

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

Date of Meeting: April 15, 2015
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Nina Harmon, Michael Kassarian, Janice Kosel, and Laurence Nagel

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

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

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

CC 3. **APPROVAL OF THE FEBRUARY 11, 2015 MINUTES (APPROVE)**

CC 4. **APPROVAL OF THE MARCH 11, 2015 MINUTES (APPROVE)**

CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #10 (APPROVE)**

CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February/March 2015
(APPROVE)

CC 7. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** March 2015
(APPROVE)

8. **FIRE CHIEF'S REPORT**

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

9. **PRESIDENT'S REPORT**

- a. Creation of Policy Committee

10. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Nagel)
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel): Shredding Event on 4/25/15 from 10:00 a.m. to 2:00 p.m.
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Kassarjian): Next meeting April 20, 2015; January 16, 2015 meeting minutes

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 13, 2015, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 5/13/15 is Wednesday, 4/29/15 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 5/6/15 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

grants, more than any other community. Chief Maples suggested a process and Kosel said they can look at the possibility when the FY15-16 budget is developed. Wood reported on DFSC grants and monies that have come to Kensington. In the last two years, KFPD has been making "in-kind" donations in the form of the Fire Marshal and Fire Prevention Officer's time.

NEW BUSINESS CONT.:

FY14-15 Mid-Year Budget Review presented by the Finance Committee: The Finance Committee met on January 29th to perform a mid-year budget review. Kosel reviewed the Revenue & Expense Budget vs. Actual and the Combined Expense and Capital Budget. Property tax income is \$222,000 more than budgeted which is a windfall for the District. Lease income from KPPCSD is down \$31,000 due to the agreement which is supposed to be \$1 but has yet to be paid. During FY14-15 maintenance on the building is estimated at \$108,000 which means KFPD is subsidizing KPPCSD \$54,000. During the first half of the year, KFPD has \$15,000 budgeted for legal fees of which only \$650 have been spent and Contingency is budgeted at \$12,500 of which none has been spent. Total amount under budget is \$278,000 due primarily to the factors above. In reviewing the combined budget, Kosel pointed out that revenue was budgeted at \$3,269,000, total operating at \$3,147,000 and total expense with capital projects at \$4,009,000. KFPD anticipated being \$700,000 in the red during the fiscal year but due to the windfall it will be closer to \$500,000. KFPD sets aside reserves for expected capital expenditures. There is \$632,000 set aside for the new Type I engine to be purchased this year. That reserve fund will be exhausted with the purchase and a new capital set-aside will be set up. KFPD does not have to borrow the money or ask for more money from the voters. The Type III vehicle will need replacement in 2018-2019 and there is a fund set up for that purchase. Staff reviewed finances related to the maintenance of the public safety building and determined it cost nearly \$100,000 on average per year. The building is extremely close to the Hayward fault. The building keeps moving due to the proximity of the fault and the heavy engines in the apparatus bay. The new Type I engine will not fit in the current apparatus bay unless the District opens up the back wall and tool shop and when that happened asbestos was found. The project is now projected at \$200,000 including asbestos removal. The Public Safety Building Committee will be working with the Chief and staff to determine how feasible it is to continue maintaining the building, whether tearing it down and rebuilding is an option or even moving to a different location. The only open land in Kensington appears to be public land. After paying for the apparatus bay project this year, the set-aside for the building will be only \$100,000 which is inadequate. The Finance Committee will recommend that the property tax revenue windfall be put into that set-aside so that the Building Committee can study the question about the useful life of the building and perhaps hire outside consultants for a feasibility study, etc. KFPD is also funding water system improvements this year. Kensington is one of the few communities that is rated a "2" by the Insurance Services Organization (ISO) partially due to those improvements. No amendments are proposed to the budget for the remainder of the year. Chief Maples believes the new engine will be delivered during FY14-15 or at the very beginning of 15-16. KFPD has a one-year set-aside for the El Cerrito contract which is currently underfunded until April property taxes arrive. More discussion followed including questions on government accounting standards and the lack of set-aside for the building. The audit report shows KFPD being 91% funded for the retirees benefits. In reality, an actuarial study has been done since that time and the District is 100% funded. The auditor's role was discussed and the Committee pointed to page 23 of the audit report. Lamorena & Chang examined everything and noted no deficiencies or recommended any changes to KFPD's procedures. KFPD's financial management is sound. Page 24 of the report says there are no findings. KFPD plans on using Lamorena & Chang for FY14-15 and then proposals will be sought. Ciara Wood thanked the Committee for a clear presentation. Director Harmon made a motion to accept the report of the Finance Committee. Director de Ville seconded the motion.

AYES: de Ville, Harmon, Kassarjian, Kosel, Nagel
NOES: None
ABSENT: None

FIRE CHIEF'S REPORT:

Chief Maples reported that he just had dinner and presented Captain/Paramedic Figueira with a 20-year badge. Figueira was the first person that ECFD hired to put the Kensington contract in place. Figueira was the department's first paramedic. This would also be the 20-year milestone of the El Cerrito-Kensington contract. The relationship between the two agencies is a remarkable case study and has been a win-win for both communities. Kosel noted that KFPD's financial status has improved dramatically since contracting with El Cerrito and not a single Kensington firefighter lost their job. Ciara Wood said the residents have an amazing relationship with the Fire District, the Fire Chief and all of the firefighting personnel. President Nagel suggested a proclamation for Captain/Paramedic Figueira. Maples said there are two upcoming personnel 20-year anniversaries so a proclamation for each could be done all at once in a few months. Kosel pointed out that the El Cerrito-Kensington contract has a

12-month notice provision because El Cerrito "staffed up" for the contract. In the written Chief's report, Maples reported that Chief Gibson is the Department Training Chief. The Department received maximum credit under training in the ISO evaluation which is very hard to achieve. In 2007, a lot of the prevention training was switched to on-line training which has been very effective. This year the Department has enrolled seven members of the department in the California Firefighters Joint Apprenticeship Committee. It operates like a journeyman apprenticeship. The Department does a tremendous amount of EMS and EMT training since the majority of the calls are medical. Also, two intensive weeks of training were dedicated to the new ladder truck. The Department collaborates its training with many other jurisdictions. It is expensive to dedicate a Battalion Chief to training but the Department has extremely low workers comp claims as a result.

