

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

Date of Meeting: October 13, 2010
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
52 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. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/agenda/index.shtml.

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

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 & 8
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 August 11, 2010 (APPROVE).
- CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of September 8, 2010 (APPROVE).
- CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** August 2010 (ACCEPT)
- CC 6. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** September 2010 (ACCEPT)
- CC 7. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #4** (APPROVE)
- CC 8. **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2010 (APPROVE)
9. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

10. **PRESIDENT'S REPORT**

- a. KIC Town Hall Meeting on October 16, 2010
- b. KCC Annual Parade on October 17, 2010

NEW BUSINESS

- 11. Adoption of KFPD Actuarial Valuation dated July 1, 2010 (ACTION)
- 12. KFPD Policy Handbook Review and Updates (ACTION)

13. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Ramsey)
- b. Property Management (Dommer)
- c. Education (Kosel): 9/11/10 Shredder Event and Emergency Kit Pick-Up
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- e. Utility Undergrounding (Kosel/Blaschczyk)
- f. Contra Costa County/California Special Districts Assoc. (Ramsey/Blaschczyk)
- g. Diablo Fire Safe Council/Interface (Staff)
- h. Correspondence: Thank you from Potozkin; Thank you from St. Jerome's Church

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 10, 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 11/10/10 is Wednesday, 10/27/10 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/3/10 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

**MINUTES OF THE SEPTEMBER 8, 2010 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

President Ramsey called the meeting to order at 7:30 p.m. and noted that Director Dommer was excused and Director Blaschczyk was enrolled in the fall CERT sessions.

APPROVAL OF CONSENT ITEMS:

President Ramsey called for approval of the consent calendar (items 3, 4 & 5) consisting of approval of the July 2010 incident activity report, the monthly A/P voucher #3, and the July/August 2010 monthly financial report. Director Kosel made a motion to accept the consent calendar items as submitted. Director Michael seconded the motion.

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

ORAL COMMUNICATIONS:

Director Kosel announced the shredding event to take place on 9/11/10 from 12 to 4 p.m. Kosel noted that the event was advertised in the *Fire Plug* and the District will probably have a much larger turnout this time.

Joan Gallegos noted that the cap is off of the fire hydrant at the corner Sunset and Franciscan. Maples said he would have a crew check it out.

FIRE CHIEF'S REPORT:

Chief Maples reported that the California Emergency Services Association awarded the West County CERT Consortium the Silver Award for exceptional effort in support of emergency management and preparedness. CERT has been very active in West County for years. Under B/C Gibson's guidance, the department has joined with other cities to pool CERT resources and training. The West County CERT Consortium partners every year for a large drill, they share equipment and they also write grants for the program. This was not award that was applied for but was awarded by recognition.

Captain Janes was deployed for a second time this fire season to the Post Incident in Kern County where he worked as a communications manager. The fire only lasted about 3-1/2 days but Janes stayed on site for about one week. The Office of Emergency Services decided to keep many of the resources that had been deployed and leave the Incident Command Post in tact because of the extremely hot weather.

Maples noted the Tri-City Safety Day flyer that was included in the packet. It will be held on 9/18/10 at the Plaza. Firefighter/Paramedic Hood is in charge of the event. He took over the project from Engineer Murphy who retired last year. Maples reported that there will be no abatements this year in Kensington; all properties have cleared. A flyer will be coming out for a cardiac screening event to take place on 9/25/10 at El Cerrito High School. The project is in conjunction with the Heartfelt Project and was conceived after the young basketball player collapsed at El Cerrito High School earlier in the year. The high school will be donating both gymnasiums and the fire department will be teaching CPR classes at the event. The event is open to everyone but the sponsors are trying to attract student athletes. Maples said that the school is hoping to have this event every couple of years and they were looking for more sponsors.

Director Kosel noted that former El Cerrito fire department employee Hugh Henderson had been promoted to Chief of the East Contra Costa Fire Protection District. Maples said he made the presentation at Hugh's badge pinning. Navellier was instructed to send Chief Henderson a card from the District.

PRESIDENT'S REPORT:

President Ramsey noted that the Directors will be giving the Administrator input on revisions to the Policy Handbook, Operations Handbook and Employee Manual. The documents are now 10 years old. They are very well

written but some policies need to be changed to reflect current practice. A draft of the revisions will be on the Board's agenda in October or November. Director Michael questioned the wording in the El Cerrito Fire Department Purpose Statement.

NEW BUSINESS:

Resolution 10-06 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2010-11: Director Kosel noted that the Board had adopted the preliminary budget at its June 2010 meeting. She noted that the budget for the construction project had not been adjusted since the preliminary since the bid numbers and consultant costs were close to what was already budgeted. The three items that the Chief requested and the Board approved in August are now listed in the budget. Kosel reviewed the footnotes for each of these items. Since distributing the packet, the District has received a draft actuarial report and direction from the actuary that KFPD has fully funded the post retirement benefits at this time. The District had anticipated making one last \$50,000 contribution but that is not necessary and now removed from the budget. The actuary is also suggesting that the District can start paying its retirement benefits from the Trust. The retiree benefit expenses (medical, dental and vision) should be changed to reflect the actuary liability numbers. Director Kosel made a motion to enact Resolution 10-06 adopting the final combined budget with the change stated above to reflect the actuary's input. Director Michael seconded the motion.

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

BOARD REPORTS:

Finance Committee: The committee is not scheduled to meet again until December/January to look at the mid-year budget vs. actual. The committee may be meeting with the accountant or actuary for further information on the actuarial report when it is complete.

Property Management: Navellier introduced Mark Kelly, one of the owners of Mack5, the District's project manager, who attended the meeting. Kelly introduced himself and thanked the Board for the opportunity to work for them and said he wanted to ensure that when the job is completed the District is happy with it. Navellier reported on the potential timing of the project. The Board thanked Kelly for attending the meeting.

Education: Kosel noted that the fall newsletter was mailed and she thought it was a very good edition. Navellier is getting a lot of phone calls inquiring about the shredding event and also the Vial of Life program.

Diablo Fire Safe Council: Maples noted that the neighborhood group on Lake received a grant from Diablo Fire Safe to continue working along the interface.

ADJOURNMENT: The meeting was adjourned at 7:56 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on October 13, 2010.

Attest:

Leslie Michael, Board Secretary



**El Cerrito Fire Department
Memorandum**

September 4, 2010

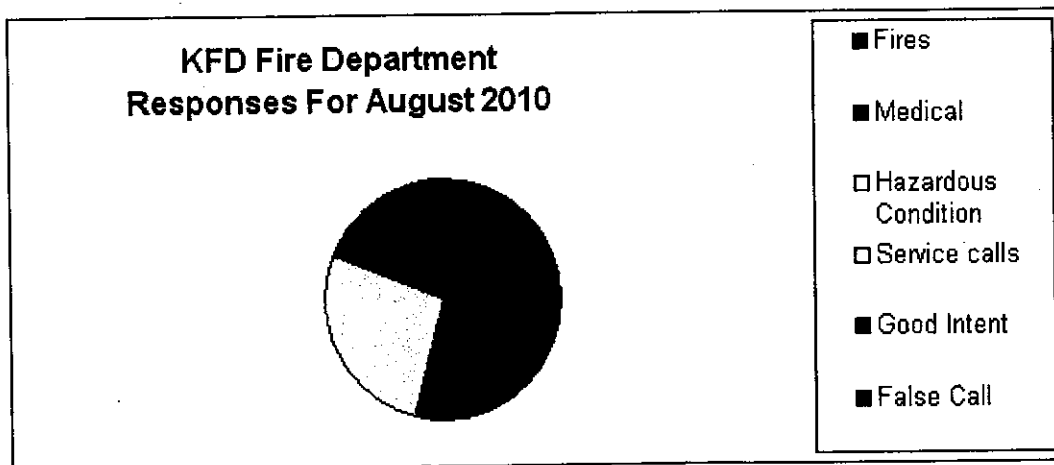
TO: Kensington Fire Protection Board Members
 FROM: John Dougery, Battalion Chief
 SUBJECT: Incident Activity Reports for the Month of August 2010

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

No incidents occurred during the month of August 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>	14	53.85
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	0	0.00
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	7	26.92
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	4	15.38
False Call	<i>(Wrong Company/Unit Dispatched)</i>	1	3.85
TOTALS		26	100.00



