

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

Date of Meeting: June 13, 2012  
Time of Meeting: 7:30 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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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](http://www.kensingtonfire.org/agenda/index.shtml).

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

7:30 p.m. **CALL TO ORDER**

Directors: Helmut Blaszczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Leslie Michael

1. **NEW BUSINESS**

Resolution 12-04 Proclaiming a Commitment to a Heartsafe Community –  
*Presentation by John Gioia, Supervisor, Contra Costa County and Pamela Dodson,  
Contra Costa County Emergency Medical Services*

2. **ADOPTION OF CONSENT ITEMS.** Items 4, 5, 6, 7, 8 & 9

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 regular meeting of May 9, 2012 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2012 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2012 (APPROVE)

- CC 8. **APPROVAL OF RESOLUTION 12-05** Establishing the Appropriations Limit for FY 2012-2013 (APPROVE)
- CC 9. **APPROVAL OF RESOLUTION 12-06** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2012-2013 (APPROVE)
10. **FIRE CHIEF'S REPORT**  
a. Review of operations.  
b. Regional issues and developments.
11. **PRESIDENT'S REPORT**  
a. Report on Manager's Annual Review
- NEW BUSINESS CONTINUED**
12. El Cerrito Contract Fee Proposal for FY 2012-2013 (ACTION)
13. Auditor Recommendation and Fee Proposal for FY 2011-2012 Audit Report (ACTION)
14. Resolution 12-07 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2012-2013 (ACTION)
15. **BOARD REPORTS**  
Informational reports from Board members or staff covering the following assignments:  
a. Finance Committee (Kosel/Blaschczyk): Minutes from 1/26/11 Committee meeting  
b. Public Safety Building (de Ville/Harmon): New apparatus bay doors to be installed this month  
c. Education (Kosel):  
d. Contra Costa County/California Special Districts Assoc. (Harmon): Next meeting July 2012  
e. Diablo Fire Safe Council/Interface (Staff): DFSC Snapshot  
f. Correspondence: Letter from American Red Cross Leadership Council recruiting members

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, August 8, 2012, 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 8/8/12 is Wednesday, 7/25/12 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 8/1/12 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

RESOLUTION 12-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT PROCLAIMING A COMMITMENT TO A HEART SAFE COMMUNITY

WHEREAS, approximately 600,000 heart disease deaths occur annually in the United States; and

WHEREAS, someone has a coronary event every 25 seconds, rendering heart disease as the leading cause of death for both men and women in the United States; and

WHEREAS, the best way to prevent heart disease is sustaining a healthy lifestyle by eating foods low in saturated and trans fat, maintaining low cholesterol levels, not smoking, limiting alcohol beverage consumption and exercising daily; and

WHEREAS, achieving high survival rates in sudden cardiac arrest depends on a public trained in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED); and

WHEREAS, the County of Contra Costa has recognized the community of Kensington as a HeartSafe Community wherein the public is educated on heart-healthy lifestyles that include exercise and nutrition, and use of CPR and AEDs; and

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District will work in conjunction with Contra Costa County Emergency Medical Services to continue educating the public on maintaining a heart-healthy lifestyle; and

BE IT FURTHER RESOLVED that the Kensington Fire Protection District calls on all citizens of the community to dedicate ourselves to fighting heart disease by improving our own heart-healthy habits and by raising awareness in our homes and creating a Heartsafe Community.

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The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 13<sup>th</sup> day of June 2012, by the following vote of the Board:

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

\_\_\_\_\_  
Janice E. Kosel, President

ATTEST:

\_\_\_\_\_  
Leslie Michael, Secretary

# **CONSENT CALENDAR**

**MINUTES OF THE MAY 9, 2012 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      Directors:      Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel  
                         Staff:                    Chief Lance Maples, Manager Brenda Navellier  
                         Absent:                    Director Leslie Michael

**CALL TO ORDER:**

President Kosel called the meeting to order at 7:30 p.m. and noted that all Directors were in attendance except Director Michael.

**APPROVAL OF CONSENT ITEMS:**

President Kosel called for approval of the consent calendar (items 3, 4, 5, 6, 7, 8 & 9) consisting of approval of the minutes of the March 14, 2012 meeting, approval of the March incident activity report, approval of the April incident activity report, approval of the monthly transmittal #11, approval of the February/March 2012 monthly financial report, approval of the March/April 2012 financial report, and approval of Resolution 12-03 ordering even-year elections, consolidation of elections and specification of the election order. Director Blaschczyk made a motion to accept the consent calendar items as presented. The motion was seconded and passed unanimously.

**ORAL COMMUNICATIONS:**

Nina Harmon, on behalf of Arlington Community Church, praised the fire district on their quick response, analysis and expert training on a medical emergency at the church.

Joe de Ville announced that the local Exchange Club is hosting their Police Officer of the Year dinner on May 23, 2012 at the Galileo Club and all are invited to attend.

**FIRE CHIEF'S REPORT:**

Chief Maples reviewed the 2011 El Cerrito and Kensington CERT program. CERT attendance has remained consistent, there were 61 participants and 26 graduates in 2011. A database mapping program has been completed and also a sworn disaster service worker program which gives workers access to state workers comp. insurance. Maples will bring Kensington's HeartSafe Community designation to the Board in June. This program encompasses the amount of CPR classes and training/education in the community, AED placement, KFPD paramedic training/AED access, website info, etc. Supervisor Gioia and County EMS will attend.

Maples reported that the survey work for the water system improvements along Arlington/Westminster are complete and EBMUD is currently working on the drawings. Navellier should ensure that EBMUD is aware of the County paving schedule.

Maples reported that the District held a shredder event and its bi-annual pharmaceutical disposal last month. Both were successful though the amount of pharmaceuticals dropped for the first time. There is now a permanent site at the El Cerrito Recycling Center that takes pharmaceuticals and sharps and is open to the public.

Maples gave a follow-up report regarding the water main break on Lenox Avenue in January 2012. He also spoke to the homeowner and reviewed the 911 tapes. He believes it was a learning incident for dispatch.

**PRESIDENT'S REPORT:**

President Kosel had nothing to report but thanked staff for providing the Board members with copies of the firefighters' trading cards.

**NEW BUSINESS:**

Request from Kensington Community Council for \$10,000 donation toward the Kensington Community Center Remodel: The Board received a request from KCC for a \$10,000 donation for the remodel of KPPCSD's

building. The Board discussed their use of the building and that a donation was appropriate. It was suggested that a promissory communication be written, and not to write a check until the project is ready to break ground. Director Blaschczyk made a motion to donate \$10,000 to the Kensington Community Council to be used toward the Kensington Community Center remodel as identified in their March master plan. The motion was seconded and passed unanimously.

**BOARD REPORTS:**

Finance Committee: The Committee will next meet on May 24, 2012 to discuss the draft budget and the FY12-13 El Cerrito contract fee proposal.

CSDA: Harmon attended the April 23, 2012 chapter meeting. She cast the District's vote for the incumbent, Mike McGill, who won.

Correspondence: The District received a thank you letter from Arlington Community Church for CPR training and AED placement.

A neighbor of 1 Lenox Road attended the meeting to complain about the lack of vegetation management on that property. Maples reported that a new Fire Prevention Officer will start next week and will inspect that property.

**ADJOURNMENT:** The meeting was adjourned at 8:12 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 13, 2012.

Attest:

\_\_\_\_\_  
Leslie Michael, Board Secretary



## El Cerrito Fire Department Memorandum

June 1, 2012

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

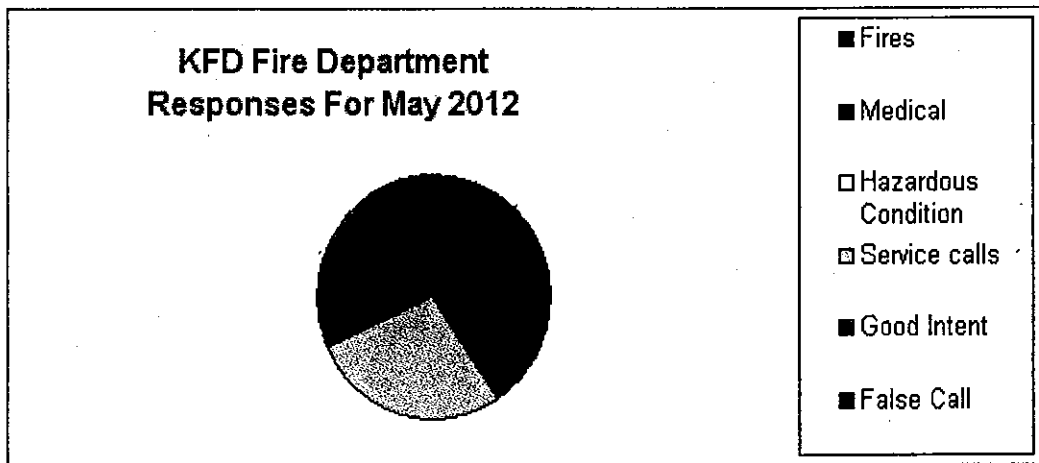
SUBJECT: Incident Activity Reports for the Month of May

44 incidents occurred during the month May in the community of Kensington. Please see the attached "Incident Log" for dates, times, and nature of all responses for the month of May (Kensington's responses will be underlined to assist in identifying them).

No incidents occurred during the month of May in the Community of Kensington resulting in fire loss.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	0	0.00
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	18	40.91
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down power Lines)</i>	0	0.00
<b>Service calls</b>	<i>(Distress, Water/ Smoke/Odor Problems)</i>	12	27.27
<b>Good Intent</b>	<i>(Cancelled En Route, Wrong Location)</i>	10	22.73
<b>False Call</b>	<i>(Wrong Company/Unit Dispatched)</i>	4	9.09
<b>TOTALS</b>		<b>44</b>	<b>100.00</b>



# Incident Log

Date Range From: 5/1/2012 To 5/31/2012

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
0001014 - 000	5/10/2012 06:54:5	E 80 east of Central	322 - Vehicle accident with injuries	Yes	Yes
1200962 - 000	5/01/2012 09:14:0	5222 WALL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1200963 - 000	5/01/2012 09:59:1	2501 RYDIN Dr	611X - False Alarm-Dispatched & cancelled	Yes	Yes
1200964 - 000	5/01/2012 14:40:2	7119 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200965 - 000	5/02/2012 14:19:2	11720 SAN PABLO Ave	621 - Wrong location	Yes	Yes
1200966 - 000	5/02/2012 14:58:4	770 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200967 - 000	5/03/2012 10:58:4	11450 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1200968 - 000	5/03/2012 13:18:3	7208 BLAKE St	500 - Service Call, other	Yes	Yes
1200969 - 000	5/03/2012 15:21:1	504 BALRA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200970 - 000	5/03/2012 16:25:5	3223 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200971 - 000	5/03/2012 18:59:1	13751 SAN PABLO Ave	611 - Dispatched & cancelled	Yes	Yes
1200972 - 000	5/04/2012 09:58:3	100 38TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1200973 - 000	5/04/2012 10:17:5	2412 ABERDEEN Way	611M - Medical-Dispatched & cancelled	Yes	Yes
1200974 - 000	5/04/2012 12:24:3	4958 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200975 - 000	5/04/2012 12:31:2	11450 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200976 - 000	5/04/2012 13:00:3	11940 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200977 - 000	5/04/2012 13:24:4	5007 REID Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200978 - 000	5/04/2012 13:58:0	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200979 - 000	5/04/2012 14:31:4	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200980 - 000	5/04/2012 15:05:3	615 S 37TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200981 - 000	5/04/2012 15:17:5	921 ELM St	611M - Medical-Dispatched & cancelled	Yes	Yes
1200982 - 000	5/04/2012 21:29:4	31 HIGHGATE Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200983 - 000	5/05/2012 10:45:1	CARLSON Blvd	500 - Service Call, other	Yes	Yes
1200984 - 000	5/05/2012 16:13:0	7501 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200985 - 000	5/05/2012 18:56:0	729 KERN St	440 - Electrical wiring/equipment problem, other	Yes	Yes
1200986 - 000	5/05/2012 22:24:0	8315 TERRACE Dr	611U - UTL-Dispatched & cancelled	Yes	Yes
1200987 - 000	5/06/2012 13:26:3	817 RICHMOND St	311 - Medical assist, assist EMS crew	Yes	Yes
1200988 - 000	5/06/2012 18:52:0	5040 EL CERRITO Plz	311 - Medical assist, assist EMS crew	Yes	Yes
1200989 - 000	5/07/2012 08:50:0	653 WELLESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200990 - 000	5/07/2012 11:55:1	653 WELLESLEY Ave	554 - Assist invalid	Yes	Yes
1200991 - 000	5/07/2012 14:27:5	244 COLGATE Ave	554 - Assist invalid	Yes	Yes
1200992 - 000	5/07/2012 15:30:4	244 COLGATE Ave	611 - Dispatched & cancelled	Yes	Yes
1200993 - 000	5/07/2012 15:43:1	10944 SAN PABLO Ave	651 - Smoke scare, odor of smoke	Yes	Yes
			321 - EMS call, excluding vehicle accident with injury	Yes	Yes



Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1200994 - 000	5/07/2012 20:16:2	7807 POTRERO AVE	736 - CO detector activation due to malfunction	Yes	Yes
1200995 - 000	5/07/2012 21:08:5	10598 SAN PABLO AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200996 - 000	5/08/2012 03:29:0	243 CAMBRIDGE AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200997 - 000	5/08/2012 09:05:0	4 POMONA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200998 - 000	5/08/2012 09:41:5	11025 SAN PABLO AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1200999 - 000	5/08/2012 11:55:0	6639 BLAKE ST	331 - Lock-in (if lock out, use 511)	Yes	Yes
1201000 - 000	5/08/2012 14:31:2	1701 ARLINGTON BLVD	311 - Medical assist, assist EMS crew	Yes	Yes
1201001 - 000	5/08/2012 16:03:0	6709 ARLINGTON BLVD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201002 - 000	5/08/2012 17:09:4	225 EL CERRITO PLZ	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201003 - 000	5/08/2012 17:15:0	2621 LA HONDA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201004 - 000	5/08/2012 17:21:1	103 GOLF COURSE DR	611M - Medical-Dispatched & cancelled	Yes	Yes
1201005 - 000	5/09/2012 00:48:4	2599 SHAMROCK	611 - Dispatched & cancelled	Yes	Yes
1201006 - 000	5/09/2012 02:44:0	6400 CUTTING BLVD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201007 - 000	5/09/2012 07:32:0	653 WELLESLEY AVE	554 - Assist invalid	Yes	Yes
1201008 - 000	5/09/2012 08:47:2	102 CIVIC DR	111 - Building fire	Yes	Yes
1201009 - 000	5/09/2012 09:02:2	5905 BAYVIEW AVE	733 - Smoke detector activation due to malfunction	Yes	Yes
1201010 - 000	5/09/2012 10:41:3	653 WELLESLEY AVE	554 - Assist invalid	Yes	Yes
1201011 - 000	5/09/2012 10:44:5	6122 VAN FLEET AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201012 - 000	5/09/2012 11:32:4	1436 EVERETT ST	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201013 - 000	5/09/2012 16:17:2	On San Pablo Ave at San Diego St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201015 - 000	5/10/2012 07:47:2	On MOESER Ln at Navellier St	322 - Vehicle accident with injuries	Yes	Yes
1201016 - 000	5/10/2012 10:31:5	1623 ARLINGTON BLVD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201017 - 000	5/10/2012 12:22:5	540 ASHBURY AVE	161 - Outside storage fire	Yes	Yes
1201018 - 000	5/10/2012 12:28:3	6105 ORCHARD AVE	611 - Dispatched & cancelled	Yes	Yes
1201019 - 000	5/10/2012 13:54:2	6699 FAIRMOUNT AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201020 - 000	5/10/2012 14:33:1	On SAN PABLO AVE at Fairmount Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201021 - 000	5/10/2012 15:05:3	7788 BARON CT	311 - Medical assist, assist EMS crew	Yes	Yes
1201022 - 000	5/10/2012 15:20:5	W 80	322 - Vehicle accident with injuries	Yes	Yes
1201023 - 000	5/10/2012 22:23:1	2320 ALVA AVE	311 - Medical assist, assist EMS crew	Yes	Yes
1201024 - 000	5/11/2012 08:32:3	260 YALE AVE	554 - Assist invalid	Yes	Yes
1201025 - 000	5/11/2012 12:42:3	1600 HELLINGS AVE	611F - Fire-Dispatched & cancelled	Yes	Yes
1201026 - 000	5/11/2012 14:07:4	380 CARLSON BLVD	611F - Fire-Dispatched & cancelled	Yes	Yes
1201027 - 000	5/11/2012 18:22:3	26 FRANCISCAN WAY	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201029 - 000	5/11/2012 18:30:3	E 80	311 - Medical assist, assist EMS crew	Yes	Yes
1201030 - 000	5/12/2012 07:25:1	23 COWPER AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201031 - 000	5/12/2012 10:16:0	7432 SEAVIEW PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201032 - 000	5/12/2012 11:08:1	3020 SAN MATEO ST	412 - Gas leak (natural gas or LPG)	Yes	Yes
1201033 - 000	5/12/2012 11:13:0	35 ARLINGTON AVE	520 - Water problem, other	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1201034 - 000	5/12/2012 15:29:4	EUREKA Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201035 - 000	5/12/2012 15:59:1	668 COVENTRY Dr	611 - Dispatched & cancelled	Yes	Yes
1201036 - 000	5/12/2012 19:09:4	10546 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201037 - 000	5/12/2012 20:08:1	503 VISTA HEIGHTS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201038 - 000	5/13/2012 05:35:4	6530 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201039 - 000	5/13/2012 07:55:0	1 NORWOOD Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201040 - 000	5/13/2012 11:52:4	1707 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201041 - 000	5/13/2012 13:17:3	635 BERK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201042 - 000	5/13/2012 18:03:3	160 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201043 - 000	5/13/2012 18:32:2	409 BONNIE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201044 - 000	5/13/2012 21:11:4	10944 SAN PABLO Ave	331 - Lock-in (if lock out , use 511 )	Yes	Yes
1201045 - 000	5/14/2012 07:18:1	On STOCKTON Ave at Norvell St	600 - Good intent call, other	Yes	Yes
1201046 - 000	5/14/2012 09:06:0	11720 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201047 - 000	5/14/2012 10:27:4	650 SEAVIEW Dr	700 - False alarm or false call, other	Yes	Yes
1201048 - 000	5/14/2012 13:16:4	6120 FRESNO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1201049 - 000	5/14/2012 14:38:3	319 WILSON Ave	611 - Dispatched & cancelled	Yes	Yes
1201050 - 000	5/14/2012 15:16:1	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201051 - 000	5/14/2012 15:49:4	CENTRAL Ave	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1201052 - 000	5/15/2012 00:11:1	6410 SCHMIDT Ln	311 - Medical assist, assist EMS crew	Yes	Yes
1201053 - 000	5/15/2012 05:08:1	8315 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201054 - 000	5/15/2012 08:03:4	11720 SAN PABLO Ave	611X - False Alarm-Dispatched & cancelled	Yes	Yes
1201055 - 000	5/15/2012 09:22:2	7075 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201056 - 000	5/15/2012 10:41:4	4954 BAYVIEW Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201057 - 000	5/15/2012 11:44:5	369 COLUSA AVE	611M - Medical-Dispatched & cancelled	Yes	Yes
1201058 - 000	5/15/2012 14:16:3	1070 CONTRA COSTA Dr	550 - Public service assistance, other	Yes	Yes
1201059 - 000	5/15/2012 14:42:3	5646 CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201060 - 000	5/15/2012 21:43:2	5 RIDGEWAY Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201061 - 000	5/16/2012 07:07:4	653 WELLESLEY Ave	554 - Assist invalid	Yes	Yes
1201062 - 000	5/16/2012 07:42:2	1009 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201063 - 000	5/16/2012 10:34:3	653 WELLESLEY Ave	554 - Assist invalid	Yes	Yes
1201064 - 000	5/16/2012 15:13:2	2400 NEVIN Ave	611X - False Alarm-Dispatched & cancelled	Yes	Yes
1201065 - 000	5/16/2012 16:03:3	11511 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201066 - 000	5/16/2012 17:18:1	719 COVENTRY Dr	500 - Service Call, other	Yes	Yes
1201067 - 000	5/16/2012 21:11:0	2750 DEL MONTE St	112 - Fires in structures other than in a building	Yes	Yes
1201068 - 000	5/17/2012 07:14:4	1150 IVY Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201069 - 000	5/17/2012 11:10:2	540 ASHBURY Ave	381 - Rescue or EMS standby	Yes	Yes
1201070 - 000	5/17/2012 14:00:1	235 WILLAMETTE Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201071 - 000	5/17/2012 16:16:5	315 25TH St	611F - Fire-Dispatched & cancelled	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1201072 - 000	5/17/2012 16:37:5	223 WILLAMETTE Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1201073 - 000	5/17/2012 16:46:3	1627 OAK VIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201074 - 000	5/17/2012 18:58:1	256 PURDUE Ave	600 - Good intent call, other	Yes	Yes
1201075 - 000	5/17/2012 18:55:5	6945 FAIRVIEW Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1201076 - 000	5/17/2012 20:56:1	90 HIGHLAND Blvd	733 - Smoke detector activation due to malfunction	Yes	Yes
1201077 - 000	5/17/2012 21:37:0	115 SAENT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201078 - 000	5/18/2012 03:37:2	234 S 39TH St	611X - False Alarm-Dispatched & cancelled	Yes	Yes
1201080 - 000	5/18/2012 07:00:4	115 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201081 - 000	5/18/2012 09:37:0	847 GALVIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201082 - 000	5/18/2012 11:32:5	On CANON Dr at CENTRAL PARK Dr	600 - Good intent call, other	Yes	Yes
1201083 - 000	5/18/2012 13:15:3	10064 SAN PABLO Ave	322 - Vehicle accident with injuries	Yes	Yes
1201084 - 000	5/18/2012 15:18:5	524 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201085 - 000	5/18/2012 15:37:2	CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201086 - 000	5/18/2012 16:34:3	924 LENEVE Pl	651 - Smoke scare, odor of smoke	Yes	Yes
1201087 - 000	5/18/2012 20:55:4	15 SAN CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201088 - 000	5/18/2012 20:57:4	CANAL Blvd	611F - Fire-Dispatched & cancelled	Yes	Yes
1201089 - 000	5/18/2012 21:22:4	1714 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201090 - 000	5/18/2012 22:20:0	11382 SAN PABLO Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201091 - 000	5/19/2012 07:19:2	132 HIGHLAND Blvd	554 - Assist invalid	Yes	Yes
1201092 - 000	5/19/2012 07:58:4	1560 MADERA Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201093 - 000	5/19/2012 11:57:1	1320 ARLINGTON Blvd	554 - Assist invalid	Yes	Yes
1201094 - 000	5/19/2012 13:28:5	W 80	322 - Vehicle accident with injuries	Yes	Yes
1201095 - 000	5/19/2012 16:54:5	90 HIGHLAND Blvd	733 - Smoke detector activation due to malfunction	Yes	Yes
1201096 - 000	5/19/2012 19:00:2	3RD St	611F - Fire-Dispatched & cancelled	Yes	Yes
1201097 - 000	5/19/2012 19:12:3	404 S 36TH St	611F - Fire-Dispatched & cancelled	Yes	Yes
1201098 - 000	5/19/2012 19:28:3	6746 CUTTING Blvd	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1201099 - 000	5/19/2012 19:38:2	1101 13TH St	611 - Dispatched & cancelled	Yes	Yes
1201100 - 000	5/19/2012 19:48:4	5646 CARLOS Ave	554 - Assist invalid	Yes	Yes
