

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

Date of Meeting: August 11, 2010
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection.

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

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

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6 & 7

All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.

2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of May 12, 2010 (APPROVE)

CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 9, 2010 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2010 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #2** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2010 (APPROVE)

PUBLIC HEARING

8. Fire Hazard Abatement. Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony.

The Board of Directors will then deliberate the matter and arrive at a decision.

Resolution 10-05 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

9. FIRE CHIEF'S REPORT

- a. Review of operations.
- b. Regional issues and developments.

10. PRESIDENT'S REPORT

- a. Report on CSDA Board Member Vote
- c. Report on LAFCO 8/11/10 meeting
- b. Review and update KFPD Policy Handbook, Employee Handbook and Operations Manual

NEW BUSINESS

11. Requests from Fire Department staff for items to include in the final FY10-11 budget (ACTION):

- a. MDT/On-board computer system for KFPD Expedition in the amount of \$6,580.
- b. Personnel wildland web gear hydration pack upgrade in the amount of \$5,760.
- c. Rope rescue equipment for E65 in the amount of \$5,910.

12. Additional Services Request #4 in the amount of \$10,000 from Mack5 for Construction Management Services (ACTION)

13. Kensington Fire Station Exterior Improvements and Accessibility Bid Results and Recommendation to Award the Contract to Kel-Tec Builders, and to Authorize the President to Execute the Contract on behalf of the District (ACTION)

14. BOARD REPORTS

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

- a. Finance Committee (Kosel/Ramsey): Minutes from 1/5/10 Committee meeting; Copy of July transmittal #1
- b. Property Management (Dommer):
- c. Education (Kosel): Tri-City Safety Day, September 18, 2010
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk):
- e. Utility Undergrounding (Kosel/Blaschczyk)
- f. Contra Costa County/California Special Districts Assoc. (Ramsey/Blaschczyk): Report on July 19, 2010; Minutes of April 19, 2010 meeting
- g. Diablo Fire Safe Council/Interface (Staff)
- h. Correspondence: Thank you from Hilltop School Second Grade; Thank you for Suzanne and Mac Lingo; Thank you from David L. Garrett Memorial Scholarship Committee;

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 8, 2010, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/8/10 is Wednesday, 8/25/10 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/1/10 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

BOARD REPORTS:

Finance Committee: Kosel reported that the Committee would meet later in the month and would take a first run at the FY 10-11 budget, updating the District's five year projection, and calculating if any contribution should be made to the CalPERS Trust in FY 10-11.

Property Management: Dommer reported that the District has completed the Public Works process, has obtained an Encroachment Permit and is currently proceeding with Plan Check through the Building Department. After the District receives the Building Department's comments, the architect will incorporate their comments. Dommer estimates the project will bid later this month. Legal counsel is currently reviewing the contractor's contract and whether to use an AIA form or some other. Contractors were previously prequalified for the project. Dommer said that he and the architect did an estimate, and the construction firm also did an estimate and both were within \$5,000 of each other. Total construction is estimated at \$365,000 on top of any funds expended to date. Dommer said that Public Works/Encroachment has taken six months and approximately \$25,000 in extra fees.

Education: Kosel reported that the District had a very successful pharmaceutical drop-off last month. Nine containers were filled with pharmaceutical waste. Running the program every six months is working out quite well. B/C Bond will be making a disaster preparedness presentation at Arlington Community Church on June 10, 2010.

Dommer said he has met with the presenters for the Earthquake Building Damage Forum, Navellier has created a flyer, there was brief mention of the event in the Outlook, Ramsey has distributed flyers to businesses, etc. Ramsey also obtained the sign board and the sign board next to the library which is an exception. Ramsey suggested a sign-up sheet for attendees acknowledging that KFPD does not endorse the presenters. Dommer said he would make that clear in his introductions/announcements. B/C Pigoni will arrive early to help set-up.

Emergency Preparedness: The Committee will meet again in July.

Contra Costa County Special Districts Association: Ramsey, Blaschczyk and Navellier attended the April 19, 2010 meeting. The presenter was the Executive Director of the Contra Costa Mayor's Conference and talked about the State-wide budget outlook. The projected State deficit is approximately 20 to 25% of the entire budget. The presenter discussed political stalemates, fixed costs, the need to look for new revenue, etc. Helmut also noted that the latest numbers from the State Treasurer's office show they felt short by about \$2 billion dollars of what they expected to collect in revenue. Possibly the State would come back to local government for more "borrowing". Kosel noted that the County Board of Supervisors adopted their budget yesterday of which there was very little discretion. The County is now starting to fund retiree benefits and anticipate to be funded by 2041. Helmut noted that Dwight Meadows and George Schmidt were both re-elected to the LAFCO Board. KFPD cast their vote for the Board member from Moraga-Orinda Fire.

ADJOURNMENT: The meeting was adjourned at 8:02 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 11, 2010.

Attest:

Leslie Michael, Board Secretary

**MINUTES OF THE JUNE 9, 2010 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Helmut Blaschczyk, Don Dommer, Janice Kosel, Leslie Michael and Nina Ramsey
 Staff: Chief Lance Maples and Administrator Brenda Navellier

CALL TO ORDER:

President Ramsey called the meeting to order at 7:30 p.m. and noted that all Directors were present. Honored guest El Cerrito City Manager Scott Hanin was also present.

APPROVAL OF CONSENT ITEMS:

President Ramsey called for approval of the consent calendar (items 3, 4, 5, 6, 7, 8 & 9) consisting of the April 14, 2010 minutes, acceptance of the April incident activity report, acceptance of the May incident activity report, the monthly A/P voucher #12, the April/May 2010 monthly financial report, Resolution 10-01 establishing the appropriations limit for FY10-11, and Resolution 10-02 ordering even year Board of Directors elections; consolidation of elections; and specifications of the election order. Director Kosel made a motion to approve the adoption of the consent calendar. Director Michael seconded the motion.

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

President Ramsey moved the agenda to item 12, presentation of El Cerrito Contract Fee in recognition of Hanin's attendance.

NEW BUSINESS:

El Cerrito Contract Fee Proposal for FY2010-2011: Scott Hanin said he had made his City budget presentation to the El Cerrito Council two days prior. Hanin noted that many of the surrounding communities have enacted or announced layoffs including Pinole, Richmond, and Berkeley. The City of Pittsburgh's staff is down 45% and Concord's finances are totally upside down. Berkeley is closing its pool; San Jose is laying off policemen and closing fire stations. El Cerrito was the fifth lowest in the Bay Area in terms of foreclosures and the absolute lowest in Contra Costa County. There have still been significant drops in sales tax, largely due to Target and Mitsubishi leaving the City, but the Plaza is performing as well as ever. In the last few months, sales tax has started to increase. The median household price in El Cerrito has gone up during the calendar year. The City is able to balance the budget in FY10-11 due to the fact they will use over \$500,000 in reserves and leave 13 personnel spots (roughly 10% of staff) vacant. Two of those vacancies are in the fire department. The City has gone to all of its bargaining groups and asked them to defer or not take any raises this year. So far, all responses have been positive. The City is considering placing a 7-year sales tax measure on the November ballot. Polling last fall and last month indicate that the measure would pass. A large Safeway will be built on the former Target site at Del Norte. By the end of next year, 70% of the streets in El Cerrito will have been repaved from the sales tax measure that was passed to address this issue. Currently the City is one year ahead of its schedule for paving. The City is also making improvements to San Pablo Avenue street light poles, median strips, street trees and rain gardens. Between all departments the City has received \$15 million in grants and Federal monies during the past five years. Staff has been creative and aggressive in finding ways to improve the City. Revenues are going up only slightly; expenses in all departments are flat or down. There have been minimal impacts on the fire department. There are no layoffs considered in FY10-11.

Discussion followed on government pension plans and the pension bashing in the Contra Costa Times. Hanin believes government will be forced into a second tier approach. El Cerrito already does not pay retiree medical which helps to keep it financially viable. PERS rates, 3% at 50, pension costs and employee retention/median pay were discussed in generalities. El Cerrito hired a consultant to analyze the property tax rolls and is projecting property tax revenue as flat.

Director Kosel noted that KFPD has either fully funded its retiree obligation or they may have to make one last \$50,000 contribution in the next fiscal year. The District is waiting for a current actuarial valuation to be completed. The Board will be deciding whether to impose the special tax this year later in the agenda. Even with the special tax, KFPD will be running a deficit this year but still has healthy reserves. KFPD is not yet able to put aside an entire year's worth of contract fee per the contract with El Cerrito.

Hanin said that project bids are coming in much lower due to the economy. Overall the City's budget is extremely lean and he does not believe KFPD can get any better service from another fire department, particularly since Maples has become Chief.

Maples gave an overview of the Fire Department's section of the overall City budget. The department is broken into four sections, there are actually three vacancies in the department – two firefighters and one secretary, which Navellier is filling part-time via the contract amendment. The emergency response workload listed is for the entire department. The average response time department-wide is 4 minutes and 15 seconds; in Kensington specifically it is 5 minutes and 8 seconds. The increased time is due to the hills and tighter, curvy streets in Kensington. The response time has dropped a little in the last two years and is down 37 seconds from the previous year. The County and National standard is 6 minutes. Maples also noted the fire loss statistics, training hours, amount of inspections and amount of certifications. All certifications listed, besides EMT, are outside training that staff is attending. Maples then reviewed the department's accomplishments including the design, specification and purchase of a new Type I for Station 72. Last year, the department purchased a new Type III engine for Station 72. The overall condition of the fleet combined with Kensington's has never been in better shape. Maples discussed the life span of the engines. The Vial of Life program appears to be successful—the public has been asking for them and the engine companies are starting to see them on refrigerators. The department has just implemented a Health & Wellness program for the firefighters that includes an annual physical, treadmill stress, EKG, hearing, vision, blood panel, etc. It took almost 18 months to work through the details with the labor group to adopt the program. Under department goals and objectives, first is a high level of customer service and second to continue the rigorous training program. Maples will keep a close watch on both and on the mutual-aid agreements in these financially challenging times. ECFD has to make sure other departments that aren't doing as well don't put undue burden on them. As part of goals, the department wants to continue with its community outreach programs – first aid, CPR, etc.—operational activities like CERT, its excellent relationship with Diablo Fire Safe Council and the on-going vegetation management reduction program. Maintenance, certification and testing of equipment is a very large job and another area that staff has to keep a close eye on during tight financial times. Retaining personnel could be a challenge in upcoming years. There are still some public agencies that are giving their employees substantial raises though none in the immediate surrounding areas.

Maples noted that the projected number in the financials reflects the 2% raise that the firefighters are due by contractual agreement for FY10-11. However, after preliminary meetings, Maples is fairly comfortable that number will be lowered after the union votes on the issue. Overtime is increased by 46% due to the two firefighter vacancies. Depending on the rank, there is a 9 to 13% savings compared to filling a vacancy. All other budget numbers are flat. Vehicle equipment maintenance has been at \$80,000 for three years. Maples noted the new fee line item that lists "total compensation cost share" or ½ of the cost of Navellier's salary which reduces the fee plus there is a \$37,000 reconciliation this year. The proposed contract fee is \$2,087,423.37 or 28.4% of the total fire budget and 1.5% less than FY09-10.

Director Kosel noted that Maples had prepared a list of costs per fire station including many of the surrounding jurisdictions. Kensington's cost of the ECFD budget is far below the cost of running a single station. Maples agreed that running three stations is far more cost effective than running a one or two station system.

Joan Gallegos asked the status of the reservoir. Maples said it is moving ahead and EBMUD is still having meetings. Maples has utmost faith in Jose Rios, EBMUD's planning engineer, and Rios has confidence in the project. Nikki Kaiser asked if KFPD has recently looked at installing large tanks of potable water along the ridge. Director Kosel suggested Kaiser contact former Director Gil Bendix to learn about cisterns. There are many issues involved including soil issues, slides, earthquake breakage, neighborhood concerns, etc. Director Michael made a motion to accept the El Cerrito contract fee for FY10-11 as submitted. Director Dommer seconded the motion.

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

ORAL COMMUNICATIONS:

Nikki Kaiser commented that she attended the brush clearing event at park interface that was coordinated by Ciara Woods. Kaiser said there was moderate attendance and suggested that CERT attendees and block captains could also participate. Maples said that was the third such event this year which may explain the waning interest.

FIRE CHIEF'S REPORT:

Chief Maples reported that the National Seasonal Assessment workshops took place earlier in the year to forecast fire season. Northern California has received anywhere from 89 to 120% of its precipitation this past year. Some of the spring showers will boost the vegetation growth in the lower elevations. In spite of recent rain, there is still lots of vegetation that is stressed from the preceding drought and have fallen victim to disease and insects. That

vegetation will increase the fire risk. California is continuing to have wide-spread dry lightning storms. Overall, California's fire season will be average.

Nikki Kaiser commented that not all Kensington residents live along the interface and many of the lots are quite small and close together, separated by a wooden fence. Possibly different information/training could be produced for those residents in small lots also.

PRESIDENT'S REPORT:

President Ramsey reported on Administrator Navellier's annual evaluation. Ramsey said that the Board unanimously agreed that Navellier does an outstanding job. KFPD is more than pleased with Navellier's performance. Ramsey said that Navellier is a "go to" person and gets along well with other people, especially difficult ones. Ramsey said the District is grateful to have Navellier as an employee. Maples added that Navellier is the voice of KFPD and ECFD. He said El Cerrito got a good deal with the employee share. Ramsey said she never hears complaints about Navellier.

Ramsey said she has been approached individually by three different KCC Directors to inform her that the remodel of the community center has been postponed indefinitely and KCC would be returning KFPD's donation. Ramsey said she is certainly open to a future plea for a donation for this cause. Joan Gallegos added that KCC reached a roadblock with KPPCSD and the current agreement on how they operate. KPPCSD says they have been advised by their legal counsel that if KCC is permitted to make the planned renovations at the community center, they need to be a tenant with a formal rental agreement at fair market value. The current arrangement is for KCC to operate as an agent of KPPCSD to provide programs. Kaiser observed that this is the same agency that didn't want to pay fair market value to use the Fire District's building. Negotiations are currently stalled. Also, County Health is requiring major changes/expenses to the kitchen if it is remodeled. The current agreement for KCC to operate as an agent has been in place for many years.

NEW BUSINESS CONTINUED:

Consulting Agreement with Macks Craic, Inc. (dba Mack5): Director Dommer said both he and the attorney reviewed the agreement. The agreement would be the vehicle to tie the next work order to. Director Dommer made a motion to accept Mack5's consulting agreement as submitted. Director Michael seconded the motion. Dommer clarified any future cost increases proposed by Mack5 would be brought to the Board.

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

Administrator's Salary Adjustment for FY10-11: President Ramsey noted that the District would like to offer the Administrator a modest 2% salary increase beginning with fiscal year 2010-11 and also a 10% increase to medical reimbursement which would equate to the Kaiser rate for an individual of Navellier's age (approximately \$45 per month). Kosel explained that the medical reimbursement is functionally a cafeteria plan and the amount is taxable. Director Blaszczyk made a motion to approve a 2% salary increase and the stated 10% medical reimbursement increase for the Administrator beginning in FY10-11. Director Dommer seconded the motion.

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

Auditor Recommendation and Fee Proposal for FY09-10 Audit Report: Director Kosel reported that KFPD had been using the same auditor for the last few years; there is a relatively small pool of local government auditors. Both Navellier and District CPA, Russell, give Lamorena & Chang good reviews and the Finance Committee is well pleased with their user friendly audit report. The Finance Committee recommends signing the contract and is pleased to report that there was no increase in fee from the previous year. Director Kosel made a motion to engage Lamorena & Chang for \$12,000. Director Dommer seconded the motion.

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

Resolution 10-03 Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY10-11: Director Ramsey said that the Finance Committee did not make a recommendation on this issue, deferring to the entire Board's discussion and decision. The Board decided by consensus to have a budget discussion prior to discussing the special tax. Ramsey moved the item to agenda 17-Preliminary Budget.

Resolution 10-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for FY10-11: Director Kosel reviewed the draft budget that is proposed by the Finance Committee and included in the packet. The Board always adopts its draft budget in June and formally enacts the final in September. Estimated construction costs and fees are currently listed at a total of \$515,000. Hopefully, the bid will come in lower reflecting the current economy. The District originally thought the project would take place in FY09-10 but it has gone much slower than anticipated and has increased in scope. Bid numbers should be in place for the September final budget. Kosel also reminded the Board that the District usually solicits the Fire Chief for any budget items that he would like to request. Maples will confer with his command staff and that presentation will take place in August this year in advance of the final budget in September.

