

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

Date of Meeting: May 13, 2015  
Time of Meeting: 7:00 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).

7:00 p.m.

**CALL TO ORDER**

Directors: Joe de Ville, Nina Harmon, Michael Kassarjian, Janice Kosel, and Laurence 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 APRIL 15, 2015 MINUTES (APPROVE)**

CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #11 (APPROVE)**

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** March/April 2015 (APPROVE)

CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** April 2015 (APPROVE)

7. **FIRE CHIEF'S REPORT**

- a. Review of operations.
- b. Regional issues and developments.
- c. Boards and Commissions Dinner – May 29, 2015

8. **PRESIDENT'S REPORT**

- a. Senate Bill SB239 Discussion/Direction

**NEW BUSINESS**

9. CERT Tool Sheds: Discussion of Berkeley Program and Direction on Possible Similar Program for Kensington (ACTION)
10. Proposed Joint Budget Meeting between KFPD/KPPCSD Finance Committees (ACTION)

**11. BOARD REPORTS**

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

- a. Finance Committee (Kosel/Nagel):
- b. Public Safety Building (de Ville/Harmon): Building permit obtained
- c. Education (Kosel):
- d. Policy Committee (Kassarjian/Harmon):
- e. Contra Costa County/California Special Districts Assoc. (Nagel/Kassarjian): Report on April 20, 2015
- f. Correspondence: Thank you for Old Oak Tree Homeschool Co-Op

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 10, 2015, at 7:00 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 6/10/15 is Wednesday, 5/27/15 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 6/3/15 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 APRIL 15, 2015 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      Directors:      Joe de Ville, Nina Harmon, Janice Kosel, Larry Nagel  
                         Staff:              Chief Lance Maples, Manager Brenda Navellier  
                         Absent:             Director Michael Kassarjian

**CALL TO ORDER:**

President Nagel called the meeting to order at 7:00 p.m. and noted the Directors and staff that were present. Director Kassarjian was excused from the meeting.

**APPROVAL OF CONSENT ITEMS:**

President Nagel called for the approval of the consent calendar (items 3, 4, 5, 6 & 7) consisting of approval of the February 11, 2015 minutes, approval of the March 11, 2015 minutes, approval of monthly transmittal #10, approval of the monthly February/March 2015 financial report, and approval of the March incident activity report. Director Kosel made a motion to adopt the consent calendar items as submitted. Director de Ville seconded the motion.

AYES:              de Ville, Harmon, Kosel, Nagel  
NOES:              None  
ABSENT:            Kassarjian

**ORAL COMMUNICATIONS:**

Resident Ciara Wood thanked the fire crew and Captain Ciappara that rescued her after falling on the interface trail last month. Wood noted that Chief Maples will be speaking at the Diablo Fire Safe Council luncheon on partnerships later in the month. KFPD Board members, a KPPCSD Board member, KPSC members and Kensington interface citizens will all be in attendance. Maples will be speaking on the partnership in Kensington between agencies, DFSC and the citizens. Wood said that PG&E has increased its grants during the severe drought. Last year the Kensington area received over \$10,000 from PG&E. Wood asked that during the upcoming budget development for FY15-16, the Board consider spending more funds on fire suppression instead of giving money to KPPCSD through the \$1 lease. Wood said she expects the money she pays to KFPD should go to fire services. Kosel clarified that the current lease is for three years so no action can be taken on that item at this time. KPPCSD has not paid the \$1 for the fiscal year.

Director Kosel said the Finance Committee will be considering matching Kensington resident's contributions to DFSC when they develop the FY15-16 budget. Wood said that 2015 to date, DFSC has raised \$2,300 from Kensington. Kosel said KPPCSD Director Cordova was able to connect the West County Times with Ciara and the elves to include in an article on fire prevention. Kosel also spoke to the reporter. No article has been published yet but is expected in the future. Kosel reported that a vegetation management article will also be included in The Outlook this month. Chief Maples advocates the DFSC "partnership" meeting to be an annual event. Next year, different Board members could attend. CalFire is already staffing up for the fire season.

KPPCSD Director Sherris-Watts said that there will be a police officer participating in the pharmaceutical drop off with KFPD so that narcotics can also be taken in. The Board thanked Sherris-Watts for KPPCSD's cooperation.

Director Kosel expressed concern about the lack of coverage in The Outlook for the upcoming shredding and pharmaceutical events and also the wrong meeting date was published. President Nagel apologized for not being able to turn in an article prior to The Outlook's deadline. Kosel asked Navellier to obtain the signboard for the shredding event since it was not in the paper.

**FIRE CHIEF'S REPORT:**

Chief Maples reported on the technical rescue team training through the West County training consortium that includes El Cerrito, Kensington, Richmond, Pinole, Rodeo-Hercules and Contra Costa County. All El Cerrito-Kensington firefighters are certified at Firefighter II State certification level; however 12 are now Urban Search and Rescue certified. All 12 volunteered for the additional training. This training was accomplished at no cost through five different grants to cover training, station backfill, a USAR trailer, a flatbed truck, equipment, etc. The

department will now continue with training the remaining firefighters. Battalion Chief Pigoni has taken the lead on this project.

Chief Maples brought a CAD drawing of the new Type I engine. The engine is expected to be delivered in September. Maples also reported that KFPD has heard back from the County on the building submittal; we have responded with two resubmittals in answer to County questions and KFPD's project is next in line to be reviewed by the building department. Maples explained that the engine had to be just a few inches longer due to California emissions standards. Maples reviewed the drawing of the engine with the Board.

Kosel praised Berkeley and San Ramon for helping to backfill the Kensington station during the Voisey funeral. Both companies were extremely cooperative and helpful. Maples said both agency's Chiefs were extremely responsive and willing to help. B/C Gibson had a large role in planning the funeral logistics.

Chief Maples reported that the Summit Reservoir project has broken ground. The reservoir is being replaced because the lining material is considered toxic and also it is oversized and the water becomes stagnant.

Chief Maples and Manager Navellier will meet with Lou Ann Texeira of LAFCO later in the month. The fire service municipal service review will be coming up again in late 2016. LAFCO put out an RFP for a consultant to perform the fire MSR in 2014 but received no bids. They are now waiting for the ambulance contract to be renewed in late 2015 before proceeding. Contra Costa County Fire Protection District is considering partnering with AMR Ambulance to provide services to the County. It would be a unique situation and may have benefits for other fire districts. Two other ambulance companies are also interested in bidding on the contract. Kosel asked if there are significant delay times between when the fire engine shows up and when the ambulance shows up? Maples replied that was not usually the case; however, there has been a delay in transport because of the Doctors San Pablo emergency room closure. The entire hospital will close down at the end of this month. An urgent care facility is to open in San Pablo.

#### **PRESIDENT'S REPORT:**

Per the Board's agenda, President Nagel suggested the creation of an ad hoc Policy Committee to review the Board's current policy manual. Nagel said that Director Kassarjian has expressed interest in serving on the committee and Director Harmon volunteered to serve with Kassarjian. The new Policy Committee will report to the Board later in the year. Nagel referred to a grand jury report recommending better public access to Contra Costa County governance documents. Staff responded to the report in 2014. Policy review is part of the transparency process for CSDA.

President Nagel reported that he and Director Kassarjian recently met with B/C Gibson as CERT coordinators. There will be a CERT earthquake drill on 8/29/15. Nagel said that NextDoor Kensington has been reorganized into CERT groups which is highly affective for CERT postings. There appears to be strong interest in CERT throughout Kensington at this time.

#### **BOARD REPORTS:**

**Finance Committee:** The next committee meeting will be in late May or early June with the El Cerrito City Manager. DFSC matching grants will be considered, \$200,000 property tax windfall will be designated to the Public Safety Building and an analysis of the building needs to be done. Len Welsh has requested though President Nagel a joint budget meeting with KPPCSD. Kosel is unsure of what the purpose is since the Districts provide two completely different services. KFPD will provide the fire station comparison costs sheet and would expect similar information from KPPCSD. Nagel believes accountant Deborah Russell should attend. Harmon said she should be there for questions for Board members should present their own District budgets.

**Public Safety Building:** After the County finally reviews the plans and issues the permit, KFPD will need to publicly bid the apparatus room project. The project itself should be complete within a couple of months. The Board will also discuss the future of the building at their goal setting session.

**Education:** An article about vegetation management will be in The Outlook next month. The vegetation standards are also on the District's website. Kosel thanked Cordova again for facilitating an article in the West County Times. KFPD will target fall to publish a "Ready, Set, Go" mailing to the residents. The District also gets very good feedback on The Fire Plug newsletter. The Board thanked Sherris-Watts again for interceding with the pharmaceutical drop off.

**CSDA:** Nagel and Kassarjian will attend the next meeting that takes place on Monday, April 20<sup>th</sup> and will report at the May meeting. The Board talked about the benefits of the CSDA organization and networking with the other Districts. Board member education was also discussed.

The Board members will be meeting individually with the goal setting workshop facilitator on Monday, April 20<sup>th</sup>. Navellier will resend the meeting times. The goal setting session will take place on May 6<sup>th</sup>.

**ADJOURNMENT:** The meeting was adjourned at 8:10 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 13, 2015.

Attest:

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Michael Kassarjian, Board Secretary

TRANSMITTAL - APPROVAL

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

KENSINGTON FPD		PY/CY:				
TRANSMITTAL - APPROVAL		BATCH #:	2170			
Invoices		DATE:	5/7/2015			
		LOCATION #:	13			
		FILENAME:	KENSINGTON			
00982	Delta Dental	5/1/2015	BE001145447 May dental	7840	1061	1,189.07
01169	CalPERS	04/15/15	14513916 Jun medical	7840	1061	7,946.94
01406	KFPD	04/07/15	Reimburse revolving fund	7840	2490	15,487.54
01634	Vision Service Plan	04/21/15	001027770001 May vision	7840	1061	330.22
02120	City of El Cerrito	05/01/15	May fire protection	7840	2328	197,136.98
09892	Marvin Collins	11/20/14	939 - structural eng site visit	7840	2490	1,000.00
09892	Marvin Collins	04/30/15	939-3 - bldg permit/plan check	7840	2490	7,969.00
11561	Diablo Fire Safe Council	05/01/15	2015 membership	7840	2490	1,000.00
	Air Exchange	04/21/15	35813 - plymovent repair	7840	2490	2,294.75
<b>TOTAL</b>						<b>234,354.50</b>

Kensington FPD Approval

Date: 5/1/15

*[Signature]* Date: 5/17/15

May 7, 2015

**Attachment to Transmittal 0515**  
Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
4/1/2015	Terminix - pest control	113.00
4/6/2015	EBMUD - water/wastewater	446.67
4/7/2015	PG&E - electric	804.41
4/7/2015	PG&E - gas	102.52
4/4/2015	Russell - Dec-Mar accounting	796.44
4/7/2015	Meyers Nave - legal counsel	131.76
4/17/2015	Payroll processing	54.50
4/17/2015	Payroll - 4/1-4/15/15	2,412.62
4/17/2015	Withholding payroll taxes 4/1-4/15/15	1,086.18
5/1/2015	Payroll processing	54.50
5/1/2015	Payroll - 4/16-4/30/15	2,412.62
5/1/2015	Withholding payroll taxes 4/16-4/30/15	1,086.18
4/30/2015	Mechanics Bank fees	70.00
5/5/2015	Kurt Koessel - goal setting dinner	262.80
4/28/2015	Kel-Aire - maint.	607.33
5/1/2015	Bay View Refuse - May-Aug	346.40
4/28/2015	Shred-It - mobile shredding event	1,065.00
5/5/2015	KIC - signboard	10.00
4/9/2015	Sprint - telephone	65.12
4/5/2015	AT&T - telephone	583.21
4/10/2015	Mechanics Bank - oven repair	330.93
4/15/2015	Pagepoint - website updates	21.00
5/1/2015	Stericycle - medical waste	239.24
4/22/2015	Comcast - internet	108.95
5/1/2015	All-Ways Green Services - janitorial	105.00
5/5/2015	ICMA-RC -Mar deferred comp	915.68
	<b>Total</b>	<b>14,232.06</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 13, 2015

