

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

Date of Meeting: November 14, 2018
Time of Public Meeting: 7:00 p.m.
Place of Meeting: **Kensington Public Safety Building**
217Arlington 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/meetings.

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

6:30 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Dom Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: *In the Matter of the Appeal of Health Premium Contributions of MARI J. HILL, Respondent, and KENSINGTON FIRE PROTECTION DISTRICT AND CITY OF ROSEVILLE, Respondents*, California Public Employees' Retirement System

7:00 p.m. **RECONVENE MEETING**

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4 & 5
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of September 12, 2018 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** September/October 2018 (APPROVE)
- CC 5. **APPROVAL OF MONTHLY TRANSMITTAL #5.** November 2018 (APPROVE)
6. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

7. **PRESIDENT'S REPORT**

- a. KFPD-ECFD Contract Renewal Committee Appointment

NEW BUSINESS

8. Lease Agreement between KFPD and KPPCSD for Occupancy of Kensington Public Safety Building 1/1/19 through 6/30/20 (ACTION)

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Harmon):
- b. Public Safety Building (Dommer/Nagel):
- c. Education (Kosel): Drone demonstration on 11/3/18
- d. Demonstration Garden (Kosel):
- e. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Report on 10/15/18
Chapter meeting
- f. Diablo Fire Safe Council/Interface (Staff):
- g. Correspondence: Thank you to Gibson re: Hilltop School girl scouts; thank you from Linnard
re: shredding

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, December 12, 2018, at 7:00 p.m. at the Kensington Public Safety Building, 217 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 12/12/18 is Wednesday, 11/28/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 12/5/18 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE SEPTEMBER 12, 2018 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Joe de Ville, Don Dommer, and Janice Kosel
 Staff: Chief Lance Maples, Battalion Chief Michael Pigoni and Manager Brenda Navellier
 Absent: Directors Nina Harmon and Larry Nagel

CALL TO ORDER:

President Kosel called the meeting to order at 6:30 p.m. and announced that Directors Harmon and Nagel were excused from the meeting. The Board then adjourned to closed session per the posted agenda.

RECONVENE MEETING:

President Kosel reconvened the public meeting at 7:00 p.m. She announced that the Board would be following their by-law rules and that members of the public are allowed to speak once on an agenda item for no more than 5 minutes.

BOARD RECOGNITION:

President Kosel announced that the Board is recognizing KARO/ECHO volunteers, Marian Gade and Jerry Michaels, for their service as volunteers in the community. Don Simon was unable to attend due to illness but will be invited to a future meeting. Director Kosel thanked Gade and Michaels for their many years of effort and presented them with KFPD shirts and pins. Gade explained the volunteer shirt she was wearing for working as a radio operator on the 100 mile bike race. Gade thanked the originators of KARO/ECHO – Kip Meader, Ivan Sturman and Ken Horne.

APPROVAL OF CONSENT ITEMS:

President Kosel called for the approval of the consent calendar (items 4, 5, 6, 7, 8 & 9), consisting of approval of the June 13, 2018 minutes, approval of the July 11, 2018 minutes, acceptance of incident activity report for July 2018, acceptance of incident activity report for August 2018, approval of the July/August 2018 financial reports, and approval of monthly transmittal #3. Director Dommer made a motion to approve the Consent Calendar items as submitted. Director de Ville seconded the motion. The motion passed unanimously.

AYES: de Ville, Dommer, Kosel
NOES: None
ABSTAIN: None
ABSENT: Harmon, Nagel

NEW BUSINESS:

Resolution 18-07 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions: 20 Jessen Court, Kensington: Fire Prevention Officer, Joe Gagne, reported that one property in Kensington had to be abated this year. He is still working with a couple of other properties who have made effort and progress but not yet complied. Gagne's goal is to educate the public, not to abate properties. Last year, KFPD did not have to abate any properties. The Jessen Court property has several investors and is not currently lived in. Kosel made a motion to enact Resolution 18-07 as submitted. The total cost of abatement of this property is \$1,610.25. Linnea Due asked what the next steps are. Kosel explained the work has already been done and the District then charges the property owners for that cost plus administrative time. Gagne said that the property owner also had an opportunity to pay the contractor directly without the administrative time added on. All fees will now be submitted to the County and put on the property owner's tax bill. Director de Ville seconded the motion. The motion passed unanimously.

AYES: de Ville, Dommer, Kosel
NOES: None
ABSTAIN: None
ABSENT: Harmon, Nagel

An attendee noted that Oral Communications from the public had been skipped over. President Kosel apologized for the oversight and returned to item 3, Oral Communications.

ORAL COMMUNICATIONS:

Lisa Caronna, President of the Kensington Improvement Club, said the club passed a resolution in May that applies to both KFPD and KPPCSD. She read the resolution, whose subject was the Kensington Public Safety Council, in its entirety and passed out copies to staff and Directors.

Rodney Paul said he is concerned there is no public ownership of the paths. He said that in the event of a wildfire it will be hard for people to get out of Kensington. He views the paths as fire exits and they should be viewed as a resource. Paul is trying to build consensus in the community to obtain public ownership of the paths that have been in legal limbo for over 100 years. With public ownership, grants could be obtained to improve the paths. There is also legal liability with the paths. Paul would like KFPD and KPPCSD to work together to obtain public ownership of the paths. Director Kosel thought the paths were owned by the County. Director Dommer said the County never accepted ownership. There was a successful lawsuit against KIC and KPPCSD concerning the paths. Kosel said path ownership would need to be clarified otherwise there are trespass and liability problems, and you can't insure what you don't own. Lisa Caronna said this issue has come up many times over the years. The County was offered the paths and they never accepted them and do not want them now. She pointed out that they cannot be abated in terms of fire protection because there is no one to send the notices to. Caronna believes the ownership would go back to the original developers but they no longer exist. Kosel requested a presentation on the paths and how Paul concluded their lack of ownership. Paul said he could work on that and come back to the Board.

Kevin Padian said it sounds like residents are asking the Fire District to take the charge of this issue. He said the Fire Board is responsible for evacuation and people will be using the paths for evacuation. That would put the Fire Board in legal jeopardy.

Chief Maples said that any entity that takes ownership of the paths will then become liable. Kosel agreed the District would incur liability by taking responsibility.

Ciara Wood said that evacuation is the responsibility of KPPCSD. Kosel and Maples concurred. KPPCSD would have to be involved in any discussions.

Katie Gluck said that paths could be used for evacuation but they could also give firefighters better access for bringing in equipment/hoses.

Arrietta Chakos asked about planning for the 2018-2019 fire season and what written protocols exist for Contra Costa County and Kensington specifically and what are the triggers for alerting the community. Chakos believes that putting out signs on the Arlington for red flag days is inadequate. Chakos requested a copy of evacuation protocols. She wants more granular information about what planning systems are in place and what alerting systems and how Kensington and Contra Costa County are learning from the 2017-2018 fire season and the deaths of people in the north bay fires. Kensington is a very hazardous region and there are many people that are not active and that are medically dependent on machines. When will residents hear from Kensington PD and Fire? She never gets any alerts from Kensington and very few from Contra Costa.

