

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

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

CALL TO ORDER

Directors: Helmut Blaszczyk, Joseph 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 February 13, 2013 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** December 2012 (APPROVE)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #9** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2013 (APPROVE)
7. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

8. PRESIDENT'S REPORT

9. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaschczyk): Next meeting May 2013
- b. Public Safety Building (deVille/Harmon)
- c. Education (Kosel): Spring 2013 *Fire Plug*
- d. Contra Costa County/California Special Districts Assoc. (Harmon): Next meeting April 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, April 10, 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 4/10/13 is Wednesday, 3/27/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/3/13 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

earthquake fault, the date of its construction and the lack of adequate space on the site. Director Blaszczyk noted that all of the Committee's projections are purposely conservative. Director Nagel asked about the next phase of water improvements. The unspent funds for that line item will roll over into the following year if the next phase is not completed during the current year. Resident Anthony Knight asked why there is no preplanning/set-aside account for the water system improvement projects similar to the engines or building. Kosel explained that KFPD is the only known community in EBMUD's jurisdiction that has paid for water system improvements to EBMUD's pipelines. Explanation was also given on the Kensington ordinance of pipe replacement that requires EBMUD to upgrade pipes at their own expense. Chief Maples gave further explanation on the adopted water flow study and the improvement projects that have all been completed within KFPD's means.

Review of FY11-12 Financial Statements and Independent Auditor's Review: Director Kosel noted that once again KFPD has a completely clean audit and there are no recommendations for internal improvements. Kosel noted that pages 21 and 22 have a listing of the earmarked funds that were discussed above and how each is labeled by the auditor according to the different degrees of commitment. Kosel also noted that page 15, has an explanation of the retiree health insurance funding that KFPD is contractually obligated to supply. KFPD has fully funded that obligation and made approximately \$500,000 on interest income from that trust account. Last fiscal year KFPD made the decision to invest the trust account in the most conservative option. The Finance Committee is concerned that option may be too conservative if interest rates rise and is considering moving the monies to the "middle option". The move will probably be timed with the next actuarial report this summer to reflect the change in projected interest rate. The Committee will report back once more information is gathered. Further discussion followed on current interest rates through the County LAIF investments. Director Kosel made a motion to approve the financial statements and independent auditor's report as submitted. The motion was seconded and passed unanimously.

BOARD REPORTS:

Finance Committee: The minutes of the last meeting of May 24, 2012 were included in the packet.

Education: All members will be completing Ethics Training by the end of February 2013.

Contra Costa County CSDA: Minutes from the October 2012 meeting were included.

Correspondence: A thank you note from the Kensington Daisy Troop was included.

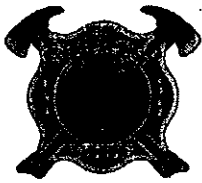
ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

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

Attest:

Laurence Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

March 5, 2013

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni, Battalion Chief

RE: Incident Activity Reports for the Month of February 2013

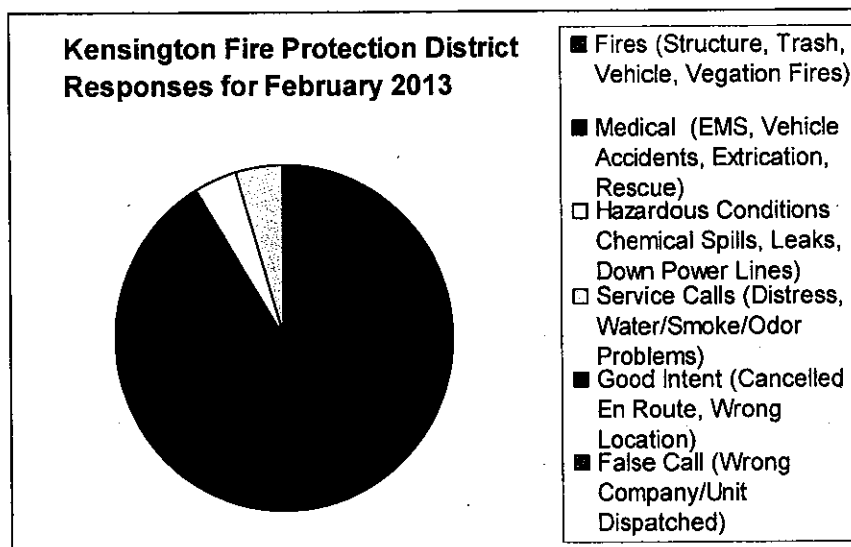
There were 23 incidents that occurred during the month of February in the community of Kensington.

