

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

Date of Meeting: November 13, 2013
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 Manager, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

7:00 p.m. **CALL TO ORDER**
Directors: Helmut Blaszczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Larry Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of October 9, 2013 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** October 2013 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #5** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** September/October 2013 (APPROVE)
7. **PRESIDENT'S REPORT**
8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

9. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaszczyk)
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel)
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Harmon): Report on October 21, 2013 quarterly meeting.
- e. Diablo Fire Safe Council/Interface (Staff)

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

The deadline for agenda items to be included in the Board packet for the next regular meeting of 12/11/13 is Wednesday, 11/27/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 12/4/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE OCTOBER 9, 2013 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

Director de Ville pulled item #5 – monthly A/P voucher transmittal and called for approval of the consent calendar (items 3, 4 & 6) consisting of approval of the minutes of the September 11, 2013 meeting, approval of the September incident activity report, and approval of the monthly August/September financial report. Director Kosel made a motion to accept consent calendar items 3, 4 and 6 as presented in the packet. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

Resident Vida Dorrah asked a question about average response times to which the Chief responded with average and median response times for 2009-2012.

Resident John Stein asked several questions about the financial reports and budget included in the September packet. The Board responded to those questions.

APPROVAL OF MONTHLY A/P VOUCHER – TRANSMITTAL #4

Manager Navellier submitted a replacement voucher for the one included in the Board packet. The new voucher includes a payment to the City of El Cerrito in the amount of \$15,561.45 for KFPD's share of the self-contained breathing apparatus (SCBA) grant. Director Kosel made a motion to accept corrected item #5 as submitted at the Board meeting. The motion was seconded and passed unanimously.

PRESIDENT'S REPORT:

None.

CHIEF'S REPORT:

Chief Maples reported that the department hosted Tri-City Safety Day on September 21st at the El Cerrito Plaza. There was a good turnout despite the inclement weather at the beginning of the day. Lots of agencies participated including El Cerrito, Albany, Kensington, Richmond, EBRPD, BART, American Red Cross, American Medical Response, UC Berkeley bomb squad, Department of Fish & Game, the U.S. Secret Service and Contra Costa County Health.

NEW BUSINESS:

Resolution 13-07 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions: 20 Kerr Avenue, Kensington: FPO/Captain Ciappara introduced Resolution 13-07. He gave an overview of the weed abatement process – 28 properties were originally identified to be in violation of the vegetation management standards, 12 were brought to the Board of Directors in August to be declared a nuisance, all but one of those properties complied. The contractor charged \$865.00, admin fees are \$644. The owners of the lot never responded to any of the notices that were sent. Notices were also posted on the property itself. This is the second year this particular lot has been a problem. The costs for abating the property are liened against the property through the County. KFPD is paid by the County and the County then holds the lien. Director Kosel made a motion to adopt Resolution 13-07 as submitted. The motion was seconded and passed unanimously.

Adoption of July 1, 2013 Actuarial Valuation of Postretirement Healthcare Benefits by Nicolay Consulting, Inc.: Director Kosel reported that the actuary calculated the report with two investment choices – Strategy 2 at 7.06% and Strategy 3 at 6.39%. The District is now overfunded because it has done so well in its investment return. Kosel suggested that the District move its funds from Strategy 3, which is heavy in bonds, to Strategy 2. The valuation report covers a total of 19 people (retirees, spouses and surviving spouses). The District is required to have the valuation performed every two years. More explanation and discussion followed on CalPERS investments and the District’s choices. Director Nagel made a motion to approve the July 1, 2013 actuarial report as submitted by Nicolay Consulting and that the District move its funds to Strategy 2. The motion was seconded and passed unanimously.

OLD BUSINESS:

Policy Handbook Review/Updates: Review of Policy 1050 changing monthly meeting time and New Policy 1170 addressing a Financial Reserves Policy: Both policies were previously reviewed at the Board’s June 2013 Board meeting as a first reading.

Policy 1050 changes the meeting time from 7:30 to 7:00 p.m. Director Kosel made a motion to adopt Policy 1050 as submitted in the Board packet. The motion was seconded and passed unanimously.

Policy 1170 is a proposed new policy establishing financial reserves. Director Kosel explained that the policy is in line with existing practice. John Stein questioned the value of the policy to the Kensington community. Director Kosel said that it establishes that the Board set aside funds in advance and this policy memorializes how the Board operates. Director Nagel said he was surprised that the District did not have a policy already. Chief Maples explained that this is one of the best practices requirements of being a District of Distinction and applying for a Transparency Certificate through the California Special Districts Association. Director Kosel inserted “and building” after “equipment” on item 1170.20. Director Kosel proposed the enactment of Policy 1170 with the above amendment. The motion was seconded and passed unanimously.

BOARD REPORTS:

Finance Committee: Kosel reported that the Committee will complete a mid-year budget review after the end of the year.

Public Safety Building: Navellier reported that flooring will soon be replaced in the entryway and one of the upstairs bathrooms. Current tile in both of those locations are cracked and missing.