NEW BUSINESS CONTINUED:

Presentation by Heather Tiernan, Community Warning System Manager, Contra Costa County Office of the Sheriff on Early Warning Systems: Kosel explained that this presentation is in response to a question at the May KPOA meeting about the defunct air raid siren near Wellesley. B/C Pigoni said the request was made to not only address the old siren, but the possibility of placing new sirens in Kensington or what sort of an emergency warning system would be appropriate. Pigoni met with Heather Tiernan who manages the county-wide warning system in Contra Costa County. Tiernan introduced herself and said that she manages all emergency alerts in the entire county. She works with all of the law and fire agencies and public health officers to send alerts to residents if there is an imminent threat to human life or health, which is their criteria. The county does not send "fyi" or "nice to know" information. Alerts will come from a known and trusted agency. The county has many different tools to use including landlines (both listed and unlisted and they are mapped to the address), internet/cell phones can be registered to receive alerts, and you can also register to receive emails and text messages. The county uses Facebook and Twitter which is closely watched by the media. The county also posts all of its alerts to its website along with a map. The county has access to FEMA run programs such as the emergency alert system on TV, radio and cell phones. They also have access to the national weather radio activations. Depending on the level of the emergency, they will ramp up or down the number of tools that are used. Occasionally the system is used for public health notifications (usually just social media). If the county thinks that things are getting really bad, they will use all of the tools that they have available. Most of the sirens in the county are surrounding hazardous material facilities and signal shelter-in-place. There are a few sirens on Bethel Island that were placed in case of levee

breakage but they have not been continuously funded to be maintained. Contra Costa College used to have a siren on each of their three campuses but they no longer maintain/use them because there are more effective tools to alert students. There is a plethora of other tools available besides sirens. Tiernan said that when the alert system is activated they try to put out as much information as possible – who is affected, what is happening, where it is happening, what to do, routes to take or not, specific areas affected, etc. The county is able to target specific areas within a community but as the alert systems get higher (federal) they have less control. Specifically on sirens, Tiernan said it is important to remember what the true purposes of sirens in this county are for. They are intended to be outdoor safety sirens—they are not intended to be heard indoors. They were installed in the '80s and '90s when not everyone had a computer and/or cell phone. At that time landlines were used for inside notification and sirens for outside. Now there are many different types of systems and communities are moving away from sirens. That being said, if the community wants to install sirens, the county can integrate them into their system. Tiernan does not know how many sirens would be required in Kensington due to the topography. In her experience, sirens cost between \$30-50,000 each to build and then annual maintenance of about \$5,000 per siren. Siren vendors are no longer common so it may be difficult to find one to work on them. The technology is old. A siren company would need to conduct a sound study for the community and siren placement may be in the middle of someone's backyard. Tiernan explained how the county wakes residents up in the middle of the night without sirens. Her advice is that cell phones be left on at night, or at minimum put on "do not disturb" and save the community warning alert system contact so that those alerts will still come through. Tiernan also suggested using a weather radio and putting it on "standby" so that alerts will still come through. She said those two alerts are a more common sound throughout the community to recognize as compared to sirens. Cell signals have continued to improve, but if a signal does go down, data is usually the last to be affected so text messages will still come through. If the power goes out, weather radios have battery back-up. People should have back up plans and extra batteries for alerts.

President Kosel reiterated that the only functional sirens in the county are around refineries. Tiernan clarified that Bethel Island currently has one but it has been in and out of service over the years. The county alert website is: www.cococws.us

Linnea Due asked for clarification on landlines working in case of power outage. Tiernan said sometimes they do work; they don't work if they are based on a modem. AT&T phones should still work.

Arrietta Chakos asked for more information on protocols for alerting. She is troubled by the protocol of imminent threat instead of informational alerts. Chakos asked Tiernan what lessons she had learned from the north bay fire. Tiernan responded that the county system is intrusive and annoying. Every time they use it for informational only posts people complain and ask to be taken out of the system. The county tries to reserve bothering people until they need to be bothered. Tiernan recommends agencies use Nixle for nice to know information. Chakos said the county is being dismissive of the need to know in an area like Kensington which is a Very High Fire Hazard Severity Zone. Chakos requested the written criteria for alerting. Chakos asked about pre-evacuation. Tiernan responded that the county can send out a pre-evacuation alert if an agency believes that is necessary. Chakos asked about remote instrumentation in place for alerting in the region and monitoring environmental conditions. Tiernan said they do not manage anything like that.

Eileen Nottoli asked about amber alerts and said she doesn't get as many as she used to. Tiernan said amber alerts are sent out by CHP. Over the years they have adjusted their usage so that it does not cover unnecessary areas.

David Spath asked when the different tools for alerting would be used if there was a fire coming out of the park. Tiernan said it totally depends on what is happening when. First responders stay on the phone with the county warning system office and explain all the parameters. They don't just call in a request and hang up. Spath asked if every citizen in Kensington would be alerted? Tiernan said probably not, it is not a realistic expectation. That is why CERT teams exist and personal preparedness is important. Only about ¼ of the households in the county are registered for alerts. However, the wireless alerts are not based on "opting-in". First responders knocking on doors are the first level of alerting.

Linnea Due said she lives on the Alameda/Contra Costa line in a canyon. She is concerned that if a fire starts on the Berkeley side, will Kensington residents get warnings? Tiernan said you can register to receive alerts from Alameda County. The two counties also work together and give each other information. Chief Maples said that El Cerrito-Kensington has an automatic aid agreement with the City of Berkeley so commanding officers will communicate. Tiernan said that a person's instinct also has to be their number one alerting system – if you see fire or feel something is not right, you should leave.

Tiernan said that in regard to the north bay fires last year, she is not sure any alerting system would have gone well with the speed that the fire was moving. If that happens now, the County would probably alert entire cities and say there is a fast moving fire and to get out, and not be able to provide additional information. There is a lot of concern from first responders if that large of a population is told to get out but no one knew specifically where the fire was in the north bay incidents because it was everywhere. Tiernan also learned that the majority of the

deaths were not because people weren't alerted. It was because people weren't mobile enough or the power was out and garage doors wouldn't open, etc. People need to have a plan and be aware.

Kevin Padian said that clearly pre-evacuation is a goal for the future. He said only 14% of landlines were reached and Kensington is an aging community. Tiernan said landlines are the least reliable. Padian said people don't understand and there needs to be more community outreach. Padian said Kensington won't be able to see a fire coming if it comes from Tilden Park or if it comes at night. A siren in the neighborhoods would wake up some people. Tiernan said the siren activation process would be the same as the rest of the system and there are lots of other tools. Tiernan said our sensor system is our first responders and if there is any smoke in the community, residents are calling immediately. Padian said we need better sensory systems because no one may see smoke in the park. Tiernan explained that landlines are the least reliable because the technology is not being upgraded any longer and there is about an 8% drop in landline usage most years. Landline alerts can get clogged a lot faster because of the old technology.

Ciara Wood said that Santa Clara through PG&E has developed an early warning camera system. Kensington could pursue with neighboring agencies. Chief Maples said that Moraga-Orinda Fire is in the infancy stage of researching devices that collect basic data to place in the field such as humidity, etc. It would trigger an alert if data out of the ordinary is collected. He also said that partnerships, particularly with PG&E, are possible because they are interested in stopping any fires due to their equipment and proving that fires didn't happen because of their equipment.

