

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

Date of Meeting: December 8, 2010

Time of Meeting: 7:30 p.m.

Place of Meeting: ***NOTE CHANGE OF MEETING LOCATION***
Kensington Public Safety Building
217 Arlington Avenue, Kensington, CA 94707

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

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

7:30 p.m.

CALL TO ORDER

Directors: Helmut Blaschczyk, Donald Dommer, Janice Kosel, Leslie Michael and
Nina Ramsey

1. **OATH OF OFFICE** for Directors Helmut Blaschczyk, Janice Kosel and Nina Harmon Ramsey
2. **ADOPTION OF CONSENT ITEMS.** Items 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.
3. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the special meeting of October 27, 2010 (APPROVE).
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #6** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** October/November 2010 (APPROVE)
7. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.
8. **PRESIDENT'S REPORT**
 - a. Employee Appreciation Suggestion and Direction from Board

NEW BUSINESS

9. Resolution 10-08 Supporting KIC's Efforts to Maintain and Rehabilitate Walking Paths in Kensington (ACTION)
10. Additional Services Request #5 in a not-to-exceed amount of \$9,200 from Mack5 for Pre-Construction Management Services (ACTION)
11. Election of Officers for Calendar Year 2011 (ACTION)

OLD BUSINESS

12. Status of Performance Bond Claim against Financial Pacific Insurance Company

13. BOARD REPORTS

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

- a. Finance Committee (Kosel/Ramsey)
- b. Education (Kosel)
- c. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- d. Utility Undergrounding (Kosel/Blaschczyk)
- e. Contra Costa County/California Special Districts Assoc. (Ramsey/Blaschczyk): Next chapter meeting in January 2011; 2010 accomplishments and Board member training
- f. Diablo Fire Safe Council/Interface (Staff): Report on November 21st Kensington neighborhood/DFSC interface event; HEF Wildfire Evacuation Tips

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 12, 2011, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 1/12/10 is Wednesday, 12/29/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 1/5/11 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

OATH OF OFFICE

**CERTIFICATE OF APPOINTMENT-IN-LIEU OF ELECTION
AND OATH OF OFFICE**

State of California)
) ss.
County of Contra Costa)

This certifies that **HELMUT BLASCHCZYK** has been appointed to the office of Director for the Kensington Fire Protection District, of Contra Costa County, California, in lieu of election, for a full term of four years commencing December 3, 2010 and ending December 5, 2014, pursuant to Elections Code 10515 (a), which provides for appointment where only one person or an insufficient number of persons has been nominated to the office of Director, prior to the General Election scheduled for the 2nd day of November 2010.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 14 day of November, 2010.

Stephen L. Weir, County Clerk

By Sue Olvera
Sue Olvera, Deputy Clerk



State of California)
) ss.
County of Contra Costa)

I, **HELMUT BLASCHCZYK**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this ____ day of _____, 2010.

(Signature of Person Administering Oath)

Title

**CERTIFICATE OF APPOINTMENT-IN-LIEU OF ELECTION
AND OATH OF OFFICE**

State of California)
) ss.
County of Contra Costa)

This certifies that **JANICE E. KOSEL** has been appointed to the office of Director for the **Kensington Fire Protection District**, of Contra Costa County, California, in lieu of election, for a full term of four years commencing December 3, 2010 and ending December 5, 2014, pursuant to Elections Code 10515 (a), which provides for appointment where only one person or an insufficient number of persons has been nominated to the office of Director, prior to the General Election scheduled for the 2nd day of November 2010.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 2nd day of December, 2010.

Stephen L. Weir, County Clerk



By Sue Olvera
Sue Olvera, Deputy Clerk

State of California)
) ss.
County of Contra Costa)

I, **JANICE E. KOSEL**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this _____ day of _____, 2010.

(Signature of Person Administering Oath)

Title

**CERTIFICATE OF APPOINTMENT-IN-LIEU OF ELECTION
AND OATH OF OFFICE**

State of California)
) ss.
County of Contra Costa)

This certifies that **NINA RAMSEY** has been appointed to the office of Director for the **Kensington Fire Protection District**, of Contra Costa County, California, in lieu of election, for a full term of four years commencing December 3, 2010 and ending December 5, 2014, pursuant to Elections Code 10515 (a), which provides for appointment where only one person or an insufficient number of persons has been nominated to the office of Director, prior to the General Election scheduled for the 2nd day of November 2010.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 4th day of October, 2010.

Stephen L. Weir, County Clerk



By Sue Olvera
Sue Olvera, Deputy Clerk

State of California)
) ss.
County of Contra Costa)

I, **NINA RAMSEY**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Candidate Signature)

Subscribed and sworn to (or affirmed) before me, this ____ day of _____, 2010.

(Signature of Person Administering Oath)

Title

Before taking office, each member must take and subscribe the Oath of Office before any officer authorized to administer oaths. File a copy with ORIGINAL SIGNATURE with the County Clerk or the District Secretary. Government Code 1363

CONSENT CALENDAR

**MINUTES OF THE OCTOBER 27, 2010 SPECIAL MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaszczyk, Don Dommer, Leslie Michael and Nina Harmon Ramsey
 Staff: Chief Lance Maples, Administrator Brenda Navellier, CPA Deborah Russell
 Absent: Director Janice Kosel

CALL TO ORDER:

President Ramsey called the meeting to order at 5:07 p.m. and noted the Directors that were present and that Director Kosel was excused. The meeting took place in the Public Safety Building.

ORAL COMMUNICATIONS:

None.

OLD BUSINESS:

Legal Correspondence and Discussion regarding the Kensington Fire Station Exterior Improvements and Site Accessibility Project: Director Dommer reported that Kel-Tec, the District's general contractor for the project, sent a letter earlier in the month stating they could not proceed with the project and they were filing for bankruptcy. The letter was included in the packet. Navellier, Dommer, Mack5 and legal counsel have all been working together and agree that the District does not need to rebid the project. Mack5 has started the process to find another appropriate contractor. At this point, Mack5 is negotiating a price with Swinerton construction company. Dommer feels the price that Kel-Tec bid was very low. The estimates that both the architect and the project manager put together, estimated the project at \$350,000-400,000. Once a price is negotiated, the District should approach the surety company with their choice of contractor. The District does not know how the surety company will want to proceed; they may want to get several prices/bids on the project or pick their own contractor. The surety company is potentially liable for the amount it takes to get the project complete, above Kel-Tec's price which is what the District would have paid anyway. The District does not have to give the project to the one other bidder, since they were in effect rejected when the District chose Kel-Tec. The Board discussed the timing of the project with a concern to the upcoming winter months. Dommer explained Mack5's current role in the project and how they are operating as an extension of the District's staff. Their current goal is to line up a contractor for the District. Dommer added that the schedule of the project is completely unknown at this time. Everyone agreed that the contractor's default could have been much worse if the project had already been started.

NEW BUSINESS:

Resolution 10-07 Authorizing the Administrator to Submit a Claim with the Project Surety Company, Financial Pacific Insurance Company, and Negotiate with Surety so that the Project is Completed as soon as Possible as Close to the Amount of the Original Contract as Possible: Director Ramsey made a motion to approve Resolution 10-07 as submitted in the Board packet. Director Dommer discussed the roles of legal counsel and Mack5 and who would actually negotiate with the surety company. Director Blaszczyk seconded the motion.

VOTE: Ayes – Dommer, Kosel, Michael, Ramsey
 Noes – None

ADJOURNMENT: The meeting was adjourned at 5:24 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on December 8, 2010.

Attest:

Leslie Michael, Board Secretary

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		PYCY:					
		TRANSMITTAL - APPROVAL		BATCH #:					
		Invoices		DATE:					
				LOCATION #:					
				FILENAME:					
				2170					
				12/2/2010					
				13					
00466	Biggs Cardosa	11/05/10	57693 structural submittal review	7840	2490				340.00
00982	Delta Dental	11/23/10	4912 0003 Dec dental	7840	1061				1,189.07
01169	CalPERS	11/15/10	H2010067009000 Jan med	7840	1061				9,247.96
01172	L.N. Curtis & Sons	11/15/10	1202068-01 rescue gear	7840	2490				1,292.11
01172	L.N. Curtis & Sons	11/23/10	1202068-00 rescue gear	7840	2490				265.17
01172	L.N. Curtis & Sons	11/23/10	1202500-01 ff equip	7840	2490				2,012.81
01406	KFPD	11/23/10	1202500-01 ff equip	7840	2490				52.68
01634	Vision Service Plan	12/02/10	Reimburse revolving fund	7840	2490				10,478.16
02120	City of El Cerrito	11/18/10	00102770001 Dec vision	7840	1061				307.45
02590	Mack5	12/01/10	Dec fire protection	7840	2328				173,951.95
11342	Deborah Russell	11/30/10	2045 Nov pre const	7840	2490				6,560.00
12420	Meyers Nave	11/22/10	6684 Oct acctg	7840	2490				325.00
16281	CA Special Districts Assoc	10/31/10	2010100754 legal	7840	2490				2,526.66
		12/01/10	1374 annual membership	7840	2490				4,141.00
TOTAL									212,690.02