Under the Revenue budget, the District is projecting flat property tax revenue which is consummate with El Cerrito's projection. A brief discussion on foreclosures in Kensington ensued. Kosel emphasized that the Finance Committee does not have utmost faith in the Revenue projection and it is a huge factor to apply percentages to when considering a five-year projection. The special tax is included in the initial budget following the Board's previous decision to suspend it for one year. Interest income was budgeted at \$50,000 for FY09-10 but the District only received about 1/3 of that. This is due to the economy and current interest rates, and also the amount of funding the District has put into the CalPERS Trust which is making very good interest. The lease agreement with the contract required increase is included and the salary reimbursement agreement listed is El Cerrito's payment of one-half of Navellier's total compensation. Net operating Revenue is approximately \$3 million.

Under Expenses, the actual number for the El Cerrito contract fee is listed which comes out to a decrease over the previous year, water system improvements is budgeted at \$20,000 for opportunistic hydrants when EBMUD is working in the area. There is a significant decrease in firefighter's apparel because ECFD's request last year was to enhance the firefighter's wildland gear. Kosel reviewed the Administrator's costs and pointed out that she was full time in FY09-10 for only eight months which is why there appears to be a larger increase than 2%. The District also has a \$30,000 contingency fund for unforeseen items. Total revenues are \$3.051 million and total operating expenses \$2.962 million. If the Board approves the imposition of the special tax, the District would have a positive cash flow of \$90,000 on operating expenditures only. If the Board does not approve the special tax, the District would have a \$150,000 deficit for operating expenditures only. Under Capital Expenditures, the building remodel expense is moved forward to FY10-11 and also apparatus bay doors at \$45,000. With the projected capital outlay, total expenditures are \$3.172 million which would give the District a \$120,000 deficit with the special tax or \$320,000 deficit without the special tax. Dommer pointed out that was on a cash flow basis but not according to the budget sheet. Kosel concurred. She continued to review the second page of the budget and pointed out that the State has borrowed over \$200,000 from KFPD which is theory is to be paid back next fiscal year. Kosel noted that the District has designated funds for a Type I engine, Type III engine and the building. KFPD has not gone to the voters in over 30 years to increase the special tax partly due to the fact that the District saves for large expenditures. The building schedule is built off of the last kitchen remodel/office expansion and does not take into account the major seismic renovations that have been done. The Finance Committee is trying to put together a schedule that averages the amount the District has spent per year on the building since the inception of the El Cerrito contract which is what freed up money to address deferred maintenance. The District only has QuickBook numbers from 2000 forward so staff will have to dig through old audits. Kosel said it is matter of finding time to prepare the schedule and it most likely will not be prepared in time for the final budget in September. Dommer and Kosel agreed the average is probably \$80-100,000 per year. The other item listed under Designed Funds is the prefunding of the retirees benefits. KFPD's next actuarial study will be complete later this summer. At this time, the actuary is estimating that KFPD has a very small or no further contribution to make to the Trust and that the District should start paying for benefits out of the Trust in FY11-12. KFPD has an extremely small pool of retirees and the District cannot have any overfunding returned until the last retiree is gone. FY09-10 starts out with \$3.7 M of reserves and \$3.6M in FY10-11. KFPD has not been able to fully fund the El Cerrito contact. Further discussion followed on the Ending Cash numbers. Kosel praised Navellier and Russell for their preparation of the draft budget. Part of the building remodel costs are in the designated funds. The Board needs to decide what the reserves are for and how flush is the District to have a discussion on the Special Tax.

Ramsey moved the agenda back to Item 16 - Resolution 10-03 Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY10-11 CONT: The Board reviewed the two five-year projections that were included in the packet. The Finance Committee emphasized they did not have a crystal ball and these were possible projections not to be construed as accurate. Kosel explained the escalator percent in the margins of the property tax revenue. The other major percentage that the Committee cannot know predict is the El Cerrito contract fee. The last two years have been very minimal increases, so the Committee put in 8% for FY11-12. Past percentages go up and down roughly every other year, but that may not be the pattern for the immediate future during the current economic times. Further discussion followed on economic trends, inflation, deflation, property tax revenues, etc. Dommer suggested that a graphic chart would be easier for him to follow. Board rehashed the numbers discussed under the budget. Kosel said it is up to each Board member to decide

whether imposing or not imposing the tax is the most prudent financial management. Further clarifications followed on the budget. Dommer said he did not have strong feelings about placing the tax either way. He did think if the District didn't take it for several years, the District would get a bad reaction instead of positive because people will have forgotten about it. Kosel's inclination is to take the special tax again this year since the District is running a cash flow deficit. KFPD was actually critiqued in letters to the editor of the Outlook for not imposing the tax when there was a projected deficit with the building project. The Board talked about the El Cerrito contract set-aside and Maples added that it is a huge morale booster for the employees. Blaschczyk made a motion to place the special tax on the tax roll and to collect the special tax for FY10-11. Director Ramsey agreed that she is persuaded. Director Michael seconded the motion.

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

Resolution 10-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for FY10-11 CONT Director Kosel made a motion to adopt the preliminary budget as presented in the packet. Kosel again noted that there would be several changes made to the document before the final budget in September. Director Dommer seconded the motion.

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

OLD BUSINESS:

Informational Forum on Seismically Preparing Homes for an Earthquake Held by KFPD on 5/22/10; Payment to Three Presenters at a Cost of \$300 Each: Director Kosel made a motion to authorize payment of \$300 each to the three presenters that Dommer engaged for the earthquake forum. Director Michael seconded the motion.

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

BOARD REPORTS:

Finance Committee: The minutes from January 2010 were included in the packet. The next meeting will be prior to the September meeting.

Property Management: Dommer reported that the District has received comments back from the Plan Check. The Architect is working with the County to address those issues and resubmitted drawings a few days ago. The architect will largely be done with his work after this. The project should go out to bid within the next week or so with or without the County's final approval. Dommer said the architect has had the drawings done since last August and the project has been hung up for months because of the County process which has also added to the fee costs. The District will probably receive bids in July, Mack5 will need several days to review the bids and the Board should receive approval for the bidder in August.

Education: B/C Bond will be making a disaster preparedness presentation at Arlington Community Church on June 10, 2010. Engine 65 will also do a presentation for any children that attend. Discussion followed on The Outlook mix-up of this presentation with the May seismic forum.

Contra Costa County Special Districts Association: Next meeting will be in July.

Correspondence: The District received a very nice thank you letter from two elderly ladies that the engine company assisted.

ADJOURNMENT: The meeting was adjourned at 9:56 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 11, 2010.

Attest:

Leslie Michael, Board Secretary



El Cerrito Fire Department Memorandum

July 1, 2010

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

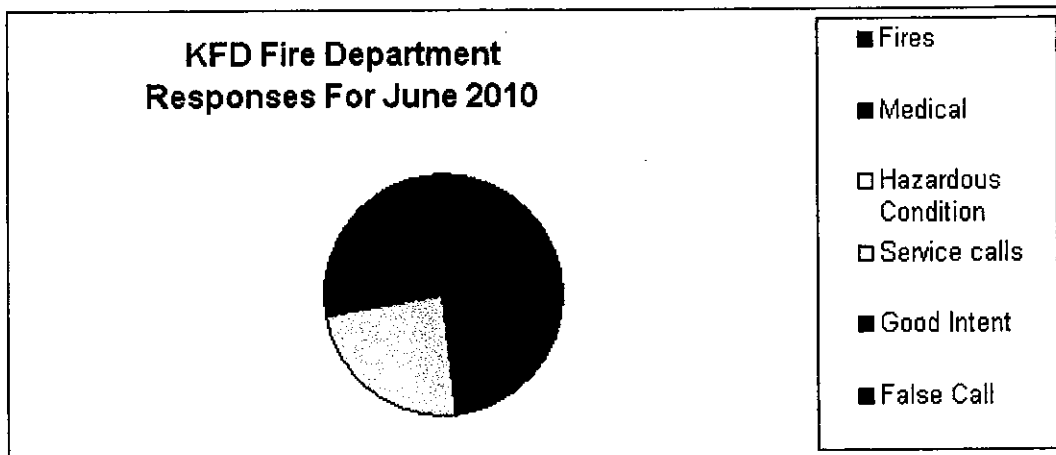
SUBJECT: Incident Activity Reports for the Month of June 2010

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

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

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
Fires	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	0	0.00
Medical	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	12	48.00
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	0	0.00
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	6	24.00
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	5	20.00
False Call	<i>(Wrong Company/Unit Dispatched)</i>	2	8.00
TOTALS		25	100.00