Tiernan said she would also be presenting at a Kensington community meeting on 10/20/18. She will bring paper forms to the meeting for people to sign up for alerts. Kevin Padian asked if Tiernan could have self-addressed, stamped envelopes sent to every resident in Kensington? Tiernan said she would have to look into it.

Resolution 18-08 Authorizing the Purchase of a 500 gpm Type III Fire Apparatus with a Pre-Purchase of the Cab and Chassis from Hi-Tech Emergency Vehicle Services: President Kosel said that fire engines last about 15 years and the Type III is just about at the end of its lifespan. The District saves 1/15th of the purchase price of a new engine every year, adjusted by inflation, so that funds are available when it comes time to buy a new engine. Captain Jose Castrejon, Kensington Captain on C shift, and Captain Brian Cheshareck introduced themselves and explained that they design and specify the department's equipment. The current Type III is a 2004 International four-wheel drive. Over the last few years, the maintenance costs for the Type III have increased due to its age. During the past year, the department spent \$14,000 to keep it running. Cheshareck said the new Type III will be state-of-the-art and staff has spent many hours customizing and specifying the engine. The wheel base will be shorter. A second pump has been added to the engine which is good for wildland capabilities and a second level of safety. The goal is also to standardize the rig since the department cross staffs both the Type I and the Type III. The diesel engine will meet current emissions standards and is a smaller version of what is in the District's Type I. The engine has more horsepower, all LED lighting and a camera system with a 360 degree view. While this is a wildland engine, it is also capable of pumping for a structure fire. Staff is requesting approval of Resolution 18-08 to purchase the engine from Hi-Tech Emergency Vehicles.

President Kosel thanked staff and noted that the information in the packet was quite extensive. Kosel asked if the new engine will be longer than the current? Castrejon explained that the new engines are getting taller, not longer and explained why. Kosel noted that the resolution is at a cost not-to-exceed what the District has already saved for the purchase and that the quote from Hi-Tech is a tag on to the City of San Jose's bid process. President Kosel made a motion to enact Resolution 18-08 as detailed in the packet. Director de Ville seconded the motion. Staff confirmed the new engine will fit in the building.

AYES:	de Ville, Dommer, Kosel
NOES:	None
ABSTAIN:	None
ABSENT:	Harmon, Nagel

Resolution 18-09 Adopting the Final Combined Budget for Revenue, Operating Expenditures and Capital Improvement Expenditures for Fiscal Year 2018-2019: The annual budget is first considered by the Finance Committee and then by the Board in June. A final version is adopted by the Board at their September meeting and revisited mid-year in February. The only new item that has been added is budget for the Nixle alerting system. KPPCSD and KFPD had a handshake agreement to share one account to be more cost effective but due to logo and word limitations KFPD will create its own account. The audit is included in the budget but the District has not officially entered into a contract yet. The equipment schedule shows that the District has \$592,101 set aside to purchase the new Type III. President Kosel made a motion to adopt Resolution 18-09 to enact the FY18-09 budget as included in the packet. Director de Ville seconded the motion.

AYES: de Ville, Dommer, Kosel
NOES: None
ABSTAIN: None
ABSENT: Harmon, Nagel

OLD BUSINESS:

Auditor Recommendation and Fee Proposal for FY2017-2018 Audit Report: President Kosel noted that the Board had considered the contract with MUN CPAs at their June meeting and sent it back for modification. The last page now reflects that any dispute between the District and the auditor will be settled by mediation through the American Arbitration Association and then litigation should mediation be unsuccessful. Director Dommer made a motion to accept the fee proposal as submitted in the Board packet. Director Kosel seconded the motion and noted the cost is \$16,000, there are few qualified auditors for special districts and the District considers changing auditors every few years. This is the second year KFPD has used MUN CPAs.

AYES: de Ville, Dommer, Kosel
NOES: None
ABSTAIN: None
ABSENT: Harmon, Nagel

FIRE CHIEF'S REPORT:

Chief Maples thanked Heather Tiernan for her clear and concise presentation. The fire season started off early and the department has been engaged in automatic and mutual aid since June. In early June, OES 300 responded to a fire in the area of Monterey/San Benito counties. Because of state pre-positioning, that fire was put out quickly and only burned 2,000 acres. B/C Janes, as a communications leader, responded to the Ferguson Fire in Yosemite for 18 days. In the meantime, the Carr Fire started in Shasta County which B/C Pigoni responded to as a task force leader for 17 days beginning on August 1. OES 300 responded to the Cranston Fire in Riverside County on July 25. The fire was controlled in a few days and the OES engine was reassigned to the Mendocino Complex. The engine was deployed for 29 days and switched out four crews during that time. The department tries to switch out crews every 7 to 9 days. The costs for these incidents including travel, is completely covered by the State of California. The department hasn't had any problems backfilling positions at the stations. On August 13 the department deployed a Rapid Extraction Module Support (REMS) team to the Mendocino Complex made up of two ECFD-KFPD personnel and two personnel from Milpitas Fire. They returned home on August 28. Single resource deployments are 21 day commitments. In August B/C Janes was deployed to southern Oregon as a communications leader, has come back and has since been deployed again to the Delta Fire. OES was redeployed for two days earlier this week and, yesterday, the department sent out another single resource line medic to the Delta Fire. He will serve as the medical staff for a portion of the firefighters working on the incident. Chief Maples said that for a small jurisdiction of 34 personnel, El Cerrito-Kensington does a great job of helping their neighbors both adjacent and all over the state. A key point is that the department has not had any injuries or damage to equipment during these incidents. There is still a lot of fire season left.

Chief Maples explained that the City of El Cerrito has an Emergency Operations Plan (EOP). It was adopted in 2001 and updated in both 2007 and 2009. The EOP addresses the emergency command and control of incidents within the jurisdictions of El Cerrito and Kensington. The plan is broken up in to Finance, Logistics, Operations, Recovery, Mitigation, etc. The City has funds budgeted to update the EOP in 2019. The City has reached out to Christopher Godley, the interim Emergency Services Manager for Sonoma and a contractor with Tetrattech. Godley should be able to contribute best practices and lessons learned from the 2017 fires.

Within the last four years a Contra Costa County Wildfire Protection Plan has been adopted. Kensington and El Cerrito worked with Diablo Fire Safe to adopt a specific plan for those communities. It is one of the first of its kind since Wildfire Protection Plans usually are covered only at the county level.

Earlier this year Kensington adopted both the County and Kensington Fire District specific Hazard Mitigation Plan. The plan has been back to FEMA and State OES.

Kosel explained that these plans are for professional staff and how they operate, not what lay people will do in an emergency.

Chief Maples also addressed evacuation within the community. KFPD sent a brochure that was done in partnership with CalFire to everyone in the community. The map inside is for individual households to use to plan different ways out of your neighborhood in the event of a fire/evacuation. It also talks about clearance around properties and hardening your home. Each person needs to be familiar with their own neighborhood. There is no way to know where a fire will be coming from—off of Los Altos or off Canon or by the north end next to El Cerrito.