Kensington FPD Approval

Date:

Mudganes Date: 12/2/10

December 2, 2010

Attachment to Transmittal 1210

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
11/4/2010	PG&E - electric	1,277.59
11/4/2010	Office Depot	162.92
11/9/2010	Nextel phone	73.63
11/17/2010	Payroll for period 11/1 - 11/15/10	2,247.41
11/17/2010	Withholding payroll taxes 11/1- 11/15/10	915.04
11/17/2010	Payroll processing	45.70
10/31/2010	CA Diesel & Power - reissue lost check	300.00
11/4/2010	PG&E - gas	59.03
11/5/2010	AT&T - phone	243.96
11/10/2010	Mech Bank - agenda mtg, office exp, pub ed, etc.	131.09
10/18/2010	Reimburse Director - CoCo CSDA meeting	24.00
11/3/2010	Annual employee life ins.	412.50
11/22/2010	Comcast internet	69.90
12/1/2010	Stericycle - medical waste	330.17
12/1/2010	ICMA - Nov deferred comp	1,144.90
12/2/2010	Payroll processing	45.70
12/2/2010	Payroll for period 11/16 - 11/30/10	856.43
12/2/2010	Withholding payroll taxes 11/16- 11/30/10	2,138.19
	Total	10,478.16

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

Kensington Fire Protection District
Balance Sheet
As of November 12, 2010

Nov 12, 10

ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,532.79
General Fund	104,322.25
Capital Fund	5,119.77
Special Tax Fund	5,752.03
Total Checking/Savings	122,926.84
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	839.45
Advance on Taxes	2,826,874.97
Advance on Supplemental Taxes	27,848.80
Total Accounts Receivable	2,869,390.35
Other Current Assets	
Prepaid Services - EC	1,421,418.87
Prepaid CERBT - Retiree Trust	1,112,750.97
Investments	
Capital Replacement Funds	796,020.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-613,804.49
Total Investments	2,314,343.88
Total Other Current Assets	4,848,513.72
Total Current Assets	7,840,830.91
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
P/S Building Repair/Replace	6,439.15
Computers/Computerized Equip.	5,755.80
Total Current Capital Outlay	12,194.95
Total Fixed Assets	1,308,883.96
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
TOTAL ASSETS	9,353,355.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	35,635.68
Total Accounts Payable	35,635.68
Other Current Liabilities	
EI Cerrito Service Contract Pay	1,421,418.87
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	1,423,120.23
Total Current Liabilities	1,458,755.91
Total Liabilities	1,458,755.91

Kensington Fire Protection District
Balance Sheet
As of November 12, 2010

	<u>Nov 12, 10</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	573,670.61
Net Income	2,108,309.78
Total Equity	<u>7,894,599.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,353,355.56</u></u>

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through November 12, 2010

	Jul 1 - Nov 12, 10	Jul 1 - Nov 12, 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,723,248.99	2,718,201.39	5,047.60	0.2%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Lease Agreement	14,420.00	0.00	14,420.00	100.0%
Interest Income	3,475.85	5,722.70	-2,246.85	-39.3%
Salary Reimbursement Agreement	14,901.69	3,650.00	11,251.69	308.3%
Total Income	2,956,287.43	2,727,574.09	228,693.34	8.4%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	1,387.37	382.77	1,004.60	262.5%
El Cerrito Contract Fee	710,709.49	883,429.76	-172,720.27	-19.6%
Water System Improvements	0.00	9,472.00	-9,472.00	-100.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	1,511.25	1,545.00	-33.75	-2.2%
Actuarial Valuation	3,200.00	0.00	3,200.00	100.0%
Audit	9,000.00	8,500.00	500.00	5.9%
Legal Fees	475.20	9,461.15	-8,985.95	-95.0%
Total Professional Fees	14,186.45	19,506.15	-5,319.70	-27.3%
Wildland Vegetation Mgmt	1,995.00	3,045.00	-1,050.00	-34.5%
Total OUTSIDE PROFESSIONAL SERVI...	742,101.72	927,998.91	-185,897.19	-20.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	32,116.63	29,398.72	2,717.91	9.2%
Delta Dental	6,245.70	5,337.08	908.62	17.0%
Vision Care	1,019.09	1,504.91	-485.82	-32.3%
Total RETIREE MEDICAL BENEFITS	39,381.42	36,240.71	3,140.71	8.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,107.53	3,792.43	315.10	8.3%
Comm. Pharmaceutical Drop-Off	0.00	1,917.46	-1,917.46	-100.0%
Open Houses	0.00	657.52	-657.52	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	4,107.53	6,367.41	-2,259.88	-35.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	0.00	548.75	100.0%
Firefighters' Expenses	421.26	2,763.32	-2,342.06	-84.8%
Engine Rescue Equipment	4,659.73	0.00	4,659.73	100.0%
Staff Appreciation	0.00	3,947.91	-3,947.91	-100.0%
Professional Development	123.00	4,487.85	-4,364.85	-97.3%
Building Maintenance				
Janitorial Service	398.64	298.34	100.30	33.6%
Medical Waste Disposal	1,377.18	1,220.79	156.39	12.8%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	240.00	360.00	-120.00	-33.3%
Miscellaneous Maint.	16,269.92	25,622.28	-9,352.36	-36.5%
Total Building Maintenance	18,285.74	27,591.41	-9,305.67	-33.7%
Building Utilities/Service				
Garbage	266.80	265.20	1.60	0.6%
Gas and Electric	4,204.49	2,848.14	1,356.35	47.6%
Water/Sewer	629.28	507.27	122.01	24.1%
Total Building Utilities/Service	5,100.57	3,620.61	1,479.96	40.9%
Election	369.80	0.00	369.80	100.0%
Memberships	600.00	600.00	0.00	0.0%
Office				
Office Expense	375.27	1,030.04	-654.77	-63.6%
Office Supplies	250.68	920.15	-669.47	-72.8%
Telephone	1,324.41	775.31	549.10	70.8%
Total Office	1,950.36	2,725.50	-775.14	-28.4%
Total DISTRICT ACTIVITIES	32,059.21	45,738.80	-13,677.39	-29.9%
Staff				
Wages	23,592.16	16,012.80	7,579.36	47.3%
Overtime Wages	918.70	0.00	918.70	100.0%
Medical/dental Ins compensation	1,960.00	1,600.00	360.00	22.5%
Retirement Contribution	1,179.60	800.64	378.96	47.3%
Payroll Taxes	1,875.07	1,224.96	650.11	53.1%
Workers Compensation/Life Ins	416.64	676.36	-259.72	-38.4%
Payroll Processing	365.60	351.53	14.07	4.0%
Total Staff	30,307.77	20,666.29	9,641.48	46.7%
Total Expense	847,957.65	1,037,009.92	-189,052.27	-18.2%
Net Ordinary Income	2,108,309.78	1,690,564.17	417,745.61	24.7%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00	3,968.06	-1,829.06	-46.1%
Total Other Income	2,139.00	3,968.06	-1,829.06	-46.1%

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

July 1 through November 12, 2010

	Jul 1 - Nov 12, 10	Jul 1 - Nov 12, 09	\$ Change	% Change
Other Expense				
Transfers Out - Capital	1,032.35	3,968.06	-2,935.71	-74.0%
Transfers Out - General	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	2,139.00	5,398.06	-3,259.06	-60.4%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	2,108,309.78	1,689,134.17	419,175.61	24.8%