Incident Log

Date Range From: 8/1/2010 To 8/31/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001579 - 000	8/01/2010 10:16:4	275 LAKE DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001580 - 000	8/01/2010 15:19:1	350 ASHBURY Ave	653 - Barbecue, tar kettle	Yes	Yes
1001581 - 000	8/01/2010 19:58:2	On LIBERTY St at FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001582 - 000	8/01/2010 22:10:0	1208 JOHN AVE	611 - Dispatched & cancelled en route	Yes	Yes
1001583 - 000	8/01/2010 22:40:1	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001584 - 000	8/02/2010 01:34:5	86 NORWOOD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001585 - 000	8/02/2010 10:02:3	1150 BRICKYARD COVE Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001586 - 000	8/02/2010 14:08:5	1100 AMADOR St	611 - Dispatched & cancelled en route	Yes	Yes
1001587 - 000	8/02/2010 14:49:2	On SAN PABLO Ave at CENTRAL	322 - Vehicle accident with injuries	Yes	Yes
1001588 - 000	8/02/2010 15:29:3	8445 WILDCAT Dr	622 - No incident found on arrival at dispatch address	Yes	Yes
1001589 - 000	8/03/2010 01:52:5	7718 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001590 - 000	8/03/2010 07:18:3	437 CLAYTON Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001591 - 000	8/03/2010 16:57:2	5551 GIANT HWY	142 - Brush, or brush and grass mixture fire	Yes	Yes
1001592 - 000	8/03/2010 19:05:4	11565 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001593 - 000	8/03/2010 22:05:3	20 KENILWORTH Dr	554 - Assist invalid	Yes	Yes
1001594 - 000	8/04/2010 11:57:4	547 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001595 - 000	8/04/2010 13:58:4	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001596 - 000	8/04/2010 17:04:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001597 - 000	8/04/2010 21:17:0	80	611 - Dispatched & cancelled en route	Yes	Yes
1001598 - 000	8/05/2010 08:44:4	7548 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001599 - 000	8/05/2010 10:35:0	1506 MADERA Ct	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1001600 - 000	8/05/2010 11:21:1	7900 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001601 - 000	8/05/2010 11:49:0	1655 OAK VIEW Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001602 - 000	8/05/2010 12:24:1	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001603 - 000	8/05/2010 14:46:0	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001604 - 000	8/06/2010 03:50:1	751 POMONA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001605 - 000	8/06/2010 07:24:2	11740 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1001606 - 000	8/06/2010 09:04:2	On CUTTING Blvd at W I 80 off ramp	311 - Medical assist, assist EMS crew	Yes	Yes
1001607 - 000	8/06/2010 12:18:3	1409 BREWSTER Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001608 - 000	8/06/2010 11:44:2	10900 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1001609 - 000	8/06/2010 13:39:2	1510 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001610 - 000	8/06/2010 17:15:1	On CENTRAL Ave at CARLSON Blvd	322 - Vehicle accident with injuries	Yes	Yes
1001611 - 000	8/06/2010 19:08:2	11861 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001612 - 000	8/06/2010 20:28:2	1129 JAMES PJ	554 - Assist invalid	Yes	Yes
1001613 - 000	8/06/2010 20:53:0	610 S 37TH St	111 - Building fire	Yes	Yes
1001614 - 000	8/06/2010 23:21:3	6009 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001615 - 000	8/07/2010 00:21:5	3400 RICHMOND Pky	611 - Dispatched & cancelled en route	Yes	Yes
1001616 - 000	8/07/2010 01:22:3	7447 Moser Lane	322 - Vehicle accident with injuries	Yes	Yes
1001617 - 000	8/07/2010 10:20:2	5647 MADISON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001618 - 000	8/07/2010 11:06:0	On SAN PABLO Ave at CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001619 - 000	8/07/2010 14:29:0	6850 SNOWDON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001620 - 000	8/07/2010 19:27:3	5000 VALLEY VIEW Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001621 - 000	8/07/2010 20:01:2	7614 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001622 - 000	8/07/2010 20:26:2	1725 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001623 - 000	8/07/2010 22:05:0	252 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001624 - 000	8/08/2010 05:18:4	2539 ALVA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001625 - 000	8/08/2010 11:32:5	On E 180 at Buchanan St	611 - Dispatched & cancelled en route	Yes	Yes
1001626 - 000	8/08/2010 12:22:1	4018 FLEMING Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001627 - 000	8/08/2010 16:01:5	On S 47TH St at CYPRESS	611 - Dispatched & cancelled en route	Yes	Yes
1001628 - 000	8/08/2010 17:07:5	1021 EVERETT St	651 - Smoke scare, odor of smoke	Yes	Yes
1001629 - 000	8/08/2010 23:50:3	1109 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001630 - 000	8/09/2010 04:07:0	On Tullibee Ct at Tullibee Rd	611 - Dispatched & cancelled en route	Yes	Yes
1001631 - 000	8/09/2010 12:04:3	15 SANTA FE Ave	730 - System malfunction, other	Yes	Yes
1001632 - 000	8/09/2010 13:26:0	1 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001633 - 000	8/09/2010 14:58:4	5927 WENK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001634 - 000	8/09/2010 18:05:3	6802 GLEN MAWR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001635 - 000	8/09/2010 18:26:2	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001636 - 000	8/10/2010 00:09:4	1620 ROGER Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001637 - 000	8/10/2010 07:14:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001638 - 000	8/10/2010 08:14:3	4300 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001639 - 000	8/10/2010 09:37:3	292 COVENTRY Dr	700 - False alarm or false call, other	Yes	Yes
1001640 - 000	8/10/2010 10:47:0	On SAN CARLOS Ave at COLUSA	652 - Steam, vapor, fog or dust thought to be smoke	Yes	Yes
1001641 - 000	8/10/2010 12:11:2	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001642 - 000	8/10/2010 17:53:0	551 LIBERTY St	444 - Power line down	Yes	Yes
1001643 - 000	8/10/2010 19:00:1	1750 EASTSHORE Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001644 - 000	8/11/2010 09:29:3	1748 MANOR Cir	522 - Water or steam leak	Yes	Yes
1001645 - 000	8/11/2010 11:56:5	600 WELLESLEY AVE	553 - Public service	Yes	Yes
1001646 - 000	8/11/2010 14:56:3	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001647 - 000	8/11/2010 15:09:4	540 ASHBURY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001648 - 000	8/11/2010 15:36:1	On SANTA FE Ave at COLUSA	651 - Smoke scare, odor of smoke	Yes	Yes
1001649 - 000	8/11/2010 19:58:5	10936 SAN PABLO Ave	511 - Lock-out	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001650 - 000	8/11/2010 21:05:2	8 ARLINGTON Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001651 - 000	8/12/2010 00:24:1	On MOESER Lane at LIBERTY Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001652 - 000	8/12/2010 15:15:4	1008 ELM Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001653 - 000	8/12/2010 15:44:5	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001654 - 000	8/13/2010 06:48:3	850 LIBERTY St	611 - Dispatched & cancelled en route	Yes	Yes
1001655 - 000	8/13/2010 09:57:2	On KENYON Ave at COLUMBIA Ave	600 - Good intent call, other	Yes	Yes
1001656 - 000	8/13/2010 11:35:4	6431 KNOTT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001657 - 000	8/13/2010 12:19:4	3020 OHIO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001658 - 000	8/13/2010 13:38:4	86 ARLINGTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001659 - 000	8/13/2010 13:41:5	100 38TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001660 - 000	8/13/2010 14:47:4	On SAN PABLO Ave at WALDO	552 - Police matter	Yes	Yes
1001661 - 000	8/13/2010 16:52:3	844 WILLOW Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001662 - 000	8/13/2010 18:35:1	On ASHBURY Ave at B St	611 - Dispatched & cancelled en route	Yes	Yes
1001663 - 000	8/13/2010 19:43:1	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001664 - 000	8/13/2010 20:42:1	2061 KEY Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1001665 - 000	8/14/2010 02:07:4	8155 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001666 - 000	8/14/2010 02:41:3	814 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001667 - 000	8/14/2010 07:52:3	ASHBURY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001668 - 000	8/14/2010 08:28:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001669 - 000	8/14/2010 09:13:1	HAGAN/CANYON DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001670 - 000	8/14/2010 10:28:0	On ASHBURY Ave at B	400 - Hazardous condition, other	Yes	Yes
1001671 - 000	8/14/2010 13:28:4	1216 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001672 - 000	8/14/2010 16:30:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001673 - 000	8/14/2010 18:11:3	5610 CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001674 - 000	8/14/2010 19:14:5	6500 GLADYS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001675 - 000	8/15/2010 10:05:4	5619 DOREMUS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001676 - 000	8/15/2010 10:42:4	1516 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001677 - 000	8/15/2010 10:52:4	28 HIGHGATE Ct	553 - Public service	Yes	Yes
1001678 - 000	8/15/2010 22:24:3	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001679 - 000	8/16/2010 02:28:3	837 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001680 - 000	8/16/2010 12:00:4	401 CLAYTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001681 - 000	8/16/2010 15:33:1	4324 BERK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001682 - 000	8/16/2010 15:59:0	4802 CASTILLA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001683 - 000	8/16/2010 21:08:4	337 BERKELEY PARK Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001684 - 000	8/16/2010 22:13:4	1 GARDEN Dr	554 - Assist invalid	Yes	Yes
1001685 - 000	8/16/2010 23:06:3	6522 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001686 - 000	8/16/2010 23:39:1	5809 MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001687 - 000	8/17/2010 08:10:3	6400 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001688 - 000	8/17/2010 09:27:2	1408 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001689 - 000	8/17/2010 13:01:1	1916 JUNCTION Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001690 - 000	8/17/2010 14:45:2	3430 SAN PABLO DAM Rd	611 - Dispatched & cancelled en route	Yes	Yes
1001691 - 000	8/17/2010 15:51:0	61 FRANCISCAN Way	651 - Smoke scare, odor of smoke	Yes	Yes
1001692 - 000	8/17/2010 16:11:3	4372 BERK Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001693 - 000	8/17/2010 20:51:3	814 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001694 - 000	8/17/2010 21:44:4	409 ALBEMARLE St	522 - Water or steam leak	Yes	Yes
1001695 - 000	8/18/2010 06:48:4	520 MAINE Ave	111 - Building fire	Yes	Yes
1001696 - 000	8/18/2010 07:34:2	6546 KENSINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001697 - 000	8/18/2010 08:05:4	On BART Path at BLAKE St	611 - Dispatched & cancelled en route	Yes	Yes
1001699 - 000	8/18/2010 17:39:3	5819 MADISON Ave	100 - Fire, other	Yes	Yes