Incident Log

Date Range From: 6/1/2010 To 6/30/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001085 - 000	6/01/2010 06:32:5	On W 80 at CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001086 - 000	6/01/2010 11:16:3	1100 MARINA Way S	611 - Dispatched & cancelled en route	Yes	Yes
1001087 - 000	6/01/2010 15:42:3	1209 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001088 - 000	6/01/2010 16:18:3	4838 STATE Ct	611 - Dispatched & cancelled en route	Yes	Yes
1001089 - 000	6/01/2010 17:45:2	On FAIRMOUNT Ave at SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001090 - 000	6/02/2010 07:22:3	26 LENOX Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001091 - 000	6/02/2010 09:07:5	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001092 - 000	6/02/2010 11:39:0	In front of 5000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001093 - 000	6/02/2010 18:23:0	420 KEARNEY St	311 - Medical assist, assist EMS crew	Yes	Yes
1001094 - 000	6/02/2010 18:32:2	5647 MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001095 - 000	6/02/2010 21:17:5	849 S 49TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001096 - 000	6/02/2010 21:21:0	72 KINGSTON Dr	551 - Assist police or other governmental agency	Yes	Yes
1001097 - 000	6/02/2010 23:47:5	4756 HARNETT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001098 - 000	6/03/2010 10:24:1	834 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001099 - 000	6/03/2010 12:50:4	In front of 724 BALRA Dr	412 - Gas leak (natural gas or LPG)	Yes	Yes
1001100 - 000	6/03/2010 20:25:5	5621 BURLINGAME Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001101 - 000	6/03/2010 20:54:4	1743 LEXINGTON AVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001102 - 000	6/04/2010 08:56:1	125 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001103 - 000	6/04/2010 11:45:1	7238 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001104 - 000	6/04/2010 16:33:4	2560 DOWNER Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001105 - 000	6/04/2010 18:21:4	On STANFORD Ave at WELLESLEY Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001106 - 000	6/04/2010 22:16:0	702 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001107 - 000	6/05/2010 00:10:2	1401 RIFLE RANGE Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001108 - 000	6/05/2010 03:24:1	On SAN PABLO Ave at POTRERO	552 - Police matter	Yes	Yes
1001109 - 000	6/05/2010 11:36:3	15 KINGSTON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001110 - 000	6/05/2010 12:56:1	ISABEL St	611 - Dispatched & cancelled en route	Yes	Yes
1001111 - 000	6/05/2010 15:37:3	9889 SAN PABLO Ave	735 - Alarm system sounded due to malfunction	Yes	Yes
1001112 - 000	6/05/2010 15:40:3	4618 SETTING SUN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001113 - 000	6/05/2010 16:07:0	In rear of 10387 SAN PABLO Ave	600 - Good intent call, other	Yes	Yes
1001114 - 000	6/05/2010 18:55:0	55 ARLMONT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001115 - 000	6/05/2010 19:23:4	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001116 - 000	6/05/2010 22:51:2	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001117 - 000	6/06/2010 09:20:0	6931 STOCKTON Ave	331 - Lock-in (if lock out, use 511)	Yes	Yes
1001118 - 000	6/06/2010 09:52:2	7022 STOCKTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001119 - 000	6/06/2010 10:09:3	3006 MARICOPA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001120 - 000	6/06/2010 11:35:2	9895 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1001121 - 000	6/06/2010 15:04:0	7206 A St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001122 - 000	6/06/2010 15:43:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001123 - 000	6/06/2010 16:04:2	1115 IVY Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001124 - 000	6/06/2010 19:33:1	537 ALBEMARLE St	554 - Assist invalid	Yes	Yes
1001125 - 000	6/06/2010 20:54:3	2801 PULLMAN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001126 - 000	6/06/2010 21:36:0	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001127 - 000	6/06/2010 22:38:4	508 BARRETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001128 - 000	6/06/2010 23:53:5	5808 JEFFERSON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001129 - 000	6/07/2010 07:34:3	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001130 - 000	6/07/2010 08:24:2	2906 SAN LUIS St	611 - Dispatched & cancelled en route	Yes	Yes
1001131 - 000	6/07/2010 10:05:0	3223 OHIO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001132 - 000	6/07/2010 14:24:2	695 WELLESLEY Ave	554 - Assist invalid	Yes	Yes
1001133 - 000	6/07/2010 15:39:2	On E 80 at SAN PABLO	622 - No incident found on arrival at dispatch address	Yes	Yes
1001134 - 000	6/07/2010 18:56:4	7704 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001135 - 000	6/07/2010 20:20:3	1431 RICHMOND St	381 - Rescue or EMS standby	Yes	Yes
1001136 - 000	6/08/2010 00:28:5	901 NEVIN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001137 - 000	6/08/2010 13:32:5	In front of 4801 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001138 - 000	6/08/2010 14:07:0	54 WILDWOOD Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001139 - 000	6/08/2010 15:33:3	2501 GARVIN Ave	114 - Chimney or flue fire, confined to chimney or flue	Yes	Yes
1001140 - 000	6/08/2010 15:42:1	10944 SAN PABLO Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001141 - 000	6/08/2010 15:58:5	In front of 6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001142 - 000	6/08/2010 16:36:5	On BARRETT Ave at SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001143 - 000	6/08/2010 17:45:5	1070 CONTRA COSTA Dr	554 - Assist invalid	Yes	Yes
1001144 - 000	6/08/2010 17:57:5	135 PURDUE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001145 - 000	6/08/2010 18:15:1	10701 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001146 - 000	6/08/2010 20:50:3	6855 GLEN MAWR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001147 - 000	6/09/2010 06:48:2	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001148 - 000	6/09/2010 11:02:3	In front of 6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001149 - 000	6/09/2010 12:28:3	1101 SHEVLIN Dr	522 - Water or steam leak	Yes	Yes
1001150 - 000	6/09/2010 18:21:4	On WALDO Ave at RICHMOND St	322 - Vehicle accident with injuries	Yes	Yes
1001151 - 000	6/09/2010 21:20:4	525 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001152 - 000	6/09/2010 22:27:0	1717 WESLEY AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001153 - 000	6/09/2010 23:51:1	In front of 11319 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001154 - 000	6/10/2010 14:35:0	In rear of 1961 Meeker Ave	142 - Brush, or brush and grass mixture fire	Yes	Yes
1001155 - 000	6/10/2010 18:17:2	On MOESER Ln at SAN PABLO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001156 - 000	6/10/2010 18:47:1	10900 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001157 - 000	6/10/2010 20:27:1	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001158 - 000	6/11/2010 03:59:4	3915 FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001159 - 000	6/11/2010 05:44:1	5905 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001160 - 000	6/11/2010 06:05:0	6077 N ARLINGTON Blvd	111 - Building fire	Yes	Yes
1001161 - 000	6/11/2010 07:40:3	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001162 - 000	6/11/2010 10:39:2	831 BALRA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001163 - 000	6/11/2010 11:37:0	7901 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001164 - 000	6/11/2010 14:58:1	8633 ARBOR Dr	651 - Smoke scare, odor of smoke	Yes	Yes
1001165 - 000	6/11/2010 18:49:0	215 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001166 - 000	6/11/2010 19:08:0	7455 SEAVIEW Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001167 - 000	6/11/2010 21:17:1	8000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001168 - 000	6/11/2010 22:09:4	1749 WESLEY Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001169 - 000	6/11/2010 22:42:3	5021 STATE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001170 - 000	6/11/2010 22:46:1	601 S 37TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1001171 - 000	6/11/2010 22:45:2	7131 MOUND Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001172 - 000	6/12/2010 09:14:4	In front of 431 LEXINGTON Ave	440 - Electrical wiring/equipment problem, other	Yes	Yes
1001173 - 000	6/12/2010 10:11:1	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001174 - 000	6/12/2010 11:15:0	Adjacent to HILL St	553 - Public service	Yes	Yes
1001175 - 000	6/12/2010 14:26:4	In front of 6129 ALVARADO Pl	520 - Water problem, other	Yes	Yes
1001176 - 000	6/12/2010 17:26:4	1345 SCOTT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001177 - 000	6/12/2010 19:00:4	104 SEAPOINT CT	611 - Dispatched & cancelled en route	Yes	Yes
1001178 - 000	6/12/2010 21:59:3	652 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001179 - 000	6/12/2010 23:48:5	226 PURDUE Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001180 - 000	6/13/2010 00:05:2	In front of 10900 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001181 - 000	6/13/2010 07:21:1	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001182 - 000	6/13/2010 09:27:3	11760 SAN PABLO Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1001183 - 000	6/13/2010 11:46:1	257 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001184 - 000	6/13/2010 11:51:3	1327 NORVELL St	611 - Dispatched & cancelled en route	Yes	Yes
1001185 - 000	6/13/2010 14:08:0	1512 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001186 - 000	6/13/2010 18:41:3	5500 CENTRAL Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1001187 - 000	6/13/2010 18:53:5	5731 VAN FLEET Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001188 - 000	6/13/2010 19:22:1	On SAN PABLO Ave at CARLSON Blvd	554 - Assist invalid	Yes	Yes
1001189 - 000	6/13/2010 19:30:0	11025 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1001190 - 000	6/13/2010 22:54:5	In front of 536 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001191 - 000	6/14/2010 08:16:4	On Interstate 80-Eastbound at SAN PABLO AVE	611 - Dispatched & cancelled en route	Yes	Yes
1001192 - 000	6/14/2010 08:33:5	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001193 - 000	6/14/2010 09:40:1	313 CHANSLOR Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001194 - 000	6/14/2010 11:32:1	2750 DEL MONTE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001195 - 000	6/14/2010 13:13:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001196 - 000	6/14/2010 20:20:5	143 33RD St	611 - Dispatched & cancelled en route	Yes	Yes
1001197 - 000	6/14/2010 20:55:3	1115 CHANSLOR Ave	111 - Building fire	Yes	Yes
1001198 - 000	6/14/2010 21:48:3	3419 WALL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001199 - 000	6/15/2010 06:13:1	8500 MADERA Dr	522 - Water or steam leak	Yes	Yes
1001200 - 000	6/15/2010 07:58:4	1 GARDEN Dr	554 - Assist invalid	Yes	Yes
1001201 - 000	6/15/2010 12:30:3	1513 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001202 - 000	6/15/2010 12:52:4	2451 CHURCH Ln	611 - Dispatched & cancelled en route	Yes	Yes
1001203 - 000	6/15/2010 17:23:2	8372 KENT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001204 - 000	6/15/2010 19:10:4	On 8TH St at LINCOLN	611 - Dispatched & cancelled en route	Yes	Yes
1001205 - 000	6/16/2010 09:27:1	36 KINGSTON Dr	522 - Water or steam leak	Yes	Yes
1001206 - 000	6/16/2010 10:44:5	3288 PIERCE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001207 - 000	6/16/2010 12:10:5	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001208 - 000	6/16/2010 16:47:4	CENTRAL Ave	322 - Vehicle accident with injuries	Yes	Yes
1001209 - 000	6/17/2010 05:20:3	6425 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001210 - 000	6/17/2010 08:12:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001211 - 000	6/17/2010 09:29:5	W 80	322 - Vehicle accident with injuries	Yes	Yes
1001212 - 000	6/17/2010 11:53:5	6500 FAIRMOUNT Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001213 - 000	6/17/2010 13:00:0	W 80	322 - Vehicle accident with injuries	Yes	Yes
1001214 - 000	6/17/2010 13:30:2	1 LAWSON Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001215 - 000	6/17/2010 14:32:4	461 33RD St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001216 - 000	6/17/2010 18:00:2	On COWPER Ave at ARLINGTON	522 - Water or steam leak	Yes	Yes
1001217 - 000	6/17/2010 23:09:5	MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001218 - 000	6/18/2010 04:40:2	1522 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001219 - 000	6/18/2010 09:53:5	1034 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001220 - 000	6/18/2010 12:21:2	4300 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001221 - 000	6/18/2010 14:48:4	1 PACIFIC Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001222 - 000	6/18/2010 16:12:3	6400 CUTTING Blvd	143 - Grass fire	Yes	Yes
1001223 - 000	6/18/2010 16:15:1	In front of 11362 SAN PABLO Ave	140 - Natural vegetation fire, other	Yes	Yes
1001224 - 000	6/18/2010 16:26:1	In front of 907 NORVELL Ave	520 - Water problem, other	Yes	Yes
1001225 - 000	6/18/2010 16:55:5	On Eastbound 80 at Potrero Ave Exit	611 - Dispatched & cancelled en route	Yes	Yes
1001226 - 000	6/18/2010 23:26:0	1807 MENDOCINO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001227 - 000	6/19/2010 01:49:3	1622 SHASTA St	554 - Assist invalid	Yes	Yes
1001228 - 000	6/19/2010 10:15:2	8652 DON CAROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001229 - 000	6/19/2010 11:41:1	3288 PIERCE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001230 - 000	6/19/2010 11:49:0	On SAN PABLO Ave at CARLSON Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001231 - 000	6/19/2010 16:11:0	505 43RD St	611 - Dispatched & cancelled en route	Yes	Yes
1001232 - 000	6/19/2010 18:49:0	5201 HUNTINGTON Ave	600 - Good intent call, other	Yes	Yes
1001233 - 000	6/19/2010 20:48:3	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001234 - 000	6/20/2010 01:23:3	E I-80 Fwy	322 - Vehicle accident with injuries	Yes	Yes
1001235 - 000	6/20/2010 04:52:3	6502 PORTOLA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001236 - 000	6/20/2010 09:57:1	11025 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001237 - 000	6/20/2010 10:30:0	6554 KENSINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001238 - 000	6/20/2010 13:18:5	1711 EASTSHORE Blvd	600 - Good intent call, other	Yes	Yes
1001239 - 000	6/20/2010 15:42:4	232 CAMBRIDGE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001240 - 000	6/20/2010 15:44:0	1925 JUNCTION Ave	412 - Gas leak (natural gas or LPG)	Yes	Yes
1001241 - 000	6/20/2010 19:36:4	3535 EL PORTAL Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001242 - 000	6/20/2010 20:04:5	634 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001243 - 000	6/20/2010 20:43:5	4610 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001244 - 000	6/20/2010 23:08:0	5647 MADISON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001245 - 000	6/20/2010 23:26:2	7870 TERRACE Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1001246 - 000	6/21/2010 06:59:4	8657 DON CAROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001247 - 000	6/21/2010 07:14:5	8364 KENT Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001248 - 000	6/21/2010 11:26:0	5927 WENK Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001249 - 000	6/21/2010 15:19:4	2509 TAMALPAIS Ave	550 - Public service assistance, other	Yes	Yes
1001250 - 000	6/21/2010 16:10:5	647 STEGE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001251 - 000	6/21/2010 17:22:5	On S 49TH St at SEAPORT	142 - Brush, or brush and grass mixture fire	Yes	Yes
1001252 - 000	6/21/2010 21:18:0	10944 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001253 - 000	6/21/2010 22:05:2	6021 AVILA Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001254 - 000	6/21/2010 22:34:3	1239 LIBERTY St	311 - Medical assist, assist EMS crew	Yes	Yes
1001255 - 000	6/22/2010 14:08:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001256 - 000	6/22/2010 16:02:0	On CARLSON Blvd at SAN PABLO	311 - Medical assist, assist EMS crew	Yes	Yes
1001257 - 000	6/22/2010 16:22:1	120 NORWOOD Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001258 - 000	6/22/2010 16:27:0	7007 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001259 - 000	6/22/2010 18:49:0	On CENTRAL Ave at OAK	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1001260 - 000	6/22/2010 19:55:5	11965 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001261 - 000	6/23/2010 00:16:0	621 ELM St	600 - Good intent call, other	Yes	Yes
1001262 - 000	6/23/2010 01:17:5	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001263 - 000	6/23/2010 18:38:2	7100 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001264 - 000	6/23/2010 21:01:0	855 S 45TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001265 - 000	6/24/2010 00:02:4	321 VICTORIA St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001266 - 000	6/24/2010 01:37:3	1034 LIBERTY St	311 - Medical assist, assist EMS crew	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001267 - 000	6/24/2010 04:32:1	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001268 - 000	6/24/2010 07:19:5	In front of 1315 RIFLE RANGE Rd	444 - Power line down	Yes	Yes
1001269 - 000	6/24/2010 11:06:1	252 41ST St	622 - No incident found on arrival at dispatch address	Yes	Yes
1001270 - 000	6/24/2010 11:50:2	6400 CUTTING Blvd	621 - Wrong location	Yes	Yes
1001271 - 000	6/24/2010 15:49:5	7221 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001272 - 000	6/24/2010 17:17:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001273 - 000	6/24/2010 17:41:0	700 BARRETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001274 - 000	6/24/2010 18:24:5	2501 Rydin Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001275 - 000	6/24/2010 18:41:3	419 COVENTRY DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001276 - 000	6/24/2010 19:19:0	209 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001277 - 000	6/24/2010 20:35:2	209 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001278 - 000	6/24/2010 21:24:0	725 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001279 - 000	6/24/2010 22:00:0	10900 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001280 - 000	6/25/2010 04:39:4	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001281 - 000	6/25/2010 12:40:0	6522 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001282 - 000	6/25/2010 13:12:5	417 YALE Ave	553 - Public service	Yes	Yes
1001283 - 000	6/25/2010 17:11:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001284 - 000	6/25/2010 18:20:0	4200 KLOSE Way	111 - Building fire	Yes	Yes
1001285 - 000	6/25/2010 18:36:4	6244 ARLINGTON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1001286 - 000	6/25/2010 19:52:3	37 HIGHLAND Blvd	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1001287 - 000	6/25/2010 20:05:2	20 KENILWORTH DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001288 - 000	6/26/2010 09:13:1	1518 Palm Ave	444 - Power line down	Yes	Yes
1001289 - 000	6/26/2010 09:13:1	1518 Palm Ave	444 - Power line down	Yes	Yes
1001290 - 000	6/26/2010 11:19:1	1120 ARLINGTON Blvd	500 - Service Call, other	Yes	Yes
1001291 - 000	6/26/2010 12:01:5	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001292 - 000	6/26/2010 12:42:0	439 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001293 - 000	6/26/2010 12:31:1	6429 HAGEN Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001294 - 000	6/26/2010 13:21:0	610 S 37TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001295 - 000	6/26/2010 14:17:5	On SAN PABLO Ave at MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001296 - 000	6/26/2010 16:17:1	923 BALRA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001297 - 000	6/26/2010 23:27:0	633 LIBERTY St	550 - Public service assistance, other	Yes	Yes
1001298 - 000	6/27/2010 04:29:3	In front of 6407 Lagunitas Ave	522 - Water or steam leak	Yes	Yes
1001299 - 000	6/27/2010 05:50:4	835 SHEVLIN Dr	554 - Assist invalid	Yes	Yes
1001300 - 000	6/27/2010 07:19:1	ARLINGTON Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1001301 - 000	6/27/2010 09:29:1	1749 WESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001302 - 000	6/27/2010 11:51:0	5927 WENK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001303 - 000	6/27/2010 12:16:2	155 S 41ST St	611 - Dispatched & cancelled en route	Yes	Yes
1001304 - 000	6/27/2010 20:08:2	PEERLESS AVE/CUTTING BLVD	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001305 - 000	6/27/2010 19:43:4	PEERLESS AVE/CUTTING BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1001306 - 000	6/28/2010 01:54:5	4500 MACDONALD Ave	733 - Smoke detector activation due to malfunction	Yes	Yes
1001307 - 000	6/28/2010 04:35:4	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001308 - 000	6/28/2010 10:02:1	On Arlington Blvd at Potrero Ave	550 - Public service assistance, other	Yes	Yes
1001309 - 000	6/28/2010 18:25:2	Adjacent to W 80	611 - Dispatched & cancelled en route	Yes	Yes
1001310 - 000	6/28/2010 19:57:0	105 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001311 - 000	6/28/2010 22:10:0	756 WILSON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001312 - 000	6/28/2010 23:33:1	32 SUNSET Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001313 - 000	6/29/2010 08:52:0	11785 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001314 - 000	6/29/2010 11:31:0	1614 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001315 - 000	6/29/2010 12:11:3	103 ARDMORE Dr	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1001316 - 000	6/29/2010 14:28:0	3927 FLEMING Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001317 - 000	6/29/2010 15:03:3	On STOCKTON Ave at Galvin Dr	440 - Electrical wiring/equipment problem, other	Yes	Yes
1001318 - 000	6/29/2010 17:05:4	6333 FAIRMOUNT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001319 - 000	6/29/2010 17:54:5	10636 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001320 - 000	6/29/2010 23:05:0	79 ARDMORE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001321 - 000	6/29/2010 23:18:5	1046 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1001322 - 000	6/30/2010 03:06:5	927 VENTURA St	611 - Dispatched & cancelled en route	Yes	Yes
1001323 - 000	6/30/2010 10:12:3	515 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001324 - 000	6/30/2010 12:04:4	1215 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1001325 - 000	6/30/2010 19:59:0	46 VILLA Dr	111 - Building fire	Yes	Yes
1001326 - 000	6/30/2010 21:33:1	2493 LANCASTER Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001327 - 000	6/30/2010 21:41:0	11260 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001328 - 000	6/30/2010 22:18:0	1436 SANDPIPER SPIT Ave	611 - Dispatched & cancelled en route	Yes	Yes

Totals	
Number of Incidents	244
Completed	244
Not Completed	
Reviewed	244
Not Reviewed	

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:		
		TRANSMITTAL - APPROVAL		BATCH #:		
		Invoices		DATE:		
				LOCATION #:		
				FILENAME:		
				KENSINGTON		
00982	Delta Dental	07/24/10	4912 0003 Aug dental	7840	1061	1,109.49
01169	CalPERS	07/15/10	H2010067009000 Sep med	7840	1061	9,204.13
01406	KFPD	08/06/10	Reimburse revolving fund	7840	2490	11,837.53
01634	Vision Service Plan	07/20/10	001027770001 Aug vision	7840	1061	307.45
02120	City of El Cerrito	08/01/10	August fire protection	7840	2328	173,951.95
02590	Mack5	07/30/10	2017 July pre const	7840	2490	4,130.00
TOTAL						200,540.55

Kensington FPD Approval

Date: 8/16/10
Frank Anderson

August 6, 2010

Attachment to Transmittal 0810

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
7/19/2010	Payroll processing	45.70
7/19/2010	Payroll for period 7/1 - 7/15/10	2,178.89
7/19/2010	Withholding payroll taxes 7/1- 7/15/10	866.20
7/7/2010	PG&E electric	1,378.85
7/7/2010	PG&E gas	57.47
7/5/2010	AT&T - phone lines	226.36
7/15/2010	Bay Alarm - UL certificate	90.00
7/27/2010	Russell - June accounting	227.50
7/19/2010	Citi Cards - FF expense, misc. maint.	1,762.35
7/14/2010	Mighetto - repair parking lot light	169.43
7/22/2010	Comcast internet	69.90
8/2/2010	Payroll processing	45.70
8/2/2010	Payroll for period 7/16 - 7/31/10	2,170.19
8/2/2010	Withholding payroll taxes 7/16- 7/31/10	856.43
8/5/2010	ICMA - July deferred comp	1,144.90
7/26/2010	Canepa - gardening	120.00
8/1/2010	Stericycle - med waste	328.00
6/3/2010	UBS - July janitorial	<u>99.66</u>
	Total	11,837.53

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

August 6, 2010

To: KFPD Board Members

AGENDA ITEM

7

8/11/10

Fr: Brenda Navellier
KFPD Administrator

Re: Monthly Financial Reports

The following Financial Reports are for a six-week period, May 13 through June 30, 2010 (FY09-10 year-end) instead of the usual four-week period. These reports should be considered preliminary and not final numbers since the County will continue to produce several year-end runs.

No financial reports for July activity are provided at this time since the Board will not approve the final FY 10-11 budget until the September 8 meeting.