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

July through October 2010

	Jul - Oct 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,723,248.99	2,725,300.00	-2,051.01	99.9%
Special Taxes	200,220.90	200,221.00	-0.10	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	14,420.00	14,420.00	0.00	100.0%
Interest Income	3,475.85	2,500.00	975.85	139.0%
Salary Reimbursement Agreement	14,901.69	14,901.64	0.05	100.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	2,956,267.43	2,957,342.64	-1,075.21	100.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	1,255.37	2,105.00	-849.63	59.6%
El Cerrito Contract Fee	710,709.49	710,709.32	0.17	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	12,380.00	-2.00	100.0%
Professional Fees				
Accounting	1,511.25	1,800.00	-288.75	84.0%
Actuarial Valuation	3,200.00	2,500.00	700.00	128.0%
Audit	9,000.00	8,500.00	500.00	105.9%
Legal Fees	475.20	7,120.00	-6,644.80	6.7%
Total Professional Fees	14,186.45	19,920.00	-5,733.55	71.2%
Wildland Vegetation Mgmt	1,995.00	2,000.00	-5.00	99.8%
Total OUTSIDE PROFESSIONAL SERVI...	741,969.72	756,559.32	-14,589.60	98.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	32,116.63	22,912.50	9,204.13	140.2%
Delta Dental	6,245.70	2,523.36	3,722.34	247.5%
Vision Care	1,019.09	711.64	307.45	143.2%
Total RETIREE MEDICAL BENEFITS	39,381.42	26,147.50	13,233.92	150.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	2,558.30	3,000.00	-441.70	85.3%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	2,558.30	4,500.00	-1,941.70	56.9%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	500.00	48.75	109.8%
Firefighters' Expenses	421.26	1,666.68	-1,245.42	25.3%
Engine Rescue Equipment	4,028.92	5,000.00	-971.08	80.6%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	123.00	750.00	-627.00	16.4%
Building Maintenance				
Janitorial Service	298.98	400.00	-101.02	74.7%
Medical Waste Disposal	1,046.93	1,500.00	-453.07	69.8%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	240.00	460.00	-220.00	52.2%
Miscellaneous Maint.	15,866.81	60,000.00	-44,133.19	26.4%
Total Building Maintenance	17,452.72	62,360.00	-44,907.28	28.0%
Building Utilities/Service				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	2,926.90	2,603.32	323.58	112.4%
Water/Sewer	629.28	568.00	61.28	110.8%
Total Building Utilities/Service	3,822.98	3,451.32	371.66	110.8%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	600.00	600.00	0.00	100.0%
Office				
Office Expense	328.20	1,166.68	-838.48	28.1%
Office Supplies	87.76	833.32	-745.56	10.5%
Telephone	1,180.88	1,416.68	-235.80	83.4%
Total Office	1,596.84	3,416.68	-1,819.84	46.7%
Total DISTRICT ACTIVITIES	28,964.27	78,744.68	-49,780.41	36.8%
Staff				
Wages	23,592.16	23,592.16	0.00	100.0%
Overtime Wages	918.70	1,633.32	-714.62	56.2%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental Ins compensation	1,960.00	1,960.00	0.00	100.0%
Retirement Contribution	1,179.60	1,180.00	-0.40	100.0%
Payroll Taxes	1,875.07	1,960.00	-84.93	95.7%
Workers Compensation/Life Ins	416.64	380.00	36.64	109.6%
Payroll Processing	365.60	388.32	-22.72	94.1%
Total Staff	30,307.77	31,093.80	-786.03	97.5%

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

July through October 2010

	Jul - Oct 10	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	3,333.33	-3,333.33	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	3,333.33	-3,333.33	0.0%
Total Expense	843,181.48	900,378.63	-57,197.15	93.6%
Net Ordinary Income	2,113,085.95	2,056,964.01	56,121.94	102.7%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00			
Total Other Income	2,139.00			
Other Expense				
Transfers Out - Capital	1,032.35			
Transfers Out - General	1,106.65			
Total Other Expense	2,139.00			
Net Other Income	0.00			
Net Income	2,113,085.95	2,056,964.01	56,121.94	102.7%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

December 2010

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Structure Fire Caused by Dryer Lint Build-Up

At approximately 7:30 on November 24, 2010, the El Cerrito-Kensington Fire Department responded to a reported structure fire in the area of Ganges Court and Ganges Avenue. Engines 71, 72, 65, 64, Truck 64 and Battalions 71 and 64 were on the initial dispatch. While responding, dispatch advised that there were several calls reporting smoke and flames in this area. B71 requested ECPD and an AMR unit to assist with traffic control and for medical standby.

Battalion 71 arrived on scene within five minutes of the initial call to find a two-story single family dwelling located at 1709 Ganges Avenue with heavy fire and smoke pushing from the front part of the home including the garage, kitchen and family room, and smoke throughout the home. B71 established Ganges Incident Command and assigned all operations to tactile channel #1.

E71 arrived shortly afterwards and was assigned to fire attack with instructions to extend a line to the front door. Due to the heavy fire load, E72 was assigned to pull a back up hose line to assist E71 with suppression. E64 was assigned to RIC (rescue crew) and E65 was assigned to take a hose line to the second floor and check for fire extension and complete a primary search. T64 was assigned to secure all utilities and to open the garage door where there was extensive fire. B64 was assigned to the rear of the structure for reconnaissance.

E71 advanced a hose line to the front door and was met with heavy smoke and heat and fire rolling over the top of them from the garage. Along with the assistance of E72's crew, they made entry and found heavy fire in the kitchen and all the way out to the garage through an open door. E71 obtained knock down on the fire shortly after entering the structure. During this time B71 made contact with the occupant/owner of the house and confirmed that everyone was out. After knock down of the fire, the interior crews completed the primary survey and confirmed that no one was inside.

At this point crews were hampered in that anything metal in the house was electrically energized and was delivering shocks to the personnel. The electrical panel was double checked and confirmed that the main breaker was turned off; however somewhere there was a short that was bypassing the breaker. All personnel exited the house to wait for PG&E. Once PG&E arrived and disconnected the power at the pole, overhaul of the garage and kitchen was completed.

In speaking with the occupants, everyone was in bed. One of the occupants had been up approximately 30 minutes prior and had started a load of clothes in the dryer and then returned to the bedroom. At approximately 7:30 another person in a bedroom on the second floor was awoken by the smell of smoke and went to investigate. He stated there was no smoke in the house, but he saw it outside the front coming out of the garage. He proceeded to open the interior door to the garage and found heavy smoke and flames inside. He further stated that he did not close the door to the garage but instead proceeded to wake everyone up and get them out of the house.

Upon further investigation of the dryer, it was apparent that the fire started inside or behind the dryer and spread from there. There was a large build up of lint, and old clothes and other debris were behind the dryer and damage was most concentrated around the appliance. As mentioned above, excessive damage was done to the garage, kitchen and family room. There was also very extensive heat and smoke damage throughout the rest of the house. The family did have insurance on the dwelling and a representative arrived prior to the fire department leaving. The City Building Department was notified and they red tagged the structure.

Four adults were displaced by this fire and Red Cross was called in for assistance for the family. The Fire Department had one person with a minor eye injury due to flying particles. That individual was seen at Kaiser and was diagnosed with a scratched cornea but was released for full duty with a follow up appointment.

NEW BUSINESS

RESOLUTION 10-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT SUPPORTING THE KENSINGTON IMPROVEMENT CLUB'S EFFORTS TO MAINTAIN AND REHABILITATE WALKING PATHS IN KENSINGTON

WHEREAS the Kensington Improvement Club (KIC) has undertaken an effort to maintain and improve several pedestrian paths on public rights-of-way in the community of Kensington; and

WHEREAS walking paths in Kensington provide pedestrian access to stores, bus lines, libraries, school and churches; and

WHEREAS walking paths may provide escape routes during fire events which have several times devastated areas of the east bay hills; and

WHEREAS walking paths provide a healthy alternative to driving, reducing our national dependence on imported oil; and

WHEREAS the pedestrian path volunteer efforts of the KIC cost the tax payers nothing and can improve Kensington and its property values.

NOW THEREFORE, BE IT RESOLVED, the Board of the Directors of the Kensington Fire Protection District hereby supports KIC's volunteer efforts to maintain and improve pedestrian paths on the public rights-of-way in the community of Kensington and directs staff to work with KIC to ensure that any improvements do not adversely affect firefighting capabilities or ingress/egress along the public pathways; and

BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District urges the County of Contra Costa to cooperate with KIC in its meritorious efforts to improve and maintain community walking paths.

* * * * *

The foregoing resolution was duly adopted at a Regular Meeting of the Kensington Fire Protection District Board of Directors on the 8th day of December 2010 by the following vote of the Board:

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

Nina Ramsey, President

ATTEST:

Leslie Michael, Secretary

Dear Brenda,

I am ready at this point to request an agenda item. The item is "Public Stairs and Paths in Kensington".

The Kensington Improvement Club is undertaking a multi-year effort to keep these corridors clear of weeds and debris. We are seeking to inform the board, seek an indication of support if appropriate (in the 1991 firestorm the paths were used for hose lines), and ensure any concerns about emergency access are settled.

See attached.

And I have an entirely separate agenda item to propose. Peter Liddell of KPSC suggested that KFPD was the proper place to go. I live in the Kensington Park subdivision which, along with parts of Berkeley Park, has limited road access. Our 503 or so parcels have only two ways out: Colusa Circle and the Arlington Business District. The shortest through road is 4,283 feet long, with no side roads. We're blocked on both sides by creeks.

I wish to map this situation for the board, and propose an emergency escape route. Developing that route would take some inter-agency cooperation, thus my start with the KPFD.

Bryce Nesbitt
<bryce2@obviously.com>



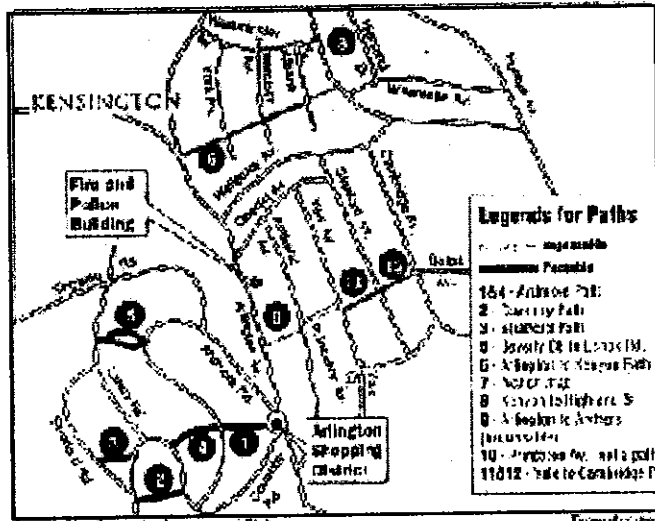
The Kensington Improvement Club is working to repair and extend public pathways in Kensington.