There were no significant calls in the month of February; however Engine 65 did response to two structure fires in El Cerrito which are not reflected in the attached call log.

Please see the attached "Incident Log" report for dates, times and nature of the call for all incidents the Fire Department responded to in the Kensington community.

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 call for each type.

Call Type	Incident Count	Percentage
Fires (Structure, Trash, Vehicle, Vegetation Fires)	0	0.00%
Medical (EMS, Vehicle Accidents, Extrication, Rescue)	21	91.30%
Hazardous Conditions (Chemical Spills, Leaks, Down Power Lines)	1	4.35%
Service Calls (Distress, Water/Smoke/Odor Problems)	1	4.35%
Good Intent (Cancelled En Route, Wrong Location)	0	0.00%
False Call (Wrong Company/Unit Dispatched)	0	0.00%
Totals	23	100.00%



Kensington Fire Protection District Incident Log for February 2013

Incident Number	Date	City	Apparatus ID	Dispatch Date & Time	Enroute Date & Time	Arrival Date & Time	Incident Type
1300274	02-Feb-13 20:32:02	Kensington	E65	02-Feb-13 20:34:23	02-Feb-13 20:36:00	02-Feb-13 20:37:56	321
1300307	06-Feb-13 16:40:14	Kensington	E65	06-Feb-13 16:43:25	06-Feb-13 16:45:03	06-Feb-13 16:48:02	321
1300317	07-Feb-13 17:12:48	Kensington	E65	07-Feb-13 17:13:58	07-Feb-13 17:15:54	07-Feb-13 17:18:50	321
1300331	08-Feb-13 13:33:37	Kensington	E65	08-Feb-13 13:36:11	08-Feb-13 13:37:34	08-Feb-13 13:39:27	321
1300345	10-Feb-13 12:11:36	Kensington	E65	10-Feb-13 12:12:58	10-Feb-13 12:14:38	10-Feb-13 12:20:09	311
1300357	12-Feb-13 10:01:02	Kensington	E65	12-Feb-13 10:18:37	12-Feb-13 10:20:21	12-Feb-13 10:23:46	321
1300368	13-Feb-13 08:52:13	Kensington	E65	13-Feb-13 08:53:23	13-Feb-13 08:55:40	13-Feb-13 08:59:14	444
1300369	13-Feb-13 09:11:26	Kensington	E65	13-Feb-13 09:11:26	13-Feb-13 09:11:26	13-Feb-13 09:11:26	324
1300371	13-Feb-13 20:31:36	Kensington	E65	13-Feb-13 20:32:20	13-Feb-13 20:34:39	13-Feb-13 20:36:19	321
1300375	14-Feb-13 08:17:35	Kensington	E65	14-Feb-13 08:18:46	14-Feb-13 08:20:08	14-Feb-13 08:22:05	321
1300398	16-Feb-13 08:21:30	Kensington	E65	16-Feb-13 08:24:49	16-Feb-13 08:25:41	16-Feb-13 08:28:48	321
1300402	16-Feb-13 14:24:14	Kensington	E65	16-Feb-13 14:26:56	16-Feb-13 14:28:12	16-Feb-13 14:32:31	321
1300405	16-Feb-13 18:44:04	Kensington	E65	16-Feb-13 18:45:13	16-Feb-13 18:47:00	16-Feb-13 18:48:07	321
1300413	18-Feb-13 03:50:59	Kensington	E65	18-Feb-13 03:53:16	18-Feb-13 03:57:43	18-Feb-13 03:59:04	321
1300423	19-Feb-13 17:16:26	Kensington	E65	19-Feb-13 17:18:27	19-Feb-13 17:20:42	19-Feb-13 17:24:37	321
1300426	19-Feb-13 23:45:16	Kensington	E65	19-Feb-13 23:46:54	19-Feb-13 23:49:37	19-Feb-13 23:53:51	553
1300429	20-Feb-13 10:52:36	Kensington	E65	20-Feb-13 10:53:28	20-Feb-13 10:54:59	20-Feb-13 10:56:54	321
1300448	22-Feb-13 09:08:23	Kensington	E65	22-Feb-13 09:08:23	22-Feb-13 09:08:23	22-Feb-13 09:08:23	321
1300451	22-Feb-13 12:26:51	Kensington	E65	22-Feb-13 12:29:52	22-Feb-13 12:31:06	22-Feb-13 12:36:01	321
1300458	23-Feb-13 03:01:48	Kensington	E65	23-Feb-13 03:04:23	23-Feb-13 03:06:32	23-Feb-13 03:09:07	321
1300460	23-Feb-13 11:34:46	Kensington	E65	23-Feb-13 11:36:13	23-Feb-13 11:37:44	23-Feb-13 11:42:27	321
1300480	26-Feb-13 19:01:56	Kensington	E65	26-Feb-13 19:03:11	26-Feb-13 19:04:31	26-Feb-13 19:06:53	321
1300481	26-Feb-13 19:41:10	Kensington	E65	26-Feb-13 19:43:28	26-Feb-13 19:45:04	26-Feb-13 19:48:47	321

