

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

Date of Meeting: May 8, 2013  
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 Office Administrator, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

**CALL TO ORDER**

Directors: Helmut Blaszczyk, Joseph de Ville, Nina Harmon, Janice Kosel and Larry Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6  
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of April 10, 2013 (APPROVE)
- CC 4. **APPROVAL OF THE MONTHLY INCIDENT ACTIVITY REPORT.** April 2013 (APPROVE)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #11** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** March/April 2013 (APPROVE)
7. **FIRE CHIEF'S REPORT**
  - a. Review of operations.
  - b. Regional issues and developments.

**8. PRESIDENT'S REPORT**

**9. BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk): Next meeting May 2013 TBD
- b. Public Safety Building (deVille/Harmon)
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on April 15, 2013 meeting
- e. Diablo Fire Safe Council/Interface (Staff)

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 12, 2013, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 6/12/13 is Wednesday, 5/29/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 6/5/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

**MINUTES OF THE MARCH 13, 2013 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

**CALL TO ORDER:**

Vice President Blaschczyk called the meeting to order at 7:30 p.m. and noted the Directors that were present and that President de Ville was excused.

**APPROVAL OF CONSENT ITEMS:**

Director Blaschczyk called for approval of the consent calendar (items 3, 4 & 5) consisting of approval of the minutes of the March 13, 2013 meeting, approval of the monthly transmittal #10, and approval of the February/March 2013 monthly financial report. Director Kosel made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

**ORAL COMMUNICATIONS:**

None.

**CHIEF'S REPORT:**

Chief Maples explained the new format for the March Incident Activity Report and asked for the Board's feedback. Director Kosel asked that the report include Engine 65's responses to anywhere outside of Kensington. Chief Maples thought that could be achieved through a second report to the Board. Maples explained dispatch procedures and time stamping.

Chief Maples shared some final estimates for the Arlington/Westminster water main replacement. As had been mentioned previously, the project went over the initial estimate of \$560,000 for the District's 80% cost share. The final cost for the District is \$657,000. Since the District paid the total cost of the project up front, and EBMUD will be paying 20% of the costs, the District will receive a refund of about \$43,000. There was great improvement to the fire flows in the project area so the project is considered a success. This is the first time that EBMUD has agreed to share the cost of an improvement with KFPD. Resident Anthony Knight asked several questions about the project, who owns the pipes and KFPD using its funds on EBMUD's infrastructure.

Maples shared an article from The Journal on the Chevron defibrillator placement. Maples thanked Director Blaschczyk for representing the Board. Channel 2 News covered the placement and interviewed Supervisor Gioia.

**PRESIDENT'S REPORT:**

Vice President Blaschczyk had no report on de Ville's behalf.

**BOARD REPORTS:**

Education: The District's shredding event takes place on 4/13/13 and the pharmaceutical drop off will take place on 4/27/13, both from 10:00 a.m. to 2:00 p.m.

CSDA: Nagel will attend his first chapter meeting on 4/15/13 and will report back in May. A call for nominations for the CSDA Board was included in the packet.

**ADJOURNMENT:**     The meeting was adjourned at 7:50 p.m.

MINUTES PREPARED BY:     Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on May 8, 2013.

Attest:

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Laurence Nagel, Board Secretary



# EL CERRITO FIRE DEPARTMENT

## Memorandum

May 1, 2013

**TO:** Kensington Fire Protection District Board Members

**FROM:** Laurence Carr: Battalion Chief

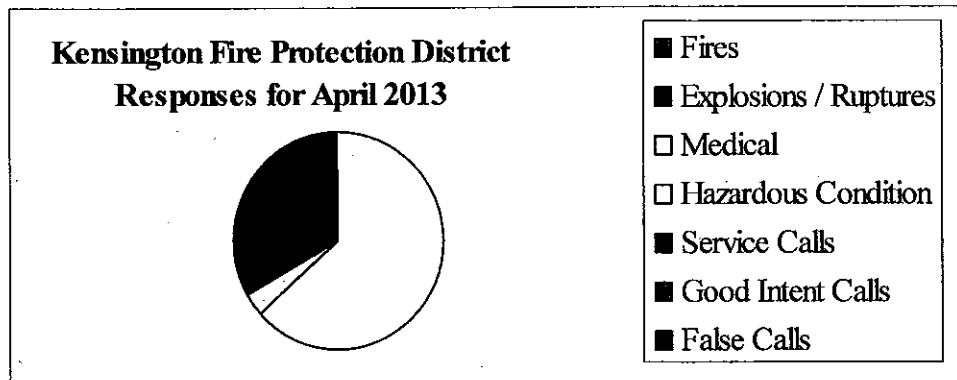
**RE: Incident Activity Reports for the Month of April 2013**

There were 27 incidents that occurred during the month of April in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded this past month.