1001700 - 000	8/19/2010 00:30:0	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001701 - 000	8/19/2010 01:12:3	525 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001702 - 000	8/19/2010 04:36:4	6522 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001703 - 000	8/19/2010 09:55:1	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001704 - 000	8/19/2010 10:40:2	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001705 - 000	8/19/2010 13:40:1	946 CARLSON Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001706 - 000	8/19/2010 13:43:0	4809 HARTNETT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001707 - 000	8/20/2010 00:53:1	10900 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1001708 - 000	8/20/2010 03:25:3	514 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001709 - 000	8/20/2010 09:54:1	1329 S 57TH St	322 - Vehicle accident with injuries	Yes	Yes
1001710 - 000	8/20/2010 16:12:2	On KING Dr at MOESER Lane	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001711 - 000	8/20/2010 17:59:4	44 ANSON Way	322 - Vehicle accident with injuries	Yes	Yes
1001712 - 000	8/20/2010 18:22:1	On CUTTING BLVD at Peerless Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001713 - 000	8/20/2010 18:39:5	225 EL CERRITO Plz	550 - Public service assistance, other	Yes	Yes
1001714 - 000	8/20/2010 19:03:0	On OCEAN VIEW Ave at OAK VIEW Ave		Yes	Yes
1001715 - 000	8/20/2010 19:53:2	On POTRERO Ave at SAN PABLO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001716 - 000	8/20/2010 20:20:2	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001717 - 000	8/21/2010 06:55:3	In front of 90 RINCON Dr	322 - Vehicle accident with injuries	Yes	Yes
1001718 - 000	8/21/2010 19:09:1	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001719 - 000	8/22/2010 02:43:3	530 33RD St	611 - Dispatched & cancelled en route	Yes	Yes
1001720 - 000	8/22/2010 03:10:0	1 GARDEN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001721 - 000	8/22/2010 08:51:0	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001722 - 000	8/22/2010 09:13:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001723 - 000	8/22/2010 09:17:0	7311 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001724 - 000	8/22/2010 09:20:1	3335 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001725 - 000	8/22/2010 12:53:5	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001726 - 000	8/22/2010 13:13:0	613 YUBA St	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001727 - 000	8/22/2010 13:52:4	2642 ARLINGTON Blvd	440 - Electrical wiring/equipment problem, other	Yes	Yes
1001728 - 000	8/22/2010 14:33:2	601 RICHMOND St	311 - Medical assist, assist EMS crew	Yes	Yes
1001729 - 000	8/22/2010 17:51:5	1326 S 57TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001730 - 000	8/22/2010 18:38:1	11565 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001731 - 000	8/22/2010 22:13:2	10621 SAN PABLO AVE	311 - Medical assist, assist EMS crew	Yes	Yes
1001732 - 000	8/22/2010 22:55:0	12TH St	112 - Fires in structures other than in a building	Yes	Yes
1001733 - 000	8/23/2010 04:42:5	32 WILDWOOD PI	311 - Medical assist, assist EMS crew	Yes	Yes
1001735 - 000	8/23/2010 09:04:3	1317 LIBERTY St	412 - Gas leak (natural gas or LPG)	Yes	Yes
1001736 - 000	8/23/2010 11:29:3	7575 STOCKTON Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001737 - 000	8/23/2010 14:36:1	972 CARLSON Blvd	381 - Rescue or EMS standby	Yes	Yes
1001738 - 000	8/23/2010 17:20:2	1925 HUDSON St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001739 - 000	8/23/2010 17:46:0	6605 AQUA VISTA Ct	381 - Rescue or EMS standby	Yes	Yes
1001740 - 000	8/23/2010 18:07:3	527 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001741 - 000	8/23/2010 18:17:1	71 KINGSTON Dr	522 - Water or steam leak	Yes	Yes
1001742 - 000	8/23/2010 20:31:0	859 GALVIN Dr	444 - Power line down	Yes	Yes
1001743 - 000	8/23/2010 21:32:1	4610 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001744 - 000	8/24/2010 07:41:0	2115 PINEHURST Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001745 - 000	8/24/2010 10:42:3	850 MARINA BAY Pky	611 - Dispatched & cancelled en route	Yes	Yes
1001746 - 000	8/24/2010 14:47:4	5024 HARTNETT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001747 - 000	8/24/2010 15:38:2	On 35TH St at MACDONALD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001748 - 000	8/24/2010 15:37:3	On RICHMOND St at MANILA St	550 - Public service assistance, other	Yes	Yes
1001749 - 000	8/24/2010 17:21:0	4254 BELL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001750 - 000	8/24/2010 17:23:4	5639 ALAMEDA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001751 - 000	8/24/2010 17:43:4	6520 HILL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001752 - 000	8/24/2010 17:45:1	4 ARLINGTON Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001753 - 000	8/24/2010 18:38:0	3400 RICHMOND Pky	611 - Dispatched & cancelled en route	Yes	Yes
1001754 - 000	8/24/2010 19:09:1	2433 MIRA VISTA Dr	381 - Rescue or EMS standby	Yes	Yes
1001755 - 000	8/24/2010 21:28:4	33 EDWIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001756 - 000	8/24/2010 23:00:0	DORNAN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001757 - 000	8/25/2010 01:00:1	On 37TH St at MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001758 - 000	8/25/2010 08:31:4	256 PURDUE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001759 - 000	8/25/2010 09:17:5	On MOESER Ln at POMONA	611 - Dispatched & cancelled en route	Yes	Yes
1001760 - 000	8/25/2010 09:28:2	1411 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001761 - 000	8/25/2010 13:08:4	1009 HAVENS PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001762 - 000	8/25/2010 15:03:1	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001763 - 000	8/25/2010 15:44:4	217 ASHBURY Ave	444 - Power line down	Yes	Yes
1001764 - 000	8/25/2010 17:32:4	6400 CUTTING Blvd	381 - Rescue or EMS standby	Yes	Yes
1001765 - 000	8/25/2010 18:16:5	170 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001766 - 000	8/25/2010 19:42:3	375 COLUSA Ave	113 - Cooking fire, confined to container	Yes	Yes
1001767 - 000	8/25/2010 22:42:3	11565 SAN PABLO Ave	151 - Outside rubbish, trash or waste fire	Yes	Yes
1001768 - 000	8/26/2010 00:31:5	6546 KENSINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001769 - 000	8/26/2010 07:01:3	437 CLAYTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001770 - 000	8/26/2010 07:23:4	10578 SAN PABLO Ave	151 - Outside rubbish, trash or waste fire	Yes	Yes
1001771 - 000	8/26/2010 07:42:5	212 COLUMBIA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001772 - 000	8/26/2010 09:33:1	7343 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001773 - 000	8/26/2010 09:36:2	2060 TAPSCOTT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001774 - 000	8/26/2010 10:01:5	On SAN PABLO Ave at BARRETT	520 - Water problem, other	Yes	Yes
1001775 - 000	8/26/2010 12:02:0	32 WILDWOOD Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001776 - 000	8/26/2010 14:34:3	7346 HOTCHKISS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001777 - 000	8/26/2010 14:41:0	6510 GLADYS Ave	744 - Detector activation, no fire - unintentional	Yes	Yes
1001778 - 000	8/26/2010 14:57:0	601 WELLESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001779 - 000	8/26/2010 14:34:3	7346 HOTCHKISS Ave	551 - Assist police or other governmental agency	Yes	Yes
1001780 - 000	8/26/2010 15:18:5	10636 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001781 - 000	8/26/2010 15:38:0	On EB HWY 580 at CENTRAL AVE	611 - Dispatched & cancelled en route	Yes	Yes
1001782 - 000	8/26/2010 18:02:0	7217 LINCOLN AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001783 - 000	8/26/2010 21:03:5	5840 JEFFERSON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001784 - 000	8/27/2010 06:19:0	115 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001785 - 000	8/27/2010 09:48:3	2533 CARQUINEZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001786 - 000	8/27/2010 13:11:0	On SAN PABLO Ave at CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001787 - 000	8/27/2010 14:28:1	11780 SAN PABLO Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001788 - 000	8/27/2010 14:58:4	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001789 - 000	8/27/2010 18:59:5	250 YALE Ave	520 - Water problem, other	Yes	Yes
1001790 - 000	8/27/2010 21:00:4	1100 JAMES Pl	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1001791 - 000	8/27/2010 23:49:5	4830 WALL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001792 - 000	8/28/2010 04:27:0	719 BOYD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001793 - 000	8/28/2010 08:15:1	204 RAMONA Ave	554 - Assist invalid	Yes	Yes
1001794 - 000	8/28/2010 08:38:5	803 CRAFT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001795 - 000	8/28/2010 08:58:2	E 80	611 - Dispatched & cancelled en route	Yes	Yes
1001796 - 000	8/28/2010 12:56:5	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001797 - 000	8/28/2010 14:55:2	5920 CUTTING Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1001798 - 000	8/28/2010 16:52:4	2000 EL CERRITO Plz	322 - Vehicle accident with injuries	Yes	Yes
1001799 - 000	8/28/2010 17:37:5	SAN PABLO Ave	520 - Water problem, other	Yes	Yes
1001800 - 000	8/28/2010 21:03:1	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001801 - 000	8/29/2010 02:02:5	E 80	611 - Dispatched & cancelled en route	Yes	Yes
1001802 - 000	8/29/2010 04:39:0	5327 JACUZZI St	611 - Dispatched & cancelled en route	Yes	Yes
1001803 - 000	8/29/2010 10:28:3	In front of 4024 FLEMING Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001804 - 000	8/29/2010 16:58:1	1405 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001805 - 000	8/29/2010 20:32:2	2230 SCENIC St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001806 - 000	8/29/2010 20:38:3	On TEHAMA Ave at MONTEREY St	611 - Dispatched & cancelled en route	Yes	Yes
1001807 - 000	8/30/2010 01:06:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001808 - 000	8/30/2010 01:37:1	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001809 - 000	8/30/2010 02:21:3	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001810 - 000	8/30/2010 11:35:0	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001811 - 000	8/30/2010 13:02:3	165 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1001812 - 000	8/30/2010 13:16:0	6814 DEL MONTE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001813 - 000	8/30/2010 17:08:2	502 BISSELL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001814 - 000	8/30/2010 19:30:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001815 - 000	8/30/2010 20:20:1	440 S 38TH St	324 - Motor vehicle accident with no injuries	Yes	Yes
1001816 - 000	8/31/2010 00:36:5	297 PURDUE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001817 - 000	8/31/2010 04:11:4	1505 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001818 - 000	8/31/2010 04:48:4	795 COLUSA Ave	554 - Assist invalid	Yes	Yes
1001819 - 000	8/31/2010 06:11:0	8612 DON CAROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001820 - 000	8/31/2010 10:05:4	290 GRIZZLY PEAK Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001821 - 000	8/31/2010 16:46:2	3330 YOSEMITE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001822 - 000	8/31/2010 18:56:1	4814 OVEREND Ave	111 - Building fire	Yes	Yes
1001823 - 000	8/31/2010 19:13:5	579 31ST St	113 - Cooking fire, confined to container	Yes	Yes
1001824 - 000	8/31/2010 20:49:3	3254 PIERCE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001825 - 000	8/31/2010 21:09:2	654 HARBOUR Way	611 - Dispatched & cancelled en route	Yes	Yes
1001826 - 000	8/31/2010 23:41:5	11780 SAN PABLO Ave	522 - Water or steam leak	Yes	Yes