	Apr 13, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,304.88
General Fund	347,812.34
Special Tax Fund	3,428.39
Capital Fund	4,987.77
<b>Total Checking/Savings</b>	<b>362,733.38</b>
Accounts Receivable	
Due from County for Reimb.	13,884.66
Accounts Receivable	475.52
Advance on Taxes	1,531,604.33
Advance on Supplemental Taxes	42,752.27
<b>Total Accounts Receivable</b>	<b>1,588,716.78</b>
<b>Other Current Assets</b>	
Prepaid Services - EC	603,834.63
Prepaid Exp.	9,287.73
Prepaid CERBT - Retiree Trust	986,024.74
Investments	
Capital Replacement Funds	1,368,947.00
Fire Protect. Contract Reserves	2,415,339.00
Investments - Other	186,001.37
<b>Total Investments</b>	<b>3,970,287.37</b>
<b>Total Other Current Assets</b>	<b>5,569,434.47</b>
<b>Total Current Assets</b>	<b>7,520,884.63</b>
<b>Fixed Assets</b>	
Equipment	1,057,967.17
Accumulated Depreciation-Equip	-701,991.00
Land	5,800.00
Building and Improvements	2,006,389.30
Accumulated Depreciation - Bldg	-739,375.00
Current Capital Outlay	
Fire Engine Type I	220,305.00
Firefighters Qtrs/Equip	6,935.27
Apparatus Bay Construction	13,164.50
Holmatro Tool	10,002.00
Computers/Furniture	2,546.77
<b>Total Current Capital Outlay</b>	<b>252,953.54</b>
<b>Total Fixed Assets</b>	<b>1,881,744.01</b>
<b>TOTAL ASSETS</b>	<b>9,402,628.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	13,884.66
Due to Other - Issued by CCC	231,112.02
<b>Total Accounts Payable</b>	<b>244,996.68</b>
<b>Other Current Liabilities</b>	
El Cerrito Service Contract Pay	603,834.63
Wages & PR Taxes Payable	108.33
<b>Total Other Current Liabilities</b>	<b>603,942.96</b>
<b>Total Current Liabilities</b>	<b>848,939.64</b>

**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 13, 2015

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	Apr 13, 15
<b>Total Liabilities</b>	848,939.64
<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	2,002,744.29
Net Income	1,338,325.45
<b>Total Equity</b>	8,553,689.00
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,402,628.64</b>

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

July 1, 2014 through April 13, 2015

	Jul 1, '14 - Apr 13, 15	Jul 1, '13 - Apr 13, 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,198,245.01	2,916,146.05	282,098.96	9.7%
Special Taxes	200,345.40	200,428.40	-83.00	0.0%
Other Tax Income	13,661.67	14,037.04	-375.37	-2.7%
Lease Agreement	0.00	31,514.00	-31,514.00	-100.0%
Interest Income	4,350.77	3,644.63	706.14	19.4%
Salary Reimbursement Agreement	37,271.07	39,755.22	-2,484.15	-6.3%
Miscellaneous Income	13,408.57	14,266.11	-857.54	-6.0%
<b>Total Income</b>	<b>3,487,282.49</b>	<b>3,219,791.45</b>	<b>247,491.04</b>	<b>7.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,796.45	1,760.39	36.06	2.1%
Contra Costa County Expenses	31,086.36	31,732.15	-645.79	-2.0%
EI Cerrito Contract Fee	1,811,503.89	1,967,361.75	-155,857.86	-7.9%
Water System Improvements	110,000.00	0.00	110,000.00	100.0%
Fire Abatement Contract	0.00	865.00	-865.00	-100.0%
Risk Management Insurance	11,523.00	10,601.00	922.00	8.7%
<b>Professional Fees</b>				
Accounting	2,080.00	2,796.19	-716.19	-25.6%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
Audit	13,000.00	12,000.00	1,000.00	8.3%
Legal Fees	2,937.06	1,536.30	1,400.76	91.2%
<b>Total Professional Fees</b>	<b>18,017.06</b>	<b>18,832.49</b>	<b>-815.43</b>	<b>-4.3%</b>
Wildland Vegetation Mgmt	3,045.00	5,320.00	-2,275.00	-42.8%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,986,971.76</b>	<b>2,036,472.78</b>	<b>-49,501.02</b>	<b>-2.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	16,641.68	42,720.84	-26,079.16	-61.1%
Delta Dental	2,129.18	5,466.66	-3,337.48	-61.1%
Vision Care	579.18	1,491.66	-912.48	-61.2%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>19,350.04</b>	<b>49,679.16</b>	<b>-30,329.12</b>	<b>-61.1%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,068.99	7,114.69	-45.70	-0.6%
Comm. Pharmaceutical Drop-Off	1,251.08	888.03	363.05	40.9%
Vial of Life Program	0.00	114.27	-114.27	-100.0%
CERT Emergency Kits	0.00	3,173.19	-3,173.19	-100.0%
Open Houses	253.51	287.48	-33.97	-11.8%
Community Shredder	0.00	805.00	-805.00	-100.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>8,573.58</b>	<b>12,382.66</b>	<b>-3,809.08</b>	<b>-30.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	0.00	616.75	-616.75	-100.0%
Firefighters' Expenses	1,793.99	1,940.32	-146.33	-7.5%
Airpacks Expense	0.00	15,561.45	-15,561.45	-100.0%
Staff Appreciation	1,366.31	1,487.10	-120.79	-8.1%
Professional Development	3,736.41	3,123.38	613.03	19.6%
<b>Building Maintenance</b>				
Janitorial Service	1,050.00	1,032.55	17.45	1.7%
Medical Waste Disposal	2,100.40	1,957.51	142.89	7.3%
Building alarm	1,696.00	1,696.00	0.00	0.0%
Gardening service	840.00	1,450.00	-610.00	-42.1%
Miscellaneous Maint.	5,038.35	9,182.52	-4,144.17	-45.1%
<b>Total Building Maintenance</b>	<b>10,724.75</b>	<b>15,318.58</b>	<b>-4,593.83</b>	<b>-30.0%</b>
<b>Building Utilities/Service</b>				
Garbage	682.68	621.24	61.44	9.9%
Gas and Electric	4,771.13	5,185.59	-414.46	-8.0%
Water/Sewer	1,218.88	878.94	339.94	38.7%
<b>Total Building Utilities/Service</b>	<b>6,672.69</b>	<b>6,685.77</b>	<b>-13.08</b>	<b>-0.2%</b>
Election	399.18	0.00	399.18	100.0%
Memberships	5,888.00	5,519.00	369.00	6.7%
<b>Office</b>				
Office Expense	2,070.53	542.73	1,527.80	281.5%
Office Supplies	943.88	493.76	450.12	91.2%
Telephone	5,704.83	4,632.18	1,072.65	23.2%
<b>Total Office</b>	<b>8,719.24</b>	<b>5,668.67</b>	<b>3,050.57</b>	<b>53.8%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>39,300.57</b>	<b>55,921.02</b>	<b>-16,620.45</b>	<b>-29.7%</b>
<b>Staff</b>				
Wages	56,331.24	56,328.06	3.18	0.0%
Longevity Pay	1,000.00	0.00	1,000.00	100.0%
Overtime Wages	135.41	270.74	-135.33	-50.0%
Medical/dental Ins compensation	5,850.00	5,400.00	450.00	8.3%
Retirement Contribution	4,281.10	2,816.41	1,464.69	52.0%
Payroll Taxes	4,846.39	4,546.93	299.46	6.6%
Workers Compensation/Life Ins	1,209.55	1,612.11	-402.56	-25.0%
Payroll Processing	1,107.40	1,078.10	29.30	2.7%

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

July 1, 2014 through April 13, 2015

	Jul 1, '14 - Apr 13, 15	Jul 1, '13 - Apr 13, 14	\$ Change	% Change
<b>Total Staff</b>	74,761.09	72,052.35	2,708.74	3.6%
<b>Total Expense</b>	2,128,957.04	2,226,507.97	-97,550.93	-4.4%
<b>Net Ordinary Income</b>	1,338,325.45	993,283.48	345,041.97	34.7%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	201,615.00	197,455.00	4,160.00	2.1%
Transfers In - General	1,462.04	130,844.72	-129,382.68	-98.9%
<b>Total Other Income</b>	203,077.04	328,299.72	-125,222.68	-38.1%
<b>Other Expense</b>				
Transfers Out - Capital	1,462.04	1,844.72	-382.68	-20.7%
Transfers Out - Special	199,000.00	129,000.00	70,000.00	54.3%
Transfers Out - General	2,615.00	197,455.00	-194,840.00	-98.7%
<b>Total Other Expense</b>	203,077.04	328,299.72	-125,222.68	-38.1%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>1,338,325.45</b>	<b>993,283.48</b>	<b>345,041.97</b>	<b>34.7%</b>

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

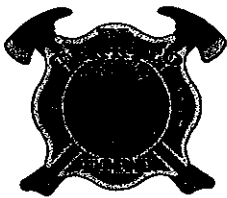
July 2014 through March 2015

	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,198,245.01	2,982,110.00	216,135.01	107.2%
Special Taxes	200,345.40	200,428.00	-82.60	100.0%
Other Tax Income	13,661.67	15,000.00	-1,338.33	91.1%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	4,350.77	2,717.50	1,633.27	160.1%
Salary Reimbursement Agreement	37,271.07	38,352.01	-1,080.94	97.2%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	13,408.57	0.00	13,408.57	100.0%
<b>Total Income</b>	<b>3,467,282.49</b>	<b>3,238,608.51</b>	<b>228,673.98</b>	<b>107.1%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,796.45	1,850.00	-53.55	97.1%
Contra Costa County Expenses	30,981.86	33,332.00	-2,350.14	92.9%
El Cerrito Contract Fee	1,811,503.89	1,811,504.25	-0.36	100.0%
Water System Improvements	110,000.00	110,000.00	0.00	100.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	11,523.00	11,525.00	-2.00	100.0%
<b>Professional Fees</b>				
Accounting	2,080.00	3,250.00	-1,170.00	64.0%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	2,937.06	22,500.00	-19,562.94	13.1%
<b>Total Professional Fees</b>	<b>18,017.06</b>	<b>38,750.00</b>	<b>-20,732.94</b>	<b>46.5%</b>
Wildland Vegetation Mgmt	3,045.00	5,350.00	-2,305.00	56.9%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,986,867.26</b>	<b>2,020,311.25</b>	<b>-33,443.99</b>	<b>98.3%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	14,977.52	14,977.49	0.03	100.0%
Delta Dental	1,916.27	1,916.24	0.03	100.0%
Vision Care	579.18	521.24	57.94	111.1%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>17,472.97</b>	<b>17,414.97</b>	<b>58.00</b>	<b>100.3%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,974.49	9,749.98	-2,775.49	71.5%
Comm. Pharmaceutical Drop-Off	1,251.08	1,250.00	1.08	100.1%
Vial of Life Program	0.00	125.00	-125.00	0.0%
CERT Emergency Kits	0.00	3,330.00	-3,330.00	0.0%
Open Houses	253.51	750.00	-496.49	33.8%
Community Shredder	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>8,479.08</b>	<b>15,204.98</b>	<b>-6,725.90</b>	<b>55.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	1,793.99	3,000.00	-1,206.01	59.8%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	1,366.31	2,500.00	-1,133.69	54.7%
Professional Development	3,736.41	3,300.00	436.41	113.2%
<b>Building Maintenance</b>				
Janitorial Service	945.00	1,125.00	-180.00	84.0%
Medical Waste Disposal	2,100.40	2,998.00	-897.60	70.1%
Building alarm	1,696.00	2,000.00	-304.00	84.8%
Gardening service	720.00	1,600.00	-880.00	45.0%
Miscellaneous Maint.	5,038.35	9,374.94	-4,336.59	53.7%
<b>Total Building Maintenance</b>	<b>10,499.75</b>	<b>17,097.94</b>	<b>-6,598.19</b>	<b>61.4%</b>
<b>Building Utilities/Service</b>				
Garbage	682.88	655.00	27.88	104.2%
Gas and Electric	4,771.13	5,403.69	-632.56	88.3%
Water/Sewer	1,218.88	876.64	342.24	139.0%
<b>Total Building Utilities/Service</b>	<b>6,672.69</b>	<b>6,935.33</b>	<b>-262.64</b>	<b>96.2%</b>
Election	399.18	1,000.00	-600.82	39.9%
Memberships	5,888.00	5,800.00	88.00	101.5%
<b>Office</b>				
Office Expense	2,070.53	2,624.94	-554.41	78.9%
Office Supplies	943.88	1,874.97	-931.09	50.3%
Telephone	5,595.88	4,983.75	612.13	112.3%
<b>Total Office</b>	<b>8,610.29</b>	<b>9,483.66</b>	<b>-873.37</b>	<b>90.8%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>38,966.62</b>	<b>50,616.93</b>	<b>-11,650.31</b>	<b>77.0%</b>
<b>Staff</b>				
Wages	56,331.24	56,332.44	-1.20	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	135.41	974.97	-839.56	13.9%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,850.00	5,850.00	0.00	100.0%
Retirement Contribution	4,281.10	4,282.47	-1.37	100.0%
Payroll Taxes	4,846.39	5,133.00	-286.61	94.4%
Workers Compensation/Life Ins	1,209.55	1,695.00	-485.45	71.4%