Using a recent example, Director Kassarian asked who pays for a medical helicopter? Chief Maples responded that the patient's insurance company normally pays though no insurance card is screened before pick-up. CHP responded to this particular incident and their billing structure is much different than a for-profit medical helicopter. A helicopter response is based on the threat to a person's life which overrides who pays.

PRESIDENT'S REPORT:

President Nagel said the senior Board members had pointed out to him that the District has not had a goal setting session in some time and there are three new members since the last session. There are several issues that need to be addressed. He suggested one be held and that Director Kosel and Manager Navellier work together to find a facilitator and report back to the Board.

President Nagel also reminded all Board members that they are required to complete Ethics Training and CSDA is providing it free to the District through the end of the month. It can be completed at the Directors convenience and then the test should be given to the Manager to submit to CSDA.

BOARD REPORTS:

Finance Committee: The minutes of the May 28, 2014 meeting were included in the packet.

Public Safety Building: The plans for the public safety building are still with the County and were promised back to the District later this week. The Committee will be working with staff regarding future plans.

Education: Kosel said she and staff will look into information from the Ready, Set, Go brochure to use for Kensington.

CSDA: Nagel attended the January 26th quarterly chapter meeting. The guest speaker was a representative from the East Bay Broadband Consortium. Nagel wrote-up a summary of the meeting, reviewed it for the Board and handed out copies. Director Kosel reported that she, Director Harmon and Director Kassarian attended the Special Districts Leadership Foundation conference in January. It was an outstanding conference and was what triggered the idea of a goal setting session and having the auditor make a presentation tonight. Kosel thinks the individuals all came back with interesting ideas such as taking a fresh look at KFPD's policy manual and also looking at the physical set-up of the Board meetings so that the Directors can all see each other and interact better. Kosel suggested meeting in the fire station conference room around the table. Kassarian pointed out that CSDA provides many webinars for educational opportunities. He has signed up for several and has found them to be very beneficial. He had Navellier include the educational catalog in the Board packet. Kassarian suggested Board members participate in group webinars when available. He also gave an explanation on how CSDA collects computer information from the webinar participants. KFPD has a budget for professional development. Director Harmon thought the most beneficial session was held by the former mayor of Tracy and Board member behavior. Kosel agreed and said the Board should consider whether Board members or the public speak first during meetings.

ADJOURNMENT: The meeting was adjourned at 8:50 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 15, 2015.

Attest:

Michael Kassarian, Board Secretary

**MINUTES OF THE MARCH 11, 2015 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Nagel called for the approval of the consent calendar (items 3, 4 & 5) consisting of approval of monthly transmittal #9, approval of the monthly January/February 2015 financial report, and approval of the February incident activity report. Director Nagel pulled item 3 – transmittal #9. Director Kosel made a motion to adopt consent calendar items 4 & 5 as submitted. Director Harmon seconded the motion.

AYES: de Ville, Harmon, Kassarjian, Kosel, Nagel
NOES: None
ABSENT: None

ORAL COMMUNICATIONS:

Peter Liddell of the Kensington Public Safety Council announced that Fire Marshal Bond and FPO Renshaw will be making a community presentation on defensible space at the community center on March 19th at 7:00 p.m.

Chief Maples announced the former union representative and Pinole Fire Captain Richard Voisey passed away and that is why the flag is at half-staff.

President Nagel requested to add the formation of a Policy Committee to the April agenda.

APPROVAL OF MONTHLY A/P VOUCHER – TRANSMITTAL #9:

Manager Navellier noted that there were two additions to the transmittal since it had been placed in the Board packet. One addition is to the publisher of the spring newsletter and the other is to pay for a new Holmatro Tool per budget line item. Director Kosel complimented staff on the spring newsletter. Director Kosel made a motion to accept the monthly A/P voucher – transmittal #9. Director Kassarjian seconded the motion.

AYES: de Ville, Harmon, Kassarjian, Kosel, Nagel
NOES: None
ABSENT: None

FIRE CHIEF'S REPORT:

Chief Maples gave an overview of the Fire Prevention Division which is overseen by Fire Marshal Bond. In both Kensington and El Cerrito the engine companies perform more than 500 business inspections. There was a 95% completion rate during 2014. This is an important exercise for the engine companies as it allows them to become more familiar with the commercial occupancies in the community. The department completed 74 plan reviews and more than 30 construction site inspections. Many surrounding jurisdictions have stopped installing infant car seats which has impacted the department; therefore, ECFD-KFPD only installs for Kensington and El Cerrito residents. Forty-nine car seats were installed during 2014. Also with CPR and First Aid classes, there is a higher fee for non-Kensington and -El Cerrito residents. Over 300 non-compliant weed abatement notices were sent out in the two communities. In the end, Kensington had 100% compliance and El Cerrito only had two abatements. Chris Renshaw is the Fire Prevention Officer for 2015 and 2016. The position involves regular office hours and being taken off of the engine; it rotates to the lowest ranking Captain every two years. The weed abatement schedule will be at the same accelerated schedule as 2014 due to the drought. Chief Maples handed out Local 1230 challenge coins to the Board members. KFPD's patch is included with all departments that are represented under 1230's labor group. El Cerrito-Kensington Fire Department performs plan checks for the Kensington area—not Contra Costa County Fire.