Totals

Number of Incidents	246
Completed	246
Not Completed	0
Reviewed	246
Not Reviewed	0



El Cerrito Fire Department Memorandum

October 4, 2010

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

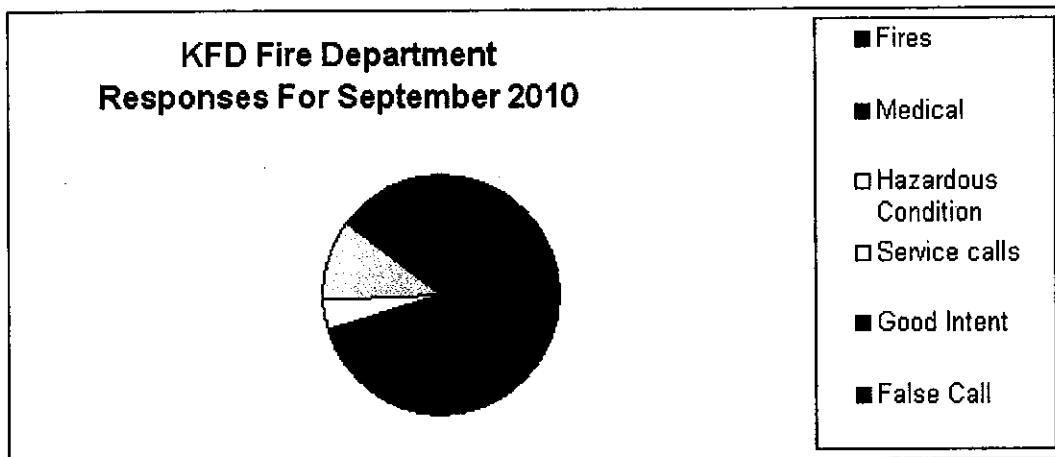
SUBJECT: Incident Activity Reports for the Month of September 2010

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

No incidents occurred during the month of September 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>	19	70.37
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	1	3.70
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	3	11.11
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	4	14.81
False Call	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00
TOTALS		27	100.00