Dear Neighbor,

As of fall 2010 the KIC is constructing well over 100 stair steps on the public path rising from just right of #245 Yale Ave. We're working closely with the immediate neighbors and all Kensington boards and commissions.

This corridor is one of a dozen pathways laid out at the time Kensington was developed, for access to the #7 Streetcar. Today the open paths are popular for strolling, jogging, bay views, and potentially for fire or earthquake emergency access.

We'll be spending about \$20/step. This corridor is unnamed, but you can help with that...



We Want 'Em:

Your Ideas • Your Money • The Sweat of Your Brow

(We'd even settle for just your e-mail address!)

- Please keep me posted on this project. Email: _____
- I'd like to volunteer.
- To donate to local improvement, check your mailbox for KIC's annual membership drive mailer!
Extra donations to paths are welcome, just include this form. Sponsor _____ steps at \$20 plus _____ for snacks.

My suggestion for the name of the path is _____

Please return to: Kensington Improvement Club, P. O. Box 8165 Berkeley, CA 94707-0165
Concerns or questions? Please call 510-527-3062 (Nov 2010)

RESOLUTION NO. 1974-1110

RESOLUTION SUPPORTING KENSINGTON IMPROVEMENT CLUB EFFORTS TO
MAINTAIN AND REHABILITATE WALKING PATHS IN KENSINGTON

The Board of Directors of the Stege Sanitary District finds and determines as follows:

- A. The Kensington Improvement Club (KIC) has undertaken an effort to maintain and improve several pedestrian paths on public rights-of-way in the community of Kensington, and
- B. Walking paths in Kensington provide pedestrian access to stores, bus lines, libraries, schools and churches, and
- C. Walking paths may provide escape routes during fire events which have several times devastated areas of the east bay hills, and
- D. Walking paths provide a healthy alternative to driving, reducing our national dependence on imported oil, and
- E. The Stege Sanitary District has sewer lines underneath several public rights-of-way used for walking paths, and improved maintenance of these rights-of-way will improve Stege's access to these lines, and
- F. The volunteer efforts of the KIC cost the taxpayers nothing, but will reduce potential liability and improve Kensington and raise property values.

In consideration of the foregoing findings and determinations,

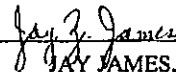
IT IS RESOLVED as follows:

- 1. The District Board of Directors of the Stege Sanitary District supports the concept of volunteer efforts to maintain and improve pedestrian paths on public rights-of-way in the Community of Kensington, and
- 2. Directs staff to work with KIC to ensure that any improvements do not harm District facilities or access thereto, and
- 3. Urges other governmental bodies such as the County of Contra Costa and the Kensington Police Protection and Community Services District to cooperate with KIC in its meritorious efforts to improve and maintain community walking paths.

STATE OF CALIFORNIA)
COUNTY OF CONTRA COSTA)

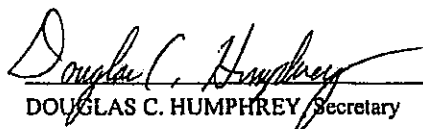
I HEREBY CERTIFY that the forgoing Resolution was duly and regularly adopted by the Board of Directors of the Stege Sanitary District, at a regular meeting thereof, held on the 4th of November 2010 by the following vote:

AYES:	BOARD MEMBERS:	Merrill, Miller, O'Keefe, James
NOES:	BOARD MEMBERS:	None
ABSENT:	BOARD MEMBERS:	Graham
ABSTAIN:	BOARD MEMBERS:	None



JAY JAMES, Vice President
Stege Sanitary District
Contra Costa County, California

ATTEST:



DOUGLAS C. HUMPHREY, Secretary
Stege Sanitary District



December 1, 2010

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

Re: Kensington Fire Station Remodel
Mack5 Job #M5-10-276 - Additional Services Proposal #5

Dear Ms. Navellier:

We are pleased to provide the Kensington Fire Protection District (KFPD) with a proposal for additional Pre-Construction Services, related to the rebid effort, for the Kensington Fire Station Remodel (the Project) as follows:

Services

Mack5 will provide Services such as those noted below. The Services may include all or part of the following tasks dependent on the actual scope and time required, which will be subject to the bonding and insurance companies' requirements for the rebid.

General Scope:

- Represent KFPD's best interests through the rebid effort
- Assure the selected contractor is the best possible for the project
- Assist with negotiation of the terms and conditions with, and payment by, Financial Pacific Insurance Co.

Specific Tasks, including but not limited to:

- Attend pre-bid meeting with bonding company's representative (PCA)
- Complete Mack5 estimate update
- Provide and facilitate email & telephone correspondence
- Maintain and publish Cost Model Manager (CMM)
- Ensure Swinerton is engaged in the rebid process as set forth by PCA
- Dictate and negotiate KFPD best interests with the PCA/Financial Pacific Insurance
- Attend additional site walk through for subcontractors
- Assist with publication of bid addendum and response to bid RFI's
- Attend bid opening
- Perform bid analysis and provide KFPD with contractor recommendation
- Determine that selected contractor meets all requirements set forth in bid documents and is able to provide best value for the Project
- Facilitate issuing Notice of Award

Anticipated Duration

November 30, 2010 (pre-bid site walk through) to start of construction.

mack⁵ Services:

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

phone 510.595.3020

fax 510.595.1755

mack⁵

1900 Powell Street

Suite 470

Emeryville, CA 94608

Notations regarding this Proposal:

- PCA has set the start of construction in the "Instructions To Bidders" at 1/3/2011.
- Start of construction is contingent on the rebid process and acceptance by the KFPD of the nominated contractor's rebid proposal.
- Mack5 has reviewed the rebid process set forth by PCA and has determined it to be too aggressive, not viable, and not in KFPD's the best interest.
- Mack5 will recommend that the bid process be extended to at least four (4) weeks to allow KFPD to review and approve the "Instructions to Bidders" published by PCA, and give the architect an opportunity to answer bid questions and publish addendum #2.
- Mack5 will recommend the start of construction be set at 3/1/2011 to avoid the additional cost and risks of starting the Project during the rainy season. The remaining anticipated Pre-construction duration is there for three (3) months.

Fee

Our not-to-exceed fee allowance for this work is \$9,200 ("Allowance"), which reflects approximately 60 hours (50 hours at \$160 and 10 hours of support at \$120). Any Reimbursable Expenses associated with this work will be charged to this Allowance.

Additional Services

The Fee is based on a limited allowance of hours for the Services. Hours and/or Services incurred beyond those allowed will be deemed additional services.

Reimbursable Expenses

Any reimbursable expenses will be billed at cost plus ten percent (10%).

Hourly Rates

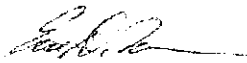
Mack5's hourly rates remain unchanged and are as noted in our Additional Services Proposal #4 dated August 2, 2010.

Terms & Conditions

The Fee is valid for sixty (60) days from the date of this Proposal. Should the scope of Services be altered we reserve the right to adjust our fee accordingly. Acceptance and agreement by KFPD to the content of this Proposal hereby incorporate it as Basic Services under the CONSULTING AGREEMENT between Mack5 and KFPD dated May 13, 2010.

Should you have any questions about the Services or Fee in this Additional Services Proposal #5, please contact Joe Blanco. We look forward to continued work with the Kensington Fire Protection District. To note Kensington Fire Protection District agreement with and acceptance of this Additional Services Proposal #5, please have the appropriate authorized party sign and date below and return this letter to my attention.

Yours sincerely,



Eve Nelson
Chief Financial Officer

Accepted and Agreed: _____

Printed Name: _____

Title: _____

Date: _____



OLD BUSINESS

December 2, 2010

To: KFPD Board Members

AGENDA ITEM 12

Fr: Brenda Navellier
KFPD Administrator

Re: Kensington Fire Station Accessibility and Exterior Improvements

Since the Board's Special Meeting on October 27, 2010, I have submitted the attached letter to Financial Pacific Insurance Company and also received the attached reply dated November 11, 2010.

PCA Consulting Group has since rebid our project, going back to the originally prequalified contractors though only one of those responded (the second original bidder). In addition, they inserted one of their own contractors, and KFPD insisted that they add Swinerton that Mack5 had spent so much time pursuing and fine tuning their price. PCA held a non-mandatory walkthrough bid at the station on November 30th. The only contractors that attended was John Plane Construction (the second original bidder) and CB2 (PCA's invited contractor). Both I and a Mack5 representative attended that meeting and walkthrough. PCA has set a two-week bid time (bids due 12/16/10) which Mack5 feels is extremely unrealistic partially due to the fact that the architect is out of the country and cannot answer Requests for Information or an Addendum to clarify some items.