Kensington Fire Protection District
Balance Sheet
As of June 30, 2010

	Jun 30, 10
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	11,246.43
General Fund	178,830.79
Capital Fund	5,127.77
Special Tax Fund	5,752.03
Total Checking/Savings	201,157.02
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	885.40
Advance on Supplemental Taxes	20,781.57
Total Accounts Receivable	35,494.10
Other Current Assets	
Undeposited Funds	10,000.00
Prepaid Services - EC	-10.00
Prepaid Exp.	11,978.40
Prepaid CERBT - Retiree Trust	1,159,052.00
Investments	
Capital Replacement Funds	796,020.00
Fire Protect. Contract Reserves	2,120,231.00
Investments - Other	40,975.70
Total Investments	2,957,226.70
Total Other Current Assets	4,138,247.09
Total Current Assets	4,374,898.21
Fixed Assets	
Equipment	812,166.91
Accumulated Depreciation-Equip	-368,223.00
Land	5,800.00
Building and Improvements	1,369,897.02
Accumulated Depreciation - Bldg	-516,780.00
Current Capital Outlay	
Engine Defibrillators	63,543.35
P/S Building Repair/Replace	14,681.69
Firefighters Qtrs/Equip	6,889.42
FF High Band Radios	4,731.27
Computers/Furniture	2,281.36
Total Current Capital Outlay	92,127.09
Total Fixed Assets	1,394,988.02
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Total Other Assets	218,628.00
TOTAL ASSETS	5,988,514.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	13,827.13
Due to Other - Issued by CCC	21,238.16
Total Accounts Payable	35,065.29

Kensington Fire Protection District
Balance Sheet
As of June 30, 2010

	Jun 30, 10
Other Current Liabilities	
EI Cerrito Service Contract Pay	-0.01
Wages & PR Taxes Payable	4,713.81
Total Other Current Liabilities	4,713.80
Total Current Liabilities	39,779.09
Total Liabilities	39,779.09
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	463,407.98
Net Income	272,707.90
Total Equity	5,948,735.14
TOTAL LIABILITIES & EQUITY	5,988,514.23

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

July 2009 through June 2010

	Jul '09 - Jun 10	Jul '08 - Jun 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,725,225.98	2,732,857.58	-7,631.60	-0.3%
Special Taxes	0.00	200,362.00	-200,362.00	-100.0%
Other Tax Income	29,483.49	29,422.58	60.91	0.2%
Lease Agreement	28,000.00	0.00	28,000.00	100.0%
Interest Income	11,932.90	61,320.67	-49,387.77	-80.5%
Salary Reimbursement Agreement	29,200.00	0.00	29,200.00	100.0%
Miscellaneous Income	6,619.98	11,333.86	-4,713.88	-41.6%
Total Income	2,830,462.35	3,035,296.69	-204,834.34	-6.8%
Expense				
Reconciliation Discrepancies	0.02	0.00	0.02	100.0%
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,426.23	1,362.84	63.39	4.7%
Contra Costa County Expenses	30,760.27	33,752.88	-2,992.61	-8.9%
El Cerrito Contract Fee	2,120,241.48	2,105,157.56	15,083.92	0.7%
Water System Improvements	9,472.00	44,759.14	-35,287.14	-78.8%
Risk Management Insurance	12,378.00	8,403.00	3,975.00	47.3%
Professional Fees				
Accounting	5,179.78	3,138.03	2,041.75	65.1%
Actuarial Valuation	350.00	500.00	-150.00	-30.0%
Audit	12,000.00	9,500.00	2,500.00	26.3%
Legal Fees	18,538.39	28,308.16	-9,771.77	-34.5%
Total Professional Fees	36,066.17	41,446.19	-5,380.02	-13.0%
Wildland Vegetation Mgmt	8,382.50	7,830.00	752.50	9.9%
Total OUTSIDE PROFESSIONAL SER...	2,218,728.65	2,242,511.61	-23,784.96	-1.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	87,568.98	111,076.34	-23,507.36	-21.2%
Delta Dental	13,240.08	11,914.68	1,325.40	11.1%
Vision Care	3,657.06	3,560.04	97.02	2.7%
Total RETIREE MEDICAL BENEFITS	104,466.12	126,551.06	-22,084.94	-17.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,760.70	11,547.58	-2,786.88	-24.1%
Comm. Pharmaceutical Drop-Off	2,963.72	0.00	2,963.72	100.0%
Vial of Life Program	775.86	0.00	775.86	100.0%
CERT Emergency Kits	5,467.08	0.00	5,467.08	100.0%
Open Houses	1,312.98	1,059.01	253.97	24.0%
Community Shredder	1,012.50	0.00	1,012.50	100.0%
Total COMMUNITY SERVICE ACTIVITI...	20,292.84	12,606.59	7,686.25	61.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel	25,781.64	727.00	25,054.64	3,446.3%
Firefighters' Expenses	4,448.86	3,531.78	917.08	26.0%
Staff Appreciation	4,018.45	0.00	4,018.45	100.0%
Professional Development	5,282.37	1,748.97	3,533.40	202.0%
Building Maintenance				
Janitorial Service	1,195.28	797.29	397.99	49.9%
Medical Waste Disposal	3,746.76	5,208.87	-1,462.11	-28.1%
Building alarm	1,686.00	1,046.01	639.99	61.2%
Gardening service	915.00	557.50	357.50	64.1%
Miscellaneous Maint.	61,829.16	11,111.41	50,717.75	456.5%
Total Building Maintenance	69,372.20	18,721.08	50,651.12	270.6%
Building Utilities/Service				
Garbage	798.80	784.80	14.00	1.8%
Gas and Electric	7,437.83	6,955.32	482.51	6.9%
Water/Sewer	990.72	725.60	265.12	36.5%
Total Building Utilities/Service	9,227.35	8,465.72	761.63	9.0%
Election	0.00	352.65	-352.65	-100.0%
Memberships	4,399.00	4,874.00	-475.00	-9.8%
Office				
Office Expense	3,336.13	3,440.06	-103.93	-3.0%
Office Supplies	2,356.89	1,754.32	602.57	34.4%
Telephone	3,629.89	2,811.35	818.54	29.1%
Total Office	9,322.91	8,005.73	1,317.18	16.5%
Total DISTRICT ACTIVITIES	131,852.78	46,426.93	85,425.85	184.0%
Staff				
Wages	62,272.00	38,728.64	23,543.36	60.8%
Overtime Wages	2,301.75	0.00	2,301.75	100.0%
Vacation Wages	0.00	1,801.44	-1,801.44	-100.0%
Medical/dental ins compensation	5,200.00	0.00	5,200.00	100.0%
Retirement Contribution	3,113.60	1,936.40	1,177.20	60.8%
Payroll Taxes	5,170.81	3,165.64	2,005.17	63.3%
Workers Compensation/Life Ins	1,441.30	972.56	468.74	48.2%
Payroll Processing	1,129.62	1,371.84	-242.22	-17.7%
Total Staff	80,629.08	47,976.52	32,652.56	68.1%

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

July 2009 through June 2010

	Jul '09 - Jun 10	Jul '08 - Jun 09	\$ Change	% Change
Contingency				
General	3,700.00	500.00	3,200.00	640.0%
Total Contingency	3,700.00	500.00	3,200.00	640.0%
Total Expense	2,559,667.49	2,476,572.71	83,094.78	3.4%
Net Ordinary Income	270,794.86	558,723.98	-287,929.12	-51.5%
Other Income/Expense				
Other Income				
Transfers In - Capital	146,576.06	112,053.00	34,523.06	30.8%
Transfers In - General	4,539.46	149,703.52	-145,164.06	-97.0%
Total Other Income	151,115.52	261,756.52	-110,641.00	-42.3%
Other Expense				
Depreciation Expense	0.00	93,481.00	-93,481.00	-100.0%
Transfers Out - Capital	6,033.52	14,703.52	-8,670.00	-59.0%
Transfers Out - Special	0.00	210,000.00	-210,000.00	-100.0%
Transfers Out - General	145,082.00	37,053.00	108,029.00	291.6%
<Gain>/Loss on Asset Disposal	0.00	1,835.00	-1,835.00	-100.0%
Total Other Expense	151,115.52	357,072.52	-205,957.00	-57.7%
Net Other Income	0.00	-95,316.00	95,316.00	100.0%
Net Income	270,794.86	463,407.98	-192,613.12	-41.6%

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
July 2009 through June 2010**

	Jul '09 - Jun 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,725,225.98	2,787,515.00	-62,289.02	97.8%
Other Tax Income	29,483.49	29,000.00	483.49	101.7%
Lease Agreement	28,000.00	28,000.00	0.00	100.0%
Interest Income	11,932.90	50,000.00	-38,067.10	23.9%
Salary Reimbursement Agreement	29,200.00	29,230.00	-30.00	99.8%
Miscellaneous Income	6,819.98	0.00	6,819.98	100.0%
Total Income	2,830,462.35	2,923,745.00	-93,282.65	96.8%
Expense				
Reconciliation Discrepancies	0.02			
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,428.23	1,427.00	-0.77	99.9%
Contra Costa County Expenses	30,760.27	35,440.00	-4,679.73	86.8%
EI Cerrito Contract Fee	2,120,241.48	2,120,231.00	10.48	100.0%
Water System Improvements	9,472.00	10,000.00	-528.00	94.7%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	10,740.00	1,638.00	115.3%
Professional Fees				
Accounting	5,179.78	4,000.00	1,179.78	129.5%
Actuarial Valuation	350.00	2,500.00	-2,150.00	14.0%
Audit	12,000.00	12,500.00	-500.00	96.0%
Legal Fees	18,538.39	50,000.00	-31,461.61	37.1%
Total Professional Fees	38,068.17	69,000.00	-32,933.83	52.3%
Wildland Vegetation Mgmt	8,382.50	10,000.00	-1,617.50	83.8%
Total OUTSIDE PROFESSIONAL SERVICES	2,218,726.65	2,284,838.00	-66,111.35	98.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	87,568.98	152,422.00	-64,853.02	57.5%
Delta Dental	13,240.08	12,510.00	730.08	105.8%
Vision Care	3,657.06	3,735.00	-77.94	97.9%
Total RETIREE MEDICAL BENEFITS	104,466.12	168,667.00	-64,200.88	61.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,780.70	15,000.00	-6,239.30	58.4%
Comm. Pharmaceutical Drop-Off	2,983.72	2,500.00	483.72	118.5%
Vial of Life Program	775.88	2,000.00	-1,224.14	38.8%
CERT Emergency Kits	5,467.08	10,000.00	-4,532.92	54.7%
Open Houses	1,312.98	5,000.00	-3,687.02	26.3%
Community Shredder	1,012.50	3,600.00	-2,587.50	28.1%
Total COMMUNITY SERVICE ACTIVITIES	20,282.84	38,100.00	-17,817.16	53.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	25,781.84	28,000.00	-2,218.16	99.2%
Firefighters' Expenses	4,448.88	7,500.00	-3,051.14	59.3%
Staff Appreciation	4,018.45	5,000.00	-981.55	80.4%
Professional Development	5,282.37	5,500.00	-217.63	96.0%
Building Maintenance				
Janitorial Service	1,195.28	1,500.00	-304.72	79.7%
Medical Waste Disposal	3,748.78	5,000.00	-1,251.24	74.9%
Building Alarm	1,688.00	2,000.00	-312.00	84.3%
Gardening service	915.00	1,500.00	-585.00	61.0%
Miscellaneous Maint.	81,829.16	375,000.00	-313,170.84	18.5%
Total Building Maintenance	89,372.20	385,000.00	-315,627.80	18.0%
Building Utilities/Service				
Garbage	798.80	915.00	-116.20	87.3%
Gas and Electric	7,437.83	7,500.00	-62.17	99.2%
Water/Sewer	990.72	825.00	165.72	120.1%
Total Building Utilities/Service	9,227.35	9,240.00	-12.65	99.9%
Memberships	4,399.00	5,020.00	-621.00	87.8%
Office				
Office Expense	3,336.13	3,500.00	-163.87	95.3%
Office Supplies	2,356.88	2,100.00	256.88	112.2%
Telephone	3,629.89	3,000.00	629.89	121.0%
Total Office	9,322.91	8,600.00	722.91	108.4%
Total DISTRICT ACTIVITIES	131,852.78	451,860.00	-320,007.22	29.2%
Staff				
Wages	62,272.00	62,275.00	-3.00	100.0%
Overtime Wages	2,301.75	4,000.00	-1,698.25	57.5%
Vacation Wages	0.00	1,000.00	-1,000.00	0.0%
Medical/dental ins compensation	5,200.00	5,200.00	0.00	100.0%
Retirement Contribution	3,113.80	3,115.00	-1.40	100.0%
Payroll Taxes	5,170.81	5,815.00	-644.19	92.1%
Workers Compensation/Life Ins	1,441.30	1,320.00	121.30	109.2%
Payroll Processing	1,129.82	1,835.00	-705.38	61.6%
Total Staff	80,629.08	84,380.00	-3,750.92	95.6%
Contingency				
General	3,700.00	0.00	3,700.00	100.0%
Contingency - Other	0.00	30,000.00	-30,000.00	0.0%
Total Contingency	3,700.00	30,000.00	-26,300.00	12.3%
Total Expense	2,559,867.49	3,037,825.00	-478,157.51	84.3%
Net Ordinary Income	270,794.86	-114,080.00	384,874.86	-237.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	146,578.08			
Transfers In - General	4,539.46			
Total Other Income	151,117.54			
Other Expense				
Transfers Out - Capital	6,033.52			
Transfers Out - General	145,082.00			
Total Other Expense	151,115.52			
Net Other Income	0.00			
Net Income	270,794.86	-114,080.00	384,874.86	-237.4%

PUBLIC HEARING

AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: Michael J. Bond, Fire Marshal
Teresa Pace, Fire Prevention Officer

BACKGROUND

The fire department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the August 11, 2010 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the August 11, 2010 hearing a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. Sometime between August 30, 2010 and September 15, 2010, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After September 30, 2010, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on October 13, 2010 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: _____
Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 10-05

Exhibit A: List of addresses and assessment numbers where public nuisances exist on improved and unimproved private properties.

July 1, 2010 Letter from the Fire Marshal

July 1, 2010 Notice to Destroy

August 12, 2010 Fire Marshal's Letter of Declared Fire Hazard

KFPD Vegetation Management Standard

RESOLUTION 10-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 et seq provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on October 13, 2010 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 10-05
August 11, 2010

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 11th Day of August 2010, by the following vote of the Board:

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

Nina Ramsey, President

ATTEST:

Leslie Michael, Secretary

EXHIBIT A
List of Real Property Constituting Public Nuisances
8-11-2010

APN	Street Address	Property Owner
571-211-0112	1 Lenox Rd	Irene Carol Abrams
570-041-0151	208 Stanford Ave.	Sue Ann Childress
571-140-0142	700 Coventry Rd.	Robert and Smiljanna Whyte
570-122-0252	309 Vassar Ave.	Cynthia Won

KENSINGTON FIRE PROTECTION DISTRICT
C/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 1, 2010

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, refuse, brush and other vegetation dry out and become highly flammable. After a fairly dry winter and a wet spring, the grass and brush are abundant and will create a severe fire hazard. To reduce the fire danger on private property, the Fire District is beginning its annual Fire Hazard Abatement Program. We have inspected your property and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Beginning August 2nd the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Enclosed please find our legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing refuse, dry and/or dead vegetation that is easily ignitable and capable of burning structures and endangering lives.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. For most private lots and yards these guidelines provide straightforward instructions on what actions you, the property owner, should take to remove the fire hazards. On the other hand, certain lots and yards are more difficult to assess. If you would like your property inspected by our Fire Prevention Officer, Captain Teresa Pace, at no cost, she can identify your specific fire hazards and provide you with the information needed to meet our standards. We urge you to call the Fire Prevention Office at (510) 215-4457 with any questions about clearing or maintaining your property or to schedule an inspection.

Thank you for your cooperation in making Kensington a fire safe community.

Sincerely,

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 1, 2010

Name:
Address:
Parcel #:

**NOTICE TO DESTROY WEEDS AND REMOVE
RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL**

Notice is hereby given that on the **1st day of July, 2010**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the weeds, rubbish, refuse, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment. These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes. Reference is hereby made to the resolution for further particulars.

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on August 11, 2010 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 30, 2010 and September 10, 2010**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention office at 10900 San Pablo Avenue. The phone number is (510) 215-4457.

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4917

August 12, 2010

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On August 11, 2010, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the August 11, 2010 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between August 30, 2010 and September 15, 2010. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on October 13, 2010 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4450.

Michael J. Bond
Fire Marshal

**Fire Hazard Reduction Program
The Kensington Fire Protection District**

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

Along with California's growth of population and expanding development, urban housing has intermixed with wildland areas. California communities have experienced devastating fire loss because of the severity of fires which occur in this intermix area. The risk of conflagration in the intermix is increased further by homeowners who create uncontrolled landscaping of native and non-native plants on their properties. Thousands of homes are threatened by fire every year in California largely because of this heavy vegetation fuel load very near structures.

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. This area has been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as Very High Fire Hazard Severity (VHFHS) zone. As specified by State law (AB 337), property owners within this zone must take special precautions with their property, including vegetation management, to reduce the risk of fire.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons and draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior such as occurred in the Oakland/ Berkeley Hills Fire of October 1991. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of local community fire protection planning is to reduce the level of fire hazards in the Kensington wildland intermix area, designated as a VHFHS zone. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" Kensington.

Vegetation management planning in the VHFHS zone focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing kindling fuels, and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential that a small fire will grow into a catastrophic event involving one or more structures. The primary method of stopping fire spread is by increasing separation distances between combustible fuels. An important component of reducing the community's fire risk requires vegetation management to be practiced by property owners.

B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of

flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

Within the VHFHS zone, structures are to be protected from wildfire by creating firebreaks immediately surrounding structures and fuel breaks further out from structures. Within 30 feet of a structure a firebreak should be created which contains well-irrigated, maintained and appropriately spaced ornamental landscaping with fire resistant plants. All flammable vegetation and combustible growth in this area immediately surrounding a structure should be eliminated. This creates a safety margin of defensible space so that wildfire can be stopped before it reaches a structure.

A fuel break should be created from 30 feet to 100 feet from structures located within the VHFHS zone. The heightened risk of wildfire within the VHFHS zone makes it necessary to provide an added safety margin of defensible space for all structures and a fuel break will provide this extra protection. Fuel breaks are meant to reduce fire hazardous vegetation and maintain it to specified heights and arrangements, limiting fire intensity and impeding fire spread. The purpose of the fuel break is to deny any hot fire entering it sufficient fuel to sustain fire intensity and speed. By the time it reaches the firebreak area containing ornamental landscaping nearer the structure, the now low-intensity fire should be stopped easily by the firebreak surrounding the structure.

