1,499,182.48	177,183.89	11.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	45,825.00	59,809.37	-13,984.37	-23.4%
Delta Dental	5,977.82	9,853.08	-3,875.26	-39.3%
Vision Care	1,601.24	2,734.71	-1,133.47	-41.5%
Total RETIREE MEDICAL BENEFITS	53,404.06	72,397.16	-18,993.10	-26.2%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,976.38	4,130.77	845.61	20.5%
Comm. Pharmaceutical Drop-Off	746.74	1,917.46	-1,170.72	-61.1%
Vial of Life Program	0.00	601.20	-601.20	-100.0%
CERT Emergency Kits	0.00	95.80	-95.80	-100.0%
Open Houses	0.00	1,312.98	-1,312.98	-100.0%
Community Shredder	1,012.50	1,012.50	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	6,735.62	9,070.71	-2,335.09	-25.7%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.49	25,016.89	-17,818.40	-71.2%
Firefighters' Expenses	3,558.29	2,763.32	794.97	28.8%
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	171.00	4,597.74	-4,426.74	-96.3%
Building Maintenance				
Janitorial Service	697.62	796.64	-99.02	-12.4%
Medical Waste Disposal	2,714.16	2,630.39	83.77	3.2%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	585.00	600.00	-15.00	-2.5%
Miscellaneous Maint.	24,046.82	44,512.42	-20,465.60	-46.0%
Total Building Maintenance	28,043.60	48,629.45	-20,585.85	-42.3%
Building Utilities/Service				
Garbage	533.60	532.00	1.60	0.3%
Gas and Electric	5,285.81	4,926.05	359.76	7.3%
Water/Sewer	950.82	732.75	218.07	29.8%
Total Building Utilities/Service	6,770.23	6,190.80	579.43	9.4%
Election	369.80	0.00	369.80	100.0%
Memberships	4,741.00	4,399.00	342.00	7.8%
Office				
Office Expense	662.57	1,843.16	-1,180.59	-64.1%
Office Supplies	431.80	1,193.06	-761.26	-63.8%
Telephone	2,866.51	2,082.15	784.36	37.7%
Total Office	3,960.88	5,118.37	-1,157.49	-22.6%
Total DISTRICT ACTIVITIES	62,136.91	100,734.02	-38,597.11	-38.3%
Staff				
Wages	47,184.32	39,142.40	8,041.92	20.6%
Overtime Wages	1,582.22	1,100.84	481.38	43.7%
Medical/dental Ins compensation	3,920.00	3,400.00	520.00	15.3%
Retirement Contribution	2,359.20	1,957.12	402.08	20.5%
Payroll Taxes	4,010.62	3,297.98	712.64	21.6%
Workers Compensation/Life Ins	1,225.79	1,441.30	-215.51	-15.0%
Payroll Processing	797.90	764.26	33.64	4.4%
Total Staff	61,080.05	51,103.90	9,976.15	19.5%
Total Expense	1,859,723.01	1,732,488.27	127,234.74	7.3%
Net Ordinary Income	1,167,615.71	1,029,284.42	138,331.29	13.4%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
July 1, 2010 through March 11, 2011

	Jul 1, '10 - Mar 11, 11	Jul 1, '09 - Mar 11, 10	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00	145,082.00	-51,727.00	-35.7%
Transfers In - General	33,058.31	4,977.22	28,081.09	564.2%
Total Other Income	126,413.31	150,059.22	-23,645.91	-15.8%
Other Expense				
Transfers Out - Capital	1,951.66	4,977.22	-3,025.56	-60.8%
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	126,413.31	151,489.22	-25,075.91	-16.6%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	1,187,615.71	1,027,854.42	139,761.29	13.6%

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

	Jul '10 - Feb 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,749,709.12	2,725,300.00	24,409.12	100.9%
Special Taxes	200,220.90	200,221.00	-0.10	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	14,420.00	28,840.00	-14,420.00	50.0%
Interest Income	5,979.18	5,000.00	979.18	119.6%
Salary Reimbursement Agreement	29,803.33	29,803.28	0.05	100.0%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,024,184.53	2,989,164.28	35,020.25	101.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAPCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	3,530.65	3,210.00	320.65	110.0%
El Cerrito Contract Fee	1,421,418.93	1,421,418.64	0.29	100.0%
Water System Improvements	0.00	5,000.00	-5,000.00	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	2,421.25	3,800.00	-1,378.75	63.7%
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	8,832.77	21,060.00	-12,227.23	41.9%
Total Professional Fees	26,454.02	39,360.00	-12,905.98	67.2%
Wildland Vegetation Mgmt	3,675.00	6,000.00	-2,325.00	61.3%
Total OUTSIDE PROFESSIONAL SERVICES	1,468,902.01	1,496,813.64	-27,911.63	98.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	45,825.00	41,242.50	4,582.50	111.1%
Delta Dental	5,977.82	5,046.68	931.14	118.5%
Vision Care	1,601.24	1,423.32	177.92	112.5%
Total RETIREE MEDICAL BENEFITS	53,404.06	47,712.50	5,691.56	111.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	7,800.00	-3,457.51	54.5%
Comm. Pharmaceutical Drop-Off	670.59	0.00	670.59	100.0%
Vial of Life Program	0.00	668.00	-668.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	1,000.00	-1,000.00	0.0%
Community Shredder	1,012.50	1,500.00	-487.50	67.5%
Total COMMUNITY SERVICE ACTIVITIES	5,825.58	10,766.00	-4,940.42	54.1%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.49	6,500.00	698.49	110.7%
Firefighters' Expenses	2,841.88	3,333.36	-691.68	79.2%
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	171.00	3,150.00	-2,979.00	5.4%
Building Maintenance				
Janitorial Service	597.96	1,000.00	-402.04	59.8%
Medical Waste Disposal	2,371.47	3,000.00	-628.53	79.0%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	360.00	940.00	-580.00	38.3%
Miscellaneous Maint.	23,596.82	215,000.00	-191,403.18	11.0%
Total Building Maintenance	26,926.25	219,940.00	-193,013.75	12.2%
Building Utilities/Service				
Garbage	533.60	560.00	-26.40	95.3%
Gas and Electric	5,285.81	5,206.84	79.17	101.5%
Water/Sewer	950.82	804.00	146.82	118.3%
Total Building Utilities/Service	6,770.23	6,570.84	199.59	103.0%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	4,741.00	5,000.00	-259.00	94.8%
Office				
Office Expense	591.64	2,333.36	-1,741.72	25.4%
Office Supplies	431.80	1,666.64	-1,234.84	25.9%
Telephone	2,725.81	2,833.36	-107.55	96.2%
Total Office	3,749.25	6,833.36	-3,084.11	54.9%
Total DISTRICT ACTIVITIES	59,891.32	280,737.36	-200,846.04	23.0%
Staff				
Wages	47,184.32	47,184.32	0.00	100.0%
Overtime Wages	1,582.22	3,266.64	-1,684.42	48.4%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	3,920.00	3,920.00	0.00	100.0%
Retirement Contribution	2,359.20	2,360.00	-0.80	100.0%
Payroll Taxes	4,010.82	4,240.00	-229.38	94.6%
Workers Compensation/Life Ins	779.93	670.00	109.93	116.4%
Payroll Processing	752.20	776.64	-24.44	96.9%
Total Staff	60,588.49	62,417.60	-1,829.11	97.1%
Contingency				
General	0.00	16,666.65	-16,666.65	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	16,666.65	-16,666.65	0.0%
Total Expense	1,848,611.48	1,895,113.75	-246,502.29	87.0%
Net Ordinary Income	1,375,573.07	1,094,050.53	281,522.54	125.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00			
Transfers In - General	33,058.31			
Total Other Income	126,413.31			

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

	Jul '10 - Feb 11	Budget	\$ Over Budget	% of Budget
Other Expense				
Transfers Out - Capital	1,951.88			
Transfers Out - Special	129,355.00			
Transfers Out - General	1,106.65			
Total Other Expense	126,413.31			
Net Other Income	0.00			
Net Income	1,376,673.07	1,094,050.53	281,522.54	125.7%

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

April 1, 2010

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

CERT 2010

The goal of the Community Emergency Response Team (CERT) Program is to help augment those scarce, overwhelmed resources within the first critical minutes, hours and days and possibly weeks of a disaster. The CERT Program is an all-risk, all-hazard training presented in several different training formats on the basis of doing the greatest good for the greatest number of people. The mission of the CERT Program is to help our citizens and their neighbors become self-sufficient in the event of a disaster so that those in need receive timely assistance.

In 2010, the El Cerrito/Kensington CERT Program grew in several different areas that included continuing to strengthen our community partnerships with Kensington Amateur Radio Operators/ El Cerrito Ham Operators (KARO/ECHO) group and the Kensington Public Safety Council (KPSC). In addition, the El Cerrito/Kensington CERT Program began a new community partnership with the El Cerrito Emergency Preparedness Network (ECEPN). The mission of the ECEPN is to assist neighbors to become better prepared during and after a disaster. We look forward to strengthening our relationships with all three groups in 2011 as we move forward on projects such as the emergency communications network project, database upgrade project and organizational mapping project.

In 2010, the El Cerrito/Kensington CERT Program had 61 participants with 28 graduates of the 20-hour course. In addition, we had 23 graduates of our May and November Boot Camps which is a condensed version of the CERT Program delivered in a one-day format for those who are unable to attend the full class.

In addition to the on-going partnerships and CERT training classes, we presented a 4-hour class on Red Cross Shelter Operations which had 18 participants/graduates. The class was presented by a former NEAT/CERT graduate, Phil Machell, who works for the Red Cross. Mr. Machell is excellent at presenting this class and received rave reviews from those who participated. More of these class types will be presented in 2011.