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

July 2014 through March 2015

	Jul '14 - Mar 15	Budget	\$ Over Budget	% of Budget
Payroll Processing	1,052.90	1,065.00	-12.10	98.9%
Total Staff	74,706.59	76,332.88	-1,626.29	97.9%
Contingency	0.00	18,749.97	-18,749.97	0.0%
Total Expense	2,126,492.52	2,198,630.98	-72,138.46	96.7%
Net Ordinary Income	1,340,789.97	1,039,977.53	300,812.44	128.9%
<b>Other Income/Expense</b>				
Other Income				
Transfers In - Capital	201,615.00			
Transfers In - General	1,462.04			
Total Other Income	203,077.04			
Other Expense				
Transfers Out - Capital	1,462.04			
Transfers Out - Special	199,000.00			
Transfers Out - General	2,615.00			
Total Other Expense	203,077.04			
Net Other Income	0.00			
<b>Net Income</b>	<b>1,340,789.97</b>	<b>1,039,977.53</b>	<b>300,812.44</b>	<b>128.9%</b>

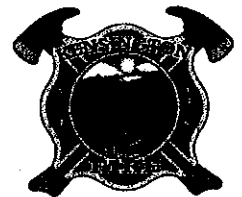


# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



May 1, 2015

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

**FROM:** Laurence I. Carr: Battalion Chief

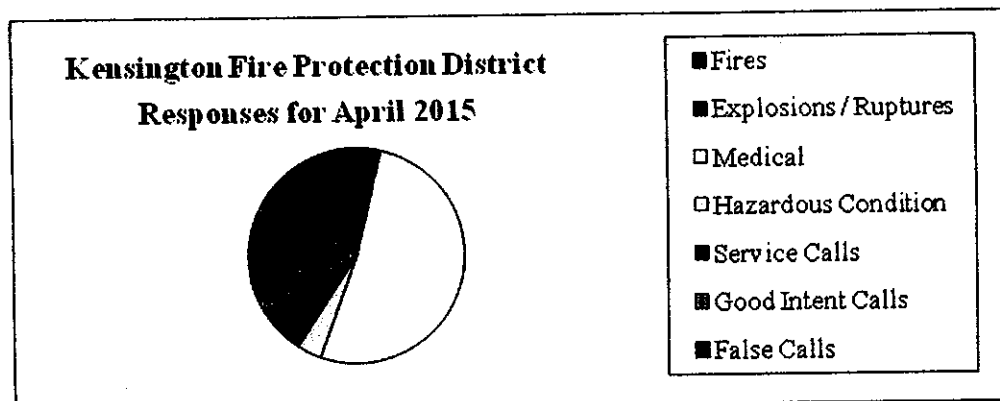
**RE:** Incident Activity Reports for the Month of April 2015

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 to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 63 calls in all districts.

Note that on April 23, Engine 65 responded to a deck fire that the occupant was unable to completely extinguish. The fire was ignited by improper use of BBQ materials. Engine 65 cut holes in the deck to gain access to the deep-seated fire.

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>	1	4.17%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	58.33%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	4.17%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	2	8.33%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	5	8.33%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	4	16.67%
<b>Totals</b>		<b>27</b>	<b>100.00%</b>



## Kensington Fire Protection District Response Log for April 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500816	01-Apr-15 12:29:22	101 COLUSA AVE	Kensington	E65	321
2	1500819	02-Apr-15 01:29:26	1656 OCEAN VIEW AVE	Kensington	E65	733
3	1500823	02-Apr-15 12:37:58	141 SAINT ALBANS DR	Kensington	E72	321
4	1500840	03-Apr-15 18:59:20	39 FRANCISCAN WAY	Kensington	E65	321
5	1500846	04-Apr-15 12:19:17	27 NORWOOD AVE	Kensington	E65	444
6	1500854	05-Apr-15 10:39:27	8 HIGHGATE RD	Kensington	E65	321
7	1500900	11-Apr-15 00:07:20	280 LOS ALTOS DR	Kensington	E65	622
8	1500919	13-Apr-15 05:45:36	42 AVON DR	Kensington	E65	321
9	1500927	13-Apr-15 17:43:22	153 LAWSON DR	Kensington	E65	321
10	1500955	16-Apr-15 15:36:03	92 STRATFORD DR	Kensington	E72	611X
11	1500958	16-Apr-15 21:12:26	16 HIGHLAND BLVD	Kensington	E65	322
12	1500991	21-Apr-15 05:52:18	38 ARDMORE DR	Kensington	E65	611M
13	1500994	21-Apr-15 08:33:18	711 COVENTRY DR	Kensington	E65	611M
14	1501015	23-Apr-15 09:01:13	59 EDGECROFT DR	Kensington	E65	112
15	1501016	23-Apr-15 10:38:33	138 LAWSON DR	Kensington	E72	321
16	1501017	23-Apr-15 10:39:28	601 CANON DR	Kensington	E65	740
17	1501037	24-Apr-15 19:10:14	1 ARLINGTON CT	Kensington	E65	743
18	1501038	24-Apr-15 19:27:56	433 OCEAN VIEW AVE	Kensington	E65	321
19	1501039	24-Apr-15 19:49:11	413 YALE AVE	Kensington	E72	321
20	1501047	25-Apr-15 13:48:23	127 ARLINGTON AVE	Kensington	E65	651
21	1501051	25-Apr-15 22:44:42	224 STANFORD AVE	Kensington	E65	321
22	1501054	26-Apr-15 11:28:40	1611 OCEAN VIEW AVE	Kensington	E65	321
23	1501055	26-Apr-15 12:31:06	256 PURDUVE AVE	Kensington	E65	553
24	1501056	26-Apr-15 13:12:01	65 HIGHGATE RD	Kensington	E65	745
25	1501074	28-Apr-15 02:31:48	134 WINDSOR AVE	Kensington	E65	321
26	1501076	28-Apr-15 12:58:36	9 Arlmont DR	Kensington	E65	522
27	1501085	30-Apr-15 12:31:04	20 KENILWORTH DR	Kensington	E65	321



\* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extraction, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

## Kensington Fire Protection District Engine 65 Response Log for April 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500816	01-Apr-15 12:29:22	101 COLUSA AVE	Kensington	E65	321
2	1500819	02-Apr-15 01:29:26	1656 OCEAN VIEW AVE	Kensington	E65	733
3	1500822	02-Apr-15 10:39:29	1341 BREWSTER CT	El Cerrito	E65	651
4	1500827	02-Apr-15 16:28:23	857 SEAVIEW DR	El Cerrito	E65	321
5	1500836	03-Apr-15 15:44:05	1800 ELM ST	El Cerrito	E65	740
6	1500837	03-Apr-15 16:33:37	216 BEHRENS ST	El Cerrito	E65	444
7	1500839	03-Apr-15 18:10:33	10203 SAN PABLO AVE	El Cerrito	E65	744
8	1500840	03-Apr-15 18:59:20	39 FRANCISCAN WAY	Kensington	E65	321
9	1500846	04-Apr-15 12:19:17	27 NORWOOD AVE	Kensington	E65	444
10	1500850	04-Apr-15 22:06:12	6911 GLADYS AVE	El Cerrito	E65	611X
11	1500854	05-Apr-15 10:39:27	8 HIGHGATE RD	Kensington	E65	321
12	1500867	07-Apr-15 12:06:55	8259 TERRACE DR	El Cerrito	E65	321
13	1500868	07-Apr-15 15:50:44	8666 TERRACE DR	El Cerrito	E65	445
14	1500874	08-Apr-15 09:14:07	832 BALRA DR	El Cerrito	E65	611M
15	1500880	08-Apr-15 23:12:33	7666 STOCKTON AVE	El Cerrito	E65	553
16	1500881	09-Apr-15 02:24:18	10203 SAN PABLO AVE	El Cerrito	E65	611X
17	1500888	10-Apr-15 02:17:57	846 ARLINGTON AVE	El Cerrito	E65	324
18	1500895	10-Apr-15 13:54:51	7230 FAIRMOUNT AVE	El Cerrito	E65	611X
19	1500896	10-Apr-15 14:48:54	3230 CARLSON BLVD	El Cerrito	E65	321
20	1500900	11-Apr-15 00:07:20	280 LOS ALTOS DR	Kensington	E65	622
21	1500903	11-Apr-15 14:44:37	519 KEARNEY ST	El Cerrito	E65	744
22	1500915	12-Apr-15 20:28:27	1704 WESLEY AVE	El Cerrito	E65	611F
23	1500918	13-Apr-15 01:53:11	7000 EL CERRITO PLZ	El Cerrito	E65	745
24	1500919	13-Apr-15 05:45:36	42 AVON DR	Kensington	E65	321
25	1500927	13-Apr-15 17:43:22	153 LAWSON DR	Kensington	E65	321
26	1500930	14-Apr-15 05:49:26	7000 EL CERRITO PLZ	El Cerrito	E65	735
27	1500941	15-Apr-15 11:29:15	225 EL CERRITO PLZ	El Cerrito	E65	553
28	1500946	15-Apr-15 15:03:05	2425 MIRA VISTA DR	El Cerrito	E65	740
29	1500958	16-Apr-15 21:12:26	16 HIGHLAND BLVD	Kensington	E65	322
30	1500962	17-Apr-15 09:13:11	5314 BAYVIEW AVE	Richmond	E65	611F

31	1500964	17-Apr-15 12:53:17	836 CRAFT AVE	El Cerrito	E65	321
32	1500966	17-Apr-15 16:11:14	8765 TERRACE DR	El Cerrito	E65	553
33	1500971	18-Apr-15 07:35:39	1704 WESLEY AVE	El Cerrito	E65	611F
34	1500981	19-Apr-15 18:32:16	GREEZLY PEAK/SOUTH PARK DR	Berkeley	E65	611F
35	1500982	19-Apr-15 22:05:32	988 LENEVE PL	El Cerrito	E65	321
36	1500987	20-Apr-15 16:04:52	3250 YOSEMITE AVE	El Cerrito	E65	321
37	1500991	21-Apr-15 05:52:18	38 ARDMORE DR	Kensington	E65	611M
38	1500994	21-Apr-15 08:33:18	711 COVENTRY DR	Kensington	E65	611M
39	1500995	21-Apr-15 09:07:54	10203 SAN PABLO AVE	El Cerrito	E65	743
40	1500996	21-Apr-15 09:28:03	10690 SAN PABLO AVE	El Cerrito	E65	321
41	1500998	21-Apr-15 16:12:52	10203 SAN PABLO AVE	El Cerrito	E65	744
42	1500999	21-Apr-15 16:18:08	8765 TERRACE DR	El Cerrito	E65	553
43	1501001	21-Apr-15 18:30:21	10203 SAN PABLO AVE	El Cerrito	E65	611F
44	1501002	21-Apr-15 20:12:43	10203 SAN PABLO AVE	El Cerrito	E65	744
45	1501010	22-Apr-15 22:15:56	1838 ARLINGTON BLVD	El Cerrito	E65	611F
46	1501015	23-Apr-15 09:01:13	59 EDGECROFT DR	Kensington	E65	112
47	1501017	23-Apr-15 10:39:28	601 CANON DR	Kensington	E65	740
48	1501020	23-Apr-15 15:47:56	832 BALRA DR	El Cerrito	E65	311
49	1501022	23-Apr-15 17:58:33	10203 SAN PABLO AVE	El Cerrito	E65	611F
50	1501029	24-Apr-15 09:33:18	CLUB VIEW DR	El Cerrito	E65	522
51	1501037	24-Apr-15 19:10:14	1 ARLINGTON CT	Kensington	E65	743
52	1501038	24-Apr-15 19:27:56	433 OCEAN VIEW AVE	Kensington	E65	321
53	1501047	25-Apr-15 13:48:23	127 ARLINGTON AVE	Kensington	E65	651
54	1501050	25-Apr-15 21:51:34	2000 EL CERRITO PLZ	El Cerrito	E65	743
55	1501051	25-Apr-15 22:44:42	224 STANFORD AVE	Kensington	E65	321
56	1501054	26-Apr-15 11:28:40	1611 OCEAN VIEW AVE	Kensington	E65	321
57	1501055	26-Apr-15 12:31:06	256 PURDUE AVE	Kensington	E65	553
58	1501056	26-Apr-15 13:12:01	65 HIGHGATE RD	Kensington	E65	745
59	1501070	27-Apr-15 12:05:23	5825 BAYVIEW AVE	Richmond	E65	311
60	1501074	28-Apr-15 02:31:48	134 WINDSOR AVE	Kensington	E65	321
61	1501076	28-Apr-15 12:58:36	9 Arlmont DR	Kensington	E65	522
62	1501085	30-Apr-15 12:31:04	20 KENIL WORTH DR	Kensington	E65	321
63	1501086	30-Apr-15 14:15:31	ARLINGTON BLVD	El Cerrito	E65	322

\* See Attached Table for Incident Type Explanations

Type Series	Description
100	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>
200	<i>(Over Pressure/Ruptures Explosions, Bombs)</i>
300	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>
400	<i>(Chemical Spills, Leaks, Down power Lines)</i>
500	<i>(Distress, Water/ Smoke/Odor Problems, Public Assists)</i>
600	<i>(Cancelled En Route, Wrong Location)</i>
700	<i>(Wrong Company/Unit Dispatched)</i>

# **CHIEF/PRESIDENT REPORTS**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

May 2015

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Fire Season 2015**

It's been a long, dry winter for California with record low snowpack and ideal wildfire conditions to show for it. As we enter the fourth year of a drought it is clear we should anticipate an above normal fire season. With that being said, the State's fire season really never ended in 2014.