Ornamental landscaping with fire resistant plants is encouraged as a long term approach to maintain yard and garden vegetation in a fire safe manner. Landscaping with healthy, appropriately irrigated plants and ground cover provides a permanent reduction of the fire hazard adjacent to structures when maintained at regular intervals. Ornamental landscaping can enhance a firebreak by inhibiting the growth of weeds, grass, brush and similar fire hazardous vegetation. A list of fire resistant and highly flammable plants is available from the Fire District.

C. Process

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to meet with District staff to discuss this matter and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire District has developed guidelines conforming to State Law and national fire protection standards which address most situations found on private property within Kensington. Please read these guidelines along with the accompanying glossary. If you are still unsure of how to proceed, please call the Fire Department and we will work with you to develop a fire hazard reduction plan for your property.

A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to a large wildland area containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods of Kensington are at heightened risk of seasonal wildfire

sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) zone. The small area remaining in Kensington faces a lesser risk of wildfire.

Fire hazard reduction measures common to the entire community of Kensington are required on both vacant and developed lots:

1. Property owners must ensure that all vegetation, native or non-native, shall be maintained so as not to constitute a fire hazard.
2. Property owners must maintain their property either by ornamental landscaping or by establishing a fuel break along the property line and adjacent to structures. For properties within the VHFHS zone, there are additional requirements for firebreaks within 30 feet of structures and fuel breaks from 30 to 100 feet.
3. Property owners are responsible for clearance and maintenance of their own property only. Property owners will be required, however, to create fuel breaks on their property to protect neighboring structures. Dimensions of fuel breaks will depend on the proximity of neighboring structures and on whether the properties are within the VHFHS zone.
4. All brush, weeds, grass, and fire hazardous vegetation within 10 feet of any usable road surface, public way or combustible fence shall be maintained in a non-hazardous condition with a fuel break.
5. Property owners must maintain their property free from all nuisances, including debris, garbage, rubbish and trash, hazardous materials, junk and noxious growth.

B. Ornamental Landscaping

Ornamental landscaping is encouraged throughout the community of Kensington to enhance fire safety. Ornamental landscaping consists of decorative plants growing within a tended garden or yard which are well-watered, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control.

Within the VHFHS zone, ornamental landscaping in the 30 foot firebreak adjacent to structures must meet the following requirements:

1. Ornamental landscaping shall be maintained free of dead wood and litter, and trimmed of small twigs and branches at least two (2) feet or 1/3 of their height from the ground, whichever is less.
2. Ornamental landscaping must be healthy, pruned, adequately irrigated and regularly maintained so that plants and the area beneath them are free from dead or dying material.
3. Single specimen trees must be trimmed and maintained.
4. Ground cover may be used as part of ornamental landscaping provided it is kept green, free of dead wood and litter, and at a height so that they do not form a means of rapidly transmitting fire from native growth (located outside the firebreak) to any building or structure.

C. Vegetation Management Standards

Vegetation management standards exist for the entire community, including the area designated as a VHFHS zone. Refer to the glossary for a definition of terms used in these standards.

1. Properties within the VHFHS zone:

- a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
- b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding
- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. Properties outside the VHFHS zone:

- a. Fuel Breaks must be created and maintained in areas within 30 feet of any structure.
- b. Fuel Breaks must be created and maintained on vacant lots to be 10 feet wide along the property line.

3. Vegetation Management Standards for Firebreaks:

- a. All flammable vegetation or combustible growth must be removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire.
- b. Adequately irrigated and maintained ornamental landscaping is not flammable vegetation or combustible growth, and is encouraged within a firebreak.
- c. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- d. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- e. All roof surfaces shall be maintained free of substantial accumulations of needles, twigs, and any other combustible matter.
- f. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- g. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

4. Vegetation Management Standards for Fuel Breaks:

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.

e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.

f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

5. Additional Considerations for Vegetation Management:

a. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**

b. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical, or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the district of alternative treatment will supersede other requirements.

c. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve. The report will be reviewed by the district. Review and acceptance by the district of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants is not available.

The best available plant information is contained in a publication available from EBMUD entitled "Firescape: Landscaping to Reduce Fire Hazard". A list of plants with some fire-resistance and plants considered highly flammable is available from the fire district.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds. Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of 1/2" openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State law and District Ordinance requires that all roofing within the VHFHS zone be Class B or better in new construction or replacement of more than 50 % of the roof.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, almost the entire community of Kensington is designated as a VHFHS zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within the VHFHS zone.

Defensible space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for fire fighters to take a stand to protect the house.

Fire resistant plants: A relative term used to describe plants that are "more resistant" or "less resistant" than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. A partial list of fire resistant and highly flammable plants is available from EBMUD (232-5051) and the Fire District.

Fire hazardous vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation** and **combustible growth**.

Ornamental landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Firebreak: An area in which all flammable vegetation or combustible growth is removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire. Ornamental landscaping is permissible within a firebreak as long as it is adequately irrigated, maintained and spaced so as not to provide a means of rapidly transmitting fire. Compare to **fuel break**.

Fuel break: An area in which all flammable vegetation or combustible growth is reduced and cleared away according to established standards, thereby limiting the mass and arrangement of fire hazardous vegetation fuels which can rapidly transmit fire. Appropriate ornamental landscaping is permissible within a fuel break. Fuel reduction standards for fuel breaks limit the height of certain vegetation (brush, native shrubs, weeds and grasses), remove from trees any fuels which can ladder fire into the canopies, and provide adequate spacing between remaining plants. Compare to **firebreak**.

CHIEF/PRESIDENT REPORTS

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

July 2010

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Alameda and Contra Costa Wildland 2010

Seven Firefighters received live fire training on June 23 and 24 at the Wildland 2010 Training Exercise held at Camp Parks.

The focus of this drill was to exercise Wildland Firefighting Strategies and Tactics, utilizing the ICS System. The hands on training included progressive hose lays, hand line construction, mobile fire attack, water supply and safety in the Wildland Environment. Several hundred acres of grassland was burned during this event.

Battalion Chief David Gibson was assigned as the Operations Chief for this training with the overall responsibility of the entire training program. Other members of the department received training in the hands on section of this event.

Control Burning of Slash Piles

During the next few weeks, the Fire Department will be busy control burning vegetation (slash) piles within the Hillside Natural Area (HNA). Once this vegetation management project has been completed, engine companies can begin prescribed burning in the areas of the HNA around Potrero Hill and off of Schmidt Lane in El Cerrito. The Fire Department crews have report that the HNA grasses have remained much greener this year due to the late rain fall, based on this fact the majority of the departments Prescribed Burning will take place later in the season. As always notice will be given before the burns take place.

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

August 2010

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

On July 27 at 4:00 a.m. Fire Captain Kevin Janes was requested to respond to the "Bull Fire" in the Sequoia National Forest near Kernville as part of the "California Interagency Incident Management Team #4." Information on the fire at the time of this report was still somewhat limited due to the isolated location.

What is known is that on July 26 at approximately 1:45 p.m., a vegetation fire was reported in the area of Burlando Road, west of the Kern River near Kernville. The fire quickly grew to 2,000 acres in rough terrain of grass and heavy vegetation in Bull Run Creek and doubled in size again by that evening. As of July 28th, the fire had grown to 15,000 acres and was only 5 percent contained. At this time, there are approximately 500 personnel on scene with many more en-route. Approximately 200 firefighters are battling the fire on ground with assistance from seven water dropping helicopters and seven air tankers.

Six homes have been burned in the path of the Bull Fire. More structures are threatened by the fire on both sides of the Kern River and many communities have been evacuated. There are structural protection groups assigned to these areas. There are no reported injuries.

This fire as well as many more in the northern Sierra's is believed to be the result of the dry lightning storms that moved across the State over the weekend. More lightning strikes are being predicted for this week. Please keep Captain Janes and citizens of this community in your thoughts.



CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2010 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in Region 3, Seat B. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat B and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 6, 2010**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association

Attn: 2010 Board Elections

1112 I Street, Suite 200

Sacramento, CA 95814

Please contact Diana Zavala toll-free at 877.924.CSDA or dianaz@csda.net with any questions.

Sherry M. Sterrett

Candidate CSDA Board of Directors - Region 3

Please consider voting for me!

Why? I am a strong believer in "Special Districts" and have a track record to prove it.

Why? Because I believe experience counts:

- 2009 Elected President of the Pleasant Hill Recreation and Park District Board of Directors
- 2008 Chair of CSDA Education Committee
- 2007 Elected President of the CSDA, FC and SDRMA Alliance.
- 2006 Elected President of the Pleasant Hill Recreation and Park District Board of Directors
- 2005 Re-elected President of CSDA
- 2004 Elected President of CSDA

I am a graduate of the CSDA Leadership Academy and my district was the first recreation and park district to earn a "District of Distinction" award from the Special District Leadership Foundation.

I have been a very active CSDA Board Member with attendance at every Annual Conference and every CSDA Legislation Day since I was elected to the Pleasant Hill Recreation and Park District.

I have served CSDA in many leadership positions. They include the Membership Committee, the Local Chapter Committee, the Conference Committee, the Budget/Finance Committee, Elections/Bylaws Committee, the Education Committee and the CSDA Executive Committee which included two terms as CSDA President.

In Contra Costa County, I am an active and effective leader. The Pleasant Hill community has elected me their school board member (1980-1987), their city council member (1987-1995) and a trustee to the Pleasant Hill Recreation and Park District (1996-current).

"As your Director from Region 3, I will continue to work hard for you. Together we will continue to educate Sacramento on the value and importance of Special Districts." You may contact me by e-mail at sherrysterrett@att.net

Please vote for me, Sherry Sterrett.

**Candidate for CSDA Board of Directors
Region 3, Seat B**

Kathryn Slater-Carter

As a board member I can bring my experience as a long-term Montara Water and Sanitary District (MWSD) board member, past president of the San Mateo County Special District Association Chapter, franchise business owner, and treasurer of the 501c/3 Pacifica School Volunteers Board (PSV) to benefit the statewide CSDA.

I know a board member works as part of the team consisting of the organizational members, district executive director and staff and governing board. I have leadership, teambuilding and critical thinking skills. As president of MWSD I led the district accomplishing the community initiated task of making the privately owned water district a part of our sanitary district by passing a \$19,000,000 bond and acquisition effort. As a franchise business owner I was treasurer in charge of a \$12,000,000 budget; as PSV treasurer I have overseen a very modest budget.

If elected to the board of directors I pledge to make CSDA even more important to special districts through its excellent staff and ongoing lobbying efforts, educational programs, and financial alliances. I would like to see CSDA investigate working with high school district or community college boards to institute classes to educate special district employees.

Thank you for your time,
Please vote to elect me to the CSDA governing board.

From: Kate Sibley <KSibl@lafco.cccounty.us>

To: biagi <biagi@rhfd.org>; Art Lathrop <Art.Lathrop@hsd.cccounty.us>; Barbara Riveira <brive@cao.cccounty.us>; bespinosa <bespinosa@ci.pinole.ca.us>; kensingtonfirepd <kensingtonfirepd@aol.com>; montgomery <montgomery@ci.oakley.ca.us>; cpokorny <cpokorny@mofd.org>; Clyde_Tucker <Clyde_Tucker@ci.richmond.ca.us>; Manager <Manager@moraga.ca.us>; dloud <dcloud@cccfd.org>; dlanderos <dlanderos@ci.brentwood.ca.us>; litjl <litjl@aol.com>; HHenderson <HHenderson@eccfd.org>; jkeeter <jkeeter@ci.orinda.ca.us>; JParrott <JParrott@ci.pinole.ca.us>; lmaples <lmaples@ci.el-cerrito.ca.us>; michael_banks <michael_banks@ci.richmond.ca.us>; mfitzer <mfitzer@ci.pinole.ca.us>; rgrac <rgrac@cccfd.org>; Rich Seithel <rseit@cao.cccounty.us>; rprice <rprice@srvfire.ca.gov>; sbrooks <sbrooks@srvfire.ca.gov>; Trina_Jackson <Trina_Jackson@ci.richmond.ca.us>; vswells <vswells@jafflocal1230.org>

Cc: Lou Ann Texeira <LTexe@lafco.cccounty.us>

Subject: August 11 LAFCO Meeting - Fire Services Update

Date: Mon, Jul 19, 2010 9:55 am

A message from LAFCO Executive Officer Lou Ann Texeira:

Greetings,

On July 14, the Commission received a summary of the May 21 LAFCO Fire Workshop. As reported, the workshop included local agency progress reports on solutions and key issues, small and large group discussions, a review of potential opportunities/recommendations to address key issues, and next steps. The small group discussions resulted in a list of key issues and recommendations, including the need for quality data by station (responses), fire station location, fiscal issues (i.e., inequities, redevelopment, pension costs), how to maximize resources, countywide ambulance service and other service models, and roles for implementing ideas and recommendations.

The Commission discussed outcomes of the workshop and expressed an interest in continuing the dialogue. The Commission requests written updates from the fire and emergency service providers and invites your participation in the discussion to take place at the LAFCO meeting on August 11. Participation by all agencies will provide for a more inclusive exchange of ideas among the parties.

We are happy to include your written update in the LAFCO agenda packet if received prior to August 4.

Many thanks for your cooperation and we look forward to your participation.

Feel free to contact the LAFCO office if you have questions or if we can be of assistance.

Lou Ann Texeira



July 30, 2010

Ms. Lou Ann Texeira
Executive Officer
Contra Costa County LAFCO
651 Pine Street, 6th Floor
Martinez, CA 94553

Re: Kensington Fire Protection District Update

Dear Ms. Texeira,

Thank you for your email of July 22, 2010. The Kensington Fire Protection District is happy to provide the LAFCO Commission with an update on the District.

As noted in LAFCO's 2009 Fire and Emergency Medical Service Providers Municipal Service Review, the Kensington Fire Protection District continues to provide excellent fire and emergency medical service, is accountable to the Kensington community and creates many opportunities for public outreach, shares facilities and cooperates with other local Kensington agencies and like agencies within the County, all while remaining financially solvent.

Of the three governance alternatives identified in the MSR, it is feasible to have LAFCO amend KFPD's SOI to include the EBMUD reservoir; however, KFPD already serves the area in question through automatic mutual aid and service will not be affected with or without the SOI change. In addition, the LAFCO Commission should note that the reservoir property as identified is not solely in Contra Costa County but partially lays in Alameda County.

Regarding the option of consolidation with the Kensington Police Protection and Community Services District, and as clearly stated by KFPD in previous letters, no streamlining was identified by the LAFCO consultant in the MSR. It has been brought forward at several community meetings that consolidation would actually create far less representation for Kensington citizens within its local agencies, and nearly all public opinion received from our constituents did not favor this option. Also, as identified in the MSR, KPPCSD has resolved its financial challenges by passing a parcel tax measure on the June 8, 2010 ballot which is another indication of the Kensington voters' desire "in exercising greater control over the share of local property tax dollars..."*

Belinda Espinosa, City Manager, Pinole is the chair of the West County Technical Advisory Committee that is discussing regional issues within the fire service. We defer to Ms. Espinosa to report updates concerning this committee.

Page Two
Ms. Lou Ann Texeira
Contra Costa County LAFCO
July 30, 2010

Thank you very much for your attention. We look forward to seeing the Commission again in August.

Sincerely,

KENSINGTON FIRE PROTECTION DISTRICT

A handwritten signature in cursive script, appearing to read "Brenda J. Navellier".

Brenda J. Navellier
Administrator

- * Municipal Service Review: Fire and Emergency Medical Service Providers, Kensington Fire Protection District, Governance Alternatives

NEW BUSINESS

August 6, 2010

To: KFPD Board Members

AGENDA ITEM 11

Fr: Brenda Navellier
KFPD Administrator

Re: Requests from Chief Maples and B/C Pigoni for FY10-11 Budget

As the Finance Committee reported at the Board's June meeting, Chief Maples and B/C Pigoni have brought forward three items that they would like the Board to consider including in the FY10-11 Budget that will be finalized next month. These items are:

1. MDT (mobile display terminal) on-board computer for KFPD's B/C Expedition.
2. Personnel wildland web gear hydration pack upgrade.
3. Rope rescue equipment for Engine 65.

Individual memos and prices for each item follow.



EL CERRITO-KENSINGTON FIRE DEPARTMENT



MEMORANDUM

July 1, 2010

TO: Board of Directors, Kensington Fire Protection District

FROM: Michael Pigoni, Battalion Chief

RE: MDT for Command Vehicle

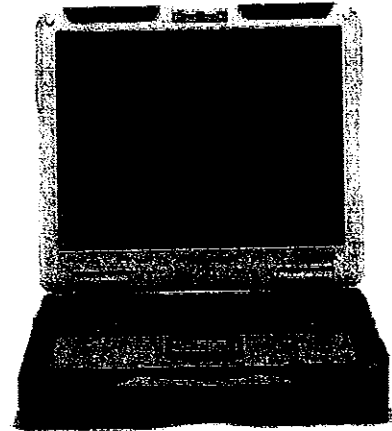
As I have discussed with Chief Maples, it is my recommendation to outfit Kensington's 2010 Expedition with an on-board computer system that would enable that B/C assigned to that vehicle to use it more efficiently. This on-board computer is used for dispatch center contact, mapping, internet use and many other applications.