PRESIDENT'S REPORT:

President Nagel said he will be writing an article for the April Outlook since the Outlook is void of an editor. Director Kosel suggested that Nagel highlight the dates for the annual shredding event and the pharmaceutical drop off. Nagel will also include the dates for the beginning of weed abatement inspection.

OLD BUSINESS:

Report on Goal Setting Workshop to be Conducted in May 2015 – Chosen Facilitator, Brent Ives, BHI Management Consulting: Manager Navellier reported that BHI's proposal is included in the Board packet for the member's review. After polling the Board members and facilitator, everyone has agreed to Wednesday, May 6th for the workshop. The Board members agreed by consensus to meet in the fire station conference room. The tentative time frame will be 1:00 to 5:00 p.m. Ives will be interviewing the Board members individually beforehand. Navellier will set up the interview dates/times.

BOARD REPORTS:

Finance Committee: The next committee meeting will be in late May or early June. The FY15-16 budget will be before the Board at the June meeting.

Public Safety Building: The plans for the public safety building have been with the County since the beginning of January. The County finally made comments/questions and KFPD had to hire a structural engineer to address the questions. Maples said that the engine is going to be delayed by 60 to 90 days which may be good news since the apparatus room remodel is lagging. Not all engine funds may be spent during FY14-15. The current engine 65 just had a \$4,000 differential repair.

Education: The spring *Fire Plug* went out in last week's mail and was included in the Board packet.

CSDA: Nagel and Kassajjian will attend the next meeting that takes place on Monday, April 20th. KFPD was mentioned several times in the spring Contra Costa County chapter newsletter for its achievements as a Certificate of Transparency holder and a District of Distinction.

KFPD will next meet on Wednesday, April 15th which is the third Wednesday instead of the usual second Wednesday due to some staff conflicts.

Peter Liddell made a request that the next *Fire Plug* include an announcement about the fuel reduction project in Kensington park. Nagel will include the information in his Outlook article.

ADJOURNMENT: The meeting was adjourned at 7:32 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 15, 2015.

Attest:

Michael Kassajjian, Board Secretary

April 7, 2015

Attachment to Transmittal 0415

Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2/22/2015	Comcast - internet	108.95
3/1/2015	Stericycle - medical waste	226.92
3/1/2015	All-Ways Green Services - janitorial	105.00
3/4/2015	Pagepoint - website updates	42.00
2/26/2015	Canepa Landscape Maint - gardener	120.00
2/28/2015	Mack 5- Feb project mgmt	412.50
3/10/2015	ICMA-RC -Feb deferred comp	915.68
3/17/2015	Payroll processing	54.50
3/17/2015	Payroll - 3/1-3/15/15	2,412.62
3/17/2015	Withholding payroll taxes 3/1-3/15/15	1,086.18
3/18/2015	Pagepoint - website updates	52.50
3/8/2015	PG&E - gas	110.32
3/10/2015	PG&E - electric	840.74
3/5/2015	Office Depot - office supplies	97.91
3/9/2015	Sprint - telephone	65.08
4/1/2015	Stericycle - med waste/drug drop off	704.62
3/11/2015	Mechanics Bank - software, newsletter postage, etc.	911.04
3/5/2015	AT&T - telephone	562.55
3/15/2015	Bay Alarm - building monitoring fee	1,596.00
4/2/2015	Payroll processing	54.50
4/2/2015	Payroll - 3/16-3/31/15	2,412.62
4/2/2015	Withholding payroll taxes 3/16-3/31/15	1,086.18
3/31/2015	Mack 5 - Mar project mgmt	165.00
4/1/2015	All-Ways Green Services - janitorial	105.00
4/1/2015	Pagepoint - website updates	94.50
3/22/2015	Comcast - internet	108.95
4/10/2015	ICMA-RC -Mar deferred comp	915.68
3/26/2015	Canepa Landscape Maint - gardener	120.00
	Total	15,487.54

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

Kensington Fire Protection District
Balance Sheet
As of March 11, 2015

	Mar 11, 15
ASSETS	
Current Assets	
Checking/Savings	200.00
Petty Cash	8,668.22
KFPD Revolving Acct - Gen Fund	538,300.15
General Fund	3,428.39
Special Tax Fund	4,987.77
Capital Fund	553,584.53
Total Checking/Savings	553,584.53
Accounts Receivable	13,884.66
Due from County for Reimb.	260.86
Accounts Receivable	1,532,702.93
Advance on Taxes	42,752.27
Advance on Supplemental Taxes	1,589,600.72
Total Accounts Receivable	1,589,600.72
Other Current Assets	805,112.84
Prepaid Services - EC	9,287.73
Prepaid Exp.	1,035,824.17
Prepaid CERBT - Retiree Trust	1,368,947.00
Investments	2,415,339.00
Capital Replacement Funds	186,001.37
Fire Protect. Contract Reserves	3,970,287.37
Investments - Other	5,820,512.11
Total Investments	5,820,512.11
Total Other Current Assets	7,963,697.36
Total Current Assets	7,963,697.36
Fixed Assets	1,057,967.17
Equipment	-701,991.00
Accumulated Depreciation-Equip	5,800.00
Land	2,006,389.30
Building and Improvements	-739,375.00
Accumulated Depreciation - Bldg	6,935.27
Current Capital Outlay	12,999.50
Firefighters Qtrs/Equip	10,002.00
Apparatus Bay Construction	2,546.77
Holmatro Tool	32,483.54
Computers/Furniture	1,661,274.01
Total Current Capital Outlay	1,661,274.01
Total Fixed Assets	9,624,971.37
TOTAL ASSETS	9,624,971.37
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	13,884.66
Due to Revolving Acct - Gen Fnd	40,649.67
Due to Other - Issued by CCC	54,534.33
Total Accounts Payable	54,534.33
Other Current Liabilities	805,112.84
EI Cerrito Service Contract Pay	108.33
Wages & PR Taxes Payable	805,221.17
Total Other Current Liabilities	805,221.17
Total Current Liabilities	859,755.50