1201101 - 000	5/20/2012 00:48:0	2300 OHIO Ave	611R - Rescue-Dispatched & cancelled	Yes	Yes
1201102 - 000	5/20/2012 01:42:3	6410 SCHMIDT Ln	651 - Smoke scare, odor of smoke	Yes	Yes
1201103 - 000	5/20/2012 06:16:2	11760 SAN PABLO Ave	733 - Smoke detector activation due to malfunction	Yes	Yes
1201104 - 000	5/20/2012 10:53:0	HARTNETT Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201105 - 000	5/20/2012 14:22:0	90 HIGHLAND Blvd	730 - System malfunction, other	Yes	Yes
1201106 - 000	5/20/2012 17:17:2	ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201107 - 000	5/20/2012 18:16:3	5004 FALLON Ave	611X - False Alarm-Dispatched & cancelled	Yes	Yes
1201108 - 000	5/20/2012 19:12:1	6410 SCHMIDT Ln	651 - Smoke scare, odor of smoke	Yes	Yes
1201109 - 000	5/20/2012 19:25:1	516 BELOIT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201110 - 000	5/20/2012 22:26:1	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
120111 - 000	5/21/2012 03:17:2	1432 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120112 - 000	5/21/2012 08:03:4	5825 HUNTINGTON Ave	700 - False alarm or false call, other	Yes	Yes
120114 - 000	5/21/2012 09:54:2	100 37TH St	611 - Dispatched & cancelled	Yes	Yes
120115 - 000	5/21/2012 09:52:3	371 S 50TH St	611 - Dispatched & cancelled	Yes	Yes
120116 - 000	5/21/2012 09:56:0	608 S 49TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120117 - 000	5/21/2012 12:09:3	11939 SAN PABLO Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
120118 - 000	5/21/2012 14:53:1	511 36TH St	611F - Fire-Dispatched & cancelled	Yes	Yes
120119 - 000	5/21/2012 17:38:1	68 SHORELINE Ct	611 - Dispatched & cancelled	Yes	Yes
120120 - 000	5/21/2012 20:23:0	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120121 - 000	5/21/2012 20:55:5	On POTRERO Ave at EAST SHORE	322 - Vehicle accident with injuries	Yes	Yes
120122 - 000	5/21/2012 23:47:3	11740 SAN PABLO Ave	714 - Central station, malicious false alarm	Yes	Yes
120123 - 000	5/22/2012 00:48:5	6615 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
120124 - 000	5/22/2012 04:08:4	509 CLAYTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120125 - 000	5/22/2012 07:11:3	840 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120126 - 000	5/22/2012 09:53:2	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120127 - 000	5/22/2012 10:18:2	225 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120128 - 000	5/22/2012 15:04:3	5301 TEHAMA Ave	611M - UTL-Dispatched & cancelled	Yes	Yes
120129 - 000	5/22/2012 15:25:5	410 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120130 - 000	5/22/2012 16:27:4	3445 CARLSON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
120131 - 000	5/22/2012 17:04:4	545 BONNIE Dr	611 - Dispatched & cancelled	Yes	Yes
120132 - 000	5/22/2012 17:41:2	5327 JACUZZI St	700 - False alarm or false call, other	Yes	Yes
120133 - 000	5/22/2012 18:11:1	WB 180/CARLSON BLVD	322 - Vehicle accident with injuries	Yes	Yes
120134 - 000	5/22/2012 17:12:1	10394 SAN PABLO Ave	511 - Lock-out	Yes	Yes
120135 - 000	5/22/2012 21:28:3	2029 KEY Blvd	611M - Medical-Dispatched & cancelled	Yes	Yes
120136 - 000	5/22/2012 22:49:0	419 S 25TH St	611F - Fire-Dispatched & cancelled	Yes	Yes
120137 - 000	5/23/2012 01:18:3	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
120138 - 000	5/23/2012 06:13:2	76 KINGSTON Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120139 - 000	5/23/2012 06:28:1	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120140 - 000	5/23/2012 09:06:2	719 COVENTRY Rd	611M - Medical-Dispatched & cancelled	Yes	Yes
120141 - 000	5/23/2012 13:03:5	1650 SAN BENITO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120142 - 000	5/23/2012 13:49:0	5916 ORCHARD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120143 - 000	5/23/2012 13:58:0	9800 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
120144 - 000	5/23/2012 18:36:2	6699 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
120145 - 000	5/23/2012 19:39:5	5616 ALAMEDA Ave	440 - Electrical wiring/equipment problem, other	Yes	Yes
120146 - 000	5/23/2012 20:10:0	45 RINCON Dr	520 - Water problem, other	Yes	Yes
120147 - 000	5/24/2012 01:59:3	2403 MIRA VISTA Dr	520 - Water problem, other	Yes	Yes
120148 - 000	5/24/2012 10:15:4	10602 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
120149 - 000	5/24/2012 13:08:3	6010 BAYVIEW AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1201150 - 000	5/24/2012 13:34:5	1519 EVERETT St	111 - Building fire	Yes	Yes
1201151 - 000	5/24/2012 15:07:2	In front of 6400 CUTTING Blvd	611 - Dispatched & cancelled	Yes	Yes
1201152 - 000	5/24/2012 15:46:1	44 HIGHGATE Rd	611 - Dispatched & cancelled	Yes	Yes
1201153 - 000	5/24/2012 18:15:0	3020 YOLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201154 - 000	5/24/2012 18:51:5	212 KENYON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201155 - 000	5/24/2012 19:09:0	248 S 44TH St	611M - Medical-Dispatched & cancelled	Yes	Yes
1201156 - 000	5/24/2012 19:38:4	In front of 33 AVON Dr	460 - Accident, potential accident, other	Yes	Yes
1201157 - 000	5/24/2012 20:05:5	1630 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201158 - 000	5/24/2012 09:11:0	6400 CUTTING Blvd	611M - Medical-Dispatched & cancelled	Yes	Yes
1201159 - 000	5/25/2012 03:50:4	1327 S 58TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201160 - 000	5/25/2012 05:09:3	SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201161 - 000	5/25/2012 14:00:4	669 AMADOR St	611 - Dispatched & cancelled	Yes	Yes
1201162 - 000	5/25/2012 16:36:4	1070 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201163 - 000	5/25/2012 16:49:2	11555 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201164 - 000	5/25/2012 18:34:2	10601 SAN PABLO AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201165 - 000	5/25/2012 21:13:1	5112 CREELY Ave	611F - Fire-Dispatched & cancelled	Yes	Yes
1201166 - 000	5/25/2012 23:01:1	CENTRAL Ave	322 - Vehicle accident with injuries	Yes	Yes
1201167 - 000	5/26/2012 01:08:0	11450 SAN PABLO Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201168 - 000	5/26/2012 16:06:4	11450 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201169 - 000	5/26/2012 17:15:5	447 TURQUOISE DR	611 - Dispatched & cancelled	Yes	Yes
1201170 - 000	5/26/2012 18:12:1	6719 HAGEN Blvd	550 - Public service assistance, other	Yes	Yes
1201171 - 000	5/26/2012 21:11:4	7208 BLAKE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201172 - 000	5/26/2012 22:36:2	261 HARBOUR Way	611 - Dispatched & cancelled	Yes	Yes
1201173 - 000	5/26/2012 22:44:3	657 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201174 - 000	5/27/2012 00:51:3	On FAIRMOUNT Ave at Behrens Ave	400 - Hazardous condition, other	Yes	Yes
1201175 - 000	5/27/2012 04:08:1	206 YALE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201176 - 000	5/28/2012 09:04:2	7 EDGECROFT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201177 - 000	5/28/2012 09:53:5	10281 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201178 - 000	5/28/2012 16:28:5	1601 ROGER Ct	322 - Vehicle accident with injuries	Yes	Yes
1201179 - 000	5/28/2012 17:56:2	327 S 26TH St	611F - Fire-Dispatched & cancelled	Yes	Yes
1201180 - 000	5/28/2012 19:15:0	1543 LIBERTY St	550 - Public service assistance, other	Yes	Yes
1201181 - 000	5/28/2012 21:22:5	1513 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201182 - 000	5/29/2012 00:19:1	2530 TASSAJARA Ave	118 - Trash or rubbish fire, contained	Yes	Yes
1201183 - 000	5/29/2012 01:21:1	1221 VIRGINIA Ave	611F - Fire-Dispatched & cancelled	Yes	Yes
1201184 - 000	5/29/2012 01:34:3	6510 GLADYS Ave	611M - Medical-Dispatched & cancelled	Yes	Yes
1201185 - 000	5/29/2012 09:43:0	1338 MONTEREY St	611M - Medical-Dispatched & cancelled	Yes	Yes
1201186 - 000	5/29/2012 13:01:5	7211 VIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201187 - 000	5/29/2012 15:38:2	1445 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1201188 - 000	5/29/2012 15:48:1	582 8TH St	611F - Fire-Dispatched & cancelled	Yes	Yes
1201189 - 000	5/29/2012 17:04:0	500 LIBERTY St	440 - Electrical wiring/equipment problem, other	Yes	Yes
1201190 - 000	5/29/2012 17:54:3	205 RAMONA Ave	550 - Public service assistance, other	Yes	Yes
1201191 - 000	5/29/2012 18:23:5	7760 EARL Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201192 - 000	5/30/2012 07:05:5	3039 ANDRADE Ave	111 - Building fire	Yes	Yes
1201193 - 000	5/30/2012 09:36:0	33RD St	611M - Medical-Dispatched & cancelled	Yes	Yes
1201194 - 000	5/30/2012 10:35:5	6405 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201195 - 000	5/30/2012 12:51:3	519 34TH St	111 - Building fire	Yes	Yes
1201196 - 000	5/30/2012 15:42:4	2744 ARLINGTON Blvd	550 - Public service assistance, other	Yes	Yes
1201197 - 000	5/30/2012 16:14:0	49 NORWOOD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201198 - 000	5/30/2012 18:28:5	6441 ARLINGTON Blvd	520 - Water problem, other	Yes	Yes
1201199 - 000	5/30/2012 18:34:4	1543 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201200 - 000	5/30/2012 21:47:3	1682 SAN BENITO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201201 - 000	5/31/2012 09:05:4	235 WILLAMETTE AVE Ave	611 - Dispatched & cancelled	Yes	Yes
1201202 - 000	5/31/2012 11:50:1	WB I 80/ CENTRAL AVE	611 - Dispatched & cancelled	Yes	Yes
1201203 - 000	5/31/2012 12:18:3	1180 RICHMOND St	611 - Dispatched & cancelled	Yes	Yes
1201204 - 000	5/31/2012 12:40:1	53 COWPER Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201205 - 000	5/31/2012 16:25:3	287 LAKE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201206 - 000	5/31/2012 16:50:1	301 VISTA HEIGHTS RD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201207 - 000	5/31/2012 18:06:2	26 HIGHGATE Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1201208 - 000	5/31/2012 18:11:5	205 RAMONA Ave	554 - Assist invalid	Yes	Yes
1201209 - 000	5/31/2012 22:16:3	6746 GLEN MAWR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Totals