After contacting Con Fire's IT personnel to obtain their specifications, I have received a preliminary quote for a Tough Book 30 loaded to those specifications.

In addition to the computer, a docking station, mounting bracket and supports would also need to be purchased. Captain Janes informs me that we have spare modems, so we would not need to purchase that. The estimated cost including installation is \$6,580.

I appreciate the Board's consideration of this request.

Michael Pigoni
Battalion Chief
(510) 812-4503





EL CERRITO-KENSINGTON FIRE DEPARTMENT



MEMORANDUM

July 1, 2010

TO: Board of Directors, Kensington Fire Protection District

FROM: Michael Pigoni, Battalion Chief

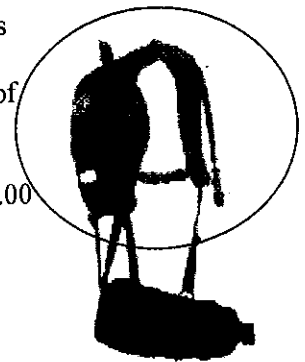
RE: Wildland Web Gear Hydration Pack Upgrade

A few years ago the KFPD Board of Directors purchased Wolf Pack Gear wildland harness systems for each firefighter to securely hold our fire shelters, gloves and other tools required for proper wildland firefighting. At the time the Wolf Pack Gear product line did not offer any type of a hydration system similar to the Camel Back bladder systems used by hikers, bicyclists etc. The systems were ordered with a pouch on the belt that could hold two 16 ounce bottles of water.

Under light to moderate work load the body will loose a minimum of 32 ounces of water per hour. That amount is doubled during extreme work loads such as fighting fire, cutting fire line and making progressive hose lays. The two bottles that we currently carry provide adequate hydration for less than one hour.

Wolf Pack Gear now offers a Low Profile Hydration Pack upgrade that can hold 102 ounces of water in a Camel Back bladder system that is built into the harness and protected by the high heat fabric covering that the entire web system is constructed from. The positive note of this upgrade is that all of our current options and tools will fit on the hydration pack.

Currently through GSA purchasing, we can upgrade all 36 systems for approximately \$160.00 each or \$5,760.00. I appreciate your consideration on this matter.



Michael Pigoni
Battalion Chief
(510) 812-4503



EL CERRITO-KENSINGTON FIRE DEPARTMENT



MEMORANDUM

July 1, 2010

TO: Board of Directors, Kensington Fire Protection District

FROM: Michael Pigoni, Battalion Chief

RE: Rope Rescue Equipment for E65

Currently the vast majority of our personnel are trained to a Rescue Systems Level 1. This training is required as part of our commitment to CAL EMA and our use of OES#300. Two years ago when we purchased the new engine for Station 71, it was equipped to the same standards as the OES engine. While high angle rope rescue may not be a high priority due to lack of potential in this area, low to medium rope rescue certainly a possibility with the trails and hillside areas in both Kensington and El Cerrito

As the Operations B/C, I recommend that we equip the rest of our engines with the rope cache that we currently have on the OES engine and E71. Below is a basic list of the equipment that we would need to get E65 up to the same level of equipment.

Kensington E65 Rope Rescue Equipment List

Description	P/N#	Price Each	Qty.	Total
Webbing; Red	200103	\$0.37	300	\$111.00
Webbing; Blue	200102	\$0.37	300	\$111.00
Webbing; Orange	200101	\$0.37	300	\$111.00
Webbing; Green	200106	\$0.37	300	\$111.00
Webbing; Yellow	200107	\$0.37	300	\$111.00
8mm Prusik Cord; Green	293018	\$0.57	100	\$57.00
8mm Prusik Cord; Red	293038	\$0.57	100	\$57.00
1/2" Life Line Rope; Red	273230	\$1.21	150	\$181.50
1/2" Life Line Rope; Blue	273220	\$1.21	150	\$181.50
Carabiner; X-Large Steel	371290	\$27.25	10	\$272.50
Carabiner; Steel w/ Screw Lock	300110	\$26.50	24	\$636.00
Rescue Pulley; 2-1/4"	300441	\$74.00	6	\$444.00
Rescue Pulley; 3-3/4"	300461	\$105.00	6	\$630.00
Descender; Rescue 8	300850	\$72.00	4	\$288.00
Brake bar Rack	300890	\$128.00	4	\$512.00
Ascender; Gibbs	340006	\$70.00	4	\$280.00
Anchor Plate; Stainless	300615	\$53.00	4	\$212.00
Rode End Dip; clear	294007	\$8.50	2	\$17.00
Rope ID Marker	294012	\$32.50	2	\$65.00
Rope Log Books	993213	\$11.00	12	\$132.00
Rope Cutting Gun Blade	268050	\$4.75	6	\$28.50

Load Release Strap	201108	\$43.00	6	\$258.00
Rope Rescue Bag	770401	\$98.25	4	\$393.00
Class 1 Harness Large	202174	\$215.00	1	\$215.00
Class 1 Harness X-Large	202175	\$215.00	1	\$215.00
Equipment Cache Bag	440541	\$140.00	2	\$280.00
			Total	\$5,910.00

This total is an approximate amount based on current prices and listed quantities. If approved, I would insure that we check all suppliers to get the best price and the most for our expense. I consider this a "not-to-exceed" price.

Please contact me if you have any question and thank you for considering this request.

Michael Pigoni
 Battalion Chief
 (510) 812-4503

August 6, 2010

To: KFPD Board Members

AGENDA ITEM 12

Fr: Brenda Navellier
KFPD Administrator

Re: Mack 5 Consulting Agreement

Attached is an additional services proposal from Mack5 for construction management services in the amount of an additional \$10,000.

To date, Mack5 has been serving as our project manager, coordinating the efforts of the architect and engineers, prequalifying the contractors, reviewing the specifications and general conditions prior to publishing, conducting the mandatory contractor walkthrough, and now verifying and reviewing the contractor's proposals that were received. With construction anticipated to begin the first of September, Mack5 is ensuring that they have funds in place with us to continue to perform their job as our project manager and representative.

August 2, 2010

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

**Kensington Fire Station Remodel
Mack5 Job #M5-10-276
Construction Management
Additional Services Proposal #4**

Owner's Representative
Project Management

Dear Ms. Navellier:

Cost Planning and
Estimating

We are pleased to provide the Kensington Fire Protection District (KFPD) with a proposal for Construction Management Services for the Kensington Fire Station remodel (the Project) as follows:

Sustainability and
Energy Conservation

Services

Mack5 will provide Services for Construction Management related to the Project such as those noted below. The Services may include all or part of the following tasks dependent on the actual scope and time required, which will be subject to the contractor selected for the Project:

Dispute Resolution

- Attend meeting with contractor prior to construction
- Attend weekly site meetings and other construction-related meetings
- Review contractor's work plan and traffic handling plan
- Monitor ongoing construction work
- With architect assistance, analyze, prepare and negotiate change orders, and recommend acceptance or rejection
- Review and process payment requests; review with architect for concurrence
- Monitor job correspondence as necessary
- Assist the architect as needed with processing RFI's and submittals
- Assist the contractor with preparing the construction schedule and tracking job progress

mack 5
1900 Powell Street
Suite 470
Emeryville, CA 94608

T: 510-595-3020
F: 510-595-1755

info@mack5.com

www.mack5.com

Fee Our not-to-exceed fee allowance for this work is \$10,000 ("Allowance"), which reflects approximately 68 hours at a blended hourly rate of \$147. Any Reimbursables expense associated with this work will be charged to this Allowance.

Once the contractor is selected:

- Mack5 and KFPD will mutually define a set scope Construction Management Services.
- Mack5 will provide a fixed monthly fee for the set scope of Services.
- The duration of the Services that can be funded by the Allowance will be determined.
- This Additional Services Proposal #4 will be revised to reflect the scope and duration that will apply to the Allowance.

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

Reimbursables Reimbursable expenses will be billed at cost plus ten percent (10%).


Hourly Rates Mack5's hourly rates:

Principal	\$210
Project/Construction Manager	\$160
Sr. Cost Planner/Estimator	\$160
Cost Planner/Estimator	\$150
Project Engineer	\$120
Administrative Support	\$ 65

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

Should you have any questions about the Services or Fee in this Additional Services Proposal #4, please contact Joe Blanco. We look forward to working again with the Kensington Fire Protection District. To note Kensington Fire Protection District agreement with and acceptance of this Additional Services Proposal #4, please have the appropriate authorized party sign and date below and return this letter to my attention.

Very truly yours,



Eve Nelson
Chief Financial Officer

Accepted and Agreed: _____

Printed Name: _____

Title: _____

Date: _____

August 6, 2010

To: KFPD Board Members

AGENDA ITEM _____

Fr: Brenda Navellier
KFPD Administrator

Re: Kensington Fire Station Accessibility and Exterior Improvements

Attached is Project Manager Mack 5's evaluation of the contractor bid proposals the District received on July 29th.

Of the five pre-qualified contractors, three attended the mandatory walkthrough and received drawings and two of those three submitted bids. Mack5's letter explains the bid results and evaluation and recommends that the contract be awarded to Kel-Tec Builders of Martinez, CA.

Also included is a side-by-side bid analysis and the checklist for both bids. In addition, the Contract, insurance requirements, bond, workers comp, waiver and liability documentation that were included in the bid documents are enclosed and are all due to KFPD within 15 days after the notice of award is mailed to the contractor.

We are requesting that the Board award the contract to Kel-Tec Builders as the lowest responsive bidder and to authorize President Nina Ramsey to execute the contract upon its delivery to the District. Once the contract is executed, I will issue a Notice to Proceed and construction will begin within 10 days or some time near the beginning of September.

August 4, 2010

Brenda J. Navellier
Administrator
Kensington Fire Protection District
Kensington, CA

Owner's Representative
Project Management

Cost Planning and
Estimating

Sustainability and
Energy Conservation

Dispute Resolution

mack 5
1900 Powell Street
Suite 470
Emeryville, CA 94608

T: 510-595-3020

F: 510-595-1755

info@mack5.com

www.mack5.com

Kensington Fire Station Construction Bid Evaluation

Dear Ms. Navellier,

We have completed our evaluation of the contractor's bid proposals for the Kensington Fire Station, Exterior Improvements & Site Accessibility.

A total of two contractors, Kel-Tec Builders and John Plane Construction submitted proposals.

The lowest bid amount is \$268,364 from Kel-Tec Builders. The highest bid amount is \$512,876 from John Plane Construction.

We noted the following during our evaluation of the bid proposals:

1. John Plane Construction base bid total is incorrect. The amount entered is \$491,276 but the line items total to \$512,876
2. Kel-Tec Builders General Condition cost is low.
3. Both bidders have submitted the required documents with the proposal.
4. Subcontractor list provided by Kel-Tec only contains the subcontractors whose bid amount is \$10,000 or greater.
5. John Plane Construction seems to have listed the subcontractors as per the requirement in the bid document.

We have verified bidder's contractor license status. Both the bidder's licenses are valid and active.

Both bidders have provided bid bond at 10% of bid amount.

Both bids are signed and the bidders have acknowledged receiving 1 addendum issued during the bid period.

Bid analysis sheet, document check list along with a copy of the Kel-Tec's bid proposal is attached.

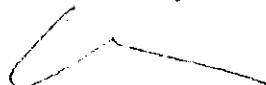
Subcontractor List We followed up with Kel-Tec Builders on the list of subcontractors provided by them in the bid proposal. We mentioned to them that the bid proposal required them to list subcontractors whose bid amount was in excess of one-half of 1 percent of the prime contractor's total bid. Kel-Tec confirmed that they did not have any other subcontractors than the ones listed and that they were planning on doing most of the limited scope trades in house.

We also contacted the subcontractors listed by Kel-Tec Builders and verified that they had provided a bid proposal to Kel-Tec Builders.

General Conditions Cost We also followed up with Kel-Tec Builders on their low General Condition costs in the bid schedule. They are providing a "working" superintendent for the job who will be supervising and will also be doing other trade work. By taking this approach, they were able to spread their superintendent cost. We believe that this approach will not affect the supervision necessary for this job.

Based on our review, Kel-Tec Builders is the lowest responsive bidder and as such we recommend that the District proceed with contracting process with them.

Yours Sincerely,



Mark Kelley
Principal

Attachments (3)

Kensington Fire Protection District
 Exterior Improvement & Site Accessibility
 Bid Analysis

7/10/17

#	Description	Kel-Tec Builders	John Plane
1	General Conditions	\$26,950	\$136,902
2	Bonds & Insurance	\$7,150	\$11,150
3	Mobilization	\$5,500	NA
4	Demolition, Excavation and grading	\$14,245	\$65,900
5	Foundations including drilled piers	\$10,560	\$41,169
6	Thermal & Moisture protection including shingles	\$53,570	\$78,099
7	Doors and Hardware	\$1,760	\$24,067
8	Windows and Glazing	\$27,830	\$25,452
9	Finish Carpentry	\$6,875	\$4,000
10	Finishes including carpet, paint, ceiling etc	\$20,174	\$9,800
11	Metal Fabrications including handrails	\$16,990	\$9,900
12	Plumbing	\$660	NA
13	Electrical	\$8,800	NA
14	New Sidewalk, Curb & Gutter including new driveways, AC paving, Planter	\$49,500	\$25,593
15	Site Utilities and Drainage	\$9,000	NA
16	Landscaping, planting and Irrigation	\$3,850	\$8,000
17	Miscellaneous to cover all other items	\$4,950	\$72,844
	Grand Total:	\$268,364	\$512,876

CHECKLIST FOR BIDDERS KEL-TEC BUILDERS

The following information is required of all Bidders and are to be submitted with the bid:

- Signed Proposal Sheet
- Completed Bid Sheet(s) and bid schedule
- Acknowledgement of each addendum issued by the District, if any, with complete signed and dated copies of each addendum attached
- Executed Statement Acknowledging Penal and Civil Penalties Concerning the Contractor's Licensing Law
- Designation of Subcontractors
- Bid Security
- Non Collusion Affidavit

Man / (MackS)
8/3/2010

CHECKLIST FOR BIDDERS JOHN PLANE CONSTRUCTION

The following information is required of all Bidders and are to be submitted with the bid:

- Signed Proposal Sheet
- Completed Bid Sheet(s) and bid schedule
- Acknowledgement of each addendum issued by the District, if any, with complete signed and dated copies of each addendum attached
- Executed Statement Acknowledging Penal and Civil Penalties Concerning the Contractor's Licensing Law
- Designation of Subcontractors
- Bid Security
- Non Collusion Affidavit

Marl (MACKS)
8/3/2010

KENSINGTON FIRE PROTECTION DISTRICT

CONTRACT

For

Kensington Fire Station, Exterior Improvements & Site Accessibility

THIS AGREEMENT is made and entered this _____ day of _____, 2010, by and between the KENSINGTON FIRE PROTECTION DISTRICT, hereinafter referred to as "District" and _____, hereinafter referred to as "Contractor."

WITNESSETH:

WHEREAS, Contractor and Contractor's Surety are providing the bonds attached hereto and incorporated by this reference, and

WHEREAS, District desires to contract with Contractor to perform the services detailed in this contract, including the Proposal, and

WHEREAS, Contractor has represented that it is fully qualified to assume and discharge such responsibility;

NOW, THEREFORE, the parties hereto do agree as follows:

1. Scope of Services. District hereby employs Contractor to perform the work and provide the services and materials for the project identified as: Kensington Fire Station, Exterior Improvements & Site Accessibility, as described in these Plans and Specifications, attached hereto and incorporated herein by this reference, including miscellaneous appurtenant work. Such work shall be performed in a good and workmanlike manner, under the terms as stated herein and in these Plans and Specifications. In the event of any conflict between the terms of this agreement and any of the above-referenced documents, the terms of this agreement shall be controlling.
2. Compensation. In consideration of the services rendered hereunder, Contractor shall be paid _____ dollars in accordance with the prices as submitted on the Bid Sheet of the Proposal, attached hereto as a part of these Plans and Specifications and in accordance with the Special Provisions.
3. Independent Contractor. It is specifically understood and agreed by all parties hereto that Contractor is, for the purposes of this Agreement, an independent contractor and not an employee of the District. Accordingly, Contractor shall not be deemed the District's employee for any purpose whatsoever. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever for or against District.
4. Assignment. This agreement may not be assigned by Contractor, in whole or in part, without the prior written consent of District.
5. Termination. This Agreement may be canceled by District at any time without penalty upon thirty (30) days' written notice. In the event of termination without fault of Contractor, District shall pay Contractor for all services rendered prior to date of termination, and such payment shall be in full satisfaction of all services rendered hereunder.

