

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

Date of Meeting: October 9, 2013
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Office 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).

7:30 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 September 11, 2013 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** September 2013 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #4** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2013 (APPROVE)
7. **PRESIDENT'S REPORT**
8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

NEW BUSINESS

9. 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 (ACTION)

10. Adoption of July 1, 2013 Actuarial Valuation of Postretirement Healthcare Benefits by Nicolay Consulting, Inc. (ACTION)

OLD BUSINESS

11. Policy Handbook Updates:
 - a. Review of Policy 1050 changing monthly meeting time (ACTION)
 - b. New Policy 1170 addressing a Financial Reserves Policy (ACTION)

12. 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): Fire Prevention Week Open House 10/12/13; Fall *Fire Plug*
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Harmon): Fall/Winter 2013 newsletter; next meeting October 21, 2013
- 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, November 13, 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 11/13/13 is Wednesday, 10/30/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/6/13 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 SEPTEMBER 11, 2013 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

President de Ville started the meeting with a moment of silence in honor of the victims of the 9/11 attack 12 years ago.

APPROVAL OF CONSENT ITEMS:

Director de Ville called for approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the August 14, 2013 meeting, approval of the August incident activity report, approval of the monthly A/P voucher transmittal #3, and approval of the monthly July/August financial report. Director Kosel made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

None.

PRESIDENT'S REPORT:

None.

CHIEF'S REPORT:

Chief Maples reported that the Department has been very active during the past few weeks including responses to the Rim Fire near Yosemite that involved rotating 17 members of the department (or ½ the department) through that incident. The Rim Fire is currently the fourth largest fire in California history. Also, Captain Janes was dispatched to the American Fire for 15 days. The Morgan Fire on Mount Diablo then started and B/C's Bond and Gibson, and Captain Janes were dispatched to that. Kensington's engine 365 was dispatched to the Morgan Fire on the 9th of September and is still at the incident. The Morgan Fire is "close to home" and should heighten everyone's awareness that this is the peak of fire season. Maples answered questions about backfilling personnel for out-of-county response engines.

Maples reported that 12 properties were declared a nuisance in August and only two are still on the abatement list.

NEW BUSINESS:

Resolution 13-06 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY13-14: President de Ville deferred to the Finance Committee to present the final budget. Director Kosel noted that the final budget is very similar to the one presented to the Board in June. She noted that ECFD was successful in being awarded two grants – one for airpacks and one for a ladder truck. KFPD will be contributing to the grant matching funds. KFPD does not normally contribute to the purchase of ECFD's engines but in this case the District is relying on ECFD to provide the ladder truck which affects Kensington's ISO rating. Kosel also noted that the next phase of water system improvements estimated at \$375,000 has been deferred to FY14-15. Overall projected revenue for the year is \$3.4 million and projected expenditures are \$3.2 million. KFPD is in the positive due to the deferral of the water system improvements. Kosel noted that the Type I engine is scheduled to be replaced in FY14-15 and is included in KFPD's planning budget and equipment replacement fund. She then reviewed the replacement schedules and the PERS Trust. Chief Maples gave more explanation on ISO ratings and what they are based on. The current ladder truck is 23-years old. The FEMA grant is a tremendous opportunity as a new ladder truck is \$1 million. Maples explained the process of disposing the old ladder truck. Kosel answered several questions on the balances of the building and engine schedules, the El Cerrito contract set-

aside, and actuarial valuation and PERS Trust. In answer to questions, the Board and Chief explained the water system improvements and EBMUD's proposed 20% cost share. No other communities to KFPD's knowledge have received any contributions to water system improvements from EBMUD. Moraga-Orinda had to pass a fire flow tax to fund their water system improvements. In addition, when EBMUD replaces pipes in the Kensington area they have to meet the improved standard that KFPD has adopted for the area. Kosel noted that the ECFD contract fee has been reduced by \$5,000 from the previous year, largely due to flat salaries. Maples gave an explanation of State/OES cost reimbursement for responding to campaign fires. Director Kosel made a motion to enact Resolution 13-06 as submitted. The motion was seconded and passed unanimously

OLD BUSINESS:

Policy Handbook Updates: Review of Policy 1050 changing monthly meeting time and New Policy 1170 addressing a Financial Reserves Policy: Director Kosel moved to table Item 10, Policy Handbook Updates. The Board agreed by consensus to table the item until the October 2013 meeting.

BOARD REPORTS:

Finance Committee: Audit field work for FY12-13 is currently underway and is usually received at the end of the year. An update to the actuarial valuation is also underway and will consider two different investment strategies. Mid-year budget review will take place in late January. Kosel also explained KFPD's choice to remain with its previous auditor who the Finance Committee thought had a superior product compared to other proposals they received.

Public Safety Building: de Ville noted that the current lease with KPPCSD expires on 6/30/14. Two pleas were made to consider the KPPCSD's negative finances when negotiating the lease. KFPD in comparison is in a healthy financial position. Kensington residents are affected by both districts. Kosel suggested a one-year lease so KFPD could consider its financial position every year.

Education: Tri-City Safety Day will take place on Saturday, September 21st at the El Cerrito Plaza. KFPD will host an Open House at Station 65 on October 12th.

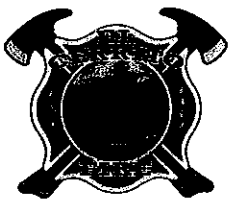
ADJOURNMENT: The meeting was adjourned at 8:27 p.m. in honor of the gallant firefighter heroes of September 11th.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on October 9, 2013.

Attest:

Larry Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

October 1, 2013

TO: Kensington Fire Protection District Board Members

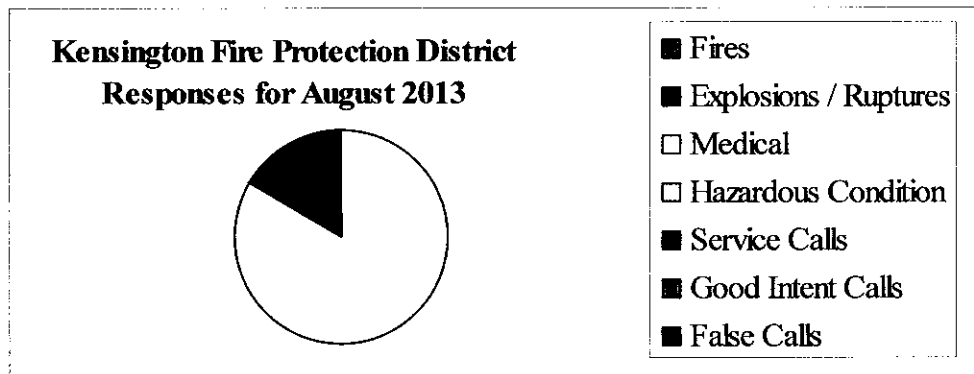
FROM: Laurence Carr, Battalion Chief

RE: Incident Activity Reports for the Month of September 2013

There were 18 incidents that occurred during the month of September in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month. Total calls for E65 was 41 in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
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>	15	83.33%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	16.67%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
Totals		18	100.00%



Kensington Fire Protection District Response Log for September 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301963	01-Sep-13 22:34:21	1712 WESLEY AVE	Kensington	E71	321
2	1301983	04-Sep-13 14:38:50	130 NORWOOD CT	Kensington	E65	321
3	1302004	07-Sep-13 12:36:06	301 BERKELEY PARK BLVD	Kensington	E65	321
4	1302012	08-Sep-13 13:09:18	260 GRIZZLY PEAK BLVD	Kensington	E65	321
5	1302036	12-Sep-13 01:36:36	653 WELLESLEY AVE	Kensington	E65	321
6	1302042	12-Sep-13 14:20:13	ARLINGTON AVE	Kensington	E72	321
7	1302046	13-Sep-13 03:59:06	1627 OAK VIEW AVE	Kensington	E65	321
8	1302063	15-Sep-13 07:49:21	19 FRANCISCAN WAY	Kensington	E65	321
9	1302065	15-Sep-13 14:33:52	KENYON AVE	Kensington	E65	321
10	1302077	17-Sep-13 01:53:19	1628 OCEAN VIEW AVE	Kensington	E65	500
11	1302092	19-Sep-13 15:13:02	273 GRIZZLY PEAK BLVD	Kensington	E65	321
12	1302093	19-Sep-13 15:33:33	83 EDGECROFT DR	Kensington	E65	311
13	1302112	22-Sep-13 20:16:01	24 WINDSOR AVE	Kensington	E65	321
14	1302128	24-Sep-13 16:47:38	614 CANON DR	Kensington	E65	550
15	1302135	26-Sep-13 10:09:35	205 YALE AVE	Kensington	E72	321
16	1302146	27-Sep-13 11:59:00	27 SUNSET DR	Kensington	E65	311
17	1302162	29-Sep-13 09:08:57	20 HIGHGATE RD	Kensington	E65	554
18	1302163	29-Sep-13 15:56:01	20 HIGHGATE RD	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District

Engine 65 Response Log for September 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301965	02-Sep-13 10:41:49	8058 TERRACE DR	El Cerrito	E65	321
2	1301969	02-Sep-13 15:05:20	10203 SAN PABLO AVE	El Cerrito	E65	743
3	1301973	03-Sep-13 10:59:12	7510 STOCKTON AVE	El Cerrito	E65	311
4	1301974	03-Sep-13 11:22:32	255 STANFORD AVE	Kensington	E65	550
5	1301975	03-Sep-13 12:46:11	817 NORVELL ST	El Cerrito	E65	510
6	1301983	04-Sep-13 14:38:50	130 NORWOOD CT	Kensington	E65	321
7	1301986	04-Sep-13 22:11:39	540 ASHBURY AVE	El Cerrito	E65	735
8	1301999	06-Sep-13 17:33:06	205 RAMONA AVE	El Cerrito	E65	553
9	1302004	07-Sep-13 12:36:06	301 BERKELEY PARK BLVD	Kensington	E65	321
10	1302012	08-Sep-13 13:09:18	260 GRIZZLY PEAK BLVD	Kensington	E65	321
11	1302036	12-Sep-13 01:36:36	653 WELLESLEY AVE	Kensington	E65	321
12	1302046	13-Sep-13 03:59:06	1627 OAK VIEW AVE	Kensington	E65	321
13	1302049	13-Sep-13 13:52:22	7387 HOTCHKISS AVE	El Cerrito	E65	321
14	1302053	13-Sep-13 18:25:30	866 GALVIN DR	El Cerrito	E65	321
15	1302063	15-Sep-13 07:49:21	19 FRANCISCAN WAY	Kensington	E65	321
16	1302065	15-Sep-13 14:33:52	KENYON AVE	Kensington	E65	321
17	1302066	15-Sep-13 20:07:18	103 SAN CARLOS AVE	El Cerrito	E65	321
18	1302077	17-Sep-13 01:53:19	1628 OCEAN VIEW AVE	Kensington	E65	500
19	1302083	18-Sep-13 12:30:36	10690 SAN PABLO AVE	El Cerrito	E65	311
20	1302084	18-Sep-13 12:48:06	724 KEARNEY ST	El Cerrito	E65	321
21	1302086	18-Sep-13 14:22:13	1546 ELM ST	El Cerrito	E65	321
22	1302092	19-Sep-13 15:13:02	273 GRIZZLY PEAK BLVD	Kensington	E65	321
23	1302093	19-Sep-13 15:33:33	83 EDGECROFT DR	Kensington	E65	311
24	1302104	21-Sep-13 09:28:12	1034 RICHMOND ST	El Cerrito	E65	520
25	1302106	21-Sep-13 12:16:32	1749 ELM ST	El Cerrito	E65	311
26	1302108	22-Sep-13 00:37:42	SEAVIEW DR	El Cerrito	E65	520
27	1302109	22-Sep-13 08:48:10	6001 BURLINGAME AVE	Richmond	E65	733
28	1302112	22-Sep-13 20:16:01	24 WINDSOR AVE	Kensington	E65	321
29	1302117	23-Sep-13 11:40:34	10621 SAN PABLO AVE	Richmond	E65	321
30	1302118	23-Sep-13 12:11:39	5327 JACUZZI ST	Richmond	E65	321