Kensington Fire Protection District
Balance Sheet
As of March 11, 2015

	Mar 11, 15
Total Liabilities	859,755.50
Equity	3,325,448.26
Fund Equity - General	548,373.00
Fund Equity - Capital Projects	17,789.00
Fund Equity - Special Revenue	1,321,009.00
Fund Equity - Gen Fixed Asset	2,002,744.29
Fund Equity	1,549,852.32
Net Income	8,765,215.87
Total Equity	9,624,971.37
TOTAL LIABILITIES & EQUITY	9,624,971.37

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1, 2014 through March 11, 2015

	Jul 1, '14 - Mar 11, 15	Jul 1, '13 - Mar 11, 14	\$ Change	% Change
Ordinary Income/Expense				
Income	3,199,343.61	2,916,949.13	282,394.48	9.7%
Property Taxes	200,345.40	200,428.40	-83.00	0.0%
Special Taxes	13,661.67	14,037.04	-375.37	-2.7%
Other Tax Income	0.00	31,514.00	-31,514.00	-100.0%
Lease Agreement	4,350.77	3,644.63	706.14	19.4%
Interest Income	33,129.84	31,804.18	1,325.66	4.2%
Salary Reimbursement Agreement	13,408.57	14,266.11	-857.54	-6.0%
Miscellaneous Income				
Total Income	<u>3,464,239.86</u>	<u>3,212,643.49</u>	<u>251,596.37</u>	<u>7.8%</u>
Expense				
OUTSIDE PROFESSIONAL SERVICES			36.06	2.1%
LAFCO Fees	1,796.45	1,760.39	28,270.71	1,042.8%
Contra Costa County Expenses	30,981.86	2,711.15	36,336.29	2.3%
El Cerrito Contract Fee	1,610,225.68	1,573,889.39	110,000.00	100.0%
Water System Improvements	110,000.00	0.00	-865.00	-100.0%
Fire Abatement Contract	0.00	865.00	922.00	8.7%
Risk Management Insurance	11,523.00	10,601.00		
Professional Fees			146.25	7.6%
Accounting	2,080.00	1,933.75	-2,500.00	-100.0%
Actuarial Valuation	0.00	2,500.00	1,025.00	8.5%
Audit	13,025.00	12,000.00	1,400.76	91.2%
Legal Fees	2,937.06	1,536.30		
Total Professional Fees	<u>18,042.06</u>	<u>17,970.05</u>	<u>72.01</u>	<u>0.4%</u>
Wildland Vegetation Mgmt	3,045.00	5,320.00	-2,275.00	-42.8%
Total OUTSIDE PROFESSIONAL SER...	<u>1,785,614.05</u>	<u>1,613,116.98</u>	<u>172,497.07</u>	<u>10.7%</u>
RETIREE MEDICAL BENEFITS			-21,807.08	-56.7%
PERS Medical	16,641.68	38,448.76	-3,003.72	-61.1%
Delta Dental	1,916.27	4,919.99	-821.22	-61.2%
Vision Care	521.27	1,342.49		
Total RETIREE MEDICAL BENEFITS	<u>19,079.22</u>	<u>44,711.24</u>	<u>-25,632.02</u>	<u>-57.3%</u>
COMMUNITY SERVICE ACTIVITIES			-534.62	-7.8%
Public Education	6,362.69	6,897.31	535.24	224.8%
Comm. Pharmaceutical Drop-Off	773.38	238.14	-114.27	-100.0%
Vial of Life Program	0.00	114.27	-3,173.19	-100.0%
CERT Emergency Kits	0.00	3,173.19	-33.97	-11.8%
Open Houses	253.51	287.48		
Total COMMUNITY SERVICE ACTIVITI...	<u>7,389.56</u>	<u>10,710.39</u>	<u>-3,320.81</u>	<u>-31.0%</u>
DISTRICT ACTIVITIES			-616.75	-100.0%
Firefighter's Apparel	0.00	616.75	1,793.99	100.0%
Firefighters' Expenses	1,793.99	0.00	-15,561.45	-100.0%
Alrpacks Expense	0.00	15,561.45	-120.79	-8.1%
Staff Appreciation	1,366.31	1,487.10	613.03	19.6%
Professional Development	3,736.41	3,123.38		
Building Maintenance			17.45	1.9%
Janitorial Service	945.00	927.55	346.57	22.7%
Medical Waste Disposal	1,873.48	1,526.91	-1,596.00	-94.1%
Building alarm	100.00	1,696.00	-610.00	-45.9%
Gardening service	720.00	1,330.00	-4,035.17	-44.5%
Miscellaneous Maint.	5,038.35	9,073.52		
Total Building Maintenance	<u>8,676.83</u>	<u>14,553.98</u>	<u>-5,877.15</u>	<u>-40.4%</u>
Building Utilities/Service			61.44	9.9%
Garbage	682.68	621.24	-1,143.25	-21.0%
Gas and Electric	4,295.59	5,438.84	339.94	38.7%
Water/Sewer	1,218.88	878.94		
Total Building Utilities/Service	<u>6,197.15</u>	<u>6,939.02</u>	<u>-741.87</u>	<u>-10.7%</u>
Election	399.18	0.00	399.18	100.0%
Memberships	5,888.00	5,519.00	369.00	6.7%
Office			1,186.06	233.6%
Office Expense	1,693.79	507.73	454.19	115.9%
Office Supplies	845.97	391.78	902.71	22.2%
Telephone	4,968.25	4,065.54		
Total Office	<u>7,508.01</u>	<u>4,965.05</u>	<u>2,542.96</u>	<u>51.2%</u>
Total DISTRICT ACTIVITIES	<u>35,565.88</u>	<u>52,765.73</u>	<u>-17,199.85</u>	<u>-32.6%</u>
Staff			2.88	0.0%
Wages	50,072.18	50,069.30	1,000.00	100.0%
Longevity Pay	1,000.00	0.00	-135.33	-50.0%
Overtime Wages	135.41	270.74	400.00	8.3%
Medical/dental ins compensation	5,200.00	4,800.00	1,301.95	52.0%
Retirement Contribution	3,805.42	2,503.47	249.72	6.1%
Payroll Taxes	4,317.85	4,068.13	-529.06	-30.4%
Workers Compensation/Life Ins	1,209.55	1,738.61	25.10	2.6%
Payroll Processing	998.40	973.30		