Number of Incidents	245
Completed	245
Not Completed	245
Reviewed	245
Not Reviewed	

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:  
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #.: 2170	
		Invoices		DATE: 6/7/2012	
				LOCATION #: 13	
				FILENAME: KENSINGTON	
00982	Delta Dental	06/01/12	BE000327545 Jun dental	7840 1061	1,189.07
01169	CalPERS	05/16/12	13149515 Jul med	7840 1061	9,274.23
01406	KFPD	06/07/12	Reimburse revolving fund	7840 2490	13,332.42
01634	Vision Service Plan	05/18/12	001027770001 June vision	7840 1061	317.35
01817	Your Safety Place/Nexis	05/24/12	NEX-042612-KEN	7840 2490	3,827.77
02120	City of El Cerrito	06/01/12	Jun fire protection	7840 2328	184,581.65
06042	EBMUD	06/01/12	water system improvements	7840 2490	280,000.00
07894	Bushwacker	06/03/12	6728 veg mgmt	7840 2490	1,190.00
12420	Meyers Nave	5/25/2012	2012040919 legal	7840 2490	1,384.56
<b>TOTAL</b>					<b>495,097.05</b>

Kensington FPD Approval

Date: 6/7/12  
*Bradley*

June 7, 2012

**Attachment to Transmittal 0612**

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
5/1/2012	Bay View Refuse	275.56
4/27/2012	UBS - janitorial	99.66
5/4/2012	PG&E - electric	768.19
5/1/2012	Pagepoint - web updates	384.37
5/15/2012	Solano Ave Assoc- parade entry	50.00
5/9/2012	Russell - Mar accounting	195.00
5/9/2012	Nextel - telephone	65.09
5/4/2012	PG&E - gas	85.43
5/8/2012	Olivero plumbing - new toilet	604.67
5/5/2012	AT&T - telephone	285.56
5/4/2012	Office Depot - office supplies	93.14
5/17/2012	Navellier - replenish petty cash	176.69
5/17/2012	Payroll processing	47.99
5/17/2012	Payroll - 5/1-5/15/12	2,529.63
5/17/2012	Withholding payroll taxes 4/1- 4/15/12	931.89
5/11/2012	Mechanics Bank - FDAC conf hotel	478.97
5/15/2012	Pagepoint - web updates	112.50
6/1/2012	Payroll processing	47.99
6/1/2012	Payroll - 5/16-5/31/12	2,417.56
6/1/2012	Withholding payroll taxes 5/16- 5/31/12	875.82
5/23/2012	Russell - Apr accounting	227.50
6/1/2012	Stericycle - medical waste	532.38
5/22/112	Comcast	77.48
5/29/2012	Pagepoint - web updates	18.75
5/26/2012	Canepa Landscape maintenance	120.00
5/30/2012	Kel-Aire - biannual maint	530.12
6/1/2012	CFI - copier annual contract	500.00
5/30/2012	UBS - janitorial	99.66
6/5/2012	ICMA - deferred comp	700.82
	<b>Total</b>	<b>13,332.42</b>

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



**Kensington Fire Protection District**  
**Balance Sheet**  
As of May 11, 2012

	May 11, 12
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	5,776.35
General Fund	1,011,207.82
Special Tax Fund	111,900.85
Capital Fund	5,038.77
<b>Total Checking/Savings</b>	1,134,123.79
<b>Accounts Receivable</b>	
Accounts Receivable	1,095.79
Advance on Taxes	90,757.38
Advance on Supplemental Taxes	27,077.87
<b>Total Accounts Receivable</b>	118,931.04
<b>Other Current Assets</b>	
Prepaid Services - EC	188,412.32
Prepaid CERBT - Retiree Trust	1,148,079.70
<b>Investments</b>	
Capital Replacement Funds	776,422.00
Fire Protect. Contract Reserves	2,260,942.00
Investments - Other	-384,200.09
<b>Total Investments</b>	2,653,163.91
<b>Total Other Current Assets</b>	3,989,655.93
<b>Total Current Assets</b>	5,242,710.76
<b>Fixed Assets</b>	
Equipment	896,141.54
Accumulated Depreciation-Equip	-490,385.00
Land	5,800.00
Building and Improvements	1,433,929.13
Accumulated Depreciation - Bldg	-583,685.00
<b>Current Capital Outlay</b>	
P/S Building Repair/Replace	542,619.17
Firefighters Qtrs/Equip	10,105.63
<b>Total Current Capital Outlay</b>	552,724.80
<b>Total Fixed Assets</b>	1,814,525.47
<b>Other Assets</b>	
Prop 1A Loan - State of CA	218,628.00
<b>Total Other Assets</b>	218,628.00
<b>TOTAL ASSETS</b>	7,275,864.23
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Due to Other - Issued by CCC	1,641.00
<b>Total Accounts Payable</b>	1,641.00
<b>Other Current Liabilities</b>	
Surety Bond Claim Held	176,000.00
EI Cerrito Service Contract Pay	188,412.32
Wages & PR Taxes Payable	2,654.34
<b>Total Other Current Liabilities</b>	367,066.66
<b>Total Current Liabilities</b>	368,707.66
<b>Total Liabilities</b>	368,707.66

**Kensington Fire Protection District**  
**Balance Sheet**  
As of May 11, 2012

	<u>May 11, 12</u>
<b>Equity</b>	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,146,877.58
Net Income	547,659.73
<b>Total Equity</b>	<u>6,907,156.57</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,275,864.23</u></u>

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

July 1, 2011 through May 11, 2012

	Jul 1, '11 - May 11, 12	Jul 1, '10 - May 11, 11	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,733,774.46	2,749,507.73	-15,733.27	-0.6%
Special Taxes	200,196.00	200,220.90	-24.90	0.0%
Other Tax Income	19,769.57	17,518.58	2,250.99	12.9%
Lease Agreement	29,705.00	28,840.00	865.00	3.0%
Interest Income	7,770.06	9,155.50	-1,385.44	-15.1%
Salary Reimbursement Agreement	42,131.32	37,254.15	4,877.17	13.1%
Miscellaneous Income	0.00	24,052.00	-24,052.00	-100.0%
<b>Total Income</b>	<b>3,033,346.41</b>	<b>3,066,548.86</b>	<b>-33,202.45</b>	<b>-1.1%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,176.70	1,445.41	-268.71	-18.6%
Contra Costa County Expenses	31,206.42	32,927.40	-1,720.98	-5.2%
El Cerrito Contract Fee	2,072,529.52	1,776,773.65	295,755.87	16.7%
Water System Improvements	140,000.00	0.00	140,000.00	100.0%
Risk Management Insurance	13,117.00	12,378.00	739.00	6.0%
<b>Professional Fees</b>				
Accounting	3,303.95	3,075.00	228.95	7.5%
Actuarial Valuation	2,500.00	3,200.00	-700.00	-21.9%
State Mandated Claims Consult	669.50	0.00	669.50	100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	2,493.95	18,938.74	-16,444.79	-86.8%
<b>Total Professional Fees</b>	<b>20,967.40</b>	<b>37,213.74</b>	<b>-16,246.34</b>	<b>-43.7%</b>
Wildland Vegetation Mgmt	8,155.00	4,865.00	3,290.00	67.6%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,287,152.04</b>	<b>1,865,603.20</b>	<b>421,548.84</b>	<b>22.6%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	54,312.50	54,990.00	-677.50	-1.2%
Delta Dental	6,939.13	7,239.48	-300.35	-4.2%
Vision Care	1,957.12	1,957.08	0.04	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>63,208.75</b>	<b>64,186.56</b>	<b>-977.81</b>	<b>-1.5%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	9,832.83	6,990.38	2,842.45	40.7%
Comm. Pharmaceutical Drop-Off	2,729.26	746.74	1,982.52	265.5%
Vial of Life Program	0.00	233.58	-233.58	-100.0%
Open Houses	580.23	0.00	580.23	100.0%
Community Shredder	787.50	1,012.50	-225.00	-22.2%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>13,929.82</b>	<b>8,983.20</b>	<b>4,946.62</b>	<b>55.1%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	415.85	7,198.49	-6,782.64	-94.2%
Firefighters' Expenses	2,045.34	4,973.50	-2,928.16	-58.9%
Engine Rescue Equipment	0.00	6,217.01	-6,217.01	-100.0%
Staff Appreciation	811.24	1,106.61	-295.37	-26.7%
Professional Development	3,840.40	916.39	2,924.01	319.1%
<b>Building Maintenance</b>				
Janitorial Service	996.60	896.94	99.66	11.1%
Medical Waste Disposal	4,829.68	3,514.95	1,314.73	37.4%
Building alarm	1,691.00	1,696.00	-5.00	-0.3%
Gardening service	1,020.00	585.00	435.00	74.4%
Miscellaneous Maint.	6,994.97	5,535.33	1,459.64	26.4%
<b>Total Building Maintenance</b>	<b>15,532.25</b>	<b>12,228.22</b>	<b>3,304.03</b>	<b>27.0%</b>
<b>Building Utilities/Service</b>				
Garbage	817.92	800.40	17.52	2.2%
Gas and Electric	6,730.78	6,478.61	252.17	3.9%
Water/Sewer	1,216.60	1,056.75	159.85	15.1%
<b>Total Building Utilities/Service</b>	<b>8,765.30</b>	<b>8,335.76</b>	<b>429.54</b>	<b>5.2%</b>
Election	0.00	369.80	-369.80	-100.0%
Memberships	4,807.00	5,241.00	-434.00	-8.3%
<b>Office</b>				
Office Expense	2,998.39	1,607.29	1,391.10	86.6%
Office Supplies	1,096.05	752.17	343.88	45.7%
Telephone	4,009.23	4,107.03	-97.80	-2.4%
<b>Total Office</b>	<b>8,103.67</b>	<b>6,466.49</b>	<b>1,637.18</b>	<b>25.3%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>44,321.05</b>	<b>53,053.27</b>	<b>-8,732.22</b>	<b>-16.5%</b>
<b>Staff</b>				
Wages	60,165.00	58,980.40	1,184.60	2.0%
Overtime Wages	1,249.53	1,888.46	-638.93	-33.8%
Medical/dental Ins compensation	5,100.00	4,900.00	200.00	4.1%
Retirement Contribution	3,008.20	2,949.00	59.20	2.0%
Payroll Taxes	4,971.19	4,936.44	34.75	0.7%
Workers Compensation/Life Ins	1,501.41	1,225.79	275.62	22.5%
Payroll Processing	1,079.69	980.70	98.99	10.1%
<b>Total Staff</b>	<b>77,075.02</b>	<b>75,860.79</b>	<b>1,214.23</b>	<b>1.6%</b>

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

July 1, 2011 through May 11, 2012

	Jul 1, '11 - May 11, 12	Jul 1, '10 - May 11, 11	\$ Change	% Change
<b>Contingency</b>				
General	0.00	650.00	-650.00	-100.0%
<b>Total Contingency</b>	0.00	650.00	-650.00	-100.0%
<b>Total Expense</b>	2,485,686.68	2,068,337.02	417,349.66	20.2%
<b>Net Ordinary Income</b>	547,659.73	998,211.84	-450,552.11	-45.1%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	3,455.00	93,355.00	-89,900.00	-96.3%
Transfers In - General	210,171.78	34,107.78	176,064.00	516.2%
<b>Total Other Income</b>	213,626.78	127,462.78	86,164.00	67.6%
<b>Other Expense</b>				
Transfers Out - Capital	210,171.78	4,107.78	206,064.00	5,016.4%
Transfers Out - Special	0.00	119,000.00	-119,000.00	-100.0%
Transfers Out - General	3,455.00	4,355.00	-900.00	-20.7%
<b>Total Other Expense</b>	213,626.78	127,462.78	86,164.00	67.6%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	547,659.73	998,211.84	-450,552.11	-45.1%