31	1302119	23-Sep-13 12:30:03	10203 SAN PABLO AVE	El Cerrito	E65	743
32	1302121	23-Sep-13 12:55:21	1190 E Wildcat Canyon RD	Contra Costa C	E65	321
33	1302128	24-Sep-13 16:47:38	614 CANON DR	Kensington	E65	550
34	1302131	25-Sep-13 12:40:11	300 EL CERRITO PLZ	El Cerrito	E65	321
35	1302136	26-Sep-13 10:20:17	1528 LEXINGTON AVE	El Cerrito	E65	700
36	1302137	26-Sep-13 10:24:13	6601 MOESER LN	El Cerrito	E65	381
37	1302141	26-Sep-13 15:06:57	832 BALRA DR	El Cerrito	E65	311
38	1302146	27-Sep-13 11:59:00	27 SUNSET DR	Kensington	E65	311
39	1302158	28-Sep-13 15:34:13	TILDEN PARK	Contra Costa C	E65	321
40	1302162	29-Sep-13 09:08:57	20 HIGHGATE RD	Kensington	E65	554
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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		POLICY:	
		TRANSMITTAL - APPROVAL		BATCH #:	2170
		Invoices		DATE:	10/4/2013
				LOCATION #:	13
				FILENAME:	KENSINGTON
00982	Delta Dental	10/1/2013	BE000643911 Oct dental	7840 1061	1,189.07
1169	CalPERS	10/1/2013	014118466 Oct medical	7840 1061	8,228.24
01406	KFPD	10/04/13	Reimburse revolving fund	7840 2490	12,273.01
01634	Vision Service Plan	09/18/13	00102770001 Sep vision	7840 1061	330.22
02120	City of El Cerrito	10/01/13	Oct fire protection	7840 2328	192,760.66
04315	Nicolay Consulting	09/30/13	372-2013-09 actuarial	7840 2490	2,500.00
00958	Contra Costa Door	09/17/13	167933 bay door repair	7840 2490	1,585.00
	TOTAL				218,866.20

Kensington FPD Approval

Date: 1/1/13

Andrew A. Gault Date: 10/14/13

October 4, 2013

Attachment to Transmittal 1013

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
5/13/2013	Terminix - pest control (reissued check)	106.00
9/2/2013	Mighetto Electric - kitchen/parking lot	527.47
9/10/2013	SCIF - workers comp	61.11
9/4/2013	PG&E - electric	1,244.24
9/1/2013	All-Ways Green Service - September	105.00
9/1/2013	Bay View Refuse - Sept-Dec 2013	284.96
9/9/2013	Nextel - telephone	64.44
9/16/2013	Payroll processing	52.40
9/16/2013	Payroll - 9/1-9/15/13	2,490.44
9/16/2013	Withholding payroll taxes 9/1-- 9/15/13	977.57
9/5/2013	PG&E - gas	63.36
9/4/2013	Office Depot - office supplies	79.55
9/10/2013	Contra Costa Door - bay door temp repair	330.00
10/1/2013	Stericycle - medical waste	215.30
9/5/2013	AT&T - telephone	345.38
9/17/2013	Pagepoint - website posting	18.75
9/25/2013	Petty cash funding - postage, Solano Stroll candy	164.67
10/1/2013	ICMA - deferred comp Sept	712.86
9/23/2013	Russell - June accounting	162.50
10/1/2013	All-Ways Green Service - October	105.00
10/1/2013	Contra Costa County - sewer charge	560.90
9/22/2013	Comcast - internet line	80.70
10/2/2013	Payroll processing	52.40
10/2/2013	Payroll - 9/16-9/30/13	2,490.44
10/2/2013	Withholding payroll taxes 9/16-- 9/30/13	977.57
	Total	12,273.01

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

Kensington Fire Protection District
Balance Sheet
As of September 12, 2013

Sep 12, 13

ASSETS

Current Assets

Checking/Savings

Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,103.31
General Fund	589,570.97
Special Tax Fund	16,210.25
Capital Fund	5,025.77

Total Checking/Savings 617,110.30

Accounts Receivable

Advance on Taxes	2,669,715.69
Advance on Supplemental Taxes	22,811.10

Total Accounts Receivable 2,692,526.79

Other Current Assets

Prepaid Services - EC	1,967,359.85
Prepaid CERBT - Retiree Trust	1,044,536.97
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 5,926,352.89

Total Current Assets 9,235,989.98

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

Total Fixed Assets 1,749,601.34

TOTAL ASSETS 10,985,591.32

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Due to Other - Issued by CCC 9,734.66

Total Accounts Payable 9,734.66

Other Current Liabilities

EI Cerrito Service Contract Pay 1,967,359.85

Wages & PR Taxes Payable 1,239.00

Total Other Current Liabilities 1,968,598.85

Total Current Liabilities 1,978,333.51

Total Liabilities 1,978,333.51

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 1,536,229.30

Net Income 2,258,409.25

Total Equity 9,007,257.81

TOTAL LIABILITIES & EQUITY 10,985,591.32

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through September 12, 2013

	Jul 1 - Sep 12, 13	Jul 1 - Sep 12, 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,669,715.69	2,674,063.48	-4,347.79	-0.2%
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	7,953.06	7,768.74	184.32	2.4%
Miscellaneous Income	10,496.42	0.00	10,496.42	100.0%
Total Income	2,704,070.29	2,697,130.22	6,940.07	0.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	8.83	48.37	-39.54	-81.7%
El Cerrito Contract Fee	393,474.31	394,245.78	-771.47	-0.2%
Water System Improvements	0.00	280,000.00	-280,000.00	-100.0%
Fire Abatement Contract	0.00	975.00	-975.00	-100.0%
Risk Management Insurance	10,601.00	10,200.00	401.00	3.9%
Professional Fees				
Accounting	0.00	601.25	-601.25	-100.0%
Legal Fees	0.00	127.90	-127.90	-100.0%
Total Professional Fees	0.00	729.15	-729.15	-100.0%
Wildland Vegetation Mgmt	0.00	2,520.00	-2,520.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVIC...	405,844.53	690,259.37	-284,414.84	-41.2%
RETIREE MEDICAL BENEFITS				
PERS Medical	12,816.28	12,047.49	768.79	6.4%
Delta Dental	1,639.97	1,541.25	98.72	6.4%
Vision Care	447.47	420.00	27.47	6.5%
Total RETIREE MEDICAL BENEFITS	14,903.72	14,008.74	894.98	6.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	430.28	959.39	-529.11	-55.2%
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	744.12	964.85	-220.73	-22.9%
DISTRICT ACTIVITIES				
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	309.66	199.32	110.34	55.4%
Medical Waste Disposal	430.60	1,107.46	-676.86	-61.1%
Building alarm	0.00	100.00	-100.00	-100.0%
Gardening service	120.00	240.00	-120.00	-50.0%
Miscellaneous Maint.	739.47	779.86	-40.39	-5.2%
Total Building Maintenance	1,599.73	2,426.64	-826.91	-34.1%
Building Utilities/Service				
Garbage	284.96	275.56	9.40	3.4%
Gas and Electric	2,576.31	1,913.53	662.78	34.6%
Water/Sewer	132.47	124.60	7.87	6.3%
Total Building Utilities/Service	2,993.74	2,313.69	680.05	29.4%
Memberships	600.00	50.00	550.00	1,100.0%
Office				
Office Expense	236.97	51.37	185.60	361.3%
Office Supplies	137.53	329.73	-192.20	-58.3%
Telephone	1,058.36	935.25	123.11	13.2%
Total Office	1,432.86	1,316.35	116.51	8.9%
Total DISTRICT ACTIVITIES	7,744.01	6,868.70	875.31	12.7%
Staff				
Wages	12,514.64	12,272.00	242.64	2.0%
Overtime Wages	0.00	159.29	-159.29	-100.0%
Medical/dental ins compensation	1,200.00	1,060.00	140.00	13.2%
Retirement Contribution	625.72	613.60	12.12	2.0%
Payroll Taxes	957.40	951.02	6.38	0.7%
Workers Compensation/Life Ins	917.30	413.50	503.80	121.8%
Payroll Processing	209.60	201.56	8.04	4.0%
Total Staff	16,424.66	15,670.97	753.69	4.8%
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	445,661.04	730,933.24	-285,272.20	-39.0%
Net Ordinary Income	2,258,409.25	1,966,196.98	292,212.27	14.9%
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%

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

July 1 through September 12, 2013

	Jul 1 - Sep 12, 13	Jul 1 - Sep 12, 12	\$ Change	% Change
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	<u>2,258,409.25</u>	<u>1,966,196.98</u>	<u>292,212.27</u>	<u>14.9%</u>

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through August 2013

	Jul - Aug 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,669,715.69	2,765,000.00	-95,284.31	96.6%
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	7,953.06	8,109.16	-156.10	98.1%
Miscellaneous Income	10,496.42	0.00	10,496.42	100.0%
Total Income	2,704,070.29	2,788,866.16	-84,795.87	97.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	0.00	50.00	-50.00	0.0%
El Cerrito Contract Fee	393,474.31	393,472.34	1.97	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Risk Management Insurance	1,309.00	10,600.00	-9,291.00	12.3%
Professional Fees				
Accounting	0.00	750.00	-750.00	0.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
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	5,000.00	-5,000.00	0.0%
Total Professional Fees	0.00	5,750.00	-5,750.00	0.0%
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00	0.0%
Total OUTSIDE PROFESSIONAL SERVIC...	396,543.70	413,992.34	-17,448.64	95.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	8,544.20	8,544.16	0.04	100.0%
Delta Dental	1,093.30	1,093.34	-0.04	100.0%
Vision Care	447.47	298.34	149.13	150.0%
Total RETIREE MEDICAL BENEFITS	10,084.97	9,935.84	149.13	101.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	430.28	2,166.66	-1,736.38	19.9%
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	744.12	2,216.66	-1,472.54	33.6%
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	0.00	1,117.68	100.0%
Building Maintenance				
Janitorial Service	0.00	250.00	-250.00	0.0%
Medical Waste Disposal	215.30	1,205.00	-989.70	17.9%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	120.00	250.00	-130.00	48.0%
Miscellaneous Maint.	0.00	2,000.00	-2,000.00	0.0%
Total Building Maintenance	335.30	3,705.00	-3,369.70	9.0%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	1,332.07	1,166.66	165.41	114.2%
Water/Sewer	132.47	150.00	-17.53	88.3%
Total Building Utilities/Service	1,464.54	1,316.66	147.88	111.2%
Election	0.00	0.00	0.00	0.0%
Memberships	600.00	500.00	100.00	120.0%
Office				
Office Expense	236.97	583.34	-346.37	40.6%
Office Supplies	137.53	416.66	-279.13	33.0%
Telephone	913.22	965.84	-52.62	94.6%
Total Office	1,287.72	1,965.84	-678.12	65.5%
Total DISTRICT ACTIVITIES	4,805.24	9,287.50	-4,482.26	51.7%
Staff				
Wages	12,514.64	12,517.50	-2.86	100.0%
Overtime Wages	0.00	433.34	-433.34	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental Ins compensation	1,200.00	1,200.00	0.00	100.0%
Retirement Contribution	625.72	625.84	-0.12	100.0%
Payroll Taxes	957.40	1,069.00	-111.60	89.6%
Workers Compensation/Life Ins	0.00	500.00	-500.00	0.0%
Payroll Processing	157.20	160.00	-2.80	98.3%
Total Staff	15,454.96	16,505.68	-1,050.72	93.6%

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

July through August 2013

	Jul - Aug 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	427,632.99	476,938.02	-49,305.03	89.7%
Net Ordinary Income	2,276,437.30	2,311,928.14	-35,490.84	98.5%
<hr/>				
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	2,276,437.30	2,311,928.14	-35,490.84	98.5%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

October 4, 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

The annual Tri-City Safety Day took place on September 21st at the El Cerrito Plaza. Although it was a very cold and rainy morning, the sun came out in the afternoon and we still had a great event. Equipment and apparatus were on site from El Cerrito, Kensington, Richmond, Albany, East Bay Regional Parks District, BART, American Red Cross, American Medical Response, UC Berkeley, Department of Fish and Game, U.S. Secret Service, and Contra Costa County Health for all to see and tour. Special guests were Smokey the Bear, Pluggie and McGruff the crime dog. This year's main attractions were demonstrations from on auto extrication, bomb disposal and K9 activities. Attendance was great and fun was had by all.