Matt Lavrinets of Meyers Nave, Joe Blanco of Mack5 and I have all stayed in constant communication to watch this issue closely and to insert the District's needs/wants into the process. Mack5 has been very busy communicating with PCA and comparing PCA's bid documents to our original bid documents where they have found several conflicting documents. PCA has been receptive though not thoroughly transparent. Both Matt and Joe are questioning PCA aggressively about their proposed Tri-Party Contract that they put into their own bid documents to hand out to the new bidders. Our other options, which apparently are much more common, are a tender contract (in short, FP pays KFPD the difference and walks away) or a take-over contract (FP through PCA manages the building project). I believe there would be a clear preference for the tender contract.



November 4, 2010

Laurie Hants
Bond Claims Examiner
Financial Pacific Insurance Company
3880 Atherton Road
Rocklin, CA 95765

Dear Ms. Hants,

The Kensington Fire Protection District hereby tenders completion of Kensington Fire Station, Exterior Improvements & Site Accessibility project in Kensington, California to Financial Pacific Insurance Company. The District makes this tender pursuant to a performance bond issued on the project by Financial Pacific Insurance Company, Bond Number C913520. The principal on the bond is Kel-Tec Builders, Inc., which has notified the District that it intends to file for bankruptcy and will not be proceeding with the project. Enclosed for your reference are the District's contract with Kel-Tec for construction of the project, as well as the subject performance bond, and plans and specifications for the project.

Per your request to our legal counsel, Meyers Nave, we are addressing this tender to you as the Bond Claims Examiner.

Please contact us as soon as possible regarding Financial Pacific Insurance Company's response to this tender.

Sincerely,

KENSINGTON FIRE PROTECTION DISTRICT

Brenda J. Nayellier
Administrator

Enclosures

xc: Matthew Lavrinets, Meyers Nave

November 11, 2010

FINANCIAL PACIFIC
A Member of the Mercer Insurance Group, Inc.



Direct Dial
(916) 630-3858

Direct Facsimile
(916) 630-3769

Brenda J. Navellier
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

RE: Principal: Kel-Tec Builders
Project: Exterior Improvements & Site Improvements
Bond No.: C913520
Claim No.: 10051239

Dear Ms. Navellier,

This letter acknowledges the receipt of the documents concerning the claim against Kel-Tec Builders' performance bond. Financial Pacific Insurance opened the claim against this bond.

We retained Jack Costenbader of PCA Consulting Group to assist with the tender of completion from Kensington Fire Protection District. Therefore, Mr. Costenbader will be contacting you for further information and possible site meeting. We also retained Joseph McGowan of Rogers Joseph O'Donnell to assist with the legal services regarding the resolution of this matter.

This letter should not be interpreted as an admission of any liability on the part of Financial Pacific Insurance Company, or as a waiver of any legal rights and defenses under the bond.

Sincerely,

A handwritten signature in cursive script, appearing to read "Laurie Hants".

Laurie Hants
Bond Claim Examiner
1-800-371-8067; Ext 3858

cc: Jack Costenbader of PCA Consulting Group
Joseph McGowan of Rogers Joseph O'Donnell

FINANCIAL PACIFIC INSURANCE COMPANY
P.O. Box 292220
Sacramento California 95829-2220



NC-2

Class B
General Engineering

clean up other
stuff → camera
sprinklers

INSTRUCTIONS TO BIDDERS

1. The perspective bidders will enter into a contract with the Kensington Fire Protection District./or Financial Pacific Insurance Company.

2. The bids will take the form of sealed bid proposals to be opened at PCA Consulting Group 2455 Franklin Street, San Francisco, CA 94123 on December 16, 2010 at 2:00pm.

atten

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will accept electronic as long as hard copies are received the next day.

3. A bid bond in the amount of 10% of the bid price is to be submitted with the submission of the contractor's bid.

4. A 100% Performance and 100% Payment Bond will be required from an acceptable corporate surety listed in the current Department of the Treasury Federal Register. The Kensington Fire Protection District and Financial Pacific Insurance Company will be named co-obligees on the bonds.

5. The contractor should be ready to commence work on this project as of January 3, 2011. The contractor agrees to hold his price for 60 days.

6. The drawings, plans, and specifications have been prepared by Kensington Fire Protection District;

7. It is up to the contractor to verify site conditions.

8. The contractor may use any Subcontractor acceptable to the Kensington Fire Protection District. A list of Kel - Tec Builders' Subcontractors is

provided as an attachment to these general instructions for informational purposes only. *Exhibit 8*

9. The contractor shall have all insurance as required by the plans and specifications. An insurance certificate naming Kensington Fire Protection District and Financial Pacific Insurance Company as additional insureds shall be provided.

10. Kensington Fire Protection District will approve all progress payments and rule on the acceptability of all work. The completing contractor will be required to prepare two pay applications. The first will be based on the original schedule of values of Kel – Tec Builders. The second will be based on the new rebid schedule of values. The pay applications are to be submitted to the Kensington Fire Protection District for approval.

Kensington Fire Protection District will be responsible for payment of the value of work performed based on Kel – Tec Builders' schedule of values. Financial Pacific Insurance Company will be responsible for the payment of the difference between the original schedule of values and the rebid schedule of values.

Payment by Kensington Fire Protection District shall be made to the Financial Pacific Insurance Company or to the completing contractor at the option of the Financial Pacific Insurance Company.

11. With respect to any questions prior to the bid opening these questions will be routed through Mr. Jack Costenbader, Consultant for Financial Pacific Insurance Company. If a question is directed toward the Kensington Fire Protection District, it should be directed to the Consultants mentioned above, not directly to the Kensington Fire Protection District. When one bidder has posed a question, such question will be made known and the answer to all the bidders.

12. All the contractual requirements of the Kensington Fire Protection District must be complied with.

13. Liquidated damages - any liquidated damages which may be assessed for the period February 24, 2011 to the new completion date submitted by the bidder, will be the responsibility of Financial Pacific Insurance Company.

Any liquidated damages which may be assessed for calendar days beyond the new completion date, will be the responsibility of the completing contractor at the rate of \$ 500.00 per calendar day.

For every day prior to the new completion date, that the completing contractor achieves completion for which liquidated damages would have been assessed against Financial Pacific Insurance Company the completing contractor will receive \$250.00 per calendar day. If there is not assessment of liquidated damages by virtue of a separate agreement between Financial Pacific Insurance Company and Kensington Fire Protection District there will be no incentive program.

14. Each bidder will be responsible for confirming status of work in place. *None done*

The cost shall include all direct and necessary production costs of the work itself; i.e., labor and items incidental to labor (such as, but not limited to, public liability and workmen's compensation insurance, old age and unemployment insurance, social security), pro-rata charges for foreman, material and the use of power tools and equipment. Among the items to be considered as overhead and not as cost are insurance other than as mentioned above, premium on bond(s) required by the contract, supervision, superintendents, timekeepers, clerks, watchmen, small tools, incidental job burdens and general office expense.

For additional work requested by Kensington Fire Protection District, the specifications shall govern pricing.

15. The successful bidder shall agree that Financial Pacific Insurance Company shall not be held liable for any delay claims or acceleration claims by said successful bidder.

The successful bidder shall agree that it shall honor any directive from Kensington Fire Protection District or any directive from the Financial Pacific Insurance Company pursuant to a directive from Kensington Fire Protection District.

The successful bidder shall agree to perform any change order, modification, or amendment to the contract by the Kensington Fire Protection District or by Financial Pacific Insurance Company pursuant to a modification change order, modification or amendment to the contract by the Kensington Fire Protection District. The successful bidder shall agree that it is submitting said claim for additional compensation, delays, accelerations or any extension of time, that it shall be bound by the Contract Disputes Act and that the successful bidder shall certify any claim that is required to be certified by the Contract Disputes Act. The successful bidder shall agree to hold Financial Pacific Insurance Company harmless for any and all losses, damages, penalties, costs, and expenses, including attorney fees, as a result of a false certification of a claim and shall agree to indemnify Financial Pacific Insurance Company from any and all losses, damages, penalties, costs and expenses, including attorney fees, as a result of a false certification of a claim. Financial Pacific Insurance Company will agree to submit claims to Kensington Fire Protection District; however, Financial Pacific Insurance Company will thoroughly review said claims. Any claim submitted to Kensington Fire Protection District shall be at the sole cost, expense, including attorney fees, expert fees, at the risk of the successful bidder. The successful bidder shall agree that it shall be bound by the decision of the Contracting Officer or if the successful bidder wishes to appeal the contracting officer's decision it shall be bound by the decision of the appropriate appellate body, the Armed Services Board of Contract Appeals, Federal Circuit or the United States Supreme Court, any appeal of the Contracting Officer's decision shall be at the sole discretion, cost, expense and risk of the successful bidder. The successful bidder shall agree that Financial Pacific Insurance Company shall be not held liable or responsible to the successful bidder for any

said claim except to the extent an award is made by the appropriate body under the Contract Disputes Act.