The Fire District cannot dictate which way to get out of the community. County counsel has reiterated many times that dictating evacuation routes would be an exposure to liability. The only time that routes are designated is for tsunami areas. The blank map in the brochure is not a mistake—it is everyone to make an individual plan for their household, set up a meeting spot, write down contacts, etc.

Maples said the department has extended its hiring list and will be hiring at the beginning of the year. B/C Pignoni has put together promotional tests that will take place next week. Five people are taking the Engineer's test and four people are taking the Captain's test. B/C Gibson and B/C Janes have done a good job mentoring staff so that they are ready and qualified to go through the testing process.

Arrietta Chakos asked what urban wildland interface action and plans for predisaster mitigation work are included in the Hazard Mitigation Plan? Chief Maples said the reason to adopt a Hazard Mitigation Plan is to increase ability to access FEMA grants. East Bay Regional Parks has their own Hazard Mitigation Plan, Kensington Fire has their own, and the City of El Cerrito has their own. Each plan lists hazards within that jurisdiction and they are rated based on a matrix of the County hazards. When the District has the opportunity to apply for FEMA or a CA Fire grant, they can reference the hazards within the Plan. The KPPCSD is still in the process of adopting their specific plan. Odds of receiving a grant are greatly increased when different agencies can all cross reference each other regarding a specific hazard. B/C Gibson is active in the Hills Emergency Forum.

Kevin Padian asked if conventional wisdom is that if there aren't specific evacuation plans you can't be sued and if there are, you can be sued? Maples explained that County counsel has advised that pre-designating specific routes is not advisable. If the District tells everyone ahead of time which way to go, they could be sending them toward a hazard. It also lessens the education of the individual to become familiar with their neighborhood. People need to stay in a fluid state of having options instead of being preprogrammed. The District can be sued for putting out faulty information.

PRESIDENT'S REPORT:

President Kosel reported that Captain Gagne is hoping to demonstrate the drone during the month of October. The drone is heat sensitive and will be beneficial to the firefighters on many levels. The drone can take photos. The District will post on its website and Nextdoor once a date has been selected.

At the last meeting in July, KPPCSD Director Len Welsh asked to be put on the agenda to ask for funds to be contributed to the community center remodel. Welsh advised last week that he was not ready to address the issue which is why it is not on the agenda.

Eileen Nottoli said that reworking parking directions for cul de sacs was also brought up at the last KFPD meeting. Nottoli asked the County about the issue. The County has no objection to changing the direction if that is what the residents want. Parking was probably set in its current direction to maximize parking spots. There may be a loss of some parking and some people may not want cars in front of their house. Nottoli relayed this information to the resident that brought up the issue and they were going to contact their neighbors to reach consensus.

Chief Maples said when the District accomplished the water system improvements everyone was very supportive; however, people don't want a hydrant in front of their own home. Any changes may be difficult and it is also important for the neighbors to get along and be able to rely on each other in time of disaster.

BOARD REPORTS:

P/S Building: Director Dommer said the District still does not have an answer from KPPCSD. We have basically lost a year on the project and construction costs are going up at 8 to 10%. Arrietta Chakos said there may be funding through OES that the District could tap into to assist with the Public Safety Building. Maples said that the project has to be "shovel ready" and once it is, the District will research every level of grants.

Education: Tri-City Safety Day will take place on September 15th at El Cerrito Plaza. Fire Prevention Week will take place in October and the District will hold an Open House on October 13th. Preliminary plans for the fire wise demonstration garden will be on display at the Open House. Kosel and Navellier met with KPPCSD's representative Sylvia Hacaj regarding the demonstration garden. Also in attendance were Ciara Wood, the library manager, and a parent/KASEP teacher. The District hopes to go to bid in January and plant in the spring. The demonstration garden ties into the District's planting grants available to residents.

DFSC: DFSC will meet next week. Ciara Wood said DFSC was able to talk to the State Fire Safe Council about their reinterpretation of administering grants. Wood also reported that DFSC has about \$6,000 available for juniper removal projects.

Chief Maples said it was brought to his attention that there is a concern that the Fire District does not monitor response times. He asked B/C Pignoni, who is charge of all State and Federal reporting, to run the statistics for the last 12 months. The average response time in Kensington was 5:03, the average response time in El Cerrito

was 4:42. The majority of the calls that the three station system runs, are out of Station 71 on San Pablo Avenue. It is a wide four-lane road on flat ground. There is always going to be a slight difference between El Cerrito's response time and Kensington's due to the topography. The median response times were 4:50 in Kensington and 4:27 seconds in El Cerrito. Total response time for the three station system is 4:44 and median is the same. These are some of the fastest response times in the County. The national standard is 6 minutes.

Maples announced that he will be the Grand Marshal of the Kensington Community Council's annual parade in October.

ADJOURNMENT: The meeting was adjourned at 9:05 p.m. in memory of the valiant 353 New York firefighters that lost their lives 17 years ago on September 11th.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 14, 2018.

Attest:

Joe de Ville, Board Secretary

Kensington Fire Protection District
Balance Sheet
As of October 11, 2018

	Oct 11, 18
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	19,460.96
General Fund	512,149.01
Special Tax Fund	9,074.77
Capital Fund	6,840.77
Total Checking/Savings	547,725.51
Accounts Receivable	
Due from County for Reimb.	18,434.01
Accounts Receivable	51,140.47
Interest Receivable	5,479.19
Advance on Taxes	3,879,591.60
Advance on Supplemental Taxes	59,827.33
Total Accounts Receivable	4,014,472.60
Other Current Assets	
Prepaid Services - EC	2,309,197.18
Prepaid CERBT - Retiree Trust	976,043.56
Investments	
Capital Replacement Funds	3,186,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	-226,455.96
Total Investments	5,786,750.28
Total Other Current Assets	9,071,991.02
Total Current Assets	13,634,189.13
Fixed Assets	
Land	5,800.00
Equipment	1,444,675.55
Accumulated Depreciation-Equip	-746,405.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,000,180.00
Current Capital Outlay	
Firefighters Qtrs/Equip	5,318.05
Total Current Capital Outlay	5,318.05
Total Fixed Assets	2,100,789.71
TOTAL ASSETS	15,734,978.84
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	18,434.01
Due to Other - Issued by CCC	15,382.73
Accounts Payable	1,653.88
Total Accounts Payable	35,470.62
Other Current Liabilities	
El Cerrito Service Contract Pay	2,309,197.11
Wages & PR Taxes Payable	2,992.32
Total Other Current Liabilities	2,312,189.43
Total Current Liabilities	2,347,660.05
Total Liabilities	2,347,660.05
Equity	

Kensington Fire Protection District
Balance Sheet
As of October 11, 2018

	Oct 11, 18
Fund Equity - General	4,848,934.26
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	1,836,110.75
Net Income	3,067,204.78
Total Equity	13,387,318.79
TOTAL LIABILITIES & EQUITY	15,734,978.84