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

July 2011 through April 2012

	Jul '11 - Apr 12	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,733,774.46	2,768,795.00	-35,020.54	98.7%
Special Taxes	200,196.00	200,196.00	0.00	100.0%
Other Tax Income	19,575.80	17,226.00	2,349.80	113.6%
Lease Agreement	29,705.00	29,705.00	0.00	100.0%
Interest Income	7,770.06	6,750.00	1,020.06	115.1%
Salary Reimbursement Agreement	38,301.20	38,285.84	15.36	100.0%
<b>Total Income</b>	<b>3,029,322.52</b>	<b>3,060,957.84</b>	<b>-31,635.32</b>	<b>99.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,176.70	1,490.00	-313.30	79.0%
Contra Costa County Expenses	31,156.42	34,532.00	-3,375.58	90.2%
El Cerrito Contract Fee	1,884,117.75	1,884,118.20	-0.45	100.0%
Water System Improvements	140,000.00	400,000.00	-260,000.00	35.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	13,117.00	11,000.00	2,117.00	119.2%
<b>Professional Fees</b>				
Accounting	3,303.95	4,400.00	-1,096.05	75.1%
Actuarial Valuation	2,500.00	3,000.00	-500.00	83.3%
State Mandated Claims Consult	669.50	1,300.00	-630.50	51.5%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	2,493.95	24,000.00	-21,506.05	10.4%
<b>Total Professional Fees</b>	<b>20,967.40</b>	<b>44,700.00</b>	<b>-23,732.60</b>	<b>46.9%</b>
Wildland Vegetation Mgmt	8,155.00	7,500.00	655.00	108.7%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,098,690.27</b>	<b>2,391,340.20</b>	<b>-292,649.93</b>	<b>87.8%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	54,312.50	54,312.50	0.00	100.0%
Delta Dental	6,308.30	7,451.04	-1,142.74	84.7%
Vision Care	1,957.12	2,089.08	-131.96	93.7%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>62,577.92</b>	<b>63,852.62</b>	<b>-1,274.70</b>	<b>98.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,415.01	10,110.00	-2,694.99	73.3%
Comm. Pharmaceutical Drop-Off	2,729.26	3,000.00	-270.74	91.0%
Vial of Life Program	0.00	500.00	-500.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	580.23	2,500.00	-1,919.77	23.2%
Community Shredder	787.50	1,000.00	-212.50	78.8%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>11,512.00</b>	<b>17,110.00</b>	<b>-5,598.00</b>	<b>67.3%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	415.85	1,500.00	-1,084.15	27.7%
Firefighters' Expenses	965.28	4,000.00	-3,034.72	24.1%
Staff Appreciation	811.24	3,416.68	-2,605.44	23.7%
Professional Development	3,840.40	4,818.78	-978.38	79.7%
<b>Building Maintenance</b>				
Janitorial Service	896.94	1,250.00	-353.06	71.8%
Medical Waste Disposal	4,254.61	3,779.20	475.41	112.6%
Building alarm	1,691.00	2,000.00	-309.00	84.6%
Gardening service	900.00	1,166.66	-266.66	77.1%
Miscellaneous Maint.	6,724.97	8,333.30	-1,608.33	80.7%
<b>Total Building Maintenance</b>	<b>14,467.52</b>	<b>16,529.16</b>	<b>-2,061.64</b>	<b>87.5%</b>
<b>Building Utilities/Service</b>				
Garbage	542.36	580.00	-17.64	96.9%
Gas and Electric	5,962.59	6,600.00	-637.41	90.3%
Water/Sewer	1,218.60	1,116.67	99.93	108.9%
<b>Total Building Utilities/Service</b>	<b>7,721.55</b>	<b>8,276.67</b>	<b>-555.12</b>	<b>93.3%</b>
Memberships	4,807.00	5,100.00	-293.00	94.3%
<b>Office</b>				
Office Expense	2,956.14	2,916.70	39.44	101.4%
Office Supplies	1,096.05	2,083.30	-987.25	52.6%
Telephone	3,931.75	4,000.00	-68.25	98.3%
<b>Total Office</b>	<b>7,983.94</b>	<b>9,000.00</b>	<b>-1,016.06</b>	<b>88.7%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>41,012.78</b>	<b>52,641.29</b>	<b>-11,628.51</b>	<b>77.9%</b>
<b>Staff</b>				
Wages	60,165.00	60,166.68	-1.68	100.0%
Overtime Wages	1,249.53	3,125.00	-1,875.47	40.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,100.00	5,100.00	0.00	100.0%
Retirement Contribution	3,008.20	3,008.32	-0.12	100.0%
Payroll Taxes	4,971.19	5,466.66	-495.47	90.9%
Workers Compensation/Life Ins	1,501.41	1,500.00	1.41	100.1%
Payroll Processing	983.71	1,035.00	-51.29	95.0%
<b>Total Staff</b>	<b>76,979.04</b>	<b>79,401.66</b>	<b>-2,422.62</b>	<b>96.9%</b>

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

July 2011 through April 2012

	Jul '11 - Apr 12	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	16,666.66	-16,666.66	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>16,666.66</b>	<b>-16,666.66</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>2,290,772.01</b>	<b>2,621,012.43</b>	<b>-330,240.42</b>	<b>87.4%</b>
<b>Net Ordinary Income</b>	<b>738,550.51</b>	<b>439,945.41</b>	<b>298,605.10</b>	<b>167.9%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	3,455.00			
Transfers In - General	210,171.78			
<b>Total Other Income</b>	<b>213,626.78</b>			
<b>Other Expense</b>				
Transfers Out - Capital	210,171.78			
Transfers Out - General	3,455.00			
<b>Total Other Expense</b>	<b>213,626.78</b>			
<b>Net Other Income</b>	<b>0.00</b>			
<b>Net Income</b>	<b>738,550.51</b>	<b>439,945.41</b>	<b>298,605.10</b>	<b>167.9%</b>

RESOLUTION 12-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2012-2013

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

WHEREAS, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

WHEREAS, the appropriations limit for Fiscal Year 2011-2012 was established at \$3,396,700 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2012-2013 are (1) the increase in the California per capita personal income of 3.77% as provided by the State Department of Finance; and (2) the applicable change in population from January 2011 to January 2012 of 0.83%; and

WHEREAS, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2012-2013 as \$3,396,700.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13<sup>th</sup> day of June 2012 by the following vote of the Board.

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

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Janice Kosel, President

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Leslie Michael, Secretary

## KENSINGTON FIRE PROTECTION DISTRICT

### Calculation of Appropriations Limit for Fiscal Year 2012-2013

Article XIIIB of the California Constitution specifies that local jurisdictions select their cost-of-living factor to compute their appropriations limit by a vote of the governing body. Historically, the Kensington Fire Protection District has selected the following method of computing its limit.

California per capita personal income (+/-) = 3.77%

Population change in Contra Costa County = 0.83%

Per capita converted to a ratio:  $(3.77 + 100)/100 = 1.0377$

Population converted to a ratio:  $(0.83 + 100)/100 = 1.0083$

Calculation of factor for FY 2012-2013:  $1.0377 \times 1.0083 = 1.0463$

Appropriations limit for FY 2011-2012: \$3,246,400

Calculated appropriations limit for FY 2012-2013:  
 $\$3,246,400 \times 1.0463 = \$3,396,708$

**Suggested appropriations limit: \$3,396,700**



RESOLUTION 12-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2012-2013 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

WHEREAS, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

WHEREAS, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

WHEREAS, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2012-2013 and to collect the special tax on behalf of the Kensington Fire Protection District.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13<sup>th</sup> day of June 2012 by the following vote of the Board.

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

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Janice Kosel, President

---

Leslie Michael, Secretary

# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

June 2012

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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The 2012 "fire season" officially begin at 8 a.m. on June 1. The fire department urges all residents to use caution when working in or around vegetation.

The state's final snow survey on May 1 found the snowpack water content is only 40 percent of normal. From January through April, California Department of Forestry and Fire Protection crews responded to more than 800 wildfires, more than 2 1/2 times the approximately 300 the agency responded to during the same period in 2011. This year's number also exceeds the five-year average of more than 600 wildfires for January through April.

So far this year, there have been no vegetation fires in El Cerrito or Kensington. The California Department of Forestry and Fire Protection reports that this fire season has the potential to be much more active than usual.

The fire department would like to remind residents that maintaining defensible space is the best way to increase chances that a home will survive an oncoming wildfire. To prepare a home for the fire season, we advise residents to:

- Remove flammable vegetation 30 feet from all structures.
- In an additional 70 feet, space trees and plants away from each other.
- Clear needles and leaves from roofs, eaves and rain gutters.
- Trim branches 10 feet from the ground.
- Use trimming, mowing and power equipment before 10 a.m. and after 6 p.m.
- Landscape with fire-resistant plants.
- Use fire-ignition-resistant building materials.

# **NEW BUSINESS**

## SECTION 6: FIRE DEPARTMENT

*The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.*

### DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The majority of the Department's revenue comes from the payment received from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District and the City of Albany Fire Department. These active partnerships utilize the combined resources of all three agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are another key priority for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event of an emergency. The Department also

conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

### **Organizational Structure**

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

#### **Fire Prevention Division**

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

#### **Training\ EMS Division**

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

#### **Operations Division**

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

#### **Support Services Division**

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's Health and Wellness program.

Chart 6-1 provides an organizational overview of the Fire Department:

**Chart 6-1  
Fire Department Organization Chart**

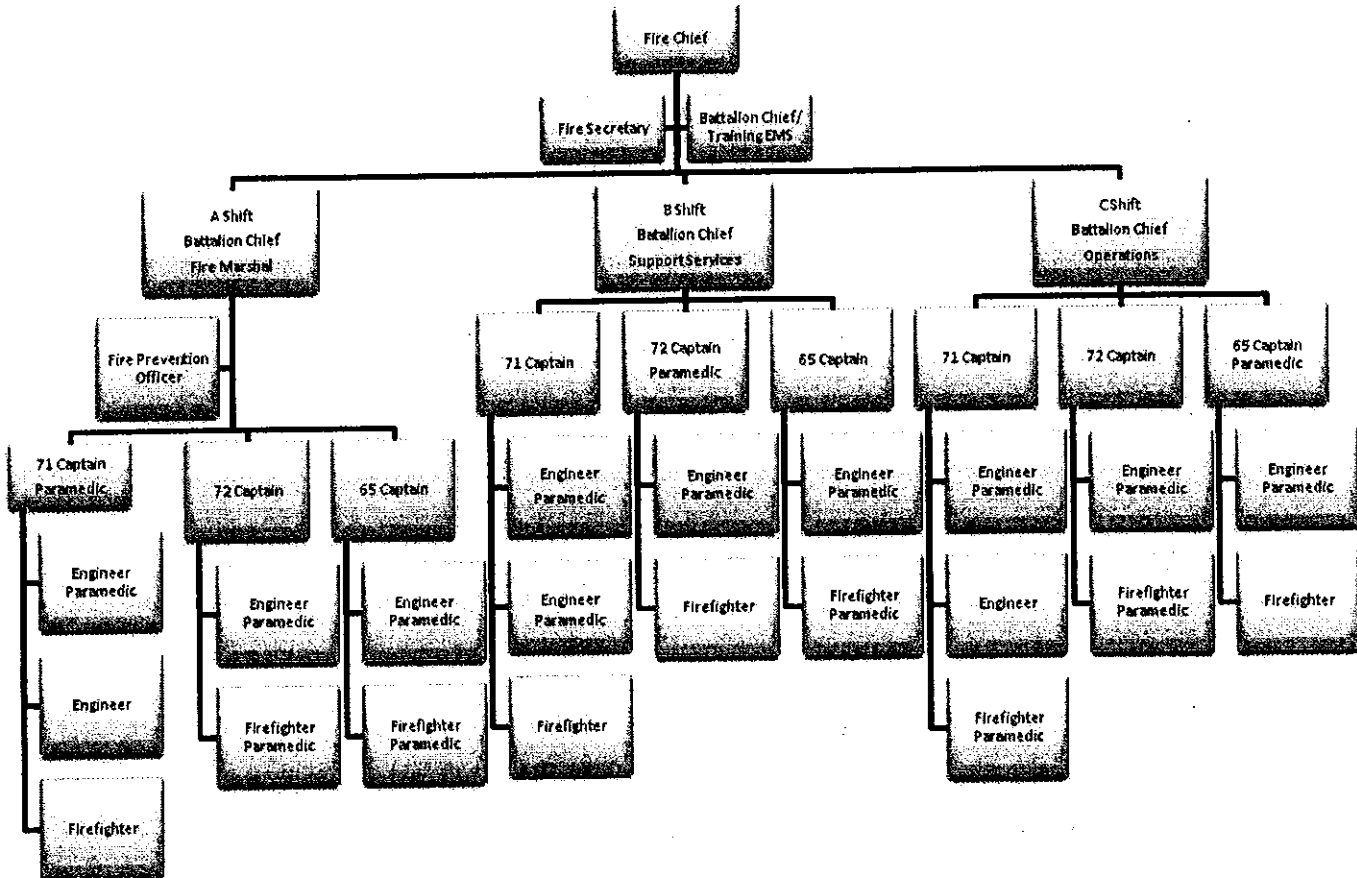


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2012-13, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

**Table 6-1: Fire Department Position Listing**

	FY 09-10	FY 10-11	FY 11-12	FY 12-13
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief/Training Officer	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Captain/Fire Prevention Officer	1.00	1.00	1.00	1.00
Captain/Paramedic Assignment	3.00	3.00	3.00	3.00
Captain	6.00	6.00	6.00	6.00
Engineer/Paramedic Assignment	8.00	10.00	10.00	10.00
Firefighter/Paramedic Assignment	7.00	5.00	5.00	5.00
Engineer	6.00	2.00	2.00	2.00
Firefighter	2.00	4.00	4.00	4.00
Fire Secretary	1.00	1.00	1.00	1.00
<b>Total</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>	<b>37.00</b>

## FY 2011-12 ACCOMPLISHMENTS

Received a Department of Homeland Security Assistance to Firefighter Grant in the amount of \$2.6 million for the purchase of portable radios for all participating agencies in Contra Costa County.

Trained seven firefighters to the level of Rescue Systems II funded by a Department of Homeland Security grant.

Completed the process for the community of Kensington to achieve the Heartsafe Community designation from Contra Costa County and the American Heart Association

Completed a promotional exam for the position of Fire Captain.

Developed a digital supply tracking program for all advanced life support equipment.

Completed the local hazard mitigation plans for the City of El Cerrito and the Community of Kensington.

Designed and managed a multi-casualty incident training program for all Fire Agencies in Contra Costa County.

FY 2012-13 PRIMARY OBJECTIVES	CORRESPONDING CITY COUNCIL GOAL(S)
Develop a Task Book Training Program for the rank of Captain	Public Safety
Review and strengthen all automatic aid agreements with surrounding Departments	Public Safety Fiscal Responsibility Community Engagement and Partnership
Complete promotion exams for the rank of Engineer	Public Safety
Seek Federal grant funding for the replacement of Ladder Truck 71	Public Safety Fiscal Responsibility
Train four Firefighters in the area of Trench Rescue, Water Rescue, and Rescue Systems II, funded by a Department of Homeland Security Grant	Public Safety Fiscal Responsibility
Complete Firefighter/Paramedic recruitment to fill vacancies created by retirement.	Public Safety Fiscal Responsibility



<b>FY 2012-13 OPERATIONAL ACTIVITY GOALS</b>	<b>CORRESPONDING CITY COUNCIL GOAL</b>
Continue to assertively implement the City's CERT Program	Public Safety Community Engagement and Partnership
Continue to cooperate with Diablo Fire Safe Council and East Bay Regional Park District to reduce the wildland/urban interface threat along the eastern boundary of Kensington and El Cerrito	Public Safety Community Engagement & Partnership Responsive Government
Continue to conduct Code Compliance activities and investigate hazard concerns, meeting 100% of targeted occupancies and properties, ensuring compliance with Fire and Life Safety codes including exterior hazard abatement	Public Safety Fiscal Responsibility Responsive Government
Continue to evaluate and adjust programs and structure to maximize the organizational effectiveness and public value of the Department	Fiscal Responsibility Responsive Government
Revise and update Department's Policies and Procedures	Public Safety
Enhance personnel skill levels in wildland firefighting and incident command by continued participation in the Regional Wildland Fire Response Training Exercise	Public Safety
Continue comprehensive maintenance and certification testing programs to ensure a constant state of readiness for the Department's complex fire apparatus and equipment	Public Safety
Support and develop the Department's Medical Priority Dispatch System and Quality Improvement Program.	Public Safety Fiscal Responsibility
Continue to train and prepare for all Risk Disasters	Public Safety
Continue a comprehensive Wellness/Fitness program for Fire Personnel	Public Safety Fiscal Responsibility

### Service Indicators

The information provided below gives the reader an overview of the annual Department activities. Based on a review of the Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2012-13 with current staffing levels as shown in the adopted budget. Table 6-2 lists six response types:

1. Fire – Structure fire, fire in mobile property, wildland fire
2. Emergency Medical Service/Rescue – Rescue, medical assistance, vehicle accident
3. Hazardous Condition – Toxic condition, electrical arcing, flammable gas or liquid condition
4. Service Call – Person(s) in distress, water problem, odor problem, unauthorized burning
5. Good Intent – Hazardous material investigation/no hazard found, EMS call/patient self transported
6. False Calls – Unintentional alarm, system malfunction, malicious, bomb scare/no hazard

Table 6-2  
Emergency Response Workload

Response Type	2007	2008	2009	2010	2011
Fires	111	124	110	103	113
EMS/Rescues	1799	1610	1624	1536	1529
Hazardous Conditions	62	83	72	64	69
Service Calls	282	299	264	255	256
Good Intent	491	596	605	663	693
False Calls	181	169	148	143	160

Tables 6-4 through 6-7 illustrate the Department's commitment to continued training, education and public outreach:

**Table 6-4**  
Training Hours

Type	2007	2008	2009	2010	2011
Medical – EMS	540	875	950	887	782
Operations	17,280	16,348	13,785	13,882	12,907
Physical Fitness	1,372	1,372	1,285	1,349	1,113
On-line	N/A	N/A	967	815	840
<b>Total</b>	<b>19,912</b>	<b>18,594</b>	<b>16,987</b>	<b>16,933</b>	<b>15,642</b>

**Table 6-5**  
Fire Prevention Activities

Inspection Type	2007	2008	2009	2010	2011
Fire Inspections ( Fire Company)	447	468	488	440	495
Mandatory ( Schools/Jails/Convalescents)	22	16	18	18	23
Self-Inspection	208	223	202	217	252
Construction Plan Checks	115	83	92	70	59
Construction Inspections	170	111	80	63	232
Vegetation Management Inspections	12,059	12,059	12,059	15,351	14,270
Vegetation Management Re-inspections	315	131	100	237	329
<b>Total</b>	<b>13,336</b>	<b>13,091</b>	<b>13,039</b>	<b>16,396</b>	<b>15,660</b>

**Table 6-6**  
Current Certifications Held

Type	2007	2008	2009	2010	2011
Chief Officer	2	1	1	1	1
Fire Officer	21	18	20	22	22
Firefighter II	32	31	34	34	34
Firefighter I	35	36	34	34	34
Driver Operator I	32	29	32	32	34
CERT Instructors	5	8	9	9	10
Rescue Systems I	22	23	25	25	26
Rescue Systems II	N/A	N/A	N/A	N/A	7
EMT	19	17	16	16	16
Paramedic	17	18	18	18	18
<b>Total</b>	<b>185</b>	<b>181</b>	<b>189</b>	<b>191</b>	<b>202</b>

**Table 6-7**  
**Public Education Contacts**

<b>Contact Type</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Station Tours	32	245	245	331	150
Preschool Programs	145	407	430	516	477
Open Houses	100	400	400	35	201
School Age Programs K-4	275	373	350	456	830
School Age Programs 5-8	80	238	205	239	672
Senior Programs	30	27	29	58	25
First Aid/ CPR	20	59	108	230	140
Car Seats	N/A	N/A	N/A	N/A	56
Public Functions	4,400	4,591	3,520	7,050	7,000
<b>Total</b>	<b>5,082</b>	<b>6,340</b>	<b>5,287</b>	<b>9,915</b>	<b>9,495</b>

**CITY OF EL CERRITO / KENSINGTON FIRE PROTECTION DISTRICT**

Proposed Contract Fee for FY 2012 - 2013

LINE ITEM DETAIL BUDGET EXPENDITURES

**101 GENERAL FUND**

**2510 FIRE**

Proposed  
Budget FY12-13

<b>5100 SALARIES &amp; BENEFITS</b>				
51110	Salaries	4,296,616	27.75%	\$ 1,192,310.94
51130	Temporary/Part-time Salaries	0	27.75%	\$ -
51140	Overtime Pay	459,450	27.75%	\$ 127,497.38
51145	FLSA Overtime pay	89,139	27.75%	\$ 24,736.07
51146	Non Suppression Overtime pay	87,293	27.75%	\$ 24,223.81
51150	Special Pay	0	27.75%	\$ -
51210	PERS Contributions	1,912,820	27.75%	\$ 530,807.55
51220	FICA/MEDICARE	72,400	27.75%	\$ 20,091.00
51230	Insurance and Benefits	881,441	27.75%	\$ 244,599.88
51240	Workers Compensation	95,207	27.75%	\$ 26,419.94
51990	Salary Savings	(406,183)	27.75%	\$ (112,715.78)
<b>TOTAL</b>		<b>7,488,183</b>		<b>\$ 2,077,970.78</b>
<b>5200 PROFESSIONAL SERVICES</b>				
52190	Misc Professional Services	13,000	33.33%	\$ 4,332.90
52220	Medical Services	20,000	33.33%	\$ 6,666.00
<b>TOTAL</b>		<b>33,000</b>		<b>\$ 10,998.90</b>
<b>5300 PROPERTY SERVICES</b>				
53110	Utilities	35,000	0.00%	\$ -
53230	Building Maintenance Services	15,000	33.33%	\$ 4,999.50
53240	Landscape/Park Maint Svcs	20,000	0.00%	\$ -
53250	Vehicle/Equip Maint Svcs	80,000	25.00%	\$ 20,000.00
53290	Misc R&M Svcs	50,000	33.33%	\$ 16,665.00
53320	Vehicle & Equip Lease	0	0.00%	\$ -
53330	Vehicle Replcmt Rental Charge	135,600	18.83%	\$ 25,533.48
53910	Solid Waste Services	5,000	33.33%	\$ 1,666.50
<b>TOTAL</b>		<b>340,600</b>		<b>\$ 68,864.48</b>
<b>5400 OTHER SERVICES</b>				
54210	Telephone Expenses	15,000	20.00%	\$ 3,000.00
54220	Mobile/wireless Expenses	12,000	20.00%	\$ 2,400.00
54310	Legal Notices & Advertisements	1,000	25.00%	\$ 250.00
54410	Printing and Binding	1,000	25.00%	\$ 250.00
54610	Travel & Training	30,000	25.00%	\$ 7,500.00
54910	Dues & Subscriptions	11,000	25.00%	\$ 2,750.00
54990	Other Administrative Services	15,000	25.00%	\$ 3,750.00
<b>TOTAL</b>		<b>85,000</b>		<b>\$ 19,900.00</b>
<b>5500 SUPPLIES</b>				
55110	General Office Supplies	6,000	25.00%	\$ 1,500.00
55120	Postage & Delivery	1,300	25.00%	\$ 325.00
55130	Photocopying Charges	3,000	25.00%	\$ 750.00
55210	Fuel	40,000	27.00%	\$ 10,800.00
55230	Medical Supplies	20,000	30.00%	\$ 6,000.00
55240	Clothing & Uniform Supplies	20,000	33.33%	\$ 6,666.00
55250	Vehicle & Equipmt Supplies	0	25.00%	\$ -