The successful bidder shall agree that it will hold harmless and indemnify Financial Pacific Insurance Company from any and all damages, losses, costs and expenses including attorney fees as a result of any act of negligence by or allegations of negligence by, or breach of contract by the successful bidder, the successful bidder's subcontractors or suppliers, or any subcontractor or supplier to a subcontractor or supplier.

The successful bidder ^{Temporary} shall agree that the successful bidder shall be bound by the Takeover/Tender Agreement between the Financial Pacific Insurance Company and Kensington Fire Protection District and by the terms and conditions of the original contract, plans and specifications, modifications, general conditions, supplemental conditions, addendum, change orders, or special conditions (in other words, all of the original contract documents and any modification or amendment thereof).

The successful bidder shall agree that Financial Pacific Insurance Company is not responsible or liable for differing site conditions, erroneous contract documents (including but not limited to, plans and specifications) the condition or status of the work-in-place (except as otherwise agreed for fixing of latent defects) or the condition of stored materials.

The successful bidder shall agree that Financial Pacific Insurance Company is not liable for any act, decision, failure to act, order, directive, omission misfeasance, malfeasance, breach of contract or negligence by Kensington Fire Protection District.

16. The Bid breakdowns will follow the form included in the Rebid documents.

In addition, the contractor is to provide a schedule of labor rates for the following trades, or those to be used:

Laborers	Ironworks
Carpenters	Glazers
Masons	Painters
Plumbers	Machine operators
Pipe fitters	Electricians
Roofers	

This contract is subject to the Prevailing Wage Requirements.

17. The contractor will be responsible for all O & M manuals and for as-built drawings.

The successful bidder shall be responsible for the acquisition, changing or reactivating of permits; i.e., building, plumbing, electrical which are required. This includes the related drawings.

18. A list of proposed subcontractors shall be included with the bid.
19. Included with the bid price, the bidders shall supply a project completion date assuming a start date of January 3, 2010. The bidder shall also state the NUMBER of working days that it shall take to complete the project.
20. Financial Pacific Insurance Company reserves the right to reject any and all bids for any reason that it deems necessary.

Staff for Jade

② Copies of submittals - are they approved?

① encroachment permit } Do they need to be changed?
building permit }

BOARD REPORTS



California Special Districts Association

2010 MAJOR ACCOMPLISHMENTS

Legislative Issues

Safeguarding Special District Funding

Key Partner on Prop 22

Through significant financial and organizational support, CSDA joined cities and other local government advocates in qualifying and passing the strongest protection of local budgets to date. Supported by 61 percent of voters statewide, the Protect Local Taxpayers and Vital Services Initiative prevents the state from taking, borrowing or re-directing special district funding.

Close Watch on the State Budget

Once again, CSDA monitored the full state budget process and provided valuable reports and feedback to its membership. In this difficult economy where the state continues to face multi-billion dollar deficits, budgetary vigilance is more important than ever.

Retaining Local Control & Ensuring Independence

Municipal Bankruptcy Autonomy: Assembly Bill 155

When a number of public employee unions sponsored legislation to move a critical local decision to a state commission, CSDA and a coalition of opponents stood up in defense of local control. AB 155, which would have required a state commission's approval for a district to file bankruptcy, failed passage.

Constitutional Reforms to Local Powers

In response to measures introduced in the Legislature that would have given county boards of supervisors new authorities over the services of special districts (Assembly Constitutional Amendment 18), CSDA engaged legislators regarding key reform principles.

Leading Proactively on Transparency

The now infamous salary scandal of the City of Bell made national headlines, heightened public scrutiny and prompted the Legislature to introduce numerous bills impacting all local governments. CSDA quickly took a proactive approach to this critical issue by representing special districts at critical legislative hearings and providing members with tools to stay ahead of the issue, including a new transparency resources webpage, compliance training and regular communication on the latest news.

Strengthening Coalitions

CSDA gave members influence in the biggest issues facing local government. Through involvement and leadership within numerous coalitions, CSDA partnered with allies and shared in developing key strategies on mutually beneficial causes such as public contracting and workers' compensation legislation that otherwise could have cost special districts millions of dollars.

Bringing Districts Together at the Capitol

2010 Special Districts Legislative Days

In May, CSDA members of all types of special districts met in Sacramento for a dynamic two-day legislative conference where they heard from exceptional speakers and met with legislators and Capitol staff. Forum speakers included Legislative Analyst Mac Taylor, State Auditor Elaine Howle and multiple key policymakers. A reception and pre-arranged visits allowed for one-on-one interaction with individual legislators. Don't miss **2011 Special District Legislative Days** slated for May 3-4, 2011.

Keeping You Armed with Important Information

Now with a readership of almost 20,000, CSDA's bi-monthly magazine *California Special District*, is reaching more special district leaders and staff than ever. Providing timely information on issues facing special districts, as well as examples of how districts throughout the state are demonstrating exceptional service, *California Special District* continues to keep your district informed.

Members can now access and download each full issue of *California Special District* on the CSDA website and if you are a district board member, you can now get the magazine delivered straight to your home mailbox. **CSDA e-News** continues to provide weekly updates on critical legislative issues, upcoming workshops and member benefits to more than 4,000 district personnel.

New & Improved Communications & Resources

In addition to the existing methods of distributing information to members such as *e-News* and Legislative Alerts, CSDA developed the all new **Grassroots Action Center**, designed to provide a

one-stop-shop for grassroots efforts. CSDA also added a **Legislative Access Services** section to its website where members can tap into the association's active legislative efforts in Sacramento.

The online **CSDA Bookstore** has grown to include a new series of publications to keep special district board members as up to date as possible. The *Understanding the Basics* series focuses on

ethics, transparency, compensation and local agency decision making. *Getting Things Done*, *Budget Tools*, *The Imperfect Board Member* are other recent additions.

New Education Opportunities in 2010

Moving forward with CSDA's vision and strategic direction to provide the best in education for special district staff and elected officials, 2010 proved to be a year of change for education delivery.

CSDA added **20 new education opportunities** through a new medium - webinars. Covering such topics as ethics compliance, harassment prevention, communication protocols, financing and many others, CSDA members now have access to online, reasonably priced education. All launched in 2010 as part of our effort to bring education to districts. Additionally, CSDA provided numerous in-person workshops on various topics, delivering education to nearly 2,000 individuals this year!

Great Reviews for the 2010 Annual Conference

The Independent Special Districts of Orange County CSDA chapter served as the host for the **2010 CSDA Annual Conference**, held in Newport Beach this year. The conference brought nearly 500 special district leaders in to hear from nationally renowned experts on leadership. Over 30 breakout workshops provided attendees with relevant, timely information and tools to take back and use in districts regardless of their type or size. Further, legislative updates and networking opportunities with some of the leading special district vendors and consultants provided further benefit to all participants. Don't miss **CSDA's 2011 Annual Conference in Monterey, CA, October 10-13, 2011.**

Strengthening Your Association

In spite of a challenging economy and tightening budgets, CSDA members remained committed to the one association that advocates for all special districts. This year saw **26 new members** join the ranks of nearly 1,000 special districts, local government agencies and supporting businesses that belong to CSDA.

Throughout the year, CSDA staff travelled statewide to meet with our members face-to-face. In the fall, CSDA hosted a series of focus groups to identify the key issues facing districts and to get candid feedback on how we might help address those issues.

Delivering More Value to CSDA Members

CSDA continued to enhance membership by building beneficial relationships with businesses that serve special districts. This year saw the launch of two additional value-added benefits.

WebCentrics: A leading provider of website and database management services for businesses and professionals, WebCentrics now offers free website

development and 50 percent off hosting services for CSDA members.

CSDA Statewide Travel Program & Fuel Card Program: As a CSDA member, your district now has access to discounted, unrestricted, fully refundable airfares, discounted car rental fees and automatic travel insurance.

California Special Districts Alliance: Bringing the Best to Special Districts

The **California Special Districts Alliance** is a partnership between CSDA, the CSDA Finance Corporation and SDRMA, the Special District Risk Management Authority. Throughout the year, these three entities collaborated to identify and implement special projects of benefit to districts, including free and low-cost webinars and regional trainings.

In 2010, the **CSDA Finance Corporation** responded to requests from more than 75 special districts of all types and sizes seeking financing for a broad range of projects and purchases. The CSDA Finance Corporation completed financings totaling more than

\$26 million, including equipment purchases for fire protection districts, system upgrades for water districts and land acquisitions for community services districts.

SDRMA continued their focus on providing special districts with the most cost-effective risk management solutions possible, including property/liability coverage, workers' compensation, health benefits and an array of other services. In addition, to assist our members during these difficult economic times, SDRMA's Board of Directors approved **no rate increases** for both property/liability and workers' compensation for program year 2010-11.