As your Fire Chief I would like to point out the following Vegetation Management tips as a reminder regarding fire safety during the fire season.

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

These very simple tips will make you, your family and our community much safer as we head into a fire season that may be one for the record books. Stay safe out there.

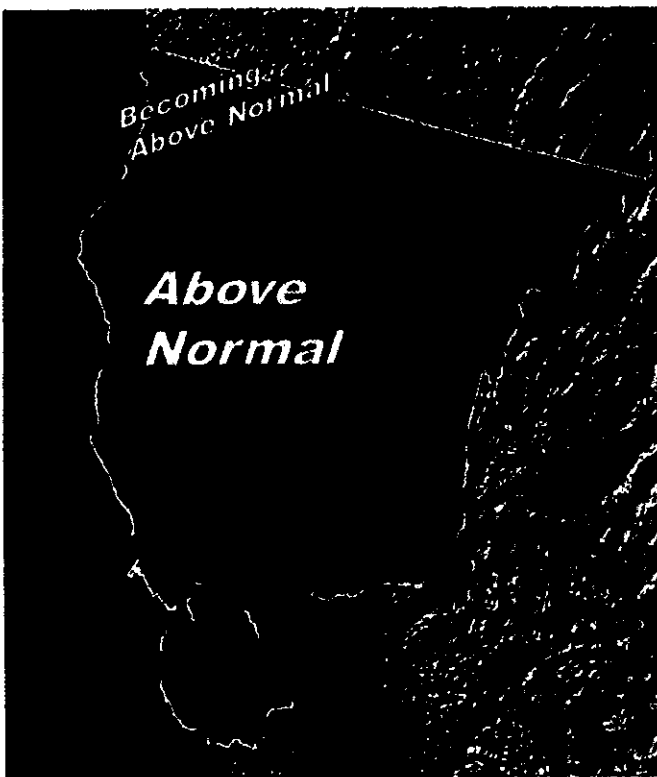
For an in-depth review of Northern California's seasonal outlook please see the attached.

# SEASONAL OUTLOOK

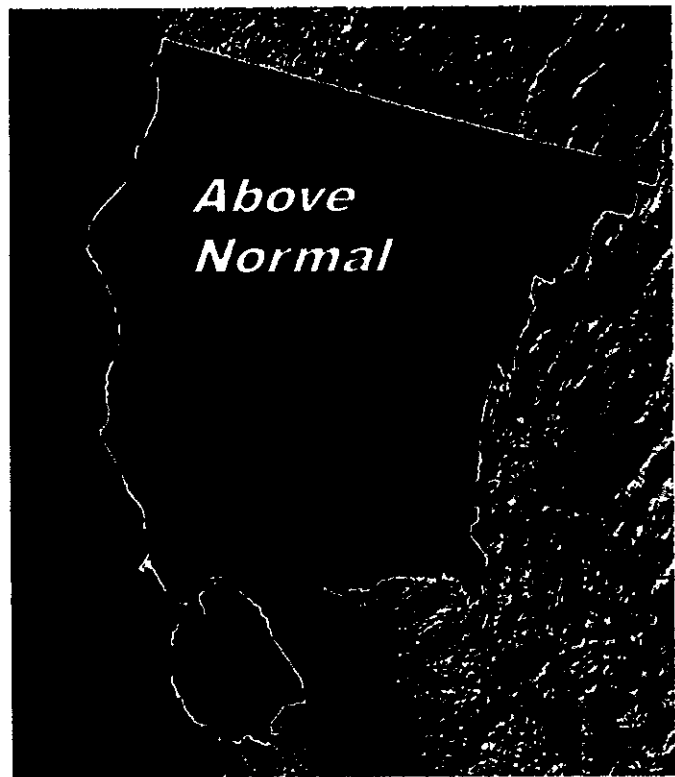
For Northern California and Hawaii

Issued May 1<sup>st</sup>, 2015

Valid for June-August 2015



June 2015



July-Aug 2015

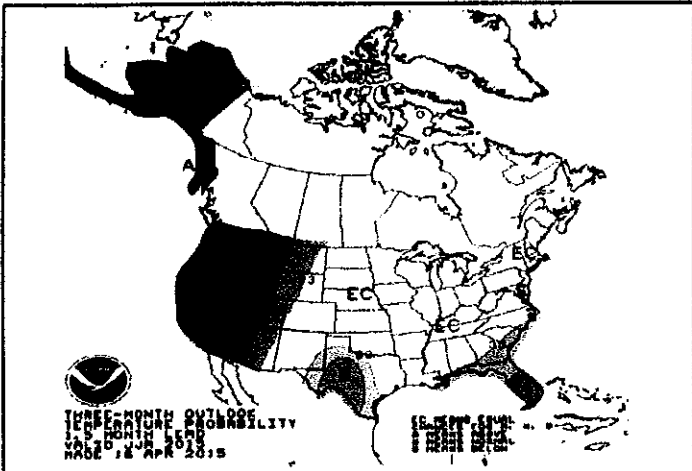
## Weather and Fuel/Fire Potential

After the driest January-April in modern history across parts of Nrn CA, long range climate outlooks show no relief thru August with **Above Normal Temperatures** (Fig 1) along with **Near to Slightly Below Normal Precipitation** (Fig 2).

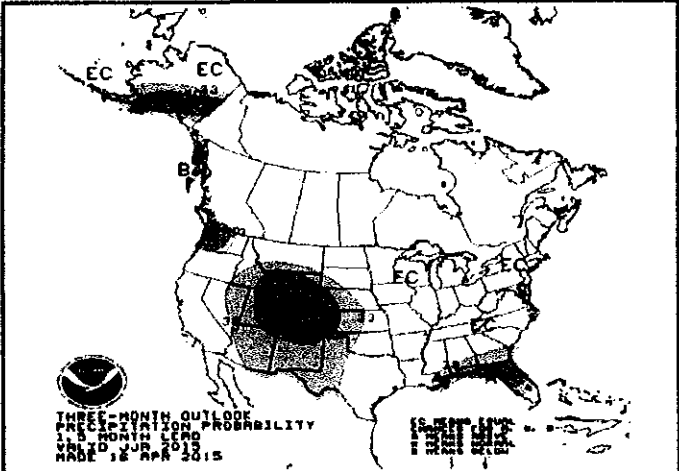
**Drought conditions remain Extreme to Exceptional** across most of Nrn CA (Fig 3) and these drought conditions are expected to worsen and expand thru August. Mountain snowpack is at all-time record low levels, only about 5% of normal (Fig 4) at a time that snowpack is typically quite deep. With so much of the high country being snow-free, green-up of live fuels in higher elevations has begun up to 8 weeks ahead of schedule. This makes lightning ignitions a significant fire threat on the upper slopes also about 6-8 weeks sooner than normal.

With above normal temperatures forecast for the period, record low snowpack, live fuels nearly 2 months ahead of schedule in the higher terrain, and no significant precipitation the next few weeks, we are now expecting **ABOVE NORMAL FIRE LARGE POTENTIAL** for most areas by June (top left)...expanding to all areas July-August (top right). Only interesting possibility of a change in the pattern is the newly developing El Nino (Fig 5). Climate Models hint at a Moderate El Nino by the end of summer thru the rest of the year (Fig 6), which may produce more unsettled weather later this summer. The El Nino situation will need to be monitored.

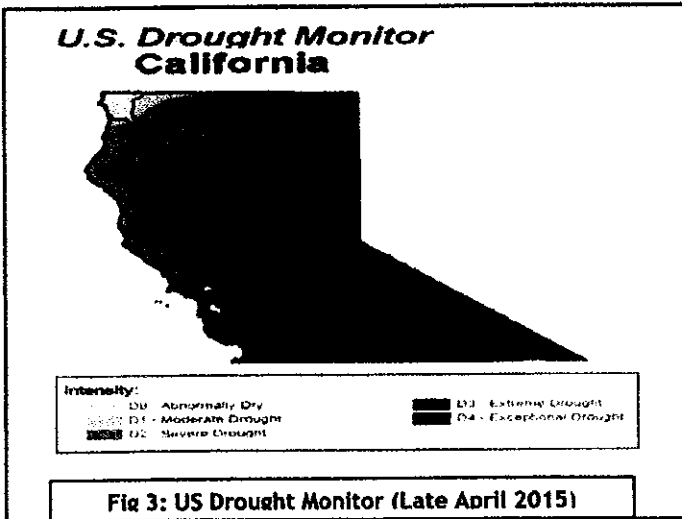
# Seasonal Outlook (continued)



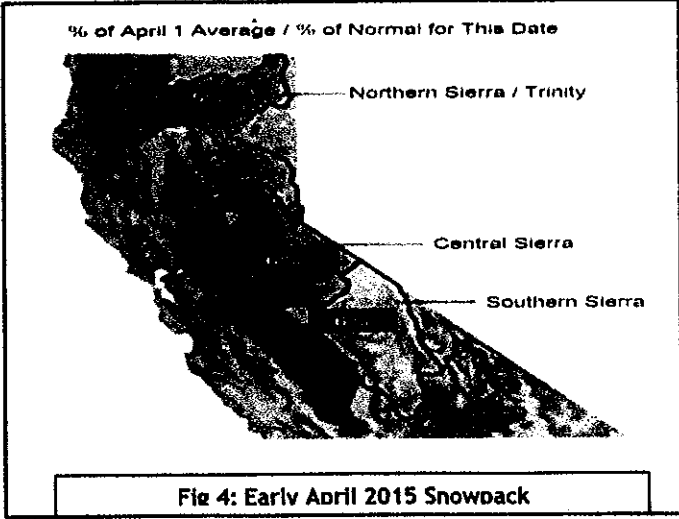
**Fig 1: CPC 90 Day Temperature Outlook June-Aug 2015**



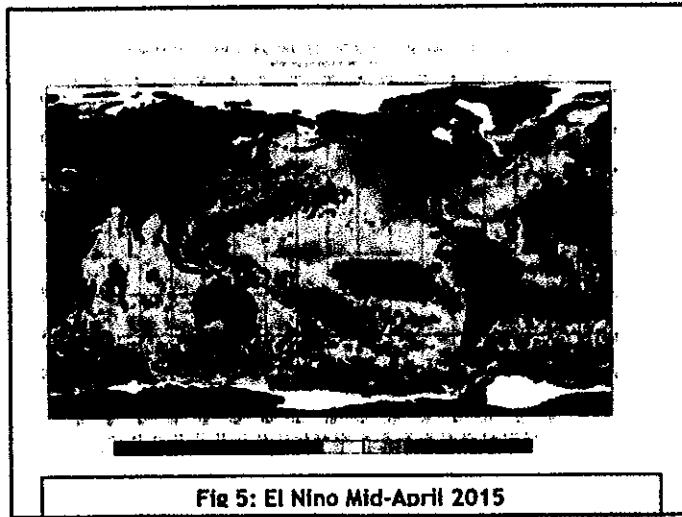
**Fig 2: CPC 90 Day Precipitation Outlook June-Aug 2015**



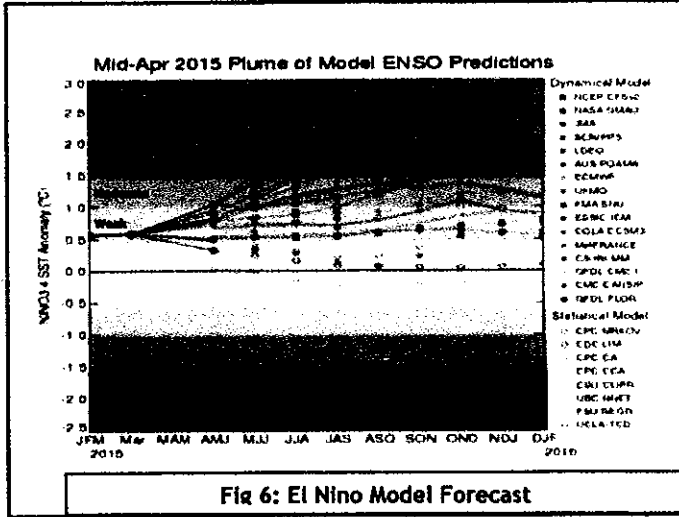
**Fig 3: US Drought Monitor (Late April 2015)**