## EL CERRITO CONTRACT COMPARISON

<u>FISCAL YEAR</u> <u>ENDING</u>	<u>EL CERRITO</u> <u>CONTRACT</u>	<u>ANNUAL</u> <u>% INCREASE</u>
6/30/1996	\$952,990	
6/30/1997	\$1,023,834	7.43%
6/30/1998	\$1,027,441	0.35%
6/30/1999	\$1,044,276	1.64%
6/30/2000	\$1,087,979	4.19%
6/30/2001	\$1,156,963	6.34%
6/30/2002	\$1,223,418	5.74%
6/30/2003	\$1,373,181	12.24%
6/30/2004	\$1,442,060	5.02%
6/30/2005	\$1,603,088	11.17%
6/30/2006	\$1,659,114	3.49%
6/30/2007	\$1,861,790	12.22%
6/30/2008	\$1,929,915	3.66%
6/30/2009	\$2,105,158	9.08%
6/30/2010	\$2,120,231	0.72%
6/30/2011	\$2,132,128	0.56%
6/30/2012	\$2,260,942	6.04%
6/30/2013	\$2,365,475	4.62%

**COSTS PER FIRE STATION FY 10-11**

	<u>number of stations</u>	<u>total op expense</u>	<u>total exp/ station</u>	<u>total overtime</u>	<u>total ot/ station</u>
<b><u>One Station</u></b>					
Albany	1	4,251,000	<b>4,251,000</b>	498,000	<b>498,000</b>
Piedmont	1	5,151,243	<b>5,151,243</b>	660,000	<b>660,000</b>
<b><u>Two Stations</u></b>					
Rodeo/Hercules	2	5,024,206	<b>2,512,103</b>	605,757	<b>302,879</b>
Emeryville	2	5,366,929	<b>2,683,465</b>	261,630	<b>130,815</b>
<b><u>Three Stations</u></b>					
El Cerrito	3	7,134,729	<b>2,378,243</b>	439,912	<b>146,637</b>
Woodside	3	14,120,931	<b>4,706,977</b>	1,404,000	<b>468,000</b>
<b><u>Multiple Stations</u></b>					
Alameda County	28	86,644,573	<b>3,094,449</b>	10,568,114	<b>377,433</b>
Contra Costa County	28	90,792,857	<b>3,242,602</b>	12,283,360	<b>438,691</b>
Central County (Burlingame/Hillsborough)	4	14,424,771	<b>3,606,193</b>	977,467	<b>244,367</b>
Moraga/Orinda	5	18,250,611	<b>3,650,122</b>	1,508,072	<b>301,614</b>
Richmond	7	29,878,597	<b>4,268,371</b>	2,700,000	<b>385,714</b>
Berkeley	7	31,028,934	<b>4,432,705</b>	3,214,975	<b>459,282</b>
San Ramon	10	50,462,469	<b>5,046,247</b>	4,836,125	<b>483,613</b>



**LAMORENA & CHANG**  
CERTIFIED PUBLIC ACCOUNTANT

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22 BATTERY STREET, SUITE 412  
SAN FRANCISCO, CALIFORNIA 94111

TELEPHONE: 415.781.8441  
FACSIMILE: 415.781.8442

April 16, 2012

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

Dear Brenda:

I would like to confirm my understanding for the services that I will be providing to Kensington Fire Protection District (KFPD) for the year ended June 30, 2012. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, all major funds, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the year ended June 30, 2012. Accounting standards generally accepted in the United States provide certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Kensington Fire Protection District's basic financial statements. As part of my engagement, I will apply certain limited procedures to RSI. These limited procedures will consist principally of inquiring management regarding the methods of measurement and presentation, which the management is responsible for affirming to us in its representation letter. Unless I encounter problems with the presentation of the RSI or with the procedures relating to it, I will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles, although it will be subjected to some limited procedures, it will not be audited:

1) Management's Discussion and Analysis.

Supplementary information other than RSI also accompanies KFPD's basic financial statements. I will subject the following supplementary information to the auditing procedures applied in My audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

1) None

## **Audit Objectives**

The objective of My audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. My audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of KFPD and other procedures I consider necessary to enable us to express such opinions. If My opinions on the financial statements are other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during My audit I become aware that KFPD is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, I will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services I provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the KFPD and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that I may report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. You are also responsible for providing management's views on My current findings, conclusions, and recommendations, as well as your planned corrective actions.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditors.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about the financial statements and related matters.

### **Audit Procedures—Internal Controls**

My audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of KFPD compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

### **Audit Administration, Fees, and Other**

I may from time to time, and depending on the circumstances, use third-party service providers in serving my account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by us for testing.

I will provide copies of my reports to California State Controller Office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lamorena & Chang, CPA and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to State or Federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lamorena & Chang, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately mid/late August and to issue my reports no later than October 15, 2012. Steven Chang is the engagement partner and is responsible for supervising the engagement and signing the report. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my estimated flat fee of \$ 12,000.00. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

*Government Auditing Standards* require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My 2009 peer review report accompanies this letter.

I appreciate the opportunity to be of service to KFPD and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Lamorena & Chang, CPA

RESPONSE:

This letter correctly sets forth the understanding of KFPD.

By:

Title:

Date:

RESOLUTION 12-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2012-2013

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2012-2013; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 24, 2012 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2012;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2012-2013 which is attached to and made part of this resolution.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 13<sup>th</sup> day of June 2012 by the following vote of the Board:

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

\_\_\_\_\_  
Janice Kosel, President

ATTEST:

\_\_\_\_\_  
Leslie Michael, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 12-13 with Equipment and Building Schedules

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2012-2013

	FY 2011-2012	FY 2011-2012	FY 2012-2013	FY 2013-2014
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes *	2,798,795	2,777,245	2,760,000	2,773,800
Special Taxes	200,196	200,196	200,196	200,200
Other tax income	32,000	34,301	34,000	34,000
Interest income	9,000	9,000	8,000	9,000
Lease agreement (3%)	29,705	30,596	31,515	32,460
Salary reimb agreement	45,943	45,961	46,557	47,640
Surety bond claim	0	0	0	0
Miscellaneous income	0	9,000	0	0
<b>Total Revenue</b>	<b>3,115,640</b>	<b>3,106,299</b>	<b>3,080,268</b>	<b>3,097,100</b>
	FY 2011-2012	FY 2011-2012	FY 2012-2013	FY 2013-2014
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	5,400	4,300	5,400	5,400
Actuarial Valuation	3,000	2,500	500	3,000
Audit	12,000	12,000	12,000	12,500
Mandate Reimbursement Filing	1,300	1,300	550	600
CC County Expenses	34,745	31,200	32,500	33,000
El Cerrito Contract	2,260,942	2,260,941	2,365,475	2,483,747
Fire Abatement Contract	8,000	0	8,000	8,000
Insurance - Risk Mgmt	11,000	11,476	12,600	13,230
LAFCO Fees	1,490	1,177	1,500	1,500
Legal Fees	30,000	4,500	30,000	30,000
Water System Improvements	600,000	420,000	600,000	20,000
Wildland Vegetation Mgmt	10,000	10,000	10,000	10,000
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical (OPEB cost)	59,250	60,000	48,190	51,270
Delta Dental	8,155	7,570	6,165	6,560
Vision Care	2,300	2,135	1,680	1,790
<b>COMMUNITY SERVICE ACTIVITES</b>				
Public Education	13,000	9,995	13,000	13,000
Community Pharmaceutical Drop-Off	3,000	3,600	3,500	2,500
Vial of Life Program	500	0	400	350
CERT Emergency Kits	2,500	3,828	3,000	3,000
Open Houses	2,500	580	1,500	1,500
Community Shredder	2,000	788	1,000	1,000
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,500	4,354	5,500	5,500
District Office				
Office expense	3,500	3,500	3,500	3,500
Office supplies	2,500	1,500	2,500	2,500
Telephone	4,800	4,800	5,040	5,290
Election	0	0	1,000	0
Firefighter's Apparel	1,500	1,200	1,500	1,575
Firefighters' Expenses	5,000	5,000	5,000	5,000
Engine Rescue Equipment	0	0	6,000	0
Staff Appreciation	4,000	811	2,500	3,000
Memberships	5,600	4,807	5,600	6,000
P/S Building				
Gardening service	1,400	1,140	1,500	1,575
Building alarm	2,000	1,691	2,000	2,000
Medical waste disposal (20%)	4,535	5,980	7,170	8,605
Janitorial	1,500	1,200	1,500	1,500
Misc. Maint/Improvements	10,000	7,800	12,000	12,000
PG&E	7,920	6,965	7,315	7,680

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2012-2013

Water/Sewer	1,220	1,340	1,500	1,575
Garbage	840	818	850	895
<b>Staff</b>				
Wages (2%)	72,200	72,198	73,640	75,105
Overtime Wages	3,750	1,800	3,825	3,900
Vacation Wages Accrual Adjustment	735	192	-15	55
Medical/dental insurance compensation	6,120	6,120	6,360	6,680
Retirement Contribution	3,610	3,610	3,680	3,755
Payroll Taxes	6,500	5,915	6,638	6,780
Insurance - Workers Comp/Life	1,500	1,501	1,530	1,560
Processing	1,225	1,224	1,285	1,350
Operating Contingency Fund	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>30,000</u>
<b>Total Operating Expense</b>	<b>3,248,534</b>	<b>3,013,354</b>	<b>3,345,876</b>	<b>2,899,323</b>
<b>Capital Outlay</b>				
P/S Building Repair/Replace	575,000	542,619	0	0
P/S Building Bay Doors	24,000	21,000	0	0
EBRICS Radios	0	0	32,000	0
Firefighter qtrs/equip	12,000	10,106	12,000	12,000
Office Furniture/Computers	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
<b>Total Capital Outlay</b>	<b>616,000</b>	<b>573,725</b>	<b>49,000</b>	<b>17,000</b>
<b>TOTAL EXPENDITURES</b>	<b>3,864,534</b>	<b>3,587,079</b>	<b>3,394,876</b>	<b>2,916,323</b>

Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

\* The State of California "borrowed" \$218,628 from KFPD during FY09-10 to be repaid by the end of FY12-13 with interest.

This will affect our cash balance and create a receivable shown on the Balance Sheet, but not revenue reported.