There were no significant incidents in Kensington for the month of April, although there were two reports of downed wires that both turned out to be phone/cable wires. Requests for public services were down but medical services have increased and with the warmer weather trend, will likely increase a little more.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	17	62.96%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.70%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	25.93%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	7.41%
<b>Totals</b>		<b>27</b>	<b>100.00%</b>



# Kensington Fire Protection District

## Incident Log for March 2013

Incident #	Incident Number	Date & Time	Address	City	Apparatus ID	Dispatch Date & Time	Arrival Date & Time	Incident Type*
1	1300708	01-Apr-13 14:05:47	20 KENILWORTH DR	Kensington	E65	01-Apr-13 14:10:51	01-Apr-13 14:16:42	321
2	1300714	01-Apr-13 21:12:26	11 KERR AVE	Kensington	E65	01-Apr-13 21:14:11	01-Apr-13 21:18:49	321
3	1300715	01-Apr-13 23:15:33	260 YALE AVE	Kensington	E65	01-Apr-13 23:18:11	01-Apr-13 23:22:21	553
4	1300736	04-Apr-13 16:59:20	6814 DEL MONTE AVE	Kensington	E72	04-Apr-13 17:00:00	04-Apr-13 17:03:32	321
5	1300738	04-Apr-13 18:35:22	67 KINGSTON DR	Kensington	E65	04-Apr-13 18:37:04	04-Apr-13 18:40:53	321
6	1300739	04-Apr-13 19:43:04	273 AMHERST AVE	Kensington	E65	04-Apr-13 19:45:05	04-Apr-13 19:47:56	531
7	1300752	06-Apr-13 17:57:45	1 LAWSON DR	Kensington	E65	06-Apr-13 18:00:00	06-Apr-13 18:04:24	321
8	1300767	08-Apr-13 03:32:50	125 WINDSOR AVE	Kensington	E65	08-Apr-13 03:35:40	08-Apr-13 03:40:35	321
9	1300778	09-Apr-13 04:37:00	246 AMHERST AVE	Kensington	E65	09-Apr-13 04:37:47	09-Apr-13 04:42:17	321
10	1300784	09-Apr-13 17:33:23	606 PLATEAU DR	Kensington	E65	09-Apr-13 17:34:21	09-Apr-13 17:40:50	553
11	1300791	10-Apr-13 22:18:32	26 HIGHGATE RD	Kensington	E65	10-Apr-13 22:21:56	10-Apr-13 22:27:54	321
12	1300797	11-Apr-13 21:59:24	101 Colusa AVE	Kensington	E65	11-Apr-13 22:06:20	11-Apr-13 22:11:09	321
13	1300813	13-Apr-13 16:42:26	425 OCEAN VIEW AVE	Kensington	E65	13-Apr-13 16:45:24	13-Apr-13 16:52:32	520
14	1300817	13-Apr-13 22:21:52	412 BERKELEY PARK BLVD	Kensington	E65	13-Apr-13 22:25:41	13-Apr-13 22:34:46	746
15	1300819	14-Apr-13 13:37:22	9 GARDEN DR	Kensington	E65	14-Apr-13 13:39:27	14-Apr-13 13:47:09	321
16	1300836	16-Apr-13 09:51:28	668 COVENTRY DR	Kensington	E65	16-Apr-13 09:55:34	16-Apr-13 10:05:23	700
17	1300838	16-Apr-13 12:34:10	35 KERR AVE	Kensington	E65	16-Apr-13 12:37:11	16-Apr-13 12:42:00	321
18	1300876	19-Apr-13 19:29:06	53 COWPER AVE	Kensington	E65	19-Apr-13 19:29:32	19-Apr-13 19:33:49	311
19	1300879	20-Apr-13 07:50:50	260 YALE AVE	Kensington	E65	20-Apr-13 07:52:47	20-Apr-13 07:57:20	321
20	1300880	20-Apr-13 09:02:12	1 HIGHGATE DR	Kensington	E65	20-Apr-13 09:03:18	20-Apr-13 09:07:30	321
21	1300887	21-Apr-13 17:23:46	44 HIGHGATE RD	Kensington	E65	21-Apr-13 17:26:20	21-Apr-13 17:30:46	520
22	1300888	21-Apr-13 19:17:02	CAMBRIDGE AVE	Kensington	E65	21-Apr-13 19:17:56	21-Apr-13 19:22:11	520
23	1300890	21-Apr-13 20:31:33	412 YALE AVE	Kensington	E65	21-Apr-13 20:33:56	21-Apr-13 20:38:05	321
24	1300903	23-Apr-13 09:20:05	COVENTRY DR	Kensington	E65	23-Apr-13 09:24:15	23-Apr-13 09:31:26	500
25	1300911	24-Apr-13 13:02:19	601 CANON DR	Kensington	E65	24-Apr-13 13:04:50	24-Apr-13 13:10:52	444
26	1300934	27-Apr-13 16:52:16	19 HIGHLAND BLVD	Kensington	E65	27-Apr-13 16:57:30	27-Apr-13 17:03:09	321
27	1300943	29-Apr-13 07:50:27	113 PURDUE AVE	Kensington	E65	29-Apr-13 07:52:34	29-Apr-13 07:57:51	321