Education: Kosel reported that the Fire Prevention Week Open House will take place this coming Saturday, 10/12/13, from 12:00 to 4:00 p.m. The fall 2013 edition of the *Fire Plug* was included in the Board packet. The District has been holding a pharmaceutical disposal for approximately five years. The pharmaceutical disposal is a good time for public outreach also—firefighters hand out earthquake kits and Vial of Life packets.

CSDA: Nagel reported that the next chapter meeting will be held on 10/21/13. Nagel will attend. He also reported that he would like to attend the Special Districts Leadership Foundation conference in Napa during November. The Board encouraged his attendance. Nagel will apply for a scholarship for the attendance fee. Other costs will be covered under the Professional Development budget line item.

Resident Paul Dorrah asked if the committee meetings are public. The Board responded that the only Standing Committee is the Finance Committee and their meetings are all posted publicly. The District does not currently have any lay members on its committees.

Wildland Interface: Chief Maples has been communicating with the school district arborists and plans on walking the school’s interface area with him soon.

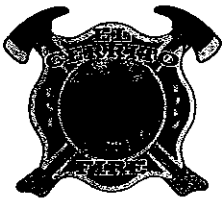
ADJOURNMENT: The meeting was adjourned at 8:34 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 13, 2013.

Attest:

Larry Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

November 1, 2013

TO: Kensington Fire Protection District Board Members

FROM: Laurence Carr, Battalion Chief

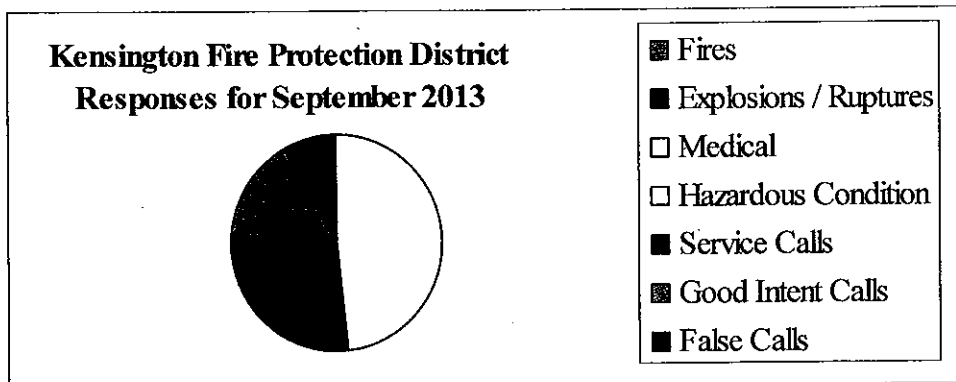
RE: Incident Activity Reports for the Month of October 2013

There were 25 incidents that occurred during the month of October in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month.

E65 participated in a propane tanker rollover/leak on Hwy 80 on October 7. The spill was contained and the hazard eliminated after a total of 15 hours of on scene time. Units from Kensington, El Cerrito, Richmond, Chevron and Contra Costa County were rotated through this hazardous materials incident.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12	48.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	28.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	4	16.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	8.00%
Totals		25	100.00%