**Designated Funds (see attached schedules)**

Engine Replacement Fund	93,455	93,455	93,455	93,455
Public Safety Building Fund	0	0	100,000	104,000
Prepay CalPERS Trust	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	93,455	93,455	193,455	197,455
	<b>FY 2011-2012</b>	<b>FY 2011-2012</b>	<b>FY 2012-2013</b>	<b>FY 2013-2014</b>
	<b><u>Budget</u></b>	<b><u>Est. Actual</u></b>	<b><u>Budget</u></b>	<b><u>Planning</u></b>
Beginning Cash	5,055,234	5,049,079	4,574,289	4,491,681
Revenue	3,115,640	3,106,299	3,080,268	3,097,100
State of California Loan Receivable	0	0	232,000	0
Operating Expenditures	-3,248,534	-3,013,354	-3,345,876	-2,899,323
Capital Expenditures	-616,000	-573,725	-49,000	-17,000
Accrual to Cash Adjustment		5,990		
<b><u>ENDING CASH</u></b>	<b>4,306,339</b>	<b>4,574,289</b>	<b>4,491,681</b>	<b>4,672,457</b>
<b>Cumulative Designated Funds</b>				
Capital Replacement Funds	-982,930	-776,422	-969,877	-1,167,332
Prepaid CERBT - Retiree Trust	-1,155,985	-1,094,935	-1,094,935	-1,094,935
El Cerrito Contract 12 month set aside	-2,260,942	-2,260,942	-2,365,475	-2,483,747
<b><u>AVAILABLE CASH</u></b>	<b>-93,518</b>	<b>441,990</b>	<b>61,394</b>	<b>-73,556</b>



KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
 Fiscal Year 2012-2013

**SCHEDULE FOR REPLACEMENT OF EQUIPMENT**

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	\$543,700					\$540,094			
\$123,464		99-00							
\$178,435		00-01	30,832	30,832					
		01-02	36,633	67,465					
		02-03	36,633	104,098	\$94,000		02-03		
		03-04	36,633	140,731	\$205,895		03-04		
		04-05	36,633	177,364			04-05	32,860	32,860
		05-06	36,633	213,997			05-06	32,860	65,720
		06-07	36,633	250,630			06-07	32,855	98,575
		07-08	36,633	287,263			07-08	36,793	135,368
		08-09	36,633	323,896			08-09	36,793	172,161
adjust to	\$632,660	09-10	51,461	375,357	adjust to	\$592,100	09-10	41,994	214,155
		10-11	51,461	426,818			10-11	41,994	256,149
		11-12	51,461	478,279			11-12	41,994	298,143
		12-13	51,461	529,740			12-13	41,994	340,137
		13-14	51,461	581,201			13-14	41,994	382,131
		14-15	<u>51,461</u>	632,662			14-15	41,994	424,125
			632,662				15-16	41,994	466,119
							16-17	41,994	508,113
							17-18	41,994	550,107
							18-19	<u>41,994</u>	592,101
								592,101	

KFPD DRAFT COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
Fiscal Year 2012-2013

**SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION**

Adjusted for 4% <u>Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	112,486	424,646
	16-17	116,986	541,632
	17-18	121,665	663,298
	18-19	126,532	789,829

\* Based on historical building expenditures, KFPD will be setting aside \$100,000 per fiscal year to accumulate funds to be available for future building improvements.

# **BOARD REPORTS**

MINUTES OF THE JANUARY 26, 2012 FINANCE COMMITTEE MEETING  
OF THE KENSINGTON FIRE PROTECTION DISTRICT

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**PRESENT:**      **Directors:**      Janice Kosel and Helmut Blaszczyk  
   **Staff:**                     Manager Brenda Navellier, Deborah Russell CPA

**CALL TO ORDER:**

Director Kosel called the meeting to order at 3:00 p.m. and noted those present.

**ORAL COMMUNICATIONS:**

None.

**COMMITTEE MINUTES OF MAY 24, 2011:**

The Committee agreed by consensus to adopt the May 24, 2011 minutes as revised per their verbal instructions.

**COMMITTEE MINUTES OF JULY 26, 2011:**

The Committee agreed by consensus to adopt the July 26, 2011 minutes as revised per their verbal instructions.

**MID-YEAR BUDGET VS. ACTUAL REVIEW:**

Director Kosel gave an overview that the District's revenue is currently \$18,000 over budget primarily due to an increase in property taxes. Expenses are under budget by \$103,000 primarily due to the water system improvements which are currently \$60,000 under budget. The District is currently \$121,000 ahead of where they anticipated being financially at this time. Some of this is simply due to payment timing. Total revenue projection is \$3.1 million, total expenses \$3.2 million and capital outlay of \$616,000 for the fiscal year. FY12-13 is much closer to a balanced budget. Navellier reported that the current cost for the renovation is coming in under budget at \$540,000; budget is \$575,000. This includes signed change orders and landscaping. Kosel noted that the District also has \$176,000 from the surety bond settlement for the project. No revisions or actions regarding the budget will be required at the Board meeting. The District is in great financial shape. It has been saving through designated funds and it has not been back to the voters for money in over 30 years. The Committee discussed the State of California loan receivable of \$218,000 and where it should be reflected in the budget. *Deborah Russell CPA joined the meeting.* Russell and Navellier will adjust the following year's budget to reflect the State receivable. Discussion followed on the State and federal financial condition. The Committee then discussed the potential financial impact of the Chevron/County lawsuit and its probable timing.

**REVIEW DISTRICT INVESTMENTS:**

Navellier distributed a cash flow sheet and a PERS statement to the Committee. Inception to date earnings for the PERS Trust is about \$450,000. The District drew from the Trust for the first six months of benefits but that does not show on the PERS statement through December 31, 2011. The Committee then reviewed the cash flow sheet and had a couple of questions for clarification.

Blaszczyk asked how the building project came in so far under budget. Navellier answered that it was a little here and there, and that both the architect and the project manager did not bill out to their total contracts. Swinerton Builders was an efficient contractor. Further discussion followed on the KFPD's appropriations limit and on the water system improvement project.

**ADJOURNMENT:**                     The meeting was adjourned at 3:35 p.m.

**MINUTES PREPARED BY:**        Brenda J. Navellier

These minutes were approved at the Committee meeting of May 24, 2012.

Attest:

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Finance Committee Member

From: DFSCMiller <dfscmiller@comcast.net>

To: DFSCMiller <dfscmiller@comcast.net>

Subject: What is happening with Diablo Fire Safe Council now that Fire Season has begun?

Date: Thu, May 31, 2012 11:31 am



## DFSC Snapshot

May 2012

Dear Friends of Diablo FireSafe Council:

Trends for the May through August 2012 fire season have been announced with regions of expected "above normal significant fire potential." In the Bay Area, late spring rains produced a bumper crop of grasses, followed by unusual early warm weather that rapidly dried vegetation. This powerful weather combination combined with budget cuts has many in Alameda and Contra Costa Counties concerned about protecting our homes and surrounding environment from wildfires.

The Diablo FireSafe Council has been active throughout Alameda and Contra Costa Counties since 1999 to inform, motivate and promote firesafe communities. With the support of neighbors, leaders, decision makers and fire officials we have made tremendous progress in reaching homeowners, contractors, landscape designers and policy makers with our firesafe programs.

Thanks to generous friends like you, last year we:

- o Funded 20 Contra Costa neighborhood projects that reduce vegetative fuel in:
  - The community of Canyon
  - East Richmond Heights - Bernhard Avenue, McBryde Avenue and Dimm Way
  - El Cerrito - Bates Avenue, Camp Herms and Leneve Place
  - Kensington - Canon / Plateau Drives, Lake Drive, Los Altos Drive, Kensington Avenue/ Kensington Court, Purdue Avenue, Upper Beloit Avenue
  - Hercules - Chelsea by the Bay
  - Orinda - Sleepy Hollow on Lombardy, Sleepy Hollow, Van Tassel and Ichabod Lanes
  - Walnut Creek - Rossmoor and Sunny Hills Pool Club.
- o Upgraded the [www.diablofiresafe.org](http://www.diablofiresafe.org) website with additional resources.
- o Trained landscape contractors and designers on creating defensible space.
- o Distributed "DFSC Snapshots" to inform our friends of programs and activities.

But our job is far from over. We are nearing completion on the Alameda County Community Wildfire Protection Plan (Contra Costa CWPP was adopted in 2009). We invite you to join us to help us fund programs in both Alameda and Contra Costa Counties like we were able to deliver in Contra Costa last year.

As the only not-for-profit organization representing those working to make our communities firesafe, we need your active interest, participation and funding support now more than ever. During 2012 we did not receive grant funds for neighborhood projects or training. We are funded to complete the Alameda Community Wildfire Protection Plan and for select project work in the South Oakland Hills. We anticipate less grant funding from Federal sources for next year.

With your help we are confident that together we can continue to spread the firesafe message. Won't you please do your part to make a difference?

- o Make a donation and become a Friend of Diablo Fire Safe Council ([click for form](#)). We are a 501(c)3 corporation #31-1661233; all gifts are tax deductible to the

extent allowed by law.

- o Consider a higher sponsorship level to support a fuel reduction project in your community.
- o Visit our website for activities and project updates <http://www.diablofiresafe.org>.
- o Share with your friends and neighbors how to be firesafe.

Feel free to contact us if you have any questions or know of anyone interested in further information about supporting DFSC. We can be reached at (510) 536-0143. Mailing address: PO Box 18616 Oakland, CA 94619

Cheryl Miller, Executive Coordinator



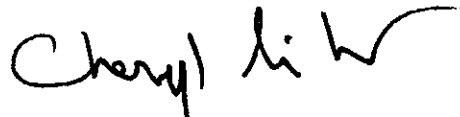
April 16, 2012


Kensington Fire Protection District  
217 Arlington Ave  
Kensington, CA 94707

Dear Kensington Fire Protection District:

Thank you for renewing your annual non-profit group membership with the Diablo Fire Safe Council for 2012 in the amount of \$500. We greatly appreciate the Kensington Fire Protection District support and especially the active participation of your two of your residents, Gilbert G. Bendix and Ciara Wood on our Board.

We look forward to continue to work with you in fire prevention and making the Kensington community safer from wildland fire.

  
Cheryl Miller  
Executive Coordinator

  
Thanks so much —  
Ciara Wood

Diablo Fire Safe Council is a 501(c)3 non-profit corporation. Tax ID # 31-1661233.  
Please retain this letter for your records. In accordance with the 1993 tax act, we confirm that we did not provide any goods or services to you in consideration for your contribution.



**From:** Marcelle Indelicato <MInde@so.cccounty.us>

**To:** kensingtonfirepd <kensingtonfirepd@aol.com>; litjl <litjl@aol.com>; jross <jross@cccfd.org>; mbond <mbond@ci.el-cerrito.ca.us>; michael\_banks <michael\_banks@ci.richmond.ca.us>; HHenderson <HHenderson@eccfd.org>; shealy <shealy@mofd.org>; hanley <hanley@rhfd.org>; rprice <rprice@srvfire.ca.gov>

**Subject:** American Red Cross Leadership Council

**Date:** Fri, May 18, 2012 3:05 pm

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Dear Fire Representatives:

I am a member of the American Red Cross Leadership Council. We are recruiting new members and would love to have representation from a Fire District/Agency. Our mission is to help people prevent, prepare for and respond to emergencies. One of our key goals is to expand and strengthen services to our multi-cultural community.

We meet the fourth Friday of each month from 8 am to 9 am in Walnut Creek.

If you or anyone in your organization is interested in joining our group, it might be best to chat on the phone. Please give me a call or we can set up a phone appointment.

Thanks so much for considering this request.

Marcelle Indelicato  
Senior Emergency Planner  
Contra Costa County - Office of the Sheriff  
Emergency Services Division  
50 Glacier Drive  
Martinez, CA 94553  
925-313-9609  
minde@so.cccounty.us