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through October 11, 2018

	Jul 1 - Oct 11, 18	Jul 1 - Oct 11, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,699,956.90	3,612,440.68	87,516.22	2.4%
Special Taxes	200,453.30	200,395.20	58.10	0.0%
Lease Agreement	5,911.34	5,911.34	0.00	0.0%
Interest Income	7,783.46	5,260.42	2,523.04	48.0%
Salary Reimbursement Agreement	15,880.18	10,836.82	5,043.36	46.5%
Miscellaneous Income	0.00	1,181.74	-1,181.74	-100.0%
Total Income	3,929,985.18	3,836,026.20	93,958.98	2.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,122.85	155.62	7.3%
Contra Costa County Expenses	13.80	9.40	4.40	46.8%
El Cerrito Contract Fee	769,732.43	706,726.80	63,005.63	8.9%
Fire Abatement Contract	665.00	0.00	665.00	100.0%
Fire Engineer Plan Review	0.00	333.50	-333.50	-100.0%
Risk Management Insurance	12,507.00	13,268.00	-761.00	-5.7%
Professional Fees				
Accounting	225.00	1,056.25	-831.25	-78.7%
Audit	0.00	10,000.00	-10,000.00	-100.0%
Legal Fees	2,416.94	5,034.96	-2,618.02	-52.0%
Total Professional Fees	2,641.94	16,091.21	-13,449.27	-83.6%
Website Development/Maintenance	1,000.00	0.00	1,000.00	100.0%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
Total OUTSIDE PROFESSIONAL SERVI...	791,338.64	738,551.76	52,786.88	7.2%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,538.49	32,941.98	-11,403.49	-34.6%
Delta Dental	2,017.72	4,035.44	-2,017.72	-50.0%
Vision Care	646.20	1,268.70	-622.50	-49.1%
Total RETIREE MEDICAL BENEFITS	24,202.41	38,246.12	-14,043.71	-36.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,509.95	2,359.76	1,150.19	48.7%
Open Houses	190.25	251.18	-60.93	-24.3%
Total COMMUNITY SERVICE ACTIVITIES	3,700.20	2,610.94	1,089.26	41.7%
DISTRICT ACTIVITIES				
Firefighters' Expenses	71.32	0.00	71.32	100.0%
Professional Development	1,600.90	1,021.13	579.77	56.8%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	4,845.00	-4,845.00	-100.0%
Janitorial Service	420.00	420.00	0.00	0.0%
Medical Waste Disposal	1,220.10	1,581.24	-361.14	-22.8%
Gardening service	240.00	120.00	120.00	100.0%
Miscellaneous Maint.	526.43	1,409.33	-882.90	-62.7%
Total Building Maintenance	2,406.53	8,375.57	-5,969.04	-71.3%
Building Utilities/Service				
Gas and Electric	2,823.12	2,635.21	187.91	7.1%
Water/Sewer	653.91	1,061.41	-407.50	-38.4%
Total Building Utilities/Service	3,477.03	3,696.62	-219.59	-5.9%
Memberships	650.00	650.00	0.00	0.0%
Office				
Office Expense	183.05	958.50	-775.45	-80.9%
Office Supplies	556.81	234.26	322.55	137.7%
Telephone	1,995.18	1,934.03	61.15	3.2%
Total Office	2,735.04	3,126.79	-391.75	-12.5%
Total DISTRICT ACTIVITIES	10,940.82	16,870.11	-5,929.29	-35.2%
Staff				
Wages	23,770.02	21,609.42	2,160.60	10.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	137.13	166.99	-49.86	-26.7%
Medical/dental Ins compensation	2,514.00	2,047.50	466.50	22.8%
Retirement Contribution	1,806.48	1,642.32	164.16	10.0%
Payroll Taxes	2,097.71	1,900.56	197.15	10.4%
Workers Compensation/Life Ins	824.99	888.93	-63.94	-7.2%
Payroll Processing	448.00	372.58	75.42	20.2%
Total Staff	32,598.33	29,648.30	2,950.03	10.0%
Total Expense	862,780.40	825,927.23	36,853.17	4.5%
Net Ordinary Income	3,067,204.78	3,010,098.97	57,105.81	1.9%
Other Income/Expense				
Other Income				
Transfers In - General	108,665.14	100,088.20	8,576.94	8.6%

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

July 1 through October 11, 2018

	Jul 1 - Oct 11, 18	Jul 1 - Oct 11, 17	\$ Change	% Change
Total Other Income	108,665.14	100,088.20	8,576.94	8.6%
Other Expense				
Transfers Out - Capital	8,665.14	5,088.20	3,576.94	70.3%
Transfers Out - Special	100,000.00	95,000.00	5,000.00	5.3%
Total Other Expense	108,665.14	100,088.20	8,576.94	8.6%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>3,067,204.78</u>	<u>3,010,098.97</u>	<u>57,105.81</u>	<u>1.9%</u>

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

July 1 through October 11, 2018

	Jul 1 - Oct 11, 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
MCI Income - DON'T USE	0.00	0.00	0.00	0.0%
Property Taxes	3,699,956.90	3,955,000.00	-255,043.10	93.6%
Special Taxes	200,453.30	71,128.48	129,324.82	281.8%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	5,911.34	9,915.80	-4,004.46	59.6%
Interest Income	7,783.46	9,104.84	-1,321.38	85.5%
Salary Reimbursement Agreement	15,890.18	17,570.44	-1,680.26	90.4%
Grant Revenue	0.00	0.00	0.00	0.0%
Surety Bond Claim	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	3,929,985.18	4,062,719.56	-132,734.38	96.7%
Expense				
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,200.00	78.47	103.6%
Contra Costa County Expenses	13.80	95.10	-81.30	14.5%
El Cerrito Contract Fee	769,732.43	860,776.13	-91,043.70	89.4%
Fire Abatement Contract	665.00	5,419.35	-4,754.35	12.3%
Fire Engineer Plan Review	0.00	559.11	-559.11	0.0%
Risk Management Insurance	12,507.00	14,500.00	-1,993.00	86.3%
Professional Fees				
Accounting	225.00	1,654.84	-1,429.84	13.6%
Actuarial Study	0.00	0.00	0.00	0.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	0.00	5,677.42	-5,677.42	0.0%
Emergency Planning	0.00	0.00	0.00	0.0%
Legal Fees	2,416.94	9,784.96	-7,368.02	24.7%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	2,641.94	17,117.22	-14,475.28	15.4%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	1,000.00	699.95	301.05	143.1%
Wildland Vegetation Mgmt	2,500.00	1,354.84	1,145.16	184.5%
OUTSIDE PROFESSIONAL SERVICES - Ot...	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	781,338.64	902,720.70	-111,382.06	87.7%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,538.49	0.00	21,538.49	100.0%
Delta Dental	2,017.72	0.00	2,017.72	100.0%
Vision Care	646.20	0.00	646.20	100.0%
CCCERA Settlement Agreement	0.00	0.00	0.00	0.0%
RETIREE MEDICAL BENEFITS - Other	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	24,202.41	0.00	24,202.41	100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,509.95	2,224.19	1,285.76	157.8%
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 Emerg Kits/Sheds/Prepared	0.00	2,439.90	-2,439.90	0.0%
Open Houses	190.25	508.06	-317.81	37.4%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	118.29	-118.29	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	3,700.20	5,290.44	-1,590.24	69.9%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	71.32	532.26	-460.94	13.4%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Airpacks Expense	0.00	0.00	0.00	0.0%
Ladder Truck Expense	0.00	0.00	0.00	0.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Firefighters' Memorial Contrib	0.00	0.00	0.00	0.0%
Wildland Safety Gear	0.00	0.00	0.00	0.0%
Professional Development	1,800.90	1,397.82	203.08	114.5%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	420.00	419.35	0.65	100.2%
Medical Waste Disposal	1,220.10	1,700.00	-479.90	71.8%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	240.00	419.35	-179.35	57.2%
Mechanical service	0.00	0.00	0.00	0.0%
Miscellaneous Maint.				
Scheduled Repairs	0.00	0.00	0.00	0.0%
Miscellaneous Maint. - Other	526.43	3,634.44	-3,108.01	14.5%
Total Miscellaneous Maint.	526.43	3,634.44	-3,108.01	14.5%
Building Maintenance - Other	0.00	0.00	0.00	0.0%
Total Building Maintenance	2,406.53	6,173.14	-3,766.61	39.0%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	2,823.12	2,236.53	586.59	126.2%
Sewer Charge	0.00	0.00	0.00	0.0%
Water/Sewer	653.91	556.63	97.28	117.5%
Building Utilities/Service - Other	0.00	0.00	0.00	0.0%
Total Building Utilities/Service	3,477.03	2,793.16	683.87	124.5%
Election	0.00	0.00	0.00	0.0%
Emergency Preparedness Council	0.00	0.00	0.00	0.0%
FireWise Workshop	0.00	0.00	0.00	0.0%
Hills Emergency Forum	0.00	0.00	0.00	0.0%
Memberships				
CCSDA	0.00	0.00	0.00	0.0%
CSDA	0.00	0.00	0.00	0.0%
Diablo Fire Safe	0.00	0.00	0.00	0.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual

July 1 through October 11, 2018

	Jul 1 - Oct 11, 18	Budget	\$ Over Budget	% of Budget
Memberships - Other	650.00	700.00	-50.00	92.9%
Total Memberships	650.00	700.00	-50.00	92.9%
Office				
Office Expense	183.05	838.71	-655.66	21.8%
Office Supplies	558.81	629.03	-72.22	88.5%
Telephone	1,995.18	2,236.53	-241.35	89.2%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	2,735.04	3,704.27	-969.23	73.6%
DISTRICT ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total DISTRICT ACTIVITIES	10,940.82	15,300.65	-4,359.83	71.5%
Staff				
Wages	23,770.02	26,581.76	-2,811.74	89.4%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	137.13	440.32	-303.19	31.1%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	2,514.00	2,811.35	-297.35	89.4%
Retirement Contribution	1,806.48	2,020.14	-213.66	89.4%
Payroll Taxes	2,097.71	2,180.65	-82.94	96.2%
Workers Compensation/Life Ins	824.99	1,050.00	-225.01	78.6%
Payroll Processing	448.00	459.92	-11.92	97.4%
Staff - Other	0.00	0.00	0.00	0.0%
Total Staff	32,598.33	36,544.14	-3,945.81	89.2%
Contingency				
CalPERS Settlement for Ret FF	0.00	0.00	0.00	0.0%
IFSTA Manuals	0.00	0.00	0.00	0.0%
Printer/Fax	0.00	0.00	0.00	0.0%
Business Suite	0.00	0.00	0.00	0.0%
Graphic Design	0.00	0.00	0.00	0.0%
General	0.00	6,989.28	-6,989.28	0.0%
Annexation	0.00	0.00	0.00	0.0%
Accounting	0.00	0.00	0.00	0.0%
Firefighter T-Shirts	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	6,989.28	-6,989.28	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	862,780.40	966,845.21	-104,064.81	89.2%
Net Ordinary Income	3,067,204.78	3,095,874.35	-28,669.57	99.1%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - Special	0.00	0.00	0.00	0.0%
Transfers In - General	108,665.14	0.00	108,665.14	100.0%
Transfers In	0.00	0.00	0.00	0.0%
Total Other Income	108,665.14	0.00	108,665.14	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	8,665.14	0.00	8,665.14	100.0%
Transfers Out - Special	100,000.00	0.00	100,000.00	100.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
Transfers Out	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	108,665.14	0.00	108,665.14	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,067,204.78	3,095,874.35	-28,669.57	99.1%

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VENDOR	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACCT	TASK OPT	ACTIVITY WORK AUTH	ENCLUMB (PO) #	PIC	PAYMENT AMOUNT
50046	Mann Urutia Nelson CPAS	10/31/2018	16813 FY17-18 audit	7840	2490					12,500.00
50065	Panoramic Design Group	10/16/18	1860 schematic design	7840	2490					2,025.00
50126	Shred-It	10/27/18	fall shredding event	7840	2490					1,155.00
50146	Delta Dental	11/1/2018	BE003046147 Nov dental	7840	1061					1,008.86
50147	KFPD Revolving Fund	11/8/2018	Reimburse revolving fund	7840	2490					18,273.45
50148	CalPERS	10/15/18	7072901257 Dec medical	7840	1061					7,184.27
50150	Vision Service Plan	10/18/18	001027770001 Nov vision	7840	1061					323.10
50151	City of El Cerrito	11/01/18	Nov fire protection	7840	2328					251,284.08
50131	Meyers Nave	10/15/18	2018090290 legal	7840	2490					13,799.60
50131	Meyers Nave	11/07/18	2018100013 legal	7840	2490					31,402.62
50179	Mailstream	09/28/18	523043 Fire Plug	7840	2490					2,204.19
50226	CA Special Districts Assoc.	10/01/18	1374 annual membership	7840	2490					6,740.00
TOTAL										347,900.17

Kensington FPD Approval

Date: / /

[Signature]

Date: 11/8/18

November 8, 2018

Attachment to Transmittal 110818

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE		
DATE	DESCRIPTION	AMOUNT
10/10/2018	Reimburse Director - CSDA conf	699.64
6/22/2018	Streamline - monthly fee	200.00
7/22/2018	Streamline - monthly fee	200.00
8/22/2018	Streamline - monthly fee	200.00
10/4/2018	PG&E - gas	104.97
10/8/2018	EBUD - water/wastewater	432.68
10/17/2018	Payroll processing	66.25
10/17/2018	Payroll - 10/1-10/15/18	2,858.25
10/17/2018	Withholding payroll taxes 10/1-10/15/18	1,381.52
10/20/2018	Contra Costa - sewer charge	873.62
10/9/2018	Sprint - telephone	63.50
10/5/2018	Office Depot - office supplies	119.12
10/10/2018	PG&E - electric	1,175.06
10/5/2018	AT&T - telephone	841.62
10/15/2018	Terminix - pest control	128.00
10/17/2018	Reimburse Director - breakfast meeting	46.19
11/1/2018	Stericycle - medical waste/pharmaceutical	778.10
10/12/2018	Mechanics Bank - Tri-City, chairs, racks, plans, etc.	1,493.50
10/31/2018	Mechanics Bank - service charge	15.00
11/2/2018	Payroll processing	66.25
11/2/2018	Payroll - 10/16-10/31/18	2,834.25
11/2/2018	Withholding payroll taxes 10/16-10/31/18	1,381.55
10/22/2018	Comcast - internet	143.25
10/31/2018	Kel-Aire - mechanical maintenance	343.97
10/26/2018	Canepa - landscape maint.	120.00
11/1/2018	All-Ways Green - janitorial	105.00
11/10/2018	ICMA-RC - Sep deferred comp	1,602.16
	Total	18,273.45


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

NEW BUSINESS

November 8, 2018

To: KFPD Board Members

AGENDA ITEM 8

 Brenda Navellier
Manager

Re: KFPD-KPPCSD Lease Agreement Extension

Attached is an 18-month extension to the current lease between KFPD and KPPCSD for occupancy of the Public Safety Building. The terms of the lease are from 1/1/19 through 6/30/20. There is also a one-time 3.2% CPI increase over the previous term.