Another area of success to mention was our two graduation drills in April and October for those completing our 20-hour program. Once again, we hosted our largest scale drill held in our history which drew nearly 150 participants from El Cerrito, Kensington, Richmond, San Pablo and Pinole. This all day event included classroom, station training and a disaster scenario. Based on the success of these drills, it is our intention to use this same drill format in 2011 and beyond. In addition, we made some significant upgrades to our website which can be found at www.elcerritokensingtoncert.org. We are looking forward to a very busy and productive 2011 as the CERT Program, and its supporters, moves forward with our projects, programs and training to create more prepared communities that will serve as the bridge during those first 7 to 14 days following a disaster.

NEW BUSINESS

April 7, 2011

To: KFPD Board Members

AGENDA ITEM 10

Fr: Brenda Navellier
KFPD Administrator

Re: Action Minutes vs. our "Regular" Minutes

Attached are the Board minutes for March 9, 2011 (as submitted under the consent calendar) and an "action" version of those same minutes.

I am requesting that the Board consider and decide whether they would prefer meeting minutes be recorded in an "action" format or our "regular" format moving forward. This is an "action" item for the Board.

The theme behind action minutes is "Minutes are a record of what was done at the meeting—not what was said by members or guests."

**MINUTES OF THE MARCH 9, 2011 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Janice Kosel, Leslie Michael and Nina Harmon
 Staff: Chief Lance Maples, Administrator Brenda Navellier

CALL TO ORDER:

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

CLOSED SESSION:

The Board recessed into closed session to conference with legal counsel on possible anticipated litigation.

RECONVENE BOARD MEETING:

President Kosel reconvened the regular Board meeting at 7:30 p.m. and announced that no reportable action was taken by the Board during closed session.

APPROVAL OF CONSENT ITEMS:

President Kosel called for approval of the consent calendar (items 4, 5, 6, 7 & 8) consisting of acceptance of the January 12, 2011 meeting minutes, acceptance of the February 9, 2011 meeting minutes, acceptance of the February 2011 incident activity report, approval of monthly A/P voucher #9, and the January/February 2011 monthly financial report. Director Kosel pulled item #5, the February 9, 2011 minutes and item #8, the monthly financial report. Director Michael made a motion to accept consent calendar items 4, 6 and 7 as presented. The motion was seconded and passed unanimously.

ACCEPTANCE OF THE FEBRUARY 9, 2011 MINUTES and the JANUARY/FEBRUARY FINANCIAL REPORTS:

Director Kosel noted that "financial" should be "finances" on page 2, New Business, Financial Statements, second line.

Director Kosel noted that KPPCSD is in default in their rental obligation to KFPD by \$14,420. Navellier will follow-up with KPPCSD staff.

Director Michael made a motion to accept item 5 as revised and item 8 as submitted and noted. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

Berkeley resident, Paul Grunland, spoke before the Board concerning escape routes for Purdue residents and a trail across private property.

Bryce Nesbitt suggested that the District make its on-line Board packets searchable by adding a layer of text to the documents. Nesbitt volunteered to assist the District with this.

Bob Shaner of Purdue Avenue requested that flammable trees be removed on EBRPD, school district and private property.

Nikki Kaiser spoke to the Board concerning paths, the general practice of overplanting, the flammable trees in Kensington park and the City of El Cerrito's tree ordinance.

Paul Grunland commented about the fuel load along the interface.

Bryce Nesbitt comment about Diablo Fire Safe Council's citizen grants to be used on school property.

Nikki Kaiser said KIC has tentatively been granted a Diablo Fire Safe grant for work on the paths.

FIRE CHIEF'S REPORT:

Chief Maples reviewed highlights from his March Chief's Report which concerned the Fire Prevention program's activities during 2010 including mercantile fire inspections to building construction plan check, plan reviews, and public education.

Maples attended today's LAFCO Commission meeting. The Commission requested all the fire agencies give them a status report to LAFCO in September 2011.

Maples and Navellier met with Jose Rios of EBMUD regarding the low flow areas along Westminster and Columbia/Colgate. EBMUD will put together some options for KFPD to consider at a future Board meeting and may consider a cost share approach with the District.

PRESIDENT'S REPORT:

Kosel thanked all the Board members for completing their ethics training and their annual Form 700 conflict of interest forms. Kosel said that Navellier will produce two sets of minutes in April—a set of "regular" minutes and a set of action minutes for the Board's consideration and input for a future standard to follow.

NEW BUSINESS:

Resolution 11-02 Supporting Naming and Signage for Kensington Pathways: The resolution is proposed by Bryce Nesbitt as part of KIC's path effort. Nesbitt met with Supervisor Gioia who asked for a more specific endorsement in relation to signage for the paths. Nikki Kaiser spoke in favor of the resolution. Blaszczyk asked several questions about the potential naming of paths. Director Blaszczyk made a motion to enact Resolution 11-02 as submitted. The motion was seconded and passed unanimously.

BOARD REPORTS:

Education: A Spring 2011 issue of the *Fire Plug* was mailed to Kensington residents last week and a copy was included in the Board packet.

Correspondence: A thank you letter was received from a Kensington resident.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 13, 2011.

Attest:

Leslie Michael, Board Secretary

**MINUTES OF THE MARCH 9, 2011 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Janice Kosel, Leslie Michael and Nina Harmon
 Staff: Chief Lance Maples, Administrator Brenda Navellier

CALL TO ORDER:

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

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VOTE: Ayes – Blaschczyk, de Ville, Harmon, Kosel, Michael
Noes – None

ACCEPTANCE OF THE FEBRUARY 9, 2011 MINUTES and the JANUARY/FEBRUARY FINANCIAL REPORTS:

Director Kosel noted that “financial” should be “finances” on page 2, New Business, Financial Statements, second line.

Director Kosel noted that KPPCSD is in default in their rental obligation to KFPD by \$14,420. Navellier will follow-up with KPPCSD staff.

Director Michael made a motion to accept item 5 as revised and item 8 as submitted and noted. Director Harmon seconded the motion.

VOTE: Ayes – Blaschczyk, de Ville, Harmon, Kosel, Michael
Noes – None

ORAL COMMUNICATIONS:

Berkeley resident, Paul Grunland said he has been very active with the Kensington paths. Grunland said he feels very strongly about the path/empty lots at the end of Purdue. Grunland passed out a map of the area and stated that he believes there is a path easement by prescription on one of the empty lots. Grunland has personally walked up and down the path for years to no objections. The current owner does not believe there is any easement on the property. Grunland asked the Board to contact the owner and establish an official easement tomorrow through the private lot. Grunland said it was the only escape route for some residents on Purdue in the event of a fire.

Bryce Nesbitt suggested that the District make its on-line Board packets searchable by adding a layer of text to the documents. Nesbitt volunteered to assist the District with this.

Bob Shaner of Purdue Avenue said that the interface area along Purdue is in excellent shape and probably the best anywhere in the area. He does believe more can be done for fire protection on EBRPD's land, specifically

removal of pines. Also, pressure should be applied to private property owners to remove some of the more flammable trees. Shaner noted that the Kensington Hilltop School property is overgrown and has eucalyptus trees that should be removed. The school district says they have no funds for this but Shaner believes adjacent property owners would be willing to contribute. Shaner does not believe it is fair for any one property owner to put the rest of the community in danger and there should be regulations against planting flammable trees. He thinks the community would be supportive to assisting homeowners who can't afford tree removal.

Nikki Kaiser agreed that the path across private property between Purdue and the school is critical. Kaiser condemned the practice of overplanting particularly of highly flammable vegetation. Kaiser mentioned the acacia trees in Kensington park and eucalyptus along the Arlington. KPPCSD has told her that they do not have the funds to remove the vegetation. Kaiser commended the City of El Cerrito for taking a long-term view and passing a tree ordinance to discourage the new planting or harboring of inappropriate species. Kaiser suggested an article in the next *Fire Plug* or a public announcement about what trees and plants are hazardous to prevent more problems down the road.

Paul Grunland said the trail along the interface is in good shape but there is still a large amount of vegetative fuel load along Los Altos and Grizzly Peak. The fuel load is not as heavy to the north. Grunland believes any fire will start where the heavy fuel load is. Access is important or people will be trapped.

Bryce Nesbitt said the Diablo Fire Safe Council is distributing another round of \$5,000 grants that citizens can apply for with the permission of landowners. If the school gave permission and there was a group of citizens to take on the issue, there is some funding available.

Chief Maples noted that the Kensington community has been most successful in applying for Diablo Fire Safe grants. Maples said there may be as much as two more rounds of grants. Residents in the Lake and Purdue area have been successful with the grants. It would be beneficial for residents north of the school to also apply.

Bob Shaner commended everyone for the work that has been done along the interface. He believes the area residents now have a fighting chance between the improved water systems and the fuel break.

Chief Maples suggested to the audience that it is imperative if they want change in the regional park to attend their Board meetings.

Nikki Kaiser said that KIC had been granted a Diablo Fire Safe grant for work on the paths but they are at risk of losing it because of the non-ownership status of the paths. Bryce Nesbitt said they are trying to get Contra Costa County to write a letter stating they do not object to work on the paths similar to one they wrote for an area in East Richmond Heights.

FIRE CHIEF'S REPORT:

Chief Maples reviewed highlights from his March Chief's Report which concerned the Fire Prevention program's activities during 2010. Fire Prevention covers everything from mercantile fire inspections to building construction plan check, plan reviews, and public education. The engine companies completed nearly 60 business inspections. Fire Marshal reviews all of the new/remodel construction plans and performed a few site reviews. The Fire Department averages about 14 car seats a year without an open house. The Department is still getting lots of public contact through class visits, preschool visits, Tri-City Safety Day, and Kensington school carnival. Two hundred thirty people participated in CPR and/or First Aid training in 2010. Fire Prevention spends the most time on the vegetation management program. Twenty-two properties were initially in non-compliance. A lot of effort is put into the initial inspections to identify them but also to make them clear—telephone calls, property visits, letters, certified mail, etc. At the end of the season, only two properties were not clear and they coordinated with the contractor that was hired to abate them. Maples believes that fire season is practically year-round in California.