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #:	2170
		Invoices		DATE:	3/8/2013
				LOCATION #:	13
				FILENAME:	KENSINGTON
00982	Delta Dental	03/01/13	BE000495994 Mar dental	7840 1061	1,189.07
01169	CalPERS	02/15/13	13942709 Apr med	7840 1061	8,608.22
01406	KFPD	03/08/13	Reimburse revolving fund	7840 2490	12,252.02
01634	Vision Service Plan	02/20/13	001027770001Mar vision	7840 1061	317.35
02120	City of El Cerrito	03/01/13	Mar fire protection	7840 2328	193,238.52
07894	Bushwacker	02/15/13	6715 wildland interface	7840 2490	2,275.00
12420	Meyers Nave	02/08/13	2013010250 legal counsel	7840 2490	535.68
TOTAL					218,415.86

Kensington FPD Approval

Date: 1/1

[Signature]

Date: 3/18/13

March 8, 2013

Attachment to Transmittal 0313

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
1/31/2013	EBMUD - water/wastewater	295.78
2/4/2013	PG&E - electric	792.41
2/4/2013	PG&E - gas	208.62
2/1/2013	Office Depot - office supplies	85.80
2/4/2013	Terminix - pest control	106.00
2/5/2013	AT&T - telephone	314.64
2/9/2013	Nextel - telephone	64.48
2/15/2013	ICMA - deferred comp Jan	706.80
2/15/2013	Payroll processing	50.39
2/15/2013	Payroll - 2/1-2/15/13	2,524.25
2/15/2013	Withholding payroll taxes 1/1- 1/15/13	1,046.03
2/22/2013	Comcast - internet	77.50
2/19/2013	Pagepoint - website updates	75.00
2/11/2013	Russell - January acctg	442.58
2/12/2013	Mechanics Bank - professional develop.	663.61
3/1/2013	Stericycle - medical waste	649.50
3/1/2013	ICMA - deferred comp Feb	706.80
3/1/2013	Payroll processing	50.39
3/1/2013	Payroll - 2/16-2/28/13	2,436.86
3/1/2013	Withholding payroll taxes 2/16- 2/28/13	954.58
	Total	12,252.02