Kensington Fire Protection District Response Log for October 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1302178	10/1/13 21:10	214 YALE AVE	Kensington	E65	321
2	1302183	10/2/13 9:22	32 SUNSET DR	Kensington	E65	520
3	1302186	10/2/13 13:51	78 ARLINGTON AVE	Kensington	E65	522
4	1302195	10/3/13 10:15	255 TRINITY AVE	Kensington	E65	321
5	1302214	10/4/13 22:34	20 HIGHGATE RD	Kensington	E65	321
6	1302230	10/6/13 15:35	215 AMHERST AVE	Kensington	E65	651
7	1302260	10/11/13 11:04	130 NORWOOD CT	Kensington	E72	553
8	1302278	10/13/13 16:10	20 HIGHGATE RD	Kensington	E65	553
9	1302282	10/13/13 19:39	31 NORWOOD AVE	Kensington	E65	651
10	1302301	10/15/13 18:06	52 ARLINGTON	Kensington	E65	600
11	1302318	10/17/13 8:31	176 HIGHLAND BLVD	Kensington	E65	321
12	1302324	10/17/13 15:14	206 YALE AVE	Kensington	E65	321
13	1302326	10/17/13 19:38	NORWOOD AVE	Kensington	E65	600
14	1302343	10/19/13 18:30	31 WINDSOR AVE	Kensington	E65	321
15	1302349	10/20/13 13:03	59 ARLINGTON AVE	Kensington	E65	321
16	1302351	10/20/13 16:14	534 KENYON AVE	Kensington	E65	321
17	1302352	10/20/13 19:00	719 COVENTRY DR	Kensington	E65	550
18	1302361	10/21/13 12:59	668 COVENTRY DR	Kensington	E65	735
19	1302363	10/21/13 20:57	OAK VIEW AVE	Kensington	E65	522
20	1302387	10/25/13 19:16	212 LAKE DR	Kensington	E65	700
21	1302389	10/26/13 2:53	425 OCEAN VIEW AVE	Kensington	E65	321
22	1302394	10/26/13 12:01	410 BERKELEY PARK BLVD	Kensington	E65	321
23	1302405	10/27/13 15:27	165 ARDMORE DR	Kensington	E65	553
24	1302435	10/30/13 16:32	801 COVENTRY DR	Kensington	E65	321
25	1302446	11/1/13 0:52	140 PURDUE AVE	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for October 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1302178	01-Oct-13 21:10:15	214 YALE AVE	Kensington	E65	321
2	1302183	02-Oct-13 09:22:30	32 SUNSET DR	Kensington	E65	520
3	1302186	02-Oct-13 13:51:45	78 ARLINGTON AVE	Kensington	E65	522
4	1302190	02-Oct-13 18:52:22	540 ASHBURY AVE	El Cerrito	E65	700
5	1302195	03-Oct-13 10:15:48	255 TRINITY AVE	Kensington	E65	321
6	1302210	04-Oct-13 15:22:30	1095 PARKSIDE DR	Richmond	E65	113
7	1302212	04-Oct-13 18:56:15	8215 TERRACE DR	El Cerrito	E65	440
8	1302214	04-Oct-13 22:34:15	20 HIGHGATE RD	Kensington	E65	321
9	1302217	05-Oct-13 09:47:45	1231 S 57TH ST	Richmond	E65	321
10	1302230	06-Oct-13 15:35:55	215 AMHERST AVE	Kensington	E65	651
11	1302235	07-Oct-13 02:55:10	E 80	Richmond	E65	412
12	1302248	09-Oct-13 13:35:08	165 EL CERRITO PLZ	El Cerrito	E65	743
13	1302250	09-Oct-13 16:28:47	165 EL CERRITO PLZ	El Cerrito	E65	743
14	1302252	10-Oct-13 04:59:09	7705 RICARDO CT	El Cerrito	E65	321
15	1302256	10-Oct-13 20:10:19	19 WILDWOOD PL	El Cerrito	E65	743
16	1302257	10-Oct-13 21:18:52	10203 SAN PABLO AVE	El Cerrito	E65	735
17	1302261	11-Oct-13 11:07:58	920 S 46TH ST	Richmond	E65	321
18	1302276	13-Oct-13 04:09:49	1300 LINDA VISTA DR	El Cerrito	E65	651
19	1302278	13-Oct-13 16:10:30	20 HIGHGATE RD	Kensington	E65	553
20	1302282	13-Oct-13 19:39:55	31 NORWOOD AVE	Kensington	E65	651
21	1302288	14-Oct-13 09:45:32	833 RICHMOND ST	El Cerrito	E65	321
22	1302290	14-Oct-13 16:02:43	1542 NORVELL ST	El Cerrito	E65	651
23	1302292	14-Oct-13 20:12:47	SEAVIEW DR	El Cerrito	E65	321
24	1302293	14-Oct-13 20:28:45	855 SEAVIEW DR	El Cerrito	E65	311
25	1302297	15-Oct-13 09:41:29	280 EL CERRITO PLZ	El Cerrito	E65	321
26	1302298	15-Oct-13 10:59:22	10203 SAN PABLO AVE	El Cerrito	E65	700
27	1302299	15-Oct-13 12:02:11	2509 CARQUINEZ AVE	El Cerrito	E65	743
28	1302301	15-Oct-13 18:06:57	52 ARLINGTON	Kensington	E65	600
29	1302312	16-Oct-13 19:57:35	855 SEAVIEW DR	El Cerrito	E65	321
30	1302316	17-Oct-13 07:36:23	COLUSA AVE	El Cerrito	E65	500

31	1302318	17-Oct-13 08:31:44	176 HIGHLAND BLVD	Kensington	E65	321
32	1302324	17-Oct-13 15:14:40	206 YALE AVE	Kensington	E65	321
33	1302326	17-Oct-13 19:38:34	NORWOOD AVE	Kensington	E65	600
34	1302331	18-Oct-13 15:20:52	907 VISTA HEIGHTS DR	Richmond	E65	154
35	1302335	18-Oct-13 19:50:34	855 SEAVIEW DR	El Cerrito	E65	321
36	1302342	19-Oct-13 12:02:09	240 EL CERRITO PLZ	El Cerrito	E65	522
37	1302343	19-Oct-13 18:30:27	31 WINDSOR AVE	Kensington	E65	321
38	1302349	20-Oct-13 13:03:18	59 ARLINGTON AVE	Kensington	E65	321
39	1302350	20-Oct-13 14:10:27	HINKLEY AVE	Richmond	E65	550
40	1302351	20-Oct-13 16:14:51	534 KENYON AVE	Kensington	E65	321
41	1302352	20-Oct-13 19:00:29	719 COVENTRY DR	Kensington	E65	550
42	1302361	21-Oct-13 12:59:55	668 COVENTRY DR	Kensington	E65	735
43	1302362	21-Oct-13 19:33:30	1500 DEVONSHIRE DR	El Cerrito	E65	744
44	1302363	21-Oct-13 20:57:40	OAK VIEW AVE	Kensington	E65	522
45	1302367	22-Oct-13 08:19:06	1764 ARLINGTON BLVD	El Cerrito	E65	745
46	1302377	23-Oct-13 16:43:06	230 EL CERRITO PLZ	El Cerrito	E65	730
47	1302382	24-Oct-13 21:25:53	7555 LEVISTON AVE	El Cerrito	E65	311
48	1302386	25-Oct-13 16:00:59	855 SEAVIEW DR	El Cerrito	E65	321
49	1302387	25-Oct-13 19:16:28	212 LAKE DR	Kensington	E65	700
50	1302389	26-Oct-13 02:53:57	425 OCEAN VIEW AVE	Kensington	E65	321
51	1302394	26-Oct-13 12:01:10	410 BERKELEY PARK BLVD	Kensington	E65	321
52	1302397	26-Oct-13 20:50:12	855 SEAVIEW DR	El Cerrito	E65	321
53	1302405	27-Oct-13 15:27:33	165 ARDMORE DR	Kensington	E65	553
54	1302407	27-Oct-13 21:42:04	909 KING DR	El Cerrito	E65	554
55	1302412	28-Oct-13 10:50:32	MENDOCINO ST	Richmond	E65	651
56	1302428	29-Oct-13 22:55:28	7700 EUREKA AVE	El Cerrito	E65	321
57	1302435	30-Oct-13 16:32:33	801 COVENTRY DR	Kensington	E65	321
58	1302443	31-Oct-13 17:18:58	1000 EL CERRITO PLZ	El Cerrito	E65	600
59	1302446	01-Nov-13 00:52:19	140 PURDUE AVE	Kensington	E65	321
60	1302448	01-Nov-13 06:11:29	10203 SAN PABLO AVE	El Cerrito	E65	733