*“Great seminar!
Very useful to a
new Director.”*

– Previous attendee



HOW TO BE AN EFFECTIVE BOARD MEMBER

**An essential workshop for both experienced and
newly elected/appointed special district officials.**

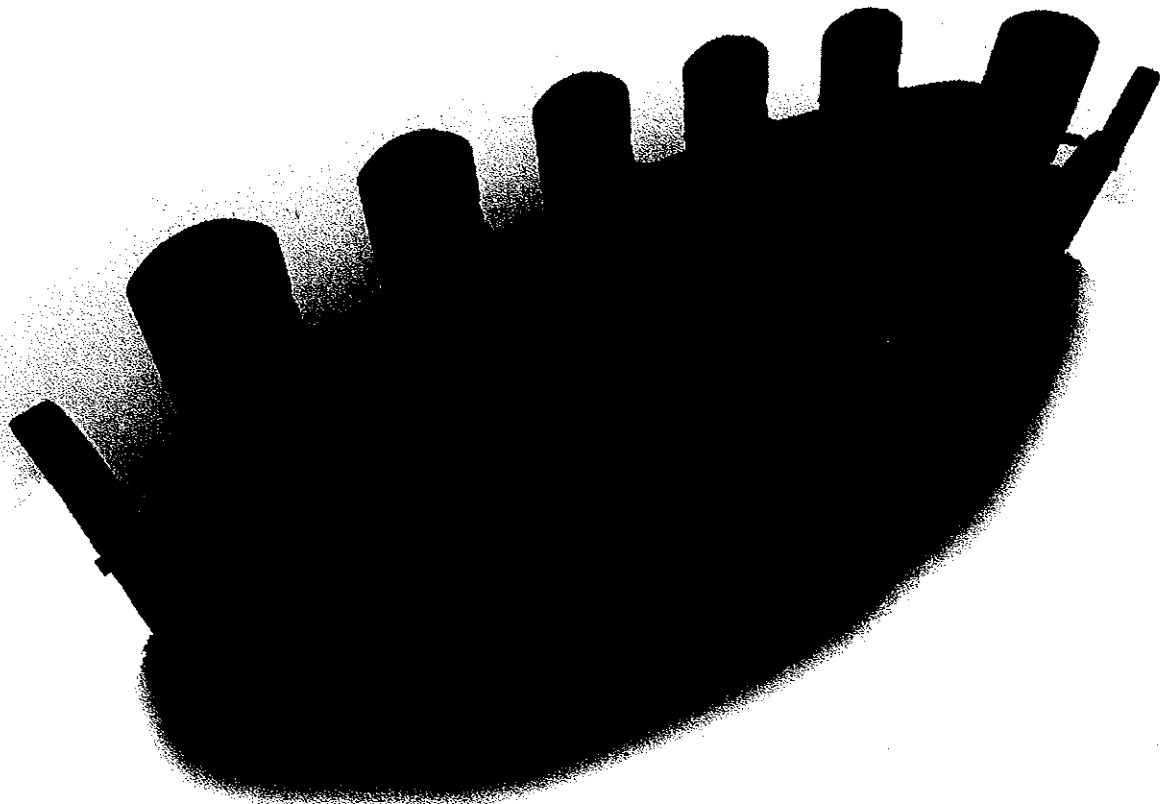
JANUARY 6, 2011 – SACRAMENTO, CA

JANUARY 27, 2011 – RIVERSIDE, CA

FEBRUARY 3, 2011 – MONTEREY, CA

*Get current on major issues facing districts
propositions, transparency, legal, etc.*

**MEETS AB1234
ETHICS TRAINING
REQUIREMENT**



HOW TO BE AN EFFECTIVE BOARD MEMBER

AN ESSENTIAL WORKSHOP FOR BOTH EXPERIENCED AND NEWLY ELECTED/APPOINTED SPECIAL DISTRICT OFFICIALS.

A PERSONAL COMMITMENT TO YOUR SPECIAL DISTRICT!

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JUARY 6 2011 - Sacramento

JUARY 27 2011 - Riverside

JUARY 3, 2011 - Monterey

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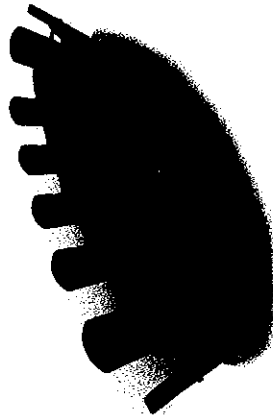
0 - 9:00 a.m.

0 a.m. - 4:00 p.m.

gistration information



BOARD MEMBER TRAINING



An experienced or newly elected/appointed official should have a solid understanding of what the role entails as well as a complete understanding of the laws that must be followed. This training provides attendees with this valuable information and the tools they need to effectively govern and advocate on their district's behalf.

"Liked all of it. All parts were informative and interesting."

- Previous attendee

Attendees will leave this workshop understanding:

Get current on major issues facing districts
propositions, transparency, legal, etc.

- The major legislative issues that affect special districts (Prop. 13, ERAF, LAFCo, state & local fiscal relationships, etc.).
- A comprehensive overview of special districts including their history, structure, organizational differences, funding mechanisms and the role they play in communities.
- A board member's roles and responsibilities.
 - Making and approving appropriate district policy
 - Community leadership
 - Strategic thinking
 - Developing and participating in the board's vision and purpose
- How to be an advocate for special districts.
- The intergovernmental issues and relationships between cities, counties, special districts, schools, LAFCo and state government.
- Trends in special districts.
- The general laws that govern special districts and their board members.
 - Ralph M. Brown Act
 - Conflict of interest/ethics laws

Being a board member is a big job. Our cost-effective training can help make it a lot easier.

Get the information and training that ALL board members should have...REGISTER TODAY!

RELATED OPPORTUNITIES

CSDA Special District Leadership Academy
CSDA's Special District Leadership Academy is the advanced training that follows the How To Be An Effective Board Member training. The academy, which was created to provide governance training to special district officials, consists of 4 curriculum-based courses including the following:

- Governance Foundations
- Setting Director/Community Leadership
- Board's Role in Finance & Fiscal Accountability
- Board's Role in Human Resources

The How To Be An Effective Board Member training program is meant to give attendees an introduction and overview of these topics. The academy will take the major components one step further to deliver a more in-depth understanding. Go to www.csdanet.net to find out more.



THREE WAYS TO REGISTER

Mail, fax or online

- Mail or fax this form (one form per person) to: California Special Districts Association, 1112 I Street, Suite 200, Sacramento, CA 95814 (916) 442-7889 fax
- Register online at www.csdanet.net

Registration must include payment in order to be processed.

"It gave me tools I need."

- Previous attendee

BOARD MEMBER REGISTRATION

PLEASE MAKE THE PROPER SELECTIONS BELOW.

Cost

- \$225- Member \$175- Non-member

Locations - please refer to the location list on the left panel for complete addresses.

- January 6, 2011
CSAC Conference Center
Sacramento, CA 95814
- January 27, 2011
Mission/Metropolitan Water District
Riverside, CA 92506
- February 3, 2011
Pueblo Beach, CSD
Pueblo Beach, CA 93959

Please fax or mail completed form to:
CSDA, 1112 I Street, Suite 200,
Sacramento, CA 95814, 916.442.7889 fax

Questions or comments?
Toll-free - 877-924-CSDA (2732)

TOTAL AMOUNT ENCLOSED: \$

Name/Title

District

Address

City

State

Zip

Phone

Fax

Email

Payment Method:

Check

Yes

MasterCard

Discover

Acc. Number

Authorized Signatory

Exp. Date

Payment must accompany registration in order to process.

Special needs

Vegetarian

Other: _____

Conciliations policy: Conciliations must be made IN WRITING and received via fax or mail, five days prior to the event. All cancellations made within the specified time will be refunded less a \$25 processing fee.



Why is Evacuation from Wildfire Different?

Warm dry weather, dense flammable vegetation and structures, steep terrain combine for a volatile wildfire equation. Living within the wildland urban interface means that planning for evacuation in case of wildfire is a necessity.

With some hazards evacuation can be predicted days ahead of time and routes can be pre-determined. When hurricanes or tsunamis are predicted, evacuation routes that move people inland and uphill play key roles. During flooding or potential mudslides, routes chosen are away from waterways or unstable hillsides. After an earthquake the best routes do not depend upon major bridges or other structures that may be unstable.

But for wildfire, such pre-determined evacuation routes are not a viable solution given the variable nature of ignitions and dynamic spread of fire. The homeowner must develop options for evacuation routes and destinations.

Wildfires are Unpredictable.

While fires can follow predictable spread patterns, many factors are unpredictable:

- Wildfires often threaten a community with limited warning. Red flag conditions – hot, dry, windy days – increase the chances of an ignition growing to major conflagration. Where and when an ignition will start a fire cannot be predicted.
- Wildfire typically moves alarmingly fast. As the fire grows larger it can create its own wind from the updraft of flames and produce even more unpredictable fire behavior.
- Wildfire changes rapidly as it burns across the landscape. Fire responds to terrain and fuel characteristics – whether grass, shrubs, trees, homes – moving faster, burning hotter or casting more embers.
- New fires can start ahead of the main fire. As embers are carried in the wind they can land miles ahead to start additional fires.