\* See Table Below for Incident Type Explanations

Type Series	Category	Description
100	Fires	(Structure, Trash, Vehicle, Vegetation Fire)
200	Explosions	(Over Pressure/Ruptures Explosions, Bombs)
300	Medical	(EMS, Vehicle Accidents, Extrication, Rescue)
400	Hazardous Condition	(Chemical Spills, Leaks, Down power Lines)
500	Service calls	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	Good Intent	(Cancelled En Route, Wrong Location)
700	False Call	(Wrong Company/Unit Dispatched)

# Kensington Fire Protection District

## Engine 65 Response Log for April 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Dispatch Date & Time	Arrival Date & Time	Incident Type*
1	1300708	01-Apr-13 14:05:47	20 KENILWORTH DR	Kensington	E65	01-Apr-13 14:10:51	01-Apr-13 14:16:42	321
2	1300714	01-Apr-13 21:12:26	11 KERR AVE	Kensington	E65	01-Apr-13 21:14:11	01-Apr-13 21:18:49	321
3	1300715	01-Apr-13 23:15:33	260 YALE AVE	Kensington	E65	01-Apr-13 23:18:11	01-Apr-13 23:22:21	553
4	1300738	04-Apr-13 18:35:22	67 KINGSTON DR	Kensington	E65	04-Apr-13 18:37:04	04-Apr-13 18:40:53	321
5	1300739	04-Apr-13 19:43:04	273 AMHERST AVE	Kensington	E65	04-Apr-13 19:45:05	04-Apr-13 19:47:56	531
6	1300752	06-Apr-13 17:57:45	1 LAWSON DR	Kensington	E65	06-Apr-13 18:00:00	06-Apr-13 18:04:24	321
7	1300758	07-Apr-13 12:39:56	222 RAMONA AVE	El Cerrito	E65	07-Apr-13 12:42:22	07-Apr-13 12:49:06	321
8	1300763	07-Apr-13 19:49:38	115 ASHBURY AVE	El Cerrito	E65	07-Apr-13 19:51:57	07-Apr-13 19:58:56	743
9	1300767	08-Apr-13 03:32:50	125 WINDSOR AVE	Kensington	E65	08-Apr-13 03:35:40	08-Apr-13 03:40:35	321
10	1300778	09-Apr-13 04:37:00	246 AMHERST AVE	Kensington	E65	09-Apr-13 04:37:47	09-Apr-13 04:42:17	321
11	1300784	09-Apr-13 17:33:23	606 PLATEAU DR	Kensington	E65	09-Apr-13 17:34:21	09-Apr-13 17:40:50	553
12	1300791	10-Apr-13 22:18:32	26 HIGHGATE RD	Kensington	E65	10-Apr-13 22:21:56	10-Apr-13 22:27:54	321
13	1300797	11-Apr-13 21:59:24	101 Colusa AVE	Kensington	E65	11-Apr-13 22:06:20	11-Apr-13 22:11:09	321
14	1300801	12-Apr-13 12:23:06	805 KENSINGTON DR	El Cerrito	E65	12-Apr-13 12:24:58	12-Apr-13 12:30:49	522
15	1300813	13-Apr-13 16:42:26	425 OCEAN VIEW AVE	Kensington	E65	13-Apr-13 16:45:24	13-Apr-13 16:52:32	520
16	1300817	13-Apr-13 22:21:52	412 BERKELEY PARK B	Kensington	E65	13-Apr-13 22:25:41	13-Apr-13 22:34:46	746
17	1300819	14-Apr-13 13:37:22	9 GARDEN DR	Kensington	E65	14-Apr-13 13:39:27	14-Apr-13 13:47:09	321
18	1300832	15-Apr-13 14:39:28	4010 EL CERRITO PLZ	El Cerrito	E65	15-Apr-13 14:42:11	15-Apr-13 14:46:05	321
19	1300836	16-Apr-13 09:51:28	668 COVENTRY DR	Kensington	E65	16-Apr-13 09:55:34	16-Apr-13 10:05:23	700
20	1300838	16-Apr-13 12:34:10	35 KERR AVE	Kensington	E65	16-Apr-13 12:37:11	16-Apr-13 12:42:00	321
21	1300843	16-Apr-13 20:25:10	4300 LAKESIDE DR	Richmond	E65	16-Apr-13 20:30:10	16-Apr-13 20:41:07	311
22	1300867	18-Apr-13 20:39:08	703 BALRA DR	El Cerrito	E65	18-Apr-13 20:42:52	18-Apr-13 20:45:35	700
23	1300876	19-Apr-13 19:29:06	53 COWPER AVE	Kensington	E65	19-Apr-13 19:29:32	19-Apr-13 19:33:49	311
24	1300879	20-Apr-13 07:50:50	260 YALE AVE	Kensington	E65	20-Apr-13 07:52:47	20-Apr-13 07:57:20	321
25	1300880	20-Apr-13 09:02:12	1 HIGHGATE DR	Kensington	E65	20-Apr-13 09:03:18	20-Apr-13 09:07:30	321
26	1300887	21-Apr-13 17:23:46	44 HIGHGATE RD	Kensington	E65	21-Apr-13 17:26:20	21-Apr-13 17:30:46	520
27	1300888	21-Apr-13 19:17:02	CAMBRIDGE AVE	Kensington	E65	21-Apr-13 19:17:56	21-Apr-13 19:22:11	520
28	1300890	21-Apr-13 20:31:33	412 YALE AVE	Kensington	E65	21-Apr-13 20:33:56	21-Apr-13 20:38:05	321
29	1300901	23-Apr-13 09:04:24	225 EL CERRITO PLZ	El Cerrito	E65	23-Apr-13 09:05:50	23-Apr-13 09:11:43	511
30	1300903	23-Apr-13 09:20:05	COVENTRY DR	Kensington	E65	23-Apr-13 09:24:15	23-Apr-13 09:31:26	500