Maples attended LAFCO again today. The Commission heard the LAFCO Executive Director's report on fire agencies and their recommendation was to have all the fire agencies give a status report to LAFCO in September 2011. The Commission wants to see if the agencies that are having trouble are able to pass ballot measures to address their issues. Contra Costa County Fire, East Contra Costa County Fire and Pinole Fire Department are discussing measures to take for budget cuts.

Maples and Navellier met with Jose Rios of EBMUD regarding the low flow areas along Westminster and Columbia/Colgate. Maples requested that Rios put together a proposal of options that the District could consider. Rios mentioned that EBMUD may be able to do a cost share with these projects, which they have not offered on past projects, since both of these areas are on EBMUD's long term list for replacement. Hopefully the District will have more information to present the Board at the April meeting. Maples confirmed that the Westminster line does feed the streets that come off of it in both directions and most of those loop so that they are not "dead ends". The Columbia/Colgate issue is simply that it is a 4" main so any build-up in the pipe will affect the flow. The lower flows in these two areas do not have a negative affect on firefighting capabilities but they do not meet the District's fire flow goals. The upgrades that the District has done to the water systems to date have bolstered the overall

system. EBMUD is only required to have a flow to support consumer services—not fire protection. Further discussion and questions ensued on these two areas of concern and past water system upgrades by the District.

PRESIDENT'S REPORT:

Kosel thanked all of the Board members for completing their ethics training and their annual Form 700 conflict of interest forms. Kosel said that Navellier will produce two sets of minutes in April—a set of “regular” minutes and a set of action minutes for the Board’s consideration and input for a future standard to follow.

NEW BUSINESS:

Resolution 11-02 Supporting Naming and Signage for Kensington Pathways: Kosel said that the resolution is proposed by Bryce Nesbitt as part of KIC’s path effort. Bryce reported that County Public Works is hesitant to put signage on the path because they feel that any action on the path will be construed as ownership. Nesbitt met with Supervisor Gioia who asked for a more specific endorsement in relation to signage. Signage will assist in identifying the paths existence for the public and give them a more permanent quality. Nikki Kaiser spoke in favor of the resolution in the interest of public safety, emergency preparedness and having personally worked on the path project. Entering the path locations in the EMS/dispatch system will be helpful for emergency responses. Nesbitt said he had submitted a public records request from El Cerrito Police for crimes/lawsuits regarding the paths and since they aren’t named, staff wasn’t sure how they could search for that information. Blaszczyk had questions about naming and how that would indicate the paths are public. Nesbitt thinks that the signs will encourage path use. Director Blaszczyk made a motion to enact Resolution 11-02 as submitted. Director Michael seconded the motion.

VOTE: Ayes -- Blaszczyk, de Ville, Harmon, Kosel, Michael
Noes – None

BOARD REPORTS:

Education: A Spring 2011 issue of the *Fire Plug* was mailed to Kensington resident last week. Kosel commended Navellier and Maples on the issue and noted a couple of significant dates that were included in the publication. Ramsey also commended staff and said she has received comments from her neighbors. Maples said it is beneficial for the District to draw on article ideas from staff, Board members and citizens and he had several ideas after hearing the public comments after tonight’s meeting. Bob Shaner commented on the interface path and its increased use by the Kensington residents.

Correspondence: A wonderful thank you letter was received from a Kensington resident.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 13, 2011.

Attest:

Leslie Michael, Board Secretary

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Operation Hours
POLICY NUMBER: 1

1.10 The District office will ordinarily be open from 9:00 a.m. to 1:00 p.m. on Tuesdays.

Directors and members of the public who wish to meet with the Manager or to have access to the Public Safety Building at other times should make arrangements in advance with the Manager.

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1.20 District records will be made available to members of the public in a timely manner.

Requests for viewing and/or copying will comply with the California Public Records Act. A charge for copying in the amount of 10¢ per page will be imposed. Double-sided copies will be charged at a rate of 10¢ per side.

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five business days.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: District Fiscal Year Calendar
POLICY NUMBER: 2

2.10 The District's fiscal year calendar shall assist the Board of Directors and the Manager in conducting the District's business. In addition, the fiscal year calendar lists general meeting dates, times and places of other agencies that the District does business with. The District fiscal year calendar is attached to this policy and thereby incorporated into the Operations Manual.

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KENSINGTON FIRE PROTECTION DISTRICT FISCAL YEAR CALENDAR

Date	Task	Responsible Party
------	------	-------------------

JULY

July 1 st	Request first and second run of County special tax	Staff
Second Wednesday	Board recess	Board/Staff
Mid-July	Request third run of County special tax	Staff

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AUGUST

Prior to August 10 th	Submit Form A to County for property tax roll	Staff/President
BOD Mtg.	Board resolution and notice of fire hazard abatement process	Staff/Board
Month	Begin audit process	Staff/Accountant
Month	Create fall <i>Fire Plug</i> newsletter	Staff

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SEPTEMBER

BOD Mtg.	Adopt final fiscal year budget	Staff/Board
BOD Mtg.	Board hearing ordering abatement, awarding of fire hazard abatement contracts	Staff/Board
BOD Mtg.	Review and adopt/amend conflict of interest rules (even numbered years only)	Staff/Board
Prior to Sept. 30 th	Forward Annual Report of Financial Transactions to State Controller (deadline ext. if filed electronic)	Staff/Auditor

Deleted: BOD Mtg. Adopt Appropriations limit (June/August). Staff/Board§

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Deleted: BOD Mtg. Approve draft of fall newsletter (or holiday). Education Committee/Board

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BOD Mtg. Board hearing on fire hazard abatement costs. Staff/Board§

OCTOBER

BOD Mtg. Board hearing on fire hazard abatement costs Staff/Board

October 20 Forward Annual Report of Financial Transactions electronically (if not done by mail) Auditor

NOVEMBER

DECEMBER

BOD Mtg. Election of Officers for new Calendar Year Board

FEBRUARY

TBD Form 700 Filers List Staff

MARCH

Month Create spring *Fire Plug* newsletter Staff

Prior to April 1st Form 700 – Statement of Economic Interests Board Members/Staff

APRIL

MAY

Month Annual EC/KFPD contract negotiation Finance Committee/EC
Month Draft preliminary fiscal year budget Staff

JUNE

BOD Mtg. Approve selection of auditor and audit fee Finance Committee/Board

Deleted: 1st Month . Reserve Community Center Meeting Dates¹ . for next Calendar Year . Staff¹

Deleted: December 1st Bill KPPCSD for MCI fund & renovation loan . Staff¹

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Deleted: BOD Mtg. . Approve draft of Spring newsletter (or April) . Education Committee/Board¹

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Prior to April 1st . Form 700 – Statement of Economic Interests . Board Members/Staff¹
BOD Mtg. . Proclamation for Earthquake Preparedness Month . Board¹

Deleted: June 1st Bill KPPCSD for MCI Fund & renovation loan . Staff¹
BOD Mtg. . Board resolution and notice of fire hazard¹ . abatement process . Staff/Board¹

BOD Mtg.	Adopt resolution to collect special tax, Forward to Auditor-Controller's office	Staff/Board
BOD Mtg.	Approve annual El Cerrito contract fee	Board
BOD Mtg.	Adopt appropriations limit	Staff/Board
BOD Mtg./Prior to June 30th	Adopt preliminary fiscal year budget & public notice	Staff/Board
BOD Mtg.	Approve resolution re: word limit for candidate statements (election years only)	Staff/Board

Deleted: BOD Mtg. Motion to pay budgeted operating expense items. Board during July (no Board meeting)
¶

Meeting Schedules for Subcommittees/Other Agencies:

KFPD Finance Committee	Usually meets January, May and August	Deleted: Quarterly, Public Safety Building
East Bay Regional Park District Board of Directors	Tuesdays, 2:00 p.m., 2950 Peralta Oaks Ct., Oakland, Schedule @ ebparks.org	Deleted: First and Third
East Bay Municipal Utility District Board of Directors	Second and Fourth Tuesday, 1:15 p.m., 375 Eleventh St., Oakland	
El Cerrito City Council	First and Third Monday, 7:30 p.m., 10890 San Pablo Avenue, El Cerrito	Deleted: 7007 Mosser Lane
Contra Costa County Chapter Special Districts Association	Quarterly (Jan-10 am, Apr - 6pm, Jul - 10am, Oct - 6 pm), 1601 Mary Drive, Pleasant Hill	Formatted: Indent: Left: 0", Hanging: 4.63"
California Special Districts Association Annual Conference	Month of September	Deleted: P
Kensington Police Protection and Community Services District	Second Thursday, 7:30 p.m., Kensington Community Center	Deleted:
Kensington Public Safety Council	Second Monday, 6:30 p.m., Kensington Community Center	Deleted: Community Center
Kensington Municipal Advisory Committee	Last Tuesday, 7:30 p.m., Kensington Community Center	

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Manager's Job Description
POLICY NUMBER: 3

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3.10 The job description for the District Manager is listed in the Memorandum of Understanding (MOU) between the Manager and the District. A copy of the most current MOU shall also be attached to that Policy.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Contract Staff Education
POLICY NUMBER: 4

4.10 The Chief or his designee are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation.

4.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

4.20 It is the policy of the District to encourage Board excellent performance by reimbursing the Chief's or his designee's expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4.21 The Manager is responsible for making arrangements for the contract staff conference and registration expenses. All expenses for which reimbursement is requested shall be submitted to the Manager, together with validated receipts.

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4.22 Attendance by contract staff at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4.23 Expenses to the District for the contract staff's training, education and conferences should be kept to a minimum for transportation and housing accommodations by:

4.231 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4.233 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4.30 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, the attendee will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of the Directors and staff.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Computer Back-up Procedure
POLICY NUMBER: 5

5.10 Once a month, the Administrator shall create a back-up tape of all information on the District computer. This tape shall be kept off-site in the fire-proof safe located at El Cerrito Fire Department's Station 72. A minimum of six months of back-up tapes shall be kept in the safe with a new tape rotated in every month.