10890 SAN PABLO AVENUE
EL CERRITO, CALIFORNIA 94530
(510) 215-4300 www.el-cerrito.org

Incident Log

Date Range From: 9/1/2010 To 9/30/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001827 - 000	9/01/2010 09:37:3	32 ANSON Way	444 - Power line down	Yes	Yes
1001828 - 000	9/01/2010 11:40:2	1229 LAWRENCE St	311 - Medical assist, assist EMS crew	Yes	Yes
1001829 - 000	9/01/2010 15:34:2	7121 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001830 - 000	9/01/2010 16:06:5	11070 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001831 - 000	9/01/2010 18:05:4	On I-80 Fwy at CENTRAL Ave	322 - Vehicle accident with injuries	Yes	Yes
1001832 - 000	9/01/2010 18:23:0	3535 EL PORTAL Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001833 - 000	9/01/2010 19:10:3	7517 POTRERO Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1001834 - 000	9/01/2010 22:18:5	52 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001835 - 000	9/02/2010 00:14:5	On CUTTING Blvd at S 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001836 - 000	9/02/2010 04:43:0	138 OHIO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001837 - 000	9/02/2010 08:25:3	32 WILDWOOD Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001838 - 000	9/02/2010 09:31:0	67 KINGSTON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001839 - 000	9/02/2010 09:36:2	1510 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001840 - 000	9/02/2010 14:07:3	391 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001841 - 000	9/02/2010 15:01:0	PORTOLA Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001842 - 000	9/02/2010 16:21:0	5927 WENK Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001843 - 000	9/02/2010 17:19:4	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1001844 - 000	9/02/2010 18:18:3	CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1001845 - 000	9/02/2010 19:45:1	10300 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001846 - 000	9/02/2010 20:03:0	10219 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001847 - 000	9/03/2010 01:29:3	2323 RHEEM Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001848 - 000	9/03/2010 12:25:0	10636 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001849 - 000	9/03/2010 12:33:2	DORNAN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001850 - 000	9/03/2010 12:56:3	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001851 - 000	9/03/2010 12:57:3	706 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001852 - 000	9/03/2010 17:45:0	1621 ROGER Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001853 - 000	9/03/2010 18:18:5	1070 CONTRA COSTA Dr	554 - Assist invalid	Yes	Yes
1001854 - 000	9/03/2010 18:28:5	217 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001855 - 000	9/03/2010 19:53:0	9 WINDSOR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001856 - 000	9/03/2010 20:14:3	5120 CREELY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001857 - 000	9/03/2010 22:07:4	1114 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001858 - 000	9/03/2010 22:01:0	80 ARDMORE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001859 - 000	9/04/2010 02:36:1	3400 RICHMOND Pky	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001860 - 000	9/04/2010 06:47:1	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001861 - 000	9/04/2010 07:54:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001862 - 000	9/04/2010 09:07:0	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001865 - 000	9/04/2010 12:27:1	33 EDWIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001866 - 000	9/04/2010 17:52:4	14 HIGHGATE Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001867 - 000	9/04/2010 18:12:0	2267 ALVA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001868 - 000	9/04/2010 19:57:0	10351 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001869 - 000	9/05/2010 00:30:5	2603 TASSAJARA Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1001870 - 000	9/05/2010 09:20:2	700 COVENTRY Dr	554 - Assist invalid	Yes	Yes
1001871 - 000	9/05/2010 17:41:3	On SAN PABLO Ave at MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001872 - 000	9/05/2010 22:32:3	74 NORWOOD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001873 - 000	9/06/2010 07:24:3	8612 DON CAROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001874 - 000	9/06/2010 10:13:0	2123 PINEHURST Ct	733 - Smoke detector activation due to malfunction	Yes	Yes
1001875 - 000	9/06/2010 15:54:5	7311 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001877 - 000	9/06/2010 18:23:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001878 - 000	9/06/2010 18:19:0	7310 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001879 - 000	9/06/2010 20:43:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001880 - 000	9/06/2010 20:54:0	951 POMONA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001881 - 000	9/07/2010 05:31:3	27 SUNSET Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001882 - 000	9/07/2010 06:22:1	6510 GLADYS Ave	381 - Rescue or EMS standby	Yes	Yes
1001883 - 000	9/07/2010 08:19:4	8351 KENT Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001884 - 000	9/07/2010 09:04:1	2526 CARQUINEZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001885 - 000	9/07/2010 10:38:1	1434 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001886 - 000	9/07/2010 11:07:2	1616 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001887 - 000	9/07/2010 11:38:0	10636 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001888 - 000	9/07/2010 13:55:4	3011 PARKER Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001889 - 000	9/07/2010 20:10:1	163 4TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001890 - 000	9/07/2010 20:10:4	5936 FERN St	311 - Medical assist, assist EMS crew	Yes	Yes
1001891 - 000	9/08/2010 00:21:0	5537 HIGHLAND Ave	551 - Assist police or other governmental agency	Yes	Yes
1001892 - 000	9/08/2010 01:20:4	6109 PLUMAS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001893 - 000	9/08/2010 10:19:3	5927 WENK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001894 - 000	9/08/2010 14:26:3	1216 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001895 - 000	9/08/2010 15:17:1	6510 GLADYS Ave	554 - Assist invalid	Yes	Yes
1001896 - 000	9/08/2010 15:59:1	CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001897 - 000	9/08/2010 16:26:0	235 EL CERRITO Plz	331 - Lock-in (if lock out, use 511)	Yes	Yes
1001898 - 000	9/08/2010 16:57:1	170 EL CERRITO Plz	311 - Medical assist, assist EMS crew	Yes	Yes
1001899 - 000	9/08/2010 17:17:0	3230 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001900 - 000	9/08/2010 20:06:5	1035 RANCHITO Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001901 - 000	9/08/2010 22:14:1	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001902 - 000	9/09/2010 00:27:3	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001903 - 000	9/09/2010 06:43:4	8619 ARBOR Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001904 - 000	9/09/2010 08:18:3	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001905 - 000	9/09/2010 10:16:5	10869 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001906 - 000	9/09/2010 10:32:5	1520 LAUREL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001907 - 000	9/09/2010 12:50:2	6400 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001908 - 000	9/09/2010 20:28:1	SAN PABLO Ave	322 - Vehicle accident with injuries	Yes	Yes
1001909 - 000	9/09/2010 23:49:5	2265 ALVA Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001910 - 000	9/10/2010 09:43:5	100 38TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001911 - 000	9/10/2010 09:51:0	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001912 - 000	9/10/2010 12:02:4	700 COVENTRY Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1001913 - 000	9/10/2010 16:52:4	On 44th St at Roosevelt Ave	142 - Brush, or brush and grass mixture fire	Yes	Yes
1001914 - 000	9/10/2010 18:51:0	On E 80 at W Carlson Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001915 - 000	9/10/2010 18:57:0	On CENTRAL Ave at RYDIN Rd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001916 - 000	9/11/2010 08:35:3	7227 PLANK Ave	445 - Arcing, shorted electrical equipment	Yes	Yes
1001917 - 000	9/11/2010 11:13:5	205 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001918 - 000	9/11/2010 11:31:0	232 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001919 - 000	9/11/2010 11:33:4	5230 GATELY Ave	111 - Building fire	Yes	Yes
1001920 - 000	9/11/2010 11:36:1	612 COLUSA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001921 - 000	9/11/2010 13:56:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001922 - 000	9/11/2010 17:31:0	1520 LAUREL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001923 - 000	9/12/2010 02:05:5	33 AVON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001924 - 000	9/12/2010 06:57:0	1164 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001925 - 000	9/12/2010 09:35:2	63 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001926 - 000	9/12/2010 09:57:5	CERRITO VISTA PARK	551 - Assist police or other governmental agency	Yes	Yes
1001927 - 000	9/12/2010 14:37:5	2039 TAPSCOTT Ave	522 - Water or steam leak	Yes	Yes
1001928 - 000	9/12/2010 15:00:5	On 45TH St at MACDONALD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001929 - 000	9/12/2010 15:12:2	2037 TAPSCOTT Ave	522 - Water or steam leak	Yes	Yes
1001930 - 000	9/12/2010 16:09:1	934 S 45TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001931 - 000	9/12/2010 16:30:0	646 CARLSON Blvd	111 - Building fire	Yes	Yes
1001932 - 000	9/12/2010 18:43:5	4235 FARISS Lane	651 - Smoke scare, odor of smoke	Yes	Yes
1001933 - 000	9/12/2010 22:01:4	785 BALRA Dr	700 - False alarm or false call, other	Yes	Yes
1001934 - 000	9/12/2010 23:00:2	On 3RD St at PENNSYLVANIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001935 - 000	9/13/2010 06:50:1	11740 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001936 - 000	9/13/2010 09:13:0	4949 CYPRESS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001937 - 000	9/13/2010 12:51:2	On CARLSON Blvd at SAN PABLO	700 - False alarm or false call, other	Yes	Yes
1001938 - 000	9/13/2010 13:30:1	901 S 45TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001939 - 000	9/13/2010 14:18:3	On 33RD St at MACDONALD	381 - Rescue or EMS standby	Yes	Yes
1001940 - 000	9/13/2010 17:05:3	5327 JACUZZI St	611 - Dispatched & cancelled en route	Yes	Yes
1001941 - 000	9/13/2010 17:42:1	901 CLARK Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001942 - 000	9/13/2010 20:54:4	410 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001943 - 000	9/14/2010 01:20:5	5806 JEFFERSON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001944 - 000	9/14/2010 02:16:2	11939 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1001945 - 000	9/14/2010 06:45:5	2621 TAMALPAIS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001946 - 000	9/14/2010 10:58:2	2215 SPYGLASS Lane	622 - No incident found on arrival at dispatch address	Yes	Yes
1001947 - 000	9/14/2010 13:36:5	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001948 - 000	9/14/2010 14:11:5	283 KENYON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001949 - 000	9/14/2010 14:13:4	7230 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001950 - 000	9/14/2010 16:11:5	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001951 - 000	9/14/2010 17:56:2	1001 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1001952 - 000	9/14/2010 19:34:5	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001953 - 000	9/15/2010 03:52:5	11939 SAN PABLO Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001954 - 000	9/15/2010 08:16:5	In front of 115 WINDSOR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001955 - 000	9/15/2010 08:41:2	861 BATES Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001956 - 000	9/15/2010 11:30:3	702 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001957 - 000	9/15/2010 12:28:5	1312 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001958 - 000	9/15/2010 15:00:1	On SAN PABLO Ave at MOESER	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001959 - 000	9/15/2010 17:18:4	523 COVENTRY Rd	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1001960 - 000	9/15/2010 17:34:2	3411 CUTTING Blvd	531 - Smoke or odor removal	Yes	Yes
1001961 - 000	9/15/2010 22:10:0	333 CARMEL Ave	100 - Fire, other	Yes	Yes
1001962 - 000	9/16/2010 08:49:2	639 32ND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001963 - 000	9/16/2010 09:48:2	4108 OVEREND Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1001964 - 000	9/16/2010 11:54:2	1073 ARLINGTON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1001965 - 000	9/16/2010 13:40:5	5927 WENK Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1001966 - 000	9/17/2010 01:39:5	11760 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001967 - 000	9/17/2010 05:21:5	5121 TEHAMA Ave	735 - Alarm system sounded due to malfunction	Yes	Yes
1001968 - 000	9/17/2010 08:17:1	1030 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001969 - 000	9/17/2010 09:06:0	6969 FAIRMOUNT Ave	553 - Public service	Yes	Yes
1001970 - 000	9/17/2010 09:31:1	3230 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001971 - 000	9/17/2010 09:48:2	572 STEGE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001972 - 000	9/17/2010 11:27:0	1609 MONTEREY St	311 - Medical assist, assist EMS crew	Yes	Yes
1001973 - 000	9/17/2010 12:42:0	3090 EL CERRITO Plz	311 - Medical assist, assist EMS crew	Yes	Yes
1001974 - 000	9/17/2010 13:18:3	7305 PLANK Ct	311 - Medical assist, assist EMS crew	Yes	Yes
1001975 - 000	9/17/2010 14:22:0	On SAN PABLO Ave at POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001976 - 000	9/17/2010 14:42:4	1429 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1001977 - 000	9/17/2010 14:45:1	11760 SAN PABLO Ave	730 - System malfunction, other	Yes	Yes
1001978 - 000	9/17/2010 17:48:5	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001979 - 000	9/17/2010 20:54:1	1114 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001980 - 000	9/17/2010 21:48:1	2520 DOWNER Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001981 - 000	9/18/2010 04:46:3	2800 PULLMAN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001982 - 000	9/18/2010 11:54:3	4610 POTRERO Ave	700 - False alarm or false call, other	Yes	Yes
1001983 - 000	9/18/2010 12:37:3	295 EL CERRITO Plz	445 - Arcing, shorted electrical equipment	Yes	Yes
1001984 - 000	9/18/2010 12:58:2	6431 FAIRMOUNT Ave	353 - Removal of victim(s) from stalled elevator	Yes	Yes
1001985 - 000	9/18/2010 17:33:4	S 47TH St	611 - Dispatched & cancelled en route	Yes	Yes
1001986 - 000	9/18/2010 19:21:0	1704 JULIAN Ct	550 - Public service assistance, other	Yes	Yes
1001987 - 000	9/18/2010 20:36:4	1033 LENEVE PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001988 - 000	9/18/2010 20:50:2	606 RIPLEY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1001989 - 000	9/18/2010 20:56:1	7617 POTRERO Ave	550 - Public service assistance, other	Yes	Yes
1001990 - 000	9/19/2010 00:13:1	439 NORVELL St	311 - Medical assist, assist EMS crew	Yes	Yes
1001991 - 000	9/19/2010 03:21:4	443 ALBEMARLE St	611 - Dispatched & cancelled en route	Yes	Yes
1001992 - 000	9/19/2010 10:02:3	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1001993 - 000	9/19/2010 12:10:1	1609 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001994 - 000	9/19/2010 13:21:5	911 LENEVE PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001995 - 000	9/19/2010 15:04:1	11755 SAN PABLO Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1001996 - 000	9/19/2010 16:55:5	11939 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1001997 - 000	9/19/2010 21:18:3	2109 PINEHURST Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1001998 - 000	9/20/2010 03:06:5	658 33RD St	611 - Dispatched & cancelled en route	Yes	Yes
1001999 - 000	9/20/2010 04:05:4	115 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002000 - 000	9/20/2010 09:15:3	10794 SAN PABLO Ave	131 - Passenger vehicle fire	Yes	Yes
1002001 - 000	9/20/2010 10:51:3	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002002 - 000	9/20/2010 12:12:0	5020 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1002003 - 000	9/20/2010 13:14:0	5020 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002004 - 000	9/20/2010 14:18:5	1415 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002005 - 000	9/20/2010 14:39:4	6727 MOESER Ln	700 - False alarm or false call, other	Yes	Yes
1002006 - 000	9/20/2010 17:00:5	829 CRAFT Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002007 - 000	9/20/2010 18:51:4	1764 JULIAN Ct	445 - Arcing, shorted electrical equipment	Yes	Yes
1002008 - 000	9/20/2010 22:55:1	737 ELM St	651 - Smoke scare, odor of smoke	Yes	Yes
1002009 - 000	9/21/2010 01:54:2	702 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002010 - 000	9/21/2010 02:13:5	19 KINGSTON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002011 - 000	9/21/2010 08:06:0	216 CAMBRIDGE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002012 - 000	9/21/2010 13:10:5	19 FRANCISCAN Way	600 - Good intent call, other	Yes	Yes
1002013 - 000	9/21/2010 14:59:0	In rear of 1 EAGLE HILL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002014 - 000	9/21/2010 18:02:1	1138 SHEVLIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002015 - 000	9/21/2010 20:32:1	HARBOUR Way	131 - Passenger vehicle fire	Yes	Yes
1002016 - 000	9/21/2010 20:38:1	2657 HINKLEY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002017 - 000	9/21/2010 21:22:1	1922 KEY Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1002018 - 000	9/21/2010 21:55:0	6001 EL DORADO St	311 - Medical assist, assist EMS crew	Yes	Yes
1002019 - 000	9/22/2010 03:44:5	1239 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002020 - 000	9/22/2010 10:42:4	527 MC LAUGHLIN St	611 - Dispatched & cancelled en route	Yes	Yes
1002021 - 000	9/22/2010 11:02:2	In front of 1724 LIBERTY St	412 - Gas leak (natural gas or LPG)	Yes	Yes
1002022 - 000	9/22/2010 13:21:3	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002023 - 000	9/22/2010 19:38:0	1001 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002024 - 000	9/22/2010 21:37:0	7818 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002025 - 000	9/23/2010 07:02:0	7230 FAIRMOUNT Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1002026 - 000	9/23/2010 15:00:4	1432 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002027 - 000	9/23/2010 15:18:4	1409 BREWSTER Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002028 - 000	9/23/2010 16:12:3	1099 ESSEX Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002029 - 000	9/23/2010 18:38:1	8000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002030 - 000	9/23/2010 19:34:2	5845 EL DORADO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002031 - 000	9/23/2010 21:31:1	2215 SPYGLASS Lane	381 - Rescue or EMS standby	Yes	Yes
1002032 - 000	9/23/2010 22:59:4	6506 ALTA VISTA Dr	550 - Public service assistance, other	Yes	Yes
1002033 - 000	9/24/2010 11:40:2	10621 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002034 - 000	9/24/2010 12:23:0	280 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002035 - 000	9/24/2010 17:16:5	5327 JACUZZI St	611 - Dispatched & cancelled en route	Yes	Yes
1002036 - 000	9/24/2010 17:59:1	402 SEA VIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002037 - 000	9/24/2010 22:01:1	130 YORK Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002038 - 000	9/25/2010 01:59:3	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002039 - 000	9/25/2010 02:18:2	5920 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002040 - 000	9/25/2010 07:56:2	6522 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002041 - 000	9/25/2010 16:19:5	6435 Claremont Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002042 - 000	9/25/2010 16:50:2	7900 CUTTING Blvd	571 - Cover assignment, standby, moveup	Yes	Yes
1002043 - 000	9/25/2010 19:37:0	6540 ARLINGTON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002044 - 000	9/25/2010 23:04:3	FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002045 - 000	9/26/2010 02:22:3	8702 TERRACE Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1002046 - 000	9/26/2010 04:06:1	327 21ST St	113 - Cooking fire, confined to container	Yes	Yes
1002047 - 000	9/26/2010 09:42:4	NORVELL St	611 - Dispatched & cancelled en route	Yes	Yes
1002048 - 000	9/26/2010 10:14:3	NORVELL St	324 - Motor vehicle accident with no injuries	Yes	Yes
1002049 - 000	9/26/2010 15:22:0	4020 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002050 - 000	9/26/2010 16:57:3	743 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002051 - 000	9/26/2010 17:16:3	614 WILSON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002052 - 000	9/26/2010 18:21:0	11780 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002053 - 000	9/26/2010 20:22:1	639 32ND St	311 - Medical assist, assist EMS crew	Yes	Yes
1002054 - 000	9/27/2010 09:06:2	100 38TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002055 - 000	9/27/2010 10:24:1	923 BALRA Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1002056 - 000	9/27/2010 10:54:0	8501 BETTY Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002057 - 000	9/27/2010 11:25:1	833 RICHMOND St	611 - Dispatched & cancelled en route	Yes	Yes
1002058 - 000	9/27/2010 12:53:3	2107 PINEHURST Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002059 - 000	9/27/2010 18:39:1	586 KEY Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002060 - 000	9/28/2010 01:45:3	507 WILLIAMS Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002061 - 000	9/28/2010 08:47:2	On MACDONALD Ave at 40TH	622 - No incident found on arrival at dispatch address	Yes	Yes
1002062 - 000	9/28/2010 09:25:0	On W 80 at BARRETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002063 - 000	9/28/2010 10:55:1	225 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1002064 - 000	9/28/2010 17:16:1	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002065 - 000	9/28/2010 18:56:4	1117 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002066 - 000	9/28/2010 19:16:3	1616 Norvell St	520 - Water problem, other	Yes	Yes
1002067 - 000	9/28/2010 19:47:1	106 NORWOOD Ct	653 - Barbecue, tar kettle	Yes	Yes
1002068 - 000	9/28/2010 21:02:5	124 WINDSOR Ave	653 - Barbecue, tar kettle	Yes	Yes
1002069 - 000	9/28/2010 21:35:5	10944 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002070 - 000	9/28/2010 23:02:1	6 KINGSTON Dr	521 - Water evacuation	Yes	Yes
1002071 - 000	9/29/2010 08:36:2	504 LEXINGTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002072 - 000	9/29/2010 11:26:0	8315 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002074 - 000	9/29/2010 14:24:0	7356 PEBBLE BEACH Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002075 - 000	9/29/2010 20:01:5	1534 Everett St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002076 - 000	9/30/2010 08:41:5	4526 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002077 - 000	9/30/2010 10:08:5	On BATES Ave at ROBERTA	444 - Power line down	Yes	Yes
1002078 - 000	9/30/2010 12:34:0	406 S 38TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002079 - 000	9/30/2010 16:55:0	1501 ARLINGTON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002080 - 000	9/30/2010 18:25:2	4300 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002081 - 000	9/30/2010 21:38:5	6921 FAIRMOUNT Ave	440 - Electrical wiring/equipment problem, other	Yes	Yes
1002082 - 000	9/30/2010 23:28:3	2520 RHEEM Ave	611 - Dispatched & cancelled en route	Yes	Yes