Evacuation routes may become un-usable

Some evacuation routes may become un-usable during a particular fire incident. As a fire progresses it may call for changes in evacuation plans.

- The changing path of the fire may block potential routes.
- The need for emergency personnel to access the fire may fill available routes to capacity.
- Smoke from fire can reduce visibility and make evacuation routes unsafe.
- Evacuation destinations may be threatened by the fire.

Challenges of no-notice evacuations

No-notice evacuations, whether due to natural or man-made incidents, are always a challenge. Wildfires can be like man-made technical disasters such as hazardous materials releases, chemical spills or terrorist acts that require whole portions of communities to be evacuated. Emergency response agencies require strategies to deal with key challenges such as:

- Limited information
- Ability to incorporate flexibility and compromise existing plans
- Rapid assessment of feasibility of tactics
- Compromised infrastructure (fire blocks, accidents, traffic clogs)
- Limited resources (transportation, road network capacity, personnel, communications)

- Urgency – there may be limited time to prioritize and allocate resources

Why Develop a Family Plan and Practice for Evacuation from Wildfire

Self-evacuation, or use of personal transportation is the most common way for residents to respond to a wildfire. However, the multiple cars and stress levels of their drivers may cause greater congestion on egress routes. When faced with dislocation and potential of unknown, wildfire related dangers, people are likely to be under considerable stress. Under these circumstances, people may not act as rationally as might be normally anticipated. Given the safety concerns during egress it is important to every resident to pre-plan for evacuation from wildfire. Plan at least two different ways to reach major roads or freeways from your home and place of work. Drive all potential routes before you need them and keep an up to date road map in your car for reference.

The number one reason to evacuate from wildfire is safety. You are safer if you leave a threatened area well ahead of the fire. In addition, the presence of residents in the fire zone will slow efforts to fight the fire, as firefighters avert their fire suppression activities to protect lives.

When and How to Evacuate

Evacuation Tips for Wildfire provides an overview of the evacuation process and evacuation checklists to help you plan, including where to get more preparedness help and up to date information. Obvious signs of wildfire include smoke, flames or news from your neighbors. Notifications may include door-to-door notification, siren alert or mobile loud-speaker

In most cases, law enforcement personnel will provide you evacuation directions. However, if you are ordered to evacuate and not given specific instructions, drive carefully toward main roads out of your neighborhood, to connect with major streets or freeways. Once clear of the area go to a friend's house or parking lot out of the hazard area. If you are required to stay away from your home for a long period, shelters will be designated by the Red Cross or other local authorities.

If you have time before you evacuate, review your optional evacuation routes. For road conditions, reports of construction or closures call 511 or connect with Caltrans web site www.dot.ca.gov/cgi-bin/roads.cgi.

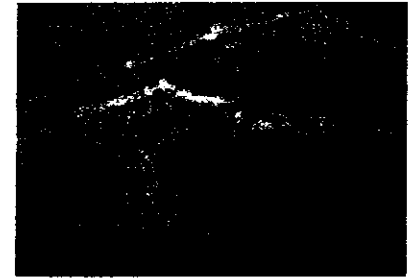
Keep a copy of these Tips in your car, at home and at work for when you need them

Wildfire Evacuation Tips

Evacuations save lives and allow responding personnel to focus on the emergency at hand.

Please evacuate promptly when requested.

Practice before a fire. Drive all potential routes of escape out of your neighborhood or from work before an actual emergency.



THE EVACUATION PROCESS

Law enforcement agencies are typically responsible for enforcing an evacuation order. Follow their directions promptly.

You will be advised of potential evacuations as early as possible.

You must take the initiative to stay informed and aware.

Listen for your neighborhood warning siren.

Tune your radio/ TV for announcements from law enforcement and emergency personnel.

In Contra Costa County check the community warning system at www.cococaer.org.

Program your local emergency number into your cell phone. Local emergency numbers:

Berkeley	(510) 981-3473
El Cerrito/Kensington	(510) 233-5223
Moraga-Orinda	(925) 228-8282
Oakland	(510) 444-1616

If you use a cell phone to call 911, the call may go to California Highway Patrol in Vallejo and not to local emergency providers.

EVACUATION ORDERS

There are many terms that may be used to alert you to the significance of danger from wildfire.

All evacuation instructions provided by officials should be followed immediately for your safety.

EVACUATION CHECKLIST

- Critical medications
- Important personal papers, photos and other critical effects
- Essential valuables
- Pets, collar and leads, carriers, medications, water and food for 72 hours
- Change of clothing and toiletries
- Cell phone and hand-cranked or solar charger
- Area map marked with at least two routes
- Agreed upon meeting place for family members.

FOR MORE INFORMATION

Local Emergency Broadcast Stations:

City of Berkeley	1610 AM
City of Oakland	530 AM
El Cerrito NWS radio code	706013
UC Berkeley	KALX 90.7 FM

Regional News

KCBS	740 AM
KGO	810 AM
KNBR	680 AM

Emergency Preparedness Websites

Getreadyberkeley.org
www.oaklandnet.com/core/index.html
www.ready.gov

www.elcerritokensingtoncert.org
www.lamorindacert.org/



Hills Emergency Forum
www.hillsemergencyforum.org

IF EVACUATION IS A POSSIBILITY

- Locate your Evacuation Checklist and place the items in your vehicle.
- Park your vehicle facing outward and carry your car keys with you.
- Locate your pets and keep them ready to transport.
- Prepare large animals for transport.
- Set up a ladder for access to the roof.
- Move propane BBQ appliances away from structures.
- Place connected garden hoses and buckets full of water around the outside of the house.
- Cover up. Wear long pants, long sleeves shirt, heavy shoes/ boots, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- Leave lights on in house – door unlocked.
- Leave windows closed – vents/ air conditioning off.
- Identify in advance where to meet if you get separated. Select a common friend or relative to call.



IF YOU BECOME TRAPPED

WHILE IN YOUR VEHICLE

- Stay calm.
- Park your vehicle in an area clear of vegetation and power lines. Do not block the road.
- Keep the engine running and headlights on. Roll up windows and set the venting system to re-circulate to reduce smoke in the car.
- Cover yourself with wool blanket or jacket.
- Lie on vehicle floor.
- Use your cell phone to advise officials – Call your local emergency number.

WHILE ON FOOT

- Stay calm.
- Go to an area clear of vegetation, a ditch or depression, if possible.
- Lie face down, cover up.
- Use your cell phone to advise officials – Call your local emergency number.

WHILE IN YOUR HOME

- Stay calm, keep your family together.
- Call your local emergency number and inform officials of your location.
- Fill your sinks and tubs with cold water.
- Keep doors and windows closed but unlocked.
- Stay inside your house.
- Stay away from outside walls and windows.

Note: It will get hot in the house. But it is much hotter, and more dangerous outside.

RETURNING HOME

Fire officials will determine when it is safe for you to return to your home. This will be done as soon as possible considering safety and accessibility.

WHEN YOU RETURN HOME

- Be alert for downed power lines and other hazards.
- Check your residence carefully for hidden embers or smoldering fires.
- Check propane tanks, regulators and lines before turning gas on.



Hills Emergency Forum
www.hillsemergencyforum.org

EVACUATION TIPS

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Essential valuables

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Critical papers and effects

Area map marked with at least two routes

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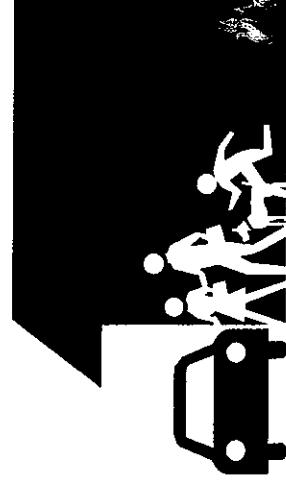


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Wildfire Evacuation Tips



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- Cover up. Wear long pants, long sleeves shirt, heavy shoes/boots, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- Leave lights on in house – door unlocked.
- Leave windows closed – vents/ air conditioning off.
- Identify in advance where to meet if you get separated. Select a common friend or relative to call.
- Evacuations save lives and allow responding personnel to focus on the emergency at hand.

IF YOU BECOME TRAPPED

While in your vehicle

- Stay calm.
- Park your vehicle in an area clear of vegetation and power lines. Do not block the road.
- Keep the engine running and headlights on. Roll up windows and set the venting system to re-circulate to reduce smoke in the car.
- Cover yourself with wool blanket or jacket.
- Lie on vehicle floor.
- Use your cell phone to advise officials – Call your local emergency number.

While on foot

- Stay calm.
- Go to an area clear of vegetation, a ditch or depression, if possible.
- Lie face down, cover up.
- Use your cell phone to advise officials – Call your local emergency number.

While in your home

- Stay calm, keep your family together.
- Call your local emergency number and inform officials of your location.
- Fill your sinks and tubs with cold water.
- Keep doors and windows closed but unlocked.
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- www.lamorindacert.org
- www.oep.berkeley.edu
- www.ready.gov