5.20 Once a month, the Administrator shall create a back-up tape of all word processing and accounting files on the District computer. This tape shall be kept on site in the District office. A minimum of six months of back-up tapes shall be kept in the District office with a new tape rotated in every month.

5.21 Once a week, the Administrator shall create an incremental back-up tape of all word processing and accounting files on the District computer. These tapes shall be kept on site in the District office. A minimum of one month of incremental back-up tapes shall be kept in the District office.

Obsolete

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Records Retention

POLICY NUMBER: 5

5.10 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of the Kensington Fire Protection District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

5.20 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District. Any records that are not specified below shall be considered for the above values as part of the Manager's interpretation and implementation of this policy.

5.30 The Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below.

5.40 Pursuant to the provisions of California Government Code §60200 through 60203, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the Kensington Fire Protection District.

5.41 Financial Statements: Independently audited financial statements shall be kept for 25 years and then may be destroyed.

5.42 Budget Documents:

5.42.1 Fiscal Year Budget: Final budget documents shall be kept for 10 years and then destroyed.

5.42.2 Budget Detail Account Pages: Shall be kept for three years and then destroyed.

5.43 Accounts Payable Documents:

5.43.1 Transmittal Cover Sheets: Shall be kept with Transmittal documents for a period of 10 years and then destroyed.

5.43.2 Invoices: All invoices shall be kept for three years with Transmittal documents. After three years all invoices may be destroyed except those for major purchases which shall be kept for 10 years.

5.43.3 Contra Costa County Ledgers: All monthly ledgers shall be maintained for a period of 10 years and then destroyed.

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Documents: Documents filed with the
County shall be kept for 10 years after
which they may be destroyed.

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shall be stored for a period of three years
and then destroyed.¶
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be treated the same as invoices, except
those from District employees which
should be kept with payroll records.¶
6.42.5

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5.44 Accounts Receivable Documents:

Deposit Permits: Shall be kept for a period of 10 years and then destroyed.

5.45 State Mandate Reimbursement Claims: All claims and back-up documentation shall be kept for a period of 7 years after which they may be destroyed.

5.46 Payroll Documents: All payroll documents for individual employees shall be located in an employee file and kept for 7 years and then destroyed.

5.47 Fixed Asset Records: An annual fixed asset list shall be kept for a period of 10 years after which it may be destroyed.

5.48 Investment Documents: Records regarding investment earnings of the District shall be kept for 7 years after which they may be destroyed.

5.49 Personnel Records: All personnel records for individual employees shall be located in an employee file and kept forever.

5.50 Monthly Board Packets: Monthly Board packets shall be stored in tact for a period of 7 years at which time they may be destroyed.

5.51 Resolutions: Board resolutions shall be kept for a period of 10 years after which they may be destroyed.

5.52 Board of Directors Meeting Minutes: Original, signed minutes of the Board of Directors' meetings shall be kept forever.

5.52.1 Audio recordings of Board of Directors' meetings shall be kept for a minimum of six months.

5.53 Ordinances: Original, signed copies of Board ordinances shall be kept forever.

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Deposit Permits: Shall be kept for a period of 10 years and then destroyed.¶

¶ 6.46 . Inventory Records: An annual inventory list shall be kept for a period of 10 years after which it may be destroyed.¶

¶ 6.47 . Investment Documents: All records regarding investments of the District shall be kept for 10 years after which they may be destroyed

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Deleted: 6.48 Board of Directors Meeting Minutes: Original, signed minutes of the Board of Directors' meetings shall be kept forever.¶

¶ 6.48.1 . Audio tapes of Board of Directors' meetings shall be kept for a minimum of six months.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Monthly Financial Reports

POLICY NUMBER: 6

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6.10 After recording monthly Contra Costa County ledger activity, the Manager shall create three financial reports in QuickBooks for the Board's monthly meeting packet. The three reports shall coincide with the County's ledger ending date and shall be: Balance Sheet, Revenue & Expense Budget vs. Actual, and Revenue & Expense Previous Year Comparison. A sample of the three reports are attached and incorporated into this policy.

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6.20 After receiving monthly bank statements for District accounts, the Manager shall reconcile each account on Quickbooks and print a reconciliation statement. The reconciliation statement shall be kept with the bank statements for accountant and auditor review.

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

	Mar 11, 11
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	21,897.90
General Fund	54,235.51
Capital Fund	5,115.77
Special Tax Fund	1,169.95
Total Checking/Savings	82,619.13
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	742.42
Advance on Taxes	1,368,908.93
Advance on Supplemental Taxes	25,796.85
Total Accounts Receivable	1,409,275.33
Other Current Assets	
Prepaid Services - EC	533,032.07
Prepaid CERBT - Retiree Trust	1,144,159.74
Investments	
Capital Replacement Funds	889,475.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-215,756.16
Total Investments	2,805,847.21
Total Other Current Assets	4,483,039.02
Total Current Assets	5,974,933.48
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
Public Education	69.98
P/S Building Repair/Replace	9,001.60
Computers/Computerized Equip.	6,155.80
Computers/Furniture	1,704.05
Total Current Capital Outlay	16,931.43
Total Fixed Assets	1,313,620.44
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
TOTAL ASSETS	7,492,194.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	3,555.60
Total Accounts Payable	3,555.60

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

	Mar 11, 11
Other Current Liabilities	
El Cerrito Service Contract Pay	533,032.07
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	534,733.43
Total Current Liabilities	538,289.03
Total Liabilities	538,289.03
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	573,670.61
Net Income	1,167,615.71
Total Equity	6,953,905.58
TOTAL LIABILITIES & EQUITY	7,492,194.61

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

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	2,752,158.42	2,725,300.00	26,858.42	101.0%
Property Taxes	200,220.00	200,221.00	-0.10	100.0%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	14,420.00	14,420.00	0.00	100.0%
Lease Agreement	3,475.85	2,500.00	975.85	139.0%
Interest Income	22,352.51	22,352.48	0.03	100.0%
Salary Reimbursement Agreement	24,052.00	0.00	24,052.00	100.0%
Miscellaneous Income	3,016,877.88	2,964,793.48	51,884.22	101.8%
Total Income				
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	3,368.65	3,205.00	163.65	105.1%
El Cerrito Contract Fee	1,066,064.21	1,066,063.98	0.23	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	12,380.00	-2.00	100.0%
Professional Fees				
Accounting	1,836.25	3,000.00	-1,163.75	61.2%
Actuarial Valuation	3,200.00	2,500.00	700.00	128.0%
Audit	12,000.00	6,500.00	5,500.00	141.2%
Legal Fees	8,276.82	14,090.00	-5,813.18	58.7%
Total Professional Fees	25,313.07	28,090.00	-2,776.93	90.1%
Wildland Vegetation Mgmt	3,875.00	4,000.00	-325.00	91.9%
Total OUTSIDE PROFESSIONAL SERVICES	1,112,244.34	1,123,183.98	-10,939.64	99.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	36,560.00	32,077.50	4,582.50	114.3%
Delta Dental	4,716.16	3,785.02	931.14	124.6%
Vision Care	1,245.40	1,067.98	177.92	116.7%
Total RETIREE MEDICAL BENEFITS	42,821.56	36,930.00	5,891.56	115.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	5,200.00	-1,057.51	79.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vital of Life Program	0.00	333.00	-333.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	1,000.00	-1,000.00	0.0%
Community Shredder	1,012.50	1,500.00	-487.50	67.5%
Total COMMUNITY SERVICE ACTIVITIES	5,154.99	8,033.00	-2,878.01	64.2%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	6,500.00	-5,951.25	8.4%
Firefighters' Expenses	2,486.75	2,500.02	-13.27	99.5%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Professional Development	147.00	1,950.00	-1,803.00	7.5%
Building Maintenance				
Janitorial Service	498.30	600.00	-101.70	83.1%
Medical Waste Disposal	1,707.35	2,250.00	-542.65	75.9%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	360.00	700.00	-340.00	51.4%
Miscellaneous Maint.	23,093.88	160,000.00	-136,906.12	14.4%
Total Building Maintenance	25,659.53	163,550.00	-137,890.47	15.7%
Building Utilities/Service				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	4,156.76	3,904.98	251.78	106.4%
Water/Sewer	782.61	886.00	-96.61	114.1%
Total Building Utilities/Service	5,206.17	4,870.98	335.19	106.9%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	4,741.00	5,000.00	-259.00	94.8%
Office				
Office Expense	483.89	1,750.02	-1,266.13	27.7%
Office Supplies	294.81	1,249.98	-955.17	23.6%
Telephone	1,959.49	2,125.02	-165.53	92.2%
Total Office	2,738.19	5,125.02	-2,386.83	53.4%
Total DISTRICT ACTIVITIES	48,114.20	198,906.02	-150,791.82	24.2%
Staff				
Wages	35,388.24	35,388.24	0.00	100.0%
Overtime Wages	1,224.94	2,449.98	-1,225.04	50.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	2,940.00	2,940.00	0.00	100.0%
Retirement Contribution	1,789.40	1,770.00	19.40	100.0%
Payroll Taxes	2,800.89	2,940.00	-139.11	95.3%
Workers Compensation/Life ins	779.93	870.00	-109.93	116.4%
Payroll Processing	615.10	582.48	32.62	105.6%
Total Staff	45,518.50	46,740.70	-1,222.20	97.4%
Contingency				
General	0.00	9,999.99	-9,999.99	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	9,999.99	-9,999.99	0.0%
Total Expense	1,253,653.59	1,423,793.69	-170,140.10	88.1%
Net Ordinary Income	1,763,024.09	1,540,999.77	222,024.32	114.4%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00			
Total Other Income	2,139.00			