**Fig 4: Early April 2015 Snowpack**



**Fig 5: El Nino Mid-April 2015**

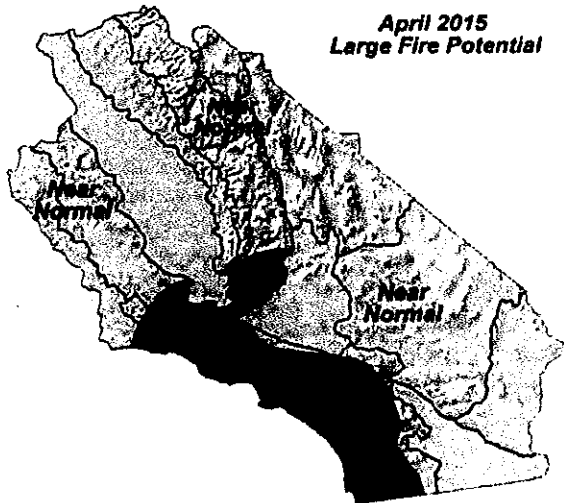


**Fig 6: El Nino Model Forecast**

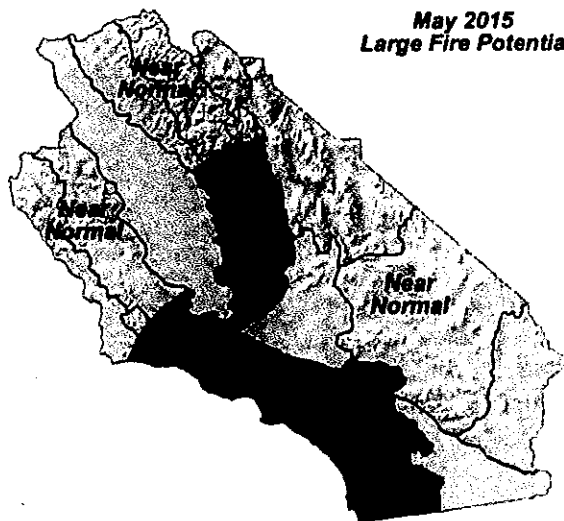


VALID: APRIL THROUGH JULY 2015

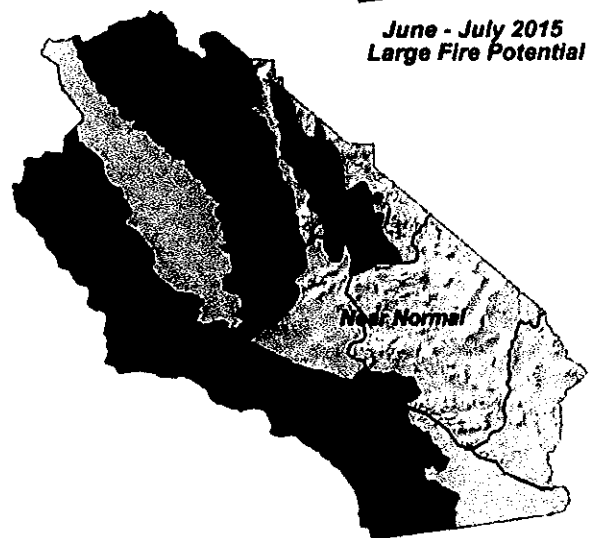
April 2015  
Large Fire Potential



May 2015  
Large Fire Potential



June - July 2015  
Large Fire Potential



## Highlights:

- No significant additional precipitation expected during the remainder of "rainy season."
- Above or much average temperatures likely through July.
- Large fire potential expanding from south to north during the period.
- High amount of bug kill trees and diseased forests will add to a high large fire potential in alpine areas.

## WEATHER DISCUSSION

A strong ridge of high pressure continued to bring hot and dry weather to the state during nearly the entire month of March. For many areas, March 2015 will go down in the record books as one of the warmest, if not *the* warmest on record. This follows one of the warmest February's on record. At the South Op's weather station in Riverside, at least 8 daily temperature records were broken. Incredibly, only the first 3 days of the month produced near or below normal temperatures. On the next 27 consecutive days, above to well above normal temperatures occurred.

During March 2015, very little rain fell after the first few days of the month. Some storms brought rain to portions of the Southwest, but in general, all areas outside the far eastern deserts have seen well under 25% of normal precipitation in March. Coupled with the warm and dry February, precipitation stands at less than 50% of normal as we exit the climatologically wettest part of the year (Figure 3, next page).

An abnormally warm Pacific Decadal Oscillation (PDO) may be partially responsible for the warm, dry pattern lately. According to the [latest PDO index](#), a highly positive index has occurred during the past three months. Values seen since December are some of the warmest wintertime values on record, which may be helping maintain the far above normal sea-surface temperatures (SST's) seen over a wide area of the Eastern Pacific (Figure 1, next page).

# PREDICTIVE SERVICES

## MONTHLY/SEASONAL OUTLOOK

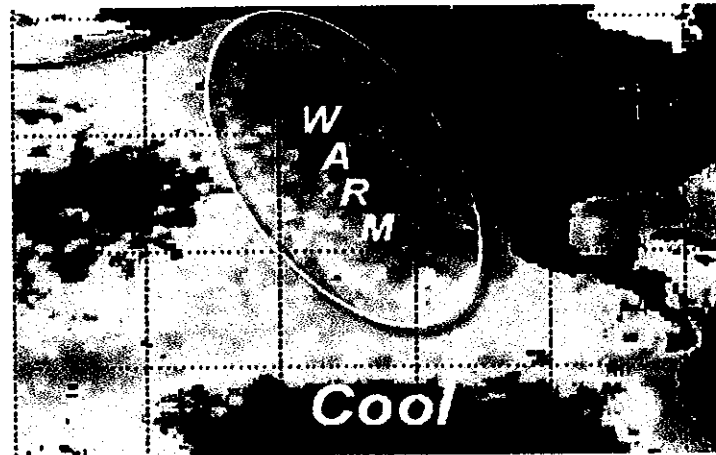
APRIL THROUGH JULY 2015

PREDICTIVE  
SERVICES

SST's are far warmer than average along the entire west coast and into the Gulf of Alaska. This contrasts with readings seen late last fall and early winter when the Gulf of Alaska had below average SST's. During that time, a deep low pressure area formed which channeled significant moisture into the state. Therefore, the wintertime rainy season got off to a promising start, only to falter during the latter months.

Ordinarily, a wide swath of warmer than normal SST's bring above normal December – February precipitation to the Southwest and drier than normal conditions to the Pacific Northwest. However, this year, the ridge off the coast was so ubiquitous that it may have been the primary factor in allowing SST's to warm to well above normal. In addition, storms in the Central Pacific have only brought occasional periods of large swells which typically produce upwelling and cooling of SST's along the coast.

Figure 1: Current SST anomalies



At the same time, waters along the ENSO regions 1+2 and 3 have cooled significantly since the first of the year. Further west, in regions 3.4 and 4, SST's remain above normal. Therefore, due to the warm waters across the Central and Western Pacific, the criteria for an El Niño have been met and the Climate Prediction Center issued an El Niño advisory. But the pattern of warm waters to the west and cool dipoles on either side may be indicative of a Modoki El Niño pattern. Rainfall is typically lower than normal along the west coast, during a Modoki pattern, particularly in California.

Therefore, since this unfavorable pattern emerged during the second half of the winter rainy season, little additional rainfall is expected through the end of the water year (which ends June 30<sup>th</sup>). The high pressure ridge shows little signs of moving on and will likely be a prevalent feature the rest of the spring. This will likely result in above to well above normal temperatures through July. In addition, the warmer than normal SST's may cause inversions above the ocean surface to be weaker. Therefore less widespread and pervasive marine layer coverage can be expected, even across coastal areas.

Offshore wind events will likely continue on an average of two or so per month, which may be a bit less frequent compared to recent years as the semi-permanence of a ridge nearby may keep offshore winds events at bay through May. At this time, it is uncertain how this year's summer monsoon may be affected by current events in the Pacific. But some long range models point to another year of above normal thunderstorm activity over the deserts in July and August.

Figure 2: Rainfall during a Mokoki El Niño

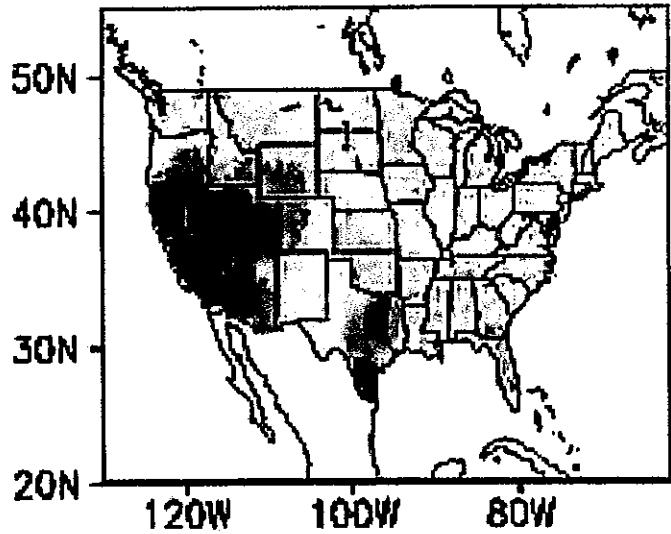
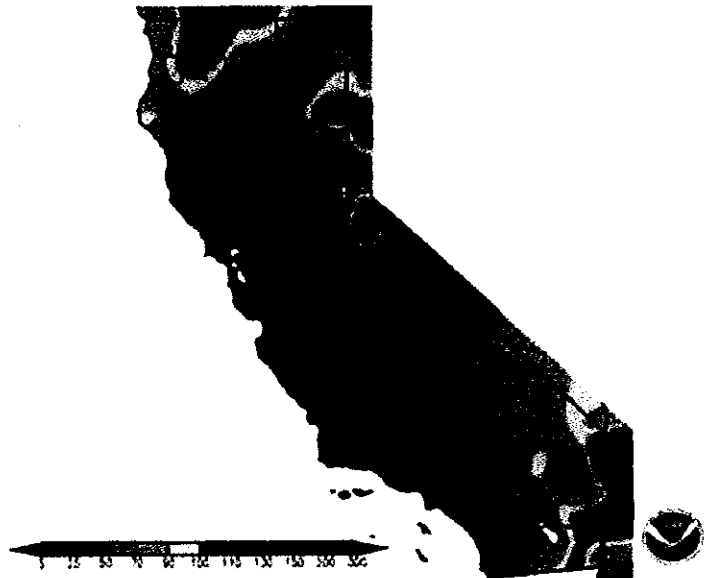


Figure 3: Percent of Normal Precipitation since late Jan. '15



# PREDICTIVE SERVICES

## MONTHLY/SEASONAL OUTLOOK

PREDICTIVE SERVICES

APRIL THROUGH JULY 2015

Figure 4: Bug-kill pines in the Sierra National Forest



### FUELS AND DROUGHT OUTLOOK:

The prolonged warm and dry pattern resulted in strong drying conditions over the area during what is normally a time of year reserved for increasing snowpack and improving reservoir storage. The last state snowpack survey which took place in late February revealed the central and southern Sierras only had about 20% of average snowpack. This number is almost certainly lower now, due to the very warm temperatures recorded in March. Unless things drastically change, complete meltout is only a few weeks away.

The 3 year drought has weakened evergreen trees in the high country, making them more susceptible to pine beetles. The pine beetle has caused significant damage to trees during the past few years and many trees have died, succumbing to the effects of drought and the beetles. Large areas have a high dead fuel component which may result in larger, more difficult to manage fires at high elevations. Bug kill areas cover most of the alpine areas of the state, but are arguably worst in the southern Sierras. This area may have an especially high potential of large fires this season. However, nearly the entire district outside of the San Joaquin Valley and the deserts will see an elevated potential of large fires the rest of the spring and early summer.

Nearly half of the district remains in D4 or exceptional drought. This number will likely increase this summer and fall which will continue to place stress on state water supplies. Reservoir storage has increased slightly over the northern half of the state due to heavy rain in late November through early January, but without the added contribution of snowpack, storage levels will continue to drop.

In summary, expect a heavier than average demand for resources the rest of the spring and summer. There will likely be a higher than average number of new starts due to extremely dry fuel conditions. Current dead fuel moisture values are at record dry levels and a lack of rain for the foreseeable future will result in exceptionally dry dead fuels during the months ahead.