* See Attached Table for Incident Type Explanations

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #:	
		Invoices		DATE:	
				LOCATION #:	
				FILENAME:	
				KENSINGTON	
00982	Delta Dental	11/1/2013	BE000657354 Nov dental	7840 1061	1,189.07
1169	CalPERS	11/1/2013	014138898 Nov med	7840 1061	8,228.24
01406	KFPD	11/07/13	Reimburse revolving fund	7840 2490	16,142.93
01634	Vision Service Plan	10/21/13	001027770001 Nov vision	7840 1061	330.22
02120	City of El Cerrito	11/01/13	Nov fire protection	7840 2328	192,760.66
04152	Mail Stream	10/08/13	516523 fall newsletter	7840 2490	1,436.78
07894	Bushwacker	11/03/13	6733 wildland interface	7840 2490	3,710.00
11342	Deborah Russell	10/23/13	66112 & 66113 acctg	7840 2490	1,283.75
12420	Meyers Nave	10/14/13	201390430 legal counsel	7840 2490	1,536.30
16281	CSDA	11/01/13	1374 2013 membership	7840 2490	4,919.00
	Precision Floor Works	11/06/13	13-2454 flooring	7840 2490	3,887.60
TOTAL					235,424.55

Kensington FPD Approval

Date: 1/1/13

Paul A. [Signature] Date: 11/21/13

November 7, 2013

Attachment to Transmittal 1113

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
10/16/2013	Terminix - pest control	106.00
9/26/2013	Canepa - landscape maint.	120.00
10/17/2013	CSDA - DoD application	250.00
10/17/2013	Payroll processing	52.40
10/17/2013	Payroll - 10/1-10/15/13	2,641.51
10/17/2013	Withholding payroll taxes 10/1- 10/15/13	1,059.66
10/3/2013	PG&E - electric	1,316.30
10/7/2013	EBMUD - water/wastewater	293.16
10/9/2013	Nextel - telephone	64.47
10/5/2013	AT&T - telephone	376.06
10/4/2013	Office Depot - office supplies	31.65
10/4/2013	PG&E - gas	63.22
10/11/2013	Kel-Aire - biannual maint.	312.70
10/22/2013	Comcast - internet line	80.70
11/1/2013	Stericycle - medical waste	473.25
10/15/2013	Pagepoint - website posting	28.12
10/11/2013	Mechanics - CSDA hotel, tri-city, SDLF conf, etc.	3,013.96
10/15/2013	Bay Alarm - UL cert	100.00
9/19/2013	Oakland Hills Brush - 20 Kerr	865.00
11/1/2013	Payroll processing	52.40
11/1/2013	Payroll - 10/16-10/31/13	2,490.44
11/1/2013	Withholding payroll taxes 10/16- 10/31/13	977.57
10/26/2013	Canepa - landscape maint.	120.00
11/1/2013	SCIF - workers comp	408.81
11/1/2013	All-Ways Green Service - November	105.00
11/10/2013	ICMA - deferred comp Oct	712.86
11/10/2013	Nagel - reimburse mileage	27.69
	Total	16,142.93