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

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
Other Expense				
Transfers Out - Capital	1,032.35			
Transfers Out - General	1,106.65			
Total Other Expense	2,139.00			
Net Other Income	0.00			
Net Income	1,763,024.09	1,640,999.77	222,024.32	114.4%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July through December 2010

	Jul - Dec 10	Jul - Dec 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,752,156.42	2,714,316.65	37,839.77	1.4%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Lease Agreement	14,420.00	0.00	14,420.00	100.0%
Interest Income	3,475.85	5,722.70	-2,246.85	-39.3%
Salary Reimbursement Agreement	22,352.51	7,300.00	15,052.51	206.2%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,016,677.68	2,727,339.35	289,338.33	10.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	3,368.65	382.77	2,985.88	780.1%
EI Cerrito Contract Fee	1,066,064.21	1,060,115.72	5,948.49	0.6%
Water System Improvements	0.00	9,472.00	-9,472.00	-100.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	1,836.25	2,025.00	-188.75	-9.3%
Actuarial Valuation	3,200.00	0.00	3,200.00	100.0%
Audit	12,000.00	8,500.00	3,500.00	41.2%
Legal Fees	8,276.82	12,398.21	-4,121.39	-33.2%
Total Professional Fees	25,313.07	22,923.21	2,389.86	10.4%
Wildland Vegetation Mgmt	3,675.00	3,045.00	630.00	20.7%
Total OUTSIDE PROFESSIONAL SER...	1,112,244.34	1,108,101.93	4,142.41	0.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	36,660.00	41,389.04	-4,729.04	-11.4%
Delta Dental	4,716.16	7,595.08	-2,878.92	-37.9%
Vision Care	1,245.40	2,119.81	-874.41	-41.3%
Total RETIREE MEDICAL BENEFITS	42,621.56	51,103.93	-8,482.37	-16.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	4,019.93	122.56	3.1%
Comm. Pharmaceutical Drop-Off	0.00	1,917.46	-1,917.46	-100.0%
Vial of Life Program	0.00	234.90	-234.90	-100.0%
Open Houses	0.00	657.52	-657.52	-100.0%
Community Shredder	1,012.50	1,012.50	0.00	0.0%
Total COMMUNITY SERVICE ACTIVI...	5,154.99	7,842.31	-2,687.32	-34.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	0.00	548.75	100.0%
Firefighters' Expenses	2,486.75	2,763.32	-276.57	-10.0%
Engine Rescue Equipment	6,217.01	0.00	6,217.01	100.0%
Staff Appreciation	0.00	3,947.91	-3,947.91	-100.0%
Professional Development	147.00	4,487.85	-4,340.85	-96.7%
Building Maintenance				
Janitorial Service	498.30	497.66	0.64	0.1%
Medical Waste Disposal	1,707.35	1,792.86	-85.51	-4.8%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	23,093.88	29,981.98	-6,888.10	-23.0%
Total Building Maintenance	25,659.53	32,842.50	-7,182.97	-21.9%
Building Utilities/Service				
Garbage	266.80	265.20	1.60	0.6%
Gas and Electric	4,156.76	3,703.58	453.18	12.2%
Water/Sewer	782.61	620.01	162.60	26.2%
Total Building Utilities/Service	5,206.17	4,588.79	617.38	13.5%
Election	369.80	0.00	369.80	100.0%
Memberships	4,741.00	4,399.00	342.00	7.8%
Office				
Office Expense	483.89	1,449.48	-965.59	-66.6%
Office Supplies	294.81	1,081.45	-786.64	-72.7%
Telephone	1,959.49	1,534.15	425.34	27.7%
Total Office	2,738.19	4,065.08	-1,326.89	-32.6%
Total DISTRICT ACTIVITIES	48,114.20	57,094.45	-8,980.25	-15.7%
Staff				
Wages	35,388.24	27,577.60	7,810.64	28.3%
Overtime Wages	1,224.94	800.61	424.33	53.0%
Medical/dental ins compensation	2,940.00	2,500.00	440.00	17.6%
Retirement Contribution	1,769.40	1,378.88	390.52	28.3%
Payroll Taxes	2,800.89	2,254.74	546.15	24.2%
Workers Compensation/Life Ins	779.93	713.59	66.34	9.3%
Payroll Processing	615.10	541.46	73.64	13.6%
Total Staff	45,518.50	35,766.88	9,751.62	27.3%
Total Expense	1,253,653.59	1,259,909.50	-6,255.91	-0.5%
Net Ordinary Income	1,763,024.09	1,467,429.85	295,594.24	20.1%

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

July through December 2010

	Jul - Dec 10	Jul - Dec 09	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00	3,968.06	-1,829.06	-46.1%
Total Other Income	2,139.00	3,968.06	-1,829.06	-46.1%
Other Expense				
Transfers Out - Capital	1,032.35	3,968.06	-2,935.71	-74.0%
Transfers Out - General	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	2,139.00	5,398.06	-3,259.06	-60.4%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	1,763,024.09	1,466,999.85	297,024.24	20.3%

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Expense Authorization

POLICY NUMBER: 7

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7.10 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

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7.20 All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

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7.30 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

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7.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

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7.32 The petty cash fund shall be included in the District's annual independent accounting audit.

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7.40 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Checking Account

POLICY NUMBER: 8

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8.10 The District shall maintain a checking account at a local bank. The balance in said account shall at no time exceed \$25,000. The Manager shall request the County through its accounts payable process to replenish the checking account in the amount of the checks written during the preceding month.

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8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the Manager and/or the Directors of the Finance Committee.

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8.30 Receipts shall be maintained for the amount of each expenditure.

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8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Fixed Asset Accounting Control
POLICY NUMBER: 2

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2.10 The purpose of this policy is to ensure proper accounting control resulting in the maintaining of accurate financial reports of fixed assets.

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2.20 An accounting, or inventory, of all fixed assets shall be conducted on an annual basis. After the conclusion of said inventory, the Administrator shall certify its completeness and report the results thereof to the Board of Directors and the District auditor during the annual audit review.

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¶ 10.53 Storage location, ¶

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2.30 Items included in said accounting shall be the following:

2.31 Equipment, tools, and vehicles that individually have an original total cost of more than \$1,000;

2.32 All land and building acquisitions regardless of price; and,

2.33 Additions or major improvements to the District's service infrastructure.

2.40 Permanent inventory records shall be maintained and updated whenever a change in the status of a particular fixed asset occurs (e.g., original purchase, sale, destruction, loss, theft, etc.). Dated records may be destroyed per the Records Retention Policy.

2.50 Information to be maintained in said inventory records shall include the following:

2.51 Description;

2.52 Original cost;

2.53 Acquisition date;

2.54 Life expectancy;

2.55 Classification code (e.g., office, rolling stock, building, etc.); and

2.56 Depreciation schedule

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: District Recognitions

POLICY NUMBER: 10

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10.10 After soliciting ideas from all Board members, the President and Vice President shall meet periodically to select appropriate community members for District recognition.

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KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Building Maintenance

POLICY NUMBER: 11

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11.10 The Kensington Public Safety Building is occupied by the Kensington Fire Protection District and Kensington Police Protection and Community Service District. Its main functions are Police and Fire service. It is owned and maintained by the KFPD and KPPCSD is a tenant. The current lease expires on June 30, 2014.

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11.11 KFPD through the Board and Administrator plans, develops and executes typical property management measures and projects to maintain the property with advice from KPPCSD when appropriate.

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Deleted: KFPD and KPPCSD have an agreement on shared maintenance costs for the common areas, basic building systems and site.

11.12 Each agency is responsible for the upkeep and maintenance of its own space.

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11.20 KFPD has a contract with El Cerrito Fire Department (ECFD) for fire service staff and fire service administration. The Fire Station portion of the building is occupied 24 hours a day with alternating fire fighting and paramedical crews staffed by the El Cerrito Fire Department.

Deleted: 12.13 Maintenance agreements between KFPD and KPPCSD may be altered through changes in the lease agreement. The current lease agreement runs through 2009.

11.30 The building is a secure building for the benefit of both police and fire functions. The KPPCSD Secretary and Police Officers manage public access during the weekdays. Nights and weekends when the office is closed, police most often answer the door.

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11.31 The KPPCSD Secretary or KFPD Manager normally manage access for scheduled maintenance with notice.

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11.32 If the repair is in the secure police area, needed management or observation will be the responsibility of the police staff.

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11.33 If the repair is in the fire area, needed management or observation will be the responsibility of the fire staff.

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11.34 Access and observation for off-hour emergency repairs will be shared by both functions.

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11.40 Routine and non-emergency maintenance falls into two groups.

11.41 Major work planned and approved at the Board level generally involves input and concurrence with the Fire Chief and KPPCSD. This includes work such as the generator replacement, re-roofing or building modernization. Input and review of the development of these projects will be solicited from ECFD and KPPCSD. Schedules will be

circulated and accommodation will be made to minimize disruption.

11.42 Non-planned work includes failure of mechanical, plumbing or electrical systems. Depending upon the nature and urgency of the work, input and review of these projects may be solicited from KPPCSD and ECFD. Work will typically be done as soon as possible.

11.50 For the convenience of maintaining the facility, the fire service staff can provide minor day-to-day maintenance as necessary. KFPD will reimburse ECFD for the material and vendor costs of minor maintenance.

11.51 Minor maintenance and expense is defined as:

11.511 Those repairs or replacements that can be made with normal skills and tools such as replacing light bulbs, plumbing faucets and trap repairs, etc.

11.512 Maintenance costs are limited to those in ECFD policies and monthly spending limits for Captains, staff and Battalions Chiefs.

11.513 Emergency repairs that are required to maintain operational readiness or to protect the building can be made with approval of the on duty Battalion Chief or the Manager. The Manager should be advised of these repairs at the earliest time. These necessary costs will typically exceed the limits above.