NEW BUSINESS

AGENDA BILL

Subject: Hearing on report of costs to the Board of Directors regarding abatement of a public nuisance at 20 Kerr Avenue and pursuant to Health and Safety Code 14875 et seq and Government Code Sections 39560 et seq

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

BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of one declared public nuisance located at 20 Kerr Avenue. The purpose of the program is to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement.

The property owner of the subject property identified in Exhibit A; however, failed to abate the declared fire hazards on the subject property, and the Board has followed statutory procedure to remove the hazardous conditions. The procedure is specified in the August 2013 staff report and in Resolution No. 13-05 which specifically declared the subject property by exhibit a public nuisance at the August 14, 2013 Board of Directors meeting. The subject property was declared a public nuisance following a lengthy period of repeated attempts to contact the subject property owner by mail, posting of the property, and property visits. The property owner of 20 Kerr Avenue never contacted the Fire Department, nor abated the non-compliant conditions that continued to exist.

Pursuant to Health and Safety Code Section 14900 the property owner was given the opportunity to object to the subject property being designated a public nuisance. The property owner was not present at the August 14, 2013 Board of Directors meeting and never spoke in objection of the property's declaration as a public nuisance. The Board of Directors ordered the abatement of the nuisance at the subject property in Resolution No. 13-05.

The subject property was abated of the existing nuisance condition on September 19, 2013 under the supervision of the Fire Prevention Officer. Contractors from Oakland Hills Brush Clearing Service performed abatement clearance procedures.

Notice has been sent to the subject property owner identified in Exhibit A informing them of the costs associated with abatement, administrative costs, pending county lien fees, and of the hearing before the Board of Directors on October 9, 2013. Additionally, the notice allows the subject property owner to remit payment to the District for abatement costs and administrative fees prior to the close of business on October 9, 2013 to avoid the pending lien of the subject property.

ANALYSIS/DISCUSSION

The fire hazard abatement procedure provides ample due process for the affected property owner. In the case of the subject property, due process has been far above and beyond that required by statute with an additional notice and posting ordering of abatement. Moreover, the subject property was given more than ample time to bring the property into compliance. The most important part of the procedure is that the property owner was individually given the opportunity to contest whether their property constituted a public nuisance and fire hazard at a public hearing before the Board of Directors. Again, this important component was extended to the subject property owners by allowing a hearing for existing hazards on the property. At the conclusion of the hearing on August 14, 2013, the subject property owners did not voluntarily abate the nuisance, nor produce an acceptable work plan to abate the nuisance over a period of time.

Given these unfortunate circumstances, the Board of Directors directed Fire Department staff to abate the conditions. This matter now appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the subject property identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed regarding the subject properties at issue. Resolution No. 13-07 provides for confirmation of the report of costs for the subject property identified in Exhibit A. Once confirmed by the Board of Directors, the costs of the abatement will be forwarded to the County Assessor for assessment on the subject property, and a lien will be recorded for the subject property with the County Recorder.

OPTION ANALYSIS

At the conclusion of the hearing, the Board of Directors may:

- Option No. 1: Adopt Resolution 13-07, with Exhibit A as presented.
- Option No. 2: Adopt Resolution 13-07, with Exhibit A as amended.
- Option No. 3: Not adopt Resolution 13-07, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject property.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the District has paid the contractor a total of \$865.00 for their work. The administrative costs of \$644.00 include: (1) Fire Department investigation, (2) boundary determination (3) supervision of contract labor (4) preparation of documents for Board of Directors meetings/hearings, and (5) submittal of records/liens to the County. In order for the District to recover fully the direct and indirect costs of \$1,509.00 already incurred for the abatement work performed and administrative fees, the Board of Directors should confirm the staff report on the costs of abatement at this time so that these costs can be immediately forwarded to the County for collection from the property owner.

LEGAL CONSIDERATIONS

The Kensington Fire Protection District attorney has reviewed and approved the process.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District Board of Directors adopt Resolution No. 13-07, with attached Exhibit B amended, as may be appropriate, based upon information received at the public hearing.

ATTACHMENTS

Exhibit A – List of Abated Kensington Properties

Exhibit B1 – Contractors' Invoice and Computations of Costs

Reviewed by: _____
Lance J. Maples, Fire Chief

RESOLUTION 13-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 et. Seq. provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, at the conclusion of the August 14, 2013 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 13-05, to remove the public nuisance conditions on a property deemed by the Board to constitute a public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified as 20 Kerr Avenue, APN 572-021-001 ("property in question"); and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the property in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on October 9, 2013 at which objections were heard regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject property for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the property prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the property in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owner, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the property in

question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 9th Day of October 2013, by the following vote of the Board:

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

Joe de Ville, President

ATTEST:

Larry Nagel, Secretary

Attachments: Exhibits A and B

EXHIBIT A

Kensington

List of Real Abated Properties

10-9-2013

APN

Street Address

572021001

20 KERR AVENUE

**Oakland Hills
Brush Clearing**

6114 La Salle Ave #235
Oakland, CA 94611
(510) 339-9991

Invoice

Date	Invoice #
9/19/2013	2106

Bill To
E.C.F.D. 10890 San Pablo Ave. El Cerrito, Ca. 94530

Description	Amount
20 Kerr Dr., Kensington, Ca. Fire Prevention clearing of vacant downsloping lot. Clear weeds, blackberry vines, pampas grass, seedling brush and sucker growth as acacia, coyote brush, etc. Limb up low branches of save trees, and site process fallen branches; trim ivy on front fence. In accordance with ECFD regulations.	865.00
Thank you for your business.	Total \$865.00

EXHIBIT B-1 page 2

**REPORT ON ABATEMENT OF FIRE HAZARDS
KENSINGTON FIRE PROTECTION DISTRICT**

Property:

Parcel Number: 572-021-001
Property Address: 20 Kerr Ave. Kensington, CA 94707
Contact Address: 127 Arlington Ave. Kensington, CA 94707

Owner' Name: Khorsandi, Khosrow & Irandokt

Abatement Work Performed:

Description: Fire Prevention clearing of weeds, blackberry vines, pampas grass, seedling brush, and sucker growth (i.e. acacia, coyote brush, etc.); limbing of low tree branches; trimming of ivy from trees; on-site processing of all brush and debris

Date Work Performed: September 19, 2013

Work Performed By: Oakland Hills Brush Clearing
6114 La Salle Ave. # 235.
Oakland, Ca. 94611
510- 339-9991

Contracted Costs..... \$865.00

Administrative Costs: Fire District Investigation,
Boundary Determination, and Supervision
1Hr 30 min. X \$184.00 \$276.00

Fire District Administration Fees
2 Hrs. X \$184.00\$368.00

Property Tax collection fee N/C

County Recording and Administration fees N/C

TOTAL ABATEMENT COST: \$1,509.00

Certified by: _____ Date: _____

David Ciappara
Fire Prevention Officer
Page 2

KENSINGTON FIRE PROTECTION DISTRICT ADMINISTRATIVE COST WORK SHEET

20 Kerr Ave.

7/2/2013 - Initial inspection and notice.....	15 min @ \$184.00/hr.....	\$46.00
8/7/2013 - Reinspection	15 min @ 184.00/hr.....	46.00
8/7/2013 - Office work for Fire District Board Meeting...	30 min @ 184.00/hr...	92.00
8/14/2013 - Reinspection and notice.....	15 min @ 184.00/hr.....	46.00
9/11/2013 - Vendor bid inspection.....	30 min @ 184.00/hr.....	92.00
9/19/2013 - Vendor observation / inspection.....	15 min @ 184.00/hr.....	46.00
9/26/2013 - Office work for Fire District Board Meeting..	30 min @ 184.00/hr...	92.00
10/10/2013 - County Record Abatement Martinez.....	60 min @ 184.00/hr.....	184.00
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$644.00

**KENSINGTON FIRE
PROTECTION DISTRICT**

Actuarial Valuation of
Postretirement Healthcare Benefits
Valuation Date: July 1, 2013



September 30, 2013

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

Dear Ms. Navellier:

Re: Actuarial Valuation of Postretirement Healthcare Program - Revised

The Nicolay Consulting Group is pleased to present the results of the July 1, 2013 actuarial valuation of the Kensington Fire Protection District postretirement healthcare plan. In preparing the report, we relied on employee data and plan information provided by the District. On the basis of that information, this report has been prepared in accordance with generally accepted actuarial principles and methods. It is our opinion that the actuarial assumptions used are reasonably related to the actual experience of the plan and to anticipated future experience.

The financial projections presented in this letter are intended for the District's internal use in evaluating the potential cost of the retiree health programs. Because future events frequently do not occur as expected, it should be recognized that there are usually differences between anticipated and actual results. These differences may be material. Consequently, we can express no assurance that the projected values will occur. Questions about the report should be directed to Dennis Daugherty at (415) 512-5300 x221

The undersigned meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Daugherty".

Dennis Daugherty, F.S.A.
Member, American Academy of Actuaries

KENSINGTON FIRE PROTECTION DISTRICT

Actuarial Valuation of
Postretirement Healthcare Benefits
Valuation Date: July 1, 2013

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SECTION I

Introduction

The Kensington Fire Protection District provides postretirement medical benefits to a group of 8 retirees, 8 spouses and 3 surviving spouses. This report provides an estimate of the present value of the District's obligation as of July 1, 2013, a ten-year projection of the pay-as-you-go cost of providing the benefit and a five year projection. **Section II** contains valuation results. **Section III** describes the plans and presents a demographic summary. **Section IV** lists the actuarial assumptions used to complete the valuation. **Section V** contains a Glossary of several of the terms used in this report.

Accounting Requirements

In July 2004 the Governmental Accounting Standards Board issued **Statement 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions**. These accounting rules require public entities that sponsor postemployment benefits to account for the cost of those benefits using accrual accounting rather than pay-as-you-go accounting. This means that each employee's benefit will accrue throughout their working lifetime and that employers are required to show the annual accruals as a current year expense.

The District adopted Statement 45 in the 2008/09 fiscal year.

SECTION II

Valuation Results

Table 2-1 contains the estimated present value of the cost of postemployment healthcare benefits for the closed group of retirees and spouses. The estimates are based on 6.39% and 7.06% discount rates.

	<u>6.39%</u>	<u>7.06%</u>
Medical	\$1,159,605	\$1,094,547
Dental/Vision	<u>\$265,083</u>	<u>\$249,028</u>
Total	\$1,424,688	\$1,343,575

Projected Health Benefit Costs

Table 2-2 contains a ten-year projection of the District's pay-as-you-go cost to provide postemployment medical, dental and vision benefits to current retirees and their dependents.

<u>Year</u>	<u>Amount</u>
2013/14	\$110,278
2014/15	\$110,632
2015/16	\$107,913
2016/17	\$111,608
2017/18	\$114,942
2018/19	\$117,887
2019/20	\$120,371
2020/21	\$113,224
2021/22	\$105,264
2022/23	\$96,167

Health Benefit Costs Under GASB 45

Annual Required Contribution (ARC) consists of the Normal Cost plus the current year amortization of the Unfunded Actuarial Accrued Liability (UAAL). The level dollar amortization method was used in this valuation. We assumed the amortization will occur over a closed 20-year period that commenced in the 2008/09 fiscal year.

Because the entire group covered by the District's program consists of retirees and their dependents, the District's Normal Cost is \$0.