31	1300904	23-Apr-13 10:29:18	LINCOLN AVE	El Cerrito	E65	23-Apr-13 10:31:32	23-Apr-13 10:33:50	321
32	1300911	24-Apr-13 13:02:19	601 CANON DR	Kensington	E65	24-Apr-13 13:04:50	24-Apr-13 13:10:52	444
33	1300916	24-Apr-13 20:53:40	SAN PABLO AVE	Richmond	E65	24-Apr-13 20:55:09	24-Apr-13 20:57:34	322
34	1300925	25-Apr-13 18:26:07	706 ALBEMARLE ST	El Cerrito	E65	25-Apr-13 18:27:51	25-Apr-13 18:35:37	321
35	1300933	27-Apr-13 12:55:16	852 BATES AVE	El Cerrito	E65	27-Apr-13 12:56:45	27-Apr-13 13:01:43	321
36	1300934	27-Apr-13 16:52:16	19 HIGHLAND BLVD	Kensington	E65	27-Apr-13 16:57:30	27-Apr-13 17:03:09	321
37	1300942	29-Apr-13 06:20:33	856 SHEVLIN DR	El Cerrito	E65	29-Apr-13 06:23:08	29-Apr-13 06:29:07	321
38	1300943	29-Apr-13 07:50:27	113 PURDUE AVE	Kensington	E65	29-Apr-13 07:52:34	29-Apr-13 07:57:51	321
39	1300950	30-Apr-13 02:03:35	859 GALVIN DR	El Cerrito	E65	30-Apr-13 02:04:39	30-Apr-13 02:11:00	311
40	1300951	30-Apr-13 03:23:27	812 KENSINGTON DR	El Cerrito	E65	30-Apr-13 03:26:20	30-Apr-13 03:32:35	321

\* See Table Below for Incident Type Explanations

Type Series	Category	Description
100	Fires	(Structure, Trash, Vehicle, Vegetation Fire)
200	Explosions	(Over Pressure/Ruptures Explosions, Bombs)
300	Medical	(EMS, Vehicle Accidents, Extrication, Rescue)
400	Hazardous Condition	(Chemical Spills, Leaks, Down power Lines)
500	Service calls	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	Good Intent	(Cancelled En Route, Wrong Location)
700	False Call	(Wrong Company/Unit Dispatched)

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:		
		TRANSMITTAL - APPROVAL		BATCH #:		
		Invoices		DATE:		
				LOCATION #:		
				FILENAME:		
				KENSINGTON		
00982	Delta Dental	05/01/13	BE000539670 May dental	7840	1061	1,189.07
01169	CalPERS	05/01/13	13963758 June med	7840	1061	8,936.14
01406	KFPD	05/03/13	Reimburse revolving fund	7840	2490	12,142.07
01634	Vision Service Plan	04/18/13	001027770001 May vision	7840	1061	317.35
02120	City of EI Cerrito	05/01/13	May fire protection	7840	2328	193,238.52
02120	City of EI Cerrito	04/08/13	EBRICS radios/install	7840	2490	25,397.59
07894	Bushwacker	04/29/13	6721 wildland interface	7840	2490	752.00
TOTAL						241,972.74

Kensington FPD Approval

Date: 5/13/13  
*Francis K...*

May 3, 2013

**Attachment to Transmittal 0513**

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE		
<u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
4/16/2013	Terminix - pest control	106.00
4/6/2013	Mighetto - electrical repairs	477.25
4/10/2013	Reimburse Director - mileage/toll	95.40
4/9/2013	Tam - Kensington map pdf	50.00
4/17/2013	Payroll processing	50.39
4/17/2013	Payroll - 4/1-4/15/13	2,598.32
4/17/2013	Withholding payroll taxes 4/1- 4/15/13	1,055.19
4/5/2013	PG&E - electric	714.32
4/4/2013	PG&E - gas	88.32
4/10/2013	EBMUD - water/wastewater	290.44
4/5/2013	AT&T - telephone	342.35
4/4/2013	Office Depot - office supplies	17.00
4/11/2013	Mechanics Bank - FDAC, website hosting, etc.	483.52
4/25/2013	ShureShred Security - shredder	700.00
4/8/2013	Contra Costa County - Elections	384.10
4/9/2013	Nextel - telephone	64.46
4/22/2013	Comcast - internet	77.50
5/1/2013	Stericycle - medical waste	1,129.41
5/2/2013	Payroll processing	50.39
5/2/2013	Payroll - 4/16-4/30/13	2,413.13
5/2/2013	Withholding payroll taxes 4/16- 4/30/13	954.58
	<b>Total</b>	<b>12,142.07</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 April 11, 2013