11.60 During evenings or weekends, fire service staff may act for KFPD if emergency work is needed in the KPPCSD portion of the building. Professional vendors utilized by the KFPD or ECFD should undertake such repairs.

11.70 A copy of the Lease Agreement between KFPD and KPPCSD for Occupancy of the Kensington Public Safety Building is attached to and hereby incorporated into this policy.

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12.50 KPPCSD should advise the KFPD Administrator of needed repair work in the police occupied areas, or in an emergency contact the on duty fire staff. ¶

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Deleted: 12.61 ECFD will record maintenance tasks and expenses in monthly log furnished by the KFPD and kept by the Administrator and submit expense reimbursements requests monthly. ¶

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Deleted: Such repairs may include failures of emergency generator, electrical, plumbing, overhead doors or broken glass.

Deleted: A list of vendors will be maintained in the maintenance log.

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Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and Community Services District for Occupancy of Kensington Public Safety Building

This Lease ("Lease") is made and entered into, as of 12-14, 2009, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and described as "Police Department" or "Police Department Assigned" in the Schematic Design dated April 2, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas described in the Schematic Design. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be five (5) years commencing on July 1, 2009 ("the Commencement Date") and expiring on June 30, 2014, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term").

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord annual rent of \$28,000 in semiannual installments due in advance and payable on January 1st and July 1st of each year for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction. Concurrently with its execution of this Lease, Tenant has made the semiannual installment payment of \$14,000 that would have been payable on July 1, 2009 had the Lease then been effective.

5. Beginning on the first anniversary of the Lease Commencement Date and on each successive anniversary thereafter during the Lease Term, the annual rent shall be adjusted by the percentage change, if any, in the Consumer Price Index for All Urban Consumers, All Items (base years 1982-1984 = 100) for the San Francisco-Oakland-San Jose CMSA, published by the United States Department of Labor, for the month of March as compared with the month of March in the immediately preceding calendar year. Notwithstanding the foregoing, each annual adjustment shall result in an increase of not less than three percent (3%) and not greater than six percent (6%).

Permitted Use

6. Tenant shall use the Premises solely as administrative offices for the provision of the governmental 23

services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

7. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

8. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

9. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

10. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

11. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

12. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

13. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

14. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

15. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

(a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;

(b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

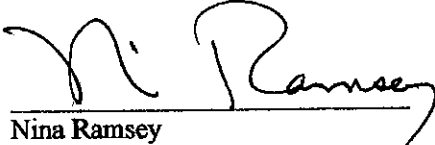
(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.

Dispute Resolution

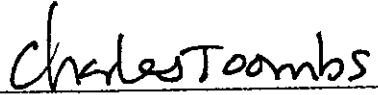
16. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

by: 
Nina Ramsey
President of Board of Directors

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: 
Charles Toombs
President of Board of Directors

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Kensington Annex, City of El Cerrito Emergency Operations
Plan, Insert to Contra Costa County Disaster Plan
POLICY NUMBER: 12

KENSINGTON ANNEX CITY OF EL CERRITO EMERGENCY OPERATIONS PLAN

Contra Costa County, California

**INSERT TO
CONTRA COSTA COUNTY DISASTER PLAN**
Reviewed for National Incident Management System (NIMS) Compliance February 2007

KENSINGTON ANNEX
CITY OF EL CERRITO DISASTER PLAN
Contra Costa County, California

Reviewed for (NIMS) Compliance February 2007

GENERAL:

The procedures and guidelines listed below are applicable to the City of El Cerrito (Kensington Annex) only. However, with careful review and modification some of the procedures may be adaptable for other communities. The following guidelines may be used, as necessary, to support the policies, procedures and activities listed in other parts of the El Cerrito Emergency Operations Plan. In no instance will they be used to replace or nullify those procedures and policies.

The roles and responsibilities of the County Administrator of Emergency Services and his supporting emergency management staff have already been identified in other sections of the County's Multi-Hazard Functional Plan. The roles and responsibilities identified herein support those established protocols and are applicable to the events and activities which can be expected to arise in the community of Kensington. In the event that a major disaster occurs, and immediate government assistance is not available or is cut off and cannot respond for a lengthy period of time, the following procedures will be activated.

SCOPE:

This plan addresses only that unincorporated portion of Contra Costa County commonly referred to as Kensington.

The unincorporated community of Kensington has a population of approximately 5,000 residents and is located in the East Bay hills portion of Contra Costa County between Berkeley on the south and El Cerrito on the north and west. It also shares a narrow section of its southwest boundary with the City of Albany. To the east lie Charles Lee Tilden and Wildcat Canyon Regional Parks, a part of the East Bay Regional Park District.

The random pattern of narrow roads that wind up and down the Kensington hillside tend to restrict ingress and egress to the community to two main north-south thoroughfares, Arlington Avenue and Colusa Avenue, and the streets that feed into them. Arlington Avenue runs through the center of town, and Colusa Avenue runs along its western perimeter.

The unincorporated community is unique in that it has both a resident police and fire department, each of which operates as an independent special district administered by local Boards of Directors. The Kensington Fire Protection District contracts with the City of El Cerrito for fire protection and related services.

KENSINGTON ANNEX
CITY OF EL CERRITO DISASTER PLAN
Contra Costa County, California

Reviewed for (NIMS) Compliance February 2007

LOCAL GOVERNMENT IN SEMS

Local government is one of the five levels of the Standardized Emergency Management System (SEMS). The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district or special district. Special districts under SEMS are units of local government (other than a city, county or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under section 6500 et seq. of the code.

Special districts are primarily responsible in emergencies for the restoration of services that they normally provide. They may also be responsible for the safety of people at their facilities or on their property, and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in emergency response.

CONTINUITY OF GOVERNMENT

A major disaster could include death or injury to key officials, partial or complete destruction of the established governing board of the Kensington Fire Protection District (KFPD). In addition, the preservation and or reconstruction of public and private records essential to the continued operation of the KFPD and their services must be provided. Continuity of leadership and government authority is particularly important with respect to emergency services and management of recovery operations. To this end, it is particularly essential that the KFPD continue to function in these areas. During a major emergency or disaster, the KFPD Board of Directors will remain as the policy and legislative body and will not assume responsibility of day to day fire department operations. Emergency operations will be administered through the El Cerrito Fire Department's Departmental Operation Center or Emergency Operations Center as the emergency manager determines appropriate. As in day to day operations during a major emergency or disaster, the KFPD Board of Directors will set policy and any legislation as required to mitigate the immediate threats and begin recovery operations. After a major emergency or disaster, the KFPD Board of Directors will assemble at the Kensington Community Center as soon as possible.

STANDBY OFFICERS

Section 8639, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code permits the governing body to appoint up to three standby officers for each member of the governing body and up to three standby officers for the political subdivision's chief executive. The standby officers shall have the authority and powers as the regular officers.

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Contra Costa County, California

Reviewed for (NIMS) Compliance February 2007

RECONSTRUCTING THE GOVERNING BODY WITH TEMPORARY OFFICERS

Section 8644, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstructing the governing body. It authorizes that, should members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed by the chairman of the board of the County or by the mayor of any city within 150 miles of the political subdivision.

MEETING OF THE GOVERNMENT BODY DURING AN EMERGENCY

Section 8642, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code directs local governing bodies to convene, as soon as possible, whenever a state of emergency or local emergency exists and at the place not necessarily within the political subdivision.

DUTIES OF THE GOVERNING BODY DURING AN EMERGENCY

Section 8643, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code provides that the duties of the governing body during emergencies shall include ascertaining the damage to the political subdivision and its personnel and property, reconstituting itself and the political subdivision, and performing functions in preserving law and order and furnishing local services.

CHAIN OF SUCCESSION

Kensington Fire Protection District
Board President
Vice President
Member at Large (1st arriving)
Member at Large (2nd arriving)
Member at Large (3rd arriving)

El Cerrito Fire Department
Fire Chief
On-Duty Battalion Chief
Fire Prevention Officer
First Reporting Battalion Chief
First Reporting Line Captain

Coordination and communication will be established between the KFPD Board of Directors and the El Cerrito Emergency Operation Center. This Communication will be directed through the President of the KFPD Board of Directors and the El Cerrito/Kensington Fire Chief. If either of these people is unable to assume their positions then the next position in the chain of succession shall fill the role.

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EMERGENCY OPERATIONS CENTERS

According to SEMS, the EOC is structured to fulfill an organization standard that includes the functions of management, finance & administration, logistics, operations, and planning & intelligence. Although each of the SEMS functions are necessary, coordination, communications and intelligence are critical. Communication is viewed as central, coordination running a close second.

Communication issues are important to the Community of Kensington's emergency response capability. These issues include channel capacity and interoperability. Channel capacity for interdepartmental operations and interoperability to be able to effectively communicate with police, public works and responding mutual aid resources. In order to ensure successful emergency operations during a disaster it will be essential that stable and effective communication be established and maintained between the Kensington Board of Directors and their direct representative in the EOC.

In order to enhance the effectiveness of emergency operations, the Kensington Fire Protection District has developed and maintained a contractual agreement with the City of El Cerrito to provide fire protection for the community of Kensington. An advantage achieved through this agreement is the consolidation of the EOC. During a major emergency or disaster, the Kensington/El Cerrito Fire Chief or Fire Department line of succession personnel shall be the Kensington Fire Protection District's direct representative in the EOC. The primary EOC is located in the El Cerrito Public Safety Building located at 10900 San Pablo Ave, El Cerrito CA. The secondary EOC is located in El Cerrito Fire Station 72 located at 1520 Arlington Blvd, El Cerrito CA. The third alternate EOC is located in the Kensington Fire Station 65 located at 217 Arlington Blvd., Kensington CA.

The Kensington/El Cerrito consolidated EOC shall work to ensure timely, accurate and relevant information is communicated both to and from the Operational Area EOC on behalf of the Community of Kensington.