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

Kensington Fire Protection District
Balance Sheet
As of October 11, 2013

Oct 11, 13

ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	9,356.41
General Fund	373,588.51
Special Tax Fund	16,210.25
Capital Fund	5,025.77
Total Checking/Savings	404,380.94
Accounts Receivable	
Accounts Receivable	934.25
Advance on Taxes	2,875,099.97
Advance on Supplemental Taxes	30,716.14
Total Accounts Receivable	2,906,750.36
Other Current Assets	
Prepaid Services - EC	1,770,621.67
Prepaid CERBT - Retiree Trust	1,049,316.58
Investments	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-420,895.93
Total Investments	2,914,456.07
Total Other Current Assets	5,734,394.32
Total Current Assets	9,045,525.62
Fixed Assets	
Equipment	1,056,930.12
Accumulated Depreciation-Equip	-625,776.08
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00
Current Capital Outlay	
Airpacks	15,561.45
Total Current Capital Outlay	15,561.45
Total Fixed Assets	1,765,162.79
TOTAL ASSETS	10,810,688.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	29,393.98
Total Accounts Payable	29,393.98
Other Current Liabilities	
El Cerrito Service Contract Pay	1,770,621.67
Wages & PR Taxes Payable	1,239.00
Total Other Current Liabilities	1,771,860.67
Total Current Liabilities	1,801,254.65
Total Liabilities	1,801,254.65

Kensington Fire Protection District
Balance Sheet
As of October 11, 2013

	<u>Oct 11, 13</u>
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	1,536,123.30
Net Income	2,260,691.20
Total Equity	<u>9,009,433.76</u>
TOTAL LIABILITIES & EQUITY	<u>10,810,688.41</u>

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

July 1 through October 11, 2013

	Jul 1 - Oct 11, 13	Jul 1 - Oct 11, 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,677,620.73	2,781,998.90	-104,378.17	-3.8%
Special Taxes	200,428.40	200,395.20	33.20	0.0%
Other Tax Income	148.12	0.00	148.12	100.0%
Lease Agreement	15,757.00	15,298.00	459.00	3.0%
Salary Reimbursement Agreement	11,930.58	11,653.11	277.47	2.4%
Miscellaneous Income	15,452.30	0.00	15,452.30	100.0%
Total Income	2,921,337.13	3,009,345.21	-88,008.08	-2.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	123.58	59.23	64.35	108.6%
El Cerrito Contract Fee	590,212.49	591,368.67	-1,156.18	-0.2%
Water System Improvements	0.00	280,000.00	-280,000.00	-100.0%
Fire Abatement Contract	0.00	2,550.00	-2,550.00	-100.0%
Risk Management Insurance	10,601.00	10,200.00	401.00	3.9%
Professional Fees				
Accounting	162.50	601.25	-438.75	-73.0%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
Audit	0.00	7,000.00	-7,000.00	-100.0%
Legal Fees	0.00	1,273.78	-1,273.78	-100.0%
Total Professional Fees	2,662.50	8,875.03	-6,212.53	-70.0%
Wildland Vegetation Mgmt	0.00	2,520.00	-2,520.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVI...	605,359.96	897,114.00	-291,754.04	-32.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	17,088.36	16,063.32	1,025.04	6.4%
Delta Dental	2,186.64	2,055.00	131.64	6.4%
Vision Care	596.64	560.00	36.64	6.5%
Total RETIREE MEDICAL BENEFITS	19,871.64	18,678.32	1,193.32	6.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	607.90	2,751.34	-2,143.44	-77.9%
Comm. Pharmaceutical Drop-Off	0.00	322.29	-322.29	-100.0%
Vial of Life Program	114.27	5.46	108.81	1,992.9%
Open Houses	199.57	0.00	199.57	100.0%
Total COMMUNITY SERVICE ACTIVITIES	921.74	3,079.09	-2,157.35	-70.1%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	822.15	-822.15	-100.0%
Firefighters' Expenses	0.00	762.02	-762.02	-100.0%
Professional Development	1,117.68	0.00	1,117.68	100.0%
Building Maintenance				
Janitorial Service	414.66	298.98	115.68	38.7%
Medical Waste Disposal	645.90	1,662.09	-1,016.19	-61.1%
Building alarm	0.00	100.00	-100.00	-100.0%
Gardening service	240.00	360.00	-120.00	-33.3%
Miscellaneous Maint.	2,654.47	2,020.86	633.61	31.4%
Total Building Maintenance	3,955.03	4,441.93	-486.90	-11.0%
Building Utilities/Service				
Garbage	284.96	275.56	9.40	3.4%
Gas and Electric	1,985.87	2,558.43	-572.56	-22.4%
Water/Sewer	412.92	261.81	151.11	57.7%
Total Building Utilities/Service	2,683.75	3,095.80	-412.05	-13.3%
Memberships	600.00	50.00	550.00	1,100.0%
Office				
Office Expense	256.27	55.81	200.46	359.2%
Office Supplies	217.08	329.73	-112.65	-34.2%
Telephone	1,484.44	1,319.69	164.75	12.5%
Total Office	1,957.79	1,705.23	252.56	14.8%
Total DISTRICT ACTIVITIES	10,314.25	10,877.13	-562.88	-5.2%
Staff				
Wages	18,771.96	18,408.00	363.96	2.0%
Overtime Wages	0.00	292.03	-292.03	-100.0%
Medical/dental ins compensation	1,800.00	1,590.00	210.00	13.2%
Retirement Contribution	938.58	920.40	18.18	2.0%
Payroll Taxes	1,436.10	1,430.59	5.51	0.4%
Workers Compensation/Life Ins	917.30	717.28	200.02	27.9%
Payroll Processing	314.40	302.34	12.06	4.0%
Total Staff	24,178.34	23,660.64	517.70	2.2%
Contingency				
General	0.00	3,160.61	-3,160.61	-100.0%
Total Contingency	0.00	3,160.61	-3,160.61	-100.0%
Total Expense	660,645.93	956,569.79	-295,923.86	-30.9%
Net Ordinary Income	2,260,691.20	2,052,775.42	207,915.78	10.1%