Apr 11, 13

**ASSETS**

<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	8,387.35
General Fund	91,209.93
Special Tax Fund	127,620.20
Capital Fund	5,029.77
<b>Total Checking/Savings</b>	232,447.25
<b>Accounts Receivable</b>	
Accounts Receivable	426.02
Advance on Taxes	1,392,918.61
Advance on Supplemental Taxes	29,009.69
<b>Total Accounts Receivable</b>	1,422,354.32
<b>Other Current Assets</b>	
Prepaid Services - EC	591,368.72
Prepaid CERBT - Retiree Trust	1,085,945.06
<b>Investments</b>	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-734,440.13
<b>Total Investments</b>	2,600,911.87
<b>Total Other Current Assets</b>	4,278,225.65
<b>Total Current Assets</b>	5,933,027.22
<b>Fixed Assets</b>	
Equipment	906,247.17
Accumulated Depreciation-Equip	-559,135.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-629,470.00
<b>Current Capital Outlay</b>	
Public Education	642.81
Firefighters Qtrs/Equip	24,094.99
<b>Total Current Capital Outlay</b>	24,737.80
<b>Total Fixed Assets</b>	1,745,486.27
<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>	7,897,141.49
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Due to Other - Issued by CCC	13,503.34
<b>Total Accounts Payable</b>	13,503.34
<b>Other Current Liabilities</b>	
EI Cerrito Service Contract Pay	591,368.72
Wages & PR Taxes Payable	2,568.54
<b>Total Other Current Liabilities</b>	593,937.26
<b>Total Current Liabilities</b>	607,440.60
<b>Total Liabilities</b>	607,440.60

**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 11, 2013

	<u>Apr 11, 13</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	1,345,135.49
Net Income	731,946.14
<b>Total Equity</b>	<u>7,289,700.89</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>7,897,141.49</u></u>

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

July 1, 2012 through April 11, 2013

	Jul 1, '12 - Apr 11, 13	Jul 1, '11 - Apr 11, 12	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,738,667.39	2,733,774.46	2,892.93	0.1%
Special Taxes	200,395.20	200,196.00	199.20	0.1%
Other Tax Income	14,151.19	19,576.80	-5,424.61	-27.7%
Lease Agreement	30,596.00	29,705.00	891.00	3.0%
Interest Income	4,144.39	5,127.52	-983.13	-19.2%
Salary Reimbursement Agreement	34,959.33	38,301.20	-3,341.87	-8.7%
Miscellaneous Income	4,855.00	0.00	4,855.00	100.0%
<b>Total Income</b>	<b>3,025,768.50</b>	<b>3,026,679.98</b>	<b>-911.48</b>	<b>0.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,541.07	1,176.70	364.37	31.0%
Contra Costa County Expenses	30,955.03	31,027.92	-72.89	-0.2%
El Cerrito Contract Fee	1,774,109.01	1,884,117.75	-110,008.74	-5.8%
Water System Improvements	280,000.00	140,000.00	140,000.00	100.0%
Fire Abatement Contract	2,550.00	0.00	2,550.00	100.0%
Risk Management Insurance	10,200.00	9,835.00	365.00	3.7%
<b>Professional Fees</b>				
Accounting	2,246.33	3,173.95	-927.62	-29.2%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,809.46	2,493.95	-684.49	-27.5%
<b>Total Professional Fees</b>	<b>16,055.79</b>	<b>20,167.90</b>	<b>-4,112.11</b>	<b>-20.4%</b>
Wildland Vegetation Mgmt	7,665.00	8,155.00	-490.00	-6.0%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,123,075.90</b>	<b>2,094,480.27</b>	<b>28,595.63</b>	<b>1.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	44,174.13	49,375.00	-5,200.87	-10.5%
Delta Dental	5,137.50	6,795.80	-1,658.30	-24.4%
Vision Care	1,400.00	1,918.30	-518.30	-27.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>50,711.63</b>	<b>58,089.10</b>	<b>-7,377.47</b>	<b>-12.7%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,224.60	7,415.01	-1,190.41	-16.1%
Comm. Pharmaceutical Drop-Off	707.54	2,729.26	-2,021.72	-74.1%
Vial of Life Program	5.46	0.00	5.46	100.0%
Open Houses	0.00	580.23	-580.23	-100.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>6,937.60</b>	<b>10,724.50</b>	<b>-3,786.90</b>	<b>-35.3%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	822.15	415.85	406.30	97.7%
Firefighters' Expenses	4,977.72	965.28	4,012.44	415.7%
Staff Appreciation	1,590.15	811.24	778.91	96.0%
Professional Development	1,013.61	3,840.40	-2,826.79	-73.6%
<b>Building Maintenance</b>				
Janitorial Service	896.94	896.94	0.00	0.0%
Medical Waste Disposal	5,991.95	4,254.61	1,737.34	40.8%
Building alarm	1,696.00	1,691.00	5.00	0.3%
Gardening service	600.00	900.00	-300.00	-33.3%
Miscellaneous Maint.	7,719.45	6,618.97	1,100.48	16.6%
<b>Total Building Maintenance</b>	<b>16,904.34</b>	<b>14,361.52</b>	<b>2,542.82</b>	<b>17.7%</b>
<b>Building Utilities/Service</b>				
Garbage	560.52	542.36	18.16	3.4%
Gas and Electric	5,157.42	5,479.84	-322.42	-5.9%
Water/Sewer	1,031.46	1,097.02	-65.56	-6.0%
<b>Total Building Utilities/Service</b>	<b>6,749.40</b>	<b>7,119.22</b>	<b>-369.82</b>	<b>-5.2%</b>
<b>Memberships</b>	<b>4,626.00</b>	<b>4,807.00</b>	<b>-181.00</b>	<b>-3.8%</b>
<b>Office</b>				
Office Expense	1,389.96	2,956.14	-1,566.18	-53.0%
Office Supplies	713.73	1,024.49	-310.76	-30.3%
Telephone	4,043.13	3,581.06	462.07	12.9%
<b>Total Office</b>	<b>6,146.82</b>	<b>7,561.69</b>	<b>-1,414.87</b>	<b>-18.7%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>42,830.19</b>	<b>39,882.20</b>	<b>2,947.99</b>	<b>7.4%</b>
<b>Staff</b>				
Wages	55,224.00	54,148.50	1,075.50	2.0%
Overtime Wages	716.81	1,249.53	-532.72	-42.6%
Medical/dental ins compensation	4,770.00	4,590.00	180.00	3.9%
Retirement Contribution	2,761.20	2,707.38	53.82	2.0%
Payroll Taxes	4,552.59	4,510.93	41.66	0.9%
Workers Compensation/Life Ins	1,263.52	1,501.41	-237.89	-15.8%
Payroll Processing	978.92	935.72	43.20	4.6%
<b>Total Staff</b>	<b>70,267.04</b>	<b>69,643.47</b>	<b>623.57</b>	<b>0.9%</b>
<b>Total Expense</b>	<b>2,293,822.36</b>	<b>2,272,819.54</b>	<b>21,002.82</b>	<b>0.9%</b>
<b>Net Ordinary Income</b>	<b>731,946.14</b>	<b>753,860.44</b>	<b>-21,914.30</b>	<b>-2.9%</b>