THREATS:

All of the potential disasters listed in the El Cerrito Emergency Operations Plan Part 1 Basic Hazard Analysis also threaten this community; however the threats which are of major concern to the residents are as follows:

Earthquakes

Although Kensington is affected by activity on the major San Andreas Fault to the west, the seismically active Hayward Fault poses the greatest risk to the community. The main trace of

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the fault runs through the center of town, and critical facilities such as the police and fire departments, an elementary school, and the Kensington Community Center are situated on or near the fault line. A large portion of Kensington on both sides of the fault has been placed in the Alquist Priolo Special Studies Fault Zone as defined by the California Division of Mines and Geology for the Hayward Fault.

The fault has a history of activity with an epicenter on or near the fault, traceable as far back as 1836 and as recently as 1999. The reported magnitude of these quakes range as high as 6.8. According to the "Regional Earthquake Probability Study" released by USGS geologists in October of 1999, there is a 70% chance that an earthquake of magnitude 6.7 or greater will occur in the Bay Area before 2030, and the most likely potential damage will be centered on the Hayward Fault.

In several areas the surface traces of the Hayward fault are extensively obscured by massive landslides. The largest landslide complexes are in the Berkeley-Kensington and northeast San Jose areas.

Fire

Wildfire is a constant threat to Kensington due to its interface with the wildlands of the East Bay Regional Park District on its eastern boundary. The narrow winding hillside streets and abundant shake roofs, trees, and foliage make the community even more vulnerable to fire. In January 1995, Kensington was designated a Very High Fire Hazard Severity Zone (VHFHSZ) by the California Department of Forestry.

Hazardous Materials Release

Even though Kensington is situated nearly ten land miles from the nearest acutely hazardous material facility, the threat of a ruptured pipeline located in the community, due to local ground movement or seismic activity, is a concern. The Blakemont slide, a major area of ground movement in the northwestern section of Kensington, covers approximately 19 acres of land. Continuous ground movement in this area routinely causes breakage of underground pipes. Such movement has destroyed three homes and caused major damage to many others. Natural gas lines running underground throughout the community could also be severed by this earth movement, or by earth movement caused by a quake, subsidence or any other massive land motion. A break of anyone of these lines could require either "in-place sheltering" or evacuation.

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Dam Failure

Summit Reservoir, which is owned by the East Bay Municipal Utility District, stands sixty-one (61) feet high and holds approximately 120 acre feet of water. It sits above the Kensington community and is surrounded by homes. In the event of a rupture or an overflow, this facility could release water into the Kensington community as well as into Alameda County. If such an event should occur, traffic control points and barricade locations will be the responsibility of the jurisdiction in which the control measure is located. Barricades beyond the capability of the local jurisdiction will be coordinated through the County Law Enforcement Coordinator in the Contra Costa County EOC. Personnel required to warn the public will come from Kensington; however, additional assistance, if needed, can be requested from the County EOC. (See Appendix A for a more detailed traffic control plan.)

Evacuation

One main thoroughfare, Arlington Avenue, runs through this community, and one, Colusa Avenue runs along its western perimeter. Ingress or egress may occur at either end, to El Cerrito on the Northern end or to Berkeley on the southern end. Although other streets enter and leave the community, none of them are direct routes suitable for planned evacuations.

County counsel has cautioned against communities forming detailed, site-specific evacuation plans due to liability issues. A County general plan for the evacuation, dispersal or relocation of Kensington residents from threatened or hazardous areas exists as Annex H "Movement Operations" in the County's Emergency Plan (See appendix B.)

CONCEPT OF OPERATION:

When a situation arises which exceeds the capability of the police or fire department to handle or which requires the combined effort of the police and fire departments, community volunteers and/or outside mutual aid to mitigate, the policies and procedures listed in the El Cerrito Emergency Operations Plan, Part 1 Page 39 will be observed. In the interim, until help arrives, the following procedures may be initiated.

Immediately upon the onset of a disaster which has caused or may cause the Community's Emergency Command Post or the emergency organization to be activated, take the following actions which are consistent with Part 2 appropriate EOC Section of the El Cerrito Emergency Operations Plan. These actions should be carried out in unison with other organizations and departments according to that plan.

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Protect yourself from initial harm, and then see to the well being of those around you. Each employee should **Check** his/her immediate area for damage. If any damage is found in the work area, the employee should **Report** it immediately to his/her supervisor. The supervisor should **Alert** the appropriate department head to the damage.

According to the situation, the Emergency Command Post and/or Emergency Organization will be activated. Upon activation, each Supervisor will **Initiate** damage assessment activities on those operations, personnel, equipment and facilities under his/her responsibility.

County's Community Damage Assessment Teams (DAT), recruited by the County coordinator and comprised of trained volunteers, will be dispatched to pre-designated areas of the community to develop an initial assessment of damage in the community.

After completing an initial assessment of the assigned area the DAT member will **Report** the information to the Command Post to provide the Command Center with an overview of the private damage in the community.

Based on information received and the extent of damage, the Fire Chief may request Mutual Aid from outside sources, or re-deploy local resources as needed. An Initial Damage Report will be forwarded to the Contra Costa County Office of Emergency Services by the Fire Chief for consolidation and submission to the State Office of Emergency Services, Regional office.

Staff Assignments

Specific emergency response services are provided to the Kensington community by County departments. In the event of a large scale disaster these County services may not be immediately available to the community. Therefore, local personnel must be identified and assigned responsibility for maintaining communications with the appropriate County departments for information and/or instructions. These shall be as follows:

<u>Function</u>	<u>Assigned to</u>	<u>Phone No.</u>
Command and Control	Fire Chief	215-4450
Alternate	Police Chief	526-4141
Law Enforcement/Traffic Control	Police Chief	526-4141
Alternate	Sgt. Police Dept.	526-4141
Fire and Rescue	Fire Chief	215-4450
Alternate	On Duty B/C	527-0875 or 215-4450

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Medical and Health Alternate	Fire Chief	215-4450
	Police Chief	526-4141
Care and Shelter Alternate	Police Chief	526-4141
	Red Cross Manager	307-4400
Resources Management Alternate	Fire Chief	215-4450
	Police Chief	526-4141
Construction and Engineering Alternate	Police Chief	526-4141
	Fire Chief	215-4450
Public Information Alternate	Police Chief	526-4141
	Fire Chief	215-4450

** Since Kensington contracts with El Cerrito for fire protection services, the El Cerrito fire station #71 phone number 215-4450 is given for fire personnel. To reach the Kensington Station #65 call 527-0875.*

Definition

COMMAND AND CONTROL is the provisioning of overall operation and control and/or coordination of emergency operations.

LAW ENFORCEMENT, FIRE AND RESCUE, MEDICAL AND HEALTH, CARE AND SHELTER, CONSTRUCTION AND ENGINEERING AND RESOURCES MANAGEMENT are all service elements of the emergency organization. Each is structured to coordinate the response and management of that respective function during a disaster.

PUBLIC INFORMATION is that element of the Command and Control function which is responsible for releasing accurate official information to the public through the media.

NOTE: The person assigned to the above functions have the responsibility of insuring that the function is carried out. It is not necessary for the assigned person to discharge the function personally.

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Command Post

Unless damaged or destroyed, the site which will serve as the Kensington Command Post is the El Cerrito Fire Station #71 located at 10900 San Pablo Avenue, El Cerrito.

If this site is lost due to damage or contamination, the alternate command post will be located at Fire Station 72, 1520 Arlington Blvd. El Cerrito.

If this site is lost due to damage or contamination, the second alternate command post will be located at Station 65, 217 Arlington Avenue, Kensington.

Communications

The public safety agencies operating in the Kensington community communicate over established frequencies. Non-governmental communications will be by commercial radio and/or the Radio Amateur Civil Emergency Service (RACES) organization. In addition, Kensington, through the Kensington Amateur Radio Operators (KARO), has established five local emergency communication centers located throughout the community. Each center is equipped with a short wave radio and during an emergency will be operated by licensed amateur radio operators. The location of the centers is as follows:

- | | | |
|-------------------------|----------------------|-----------------------------|
| 1. Northeast Sector | 59 Arlington Avenue | Kensington Community Center |
| 2. South Central Sector | 217 Arlington Avenue | Public Safety Building |
| 3. Southeast Sector | 232 Cambridge Avenue | Private home |
| 4. Southwest Sector | 285 Lexington Avenue | Private home |
| 5. Northwest Sector | 8 Anson Way | Private home |

An additional communication center, equipped with a short wave radio, is located at the Kensington Hilltop Elementary School located at 90 Highland Blvd.

Shelters

The Kensington community has few facilities which are capable of housing large numbers of people. Therefore if a disaster should occur which will require the use of temporary shelters, the following sites may be opened and operated until the Red Cross can establish more suitable accommodations. The appropriate shelter will be designated and announced at the time of the disaster based on the nature and extent of damage.

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SITE	ADDRESS	PHONE	CAPACITY
Arlington Community Church	52 Arlington Avenue	526-9146	
Kensington Community Center	59 Arlington Avenue		
Kensington School	90 Highland Blvd.	526-7343	(102)
Madera School	8500 Madera Drive	235-4499	(329)
(Alternate)			
* Portola Middle School	1021 Navellier Street	524-0405	
Unitarian Universalist Church of Berkeley (Red Cross approved)	1 Lawson Road	525-0302	(84)

**Please note this list has been revised since February 2007.
I did not have access to the updated version on the
day I assembled this agenda item.*

F/N

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 1110

1110.10 The Manager of the District shall keep minutes of all regular and special meetings of the Board of Directors.

Deleted: Administrator

Deleted: Board of Directors

1110.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

1110.20 An recording of any regular or special meeting of the Board of Directors, not including closed sessions, will be made by the Manager.