Live fuels, including annual grasses, are rapidly curing at the current time. All grasses, even in shaded areas, should be cured by the second or third week of April. Native brush will begin to go dormant several weeks early this year with these plants becoming dry enough to carry fire in late May. These extremely dry fuel conditions, especially at high altitudes will cause fires to resist containment efforts, especially during hot and windy periods. Large fire potential will likely remain well above normal through the summer months. Drier than average conditions cover much of the west and out of region resource demand may also be higher than average in June and July.

Figure 5: Current Drought Monitor

### U.S. Drought Monitor California



March 24, 2015  
(Released Thursday, Mar. 26, 2015)  
Valid 7 a.m. EST

	Drought Conditions (Percent Area)					
	D0-D1	D2-D3	D4	D5	D6	D7
Current	0.1%	99.8%	0.1%	0.0%	0.0%	0.0%
Last Month (2/24/15)	0.1%	99.8%	0.1%	0.0%	0.0%	0.0%
3 Months Ago (1/24/15)	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Start of Calendar Year (1/1/15)	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
Start of Water Year (10/1/14)	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%
One Year Ago (3/24/14)	0.0%	100.0%	0.0%	0.0%	0.0%	0.0%

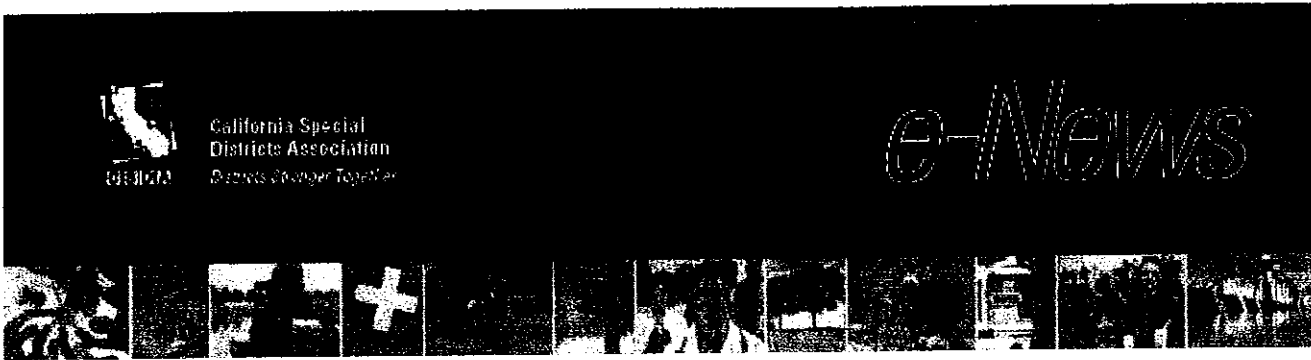
**Legend:**  
 D0-D1: Extreme Dry  
 D2-D3: Severe Drought  
 D4: Exceptional Drought  
 D5: Extreme Drought  
 D6: Catastrophic Drought  
 D7: Unprecedented Drought

The Drought Monitor is a joint effort between the U.S. Department of Agriculture and the U.S. National Oceanic and Atmospheric Administration.

**Author:**  
 Eric Furtak  
 U.S. Department of Agriculture



<http://droughtmonitor.unl.edu/>



## Restriction on Public Agency Contracts Moves Forward

Special districts should take note of [Senate Bill 239](#) (Hertzberg), a precedent-setting measure that threatens local control. This bill passed the Senate Governance and Finance Committee last week and CSDA is asking you to join a growing coalition of local agencies in opposition.

SB 239 places fire protection service agreements between public agency boards under the purview of local agency formation commissions (LAFCos). Local boards are elected by the communities that receive and pay for local services. It is the fiduciary duty of board members to make local fiscal decisions. Removing the decision-making process from the boards would shift such governance decisions to individuals who do not directly represent the residents who receive the services.

Secondly, this bill prohibits service agreements without the approval of the recognized employee organizations that represent firefighters of both the existing and proposed service providers. SB 239 would preempt the contracting process entirely to the extent that it would allow the recognized employee organizations to unilaterally veto an agreement for services. Allowing employee organizations to approve service decisions is a dangerous precedent, and would effectively eliminate the ability of a community and its representatives to decide how fire protection is governed.

This bill will next be heard by the Senate Appropriations Committee. Register your opposition today. [Download a sample letter.](#)

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)



A Proud California Special Districts Alliance Partner

## BILL ANALYSIS

SENATE COMMITTEE ON GOVERNANCE AND FINANCE  
 Senator Robert M. Hertzberg, Chair  
 2015 - 2016 Regular

Bill No:	SB 239	Hearing Date:	4/29/15
Author:	Hertzberg	Tax Levy:	No
Version:	4/23/15	Fiscal:	Yes
Consultant:	Weinberger		

LOCAL AGENCY FORMATION COMMISSIONS AND FIRE PROTECTION SERVICE CONTRACTS

Requires a LAFCO to review a contract or agreement for new or extended fire service outside of an existing service area.

Background

The Cortese-Knox-Hertzberg Local Government Reorganization Act delegates the Legislature's power to control the boundaries of cities and special districts to local agency formation commissions (LAFCOs). The Act requires that cities and districts must get a LAFCO's written approval before they can serve territory outside their boundaries (AB 1553, Gotch, 1993).

However, LAFCO approval is not required for contracts or agreements solely involving two or more public agencies where the public service to be provided is an alternative to, or substitute for, public services already being provided by an existing public service provider and where the level of service to be provided is consistent with the level of service contemplated by the existing service provider.

State law allows cities and fire protection districts to contract with a county to provide fire protection services within the local agency's jurisdiction. Similarly, local governments may contract with the California Department of Forestry and Fire Protection (CAL FIRE) to provide fire

SB 239 (Hertzberg) 4/23/15  
 of ?

Page 2

protection services. CAL FIRE is providing fire protection services within nearly 150 local jurisdictions pursuant to cooperative agreements.

Some of these contracts and cooperative agreements result in a local department shifting all responsibility for providing fire protection services to a county or CAL FIRE, while others supplement existing local fire services with additional services provided by a county or CAL FIRE. However, because these contracts and agreements solely involve public agencies and existing services, they are not subject to LAFCO approval.

In some communities that recently entered into contracts or agreements that shifted the responsibility for providing fire protection services from one public agency to another, the agreements have generated controversy while failing to produce anticipated cost savings and administrative efficiencies. As a result, firefighters' labor union officials want the Legislature to require LAFCOs to give fire protection service contracts and agreements more scrutiny than is required under current law.

Proposed Law

Senate Bill 239 requires a public agency to obtain a LAFCO's approval to provide new or extended services under a fire protection reorganization contract, pursuant to a specified approval process.

SB 239 defines a "fire protection reorganization contract" as a contract or agreement that:

Is for the exercise of new or extended fire protection services outside a public agency's current service area;

Is executed pursuant to specified statutes allowing local governments and CALFIRE to enter into fire protection service contracts and agreements; and,

Does either of the following:

- o Transfers responsibility for providing services in more than 25% of the service area of any

SB 239 (Hertzberg) 4/23/15  
of ?

Page 3

public agency affected by the contract or agreement.

- o Changes the employment status of more than 25% of the employees of any public agency affected by the contract or agreement.

SB 239 applies the definition of a fire protection reorganization contract to a contract or agreement that, in combination with other contracts or agreements, meets the bill's definition of a fire protection contract.

SB 239 requires a public agency to initiate a request for commission approval of services provided under a fire protection reorganization contract by adopting a resolution of application as follows:

The legislative body of a public agency that is not a state agency must adopt a resolution of application proposing to provide new or extended services outside the public agency's current service area.

The director of a state agency must initiate an application, which must be approved by the Governor.

SB 239 requires that the legislative body of a public agency or the director of a state agency must do all of the following before submitting a resolution of application to the commission:

Obtain and submit with the resolution a written agreement validated and executed by each affected public agency and recognized employee organization that represents firefighters of the existing and proposed service providers consenting to the proposed change of organization.

Conduct an open and public hearing on the resolution.

SB 239 requires that a proposal for a change of organization must be submitted with a plan for services prepared pursuant to specified statutory requirements. The plan for services must include:

A total cost estimate for providing new or extended services.

The estimated cost of the new or extended services to customers.

An identification of existing service providers and the

SB 239 (Hertzberg) 4/23/15  
of ?

Page 4

potential fiscal impact to the customers of those existing providers.

A plan for financing the exercise of the new or extended services.

Alternatives for the exercise of the new or extended services.

SB 239 requires a public agency to cause to be prepared by contract an independent comprehensive fiscal analysis that reviews and documents:

The costs to the public agency that has proposed to provide new or extended services during the three fiscal years following a public agency entering into a contract to provide new or extended services outside its current service area by contract or agreement, in accordance with the following requirements:

- o The analysis must include all direct and indirect cost impacts to the existing service provider in the affected territory.
- o The analysis must review how the existing service provider's costs compare to the service costs in areas with similar populations and of similar geographic size that provide a similar level and range of services. The analysis must make a reasonable determination of the costs expected to be borne by the public agency providing new or extended services.

The revenues of the public agency that has proposed a new or extended service outside its current service area during the three fiscal years following the effective date of a contract or agreement with another public agency to provide a new or extended service.

The effects on the costs and revenues of any affected public agency, including the public agency proposing to provide the new or extended service, during the three fiscal years that the new or extended service will be provided.

Any other information and analysis needed to support the

SB 239 (Hertzberg) 4/23/15  
of ?

Page 5

findings that a LAFCO must make to approve services under a fire protection reorganization contract.

SB 239 requires the clerk of the legislative body of a public agency or the director of a state agency adopting a resolution of application to file a certified copy of the resolution with the LAFCO executive officer. The bill specifies how a LAFCO must process resolutions of application submitted to the executive officer.

SB 239 requires a LAFCO to review and approve, disapprove, or approve with conditions a fire protection reorganization contract after a public hearing called and held for that purpose. The bill allows an applicant to request reconsideration if a contract is disapproved or approved with conditions.

SB 239 generally prohibits a LAFCO from approving an application unless the LAFCO determines that the public agency will have sufficient revenues to carry out the exercise of the new or extended services outside its current area. However, if the LAFCO has determined that the public agency will not have sufficient revenue to provide the proposed new or different functions or class of services, SB 239 allows a LAFCO to approve an application if the commission conditions its approval on the concurrent approval of sufficient revenue sources pursuant to state law. In approving an application, the LAFCO must provide that if the revenue sources are not approved, the public agency's authority to provide new or extended services must not be exercised.

SB 239 prohibits a LAFCO from approving an application for approval of a fire protection reorganization contract unless the LAFCO finds, based on the entire record, all of the following:

The proposed exercise of new or extended services outside a public agency's current service area is consistent with the Cortese-Knox-Hertzberg Act.

The commission has reviewed the comprehensive fiscal analysis.

The commission has reviewed the testimony presented at the public hearing.

SB 239 (Hertzberg) 4/23/15  
of ?

Page 6

The proposed affected territory is expected to receive revenues sufficient to provide public services and facilities and a reasonable reserve during the three fiscal

years following the effective date of the contract or agreement between the public agencies to provide a new or extended service.

SB 239 specifies the manner in which a LAFCO executive officer must provide public notice by mail, in a newspaper, and on the Internet, of a hearing to review an application for approval of a fire protection reorganization contract. The bill allows a LAFCO to continue a hearing and requires that a LAFCO must hear and consider oral or written testimony presented by any affected local agency, affected county, or any interested person who appears at the hearing.

SB 239 specifies that a fire protection reorganization contract is exempt from the statute that governs LAFCOs' approval of extraterritorial service contracts.

The bill makes additional technical and conforming changes to the Cortese-Knox-Hertzberg Act.

#### State Revenue Impact

No estimate.

#### Comments

1. Purpose of the bill . When a contract or agreement between two public agencies makes substantial changes to the administration of fire protection services in a community, it deserves to be scrutinized by LAFCO in a manner that is similar to how a detachment and annexation of fire protection services would be scrutinized under current law. When the Legislature enacted the 1993 Gotch bill requiring LAFCO review of some extraterritorial service contracts, it did so in response to concerns that local governments were using service contracts to circumvent LAFCO review of major changes to local service delivery. However, the review requirement for extraterritorial service contracts contained a substantial loophole for contracts that only involved public agencies. SB 239 will narrow that

SB 239 (Hertzberg) 4/23/15  
of ?