Totals

Number of Incidents	252
Completed	252
Not Completed	
Reviewed	252
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	09/23/10	4912 0003 Oct dental	7840 1061	1,189.07
01169	CalPERS	09/15/10	H2010067009000 Nov med	7840 1061	9,127.40
01406	KFPD	10/07/10	Reimburse revolving fund	7840 2490	5,949.97
01634	Vision Service Plan	09/20/10	001027770001 Oct vision	7840 1061	307.45
02120	City of El Cerrito	10/01/10	Oct fire protection	7840 2328	173,951.95
02590	Mack5	09/30/10	2045 Sep pre const	7840 2490	2,200.00
07894	Bushwacker	09/27/10	6670 veg mgmt	7840 2490	1,995.00
11342	Deborah Russell	09/20/10	6682 Aug acctg	7840 2490	357.50
11573	Sphinx Graphics	09/28/10	928104 apparel	7840 2490	548.75
	PCS Mobile	09/28/10	33796 mobile terminal	7840 2490	5,755.80
TOTAL					201,282.89

Kensington FPD Approval

Date: 10/17/10
Muelgappner
 Date: 10/17/10

October 7, 2010

Attachment to Transmittal 1010

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
9/7/2010	PG&E gas	66.84
9/20/2010	Petty cash funding - express mail, parade candy, etc.	188.74
10/1/2010	Payroll processing	45.70
10/1/2010	Payroll for period 9/16 - 9/30/10	2,172.69
10/1/2010	Withholding payroll taxes 9/16-- 9/30/10	856.43
10/5/2010	ICMA - Sep deferred comp	1,144.90
9/17/2010	Citi Cards - pub education	476.00
10/1/2010	SCIF - workers comp	38.34
9/15/2010	Contra Costa County Info Technology	13.87
9/5/2010	AT&T - phone	224.32
9/22/2010	Comcast internet	69.90
9/22/2010	Stericycle - medical waste	63.00
9/30/2010	UBS - janitorial	99.66
9/25/2010	Contra Costa County - sewer charge	389.58
	Total	5,849.97

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

October 7, 2010

To: KFPD Board Members

AGENDA ITEM 8

Fr: Brenda Navellier
KFPD Administrator

Re: August/September Financial Reports

Enclosed are two of the three monthly financial reports – Balance Sheet as of September 13, 2010 and Revenue & Expense Previous Year comparison July 1 through September 13, 2010.

I did not include the Revenue & Expense Budget vs. Actual for this period. In order to properly reflect the numbers that the actuary is having us record, I will need to set-up three-way journal entries for our retirees medical, dental and vision expense recordings. Unfortunately, Deborah Russell and I did not have time to complete this transaction when we met earlier in the month and I am not comfortable including a report with those items “lined out”.

Next month I will include the Budget vs. Actual for both July through August and July through September. My apologies.

Kensington Fire Protection District
Balance Sheet
As of September 13, 2010

Sep 13, 10

ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	10,184.85
General Fund	24,464.11
Capital Fund	5,123.77
Special Tax Fund	5,752.03
Total Checking/Savings	45,724.76
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	796.59
Advance on Taxes	2,626,654.07
Advance on Supplemental Taxes	20,781.57
Total Accounts Receivable	2,662,059.36
Other Current Assets	
Prepaid Services - EC	1,776,773.59
Prepaid Exp.	9,280.40
Prepaid CERBT - Retiree Trust	1,089,125.12
Investments	
Capital Replacement Funds	796,020.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-217,280.34
Total Investments	2,710,868.03
Total Other Current Assets	5,586,047.14
Total Current Assets	8,293,831.26
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
P/S Building Repair/Replace	2,073.00
Total Current Capital Outlay	2,073.00
Total Fixed Assets	1,298,762.01
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Suspense	-13,827.13
Total Other Assets	204,800.87
TOTAL ASSETS	9,797,394.14
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	19,099.32
Total Accounts Payable	19,099.32
Other Current Liabilities	
El Cerrito Service Contract Pay	1,776,773.59
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	1,778,474.95
Total Current Liabilities	1,797,574.27
Total Liabilities	1,797,574.27

Kensington Fire Protection District

Balance Sheet

As of September 13, 2010

	Sep 13, 10
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	573,670.61
Net Income	2,213,530.00
Total Equity	<u>7,999,819.87</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,797,394.14</u></u>

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through September 13, 2010

	Jul 1 - Sep 13, 10	Jul 1 - Sep 13, 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,626,654.07	2,614,871.99	11,782.08	0.5%
Lease Agreement	14,420.00	0.00	14,420.00	100.0%
Salary Reimbursement Agreement	7,450.87	0.00	7,450.87	100.0%
Total Income	2,648,524.94	2,614,871.99	33,652.95	1.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	594.25	0.00	594.25	100.0%
El Cerrito Contract Fee	355,354.77	530,057.86	-174,703.09	-33.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	146.25	0.00	146.25	100.0%
Legal Fees	148.50	5,011.55	-4,863.05	-97.0%
Total Professional Fees	294.75	5,011.55	-4,716.80	-94.1%
Total OUTSIDE PROFESSIONAL SERVI...	370,067.18	547,232.64	-177,165.46	-32.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	27,612.39	18,088.50	9,523.89	52.7%
Delta Dental	4,996.58	3,079.08	1,917.48	62.3%
Vision Care	922.35	890.01	32.34	3.6%
Total RETIREE MEDICAL BENEFITS	33,531.30	22,057.59	11,473.71	52.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	1,960.02	2,106.43	-146.41	-7.0%
Open Houses	0.00	379.49	-379.49	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	1,960.02	2,485.92	-525.90	-21.2%
DISTRICT ACTIVITIES				
Firefighters' Expenses	421.26	2,688.32	-2,267.06	-84.3%
Staff Appreciation	0.00	2,348.02	-2,348.02	-100.0%
Professional Development	48.00	1,239.20	-1,191.20	-96.1%
Building Maintenance				
Janitorial Service	199.32	0.00	199.32	100.0%
Medical Waste Disposal	655.97	585.95	70.02	12.0%
Gardening service	120.00	120.00	0.00	0.0%
Miscellaneous Maint.	9,301.94	13,039.02	-3,737.08	-28.7%
Total Building Maintenance	10,277.23	13,744.97	-3,467.74	-25.2%
Building Utilities/Service				
Garbage	266.80	265.20	1.60	0.6%
Gas and Electric	1,397.57	1,295.48	102.09	7.9%
Water/Sewer	117.18	102.95	14.23	13.8%
Total Building Utilities/Service	1,781.55	1,663.63	117.92	7.1%
Election	369.80	0.00	369.80	100.0%
Memberships	600.00	600.00	0.00	0.0%
Office				
Office Expense	182.93	140.55	42.38	30.2%
Office Supplies	87.76	246.09	-158.33	-64.3%
Telephone	508.88	482.11	26.77	5.6%
Total Office	779.57	868.75	-89.18	-10.3%
Total DISTRICT ACTIVITIES	14,277.41	23,152.89	-8,875.48	-38.3%
Staff				
Wages	11,796.08	8,006.40	3,789.68	47.3%
Overtime Wages	306.23	0.00	306.23	100.0%
Medical/dental ins compensation	980.00	600.00	380.00	63.3%
Retirement Contribution	589.80	400.32	189.48	47.3%
Payroll Taxes	925.82	612.48	313.34	51.2%
Workers Compensation/Life Ins	378.30	233.76	144.54	61.8%
Payroll Processing	182.80	171.64	11.16	6.5%
Total Staff	15,159.03	10,024.60	5,134.43	51.2%
Total Expense	434,994.94	604,953.64	-169,958.70	-28.1%
Net Ordinary Income	2,213,530.00	2,009,918.35	203,611.65	10.1%
Other Income/Expense				
Other Income				
Transfers In - General	1,106.65	2,474.00	-1,367.35	-55.3%
Total Other Income	1,106.65	2,474.00	-1,367.35	-55.3%
Other Expense				
Transfers Out - Capital	0.00	2,474.00	-2,474.00	-100.0%
Transfers Out - General	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	1,152.00	-1,152.00	-100.0%
Total Other Expense	1,106.65	3,626.00	-2,519.35	-69.5%
Net Other Income	0.00	-1,152.00	1,152.00	100.0%
Net Income	2,213,530.00	2,008,766.35	204,763.65	10.2%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