The following Tables provide illustrations of the July 1, 2013 GASB 45 Unfunded Actuarial Liability, 2013/14 fiscal year Annual Required Contribution and Annual OPEB Cost (Other Postemployment Benefits), and a 5-year projection.

Table 2-3

**Present Value of Future Postretirement Medical Benefits
As of July 1, 2013
Discount Rate: 6.39% and 7.06%**

	6.39%	7.06%
Active Employees	\$0	\$0
Retirees, Spouses and Surviving Spouses	<u>\$1,424,688</u>	<u>\$1,343,575</u>
Total Actuarial Accrued Liability (AAL)	\$1,424,688	\$1,343,575
Actuarial Value of Assets	<u>\$1,540,816</u>	<u>\$1,540,816</u>
Unfunded Actuarial Accrued Liability (UAAL)	(\$116,128)	(\$197,241)
Remaining Amortization Period	15 years	15 years
Level Dollar Amortization Factor (based on 6.39% and 7.06% discount rates)	9.469	9.073
Annual Amortization of UAAL	(\$12,262)	(\$21,737)
Normal Cost	<u>\$0</u>	<u>\$0</u>
Annual Required Contribution (ARC)	(\$12,262)	(\$21,737)
Interest on Net OPEB Obligation	(\$70,055)	(\$77,401)
Adjustment to ARC	<u>\$115,775</u>	<u>\$120,827</u>
Annual OPEB Cost	\$33,458	\$21,689

Table 2-4a presents a five-year projection under the assumptions that the District continues its participation in the CERBT and the discount rate remains 6.39%. We assumed the District will not make additional contributions to the CERBT and each year will withdraw retiree medical costs from the CERBT.

		Kensington Fire Protection District				
		Five-year Projection of Annual OPEB Cost and Net OPEB Obligation				
		Based on a 6.39% discount rate and assuming no additional funding				
		2013/14	2014/15	2015/16	2016/17	2017/18
		15	14	13	12	11
Actuarial Accrued Liability (AAL)		\$1,424,688	\$1,401,979	\$1,377,453	\$1,354,165	\$1,325,578
Actuarial Value of Assets at beginning of year		\$1,540,816	\$1,525,527	\$1,508,896	\$1,494,007	\$1,474,355
Unfunded Actuarial Accrued Liability (UAAL)		(\$116,128)	(\$123,548)	(\$131,443)	(\$139,842)	(\$148,777)
Remaining Amortization Period		15	14	13	12	11
Normal Cost		\$0	\$0	\$0	\$0	\$0
Amortization of UAAL		(\$12,262)	(\$13,615)	(\$15,188)	(\$17,038)	(\$19,242)
Annual Required Contribution (ARC)		(\$12,262)	(\$13,615)	(\$15,188)	(\$17,038)	(\$19,242)
Annual Required Contribution (ARC)		(\$12,262)	(\$13,615)	(\$15,188)	(\$17,038)	(\$19,242)
Interest on net OPEB Obligation		(\$70,055)	(\$67,917)	(\$65,643)	(\$63,223)	(\$60,649)
Adjustment to ARC		\$115,775	\$117,126	\$118,699	\$120,550	\$122,754
Annual OPEB Cost		\$33,458	\$35,594	\$37,868	\$40,289	\$42,863
District Contributions		\$0	\$0	\$0	\$0	\$0
Increase in net OPEB Obligation		\$33,458	\$35,594	\$37,868	\$40,289	\$42,863
Net OPEB Obligation – Beginning of Year		(\$1,096,326)	(\$1,062,868)	(\$1,027,274)	(\$989,406)	(\$949,117)
Net OPEB Obligation – End of Year		(\$1,062,868)	(\$1,027,274)	(\$989,406)	(\$949,117)	(\$906,254)
Projected Premium Cost		\$110,278	\$110,632	\$107,913	\$111,608	\$114,942

Table 2-4b presents a five-year projection under the assumptions that the District continues its participation in the CERBT and the discount rate remains 7.06%. We assumed the District will not make additional contributions to the CERBT and each year will withdraw retiree medical costs from the CERBT.

Table 2-4b
Kensington Fire Protection District
Five-year Projection of Annual OPEB Cost and Net OPEB Obligation
Based on a 7.06% discount rate and assuming no additional funding

	2013/14	2014/15	2015/16	2016/17	2017/18
Actuarial Accrued Liability (AAL)	\$1,343,575	\$1,324,327	\$1,303,354	\$1,283,713	\$1,258,863
Actuarial Value of Assets at beginning of year	\$1,540,816	\$1,535,493	\$1,529,428	\$1,525,748	\$1,517,985
Unfunded Actuarial Accrued Liability (UAAL)	(\$197,241)	(\$211,166)	(\$226,074)	(\$242,035)	(\$259,122)
Remaining Amortization Period	15	14	13	12	11
Normal Cost	\$0	\$0	\$0	\$0	\$0
Amortization of UAAL	(\$21,737)	(\$24,233)	(\$27,142)	(\$30,570)	(\$34,659)
Annual Required Contribution (ARC)	(\$21,737)	(\$24,233)	(\$27,142)	(\$30,570)	(\$34,659)
Annual Required Contribution (ARC)	(\$21,737)	(\$24,233)	(\$27,142)	(\$30,570)	(\$34,659)
Interest on net OPEB Obligation	(\$77,401)	(\$75,869)	(\$74,230)	(\$72,475)	(\$70,596)
Adjustment to ARC	\$120,827	\$123,322	\$126,231	\$129,659	\$133,748
Annual OPEB Cost	\$21,689	\$23,220	\$24,859	\$26,614	\$28,493
District Contributions	\$0	\$0	\$0	\$0	\$0
Increase in net OPEB Obligation	\$21,689	\$23,220	\$24,859	\$26,614	\$28,493
Net OPEB Obligation - Beginning of Year	(\$1,096,326)	(\$1,074,637)	(\$1,051,417)	(\$1,026,558)	(\$999,944)
Net OPEB Obligation - End of Year	(\$1,074,637)	(\$1,051,417)	(\$1,026,558)	(\$999,944)	(\$971,451)
Projected Premium Cost	\$110,278	\$110,632	\$107,913	\$111,608	\$114,942

SECTION III

Plan Description and Demographic Summary

Eligibility

The District has assumed responsibility for providing the entire cost of postretirement medical, dental and vision benefits to a closed group of retirees and their dependents.

Medical Plans

The District participates in the Cal PERS medical program. Retirees may enroll in any of the plans offered by the District. Retirees are currently enrolled in Blue Shield, PERS Care and Kaiser plans. The District also provides postretirement dental coverage through Delta Dental and postretirement vision coverage through VSP.

Duration of Benefits

District provided benefits continue for the life of the retiree and spouse.

Demographic Data

The District provided demographic information on the closed group of retirees and dependents who are receiving benefits under this program. Table 3-1 contains a summary of 8 retirees and 3 surviving spouses who are receiving postemployment healthcare benefits. Note: one retiree and spouse are covered by the dental and vision plans, but not the medical plan.

Table 3-1
**Age and Sex Table All Retirees, Spouses and
Surviving Spouses Currently Receiving Postemployment
Healthcare Benefits**
as of July 1, 2013

<u>Age</u>	<u>Male</u>	<u>Female</u>	<u>Total*</u>
Under 50	0	0	0
50-54	0	1	1
55-59	0	4	4
60-64	1	1	2
65-69	2	1	3
70-74	2	1	3
75-79	1	2	3
80+	<u>1</u>	<u>2</u>	<u>3</u>
Total	7	12	19

SECTION IV

Actuarial Method and Assumptions

In order to project the District's liability, a number of economic, demographic, and baseline cost assumptions are necessary.

Valuation Date

The valuation date is July 1, 2013. This date is the starting point from which current health premium costs are increased according to the assumed annual rates of health care cost trend. The District census is projected from the valuation date to the date of the final benefit payment for each retiree on the census. After calculating future costs for the projected retiree and dependent population, all liabilities are discounted back to the valuation date to obtain the present value of future costs.

Economic Assumptions

Discount Rate

A discount rate is required to calculate the present value of future benefit payments which are used to determine financial statement expense. GASB Statement No. 45 specifies that the selected rate should be "the long-term investment yield on investments that are expected to be used to finance the payment of benefits". At the District's request we completed this valuation at 6.39% and 7.06% discount rates. These rates match the Asset Allocation Strategy #2 and #3 CERBT portfolio expected annual rates of return.

Health Care Trend

We used the annual trend rates shown in Table 4-1. These rates represent our best estimate of future annual increases in healthcare premium rates.

<u>Assumed increase on January 1</u>	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>
2015	6.7%	4.0%	1.0%
2016	6.4%	4.0%	1.0%
2017	6.1%	4.0%	1.0%
2018	5.8%	4.0%	1.0%
2019	5.5%	4.0%	1.0%
2020	5.2%	4.0%	1.0%
2021 & thereafter	5.0%	4.0%	1.0%

Baseline Cost

Estimates of retiree health benefit obligations are normally based on current costs for a one year period. We refer to this as the *baseline cost*. The baseline cost and the current plan population are projected into the future to estimate the cost of future benefits.

For the 2013/14 plan year baseline cost we used 2013 and 2014 calendar year CalPERS Bay Area medical, Delta Dental and VSP premium rates. The following Table lists the premium rates used in the valuation. Each retiree was valued based on their current enrollment.

Table 4-2		
Retiree and/or Spouse Monthly Premium Rates		
	---- Calendar Year ----	
	<u>2013</u>	<u>2014</u>
Blue Shield Access +	\$784.63	\$836.59
Blue Shield Medicare Supp.	\$261.328	\$298.21
PERS Care	\$1,083.11	\$720.04
PERS Care Medicare Supp.	\$370.43	\$327.36
Kaiser Senior Advantage	\$288.37	\$294.97
	Rates renew in October	
Delta Dental (retiree)	\$64.41	\$66.99*
Delta Dental (spouse)	\$60.07	\$62.47*
VSP Composite rate	\$28.85	\$30.02
*Estimated		

CalPERS has indicated that its medical program is a "community rated" plan as described in GASB 45. This means that all participating employers located in the same region pay the same premium rates even though older employees and early retirees generally have higher medical costs than younger employees. If CalPERS changes its present practice and at a future date decides to modify the premium structure so that it charges more on average for non-Medicare retirees than for active employees, then higher costs would need to be allocated to retirees, and this could result in an increase in the District's Actuarial Accrued Liability and Annual Required Contribution. This potential increase could also occur if there ever is a ruling that CalPERS should not be treated as a "community rated" plan.

Administrative Expenses

We assumed that there are no additional administrative fees other than those included in the premium rates.

Plan Assets

As of June 30, 2013 the District's CERBT balance was \$1,540,816.

Demographic Assumptions

Because this valuation only includes retirees and their dependents it is not necessary to select withdrawal or retirement rates. The only demographic assumption that is needed is a mortality table.

Mortality

The mortality rates used in this valuation are those used in the most recent California PERS pension valuations. These rates provide a starting point for the projection of future mortality rates. The mortality rates for each future year were determined based on a generational mortality projection using Projection Scale AA. This scale consists of a set of Annual Mortality improvement factors as a function of age and sex. The resulting projected mortality rates were applied to each employee and retiree.

Table 4-3
Sample Mortality Rates
(prior to the application of Projection Scale AA)

Age	Active Employees		Retired Employees	
	Male	Female	Male	Female
55	0.260%	0.176%	0.474%	0.243%
60	0.395%	0.266%	0.720%	0.431%
65	0.608%	0.419%	1.069%	0.775%
70	0.914%	0.649%	1.675%	1.244%
75			3.080%	2.071%
80			5.270%	3.749%
85			9.775%	7.005%
90			16.747%	12.404%

Health Plan Participation

We assumed that retirees and spouses will not change their medical plan enrollment.

Dependent Coverage

All current spouses and surviving spouses were included in the valuation.

Medicare Coverage

We assumed that all retirees and spouses will be eligible for Medicare when they reach age 65.