Page 7

loophole. Some recent fire protection service contracts between public agencies have resulted in costly litigation and generated deep divisions among community members. Other agreements have been jeopardized by public officials' reliance on financial data that later was determined to be inaccurate. Problems like these can be avoided by providing more opportunities for the public to review and consider independent analyses of proposed changes to fire service delivery in their communities. By requiring a public agency to submit a plan for extended services for fire protection to LAFCO for review and approval, SB 239 will ensure that the details of service delivery and costs are thoroughly and independently examined, which will benefit the residents, the public agency and the firefighters in all of the affected areas. \_

2. Local control . Local voters elect county supervisors, city council members, and special district board members to make public policy in response to local needs. Local elected officials strive to provide their communities' residents with the best services at the most reasonable cost. They have to answer to residents who are displeased with the quality and cost of their services. As a result, a decision to enter into a contract with another public agency to provide fire protection services is a decision that elected officials make only after considering the fiscal, administrative, and service delivery implications for their communities. By requiring LAFCO review of fire protection reorganization contracts, SB 239 diminishes local officials' autonomy to contract for fire protection services in the manner that they determine will best serve their constituents. \_

3. Delegation of powers . SB 239 prohibits a LAFCO from considering an application for approval of new or extended fire protection service unless the application is accompanied by a written agreement validated and executed by each affected public agency and recognized employee organization that represents firefighters of the existing and proposed service providers. This requirement effectively gives some local officials and private employee organizations authority to decide whether or not a LAFCO can consider an application. The California Constitution gives the State Legislature complete authority to create local governments and set their boundaries. Because the Legislature has delegated much of its authority over city and special district boundaries to each county's LAFCO, LAFCOs are



SB 239 (Hertzberg) 4/23/15  
of ?

Page 8

exercising a legislative power when they make decisions about changes to local governments' organization. By empowering local officials and labor organizations to determine whether a proposal for new or extended services can be reviewed by a LAFCO, SB 239 may delegate some legislative powers to those other parties. As a general doctrine, the power to make laws must be exercised by the Legislature, and may not be delegated. However, courts have frequently upheld the delegation of legislative powers to public boards or officers if the statutes specify definite standards to be used to carry out the delegated legislative purposes. By contrast, courts have invalidated statutes that delegate uncontrolled discretion to third parties.

Granting local officials and employee organizations full discretion to determine which proposed changes of organization a LAFCO can consider may not be consistent with judicial interpretations of the nondelegation doctrine. ...

4. Next in line ? Fire protection services aren't the only kind of public service that local agencies provide outside of their boundaries pursuant to contracts with other public agencies. Local agencies commonly contract for law enforcement services, utility services, and park and recreation services, among others. Enacting SB 239 may invite requests from other interest groups for LAFCOs to more carefully scrutinize other types of contracts for services provided outside of existing service areas.

5. Mandate . The Legislative Counsel's Office says that SB 239 would impose a state-mandated local program because it requires local government officials to perform additional duties related to the approval of fire protection reorganization contracts. The California Constitution generally requires the state to reimburse the costs of new or expanded state mandated local programs. However, on June 3, 2014, California voters approved Proposition 42, which amended the California Constitution to require local agencies to comply with the California Public Records Act. Proposition 42 also requires local agencies to comply with any subsequent statutory enactment amending the Public Records Act that contains specified findings that the newly enacted statute furthers specified constitutional provisions guaranteeing public access to public agency meetings and records. SB 239 contains legislative findings that the bill furthers the purpose of Section 3 of Article I of the California Constitution by providing for notice in accordance with existing

SB 239 (Hertzberg) 4/23/15  
of ?

Page 9

provisions of open meeting statutes. As a result, SB 239 disclaims the state's responsibility for reimbursing local governments' costs of complying with the bill's requirements.

SB 239 (Hertzberg) 4/23/15  
of ?

Page 10

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Support and  
Opposition (4/23/15)

Support : California Professional Firefighters; CALFIRE Local 2881; California Labor Federation.

Opposition : Alameda County LAFCO; Apple Valley Fire Protection District; California Association of LAFCOs; California Building Industry Association; California Special Districts Association; California State Association of Counties; Contra Costa County LAFCO; Covelo Fire Protection District; Happy Valley Fire Protection District; Fire Districts Association of California; Hesperia Recreation and Park District; League of California Cities; Los Angeles County LAFCO; Rural County Representatives of California; San Mateo County LAFCO; Sanatoga Fire District; Shasta Lake Fire Protection District; Squaw Valley Public Service District.

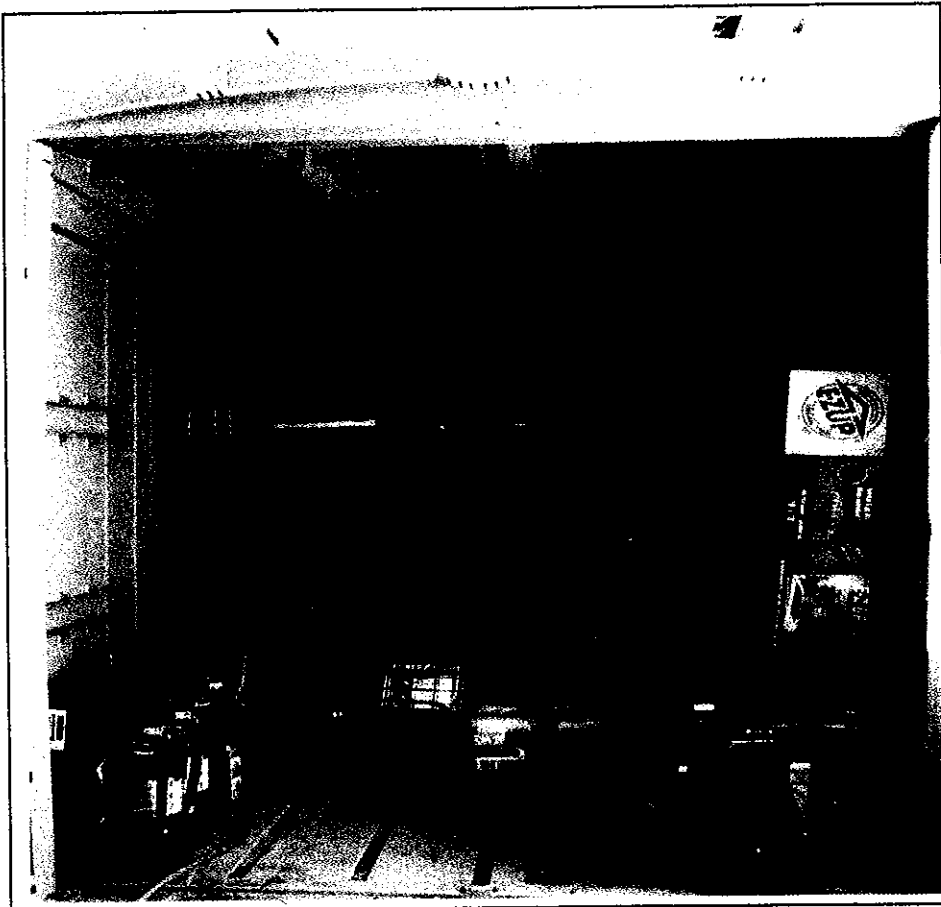
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# **NEW BUSINESS**



**City of Berkeley**

**COMMUNITY EMERGENCY SUPPLY PROGRAM  
APPLICATION**



This packet contains an application, criteria, and supporting information  
for the Community Emergency Supply Program

Please return application by Friday May 29, 2015, 5:00 p.m.

2100 Martin Luther King, Jr. Way, Berkeley, CA 94704

**APPLICATION FOR FY2015  
COMMUNITY EMERGENCY SUPPLY PROGRAM**

RETURN BY May 29, 2015, 5:00 P.M.

After a catastrophic earthquake, government resources (people and supplies) may not be available for several days. It is essential that every household, family, neighborhood and building resident be prepared to survive for five to seven days until utilities and services can be restored. The criteria below reflect the standards of a prepared neighborhood/group. Please score your neighborhood/group's level of preparedness as accurately as possible.

**Name of Neighborhood Group, Apartment Building, or Association(s):**

**Neighborhood, Apartment Building or Association Coordinator(s) Name:**

<b>(Address)</b>	<b>(Zip)</b>	<b>(Phone)</b>	<b>(E-mail Address)</b>
------------------	--------------	----------------	-------------------------

**Addresses covered:** \_\_\_\_\_

**Number of Households:** \_\_\_\_\_

**Number of neighborhoods involved:** \_\_\_\_\_

**Length of time organized for disaster preparedness:** \_\_\_\_\_

**QUALIFYING CRITERIA**

1. Your group has been organized for at least three years or demonstrate group organization and sustainability;
2. Your group has satisfied at least **six of the nine** steps of becoming a disaster resistant neighborhood;
3. Your group has at least **eight people** trained and formed into Disaster Medical Operations, Fire Safety, and Light Search and Rescue teams.

**SEE NEXT PAGE**

**CRITERIA: CERT TEAMS** Please fill in the numbers of persons trained or qualified.

**CORE CERT TEAMS:**

	Points/ Person	Enter numbers below:	This Column For Staff Use
		No. Persons Qualified	Total Points/ Neighborhood
CERT* Disaster Medical Operations. <i>Minimum of 4 Persons</i>	4		
CERT* Fire Safety. <i>Minimum of 4 persons</i>	4		
CERT* Light Search and Rescue. <i>Minimum of 4 persons</i>	4		
CERT* Organization. <i>Minimum of 2 Persons</i>	4		
<b>DESIRABLE ADDITIONAL TEAMS/SKILLS</b>			
CERT* Disaster Mental Health	1		
CERT* Shelter Operations	1		
CERT* Pandemic Influenza	1		
Professional Medical Training	1		
Professional Fire Suppression Training	4		
Professional Trauma Counseling Training	1		
Construction Skills Useful in a Disaster	1		
Qualified Ham Radio Operation	4		
<b>Total points for CERT Teams/skills</b>			

\* Individuals either must either be currently registered in or have completed training since 2006.

**CRITERIA: EIGHT STEPS.** Answer YES or NO for each neighborhood preparedness component completed. Attach details/explanation if necessary.:

**BASIC PREPARATIONS**

	Possible points	YES or NO	This Column For Staff Use
			Points/ Neighborhood
Coordinator(s) per 30 –50 households and regular Meetings established	3		
Designated neighborhood/building emergency supply location & emergency assembly point	2		
Established phone tree communication plan	3		
Assessment of level of neighborhood/building preparedness, including 3 days food/water per household & emergency supplies and tools. Giver percentage of prepared households.**	__%**		
Neighborhood/building hazard assessment completed	3		
Map of gas and water shut-off valves developed and team assigned to check and turn off as needed	2		

(continued next page)

List of neighbors requiring special assistance in a disaster	1		
Neighborhood/building supplies and materials stored	8		
<b>DESIRABLE ADDITIONAL PREPAREDNESS</b>			
Home or building earthquake retrofitting. Give percentage of houses**	__%**		
Extra points for involving surrounding neighborhoods in planning efforts	5/block		
<b>Total Points for neighborhood or building group</b>			

\*\*1-25% of households=1 pt.; 26-50%=2 pts.; 51-75%=3 pts.; 76-100% =4 pts.

<b>Grand Total of points for Individuals + Neighborhood/Group (Staff Use Only)</b>	
--	--

<b>Final determination to be made by City Staff</b>	<b>This column for Staff Use</b>
I (we) understand that the level of neighborhood/building preparedness is one of three criteria used to determine the award of supply caches. Other factors include: providing an <i>even distribution of equipment</i> throughout the City, and a <i>risk assessment</i> for potential sites as determined by the Fire Department.	
<b>Geographical Distribution</b>	
<b>Risk Assessment</b>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Return to:** City of Berkeley Fire and Emergency Services  
 2100 Martin Luther King, Jr. Way  
 2<sup>nd</sup> Floor -C/O OES/Community Emergency Supply Program  
 Berkeley, CA 94704

**FY 2012 Community Disaster Supply Program  
Berkeley Fire Department/Office of Emergency Services  
January 2015**

**EMERGENCY SUPPLY CONTENTS**  
(Subject to change based upon availability and pricing)

<b>EACH KIT CONTAINS</b>	<b>Number of Items</b>
<b>STORAGE CONTAINER: 5'5"W x 6'D x 6'5" H</b>	1
Combination Padlock	1
50 person Medical Kit	1
5000 Watt Generator	1
10 x10 Dome Canopy	1
<b>LIGHTING</b>	
Utility Lamp 500 W	4
7' Tripod Light	1
Power Strip	2
12/3-50' Extension Cords	4
<b>COMMUNICATION EQUIPMENT</b>	
F/S Portable Radios	6
AM/FM Radio	1
<b>PROTECTIVE WEAR</b>	
Hard Hats	6
Small Work Gloves	3
Medium work gloves	3
X Large work gloves	3
Light Duty Dust Masks	6
Protective Goggles	6
<b>TOOLS AND SUPPLIES</b>	
36" Axe	1
3" X 1000' rolls caution tape	2
Duct Tape	4 rolls
Hammers	3
Flashlights	2
Can opener	1
<b>FIRE SUPPRESSION</b>	
ABC Fire Extinguishers	2
3/4" fire hose, 50 feet each	4
Hose nozzles, brass	4
1" diameter to garden hose increase coupling	4
1" nozzle, aluminum	4
1" SHUT OFF VALVE	1
Backpack pump and bag 5 gallon	1
Collapsible yellow pails, 3 gallon	1



**LETTER OF UNDERSTANDING BETWEEN  
\_\_\_\_\_ AND THE  
CITY OF BERKELEY**

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, constitutes a Letter of Understanding ("LOU") between the City of Berkeley ("CITY") and the

\_\_\_\_\_  
("NEIGHBORHOOD/GROUP") regarding the pre-placement of containers filled with emergency supplies in designated areas of each Council District as a precautionary measure in the event of a disaster.