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

July 1, 2014 through March 11, 2015

	Jul 1, '14 - Mar 11, 15	Jul 1, '13 - Mar 11, 14	\$ Change	% Change
Total Staff	66,738.81	64,423.55	2,315.26	3.6%
Total Expense	1,914,387.54	1,785,727.89	128,659.65	7.2%
Net Ordinary Income	1,549,852.32	1,426,915.60	122,936.72	8.6%
Other Income/Expense				
Other Income	201,615.00	197,455.00	4,160.00	2.1%
Transfers In - Capital	1,462.04	130,844.72	-129,382.68	-98.9%
Transfers In - General				
Total Other Income	203,077.04	328,299.72	-125,222.68	-38.1%
Other Expense				
Transfers Out - Capital	1,462.04	1,844.72	-382.68	-20.7%
Transfers Out - Special	199,000.00	129,000.00	70,000.00	54.3%
Transfers Out - General	2,615.00	197,455.00	-194,840.00	-98.7%
Total Other Expense	203,077.04	328,299.72	-125,222.68	-38.1%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,549,852.32	1,426,915.60	122,936.72	8.6%

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

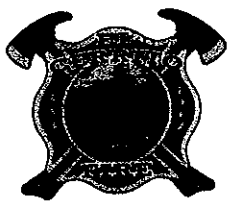
July 2014 through February 2015

	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,203,716.55	2,982,110.00	221,606.55	107.4%
Special Taxes	200,345.40	200,428.00	-82.60	100.0%
Other Tax Income	13,663.67	15,000.00	-1,336.33	91.1%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	4,350.77	2,717.50	1,633.27	160.1%
Salary Reimbursement Agreement	33,129.84	34,090.68	-960.84	97.2%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	13,408.57	0.00	13,408.57	100.0%
Total Income	3,468,614.80	3,234,347.18	234,267.62	107.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,796.45	1,850.00	-53.55	97.1%
Contra Costa County Expenses	2,702.86	2,857.00	-154.14	94.6%
El Cerrito Contract Fee	1,610,225.68	1,610,226.00	-0.32	100.0%
Water System Improvements	110,000.00	110,000.00	0.00	100.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	11,523.00	11,525.00	-2.00	100.0%
Professional Fees				
Accounting	2,080.00	2,850.00	-770.00	73.0%
Audit	13,025.00	13,000.00	25.00	100.2%
Legal Fees	2,937.06	20,000.00	-17,062.94	14.7%
Total Professional Fees	18,042.06	35,850.00	-17,807.94	50.3%
Wildland Vegetation Mgmt	3,045.00	5,350.00	-2,305.00	56.9%
Total OUTSIDE PROFESSIONAL SER...	1,757,335.05	1,785,658.00	-28,322.95	98.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,977.52	13,313.32	1,664.20	112.5%
Delta Dental	1,703.36	1,703.32	0.04	100.0%
Vision Care	521.27	463.32	57.95	112.5%
Total RETIREE MEDICAL BENEFITS	17,202.15	15,479.96	1,722.19	111.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,863.20	8,666.64	-3,803.44	56.1%
Comm. Pharmaceutical Drop-Off	773.38	1,250.00	-476.62	61.9%
Vial of Life Program	0.00	125.00	-125.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	253.51	750.00	-496.49	33.8%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	5,890.09	10,791.64	-4,901.55	54.6%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	1,793.99	3,000.00	-1,206.01	59.8%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	1,366.31	2,500.00	-1,133.69	54.7%
Professional Development	4,087.75	2,200.00	1,887.75	185.8%
Building Maintenance				
Janitorial Service	840.00	1,000.00	-160.00	84.0%
Medical Waste Disposal	1,646.56	2,664.00	-1,017.44	61.8%
Building alarm	100.00	250.00	-150.00	40.0%
Gardening service	600.00	500.00	100.00	40.0%
Miscellaneous Maint.	5,038.35	8,333.28	-3,294.93	60.5%
Total Building Maintenance	8,224.91	13,747.28	-5,522.37	59.8%
Building Utilities/Service				
Garbage	682.68	655.00	27.68	104.2%
Gas and Electric	4,295.59	4,803.28	-507.69	89.4%
Water/Sewer	1,218.88	876.64	342.24	139.0%
Total Building Utilities/Service	6,197.15	6,334.92	-137.77	97.8%
Election Memberships	399.18	1,000.00	-600.82	39.9%
Office	5,888.00	5,800.00	88.00	101.5%
Office				
Office Expense	1,693.79	2,333.28	-639.49	72.6%
Office Supplies	845.97	1,666.64	-820.67	50.8%
Telephone	4,859.30	4,430.00	429.30	109.7%
Total Office	7,399.06	8,429.92	-1,030.86	87.8%
Total DISTRICT ACTIVITIES	35,356.35	43,012.12	-7,655.77	82.2%
Staff				
Wages	50,072.18	50,073.28	-1.10	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	135.41	866.64	-731.23	15.6%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,200.00	5,200.00	0.00	100.0%
Retirement Contribution	3,805.42	3,806.64	-1.22	100.0%
Payroll Taxes	4,317.85	4,613.00	-295.15	93.6%
Workers Compensation/Life Ins	1,318.34	1,800.00	-481.66	73.2%