SECTION V

Glossary

- Accrual Accounting – A method of matching the cost of an employee’s service, including long term obligations such as OPEB, to that employee’s period of active service.
- Actuarial Accrued Liability (AAL) – The Actuarial Present Value of all postemployment benefits attributable to past service. Note: the AAL is sometimes referred to as the Past Service Liability.
- Actuarial Cost Method – A procedure for allocating the actuarial present value of benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.
- Actuarial Present Value – The value of an amount or series of amounts payable or receivable at various times. Each such amount or series of amounts is:
 - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, marital status, etc.)
 - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned, and
 - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money
- Actuarial Valuation – The determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets and related Actuarial Present Values.
- Actuarial Value of Assets – The value of cash, investments and other property belonging to a plan. These are amounts that may be applied to fund the Actuarial Accrued Liability. Note: assets must be segregated and placed in a Trust in order to be considered OPEB assets
- Amortization Payment – That portion of the Annual OPEB cost which is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.

In the year that Statement 45 becomes effective an employer is allowed to commence amortization of the Unfunded Actuarial Accrued Liability, over a period not to exceed 30 years.

- Annual Other Postemployment Benefit Cost (OPEB) cost - An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan. The annual OPEB cost is the amount that must be calculated and reported as an expense.

When an employer has no net OPEB obligation (e.g., in the year of implementation) the annual OPEB cost is equal to the Annual Required Contribution (ARC).

In subsequent years the Annual OPEB cost will include:

- the ARC (equal to the Normal Cost plus one year's amortization of the Unfunded Actuarial Accrued Liability);
 - one year's interest on the net OPEB obligation at the beginning of the year using the valuation discount rate; and
 - an adjustment to the ARC. This adjustment is intended to provide a reasonable approximation of that portion of the ARC that consists of interest associated with past contribution deficiencies. GASB Statement No. 45 specifies that this adjustment should be equal to an amortization of the discounted present value of the net OPEB obligation at the beginning of the year. The amortization should be calculated using the same amortization method and period used in determining the ARC for that year. If the net OPEB obligation is positive the adjustment should be deducted from the ARC.
 - Note: As long as the net OPEB obligation is zero, there will not be any interest charge or adjustment to the ARC. However, if an employer does not contribute the full amount of the ARC, a net OPEB obligation will emerge.
- Annual required contributions of the employer (ARC) - The employer's periodic required contributions to a defined benefit OPEB plan, calculated in accordance with the parameters.
 - Defined benefit OPEB plan - An OPEB plan having terms that specify the *benefits* to be provided at or after separation from employment. The benefits may be specified in dollars (for example, a flat dollar payment or an amount based on one or more factors, such as age, years of service, and compensation), or as a type or level of coverage (for example, prescription drugs or a percentage of healthcare insurance premiums).

- Discount rate - the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits. The discount rate is used to calculate the present value of future benefits.
- Employer's contributions - Contributions made in relation to the annual required contributions of the employer (ARC). An employer has made a contribution in relation to the ARC if the employer has (a) made payments of benefits directly to or on behalf of a retiree or beneficiary, (b) made premium payments to an insurer, or (c) irrevocably transferred assets to a trust, or an equivalent arrangement, in which plan assets are dedicated to providing benefits to retirees and their beneficiaries in accordance with the terms of the plan and are legally protected from creditors of the employer(s) or plan administrator.
- Healthcare cost trend rate - The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
- Investment return assumption (discount rate) - The rate used to adjust a series of future payments to reflect the time value of money.
- Mortality rates - the assumed probability of dying at a specified age. In this valuation the rates are a function of age and gender.
- Net OPEB obligation - The cumulative difference since the effective date of GASB Statement 45 between annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (asset) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt.

Most employers will have no net OPEB obligation at the beginning of the year in which Statement 45 is implemented.

If an employer contributes the annual OPEB cost to the plan each year, and there are no actuarial or investment gains or losses then the net OPEB Obligation will remain zero.

- Normal Cost - That portion of the Actuarial Present Value of benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method. Another interpretation is that the Normal Cost is the present value of future benefits that are "earned" by employees for service rendered during the current year.
- OPEB assets - The amount recognized by an employer for contributions to an OPEB plan greater than OPEB expenses.

- OPEB expense - The amount recognized by an employer in each accounting period for contributions to an OPEB plan on the accrual basis of accounting.
- Other postemployment benefits (OPEB) - Postemployment benefits other than pension benefits. Other postemployment benefits (OPEB) include postemployment healthcare benefits, regardless of the type of plan that provides them, and all postemployment benefits provided separately from a pension plan, except benefits defined as special termination benefits.
- Plan assets - Resources, usually in the form of stocks, bonds, and other classes of investments, that have been segregated and restricted in a trust, or in an equivalent arrangement, in which (a) employer contributions to the plan are irrevocable, (b) assets are dedicated to providing benefits to retirees and their beneficiaries, and (c) assets are legally protected from creditors of the employer(s) or plan administrator, for the payment of benefits in accordance with the terms of the plan.
- Present Value – See Actuarial Present Value.
- Projected Unit Credit Cost Method – An actuarial cost method under which the projected benefits of each individual included in an Actuarial Valuation are separately calculated and allocated to each year service by a consistent formula.
- Retirement rates – the annual rate of retirement. In this valuation the rates are a function of retirement age and years of service at retirement.
- Substantive plan - The terms of an OPEB plan as understood by the employer(s) and plan members.
- Unfunded Actuarial Accrued Liability (UAAL) – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.
- Valuation date – The date as of which the postretirement benefit obligation is determined.
- Withdrawal rates – the annual rate of withdrawal from service. In this valuation the rates are a function of age at hire and years of service.

OLD BUSINESS

October 4, 2013

To: KFPD Board of Directors

AGENDA ITEM 11

Fr: Brenda Navellier
KFPD Manager

Re: KFPD Policy Handbook Updates

The following two policies were considered at the Board's June 2013 meeting and are now being considered as a second reading. Both require a 4-person affirmative vote in order to pass.

Attached is Policy 1050 – Board Meetings. The main proposed change in this policy is the Board meeting time change from 7:30 p.m. to 7:00 p.m. If the Board approves this change, meetings will start at this new time beginning with our November 2013 meeting. In addition, at the Board's suggestion during the first reading, "or electronic mail" was inserted into the fifth line of section 1050.22.

Also attached is a new Policy 1170 – Financial Reserves. The District does not currently have an adopted reserve policy though the first paragraph is taken almost verbatim from the current El Cerrito-Kensington contract.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 1050

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Financial Reserves
POLICY NUMBER: 1170

1170.10 It is the District's policy to establish, to the extent practicable, a reserve account to fund fire protection services provided by the City of El Cerrito for a period of 12 months.

1170.20 The District shall maintain a capital reserves account to satisfy equipment replacement costs in amounts recommended by the Fire Chief. A replacement cost schedule will be included as part of the annual budget.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

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BOARD REPORTS

The Fire Plug



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Fire Prevention Week – Open House

This year's national fire prevention week theme is "Prevent Kitchen Fires!"

Cooking brings family and friends together, provides an outlet for creativity, and can be relaxing. But did you know that cooking fires are the number one cause of home fires and home injuries? By following a few safety tips you can prevent these fires. (Please see page 2 for cooking safety tips.)

You can learn more at KFPD's annual Fire Prevention Week Open House on **Saturday, October 12, 2013**. The Kensington fire station will be open to the public from **12:00 noon until 4 p.m.**



By teaching kids about fire safety, we can make sure that they know just what to do in the event of a home fire, knowledge that could very well save their lives.

Please drop by for fire safety tips and handouts, to meet your Kensington firefighters, and tour our local station. We look forward to meeting you!

Pharmaceutical Disposal Program

KFPD, in conjunction with KPPCSD, will be holding a free community pharmaceutical drop-off event on **Saturday, October 26, 2013**.

We will be accepting unwanted/expired medications through the U.S. Drug Enforcement Agency's "Got Drugs?" national take-back initiative.

Drop off is between the hours of **10:00 a.m. to 2:00 p.m.** at the Kensington Fire Station, 217 Arlington Avenue, Kensington. No questions are asked.

We are now able to accept **all** medications including narcotics. Please be sure to put any used sharps into a container and please no drop-offs other than during the designated time.

It is important not to flush your unwanted medications down the toilet



Firefighter/Paramedic Carrion receiving pharmaceuticals for disposal.

as they will pollute our drinking water and ground soil. Unwanted medications left in your medicine cabinet put children and teens at risk. Call (510) 215-4450 with any questions regarding this event.

We do not accept any household hazardous waste.

KFPD BOARD OF DIRECTORS:

- *Joe de Ville, President*
- *Helmut Blaschczyk, Vice President*
- *Larry Nagel, Secretary*
- *Nina Harmon, Director*
- *Janice Kosel, Director*

KFPD STAFF:

- *Lance Maples, Chief*
- *Brenda Navellier, Manager*



NATIONAL FIRE PREVENTION WEEK

Sunday, October 6 through Saturday, October 12

Help Prevent Kitchen Fires

Cooking Safety 101

- Keep kids at least three feet away from the stove and areas where hot food and drink are prepared or carried.
- Keep anything that can catch fire—oven mitts, wooden utensils, food packaging, towels—away from your stovetop.
- Stay alert! If you are sleepy or have consumed alcohol don't use the stove or stovetop.
- Stay in the kitchen while you are using the stove. Turn off the stove when leaving the kitchen, even for a brief period.
- Regularly check up on emergency exits.

In Case of a Kitchen Fire

- Get out immediately! When leaving, close the door behind you to help contain the fire, then call 9-1-1.
- Keep a lid nearby when you're cooking to smother small grease fires. Smother the fire by sliding the lid over the pan and turn off the stovetop. Leave the pan covered until it is completely cooled.
- For an oven fire: turn off the heat and keep the door closed.



DID YOU KNOW?

- *Most cooking fires in the home involve the stovetop*
- *The leading cause of fires in the kitchen is unattended cooking*

Be A-OK During The Holidays

Halloween:

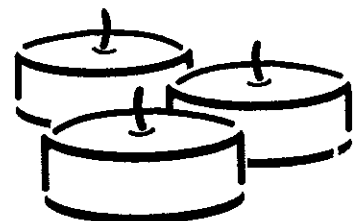
- Make sure fabrics for costumes and decorative materials are flame-resistant (One can do so by checking the clothing label—it should say "Flame Resistant").
- Make sure your kids look out for jack-o-lanterns and candles on steps and porches. Their costumes could catch fire.
- Use only decorative lights (tested for safety by a recognized testing laboratory), instead of candles.
- Remember to keep exits clear of decorations, so nothing blocks escape routes, especially if you are throwing a Halloween party.

Thanksgiving:

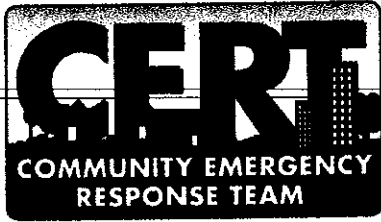
- Avoid wearing loose clothing or dangling sleeves while cooking.
- If you must use a turkey fryer, make sure it is outdoors and in an open area away from all walls, fences or other structures that could catch on fire and away from moisture that can cause serious burns from steam or splattering hot oil.

Christmas:

- When burning candles, keep them at least 12 inches away from anything flammable, and remember to blow them out when you leave the room or go to bed.
- Make sure your tree is not blocking an exit, and is at least three feet away from any heat source like fireplaces, space heaters, radiators, candles, and heat vents or lights.
- Always turn off Christmas tree lights before leaving the home or going to bed.
- After the holiday, get rid of the tree. Dried-out trees are a fire hazard and should not be left in the home or garage, or placed outside the home.
- Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.
- Test your smoke alarms and tell guests about your home fire escape plan.



CERT Training



BOOT CAMP: CERT Boot Camp is designed to provide those participants who cannot dedicate the required 20 hours for full training.

This non-certified one-day training will introduce participants to CERT in all program areas including disaster first aid training, disaster preparedness, turning off utilities, and search in rescue in a condensed format.