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

July 1 through October 11, 2013

	Jul 1 - Oct 11, 13	Jul 1 - Oct 11, 12	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - General	589.67	690.61	-100.94	-14.6%
Total Other Income	589.67	690.61	-100.94	-14.6%
Other Expense				
Transfers Out - Capital	589.67	690.61	-100.94	-14.6%
Total Other Expense	589.67	690.61	-100.94	-14.6%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,260,691.20	2,052,775.42	207,915.78	10.1%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,677,620.73	2,765,000.00	-87,379.27	96.8%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	148.12	0.00	148.12	100.0%
Lease Agreement	15,757.00	15,757.00	0.00	100.0%
Interest Income	0.00	0.00	0.00	0.0%
Salary Reimbursement Agreement	11,930.58	12,163.74	-233.16	98.1%
Miscellaneous Income	10,496.42	0.00	10,496.42	100.0%
Total Income	2,715,952.85	2,792,920.74	-76,967.89	97.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	8.83	50.00	-41.17	17.7%
El Cerrito Contract Fee	590,212.49	590,208.51	3.98	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	10,601.00	10,600.00	1.00	100.0%
Professional Fees				
Accounting	0.00	1,125.00	-1,125.00	0.0%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	0.00	7,500.00	-7,500.00	0.0%
Total Professional Fees	2,500.00	8,625.00	-6,125.00	29.0%
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00	0.0%
Total OUTSIDE PROFESSIONAL SERVIC...	605,082.71	621,603.51	-16,520.80	97.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	12,816.28	12,816.24	0.04	100.0%
Delta Dental	1,639.97	1,640.01	-0.04	100.0%
Vision Care	596.64	447.51	149.13	133.3%
Total RETIREE MEDICAL BENEFITS	15,052.89	14,903.76	149.13	101.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	607.90	3,249.99	-2,642.09	18.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	114.27	50.00	64.27	228.5%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	199.57	0.00	199.57	100.0%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	921.74	3,299.99	-2,378.25	27.9%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	800.00	-800.00	0.0%
Firefighters' Expenses	0.00	1,000.00	-1,000.00	0.0%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	1,117.68	2,000.00	-882.32	55.9%
Building Maintenance				
Janitorial Service	309.66	375.00	-65.34	82.6%
Medical Waste Disposal	645.90	1,807.50	-1,161.60	35.7%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	120.00	375.00	-255.00	32.0%
Miscellaneous Maint.	2,548.47	3,000.00	-451.53	84.9%
Total Building Maintenance	3,624.03	5,557.50	-1,933.47	65.2%
Building Utilities/Service				
Garbage	284.96	295.00	-10.04	96.6%
Gas and Electric	2,639.67	1,749.99	889.68	150.8%
Water/Sewer	132.47	150.00	-17.53	88.3%
Total Building Utilities/Service	3,057.10	2,194.99	862.11	139.3%
Election	0.00	0.00	0.00	0.0%
Memberships	600.00	500.00	100.00	120.0%
Office				
Office Expense	256.27	875.01	-618.74	29.3%
Office Supplies	217.08	624.99	-407.91	34.7%
Telephone	1,403.74	1,448.76	-45.02	96.9%
Total Office	1,877.09	2,948.76	-1,071.67	63.7%
Total DISTRICT ACTIVITIES	10,275.90	15,001.25	-4,725.35	68.5%
Staff				
Wages	18,771.96	18,776.25	-4.29	100.0%
Overtime Wages	0.00	650.01	-650.01	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,800.00	1,800.00	0.00	100.0%
Retirement Contribution	938.58	938.76	-0.18	100.0%
Payroll Taxes	1,436.10	1,603.50	-167.40	89.6%
Workers Compensation/Life Ins	917.30	900.00	17.30	101.9%
Payroll Processing	262.00	260.00	2.00	100.8%
Total Staff	24,125.94	24,928.52	-802.58	96.8%

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

July through September 2013

	Jul - Sep 13	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	655,459.18	704,737.03	-49,277.85	93.0%
Net Ordinary Income	2,060,493.67	2,088,183.71	-27,690.04	98.7%
Other Income/Expense				
Other Income				
Transfers In - General	589.67			
Total Other Income	589.67			
Other Expense				
Transfers Out - Capital	589.67			
Total Other Expense	589.67			
Net Other Income	0.00			
Net Income	2,060,493.67	2,088,183.71	-27,690.04	98.7%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

November 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Fire Department Sees a Very Active Fire Season

As many of you know, the Fire Department has been very busy this fire season with mutual aid requests. The following is a list of the responses that they have responded to since August 1st:

- On August 17th, Captain Kevin Janes was dispatched to the American Fire in Placer County. Kevin was assigned to California Incident Management Team 4 as a Communication Manager, responsible for the communications for this incident. Kevin spent 15 days on this assignment.
- On August 20th, Battalion Chief Dave Gibson was dispatched to the RIM Fire in Stanislaus National Forest as a Strike Team Leader in command of five engine companies from Contra Costa County. Dave spent 14 days on this assignment.
- On August 20th, Engine 372 was also dispatched to the RIM Fire with four personnel. During their assignment, they encountered extreme fire conditions and were assigned to 24 hour shifts. Engine 372 spent 14 days on this assignment and the Department cycled eight different members during this time period.
- On August 21st, OES 300 was also dispatched to the RIM fire with four personnel. During their assignment, they completed structure protection and were assigned to 12 hour shifts. OES 300 spent 12 days on this assignment and the Department also cycled eight different members during this time period.
- On September 8th, Battalion Chief Michael Bond, Battalion Chief Dave Gibson and Captain Kevin Janes were all dispatched at the same time to the Morgan Fire, here in Contra Costa County. Dave was assigned as the Incident Commander, Michael was assigned as the Logistics Chief and Kevin was assigned as a Communications Technician. Michael and Dave remained on scene until September 9th at 8:00 p.m. when they were relieved by the CalFire Incident Management Team. Kevin remained on scene until September 12th.
- On September 9th, Engine 365 was dispatched to the Morgan Fire with four personnel. During their assignment, they completed mop up in the area where the fire had burned. Engine 365 was assigned to 24 hour shifts and was released from the incident on September 12th.

We are happy to report that during all of these responses, the personnel of the Fire Department encountered no injuries and no equipment was lost or damaged. It also should be noted that while these members were out assisting others throughout the State, our community was backfilled with firefighters who came back to work to ensure our community was protected. Job well done!

BOARD REPORTS

**QUARTERLY MEETING OF THE
CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION**

Date: Monday, October 21, 2013

Time: 10:00 a.m. Meeting

Location: Central Contra Costa Sanitary District
Multipurpose Room, 5019 Imhoff Place, Martinez, CA 94553

AGENDA

- 10:00 a.m. Welcome and Introductions (*Please keep your District's introductions under two minutes*)
- 10:20 a.m. Approval of July 15, 2013, minutes
- 10:30 a.m. Guest Speaker: Brent Ives.
Topic: Brent will be speaking on "Secession Planning" addressing issues districts face with loss of key personnel from retirement and other factors.
- 11:15 a.m. Committee Updates:
- A. Finance Committee - CCSDA Financial Report:
Mark Cornelius, Law Offices of Mark Cornelius
 - B. Program Committee
Paul Soltow, West County Wastewater District/Tom Williams, Ironhouse Sanitary District
- 11:20 a.m. LAFCO Representative Report:
Dwight Meadows, Contra Costa Resource Conservation District
- 11:30 a.m. Legislative Committee Report
Erich Pfoehler, East Bay Regional Parks District
- 11:40 a.m. East Bay Regional Park District – Park Advisory Committee Report
E. J. Shalaby, West County Wastewater District
- 11:45 a.m. California Special Districts Association Activities Update:
Sherry Sterrett, Pleasant Hill Recreation & Park District
- 11:55 a.m. New Business: Committees
Nominating Committee
Audit Committee
Program Committee
- 12:00 noon Adjourn

Next CCSDA Meeting will be Monday, January 27, 2014 at 10:00 a.m. In January we will be meeting for the purpose of electing Officers. Tentative program to include tour of Central San Facilities. (imperative that we have a head count for the tour by January 2nd, 2014)

PLEASE SEND THE NAME OF YOUR SPECIAL DISTRICT AND THE REPRESENTATIVE(S) ATTENDING THIS MEETING BY **October 11, 2013**

TO: Suzette Crayton, Central Contra Costa Sanitary District
Email: scrayton@centralsan.org
Phone: (925) 229-7300
Fax: (925) 676-7211

Contra Costa Special Districts Association – c/o Central Contra Costa Sanitary District



**California Special
Districts Association**
Districts Stronger Together

2013 Major Highlights

ADVOCACY AND PUBLIC AFFAIRS – TOP PRIORITIES FOR SPECIAL DISTRICTS

Protecting and Restoring Your District Revenues

- Due to Proposition 1A, which CSDA fought hard to pass, the State of California returned \$1.9 billion, with interest, to special districts and other local agencies this June.
- CSDA successfully advocated for the removal of legislative provisions that would have prevented the ongoing restoration of over \$500 million per year to special districts, occurring as a result of the dissolution of redevelopment agencies.
- To ensure special districts have equal debt collection authority as cities and counties, CSDA sponsored a provision within Senate Bill 184 allowing special districts to recoup money owed to them via the state's Interagency Intercept Collections program.