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

July 2014 through February 2015

	Jul '14 - Feb 15	Budget	\$ Over Budget	% of Budget
Payroll Processing	943.90	950.00	-6.10	99.4%
Total Staff	66,793.10	68,309.56	-1,516.46	97.8%
Contingency	0.00	16,666.64	-16,666.64	0.0%
Total Expense	1,882,576.74	1,939,917.92	-57,341.18	97.0%
Net Ordinary Income	1,586,038.06	1,294,429.26	291,608.80	122.5%
Other Income/Expense				
Other Income	201,615.00			
Transfers In - Capital	1,462.04			
Transfers In - General				
Total Other Income	203,077.04			
Other Expense	1,462.04			
Transfers Out - Capital	199,000.00			
Transfers Out - Special	2,615.00			
Transfers Out - General				
Total Other Expense	203,077.04			
Net Other Income	0.00			
Net Income	1,586,038.06	1,294,429.26	291,608.80	122.5%



EL CERRITO FIRE DEPARTMENT

Memorandum

April 1, 2015

TO: Kensington Fire Protection District Board Members

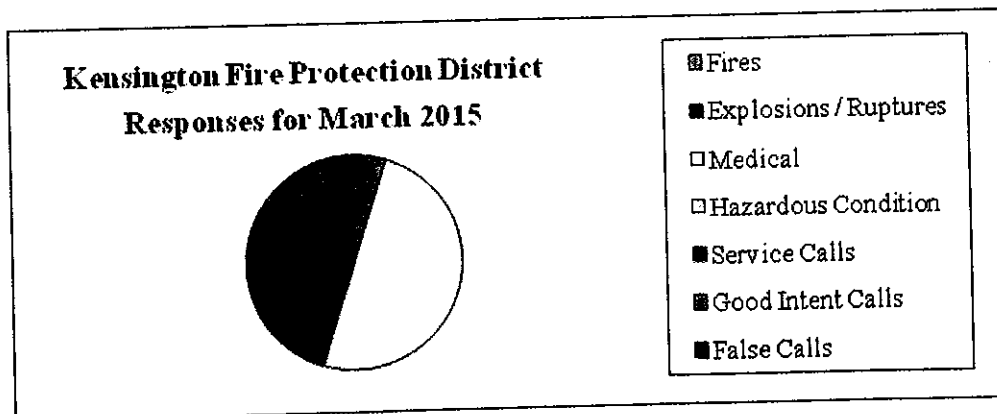
FROM: Laurence I. Carr: Battalion Chief

RE: **Incident Activity Reports for the Month of March 2015**

There were 20 incidents that occurred during the month of March in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 40 calls 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>	1	5.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	50.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	30.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	10.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	5.00%
Totals		20	100.00%



Kensington Fire Protection District Response Log for March 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500591	03-Mar-15 23:44:01	375 OCEAN VIEW AVE	Kensington	E65	553
2	1500592	04-Mar-15 04:12:34	63 HIGHLAND BLVD	Kensington	E65	553
3	1500596	05-Mar-15 03:36:20	141 SAINT ALBANS DR	Kensington	E65	554
4	1500602	05-Mar-15 17:26:48	227 LAKE DR	Kensington	E65	321
5	1500622	08-Mar-15 09:56:09	209 Kenyon AVE	Kensington	E65	322
6	1500637	10-Mar-15 09:44:05	260 COVENTRY DR	Kensington	E72	531
7	1500638	10-Mar-15 12:17:43	90 HIGHLAND BLVD	Kensington	E72	651
8	1500657	13-Mar-15 06:28:15	87 EDGECROFT DR	Kensington	E65	321
9	1500684	17-Mar-15 08:14:19	239 LAKE DR	Kensington	E65	321
10	1500686	17-Mar-15 09:36:45	212 COLGATE AVE	Kensington	E65	311
11	1500708	19-Mar-15 12:41:45	412 COLUSA AVE	Kensington	E65	321
12	1500746	24-Mar-15 16:35:52	134 WINDSOR AVE	Kensington	E65	321
13	1500757	25-Mar-15 15:17:30	176 HIGHLAND BLVD	Kensington	E65	511
14	1500767	26-Mar-15 11:48:54	59 ARLINGTON AVE	Kensington	E65	700
15	1500774	27-Mar-15 00:12:36	60 HIGHGATE RD	Kensington	E65	321
16	1500782	27-Mar-15 14:52:45	52 ARLINGTON AVE	Kensington	E65	622
17	1500798	30-Mar-15 05:30:44	90 NORWOOD AVE	Kensington	E65	113
18	1500805	30-Mar-15 17:28:23	222 WILLAMETTE AVE	Kensington	E65	321
19	1500812	31-Mar-15 21:52:38	220 TRINITY AVE	Kensington	E65	554
20	1500813	31-Mar-15 23:32:26	374 OCEAN VIEW AVE	Kensington	E65	