Boot Camp will take place on Saturday, November 16, 8:00 a.m. to 5:00 p.m. at the Arlington Community Church, 52 Arlington Avenue, Kensington. Call 215-4450 or email fire@kensingtonfire.org to register for this informative class!

Public Education/School Tours

Knowledge is key, and that key is not limited to any age — no one is ever too young to learn.

If your preschool or specific class is interested in learning more about fire safety first hand from a local firefighter, then take a tour of the Kensington fire department. The fire department offers age appropriate information, tours, and demonstrations to all local Kensington schools.

Please call 215-4450 to make an appointment with the Kensington fire crew. Several days notice is necessary.



Engineer Emert talks to a local Brownie troop.

CPR/First Aid Classes

Are you interested in learning to perform CPR, want to obtain more information about basic first aid, or need to renew your certification?

KFPD offers CPR and First Aid classes on the following topics:

- Adult CPR with AED (automatic external defibrillator)
- Child CPR
- Infant CPR
- Basic First Aid

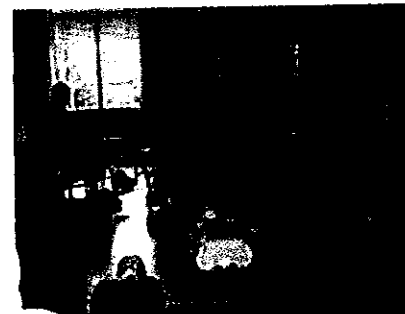
Classes will be held in both Kensington and El Cerrito. Priority registration is given to El Cerrito and Kensington residents. Space is limited. Call 215-4450 to register or email fire@kensingtonfire.org

Resident Fee: \$35 for CPR or \$70 for CPR/First Aid. Non-resident fee is \$44 for each unit.

The Kensington location for classes will be held at Arlington Community Church, 52 Arlington Avenue in Kensington. Classes start at 8:30 a.m. CPR will end at approximately 12:00 noon. There will be a break for lunch on your own. First Aid will begin at 1:00 p.m. until approximately 4:30 p.m.

Class Schedule:

October 12, 2013
(Kensington)
December 14, 2013
(El Cerrito)



Captain McCullagh and Captain/Paramedic Renshaw demonstrate CPR on a mannequin.

**KENSINGTON FIRE
PROTECTION DISTRICT**

Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94708

Phone: (510) 527-8395

Fax: (510)527-8396

E-mail: fire@kensingtonfire.org

*When in Doubt—
Call Us Out!*

We're on the Web!

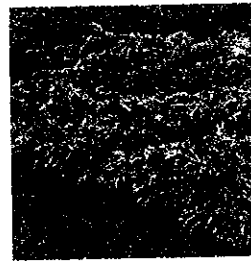
www.kensingtonfire.org



Junipers = Flammable Landscape

The juniper family contains over 60 species of evergreen shrubs and trees, making it a common landscaping plant. These plants are valued for soft, feathery foliage and year-round color. However, junipers are not an appropriate choice for a fire-resistant landscape. Junipers are among the least fire-resistant plants you can use in your landscape. Junipers have lacy, evergreen foliage which burns quickly because of its texture. They also contain flammable volatile oils, identifiable by their strong odor and sticky sap. Junipers frequently have dry or dead wood and leaves. All these elements create a virtual tinder box for a potential fire.

In a fire, these plants provide ample fuel for fast-spreading flames. Create a defensible space around your home by planting trees and shrubs away from the house and using fire-resistant plants. This defensible space slows down a rag-



ing wildfire and also gives fire-fighters more room to safely fight a fire.

If you plan on using junipers in your landscape, plant them at least 30 feet away from your home and other buildings. Junipers should be intermixed with more fire-resistant plants, rather than placed alone in large plantings. A lawn between your home and the juniper plantings serves to create more defensible space and slows down the speed of a growing fire. Keeping the trees healthy through regular watering and pruning can also make the situation safer.

For a full list of our suggested fire resistive plants, check our website at www.kensingtonfire.org. under Safety Tips.

Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

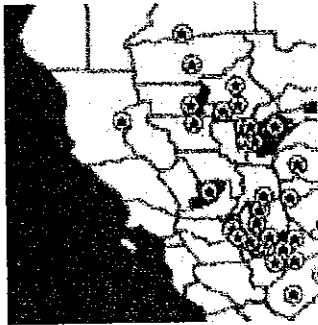
Fall/Winter 2013

CCSDA

October 2013

CSDA Special Districts Mapping Project

California Special Districts Association (CSDA) is proud to announce the launch of a GIS site containing location points and, in many cases, boundaries for the independent special districts in California. Working closely with California CAD Solutions, CSDA staff has been gathering data from all over the state to develop a map that will help raise awareness of special districts. CSDA has taken the initiative in developing a comprehensive, online map of the independent special districts in California.



CSDA's ultimate goal is to have every special district headquarters and boundary lines represented on the map.

The map will serve as a tool in CSDA's campaign to raise awareness of special districts.

To move this ambitious program forward, CSDA has worked closely with California CAD Solutions in gathering, formatting and posting data to the site. CSDA's work is not yet finished. If your district's data is inaccurate or missing boundary lines, please let CSDA know. They would like to correct it. Contact CSDA Member Services (cathrinel@csda.net) if you have any questions or comments.

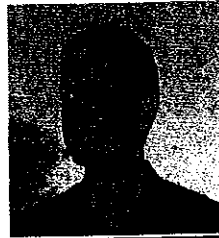
To visit the interactive map:
<http://web.csda.net:83/disclaimer.php>

Accept disclaimer and proceed to the map.



California Special Districts Association
Districts Stronger Together

Contra Costa Resource Conservation District Welcomes New Manager

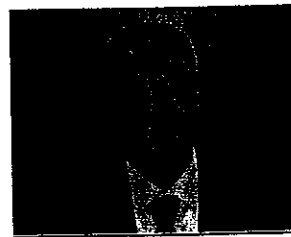


Welcome Ben Wallace as the new CCRCD Executive Director

Ben Wallace brings a wealth of experience to Contra Costa Resource Conservation District (CCRCD). Ben has previously directed conservation education projects at the California Association of Resource Conservation Districts, served as project manager at the California Wilderness Coalition, and worked with the US Forest Service and environmental consulting firms in Oregon and Alaska on forestry, fisheries and stream survey projects. He holds a bachelor's degree from Reed College in Oregon where he specialized in population and conservation biology and public policy.

Ben came to the CCRCD from the Solano Land Trust (SLT) where he had worked from 2005 to 2013 as Conservation Project Manager. At SLT he provided oversight strategies and programs to conserve, manage and restore habitat on Solano Land Trust properties.

The Central Contra Costa Sanitary District Has a New General Manager



Roger S. Bailey has been appointed as the District's new General Manager

Mr. Bailey will succeed Curtis S. Swanson, who has been serving as the interim GM since January 2013. Roger assumed his duties on August 19, 2013.

Throughout his career, Mr. Bailey has led several major municipally owned utilities departments across the United States. He most recently served as the head of the City of San Diego Public Utilities Department, one of the largest and most complex water storage, treatment and delivery systems in the U.S.

Jersey Island Land Irrigation Permit to Reduce Water Quality Monitoring Costs

The new permit granted by the Central Valley Regional Water Quality Control Board to Ironhouse Sanitary District (ISD) makes it easier for the district to use its high-quality recycled water for farming operations on Jersey Island, where it is used to irrigate hay crops. Under the new permit, land irrigation will be for 334 acres.



The estimated annual cost savings comes from reduced water monitoring requirements imposed by the state, mainly because the district's recycled water achieves high standards for purity.

"Nobody else in the area has a facility like this," said ISD General Manager Tom Williams, speaking of the Water Recycling Facility. "It's rewarding for the state regulators to recognize our water quality."

The state-of-the-art plant employs advanced membrane bioreactor technology with UV disinfection, which does a more thorough job of making treated water environmentally safe.

This is important, as ISD sends a good portion of its recycled water to Jersey Island, a 3,500-acre island located between Oakley and Bethel Island. The rest of the recycled water is either stored on-site for later irrigation or released into the San Joaquin River.

Central San Receives National Award for Fifth Consecutive Year

Central Contra Costa Sanitary District's (CCCSD) Purchasing and Material Services team won the National Purchasing Institute's Annual Achievement of Excellence Award again in 2013. This is the fifth consecutive time the team has received this award, which recognizes organizational excellence in procurement, with emphasis on innovation, professionalism, e-procurement, productivity, and leadership.

CCCSD is one of only 23 special districts in the United States to receive this award in 2013, only three of which are sanitary districts.

Solar Panels Expected To Save ISD about \$100K a year

RGS Energy, the commercial and utility division of Real Goods Solar Inc., is deploying a 1.1 MW solar power system at Ironhouse Sanitary District's water recycling facility and administration building in Oakley.

RGS Energy will design, install, monitor and maintain the system, which will use a 1 MW single-axis tracking system and 60 kW carport system. Construction will begin in the fall of 2013 and be completed in the first quarter of 2014.

According to a statement from Real Goods Solar, Ironhouse Sanitary District (ISD) will save a total of \$5.9 million for electricity costs over the next 25 years using the system.

ISD signed a power purchase agreement with Real Goods Solar in an effort to trim escalating PG&E costs over the next 25 years. With the panels, the district estimates first-year savings of about \$95,000, with greater savings in succeeding years.

After several months of investigation, the district decided to make available 5 acres of its land to Real Goods Solar and buy the power at a discounted rate rather than take on the burden of purchasing its own panels. ISD pays nothing to build or operate the panels. Real Goods Solar will install single-axis tracker-style panels that will help power the Water Recycling Facility, as well as mount them on a carport to provide power for the administration building.

Wastewater Treatment and Water Recycling Plant Tours

Dublin San Ramon Services District (DSRSD) offers public tours quarterly on the second Wednesdays of April, July, October, and January. Tours can be scheduled at other times for groups of six or more if staff is available.



The free tour lasts 60 to 90 minutes and is open to adults, teens, and children ages seven and up. The facilities are located at 7399 Johnson Drive in Pleasanton.

Reservations are required. For more information call the DSRSD public information office at 925-875-2282.

Mt. View Sanitary District Bird Walk

On July 6th, 2013 California Special Districts Association (CSDA) Staff joined MVSD Biologist for a Bird Walk at McNabney and Moorhen marshes.

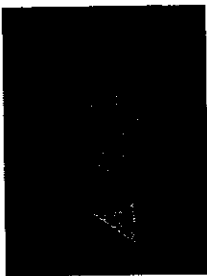


Back Center MVSD Board member and CSDA President Stan Caldwell, front L-R Megan Hemming CSDA Professional Development Director, Kelly Davidson MVSD Biologist, Rick Woods CSDA Administration - Finance Manager, Catherine Lemaire CSDA Member Services Director.

Fifteen bird watchers came for the biologist led walk. Most of the attendees were novice or beginner bird watchers. We saw and identified over thirty different birds, deer, a jack rabbit and a red fox. It was warm but a nice day for bird watching. MVSD will be offering bird walks in October and November and would love to have you come!

See the district web page for more details:
www.mvسد.org

Sherry Sterrett Re-elected to CSDA Board Region 3



Sherry Sterrett, Pleasant Hill Recreation & Park District was elected to another 3 year term as Director for the California Special Districts Association.

Congratulations Sherry! Sherry's hard work, dedication, commitment, and knowledge have enhanced her ability to be an effective and responsible board member. She promotes and encourages education for special district board members and managers. Sherry's legacy of involvement and participation has been an important part of the success of CSDA.

Los Medanos Community Healthcare District Awards Summer Grants

The Los Medanos Community Healthcare District (LMCHD) has awarded summer grants to 10 local agencies to help accomplish health-related goals that include reducing childhood obesity and promoting vitality in East County areas served by the district

The district, which is funded by a 1 percent property tax, distributes community grants to support health and wellness programs that serve residents of Pittsburg, Bay Point, Clyde, Clayton and unincorporated Antioch.