6. Worker's Compensation Insurance. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, the Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to under take self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."
7. Prevailing Wages and General Rate of Per Diem Wages. Pursuant to the Labor Code of the State of California, the Director of Industrial Relations has determined the general prevailing rate of wages and employer payments for health and welfare, vacation, pension and similar purposes applicable to the work to be done. This rate and scale are on file with the District and copies will be made available to any interested party on request. The Contractor to whom the contract is awarded, and the subcontractors under him must pay not less than these rates for this area to all workers employed in the execution of this contract.
8. Dispute resolution is subject to the provision of Article 1.5 (commencing at Section 20104) of Division 2, Part 3 of the California Public Contract Code regarding the resolution of public works claims of less than \$375,000. Article 1.5 mandates certain procedures for the filing of claims and supporting documentation by the contractor, for the response to such claims by the contracting public agency, for a mandatory meet and confer conference upon the request of the contractor, for mandatory non-binding mediation in the event of litigation is commenced, and for mandatory judicial arbitration upon the failure to resolve the dispute through mediation. This contract hereby incorporates the provisions of Article 1.5 as though fully set forth herein.
9. Suit; Recovery of Attorney Fees & Costs. Should either party bring any action to protect or enforce its rights hereunder, the prevailing party in such action shall be entitled to recover, in addition to all other relief, its reasonable attorneys fees and court costs.
10. Severability. If any term or provision or portion of a term or provision of this contract is declared invalid or unenforceable by any court of lawful jurisdiction, then the remaining terms and provisions or portions of terms or provisions will not be affected thereby and will remain in full force and effect.

INSURANCE REQUIREMENTS FOR KENSINGTON FIRE PROTECTION DISTRICT
Public Works Contract

The Contractor shall at all time during the term of this Agreement carry, maintain, and keep in full force and effect, with an insurance company admitted to do business in California and approved by the District (1) a policy or policies of broad-form comprehensive general liability insurance with minimum limits of \$1,000,000.00 combined single limit coverage against any injury, death, lose, or damage as a result of wrongful or negligent acts by the Contractor, its officers, employees, agents, and independent contractors in performance of services under this Agreement; (2) property damage insurance with a minimum limit of \$1,000,000.00; (3) automotive liability insurance with a minimum combined single limits coverage of \$1,000,000.00; and (4) worker's compensation insurance with a minimum limit of \$1,000,000.00 or the amount required by law, whichever is greater. The District, its officers, employees, attorneys, and volunteers shall be named as additional insureds on the policy(ies) as to comprehensive general liability and property damage.

1. All insurance policies shall provide that the insurance coverage shall not be non-renewed, canceled, reduced, or otherwise modified (except through addition of additional insureds to the policy) by the insurance carrier without the insurance carrier giving the District thirty (30) day's prior written notice thereof. The Contractor agrees that it will not cancel, reduce or otherwise modify said insurance coverage.
2. The Contractor agrees that if it does not keep the aforesaid insurance in full force and effect, and such insurance is available at a reasonable cost, the District may take out the necessary insurance and pay the premium thereon, and the repayment thereof shall be deemed an obligation of the Contractor and the cost of such insurance may be deducted, at the option of the District, from payments due the Contractor.
3. The Contractor shall submit to the District (1) insurance certificates indicating compliance with the minimum worker's compensation insurance requirements above, and (2) insurance policy endorsements above, not less than one (1) day prior to beginning of performance under this Agreement. Endorsements must be executed on the District's appropriate standard forms entitled "Additional Insured Endorsement," copies of which are attached hereto.

**PAYMENT BOND
(LABOR AND MATERIALS)**

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the _____ (A
Public Agency), has awarded to _____

(Name and address of Contractor)

(Principal), a contract (the Contract) for the work described as follows:

Kensington Fire Station, Exterior Improvements & Site Accessibility

WHEREAS, Principal is required under the terms of the Contract and the California Civil Code to secure the payment of claims of laborers, mechanics, materialmen, and other persons as provided by law.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)

(A Surety) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of _____

Dollars (\$ _____), this amount being not less than 100% of the total contract price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, or subcontractors shall fail to pay any of the persons named in Section 3181 of the California Civil Code, or any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the Contract, or for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Principal and subcontractors pursuant to Section 13020 of the Unemployment Insurance Code, with respect to work or labor performed under the Contract, the Surety will pay for the same in an amount not exceeding the penal sum specified in this bond; otherwise, this obligation shall become null and void.

This bond shall inure to the benefit of any of the persons named in Section 3181 of the California Civil Code so as to give a right of action to such persons or their assigns in any suit brought upon the bond. In case suit is brought upon this bond, Surety further agrees to pay all court costs and reasonable attorneys' fees in an amount fixed by the court.

Further, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the

work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code sections 2845 and 2849.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

Principal

Surety

By: _____
Its

By: _____
Its

By: _____
Its

By: _____
Its

(Seal)

APPROVED AS TO SURETY AND
PRINCIPAL AMOUNT

By: _____
Insurance Administrator

Note: This bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

Bond No. _____

PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the _____ (Public Agency), has awarded to _____

(Name and address of Contractor)

(Principal), a contract (the Contract) for the work described as follows:

Kensington Fire Station, Exterior Improvements & Site Accessibility

WHEREAS, Principal is required under the terms of the Contract to furnish a bond for the faithful performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and _____

(Name and address of Surety)

(A Surety) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of _____

Dollars (\$ _____), this amount being not less than the total contract price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform all the undertakings, terms, covenants, conditions and agreements in the Contract and any alteration thereof made as therein provided, on the Principal's part to be kept and performed, all within the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and hold harmless the Public Agency, its officers, agents, and others as therein provided, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

In case suit is brought upon this bond, Surety further agrees to pay all court costs and reasonable attorneys' fees in an amount fixed by the court.

FURTHER, the Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, addition or modification to the terms of the Contract, or of the work to be performed thereunder, or the specifications for the same, shall in any way affect its obligations under this bond, and it does hereby waive notice of any such change, extension of time, alteration, addition, or modification to the terms of the Contract or to the work or to the specifications thereunder. Surety hereby waives the provisions of California Civil Code 2845 and 2849. The District is the principal beneficiary of this bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

Principal

Surety

By: _____
Its

By: _____
Its

By: _____
Its

By: _____
Its

(Seal)

APPROVED AS TO SURETY AND
PRINCIPAL AMOUNT

By: _____
Insurance Administrator

Note: This bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached.

WORKER'S COMPENSATION CERTIFICATE OF INSURANCE

WHEREAS, the Kensington Fire Protection District has required certain insurance to be provided by:

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insureds and that the same are in force at this time:

1. This certificate is issued to:

Kensington Fire Protection District
217 Arlington Avenue, Kensington, CA 94707

2. The insureds under such policy or policies are:

3. Worker's Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insureds as follows:

<u>Policy Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Said policy or policies shall not be canceled, nor shall there be any reduction in coverage or limits of liability, unless and until thirty days' written notice thereof has been served upon the Kensington Fire Protection District

By: _____
Its Authorized Representative

**AGREEMENT TO COMPLY WITH
CALIFORNIA LABOR LAW REQUIREMENTS**

[Labor Code Sections 1720, 1773.9, 1773.11, 1775, 1776, 1777.5, 1813, 1860, 1861, 3700]

The undersigned Contractor certifies that it is aware of and hereby agrees to fully comply with the following provisions of California law:

1. Contractor acknowledges that this contract is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and the awarding public agency (Agency) and agrees to be bound by all the provisions thereof as though set forth in full herein.
2. Contractor agrees to comply with the provisions of California Labor Code Section 1773.9 which requires the payment of per diem wages to each worker needed to execute the work to the extent required by law, as well as California Labor Code Section 1773.11, which requires payment of holiday and overtime wages to each worker needed to execute the work to the extent required by law.
3. Contractor agrees to comply with the provisions of California Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Contractor shall, as a penalty to the Agency, forfeit not more than fifty dollars (\$50) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any public work done under the contract by Contractor or by any subcontractor.
4. Contractor agrees to comply with the provisions of California Labor Code Section 1776 which require Contractor and each subcontractor to (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform the Agency of the location of the records. The Contractor is responsible for compliance with Section 1776 by itself and all of its subcontractors.
5. Contractor agrees to comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Contractor is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.
6. Contractor agrees to comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. The Contractor shall, as a penalty to the Agency, forfeit twenty-five dollars (\$25) for each worker employed in the execution of the contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than 8 hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.
7. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Contractor hereby certifies as follows:

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

Date _____

Signature _____

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT AND WAIVER OF
SUBROGATION AND CONTRIBUTION**

Contract/Agreement/License/Permit No. or description: _____

Indemnitor(s) *(list all names)*:

To the fullest extent permitted by law, Indemnitor hereby agrees, at its sole cost and expense, to defend, protect, indemnify, and hold harmless the Kensington Fire Protection District and its elected officials, officers, attorneys, agents, employees, volunteers, successors, and assigns (collectively Indemnitees) from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens, and losses of any nature whatsoever, including fees of accountants, attorneys, or other professionals and all costs associated therewith (collectively Liabilities), arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to any act, failure to act, error, or omission of Indemnitor or any of its officers, agents, servants, employees, subcontractors, materialmen, suppliers or their officers, agents, servants or employees, arising or claimed to arise, directly or indirectly, out of, in connection with, resulting from, or related to the above-referenced contract, agreement, license, or permit (the Agreement) or the performance or failure to perform any term, provision, covenant, or condition of the Agreement, including this indemnity provision. This indemnity provision is effective regardless of any prior, concurrent, or subsequent active or passive negligence by Indemnitees and shall operate to fully indemnify Indemnitees against any such negligence. This indemnity provision shall survive the termination of the Agreement and is in addition to any other rights or remedies which Indemnitees may have under the law. Payment is not required as a condition precedent to an Indemnitee's right to recover under this indemnity provision, and an entry of judgment against an Indemnitee shall be conclusive in favor of the Indemnitee's right to recover under this indemnity provision. Indemnitor shall pay Indemnitees for any attorney's fees and costs incurred in enforcing this indemnification provision. Notwithstanding the foregoing, nothing in this instrument shall be construed to encompass (a) Indemnitees' sole negligence or willful misconduct to the limited extent that the underlying Agreement is subject to Civil Code 2782(a) or (b) the contracting public agency's active negligence to the limited extent that the underlying Agreement is subject to Civil Code 2782(b). This indemnity is effective without reference to the existence or applicability of any insurance coverages which may have been required under the Agreement or any additional insured endorsements which may extend to Indemnitees.

Notwithstanding the foregoing, to the extent that this Agreement includes design professional services under Civil Code Section 2782.8, as may be amended from time to time, such duties of Consultant to indemnify shall only be to the full extent permitted by Civil Code Section 2782.8.

Indemnitor, on behalf of itself and all parties claiming under or through it, hereby waives all rights of subrogation and contribution against the Indemnitees, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to activities or operations performed by or on behalf of the Indemnitor regardless of any prior, concurrent, or subsequent active or passive negligence by the Indemnitees.

In the event there is more than one person or entity named in the Agreement as an Indemnitor, then all obligations, liabilities, covenants and conditions under this instrument shall be joint and several.

Indemnitor

Name _____

Name _____

By: _____
Its

By: _____
Its

**ADDITIONAL INSURED ENDORSEMENT
COMPREHENSIVE GENERAL LIABILITY**

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
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11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

Contractual Liability	Explosion Hazard
Owners/Landlords/Tenants	Collapse Hazard
Manufacturers/Contractors	Underground Property Damage
Products/Completed Operations	Pollution Liability
Broad Form Property Damage	Liquor Liability
Extended Bodily Injury	
Broad Form Comprehensive	
General Liability Endorsement	

12. A deductible or self-insured retention (*check one*) of \$_____ applies to all coverage(s) except: _____ (*if none, so state*). The deductible is applicable per claim or per occurrence (*check one*).

13. This is an occurrence or G claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

Signature of Authorized Representative
(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

**ADDITIONAL INSURED ENDORSEMENT
AUTOMOBILE LIABILITY**

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the Additional Insureds under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.
7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

Kensington Fire Protection District
217 Arlington Avenue, Kensington, CA 94707

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
---	------------------------------	----------------------------

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

Any Automobiles	Truckers Coverage
All Owned Automobiles	Motor Carrier Act
Non-owned Automobiles	Bus Regulatory Reform Act
Hired Automobiles	Public Livery Coverage
Scheduled Automobiles	_____
Garage Coverage	_____

12. A G deductible or G self-insured retention (*check one*) of \$ _____ applies to all coverage(s) except: _____ (*if none, so state*). The deductible is applicable G per claim or G per occurrence (*check one*).

13. This is a G occurrence or G claims made policy (*check one*).

14. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20 _____

Signature of Authorized Representative
(Original signature only; no facsimile signature or initialed signature accepted)

Telephone No.: (_____) _____

**ADDITIONAL INSURED ENDORSEMENT
EXCESS LIABILITY**

Name and address of named insured (Named Insured):

Name and address of Insurance Company (Company):

General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the Policy) or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The _____ (A Public Agency), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the Additional Insureds) under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.

2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.

3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought, except with respect to the limits of the Company's liability.

4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.

5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.

6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) days prior to the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

Kensington Fire Protection District
217 Arlington Avenue, Kensington, CA 94707

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
---	----------------------------------	--------------------------------

Following Form
Umbrella Liability

11. Applicable underlying coverages:

<u>INSURANCE COMPANY</u>	<u>POLICY NO.</u>	<u>AMOUNT</u>
--------------------------	-------------------	---------------

12. The following inclusions, exclusions, extensions or specific provisions relate to the above coverages:

13. A deductible or self-insured retention (*check one*) of \$ _____ applies to all coverage(s) except: _____
(if none, so state). The deductible is applicable G per claim or G per occurrence (*check one*).

14. This is an occurrence or claims made policy (*check one*).

15. This endorsement is effective on _____ at 12:01 a.m. and forms a part of Policy Number _____.

I, _____ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed _____, 20_____

Signature of Authorized Representative
(Original signature only; no facsimile signature or
initialed signature accepted)

Telephone No.: (_____)

BOARD REPORTS

should have received information from the actuary. Russell pointed out that the District will also have to decide whether to impose the Special Tax for projections. Further discussion followed on the Special Tax. Russell suggested meeting in April or May when the District has actuary information and there would still be time to put additional funds into the Trust if it is recommended. She noted that the District had recently received its cash conversion from December and it can only afford to set-aside nine months of the contract fee, not 12. Further discussion followed on the contract set aside, the termination clause, and the wording of the contract. The Committee decided to postpone the mid-year budget review for the Board of Directors to the February meeting when the lease will have been publicly accepted and staff has six months worth of information.

REVIEW DISTRICT INVESTMENTS:

Navellier distributed a cash flow sheet for the next few months that included some construction costs in March and April, and moved the funds from the building set-aside to be used toward the remodel. The Board has mentioned creating a new schedule for the building set-aside after this project. The Board may decide to perform a needs assessment after this remodel. The Committee discussed the location of the building and the earth movement involved in the location. The Committee discussed the funding of the El Cerrito contract set-aside and the firefighter's contract terms.

The Committee discussed potential future meeting dates based on the remodel schedule. Kosel noted that a five year projection would be best after the FY10-11 budget is adopted and FY09-10 is complete. Navellier and Russell will work on an annual average of costs for building maintenance. The Committee briefly discussed the cost of maintaining a building on the fault line.

ADJOURNMENT:

The meeting was adjourned at 2:15 p.m.

MINUTES PREPARED BY:

Brenda J. Navellier

These minutes were approved at the Committee meeting of May 25, 2010.