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

Kensington Fire Protection District

Balance Sheet

As of February 12, 2013

	Feb 12, 13
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	9,706.38
General Fund	432,418.29
Special Tax Fund	127,620.20
Capital Fund	5,029.77
Total Checking/Savings	574,974.64
Accounts Receivable	
Accounts Receivable	4.86
Advance on Taxes	1,394,690.26
Advance on Supplemental Taxes	29,009.69
Total Accounts Receivable	1,423,704.81
Other Current Assets	
Undeposited Funds	1,815.09
Prepaid Services - EC	985,614.50
Prepaid CERBT - Retiree Trust	1,137,980.62
Investments	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-635,703.87
Total Investments	2,699,648.13
Total Other Current Assets	4,825,058.34
Total Current Assets	6,823,737.79
Fixed Assets	
Equipment	906,247.17
Accumulated Depreciation-Equip	-559,135.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-629,470.00
Current Capital Outlay	
Firefighters Qtrs/Equip	24,094.99
Total Current Capital Outlay	24,094.99
Total Fixed Assets	1,744,843.46
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Total Other Assets	218,628.00
TOTAL ASSETS	8,787,209.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	15,114.64
Total Accounts Payable	15,114.64
Other Current Liabilities	
El Cerrito Service Contract Pay	985,614.50
Wages & PR Taxes Payable	2,568.54
Deferred Comp Payable	706.80
Total Other Current Liabilities	988,889.84
Total Current Liabilities	1,004,004.48
Total Liabilities	1,004,004.48

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

	<u>Feb 12, 13</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,345,135.49
Net Income	1,225,450.02
Total Equity	<u>7,783,204.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,787,209.25</u></u>

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

July 1, 2012 through February 12, 2013

	Jul 1, '12 - Feb 12, 13	Jul 1, '11 - Feb 12, 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,777,770.14	2,766,726.29	11,043.85	0.4%
Special Taxes	200,395.20	200,196.00	199.20	0.1%
Other Tax Income	14,154.04	14,724.89	-570.85	-3.9%
Lease Agreement	30,596.00	29,705.00	891.00	3.0%
Interest Income	4,144.39	5,127.52	-983.13	-19.2%
Salary Reimbursement Agreement	27,190.59	26,810.84	379.75	1.4%
Miscellaneous Income	4,855.00	0.00	4,855.00	100.0%
Total Income	3,059,105.36	3,043,290.54	15,814.82	0.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,176.70	364.37	31.0%
Contra Costa County Expenses	2,601.53	2,645.54	-44.01	-1.7%
EI Cerrito Contract Fee	1,379,863.23	1,318,882.44	60,980.79	4.6%
Water System Improvements	280,000.00	140,000.00	140,000.00	100.0%
Fire Abatement Contract	2,550.00	0.00	2,550.00	100.0%
Risk Management Insurance	10,200.00	9,835.00	365.00	3.7%
Professional Fees				
Accounting	1,641.25	2,730.00	-1,088.75	-39.9%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,273.78	2,463.17	-1,189.39	-48.3%
Total Professional Fees	14,915.03	19,693.17	-4,778.14	-24.3%
Wildland Vegetation Mgmt	5,390.00	5,477.50	-87.50	-1.6%
Total OUTSIDE PROFESSIONAL SER...	1,697,060.86	1,497,710.35	199,350.51	13.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	36,142.47	39,500.00	-3,357.53	-8.5%
Delta Dental	4,110.00	5,436.64	-1,326.64	-24.4%
Vision Care	1,120.00	1,534.64	-414.64	-27.0%
Total RETIREE MEDICAL BENEFITS	41,372.47	46,471.28	-5,098.81	-11.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,253.58	4,070.80	182.78	4.5%
Comm. Pharmaceutical Drop-Off	707.54	2,012.74	-1,305.20	-64.9%
Vial of Life Program	5.46	0.00	5.46	100.0%
Open Houses	0.00	580.23	-580.23	-100.0%
Total COMMUNITY SERVICE ACTIVITI...	4,966.58	6,663.77	-1,697.19	-25.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	822.15	415.85	406.30	97.7%
Firefighters' Expenses	4,977.72	965.28	4,012.44	415.7%
Staff Appreciation	1,590.15	811.24	778.91	96.0%
Professional Development	0.00	3,441.40	-3,441.40	-100.0%
Building Maintenance				
Janitorial Service	697.62	697.62	0.00	0.0%
Medical Waste Disposal	4,692.95	3,196.14	1,496.81	46.8%
Building alarm	100.00	95.00	5.00	5.3%
Gardening service	600.00	0.00	600.00	100.0%
Miscellaneous Maint.	7,030.20	4,788.18	2,242.02	46.8%
Total Building Maintenance	13,120.77	8,776.94	4,343.83	49.5%
Building Utilities/Service				
Garbage	560.52	542.36	18.16	3.4%
Gas and Electric	3,730.38	5,322.64	-1,592.26	-29.9%
Water/Sewer	735.68	1,216.60	-480.92	-39.5%
Total Building Utilities/Service	5,026.58	7,081.60	-2,055.02	-29.0%
Memberships	4,626.00	4,307.00	319.00	7.4%
Office				
Office Expense	129.75	2,039.51	-1,909.76	-93.6%
Office Supplies	575.22	929.27	-354.05	-38.1%
Telephone	3,071.10	2,747.67	323.43	11.8%
Total Office	3,776.07	5,716.45	-1,940.38	-33.9%
Total DISTRICT ACTIVITIES	33,939.44	31,515.76	2,423.68	7.7%
Staff				
Wages	42,952.00	42,115.50	836.50	2.0%
Overtime Wages	557.52	1,249.53	-692.01	-55.4%
Medical/dental ins compensation	3,710.00	3,570.00	140.00	3.9%
Retirement Contribution	2,147.60	2,105.74	41.86	2.0%
Payroll Taxes	3,591.47	3,555.01	36.46	1.0%
Workers Compensation/Life Ins	1,316.30	1,086.43	229.87	21.2%
Payroll Processing	777.36	743.76	33.60	4.5%
Total Staff	55,052.25	54,425.97	626.28	1.2%
Total Expense	1,832,391.60	1,636,787.13	195,604.47	12.0%
Net Ordinary Income	1,226,713.76	1,406,503.41	-179,789.65	-12.8%