The grant recipients include All Star Cheer Reaction, Sports & Fitness for Kids, City of Pittsburg, Souljahs, APT Sports, and adult education services provided through the Pittsburg Unified School District.

"The Healthcare District's mission is to cultivate a community in which good health may flourish for all District residents. Our community and its residents rely on us to uphold this mission through diverse programs and resources," Bobbi Palmer, the district's chief executive officer said in a statement.

Contra Costa Water District Honored for Safety

Employee safety is a top priority for the Contra Costa Water District. So it's no surprise the District's safety efforts were recognized last fall when it received the 2012 Larry C. Larson Safety Award from the California-Nevada Section of the American Water Works Association.

In June 2013, those same efforts won the Association's national Wendell LaDue Utility Safety Award. These distinguished awards honor utilities that have made employee health and safety a main priority.



CCWD Board of Directors Left to right; Lisa Borba, Karl Wandry, Joe Campbell, John Burgh, Bette Boatman

Measure WW Bonds to be used for Ambrose Park Pool

Improvements are in store for the long-neglected Ambrose Park pool. The board authorized interim general manager John De Lorenzo to take the initial steps needed so that the existing pool and buildings can be repaired with available Measure WW funds.

"We've heard you loud and clear -- the pool needs to be reopened," Steve Hoagland, chairman of the park district's board of directors, said on how best to spend available funds on improvements to Ambrose Park. Building a children's pool fell through last year because bids were too high. The lowest construction bid came in \$700,000 higher than available funding.

Now the old lap pool, which was closed in 2009 for safety reasons, will be repaired and reopened under this new plan. "For the community, I believe a big pool is a lot better, because that's what Bay Point is known for," said Victor Ramirez, who like many locals swam in the pool as children.

While many details need to be worked out, the plan envisions dividing the 33-yard-long pool with a wall to create a 25-yard deep-water pool for lap swimming, with an 8-yard-long shallow pool to be used by young kids, seniors and for children's swimming lesson.

There is about \$1.5 million in funds available that could be used for the pool project. About \$1.1 million is expected to come from East Bay Regional Park District's Measure WW, a voter-approved bond measure.

De Lorenzo pointed out that revenues sources such as swimming lessons will have to be developed to help pay for the costs of operating the reopened pool, which in a best-case scenario could be open by the summer of 2014. "The pool is not going to pay for itself," he said. But, De Lorenzo said it "is going to generate a source and sense of community pride."

Tentative program for January 24, 2014 meeting to include a Central San Tour!

The program for January meeting will also include a tour of Central San Facilities. It will be imperative that we have an accurate head count for the tour by January 2nd, 2014.

Be sure to look at your email boxes in late December for the meeting agenda and RSVP.

East Bay Regional Park District Purchases Roddy Ranch Property

1,885 acres of open space known as "Roddy Ranch" in Eastern Contra Costa County, a key piece in the District's plan for the development of a new regional park in Deer Valle has been acquired. The property is located along Deer Valley Road in the City of Antioch and in the adjacent unincorporated area of Contra Costa County to the south of the city.

"This acquisition is extremely important to the creation of Deer Valley Regional Park. Today is a great day for East County residents who will get a future regional park in their backyard," said Robert Doyle, General Manager.

Envisioned along with the new park is a regional trail that would connect Black Diamond Mines Regional Preserve to Round Valley Regional Preserve.

"The property is a beautiful, picturesque level valley flanked by prominent ridgelines on both sides. It will offer a great opportunity for the public to experience nature and see wildlife at its best," General Manager Doyle added.

Not included in the Park District's purchase but within the acquisition's property boundary are the 230 acre Roddy Ranch Golf Course and four other parcels of 280 acres total that are owned by either the Roddy Family or McCauley Investments.

"The Roddy Family are prominent and long-time ranchers with a vision to see this property enjoyed by future generations rather than be developed," added Doyle. "We can't thank them enough for their partnership."

The Park District will enter into an option to purchase the acreage for \$14.2 million which is the appraised fair market value. Up to 90% of the purchase price will be funded in partnership by the East Contra Costa County Habitat Conservancy with grants from the California Wildlife Conservation Board and a private foundation. East Bay Regional Park District Measure WW land acquisition and capital funding, approved by voters in 2008, will pay for the balance.

Because of the site's important biological resources the Park District plans to place the new acreage into land bank status until a Land Use Plan can be completed for Deer Valley Regional Park.

State Recognition for Local Resource Recovery Agency

Delta Diablo Sanitation District (DDSD) is proud to announce that they have been selected by the California Water Environment Association (CWEA) as California's Mid-Size Treatment Plant of the Year for calendar year 2012. It is the second time Delta Diablo has received this award within the past five years which is unprecedented.



Left-to-Right Nancy Parent, Mayor of Pittsburg & DDSD Board Member, Wade Harper, Mayor of Antloch & DDSD Board Member, Steve Dominguez, DDSD Plant Manager, Federal Glover, District V Supervisor & DDSD Board Member, Gary Darling, DDSD General Manager, and Dennis Lanlohan, DDSD Operations Services Manager.

This year's selection was extremely competitive due to the seven other Publicly Owned Treatment Works competitors which were very qualified for the award in the Mid-Size Treatment Plant category.



California
Water
Environment
Association

Recognizing operational and organizational excellence in the wastewater industry, this award also acknowledges the District's leadership in spearheading regional resource recovery initiatives. DDSD is the lead agency for the Bay Area Biosolids to Energy coalition, representing 19 public agencies and recipient of \$1M California Energy Commission funding, looking to maximize the energy available from Bay Area biosolids while minimizing Green House Gases.

Wade Harper, DDSD Board of Director's Chair, confirmed "We are extremely proud to receive this award again and believe it reflects the District's commitment to transforming a traditional local wastewater agency into a modern resource recovery facility which benefits our customers, safeguards the environment, protects public health, and supports regional economic development."

The Pittsburg Chamber of Commerce's Special Recognition Award recognizes the District's commitment to Pittsburg through its wastewater resource recovery services and ongoing involvement in the Pittsburg community programs. Congratulations Delta Diablo!



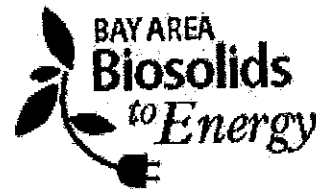
Biosolids for Energy Research Project

Researchers from Lawrence Livermore National Laboratory and Miami-based Chemergy Inc. will start studying a technology that converts biosolids, or remaining byproduct from wastewater treatment, into hydrogen gas to produce electricity.

The \$1.75 million public-private research project, which officials say is the first of its kind in the nation, will begin next month at Delta Diablo Sanitation District's facility in Antioch. The trial is funded by Chemergy and a grant from the California Energy Commission.

In about a year, it is anticipated Delta Diablo will be processing one ton of biosolid material each day and producing up to 30 kilowatts of electricity, Lawrence Livermore chemist Bob Glass said.

"If it works well, it could be the go-to solution for many wastewater agencies across the nation and the world," said Gary Darling, Delta Diablo's general manager. Historically, biosolids have been used for fertilizer or agricultural land or to cover landfills.



Converting biosolids to energy has long been a goal of the Bay Area Biosolids to Energy coalition, which consists of 19 Bay Area public agencies responsible for wastewater treatment. The group has been soliciting ideas for converting the biosolids into energy, seeing the Bay Area has a potential incubator for ideas.

"We want to use this as a model to encourage the widespread use of biosolids for energy production," he said. "It's a great opportunity for Lawrence Livermore to work with local industry."

CCSDA Newsletter & Chapter Email Distribution List



Your email address is the quickest way to receive important notifications and quarterly newsletters from the Contra Costa Special Districts Association.

If you haven't received your newsletter lately or know of someone who did not receive one, you now have the opportunity to change that!

Has your personal email changed? Please notify Stan Caldwell by email at stan_caldwell@comcast.net.

DON'T BE LEFT IN THE DARK about what's happening at the local level, get your email on the chapter email list.

Contra Costa Special Districts Association

Important Meeting
10:00 AM January 27, 2014

This will be our annual business meeting, including the election of officers.

Please let the nominating committee (to be appointed and announced at the October meeting) know if you are interested in serving on the chapter's executive committee, becoming an officer of our Chapter.

The officers of the Chapter are an elected President, an elected Vice-President, and an elected Member-At-Large. The treasurer is an appointed position.

Reminder:

Any member district that has not paid their annual dues shall not be in good standing and shall not be entitled to vote on matters before the Chapter.

Each regular member district shall be entitled to one (1) vote on all matters brought before the Chapter membership.

The governing body of each regular member district shall designate, in writing, to the Chapter Secretary (Suzette Crayton), one representative who shall exercise the district's right to vote, and one alternate who shall have the right to vote in the absence of the assigned voting representative.

Please be sure to provide an update if there are any changes before the January meeting.

CSDA William Hollingsworth Award of Excellence

Mr. Hollingsworth was one of the "founding fathers" of California Special Districts Association (CSDA) and was one of the foremost advocates for special districts in the Capitol in the 1970s. Special districts and CSDA would not be what it is today were it not for Mr. Hollingsworth.

In his honor, CSDA recognizes an individual who exemplifies what it means to go above and beyond the call of duty and advocate extensively both for CSDA and special districts. The William Hollingsworth Award of Excellence is not open for nominations by the membership, but is selected by the CSDA Board of Directors.



CSDA President Stanley Caldwell presented the Hollingsworth award on behalf of the CSDA Board of Directors to Bette Boatmun at the CSDA 2013 Annual Conference Luncheon

The Hollingsworth Award is awarded to the individual(s) who has been vigilant in his or her championing for special districts. This year's recipient was Contra Costa Special Districts Association Chair Bette Boatmun of the Contra Costa Water District.

As dedicated public servant, Bette has served with distinction on the Contra Costa Water District Board, and the Contra Costa Chapter of California Special Districts (CCSDA). Bette is the rare impartial and unbiased public official. She has a well-deserved reputation for being thoughtful, measured and well-read on issues of importance to the State of California, the Contra Costa County Special Districts Chapter, California Special Districts Association (CSDA), and the local communities of Contra Costa County.

Bette has been the chairperson for the Contra Costa Chapter Special Districts Association since 1997. As the current chair of Contra Costa Special Districts Association she says "We started small and local, exactly following the premise that all politics is local, and after successfully defending our revenue, the association grew in size and influence. Today there is ample recognition that special districts are indeed the third leg of local government."

Bay Area Clean Water Agencies New Executive Director

David Williams President Pro Tem of Central Contra Costa Sanitary District's Board of Directors has been selected from numerous outstanding candidates to be the Bay Area Clean Water Agencies (BACWA) new Executive Director.



**BACWA
BAY AREA
CLEAN WATER
AGENCIES**

Mr. Williams is a well-respected, long standing member of the clean water community and has provided more than a decade of service to BACWA as an Executive Board member and alternate.

As the Director of Wastewater at East Bay Municipal Utility District he has managed a staff of approximately 300 professionals and technicians and has been responsible for operation and maintenance of the entire wastewater system. Mr. Williams has over 35 years of industry experience which includes working as a consulting engineer and serving the last 25 years in the public sector.

He is active in local, regional, state, and national professional organizations and sits as a Board member of the National Association of Clean Water Agencies (NACWA), the California Association of Sanitation Agencies (CASA), and the San Francisco Aquatic Science Center. He earned his BS in civil engineering and MS in sanitary engineering at Purdue University and has an MBA from University of California, Berkeley.

DSRSD Celebrates Central Dublin Recycled Water Project

Dublin San Ramon Services District (DSRSD) celebrated its Central Dublin Recycled Water Project by turning on the new purple sprinklers at a city park retrofitted to use recycled water. The project extended recycled water pipelines by 1.5 miles and retrofitted irrigation systems at parks and schools in Dublin's oldest neighborhoods.