October 2010

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Cardiac Screening Event at El Cerrito High School

On September 25, 2010 the City of El Cerrito, El Cerrito High School, Siemens Corporation, The Heartfelt Project and, most importantly, the Gurganious family all participated in a first of its kind in West County, cardiac screening event. We are happy to report that over 200 people participated in the screening and the El Cerrito-Kensington Fire Department taught CPR to 20 citizens. We felt this was a great turnout for a first time event. These cardiac screening tests typically cost approximately \$1,500 and are usually not covered by insurance. The Heartfelt Project, in conjunction with Siemens Corporation put this project together and were able to provide the screening for a tax deductible donation of \$25 per person. We hope to be a part of this program next year and increase participation to the group's original goal of 500 screenings in one day.

Fire Ops 101

During the first weekend of October, local elected officials and media representatives from all over Contra Costa County participated in Fire OPS 101, a program sponsored by Local 1230 (International Association of Firefighters) and Fire Managers throughout the County. This program covered basic fire ground operations and the risks inherent to professional fire fighting and emergency medical response. This event allowed participants to work with live fire, completed vehicle extrication, conduct search and rescue operations, participate in a simulated medical and be a part of a simulated fire investigation. All participants that attended expressed that this experience had shown them a lot about the fire service that they did not know. It is the goal of the Contra Costa County Fire Chiefs and Local 1230 (IAFF) to make this an annual event, so that over the years more and more policy makers can be involved in this program. As your Fire Chief, I was very proud to see Bill Jones and Rebecca Benassina from the City of El Cerrito, and Nina Harmon from the Kensington Fire Protection District, participate in this event. They committed themselves to every task that was put before them and worked hard to experience what our firefighters go through on a day-to-day basis. I applaud the efforts of all three and look forward to next year's event.

NEW BUSINESS

**KENSINGTON FIRE
PROTECTION DISTRICT**

Actuarial Valuation of
Postretirement Healthcare Benefits
Valuation Date: July 1, 2010



October 4, 2010

PENSION CONSULTANTS AND ACTUARIES

575 MARKET STREET
SUITE 2450
SAN FRANCISCO, CALIFORNIA 94105-2854

TEL: 415 512-5300
FAX: 415 512-5314

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

Dear Ms. Navellier:

Re: Actuarial Valuation of Postretirement Healthcare Program - Revised

The Nicolay Consulting Group is pleased to present the results of the July 1, 2010 actuarial valuation of the Kensington Fire Protection District postretirement healthcare plan. In preparing the report, we relied on employee data and plan information provided by the District. On the basis of that information, this report has been prepared in accordance with generally accepted actuarial principles and methods. It is our opinion that the actuarial assumptions used are reasonably related to the actual experience of the plan and to anticipated future experience.

The financial projections presented in this letter are intended for the District's internal use in evaluating the potential cost of the retiree health programs. Because future events frequently do not occur as expected, it should be recognized that there are usually differences between anticipated and actual results. These differences may be material. Consequently, we can express no assurance that the projected values will occur. Questions about the report should be directed to Dennis Daugherty at (415) 512-5300 x221

The undersigned meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Sincerely,

Nicolay Consulting Group

By: 

Dennis Daugherty, F.S.A.
Member, American Academy of Actuaries

KENSINGTON FIRE PROTECTION DISTRICT

Actuarial Valuation of
Postretirement Healthcare Benefits
Valuation Date: July 1, 2010

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SECTION I

Introduction

The Kensington Fire Protection District provides postretirement medical benefits to a group of 9 retirees, 7 spouses and 2 surviving spouses. This report provides an estimate of the present value of the District's obligation as of July 1, 2010, a ten-year projection of the pay-as-you-go cost of providing the benefit and an illustration of the impact of GASB 45. **Section II** contains valuation results. **Section III** describes the plans and presents a demographic summary. **Section IV** lists the actuarial assumptions used to complete the valuation. **Section V** contains a Glossary of several of the terms used in this report.

Accounting Requirements

In July 2004 the Governmental Accounting Standards Board issued **Statement 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions**. These accounting rules require public entities that sponsor postemployment benefits to account for the cost of those benefits using accrual accounting rather than pay-as-you-go accounting. This means that each employee's benefit will "accrue" throughout their working lifetime and that employers are required to show the annual accruals as a current year expense.

The District adopted Statement 45 in the 2008/09 fiscal year.

SECTION II

Valuation Results

A primary objective of GASB 45 is to require recognition of postemployment healthcare expense systematically over periods approximating employees' years of service. The Actuarial Accrued Liability represents the estimated present value of future benefits that are associated with past service rendered by employees and retirees. The Unfunded Actuarial Accrued Liability is the excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.

Table 2-1 contains the estimated present value of the cost of postemployment healthcare benefits for the closed group of retirees and spouses. The estimates are based on a 7.75% discount rate.

	<u>Medical</u>	<u>Dental and Vision</u>	<u>Total</u>
Actives	\$0	\$0	\$0
Retirees	<u>\$1,443,549</u>	<u>\$253,070</u>	<u>\$1,696,619</u>
Total	\$1,443,549	\$253,070	\$1,696,619

Projected Health Benefit Costs

Table 2-2 contains a ten-year projection of the District's pay-as-you-go cost to provide postemployment medical, dental and vision benefits to current retirees and their dependents.

<u>Year</u>	<u>Amount</u>
2010/11	\$133,813
2011/12	\$129,059
2012/13	\$135,670
2013/14	\$135,140
2014/15	\$140,815
2015/16	\$138,217
2016/17	\$142,567
2017/18	\$146,362
2018/19	\$149,535
2019/20	\$152,169

Health Benefit Costs Under GASB 45

Annual Required Contribution (ARC) consists of the Normal Cost plus the current year amortization of the Unfunded Actuarial Accrued Liability (UAAL). The level dollar amortization method was used in this valuation. We assumed the amortization will occur over a closed 20-year period that commenced in the 2008/09 fiscal year.

Because the entire group covered by the District's program consists of retirees and their dependents, the District's Normal Cost is \$0.

The following Tables provide illustrations of the July 1, 2010 GASB 45 Unfunded Actuarial Liability, 2010/11 fiscal year Annual Required Contribution and Annual OPEB Cost (Other Postemployment Benefits), and a 5-year projection.

Table 2-3		
Present Value of Future Postretirement Medical Benefits		
As of July 1, 2010		
Discount Rate: 7.75%		
	<u>Number of Employees</u>	<u>Present Value</u>
Active Employees	0	\$0
Retirees and Surviving Spouses	<u>11</u>	<u>\$1,696,619</u>
Total Actuarial Accrued Liability (AAL)	11	\$1,696,619
Estimated Actuarial Value of Assets		<u>\$1,368,098*</u>
Unfunded Actuarial Accrued Liability (UAAL)		\$328,521
Remaining Amortization Period		18 years
Level Dollar Amortization Factor (based on a 7.75% discount rate)		9.537
Annual level percentage of payroll Amortization of UAAL		\$34,448
Normal Cost (Entry Age Normal Cost Method)		<u>\$0</u>
Annual Required Contribution (ARC)		\$34,448
Interest on Net OPEB Obligation		(\$85,676)
Adjustment to ARC		<u>\$115,921</u>
Annual OPEB Cost		\$64,693
* June 30, 2010 CERBT fund balance		

Table 2-4a presents a five-year projection under the assumptions that the District continues its participation in the CERBT and the discount rate remains 7.75%. We assumed the District will not make additional contributions to the CERBT and will commence withdrawing retiree medical costs from the CERBT in the 2010/11 fiscal year.