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

July 1, 2012 through February 12, 2013

	Jul 1, '12 - Feb 12, 13	Jul 1, '11 - Feb 12, 12	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - Capital	193,455.00	93,455.00	100,000.00	107.0%
Transfers In - General	753.53	208,997.90	-208,244.37	-99.6%
Total Other Income	194,208.53	302,452.90	-108,244.37	-35.8%
Other Expense				
Transfers Out - Capital	2,017.27	208,997.90	-206,980.63	-99.0%
Transfers Out - Special	0.00	90,000.00	-90,000.00	-100.0%
Transfers Out - General	193,455.00	3,455.00	190,000.00	5,499.3%
Total Other Expense	195,472.27	302,452.90	-106,980.63	-35.4%
Net Other Income	-1,263.74	0.00	-1,263.74	-100.0%
Net Income	1,225,450.02	1,406,503.41	-181,053.39	-12.9%

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

July 2012 through January 2013

	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,777,770.14	2,770,000.00	7,770.14	100.3%
Special Taxes	200,395.20	200,395.00	0.20	100.0%
Other Tax Income	14,154.04	15,000.00	-845.96	94.4%
Lease Agreement	15,298.00	30,595.00	-15,297.00	50.0%
Interest Income	4,144.39	4,000.00	144.39	103.6%
Salary Reimbursement Agreement	27,190.59	27,159.44	31.15	100.1%
Total Income	3,038,952.36	3,047,149.44	-8,197.08	99.7%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,500.00	41.07	102.7%
Contra Costa County Expenses	2,601.53	2,650.00	-48.47	98.2%
El Cerrito Contract Fee	1,379,863.23	1,379,860.44	2.79	100.0%
Water System Improvements	280,000.00	420,000.00	-140,000.00	66.7%
Fire Abatement Contract	2,550.00	8,000.00	-5,450.00	31.9%
Risk Management Insurance	10,200.00	12,600.00	-2,400.00	81.0%
Professional Fees				
Accounting	1,413.75	3,150.00	-1,736.25	44.9%
Actuarial Valuation	0.00	500.00	-500.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,273.78	17,500.00	-16,226.22	7.3%
Total Professional Fees	14,687.53	33,150.00	-18,462.47	44.3%
Wildland Vegetation Mgmt	5,390.00	6,000.00	-610.00	89.8%
Total OUTSIDE PROFESSIONAL SER...	1,696,833.36	1,863,760.44	-166,927.08	91.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	36,142.47	28,110.81	8,031.66	128.6%
Delta Dental	3,596.25	3,596.25	0.00	100.0%
Vision Care	980.00	980.00	0.00	100.0%
Total RETIREE MEDICAL BENEFITS	40,718.72	32,687.06	8,031.66	124.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,131.71	7,583.31	-3,451.60	54.5%
Comm. Pharmaceutical Drop-Off	707.54	2,000.00	-1,292.46	35.4%
Vial of Life Program	5.46	233.31	-227.85	2.3%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	1,500.00	-1,500.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	4,844.71	11,316.62	-6,471.91	42.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel	822.15	1,500.00	-677.85	54.8%