"Water recycling plays the leading role in the water conservation story in Dublin and San Ramon," said DSRSD Assistant General Manager and District Engineer David Requa. "Nearly 20 percent of all the water used in the District in the last year was recycled, and that number will only go up as we complete more

retrofits like the Central Dublin Project. Because our community has embraced recycled water, we are already meeting the state's 2020 goal to reduce potable water use by 20 percent per person."

More than 70 people came to the event, representing the employees, partner agencies, and contractors involved in the project. Dublin's mayor, two City Council members, city manager, and parks staff attended, as well as the Dublin Unified School District superintendent and several of his staff. Joan Buchanan Dublin's State Assembly member, and Dublin's U.S. Congressional Representative, Eric Swalwell, sent staff representatives to acknowledge the benefits of water recycling to the community.

Representatives of the California Department of Water Resources, US Bureau of Reclamation, and Zone 7 Water Agency also attended and were recognized for providing project funding. Grants paid about 25 percent of the project's \$3.9 million cost. Delta Diablo Sanitation District represented the Western Recycled Water Coalition, which was involved in obtaining project funding.



KGO Radio Reporter Leslie Brinkley interviews DSRSD Assistant General Manager and District Engineer Dave Requa about the benefits of retrofitting parks and schools to irrigating with recycled water, at the event celebrating the Central Dublin Recycled Water Project on July 29, 2013.

State, federal and local grants were obtained to fund the Central Dublin Recycled Water Project. The event took place at Kolb Park in Dublin, one of the sites retrofitted to use recycled water for irrigation.

Central San Accounting Team Wins 13th Excellence Award

Central Contra Costa Sanitary District has been awarded its 13th consecutive Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the U.S. and Canada! This is the highest form of recognition in the area of governmental accounting and financial reporting.

Special District Leadership Foundation Scholarships

Are you or others at your district unable to attend CSDA professional development events and programs due to limited budgets? The Special District Leadership Foundation (SDLF), an independent, non-profit 501c3, formed to promote good governance and best practices among California's special districts, has created the new 2013 Educational Allowance Fund to provide up to \$20,000 in scholarships to individuals in special districts with annual operating budgets of under \$5 million. Scholarship funds are limited to a maximum of \$1,500 per district.

Applicants must submit a scholarship application along with a brief description of why they believe it would be beneficial to receive the scholarship and any additional special circumstances or items for consideration by the scholarship committee. Priority will be given to first-time attendees at specific events and programs.

The funds do not cover any travel, meals or lodging. Educational Allowance Funds can only be used for the fees associated with qualifying CSDA and SDLF events and programs.

For more information: www.sdlf.org or call Charlotte Lowe, 916-231-2939.

Update on West Nile Virus

Continuing to find dead birds is a reminder of disease threat for the West Nile virus, which is still active in Contra Costa County with high infection rates also being found in neighboring counties according to the Contra Costa Mosquito & Vector Control District.

"Dead birds testing positive for West Nile virus indicates that virus is still active in the area," said Deborah Bass, public affairs manager for the District. "Several nearby counties have high infection rates at this time. Clearly it's a reminder to stay diligent in the war on mosquitoes by dumping out standing water and wearing mosquito repellent from dusk and into the evening."

Since 2005, 44 people in Contra Costa County have been diagnosed with West Nile virus. In 2006, two people died from the disease. Recent studies have shown that the majority of cases are not diagnosed and grossly under reported. For 2013, a total of 12 groups of mosquitoes, 62 dead birds and five chickens have tested positive for the virus.



Reflections on the CSDA General Manager Leadership Summit

Bobbi Palmer, CEO of Los Medanos Community Healthcare District had the opportunity to attend the CSDA General Manager Leadership Summit in July on a scholarship. Bobbi learned about the SDLF Scholarship program while attending CSDA's Legislative Day in Sacramento where it was announced there were grants available to attend General Manager Leadership Summit through the Special Districts Leadership Foundation (SDLF) and a grant from Wells Fargo. Bobbi indicated to qualify for a grant it was a very simple process; she filled out an application that was straightforward and quick.

When asked about a highlight of the conference she said she found the workshop entitled, "Effective use of Social Media for Special Districts", quite helpful. She was able to utilize the information once she returned back from the conference to start thinking about the effectiveness of creating a Blog.

One of her favorite speakers was Martin Rauch. His presentation on "How to Build and Maintain Community Support" really inspired her as a CEO to view how she communicates in a slightly different way. The piece about how best to identify your stakeholders as well as building coalitions and support hit home. Bobbi said "Our district is in the process of expanding our stakeholder base and this valuable information was "spot on." I used the information to create a need for conducting an environmental scan as part of my 2014 Management Plan".

When asked what do you think makes the GM Leadership Summit different from other events? She responded "The vast and divergent special districts represented provided me with a wealth of information. Los Medanos Community Healthcare District is a healthcare focused organization. To hear what my colleagues contributed to the conversation whether sanitary or water gave me a different perspective of core services. I truly enjoyed interacting with other special district leaders".

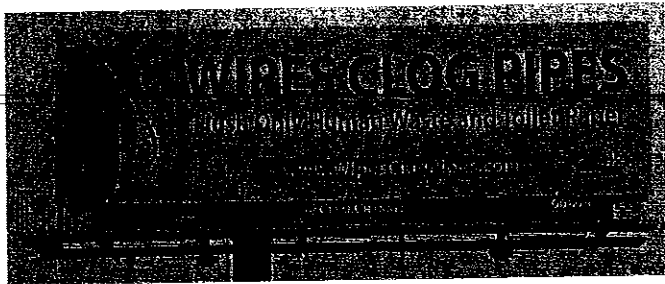


When asked would you attend again? The response was "Absolutely! I feel I've gained more friends and look forward to the next General Manager Leadership Summit".



Pollution Prevention Billboard

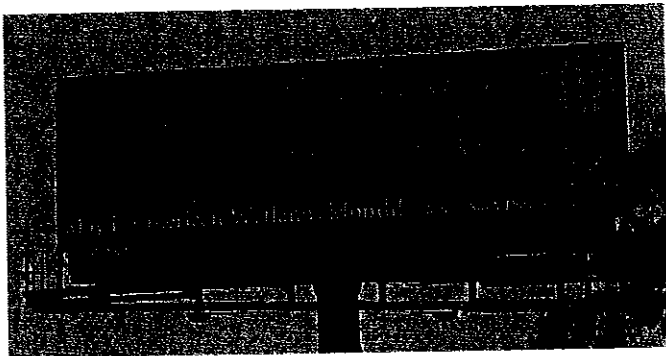
Mt. View Sanitary District (MVSD) and Central Contra Costa Sanitary District have teamed up to sponsor a pollution prevention billboard. The billboard could be seen going northbound on 680 freeway just prior to Marina Vista exit.



Pollution Prevention Week is the third full week in September each year. This time is an opportunity for individuals, businesses, and government to emphasize and highlight their pollution prevention.

Exploring innovative means for public outreach, MVSD has leveraged its highly visible geographic location and negotiated with ClearChannel for the annual use of the billboard as part of the contract to install billboards on MVSD's plant site. This public-private partnership enabled MVSD to expand its public outreach beyond its service area at no additional cost and to partner with other agencies about pollution prevention (P2) efforts.

Each Spring MVSD puts up a billboard in May during American Wetlands Month the spring 2013 billboard is shown below.



Pleasant Hill Parks & Recreation Bond Project Updates

The Community Center is progressing well. Bob Berggren says "The new Community Center is very exciting...I just toured it the other day it's going to be a fantastic facility! If all goes well it should be completed in late December, with the grand opening in January of 2014".

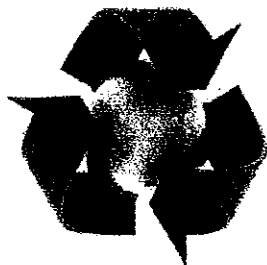


Pleasant Oaks Park work is also progressing well.



Photo progress of the new Community Center and Pleasant Oaks Park projects can be seen as weekly updates on the districts website under the tab Bond Info > Construction Updates.

District Website <http://pleasanthillrec.com/>



If you print this please recycle later!

Thank you Central Contra Costa Sanitary District (CCCSA) for continuing to host the Contra Costa Special Districts Association (CCSDA) and agreeing to provide administrative service and support to CCSDA.

We greatly appreciate the work and services that Central San provides.



Please send your district news releases to Stan Caldwell to keep us informed about all of the exciting things your special district is up to. We always welcome your news contributions to our newsletter!

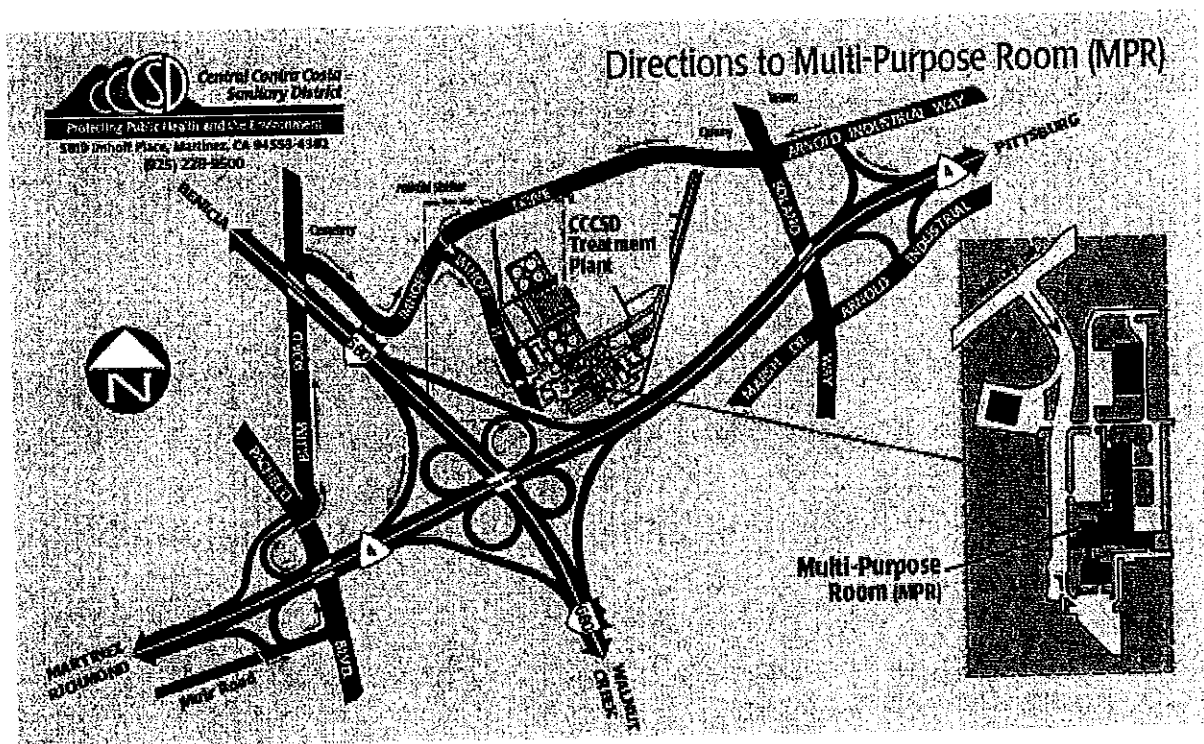
Newsletter Editor Email: stan_caldwell@comcast.net

Mark your calendars with our future Chapter Meeting Dates:

October 21, 2013 * January 27, 2014 * April 21, 2014 * July 21 2014 * October 20, 2014

Meetings begin at 10:00 AM – we are out by Noon

We meet at Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA.



Contra Costa Special Districts Association

C/o Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553

Central Contra Costa Sanitary District contact Suzette Crayton Email: scrayton@centralsan.org

Bette Boatmun, Chair - Email: bboatmun@yahoo.com Mark Cornelius, Vice Chair - Email: mark@markcorneliuslaw.com

Member at Large Stanley Caldwell & Newsletter Editor Email: stan_caldwell@comcast.net

California Special Districts Association – 1112 "I" Street, Suite 200, Sacramento, CA 95814 877.924.2732

www.csd.net/contra-costa-special-districts-association