This lease was approved by the KPPCSD Board by a 4-1 vote at their October 11th meeting.

**Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and
Community Services District for Occupancy of Kensington Public Safety Building**

This Lease ("Lease") is made and entered into, as of _____ October, 2018, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and highlighted in the Permit Submittal dated September 10, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas as highlighted in the Permit Submittal. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be for eighteen months commencing on January 1, 2019 ("the Commencement Date") and expiring on June 30, 2020, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term"). The lease may be terminated by Landlord or Tenant with ninety (90) days written notice.

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord monthly rent of \$3,050.25 in monthly installments, payable on the 1st of each month for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

Permitted Use

5. Tenant shall use the Premises solely as administrative offices for the provision of the governmental services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

6. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

7. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

8. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

9. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

10. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

11. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

12. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

13. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

14. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

- (a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;
- (b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and
- (c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.

Dispute Resolution

15. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

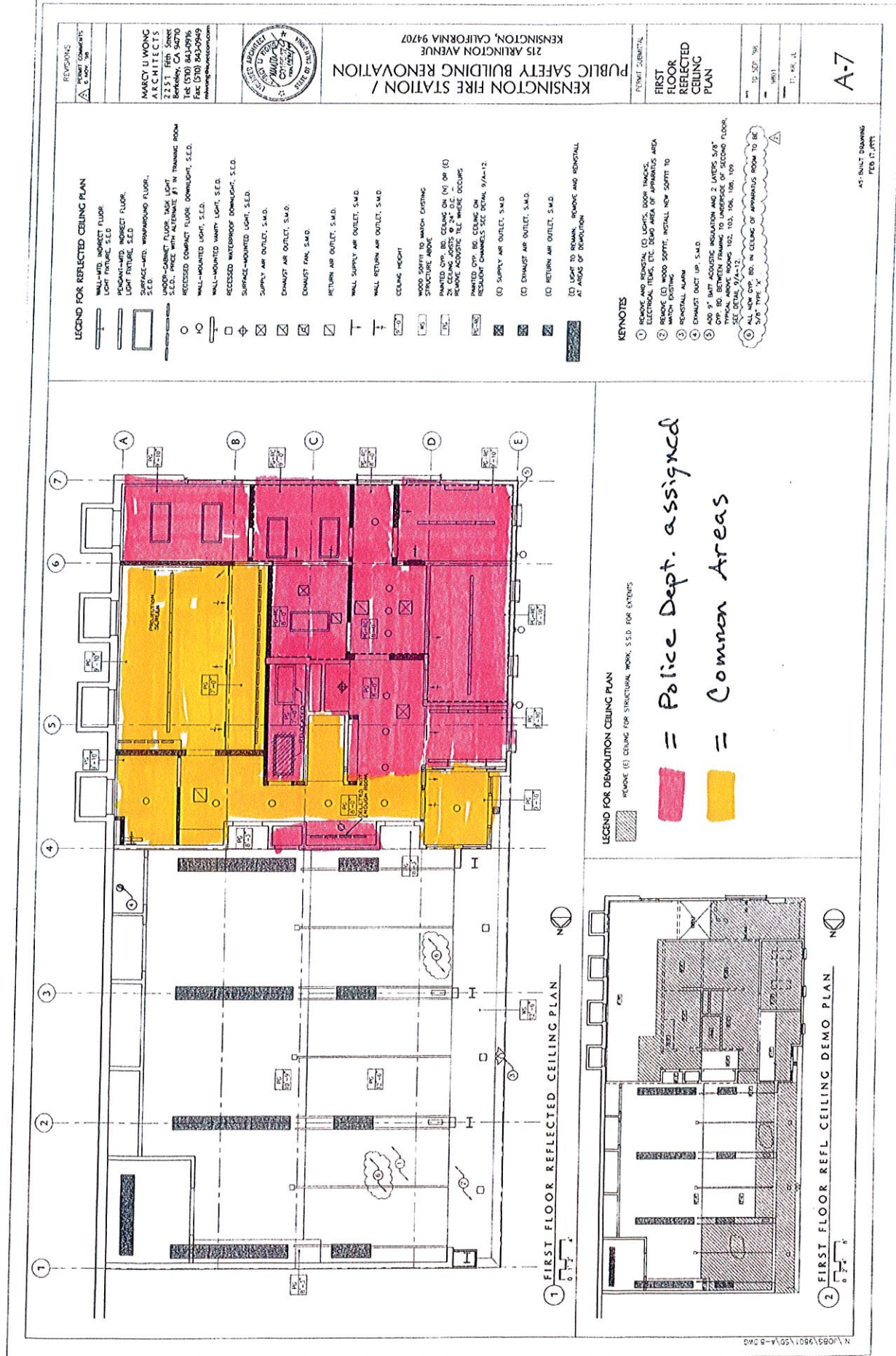
Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