**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**  
 July 1, 2012 through April 11, 2013

	Jul 1, '12 - Apr 11, 13	Jul 1, '11 - Apr 11, 12	\$ Change	% Change
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	193,455.00	93,455.00	100,000.00	107.0%
Transfers In - General	2,017.27	208,997.90	-206,980.63	-99.0%
<b>Total Other Income</b>	195,472.27	302,452.90	-106,980.63	-35.4%
<b>Other Expense</b>				
Transfers Out - Capital	2,017.27	208,997.90	-206,980.63	-99.0%
Transfers Out - Special	0.00	90,000.00	-90,000.00	-100.0%
Transfers Out - General	193,455.00	3,455.00	190,000.00	5,499.3%
<b>Total Other Expense</b>	195,472.27	302,452.90	-106,980.63	-35.4%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>731,948.14</b>	<b>753,860.44</b>	<b>-21,914.30</b>	<b>-2.9%</b>

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

July 2012 through March 2013

	Jul '12 - Mar 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,774,079.17	2,770,000.00	4,079.17	100.1%
Special Taxes	200,395.20	200,395.00	0.20	100.0%
Other Tax Income	14,151.19	15,000.00	-848.81	94.3%
Lease Agreement	30,596.00	30,595.00	1.00	100.0%
Interest Income	4,144.39	4,000.00	144.39	103.6%
Salary Reimbursement Agreement	34,959.33	34,919.28	40.05	100.1%
Miscellaneous Income	4,855.00			
<b>Total Income</b>	<b>3,063,160.28</b>	<b>3,054,909.28</b>	<b>8,271.00</b>	<b>100.3%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,541.07	1,500.00	41.07	102.7%
Contra Costa County Expenses	30,843.53	32,585.00	-1,741.47	94.7%
El Cerrito Contract Fee	1,774,109.01	1,774,106.28	2.73	100.0%
Water System Improvements	280,000.00	420,000.00	-140,000.00	66.7%
Fire Abatement Contract	2,550.00	8,000.00	-5,450.00	31.9%
Risk Management Insurance	10,200.00	12,600.00	-2,400.00	81.0%
<b>Professional Fees</b>				
Accounting	2,246.33	4,050.00	-1,803.67	55.5%
Actuarial Valuation	0.00	500.00	-500.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,809.46	22,500.00	-20,690.54	8.0%
<b>Total Professional Fees</b>	<b>16,055.79</b>	<b>39,050.00</b>	<b>-22,994.21</b>	<b>41.1%</b>
Wildland Vegetation Mgmt	7,665.00	8,000.00	-335.00	95.8%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,122,964.40</b>	<b>2,295,841.28</b>	<b>-172,876.88</b>	<b>92.5%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	44,174.13	36,142.47	8,031.66	122.2%
Delta Dental	4,623.75	4,623.75	0.00	100.0%
Vision Care	1,400.00	1,260.00	140.00	111.1%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>50,197.88</b>	<b>42,026.22</b>	<b>8,171.66</b>	<b>119.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,055.86	9,749.97	-3,694.11	62.1%
Comm. Pharmaceutical Drop-Off	707.54	2,000.00	-1,292.46	35.4%
Vial of Life Program	5.46	299.97	-294.51	1.8%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	1,500.00	-1,500.00	0.0%
Community Shredder	0.00	1,000.00	-1,000.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>6,768.86</b>	<b>14,549.94</b>	<b>-7,781.08</b>	<b>46.5%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	822.15	1,500.00	-677.85	54.8%
Firefighters' Expenses	4,977.72	3,750.03	1,227.69	132.7%
Engine Rescue Equipment	0.00	3,750.00	-3,750.00	0.0%
Staff Appreciation	1,590.15	2,500.00	-909.85	63.6%
Professional Development	1,013.61	4,124.97	-3,111.36	24.6%
<b>Building Maintenance</b>				
Janitorial Service	797.28	1,125.00	-327.72	70.9%
Medical Waste Disposal	5,991.95	5,370.03	621.92	111.6%
Building alarm	1,696.00	2,000.00	-304.00	84.8%
Gardening service	600.00	1,312.47	-712.47	45.7%