## **I. BACKGROUND**

As a result of the 1989 Loma Prieta Earthquake, the 1991 East Bay Hills Fire, and the 2005 Hurricane Katrina tragedy, the Mayor and City Council accelerated disaster planning throughout the City. An important component of that planning is the availability of emergency supplies should a catastrophic disaster occur, and the City's neighborhoods and Apartment Building groups are an integral component of disaster planning. In a catastrophic disaster, government resources (people and supplies) may not be available for several days following the event. It is essential that every household, family, apartment tenant and neighborhood be prepared to survive for five to seven days until utilities and services can be restored.

In addition to providing for the emergency needs of the City's residents, supplies located in the neighborhoods would greatly assist the City's response to local disasters. The City and NEIGHBORHOOD/GROUP have established and wish to continue a partnership to provide emergency containers with basic medical, search and rescue and other supplies for such an occurrence. The City will provide the initial supplies and the container to store the supplies to the NEIGHBORHOOD/GROUP without charge. By executing this agreement, the NEIGHBORHOOD/GROUP acknowledges that all members of the NEIGHBORHOOD/GROUP have been or will be made aware by the undersigned NEIGHBORHOOD/GROUP representative that participation in the NEIGHBORHOOD/GROUP is voluntary, and that certain tasks could involve lifting objects, operating vehicles, and other miscellaneous activities that occur in making voluntary preparations for a disaster, and possibly taking voluntary action during a disaster. Except as specifically provided for in this agreement, by providing these emergency supplies and containers, the City does not create any continuing obligation to provide additional supplies or containers in the future.

## **II. DEFINITION, USE AND RESPONSIBILITIES**

### **A. Disaster Defined**

For purposes of this LOU, a disaster shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City, caused by such conditions as fire, flood, storm, epidemic, toxic hazards, earthquake, or other conditions as declared by the City including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the City.

**B. Purposes and Use of Emergency Supplies:**

The primary purpose of the City of Berkeley's Supplemental Emergency Supply Program is to provide backup emergency equipment to serve the greatest number of residents in the event of an emergency/disaster. The provided containers shall only be used for emergency supplies and equipment. City emergency response personnel may use container contents for purposes of managing a local emergency.

**C. Responsibilities:**

**NEIGHBORHOOD/GROUP Responsibilities:**

**1. Non-disaster:**

- Identify site and host the supplies in secure area;
- Maintain emergency supplies;
- Replace supplies when used;
- Hold regular meetings to plan for emergencies;
- Identify up to three individuals responsible to hold keys and who will be responsible for opening the container.
- Complete regular CERT training to maintain skills and ability to use equipment, refreshing every three years.
- Hold annual neighborhood/building based disaster drills.

**2. Post-Disaster Response Recovery**

- Use container supplies to support the City's response efforts in a coordinated manner.
- Use equipment to serve the greatest number of residents in your group.
- Develop teams to assess neighborhood/building needs and provide equipment for teams to use, e.g. search and rescue, fire suppression, medical, sheltering, etc.
- Use communication equipment to communicate with each other (two way radios), with other cache sites.
- Maintain situation status board to track activity and location of resources and responders;
- Maintain command post until no longer needed;
- Communicate with the Berkeley Fire Department when they are able to come and assist with rescue efforts.

**III. Ownership of Cache Supplies:**

A. The containers and their contents are owned by the hosting NEIGHBORHOOD/GROUP. The NEIGHBORHOOD/GROUP agrees to host the cache indefinitely and use it for the purposes identified above. Should the

NEIGHBORHOOD/GROUP determine they are no longer able to maintain the cache, the NEIGHBORHOOD/GROUP shall contact the Berkeley Fire Department to reassign the cache to another qualifying neighborhood/group in the same District.

B. Should an emergency occur in the nearby area deeming it necessary, in the City's sole discretion, to use the cache supplies, the City may access and use the supplies for the emergency, and call on the residents to assist. In that event, the City is responsible for replacing the supplies used for that emergency.

**IV. Who uses supplies?**

The supplies are intended to serve the NEIGHBORHOOD/GROUP's residents under the leadership of the NEIGHBORHOOD/GROUP. If necessary, the City may use the supplies in an emergency.

**V. How the supplies will be used:**

To carry out response and recovery efforts in disasters and for training purposes.

**VI. How the containers will be accessed:**

The NEIGHBORHOOD/GROUP will hold keys for the containers. The containers may be accessed by at least three individuals holding keys in the hosting neighborhood or building.

**VII. Maintenance of containers and supplies;**

NEIGHBORHOOD/GROUP shall maintain the containers and supplies, including efforts to avoid such problems as leakage and pest infestation, in order to prolong their use as storage bins for emergency supplies. Both parties recognize that any built structure has a useful, but inevitable lifespan. Security of the container and supplies is a recognized consideration of maintenance. NEIGHBORHOOD/GROUP shall secure the container and supplies from theft and damage with the best efforts practicable. The NEIGHBORHOOD/GROUP is responsible for replacing supplies that are damaged or lost due to theft. Nothing in this agreement shall mandate additional expenditures by the NEIGHBORHOOD/GROUP or City. Supplies used for emergencies shall be replaced in a timely manner by the entities that use them, either by the City or the hosting NEIGHBORHOOD/GROUP.

**VII. Standard Supplies Inventory:**

A suggested basic inventory of supplies has been developed by the City in order to ensure that appropriate supplies are available for disasters. (See attachment A).

**IX. Disclaimer -- (legal)**

**A. Entire Agreement**

The terms and conditions of this LOU, all exhibits attached and any documents expressly incorporated by reference represent the entire LOU between the parties with respect to the subject matter of this LOU. This LOU shall supersede any and all prior agreements, oral or written, regarding the subject matter between the City and NEIGHBORHOOD/GROUP. No other contract, statement, or promise relating to the subject matter of this LOU shall be valid or binding except by a written amendment to this LOU.

**B. Severability**

If any part of this LOU or the application thereof is declared invalid for any reason, such invalidity shall not affect the other provisions of this LOU which can be given effect without the invalid provision or application, and to this end the provisions of this LOU are declared severable.

**C. Amendments**

The terms and conditions of this LOU shall not be altered or otherwise modified except by a written amendment to this LOU which can be given affect without the invalid provision or application, and to this end the provisions of this LOU are declared to be severable.

IN WITNESS WHEREOF, \_\_\_\_\_ NEIGHBORHOOD/GROUP and City have executed this LOU as of the date written in the first paragraph of this Agreement.

\_\_\_\_\_  
NEIGHBORHOOD or GROUP

By: \_\_\_\_\_  
Representative

\_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

By \_\_\_\_\_  
City Manager

Approved as to Form

By \_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Registered by

\_\_\_\_\_  
City Auditor

Attest:

\_\_\_\_\_  
City Clerk

CITY OF BERKELEY  
Fire Department/Office of Emergency Services (OES)

NINE STEPS TO BECOME A DISASTER RESISTANT  
NEIGHBORHOOD/GROUP

After a catastrophic earthquake or other disaster, government resources (city response agencies and supplies) may not be available for several days, up to a week. Disaster Resistant Neighborhoods/Groups will be more prepared to be self-sustained until services can be restored.

Each household, apartment building and group member must take at least one free Community Emergency Response Team (CERT) training class provided by the Berkeley Fire Department, and prepared to survive on their own for 5-7 days by completing the Five Critical Steps to Take to Prepare for an Earthquake. Members of a neighborhood or apartment building group can then come together to make a group plan.

Elements of a plan include these actions:

- 1) **Set a regular meeting date, time and place.**
- 2) **Identify at least one group coordinator**
  - a. At least one coordinator for each block of 20-40 households/or apartment units.
  - b. Role of Coordinator:
    - ◆ Calls meetings
    - ◆ Distributes information
    - ◆ Builds CERT response teams
    - ◆ Keeps track of preparedness developments, identifies needs
    - ◆ Signs up for CERT class announcements.
- 3) **Develop a Group Communication Plan**
  - ◆ Phone tree/e-mail list/contact information sheet
  - ◆ Include a survey for special needs and skills
  - ◆ Identify communication devices: Ham/CB radios, walkie-talkies, and operators.
- 4) **Develop Response Teams with Team Leaders and take City provided CERT classes**
  - ◆ Medical/First Aid Team
  - ◆ Damage Assessment/Light Search and Rescue Team
  - ◆ Fire Suppression Team
  - ◆ Logistics/Shelter/Food Team
  - ◆ Communication Team

**5) Identify an assembly point:**

- ◆ Identify one or two assembly points for everyone if needed;
- ◆ Safe, away from overhead wires and other hazards
- ◆ Identify closest fire station

**6) Conduct group/building hazard assessment tour**

- ◆ Draw a plot map of your neighborhood or building
- ◆ Assemble small team to:
  1. Identify potential hazards: power lines, chemicals, flooding, repairs, lighting, etc.
  2. Make note of possible problems or hazards on map/plan

**7) Identify gas, electric, water shut off valves**

- ◆ Locate and mark on plot map:
  1. **Gas meters** - turn off valves next to meter on inlet pipe with meter wrench
  2. **Electric panel or box** - main switch or breaker
  3. **Water** - locate “angle stop” or “curb cock” on street side of water meter – shuts off water to meter  
**Tool:** “curb-cock key”
- ◆ Assign a team to check and turn off utilities.<sup>1</sup>

**8) Special Needs Check in**

- ◆ Identify people/children with special needs to check on if needed
- ◆ For electrically/oxygen dependent people, register with Easy Does It Services, located at 1936 University Avenue #191, (510) 845-5513, E-mail: [info@easydoesitservices.org](mailto:info@easydoesitservices.org). Easy Does It Disability Assistance compiles a detailed database to assist disaster planning for disabled residents of Berkeley.

**9) Supplies and Materials Stored**

- ◆ Determine supplies needed for neighborhood or building
- ◆ Develop plan for purchasing supplies and equipment
- ◆ Identify site and containers for storing
- ◆ Develop a plan for maintaining perishables

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<sup>1</sup> It is commonly agreed that the gas meters should not be turned off unless leaking gas is detected and/or fire is imminent.

## FREQUENTLY ASKED QUESTIONS

**1. What defines the boundaries for a “disaster prepared” group or neighborhood?**

**ANSWER:** Groups define their own boundaries. It can be a one block neighborhood, along with adjoining neighborhoods, an apartment building, or houses close enough so people get to know one another and feel comfortable sharing basic information.

**2. What about those households who don’t get involved?**

**ANSWER:** It’s rare that there’s 100% involvement. Groups of even 10 members can make a difference and provide leadership to the rest of the neighborhood. In a crisis, most neighbors usually come together.

**3. How do I request a speaker from the Fire Department to come out and talk to my group?**

**ANSWER:** Groups can request a speaker to provide a presentation on the five critical steps to take to prepare for a disaster and how to organize your neighborhood into response teams by calling the Berkeley Fire Department at (510) 981-5605 or email [oes@cityofberkeley.info](mailto:oes@cityofberkeley.info)

**4. What supplies should a group assemble for emergencies?**

**ANSWER:** Suggested groups supply lists can be found on the OES website, [www.cityofberkeley.info/fire/OES/](http://www.cityofberkeley.info/fire/OES/). The City of Berkeley also has a “Community Emergency Supply Program” that it administers when funds are available. To learn more about the program see the OES website.

**5. What are the “Five Critical Steps to Take to Prepare for an Earthquake?”**

**ANSWER:** This brochure can be obtained from the Berkeley Fire Department, Office of Emergency Services, 2100 Martin Luther King, Jr. Way, Berkeley, CA 94704, or from the OES website.

**6. What is a “hazard hunt?”**

**ANSWER:** It is an inventory of additional hazards in or around your neighborhood that could occur at any time, or add to the problems created by an earthquake or fire. A hazard hunt checklist can be found on OES website.

**7. How do we find out about and sign up for Community Emergency Response Training (CERT) classes?**

**ANSWER:** You can find sign up instructions and the schedule of classes on the OES website at [www.cityofberkeley.info/fire/OES/](http://www.cityofberkeley.info/fire/OES/) or call (510) 981-5605.

# **BOARD REPORTS**



Thanks so much

Kensington Street, London

Love

old cat

Herbert