* 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)

Kensington Fire Protection District

Engine 65 Response Log for March 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500579	02-Mar-15 09:17:39	SAN PABLO AVE/SAN DIEGO ST	El Cerrito	E65	321
2	1500583	02-Mar-15 21:17:37	914 SEAVIEW DR	El Cerrito	E65	113
3	1500587	03-Mar-15 12:29:32	6400 MANILA AVE	El Cerrito	E65	511
4	1500591	03-Mar-15 23:44:01	375 OCEAN VIEW AVE	Kensington	E65	553
5	1500592	04-Mar-15 04:12:34	63 HIGHLAND BLVD	Kensington	E65	553
6	1500596	05-Mar-15 03:36:20	141 SAINT ALBANS DR	Kensington	E65	554
7	1500599	05-Mar-15 12:34:01	8058 TERRACE DR	El Cerrito	E65	321
8	1500602	05-Mar-15 17:26:48	227 LAKE DR	Kensington	E65	743
9	1500611	07-Mar-15 10:22:03	7031 CUTTING BLVD	El Cerrito	E65	611M
10	1500619	07-Mar-15 21:28:33	515 OAK ST	El Cerrito	E65	322
11	1500622	08-Mar-15 09:56:09	209 Kenyon AVE	Kensington	E65	321
12	1500625	08-Mar-15 16:18:17	970 CONTRA COSTA DR	El Cerrito	E65	321
13	1500628	08-Mar-15 20:29:28	321 CORONADO ST	El Cerrito	E65	611M
14	1500634	09-Mar-15 14:35:02	827 BALRA DR	El Cerrito	E65	321
15	1500657	13-Mar-15 06:28:15	87 EDGECROFT DR	Kensington	E65	733
16	1500663	14-Mar-15 07:48:37	439 COLUSA AVE	El Cerrito	E65	531
17	1500674	15-Mar-15 18:56:48	ASHBURY AVE	El Cerrito	E65	321
18	1500684	17-Mar-15 08:14:19	239 LAKE DR	Kensington	E65	321
19	1500686	17-Mar-15 09:36:45	212 COLGATE AVE	Kensington	E65	321
20	1500689	17-Mar-15 15:21:15	390 S 34TH ST	Richmond	E65	611F
21	1500693	17-Mar-15 21:57:06	916 GALVIN DR	El Cerrito	E65	321
22	1500695	18-Mar-15 10:03:14	323 POMONA AVE	El Cerrito	E65	321
23	1500708	19-Mar-15 12:41:45	412 COLUSA AVE	El Cerrito	E65	311
24	1500728	21-Mar-15 17:14:31	8186 TERRACE DR	Kensington	E65	321
25	1500741	23-Mar-15 15:36:25	7075 CUTTING BLVD	El Cerrito	E65	735
26	1500746	24-Mar-15 16:35:52	134 WINDSOR AVE	El Cerrito	E65	321
27	1500756	25-Mar-15 14:00:35	11450 SAN PABLO AVE	Kensington	E65	150
28	1500757	25-Mar-15 15:17:30	176 HIGHLAND BLVD	El Cerrito	E65	321
29	1500767	26-Mar-15 11:48:54	59 ARLINGTON AVE	Kensington	E65	511
30	1500774	27-Mar-15 00:12:36	60 HIGHGATE RD	Kensington	E65	700

611X	E65	El Cerrito
321	E65	El Cerrito
745	E65	Kensington
321	E65	El Cerrito
622	E65	El Cerrito
113	E65	Kensington
611M	E65	Kensington
321	E65	Kensington
554	E65	Kensington

31	1500778	27-Mar-15 12:08:11	7347 TERRACE DR
32	1500781	27-Mar-15 14:44:09	2603 TASSAJARA AVE
33	1500782	27-Mar-15 14:52:45	52 ARLINGTON AVE
34	1500787	28-Mar-15 17:18:30	7900 CUTTING BLVD
35	1500789	29-Mar-15 01:38:13	849 ARLINGTON AVE
36	1500798	30-Mar-15 05:30:44	90 NORWOOD AVE
37	1500805	30-Mar-15 17:28:23	222 WILLAMETTE AVE
38	1500810	31-Mar-15 19:03:52	265 GRIZZLY PEAK BLVD
39	1500812	31-Mar-15 21:52:38	220 TRINITY AVE
40	1500813	31-Mar-15 23:32:26	374 OCEAN VIEW AVE

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
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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)

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

April 2015

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

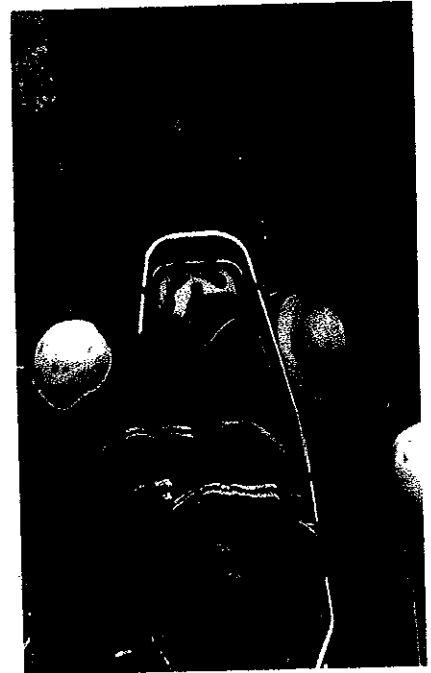
Technical Rescue Team

For the past four years, the El Cerrito-Kensington Fire Department has been participating in a West County training consortium that teaches skills required for an Urban Search and Rescue operations. The group is comprised of personnel from Richmond, Contra Costa County, Pinole and Rodeo-Hercules Fire agencies. The training has focused on rescue techniques used for low and high angle rope operations, trench and building collapse, confined space entry and water rescue.