Firefighters' Expenses	4,977.72	2,916.69	2,061.03	170.7%
Engine Rescue Equipment	0.00	2,250.00	-2,250.00	0.0%
Staff Appreciation	1,590.15	2,500.00	-909.85	63.6%
Professional Development	0.00	3,208.31	-3,208.31	0.0%
Building Maintenance				
Janitorial Service	597.96	875.00	-277.04	68.3%
Medical Waste Disposal	4,043.45	4,176.69	-133.24	96.8%
Building alarm	100.00	100.00	0.00	100.0%
Gardening service	480.00	1,020.81	-540.81	47.0%
Miscellaneous Maint.	6,866.72	7,000.00	-133.28	98.1%
Total Building Maintenance	12,088.13	13,172.50	-1,084.37	91.8%
Building Utilities/Service				
Garbage	560.52	573.34	-12.82	97.8%
Gas and Electric	4,230.89	4,310.81	-79.92	98.1%
Water/Sewer	1,051.33	1,050.00	1.33	100.1%
Total Building Utilities/Service	5,842.74	5,934.15	-91.41	98.5%
Election	0.00	1,000.00	-1,000.00	0.0%
Memberships	4,626.00	5,100.00	-474.00	90.7%
Office				
Office Expense	129.75	2,187.50	-2,057.75	5.9%
Office Supplies	575.22	1,312.50	-737.28	43.8%
Telephone	2,993.60	2,969.19	24.41	100.8%
Total Office	3,698.57	6,469.19	-2,770.62	57.2%
Total DISTRICT ACTIVITIES	33,645.46	44,050.84	-10,405.38	76.4%
Staff				
Wages	42,952.00	42,956.69	-4.69	100.0%
Overtime Wages	557.52	2,231.25	-1,673.73	25.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	3,710.00	3,710.00	0.00	100.0%
Retirement Contribution	2,147.60	2,146.69	0.91	100.0%
Payroll Taxes	3,591.47	3,872.19	-280.72	92.8%
Workers Compensation/Life Ins	1,316.30	892.50	423.80	147.5%
Payroll Processing	777.36	752.50	24.86	103.3%
Total Staff	55,052.25	56,561.82	-1,509.57	97.3%

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

July 2012 through January 2013

	Jul '12 - Jan 13	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	11,666.69	-11,666.69	0.0%
Total Contingency	<u>0.00</u>	<u>11,666.69</u>	<u>-11,666.69</u>	<u>0.0%</u>
Total Expense	<u>1,831,094.50</u>	<u>2,020,043.47</u>	<u>-188,948.97</u>	<u>90.6%</u>
Net Ordinary Income	<u>1,207,857.86</u>	<u>1,027,105.97</u>	<u>180,751.89</u>	<u>117.6%</u>
Other Income/Expense				
Other Income				
Transfers In - Capital	193,455.00			
Transfers In - General	753.53			
Total Other Income	<u>194,208.53</u>			
Other Expense				
Transfers Out - Capital	2,017.27			
Transfers Out - General	193,455.00			
Total Other Expense	<u>195,472.27</u>			
Net Other Income	<u>-1,263.74</u>			
Net Income	<u><u>1,206,594.12</u></u>	<u><u>1,027,105.97</u></u>	<u><u>179,488.15</u></u>	<u><u>117.5%</u></u>

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

February 8, 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

BATTALION CHIEF PROMOTION

I am pleased to announce the promotion of Captain Laurence Carr to the rank of Battalion Chief. The promotion will be effective March 17, 2013.