Miscellaneous Maint.	7,136.20	9,000.00	-1,863.80	79.3%
<b>Total Building Maintenance</b>	<b>16,221.43</b>	<b>18,807.50</b>	<b>-2,586.07</b>	<b>86.2%</b>
<b>Building Utilities/Service</b>				
Garbage	560.52	573.34	-12.82	97.8%
Gas and Electric	5,157.42	5,542.47	-385.05	93.1%
Water/Sewer	1,031.46	1,200.00	-168.54	86.0%
<b>Total Building Utilities/Service</b>	<b>6,749.40</b>	<b>7,315.81</b>	<b>-566.41</b>	<b>92.3%</b>
Election	0.00	1,000.00	-1,000.00	0.0%
Memberships	4,626.00	5,100.00	-474.00	90.7%
<b>Office</b>				
Office Expense	386.70	2,812.50	-2,425.80	13.7%
Office Supplies	713.73	1,687.50	-973.77	42.3%
Telephone	3,965.63	3,817.53	148.10	103.9%
<b>Total Office</b>	<b>5,066.06</b>	<b>8,317.53</b>	<b>-3,251.47</b>	<b>60.9%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>41,066.52</b>	<b>56,165.84</b>	<b>-15,099.32</b>	<b>73.1%</b>
<b>Staff</b>				
Wages	55,224.00	55,230.03	-6.03	100.0%
Overtime Wages	716.81	2,868.75	-2,151.94	25.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,770.00	4,770.00	0.00	100.0%
Retirement Contribution	2,761.20	2,760.03	1.17	100.0%
Payroll Taxes	4,552.59	4,978.53	-425.94	91.4%
Workers Compensation/Life Ins	1,263.52	1,147.50	116.02	110.1%
Payroll Processing	928.53	967.50	-38.97	96.0%
<b>Total Staff</b>	<b>70,216.65</b>	<b>72,722.34</b>	<b>-2,505.69</b>	<b>96.6%</b>



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

July 2012 through March 2013

	Jul '12 - Mar 13	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	15,000.03	-15,000.03	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>15,000.03</b>	<b>-15,000.03</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>2,291,214.31</b>	<b>2,496,305.65</b>	<b>-205,091.34</b>	<b>91.8%</b>
<b>Net Ordinary Income</b>	<b>771,965.97</b>	<b>558,603.63</b>	<b>213,362.34</b>	<b>138.2%</b>
Other Income/Expense				
Other Income				
Transfers In - Capital	193,455.00			
Transfers In - General	2,017.27			
<b>Total Other Income</b>	<b>195,472.27</b>			
Other Expense				
Transfers Out - Capital	2,017.27			
Transfers Out - General	193,455.00			
<b>Total Other Expense</b>	<b>195,472.27</b>			
<b>Net Other Income</b>	<b>0.00</b>			
<b>Net Income</b>	<b>771,965.97</b>	<b>558,603.63</b>	<b>213,362.34</b>	<b>138.2%</b>

# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

May 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**CERT Update**

The West Contra Costa CERT Training Consortium will conduct a CERT Refresher Drill on May 18, 2013 for those who have previously graduated from the CERT Program. Participants will exercise the skills learned during their CERT training during this refresher drill. This non-certified training will be offered in both the morning and afternoon and space will be limited so early registration will be a must. If you are interested please contact Fire Administration at (510) 215-4450.

On another CERT note, we had a great turnout at our April 27 CERT graduation drill with over 70 participants from El Cerrito, Kensington, Richmond, San Pablo and Pinole. This all day event included classroom, station training and a disaster scenario. This is just one more example of the citizens we serve raising their level of preparedness.

**2013 Fire Season**

An early increase in fire activity in the state is an indicator of a potentially higher fire threat this summer. Since the beginning of the year, CAL FIRE has responded to over 680 wildfires, which is more than 200 over the average for this time of year.