Through numerous grants we have purchased and outfitted an enclosed trailer and flat bed truck to service as an equipment cache for many of these operations. The truck and trailer are equipped with various saws and other construction equipment as well as struts, air lifting bags, generators and material required to shore up buildings and make safe access to trench rescues. In addition, the new aerial ladder truck as well as every engine carries an extensive cache of rope rescue equipment that can be used for accessing people on steep terrain. Also the aerial and the engines carry a full set of hydraulic rescue tools used not only for vehicle accidents, but lifting or prying up any heavy object.

While all members of the Fire Department are trained to a State level required for their Firefighter II certifications, there are now twelve personnel that have taken additional classes to fortify the skills to operate in a more technical manner and lead the rest of the Department if needed for any serious rescue operation. Recently the group met at the Camp Herms Boy Scout property and used the steep hillsides to practice numerous rope rescue techniques. These included repelling down the hill side, lowering and raising people on a steep hillside and rescuing a victim from the hillside into a stokes basket and bringing them to safety.

As time and opportunity permit, the Department will have more personnel take the training and provide even more individuals that will be able to provide excellent service in any type of a technical rescue scenario.



BOARD REPORTS



Quarterly Meeting Minutes

1/26/2015	Meeting Time 10:00 a.m.	Central Contra Costa Sanitary District Multi Purpose Room 5019 Innhoff Place, Martinez, CA 94553
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Meeting called by	Chair Bette Boatman called meeting to order at 10:10 a.m.
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District
Attendees	Twenty-Seven (27) Attendees (Sign In Sheet Attached)

Welcome and Introductions

Each representative introduced themselves. A lot of news from the different agencies but some news to note is that Pleasant Hill Community Center won Excellence Award.

Approval of October 20, 2014 Meeting Minutes

The minutes were approved

Guest Speaker: Linda Best East Bay Broadband Consortium (AT&T)

Guest Speaker Linda Best was introduced by Igor Skaredoff. She provided a presentation on the East Bay Broadband Initiative Project that is currently underway. She informed the group that they recently presented to LAFCO on the project and that a summit was going to be held on February 3rd. Also stated that there are instances when service would be provided for free for low income families. Some of the feedback was that some communities were concerned about the radiation of new cell sites going up and also the way the cell sites look physically. She was asked if there has been talk about emergency services in regards to public safety coordination between public agencies. She then informed the group that they take donated used computers in an effort to get more users on the web and stated that the consortium could be found on Twitter and Facebook. Website is www.ebbroadband.org. You can sign up for the free newsletter on the website.

Annual Business Meeting

A report was provided. Larry Nagel reported that the Planning Committee met in December on Grants and Scholarships, and established a committee for this matter. A Bylaws Committee may be formed to look at updating these soon. Determined that there is no need for a Reserve Policy because there is not enough money to have a policy in place. Vice-President/Treasurer has resigned and Bert Michalczyk has agreed to become Treasurer and Bette has accepted and appointed. Notification will go out to all agencies before April meeting on election of new Vice-President.

LAFCO Representative Report

Special District Commissioner Mike McGill provided the report. He informed the group about Prop 1 money that may be available to reclamation districts. Talked about the possible dissolution of one of the LAFCO areas. He stated that a retreat would be held this Thursday and a full Board Meeting on Friday.

East Bay Regional Park District – Park Advisory Committee Report

Lou Ann stated that she will be attending her first meeting tonight where the State of the District will be addressed for review of priorities and goals for 2015. She will provide a formal report for the April meeting.

Legislative Committee Report

Erich Pfuehler reported on the meeting in November where priorities were discussed for 2015, possible reimbursements from the Governor's office, and reducing cost of elections. CSDA Legislative Roster was provided.

Committee Updates

Finance Committee	Copies of financials were provided. Since there were not enough copies for everyone, Bette stated that if anyone needed a copy, to let Suzette know and she will forward.
Program Committee	None

California Special Districts Association Activities Update

Sherry Sterrett announced that the Legislative Days will be May 19th and 20th. Also announced the CSDA Annual Conference in Monterey from September 21st – 24th. Every District now has an opportunity to for scholarships and the information is on the CSDA website. Packets were left for those that were interested in being a member of CSDA. She also announced that there are network/regional changes and requested that a map of the new changes go out with the final minutes of the meeting today. Also, one network has an open seat if anyone is interested in sitting on the Board.

Other Local Government Official Updates

Bette had the Associate Members that were in attendance stand up in recognition and provide a little information about their companies. At the request of a member, Monica Greenberg will find out what CALPERS required of other public agencies

Action Items	Person Responsible	Deadline
Send CSDA Updated Map to Members	Suzette	4-20-15
Send Out Vice-President Election Information	Suzette	4-20-15

Meeting was adjourned at 11:30 a.m.