Deleted: audio tape

Deleted: Administrator

1110.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

1110.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

1110.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

1110.41 Procedure:

1110.411 Date, place and type of each meeting;

1110.412 Directors present and absent by name;

1110.413 Call to order;

1110.414 Arrival of tardy Directors by name;

1110.415 Pre-adjournment departure of Directors by name, or if absence takes place

when any agenda items are acted upon;

1110.416 Adjournment of the meeting;

1110.417 Record of written notice of special meetings; and,

1110.418 Record of items to be considered at special meetings.

1110.42 Board Actions:

1110.421 Approval or amended approval of the minutes of preceding meetings;

1110.422 Information as to each subject of the Board's deliberation;

Deleted: Complete i

- the District;
- the Board every month;
- 1110.423** Complete information as to all actions taken by consensus of the Board.
 - 1110.424** A record of all contracts entered into;
 - 1110.425** All employments and resignations or terminations of employment within
 - 1110.426** A record by number of all transmittals approved for payment;
 - 1110.427** Financial reports as listed in the Operations Manual shall be presented to
 - 1110.432** A record of all important correspondence;
 - 1110.433** A record of the Fire Chief's report to the Board;
 - 1110.434** A record of the Administrator's report to the Board;
 - 1110.435** A record of the Board's directives to the Administrator and the Fire Chief.
 - 1110.436** Approval of all policies and Board-adopted regulations; and,
 - 1110.437** A record of all visitors and delegations appearing before the Board.

Formatted: Bullets and Numbering

Deleted: 1110.423 Complete information as to each subject including the roll call record of the vote on a motion if not unanimous,¶
 1110.424 Board resolutions and ordinances in complete context, numbered serially for each fiscal year,¶

Deleted: 6

Deleted: 7

Deleted: 1110.428 A record of all bid procedures, including calls for bids authorized, bids received, and other action taken,¶

Deleted: 9

Deleted: 30

Deleted: Adoption of the annual budget,¶
 1110.431

Deleted: , including collections received and deposited and sales of District property,

BOARD REPORTS



EL CERRITO/KENSINGTON NEAT

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4919

Website: www.elcerritokeningtoncert.org



CERT Boot Camp

For those citizens who cannot attend the 20-hour Community Emergency Response Team (CERT) curriculum, the Fire Department offers an alternative training opportunity through the CERT Boot Camp. This non-certified one-day training will introduce participants to CERT in all program areas in a condensed format. This alternative class is also offered to assist residents of El Cerrito and Kensington to be self-sufficient in the event of a disaster. Classes are offered free of charge. For reservations, please call 215-4450, visit our website or E-mail: fire@ci.el-cerrito.ca.us.

May 21st El Cerrito Public Safety Building – 10900 San Pablo Ave 8:00 AM – 5:00 PM

November 12th Kensington Community Center – 59 Arlington Avenue 8:00 AM – 5:00 PM

CERT Refresher Drill

The West Contra Costa CERT Training Consortium will conduct CERT Refresher Drills for those who have graduated from the CERT Program. Participants will exercise the skills learned during their CERT training during this refresher drill. This non-certified training will be offered in both the morning and afternoon and space will be limited so early registration will be a must.

May 14th Richmond Fire Training Facility – 3506 Cutting Blvd. 8:00 AM – 12:00 Noon
OR
1:00 PM – 5:00 PM

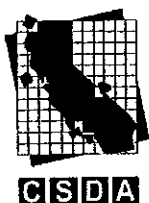
Community Emergency Response Team Training (CERT)

Utilizing the Community Emergency Response Team (CERT) curriculum, this 20-hour program is designed to assist residents of El Cerrito and Kensington to be self-sufficient in the event of a disaster. Classes are offered free of charge. For reservations, please call 215-4450, visit our website or E-mail: fire@ci.el-cerrito.ca.us.

Fall Session El Cerrito Senior Center – 6500 Stockton Avenue 6:30 – 9:00 PM

September 6 th	Introduction to CERT
September 13 th	Disaster Medical Part 1
September 20 th	Disaster Medical Part 2
September 27 th	Fire Suppression and Utility Control
October 4 th	Search and Rescue
October 11 th	CERT Organization
October 18 th	Disaster Psychology
October 25 th	Terrorism Awareness
October 29 th	Simulation/Drill (All-Day at Fire Training Center)

Classes are subject to change or cancellation based on attendance



California Special Districts Association

Districts Stronger Together

DATE: March 2, 2011

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2011-2014 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as

defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 27, 2011.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 10th. The ballots must be received by CSDA no later than 5:00 p.m. August 5, 2011 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 9th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in October.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat C	Phil Schoefer, Western Shasta Resource Conservation District **
Region 2	Seat C	Pete Kampa, Tuolumne Utilities District **
Region 3	Seat C	Stanley Caldwell, Mt. View Sanitary District *
Region 4	Seat C	Tim Unruh, Kern County Cemetery District #1 **
Region 5	Seat C	Jim Acosta, Saticoy Sanitary District *
Region 6	Seat C	Dewey Ausmus, North County Cemetery District *

* = Incumbent is running for re-election

** = Incumbent may run again

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.

**CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
BOARD OF DIRECTORS**

NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

**Mailing
Address:** _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

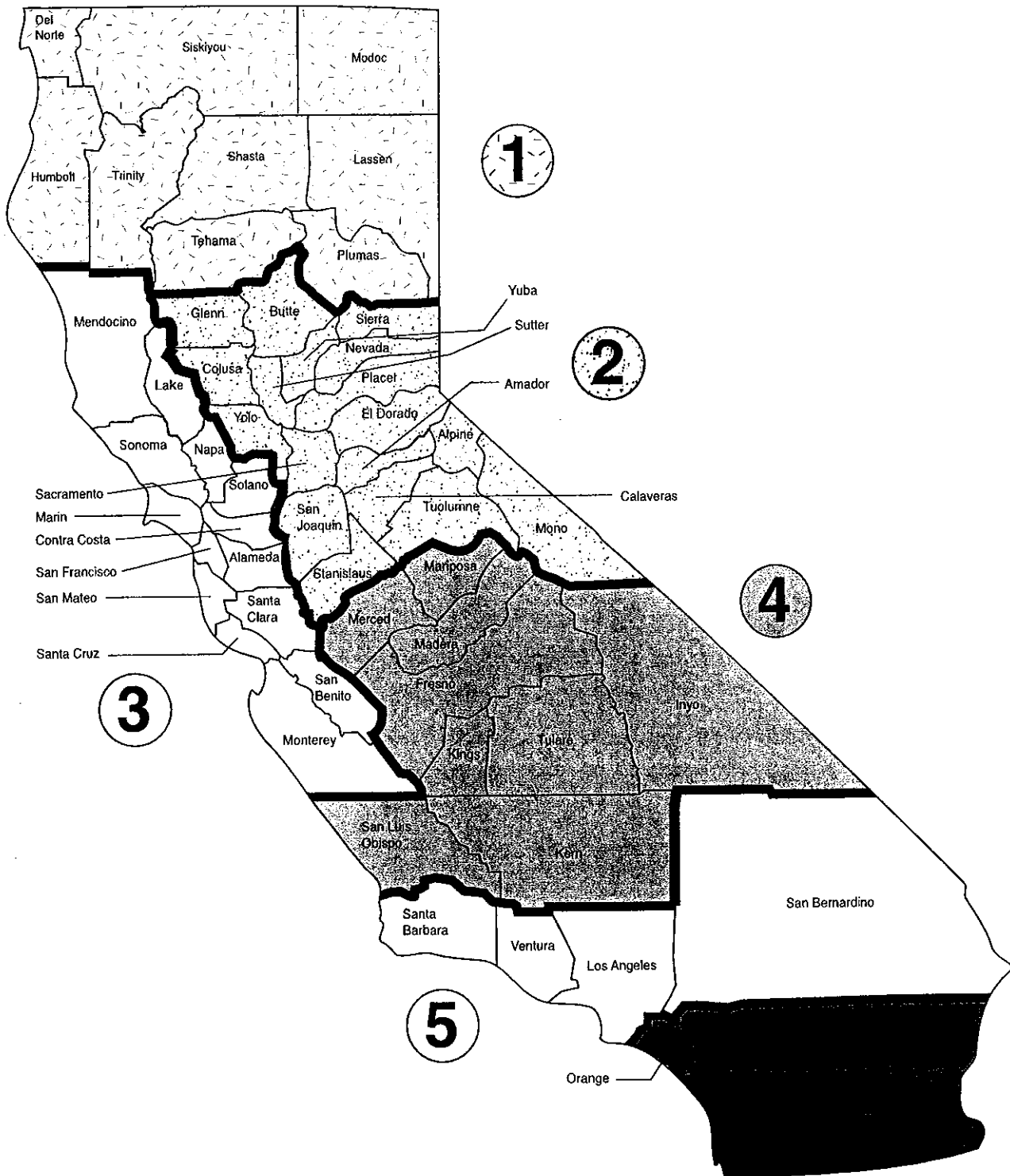
E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action** supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(916) 442-7887 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 27, 2011



2011 CSDA Board of Directors by Region

Region 1

Mark Bryant, Garberville Sanitary District
Norman Shopay, McKinleyville CSD
Phil Schoefer, Western Shasta RCD

Region 2

Noelle Mattock, El Dorado Hills CSD
Ginger Root, Tuxedo Country Club FPD
Pete Kampa, Tuolumne Utilities District

Region 3

James Kohnen, Alameda County Mosquito AD
Sherry Sterrett, Pleasant Hill RPD
Stanley Caldwell, Mt. View Sanitary District

Region 4

Adrienne (Ann) Mathews, Kern County Water Agency
Tim Ruiz, East Niles CSD
Tim Unruh, Kern County Cemetery District No. 1

Region 5

Jack Curtis, Ojai Valley Sanitary District
Kathy Tiegs, Cucamonga Valley Water
Jim Acosta, Saticoy Sanitary District

Region 6

Jo MacKenzie, Vista Irrigation District
William Nelson, Orange County Cemetery District
Dewey Ausmus, North County Cemetery District