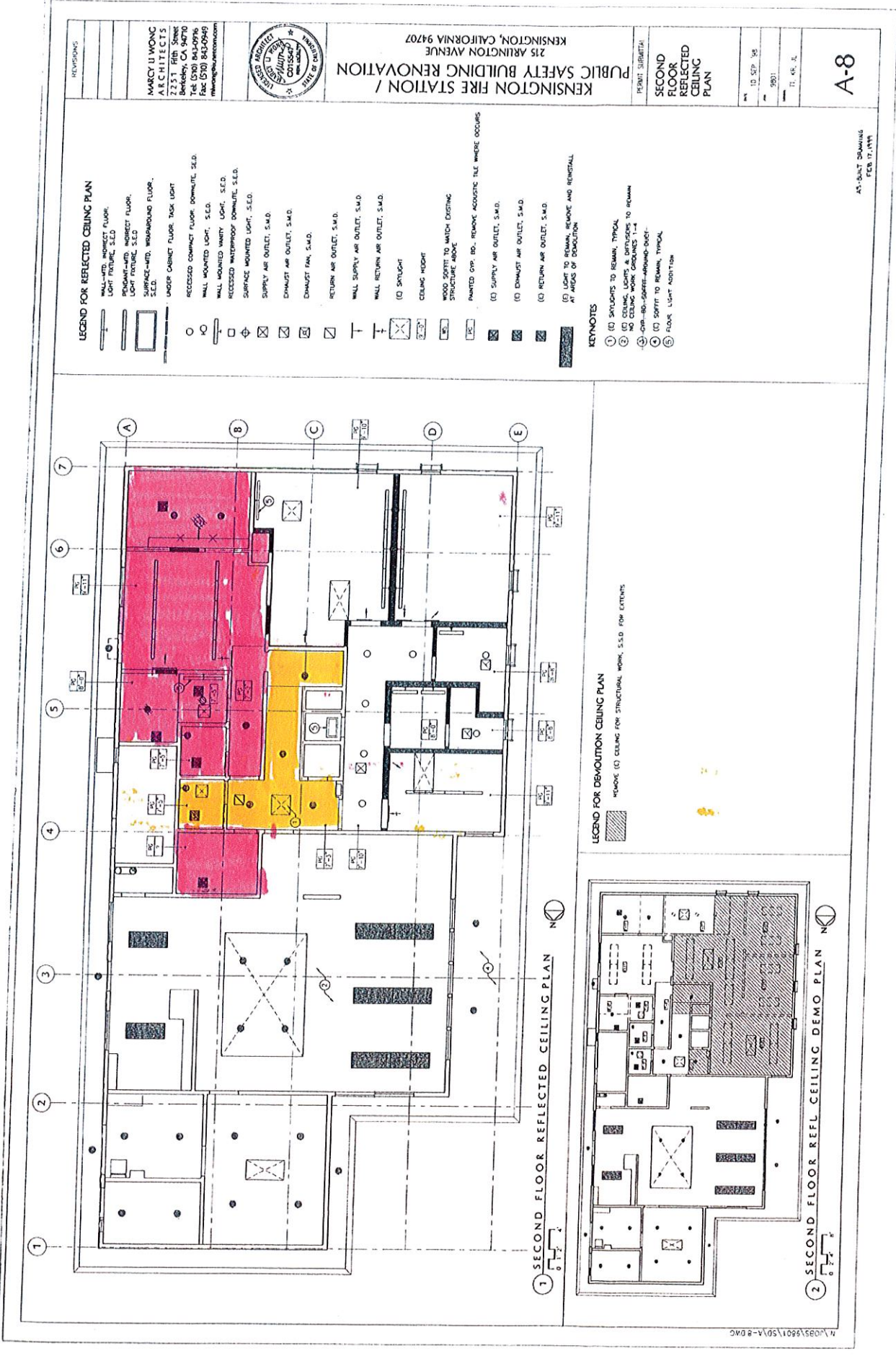
KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: _____
Janice E. Kosel
President of Board of Directors

by: _____
Rachelle Sherris-Watt
President of Board of Directors





LEGEND FOR REFLECTED CEILING PLAN

- WALL-MTD. INDIRECT FLUSH LIGHT FIXTURE, S.E.D.
- PENDANT-MTD. INDIRECT FLUSH LIGHT FIXTURE, S.E.D.
- SURFACE-MTD. UNDERCABINET FLOOR, S.E.D.
- UNDER CABINET FLOOR, TASK LIGHT
- RECESSED COMPACT FLUSH DOWNLITE, S.E.D.
- WALL MOUNTED LIGHT, S.E.D.
- WALL MOUNTED VANITY LIGHT, S.E.D.
- RECESSED WATERPROOF DOWNLITE, S.E.D.
- SURFACE MOUNTED LIGHT, S.E.D.
- SUPPLY AIR OUTLET, S.M.D.
- EXHAUST AIR OUTLET, S.M.D.
- EXHAUST FAN, S.M.D.
- RETURN AIR OUTLET, S.M.D.
- WALL SUPPLY AIR OUTLET, S.M.D.
- WALL RETURN AIR OUTLET, S.M.D.
- (E) SPYLIGHT
- CEILING HEIGHT
- WOOD JOIST TO MATCH EXISTING STRUCTURE ABOVE
- PAINTED CYP. BD., REMOVE ACCORDING TILE WHERE OCCURS
- (E) SUPPLY AIR OUTLET, S.M.D.
- (E) EXHAUST AIR OUTLET, S.M.D.
- (E) RETURN AIR OUTLET, S.M.D.
- (E) LIGHT TO REMAIN, REMOVE AND REINSTALL AT AREAS OF DEMOLITION

KEYNOTES

- 1 (E) SPYLIGHTS TO REMAIN, TYPICAL
- 2 (E) CEILING LIGHTS & DOWNLITES TO REMAIN
- 3 NO CEILING WORK CREATIONS 1-4
- 4 CYP-BD-SURFACE-AROUND-DUCT
- 5 (E) JOIST TO REMAIN, TYPICAL
- 6 FLOOR LIGHT ADDITION

LEGEND FOR DEMOLITION CEILING PLAN

- REMOVE (E) CEILING FOR STRUCTURAL WORK, S.E.D. FOR EXTENTS

REVISIONS

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KENSINGTON FIRE STATION /
PUBLIC SAFETY BUILDING RENOVATION
215 ARINGTON AVENUE
KENSINGTON, CALIFORNIA 94707

PERMIT: SUBMITTAL
SECOND FLOOR REFLECTED CEILING PLAN

DATE: 10.27.18
DRAWN BY: JWB
CHECKED BY: JWB
TITLE: K.S. JL

A-8

AS-BUILT DRAWING
FEB 17, 2019

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BOARD REPORTS

Brenda Navellier

From: MARLENE KELLER [marlenekeller9577@comcast.net]
Sent: Friday, November 02, 2018 6:38 PM
To: Gabe Quinto; Janet Abelson; Paul Fadelli; gblyman@ci.el-cerrito.ca.us; Rochelle Pardue-Okimoto; Karen Pinkos; Brenda Navellier
Cc: David Gibson
Subject: Grateful for the superb professionalism of the EC/Kensington Fire Dept

Mayor Quinto, Council members and City staff,

I just want to express my gratitude to Fire Marshal and Battalion Chief Dave Gibson for his talk today to the Hilltop School Girl Scouts troop.

Chief Gibson talked to the Girl Scouts about fire prevention and the discovery yesterday of an incendiary device near the school. Chief Gibson thoughtfully answered the troop's many questions and managed, by his patience and great listening skills, to turn a roomful of anxious students and their worried parents into a group focused entirely on learning Ready, Set, Go steps to respond to an emergency and now interested in participating in CERT and other readiness activities.

The troop had also scheduled (long ago) several of us CERT Area Coordinators/ham radio operators (Hal Graboske Ken 6, Rob McNicholas EC 4, myself EC 2, and ham radio operator Don Simon with EC 9) to provide a practical exercise in using FRS and ham radios in a disaster.

By the end of Chief Gibson's engaging and informative question and answer session, the Girls Scouts and their parents were eager to practice a light search and rescue drill that involved using handheld FRS radios and communicating back to the mock EOC ham what they had observed.

All of us at the Girl Scout troop meeting recognized that our Fire Department--with representatives like Chief Gibson--uniquely provides highly valued, professional skills to bear before, during and after disasters--and that Chief Gibson is a remarkable ambassador from a city to its citizens.

Marlene Keller

Date: 11/07/2018 [01:13:15 PM CST]
From: Carolyn Linnard <linnardc@gmail.com>
To: fire@kensingtonfire.org
Subject: Shred Event

**This is to thank you for the fall shredding event in Kensington October 27th.
Carolyn Linnard
257 Purdue**