Larry came to the Department in 1986 and has demonstrated a true understanding of the Fire Service. During Larry's 27-year tenure, he has held the rank of Firefighter, Engineer, and Captain including a two-year rotation as the Fire Prevention Officer and the assignment of Wildland Interface Officer. Larry has spent the last six years of his career at Station 65 in Kensington where he is a familiar face to many throughout the community.

B/C Carr will assume the role of the "B" Shift Battalion Chief taking over the spot that was left empty by retired B/C Dougery late last year. Please join me in congratulating Battalion Chief Carr on his new promotion.

BOARD REPORTS

The Fire Plug



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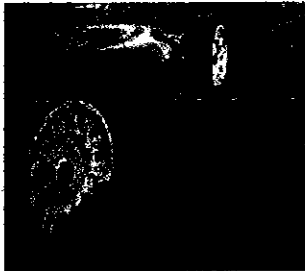
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Spring Vegetation Management Inspections

The community of Kensington is in a "Very High Fire Hazard Severity Zone".

Each year, during the months of May and June, Fire District personnel inspect every property in Kensington. These inspections are conducted via "drive-by". Inspections can also be complaint driven (if we cannot see the alleged hazard from the sidewalk). The Fire Prevention Officer will be checking properties to ensure that they comply with the Kensington Vegetation Management Standards that help keep Kensington a safe community.

The properties that do not comply will receive written notification from the Fire Prevention Officer. Reinspection of those properties in violation will then take place in July, followed by a KFPD Board of Directors hearing in August, if the property is still not abated. This notification process is in place to remind homeowners that it is your responsibility to protect your home and the community from the devastating effects of wildfire. In past years, voluntary compliance from the residents has been outstanding and we look forward to full cooperation this year.



If you need guidance in resolving a fire hazard on your property or you would like a copy of our Defensible Space brochure, please call the Fire Prevention Officer at (510) 215-4457 for assistance. We are happy to help!

Remember that you make the greatest difference in keeping your home, neighborhood and community more fire safe!

Vegetation management tips:

All lots

- Trim tall trees up 10 feet from the ground. Remove dead and dying branches, loose and papery bark, and fallen branches.
- Cut trees 10 feet back from chimney openings.
- Install a spark arrestor on all chimneys and stovepipes.
- Keep roof and decks free of leaves, needles, twigs or other dead vegetation.
- Fire resistive plants and shrubs are recommended.
- All abatement must be maintained throughout fire season.

Large lots

- Maintain a 30-foot firebreak from all structures to property lines. Only well-tended, properly irrigated ornamental vegetation is allowed. Remove all dead, diseased or otherwise flammable material.
- For parcels that extend 30 to 100 feet from the house, reduce the height of flammable vegetation (grass and weeds to 6 inches or less; brush to 18 inches or less).

For additional information:

Go to "www.kensingtonfire.org/safety/index.shtml" to download a file of the District's full vegetation management guidelines and a list of recommended plants and trees.

Also check our Links/Downloads web page for additional information on Defensible Space.

KFPD BOARD OF DIRECTORS:

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

KFPD STAFF:

- Lance Maples, Chief
- Brenda Navellier, Manager



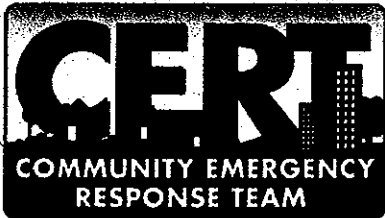
CERT Training—Sign Up Now!

KFPD is currently offering a spring session of Community Emergency Response Team training. Now is the time to sign up and learn how to help yourself, your family, and your neighbors during a time of a disaster! Class size is a maximum of 25 people.

CERT 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 in a condensed format.

Boot Camp will take place on **Saturday, April 13, 8:00 a.m. to 5:00 p.m.** at the El Cerrito Community Center.



CERT TRAINING

Utilizing the CERT curriculum, this 20-hour program is designed to assist residents of Kensington to be self-sufficient in the event of a disaster. Classes are offered free of charge. This spring session will take place at the **Castro Park Clubhouse**, 1420 Norvell Street, El Cerrito on **Thursday evenings** from 6:30 to 9:00 p.m.. The final drill will take place on a Saturday.