Attest:

Finance Committee Member

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:		
		TRANSMITTAL - APPROVAL		BATCH #:	2170	
		Invoices		DATE:	6/30/2010	
				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00382	Barton Architect	11/01/09	1501 October	7840	2490	3,467.43
00382	Barton Architect	12/01/09	1502 November	7840	2490	3,442.50
00382	Barton Architect	01/01/10	1503 December	7840	2490	735.00
00382	Barton Architect	02/01/10	1504 January	7840	2490	1,138.75
00382	Barton Architect	03/01/10	1505 February	7840	2490	480.00
00382	Barton Architect	04/01/10	1506 March	7840	2490	1,053.75
00382	Barton Architect	05/01/10	1507 April	7840	2490	2,392.50
00382	Barton Architect	06/01/10	1508 May	7840	2490	740.00
01406	KFPD	06/30/10	Reimburse revolving fund	7840	2490	13,827.13
03590	Dell Marketing L.P.	06/14/10	XDWPT12C3 case	7840	2490	75.50
03690	Dell Marketing L.P.	06/13/10	XDWNR4RM1 laptop proj	7840	2490	962.01
02590	Mack5	06/30/10	1983 June pre const serv	7840	2490	2,900.00
07894	Bushwacker	06/30/10	6663 wildland interface	7840	2490	2,170.00
11342	Deborah Russell	07/06/10	6679 Apr & May acctg	7840	2490	1,300.00
12420	Meyers Nave	06/30/10	2010060046 legal	7840	2490	360.72
TOTAL						35,065.29

Kensington FPD Approval
 Date: 7/17/2010
[Signature]
 Date: 7/17/10

[Handwritten signature]

June 30, 3010

Attachment to Transmittal 0610a

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
5/28/2010	UBS - janitorial	99.66
5/22/2010	Comcast internet	69.90
6/16/2010	Payroll processing	45.70
6/16/2010	Payroll for period 6/1 - 6/15/10	2,288.84
6/16/2010	Withholding payroll taxes 6/1- 6/15/10	949.24
6/9/2010	Nextel Communications	119.18
6/3/2010	Terminix - pest control	106.00
6/3/2010	EBMUD - water/wastewater	299.34
5/31/2010	Youth Safety Co. - pins	262.49
6/7/2010	PG&E electric	1,386.41
6/7/2010	PG&E gas	85.05
6/4/2010	Office Depot - supplies	157.18
6/5/2010	AT&T - phone lines	245.68
6/17/2010	Citi Cards - office exp & pub ed	251.47
6/30/2010	Payroll processing	53.95
6/23/2010	Manchester - A shift photos	444.07
7/1/2010	Stericycle med waste	721.61
6/23/2010	Comcast internet	69.90
6/30/2010	BPXpress blueprints/specs	892.20
6/30/2010	Alward - pub ed presentation	300.00
6/30/2010	Kardon - pub ed presentation	300.00
5/22/2010	Van Lienden - pub ed presentation	300.00
6/30/2010	Petty cash funding	132.77
6/30/2010	ICMA - June deferred comp	1,139.12
6/30/2010	Payroll for period 6/16 - 6/30/10	2,078.09
6/30/2010	Withholding payroll taxes 6/16- 6/30/10	834.28
6/26/2010	Canepa - gardening	<u>195.00</u>
	Total	13,827.13

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

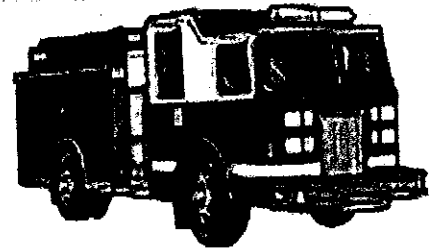
ALBANY, EL CERRITO AND KENSINGTON
PRESENTS:

Tri-City Safety Day

Saturday, September 18th

11:00 a.m. to 3:00 p.m.

El Cerrito Plaza



Safety Information and Demonstrations

Special Guest Appearances by McGruff the Crime Dog,
Sparky the Fire Dog & Smokey the Bear!

Sponsored by the El Cerrito and Albany
Fire Departments and the Kensington
Fire Protection District

For More Details, Call:

Phone: 510-215-4450

E-mail: fire@ci.el-cerrito.ca.us



CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

April 19, 2010

MINUTES

The quarterly meeting of the Contra Costa Special Districts Association was held at 6 p.m. on April 19, 2010, at the Pleasant Hill Community Center in Pleasant Hill. Chairperson Bette Boatman led the meeting with 45 members in attendance representing 24 special districts.

Call to Order

Chairperson Boatman called the meeting to order at 6:05 p.m. Introductions and comments followed with each representative giving an update on their respective agencies.

Adoption of Agenda

Item "Election and Installation of Chair and Vice Chair" was moved to the July meeting.

Approval of Minutes

The minutes of the January 25, 2010, were approved.

Guest Speaker

Chairperson Boatman introduced Donald A. Blumbaugh, Executive Director of the Contra Costa Mayors' Conference. Mr. Blumbaugh retired as City Manager of Walnut Creek in 2002 after 14 years of service. He has previously served as City Manager of Hayward and Palm Springs and was Assistant to the City Manager of Riverside after earning his graduate degree from the Wharton School at the University of Pennsylvania. Throughout his 44 year career he has worked on regional and statewide issues affecting local government. He has served as President of the California City Managers and on the statewide board of the League of California Cities. After retirement, he managed Shaping Our Future, a countywide community-based visioning project to create a plan for Contra Costa's growth over the next 20 years. He also worked on an effort to create a countywide mutually agreed upon urban growth boundary.

Mr. Blumbaugh spoke in depth regarding his views on solutions for "fixing" the State government, which would have direct impact on current and future State budgets. Mr. Blumbaugh stated that we cannot have a State budget that is broken. However we still vote for more debt through bond issues. We cannot pay for what we have now. Why would we think we can pay for it in the future? We are just passing along the cost to future generations. Approval ratings for the Governor and State Legislature are at a historical low, but we keep electing the incumbents. There is no solution to the budget if we keep doing what we're doing but expecting different results.

The current budget crisis is a "symptom" of a greater problem – the current structure of the State Government does not work. However, the ability to change how the State government operates is very limited. A comprehensive exam of the State Constitution needs to be completed and conducted from outside the Legislature. One of the first points to be changed would be the ability to change the State Constitution by public vote. Additional changes would include:

- A five-year financial plan. The plan needs to include a provision that no new programs can be implemented unless there is an identifiable source of funding. New programs would also require a two-thirds vote of the Legislature.
- Development of a statewide vision/ plan.
- A multi-year State budget, preferably a two-year budget. Most importantly, the budget must be truly balanced.
- Require a two-thirds vote to increase taxes.
- Require that any addition to the budget must have a funding source.
- Consider a one House Legislature, instead of two.
- Limit campaigning to six to eight weeks. This would cut back on the money needed to compete in an election.

Committee Updates:

Program Committee

Paul Soltow, West County Wastewater District, reported that the speaker for the July meeting may possibly be the President of the Board of Contra Costa Supervisors. He also reported that the Committee has developed a "District of the Quarter" program that will recognize a Special District.

Bylaw Committee

Sherry Sterrett, Pleasant Hill Recreation & Park District, reported that the DRAFT Revised Bylaws were distributed by e-mail for the membership's input. Please contact either Ms. Sterrett or Mark White with your comments.

Membership Directory Committee

The directory will be ready for print after some formatting issues have been resolved.

LAFCO Representative Report:

Dwight Meadows, Contra Costa Resource Conservation District, distributed a summary of current issues.

Legislative Committee Report

Stan Caldwell, Mt. View Sanitary District, distributed a legislative update.

East Bay Regional Park District – Park Advisory Committee Report

E. J. Shalaby, West County Wastewater District, provided an update on Measure WW improvements. Of the \$500 million raised by Measure WW, \$375 million (75%) will fund regional park acquisitions and capital projects, with \$26.2 million (7%) held in reserve for unanticipated future needs and opportunities. In addition, \$125 million (25%) of proceeds will go to cities, special park and recreation districts, and county service areas for their park and recreation services.

CCSDA's Financial Report

Mark Cornelius reported the following:

Savings Account – Ending Balance 12/31/09 \$8,668.71
Checking Account – Ending Balance 12/31/09 \$1,297.43

California Special Districts Association Activities Update

Sherry Sterrett, Pleasant Hill Recreation & Park District, reviewed CSDA legislative and educational highlights. Ms. Sterrett also distributed information on the CSDA Chapter New Member Incentive Program.

District of the Quarter Recognition – Park Districts:

The **Ambrose Recreation and Park District** was formed in 1946. At the time the district was formed it included only one park site, Ambrose Park, located south of Highway 4 off Bailey Road. Since 1946 the park district has acquired and developed three additional parks, Anuta Park on Willow Pass Road at Solano Avenue, and a mini park on Alves Lane.

The Ambrose Elementary School, which now serves as the Ambrose Community Center, was built by the Mt. Diablo Unified School District in 1935. It subsequently was closed by the school district at the end of the school year 1973. The Ambrose Recreation and Park District began negotiations with the school district in 1977 to acquire the building for renovation and use as a community center to provide recreational services to the community of Bay Point. The park district then applied for and was successful in acquiring both Community Development Block Grant funds through Contra Costa County and Roberti-Zberg Grant funds through the State of California for the purchase and necessary renovations to transform the dilapidated, abandoned building into a beautiful Ambrose Community Center. In addition to

serving as the district offices, the Community Center currently offers a senior citizen nutrition site with lounge area, Contra Costa County Service Integration Team offices, indoor recreational facilities (The Ambrose Computer Lab, weight room, class rooms, auditorium with stage, etc.), conference room, kitchen, dining room and auditorium available for rental. Outdoor facilities include two baseball fields, 6 basketball courts and a mini park. Since 1979 we have happily grown, and we now believe we are in need of additional space.

In November 1979 the park district moved its offices from Ambrose Park to the newly renovated Ambrose Recreation Center. Since that time this center has served as the hub of the community, serving as the meeting site of various local organizations, such as the Bay Point Municipal Advisory Council, Bay Point Traffic Advisory Committee, Boy Scouts of America (although none are currently meeting there), West Pittsburg Area Foundation, and local 4-H clubs, to name a few. The community center has also been widely used for local public forum meetings by county, state and federal agencies, political representatives and the private sector.

The East Bay Regional Park District, established in 1934, has a fascinating history and an inspiring story. We began with a vision of far-sighted civic leaders seeking to preserve excess watershed land in the Oakland and Berkeley hills. Their goal was to create a park district as part of the community, one that retained a balance of recreation opportunities and wilderness features, ideas unheard of at the time. Members of a grassroots land preservation movement placed a measure on the ballot. During the depths of the Great Depression it passed by a surprising 71 percent and created the first regional park agency in the nation—the East Bay Regional Park District.

Thanks to the support of residents throughout the past seven-and-a-half decades, the East Bay Regional Park District now encompasses all of Alameda and Contra Costa counties. Spanning more than 100,000 acres with 65 parks and over 1,100 miles of trails, our District is the largest regional park district in the nation. True to the ideas of our founders, our mission continues to be providing recreational opportunities, preserving the natural beauty of the land, and protecting wildlife habitat.

East Bay Regional Park District Profile

- Over 100,000 acres
- 65 regional parks, recreation areas, wilderness, shorelines, preserves and land bank areas
- 29 regional inter-park trails
- 1,150 miles of trails within parklands
- 11 freshwater swimming areas, boating and/or stocked fishing lakes and lagoons and a disabled-accessible swimming pool
- 40 fishing docks; 3 bay fishing piers
- 235 family campsites; 42 youth camping areas
- 2 golf courses

- 2,082 family picnic tables
- 1,707 reservable group picnic tables
- 9 interpretive and education centers
- 18 childrens play areas
- Wedding, meeting and banquet facilities

The **Green Valley Recreation and Park District** was formed in 1956. The District's sole purpose is to operate the Green Valley Pool in Danville, which provides a fun and safe environment where families can spend carefree time together during the summer. Our community pool is a place where parents come to socialize, relax and cool off, and where children will find friends from school and the surrounding neighborhoods. We strive to teach our children confidence and essential water safety skills through supportive swim lessons and our non-competitive swim team, the Sharks.

Other Business:

The following announcements were made:

- Ms. Boatman and Stan Caldwell attended the Alameda County Special District Association's 20th Anniversary Dinner on March 25, 2010, at the Marriott Hotel in Pleasanton.
- Ms. Boatman asked for volunteers to form a Membership Committee that would encourage CCSDA members to join CCSDA. Contact Ms. Boatman if interested.
- Ms. Boatman announced that we need a new newsletter editor. Please contact Ms. Boatman if interested.

Adjournment:

There being no further business, Chairperson Boatman adjourned the meeting at 11:45 a.m.
Respectfully submitted,

Angela Taliani

Sophie

Bernard

Jonas

Larkin

Natalie

Schuyler

Jacobs

Jamies

Axelia

Ford

Barnett

Kenzi

Annakari

Aidan

Marlet

Annika

Sorelle

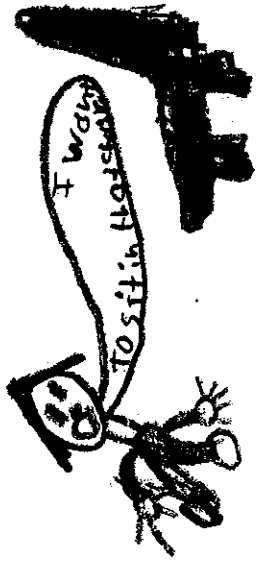
Melody

Sarah

Dear, Fire department,

We all thank you guys for letting us in. We liked it when you put on the suit. Everyone wanted to sit in the chairs. We all loved to view. We liked the gym. And we really liked the bed. Thank you for letting us come.

Rhne daughter's class,
Room 6



Thank you,
Nina Morita
2nd grade
KHS

Mac & Suzanne Lingo

321 Sunset Dr
Kensington, CA 94707

6/29/2010

Capt. Rune Hoyer-Nielsen
El Cerrito Fire Department
10900 San Pablo Ave
El Cerrito, CA 94530

Dear Capt. Hoyer-Nielsen,

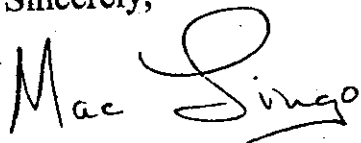
I am writing to express my appreciation for you and your paramedic crew's attendance at our house yesterday evening. I had called 911 when I found that my wife had a heart rate of over 200 beats per minute. You were here almost at the point of my putting the phone down.

The fireman who arrived came in, had the correct equipment for the problem, immediately placed a heart monitor on her, diagnosed the problem, and almost immediately administered a treatment which brought her heart rate down to normal. An ambulance arrived and we took her to Alta Bates Hospital, where the problem was appropriately diagnosed.

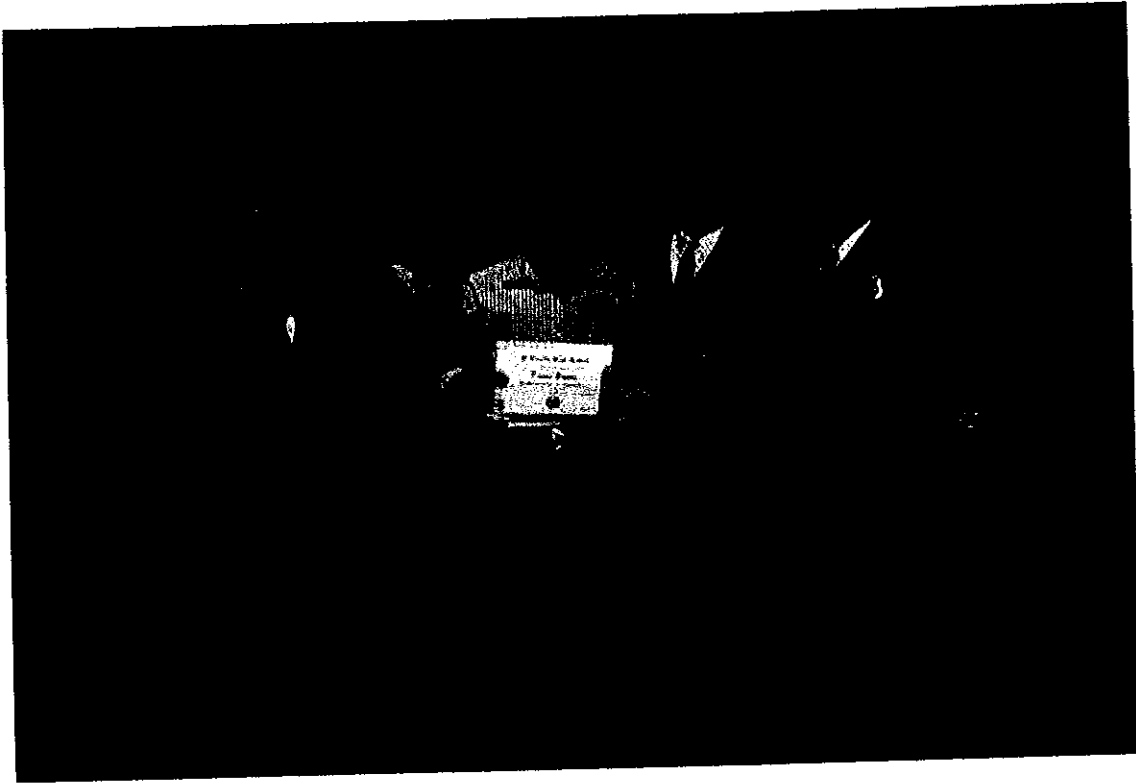
The paramedics who arrived were polite, kept me informed of what was happening, and careful to leave the house clean when they left.

My deep appreciation for the kind and prompt attention you paid our house last night; after all had it not been for your help, I might not have a wife today.

Sincerely,



Mac Lingo



*In appreciation to all those who contribute to keeping
The memory of David Garrett with us*

*The First El Cerrito – Kensington Fire Department
David L. Garrett Memorial Scholarship
Was awarded to El Cerrito high school senior
David Brown*



*Michael Cassidy, John Kelleher
Candice Emert, David Ciappara*
El Cerrito Fire Department
10900 San Pablo Ave
El Cerrito, Ca 94530