In late March, the Department of Water Resources (DWR) conducted this year's next-to-last snow survey and the low levels are sure to impact to this year's fire season. This final survey found that snowpack is just 52 percent of average statewide, according to the Department of Water Resources. Due to the low rainfall levels across the state from January to April, this year is likely to go down as one of the driest ever. The lack of winter rains has resulted in dry conditions across the state leading to a number of unseasonably large wildfires that have already threatened people, homes and the state's watershed.

The Fire Department is asking everyone to prepare for wildfires by taking these actions:

- Remove all dead plants, grass, and weeds from within 30 feet of your home.
- Trim trees six feet from the ground.
- Remove all leaves, pine needles and debris from roofs.
- Create an Evacuation Plan in case of a wildfire.

### **Pharmaceutical Disposal Program**

On April 27th, the Fire District in conjunction with the KPPCSD held a pharmaceutical drop off event. Although we have done this many times in the past, the event was still a great success, collecting 176lbs. of medication and 36 gallons of used sharps. Once again, we will continue to plan these events until the quantities of medications drop to a low level.

### **Water System/Fire Flow Improvements**

I am happy to report that we have completed the flow testing of the hydrants in the area of Arlington and Westminster. The ultimate goal of this phase of improvements was to increase the available gallons per minute (GPM) from the hydrants in this area. The following are the before and after results:

111 Arlington Blvd.:	888 gpm increase to 1555 gpm
Westminster and York:	630 gpm increase to 1500 gpm
Westminster and Windsor:	380 gpm increase to 2400 gpm
4 Windsor:	240 gpm increase to 1040 gpm

As you can see, the improvements were dramatic and once again will make the community safer in the event of a major incident.



May 2, 2013

Brenda Navellier, Administrator  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707-1401

Subject: Fire Flow Improvements on Arlington and Westminster Avenues -  
Kensington

Dear Brenda:

Thank you and the Kensington Fire Protection District (FPD) for your continued support in funding the fire flow improvements on Arlington and Westminster Avenues in Kensington. We appreciated the opportunity to work with you and to cost share on this mutually beneficial project.

We understand the Kensington FPD has received the refund check for \$42,266.02. Per your request, enclosed is the breakdown for the total project cost. I have also enclosed a copy of the flow test results that we conducted after the improvements were completed.

If you have any questions, please contact me at (510) 287-1091.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jose L. Rios', written in a cursive style.

Jose L. Rios  
Senior Civil Engineer  
Distribution System Planning

JLR:AJC:sb  
sb13\_093.doc

Enclosures

**East Bay Municipal Utility District**  
**Cost-Sharing Breakdown with**  
**Kensington Fire Protection District for**  
**Arlington-Westminster Pipeline Improvements**  
**May 2, 2013**

Project Number	Labor	Overhead	Material	Equipment	Total
0445680 – 1,500-foot 6 inch Arlington Avenue	\$257,922.03	\$ 146,281.95	\$ 165,955.76	\$ 126,578.41	\$696,738.15
0446300 – 1,500 feet 8 inch MLPCS Arlington Avenue	11,234.06	8,192.28	14.03	388.74	9,829.11
0992180– RFS 1,453 feet 6 inch CI Arlington Avenue	-0-	-0-	-0-	-0-	285.00
2007843 - Transfer of services for P44568	24,780.20	13,157.12	12,302.84	15,765.65	6,005.81
2007844 - Transfer of hydrants for P44568	22,519.78	11,787.50	291.50	4,710.62	39,309.40
<b>Total</b>	<b>\$316,456.07</b>	<b>\$179,418.85</b>	<b>\$178,564.13</b>	<b>\$147,443.42</b>	<b>\$822,167.47</b>
EBMUD cost 20 percent					164,433.49
KFPD cost 80 percent					657,733.98
less KFPD prepayment					700,000.00
<b>Overpayment by KFPD to be refunded</b>					<b>\$ 42,266.02</b>

April 19, 2013

Contra Costa County  
Robert Campbell, County Auditor-Controller  
625 Court St.  
Martinez CA 94553-1274

**SUBJECT: MA 11-003; Actual Cost Miscellaneous Agreement for EBMUD-  
Installed Main Replacement, Arlington Avenue & Westminster  
Avenue, Kensington**

Dear Mr. Campbell:

Under the terms of this agreement, Kensington Fire Protection District paid \$700,000.00 in advance and is responsible for 80% of the total actual project cost, once the job is finished and the final accounting of actual job costs is completed. Further, EBMUD is responsible for 20% of the total actual project cost.

After final accounting of actual job costs, the total actual project cost is \$822,167.47, with 80% (\$657,733.98) to be paid by KFPD and 20% (\$164,433.49) to be paid by EBMUD.

Find enclosed your refund check for **\$42,266.02**, which is the contract amount of \$700,000.00 minus the \$657,733.98 portion that is the responsibility of Kensington Fire Protection District.

If you have any questions, please feel free to call me at (510) 287-1278.

Sincerely,



Mark Swearingen  
New Business Representative

/mws

cc: Brenda Navellier, KFPD, 217 Arlington Ave., Kensington, CA 94707-1401