2/28/13	Introduction to CERT
3/7/13	Fire Suppression and Utility Control
3/14/13	Disaster Psychology/DSW
3/21/13	Search and Rescue
3/28/13	Disaster Medical Part 1
4/4/13	Disaster Medical Part 2
4/11/12	CERT Organization
4/18/12	Terrorism Awareness
4/27/12	All Day Simulation/Drill (Fire Training Facility, 3506 Cutting Blvd., Richmond)

How can you sign-up?

Call (510) 215-4450 or email kensingtonfirepd@aol.com to sign up for these CERT classes.

CERT participants receive free emergency preparedness items to complement their training.

CPR/First Aid Classes

If you would like to take a CPR and/or First Aid class, your Fire District is here to help. Classes are taught in small groups and priority registration is given to Kensington and El Cerrito residents. CPR begins at 8:30 a.m. There is a break from 12:00 noon to 1:00 p.m. for lunch on your own. First Aid resumes from 1:00 until 4:30 p.m.

Kensington classes are held at the Arlington Community Church, 52 Arlington Avenue. The El Cerrito class will be take

place at the El Cerrito Senior Center, 6500 Stockton Avenue, El Cerrito..

There is a \$27 fee for CPR and a \$27 fee for First Aid.

To register, call (510) 215-4450 or email

kensingtonfirepd@aol.com

Spring 2013 Schedule

March 16	Kensington
May 11	El Cerrito

Fall classes will be scheduled later in the summer. You can also check our website at www.kensingtonfire.org under Community Programs.



Pharmaceutical Disposal Program

KFPD, in conjunction with KPPCSD, will be holding a free community pharmaceutical drop-off event on **Saturday, April 27, 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.

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.

We do not accept any household hazardous waste.

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

Community Shredding Event

KFPD will be holding another community "shredding event" for Kensington residents on **Saturday, April 13, 2013 from 10:00 a.m. until 2:00 p.m.**

In our on-going efforts to assist the community become more fire



safe, a mobile document shredding truck will be located at the north end of the community center/library parking lot that day (across from Arlington Community Church, 52 Arlington Avenue).

Residents are encouraged to clear out old files and papers from their

homes and bring them to the shredding truck to be securely and safely disposed. All paper shredding is recycled by returning it to a paper mill.

KFPD will also have Vial of Life packets and 24-Hour Emergency Kits on hand if you have not yet received yours. Call 215-4450 with any questions about this service.

Check our Website!

The Kensington Fire Protection District is on the web. Please browse our website at www.kensingtonfire.org.

Among many other topics, you can find out about our latest CPR and CERT classes, meet your Board of Directors who volunteer their time to serve the public, and read the Board's monthly agendas and packets.

You can check the Chief's Report to see what our firefighting staff have been up to lately.

We also have a Kids' Links page where children can find fire safety tips and access to fun fire safety games.

We are always working on improvements and will be adding more information soon!



KENSINGTON FIRE PROTECTION DISTRICT

Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94708

Phone: 510/527-8395

Fax: 510/527-8396

E-mail: kensingtonfirepd@aol.com

*If There's a
Doubt—
Call Us Out!*

We're on the Web!

www.kensingtonfire.org



Create a Home Disaster Preparedness Kit

After a disaster, emergency workers will be on the scene but they cannot reach everyone immediately. You could get help in hours or it may take days. Is your family prepared to cope with an emergency until help arrives?

In keeping with our CERT program (see pg. 2), the KFPD recommends each home create a Disaster Preparedness Kit. Once a disaster hits, you won't have time to shop or search for supplies. If you've gathered supplies in advance, your family can endure evacuation or home confinement.

There are six basics you should assemble for an emergency: water, food, first aid supplies, clothing and bedding, tools and emergency supplies. Keep the items that you would most likely need in an evacuation in an easy-to-carry container. Remember, your home may not be habitable. Consider special items: prescriptions, baby needs, pet needs and important family documents.

Visit our website and

download a copy of the Red Cross Family Disaster Supplies Kit pamphlet.

Ready-made disaster kits can also be purchased, often from warehouse stores or on the internet, but would need to be supplemented with personal items.



A sample Preparedness Kit for a family of four.

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