Upholding Local Control and Preventing Costly Mandates

- Blocked two measures that would have driven costs, created new liability and undermined local decision making for districts that contract with private sector service providers (SB 556, Corbett; Assembly Bill 1333, Hernandez).
- Stopped efforts to establish costly and burdensome Public Records Act requirements (SB 570, DeSaulnier).
- Effectively lobbied against legislation that would have mandated local agencies provide specific homeless support programs while restricting special districts' authority, as employers, to manage resources and hold their staff accountable for inappropriate conduct (AB 5, Ammiano).

Sharing Timely and Relevant Information

- Legislative Hot Sheets—New weekly updates regarding the most significant bills impacting your district at pivotal junctions in the Legislature.
- State Budget Analysis—Overview of the key changes within complex state financial policies.
- Public Employee Pensions—Reports on the latest CalPERS actuarial policies, investment strategies and employer contribution rates.
- Free Biannual Legislative Round-Up Webinars—Direct access to your lobbyists walking the Capitol halls.
- Special Districts Legislative Days—Interaction with key legislators, state officials and top policy leaders.

Guiding the Special Districts Community with Local Policy Development Tools

- Affordable Care Act Memo—Breakdown of how federal healthcare reforms impact special districts and what actions your district needs to take now.
- Property Tax Increment Memo and Fact Sheet—Review of the technical, political and public relations implications of the dissolution of redevelopment agencies and suggested responses.
- Special District Reserve Guidelines, Second Edition—Up-to-date best practices on proactive approaches to prudent savings.
- Proposition 26 Guide for Special Districts—Explanation of the evolving constitutional restrictions on taxes and fees from the local district perspective.
- Open Government Mandate Suspension Talking Points—Tips on communicating the highest standards of transparency and accountability amidst changing Brown Act and Public Records Act state mandates.

PROFESSIONAL DEVELOPMENT SERVES AS A TRUSTED RESOURCE

Board Secretary/Clerk Conference

This event gathered more than 160 board secretaries and clerks as CSDA brought the conference to Southern California in 2013. Conference tracks were available for first time attendees wishing to earn their board secretary/clerk certificate as well as current certificate holders.

General Manager Leadership Summit

Attendance at the General Manager Leadership Summit continues to grow. Over 160 attendees gathered in Newport Beach this July to focus on issues specific to general managers, including: leadership, social media, employee performance management, community outreach, pension reform and much more.

2013 CSDA Annual Conference & Exhibitor Showcase

Held September 16 – 19 in Monterey, this year's conference drew over 500 attendees from around the state. Over 30 breakout sessions provided attendees with valuable information covering a variety of topics including governance, GASB pension standards, media relations, The Brown Act and The Public Records Act.

Special District Leadership Academy Conference

In response to demand for comprehensive governance training for elected and appointed directors and trustees, CSDA has created the Special District Leadership Academy Conference as a way for leaders to come together and complete all four modules of the Leadership Academy in one location in only two and a half days. The first conference will be held in Napa in November 2013.

Webinars

CSDA webinars continue to be a cost-effective way for CSDA members to participate in professional development programs. With low registration fees - some are even free - and no travel costs, CSDA members were able to participate in 35 webinars this year on topics ranging from fraud detection/prevention to understanding the Brown Act, and required training including Ethics AB1234 and AB1825 Sexual Harassment Prevention.

DELIVERING MORE BENEFITS TO MORE MEMBERS

More Members than Ever Before

Fifty new members came onboard in 2013, bringing our total membership to 1,028 – a CSDA record!

Local Chapters Join Forces with CSDA

Eight local special district associations across the state have strengthened their relationship with CSDA by adopting a formal affiliation agreement with the state association. Affiliated chapters are officially endorsed and have increased access to many CSDA resources.

Adding Value to Membership

After a short hiatus, Utility Cost Management (UCM) and CSDA renewed an agreement that gives members 16 percent off utility bill auditing services and the potential for saving thousands on future utility charges.

The District Purchasing Card program continues to gain momentum and distributed approximately \$8,000 in rebates.

The 2012 Special District Administrative Salary & Benefits Survey, with data gathered from hundreds of districts, was released this spring. The survey provides a comprehensive look at salary, health insurance practices, retirement plans, sick leave and more.

CALIFORNIA SPECIAL DISTRICTS ALLIANCE: YOUR DISTRICT'S PREMIER RESOURCE

The California Special Districts Alliance partners – CSDA, CSDA Finance Corporation and SDRMA – continued collaboration on projects benefitting special districts, with a strong focus on expanding webinars and specialized conferences.

CSDA Finance Corporation responded to requests from nearly 70 districts seeking to take advantage of record-low interest rates. Over the past year, the Finance Corporation facilitated more than \$37 million in financings for capital improvement projects, equipment and vehicle purchases and the refinancing of prior debt.

Special District Risk Management Authority (SDRMA) continued to focus on providing special districts the most cost-effective risk management solutions possible, including property/liability coverage, workers' compensation and health benefits. SDRMA's Board of Directors kept rates flat for property/liability for the fourth year in a row and also keeps rates flat for workers' compensation for program year 2013-14.

There were 189 attendees at SDRMA Safety/Claims Education Day in Sacramento on March 28, 2013. This free event for SDRMA members and CSDA members included sessions on employment practices, workers' compensation, claim reporting, scheduling property coverage and safety awareness.