Table 2-4a
Kensington Fire Protection District
Five-year Projection of Annual OPEB Cost and Net OPEB Obligation
Based on a 7.75% discount rate and assuming full ARC funding

	2010/11	2011/12	2012/13	2013/14	2014/15
Actuarial Accrued Liability (AAL)	\$1,696,619	\$1,689,205	\$1,686,152	\$1,676,000	\$1,665,611
Actuarial Value of Assets at beginning of year	\$1,368,098	\$1,335,224	\$1,304,737	\$1,265,025	\$1,222,785
Unfunded Actuarial Accrued Liability (UAAL)	\$328,521	\$353,981	\$381,415	\$410,975	\$442,826
Remaining Amortization Period	18	17	16	15	14
Normal Cost	\$0	\$0	\$0	\$0	\$0
Amortization of UAAL	\$34,448	\$38,162	\$42,405	\$47,284	\$52,936
Annual Required Contribution (ARC)	\$34,448	\$38,162	\$42,405	\$47,284	\$52,936
Annual Required Contribution (ARC)	(\$85,676)	(\$80,662)	(\$75,260)	(\$69,439)	(\$63,167)
Interest on net OPEB Obligation	\$115,921	\$112,207	\$107,964	\$103,085	\$97,433
Adjustment to ARC	\$64,693	\$69,707	\$75,109	\$80,930	\$87,202
Annual OPEB Cost	\$0	\$69,707	\$75,109	\$80,930	\$87,202
Contribution to the Trust	\$64,693	\$69,707	\$75,109	\$80,930	\$87,202
Increase in net OPEB Obligation	(\$1,105,496)	(\$1,040,803)	(\$971,096)	(\$895,987)	(\$815,057)
Net OPEB Obligation - Beginning of Year	(\$1,040,803)	(\$971,096)	(\$895,987)	(\$815,057)	(\$727,855)
Net OPEB Obligation - End of Year	\$133,813	\$129,059	\$135,670	\$135,140	\$140,815
Projected Premium Cost					



Table 2-4b presents a five-year projection under the assumptions that the District continues its participation in the CERBT and the discount rate remains 7.75%. We assumed the District will contribute the Annual OPEB Cost to the CERBT and will commence withdrawing retiree medical costs from the CERBT in the 2010/11 fiscal year.

Table 2-4b

Kensington Fire Protection District

Five-year Projection of Annual OPEB Cost and Net OPEB Obligation
Based on a 7.75% discount rate and assuming full ARC funding

	2010/11	2011/12	2012/13	2013/14	2014/15
Actuarial Accrued Liability (AAL)	\$1,696,619	\$1,689,205	\$1,686,152	\$1,676,000	\$1,665,611
Actuarial Value of Assets at beginning of year	\$1,368,098	\$1,402,377	\$1,443,971	\$1,481,644	\$1,522,496
Unfunded Actuarial Accrued Liability (UAAL)	\$328,521	\$286,828	\$242,181	\$194,356	\$143,115
Remaining Amortization Period	18	17	16	15	14
Normal Cost	\$0	\$0	\$0	\$0	\$0
Amortization of UAAL	\$34,448	\$30,922	\$26,925	\$22,361	\$17,108
Annual Required Contribution (ARC)	\$34,448	\$30,922	\$26,925	\$22,361	\$17,108
Annual Required Contribution (ARC)	\$34,448	\$30,922	\$26,925	\$22,361	\$17,108
Interest on net OPEB Obligation	(\$85,676)	(\$85,676)	(\$85,676)	(\$85,676)	(\$85,676)
Adjustment to ARC	\$115,921	\$119,181	\$122,906	\$127,190	\$132,152
Annual OPEB Cost	\$64,693	\$64,427	\$64,155	\$63,875	\$63,584
Contribution to the Trust	(\$64,693)	(\$64,427)	(\$64,155)	(\$63,875)	(\$63,584)
Increase in net OPEB Obligation	\$0	\$0	\$0	\$0	\$0
Net OPEB Obligation – Beginning of Year	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)
Net OPEB Obligation – End of Year	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)	(\$1,105,496)
Projected Premium Cost	\$133,813	\$129,059	\$135,670	\$135,140	\$140,815

SECTION III

Plan Description and Demographic Summary

Eligibility

The District has assumed responsibility for providing the entire cost of postretirement medical, dental and vision benefits to a closed group of retirees and their dependents.

Medical Plans

The District participates in the Cal PERS medical program. Retirees may enroll in any of the plans offered by the District. Retirees are currently enrolled in Blue Shield, PERS Care and Kaiser plans. The District also provides postretirement dental coverage through Delta Dental and postretirement vision coverage through VSP.

Duration of Benefits

District provided benefits continue for the life of the retiree and spouse.

Demographic Data

The District provided demographic information on the closed group of retirees and dependents who are receiving benefits under this program. Table 3-1 contains a summary of 9 retirees and 2 surviving spouses who are receiving postemployment healthcare benefits. Note: one retiree (age 51) is covered by the dental and vision plans, but not the medical plan.

Table 3-1
**Age and Sex Table All Retirees and
Surviving Spouses Currently Receiving Postemployment
Healthcare Benefits**
as of July 1, 2010

<u>Age</u>	<u>Male</u>	<u>Female</u>	<u>Total*</u>
Under 50	0	0	0
50-54	0	2	2
55-59	0	0	0
60-64	2	0	2
65-69	2	0	2
70-74	2	1	3
75-79	1	0	1
80+	<u>0</u>	<u>1</u>	<u>1</u>
Total	7	4	11

* In addition 7 spouses are receiving benefits.

SECTION IV

Actuarial Method and Assumptions

In order to project the District's liability, a number of economic, demographic, and baseline cost assumptions are necessary.

Valuation Date

The valuation date is July 1, 2010. This date is the starting point from which current health premium costs are increased according to the assumed annual rates of health care cost trend. The District census is projected from the valuation date to the date of the final benefit payment for each employee and retiree on the census. After calculating future costs for the projected retiree and dependent population, all liabilities are discounted back to the valuation date to obtain the present value of future costs.

Economic Assumptions

Discount Rate

A discount rate is required to calculate the present value of future benefit payments which are used to determine financial statement expense. GASB Statement No. 45 specifies that the selected rate should be "the long-term investment yield on investments that are expected to be used to finance the payment of benefits". This valuation is based on a 7.75% discount rate under the assumption that the District will continue to participate in the California Employers' Retiree Benefit Trust.

Health Care Trend

We used the annual trend rates shown in Table 4-1. These rates represent our best estimate of future annual increases in healthcare premium rates.

	<u>Medical</u>	<u>Dental</u>	<u>Vision</u>
2011	7.9%	5.0%	1.0%
2012	7.6%	5.0%	1.0%
2013	7.3%	5.0%	1.0%
2014	7.0%	5.0%	1.0%
2015	6.7%	5.0%	1.0%
2016	6.4%	5.0%	1.0%
2017	6.1%	5.0%	1.0%
2018	5.8%	5.0%	1.0%
2019 & thereafter	5.5%	5.0%	1.0%

Baseline Cost

Estimates of retiree health benefit obligations are normally based on current costs for a one year period. We refer to this as the *baseline cost*. The baseline cost and the current plan population are projected into the future to estimate the cost of future benefits.

For the 2010/2011 plan year baseline cost we used 2010 calendar year CalPERS Bay Area medical, Delta Dental and VSP premium rates and assumed those rates would increase on January 1, 2011 by 7.9%, 5.0% and 1.0% respectively. The following Table contains 2010 premium rates used in the valuation.

Table 4-2

Retiree and/or Spouse Monthly Premium Rates

	Calendar Year <u>2010</u>
Blue Shield	\$577.33
Blue Shield Medicare Supp.	\$299.53
PERS Care	\$868.17
PERS Care Medicare Supp.	\$410.60
Kaiser Senior Advantage	\$298.36
Delta Dental (retiree)	\$64.41
Delta Dental (spouse)	\$60.07
VSP Composite rate	\$27.95

CalPERS has indicated that its medical program is a “community rated” plan as described in GASB 45. This means that all participating employers located in the same region pay the same premium rates even though older employees and early retirees generally have higher medical costs than younger employees. If CalPERS changes its present practice and at a future date decides to modify the premium structure so that it charges more on average for non-Medicare retirees than for active employees, then higher costs would need to be allocated to retirees, and this could result in an increase in the District’s Actuarial Accrued Liability and Annual Required Contribution. This potential increase could also occur if there ever is a ruling that CalPERS should not be treated as a “community rated” plan.

The CalPERS medical program participates in the Medicare Retiree Drug Subsidy (RDS) program. The RDS program is applicable to all CalPERS Medicare eligible members except those who are enrolled in the Kaiser Senior Advantage plan. 2006 was the first year of the RDS program. In 2008, 2009 and 2010 the CalPERS medical program distributed RDS subsidy dollars to its contracting agencies.

In August 2008 the District received \$5,218 related to 2006 prescription drug costs. In June 2009 the District received \$6,116 related to 2007 prescription drug costs. 2006 was the first year of the RDS program. In June 2010 the District received \$6,620 related to 2008 prescription drug costs.

GASB Staff has clarified that "the accounting and reporting for OPEB is not affected by the Medicare Part D payment. In other words, the calculation of the long-term obligation related to OPEB, the annual OPEB cost, and a government's annual required contribution for OPEB, would not be reduced by the federal payments that are expected in the future".

Therefore, we did not include a Medicare Part D RDS offset in this actuarial valuation.

Administrative Expenses

We assumed that there are no additional administrative fees other than those included in the premium rates.

Plan Assets

As of March 31, 2010 the District's CERBT balance was \$1,485,760.

Demographic Assumptions

Since this valuation only includes retirees and their dependents it is not necessary to select withdrawal or retirement rates. The only demographic assumption that is needed is a mortality table.

Mortality

The mortality rates used in this valuation are the rates that were recently adopted for use in the next California PERS pension valuations. Annual mortality rates for selected ages are shown in Table 4-3.

<u>Age</u>	<u>Preretirement</u>		<u>Postretirement</u>	
	<u>Male</u>	<u>Female</u>	<u>Male</u>	<u>Female</u>
55	N/A	N/A	0.429%	0.253%
60	N/A	N/A	0.721%	0.442%
65	N/A	N/A	1.302%	0.795%
70	N/A	N/A	2.135%	1.276%
75			3.716%	2.156%
80			6.256%	3.883%
85			10.195%	7.219%
90			17.379%	12.592%

Health Plan Participation

We assumed that retirees and spouses will not change their medical plan enrollment.

Dependent Coverage

All current spouses and surviving spouses were included in the valuation.

Medicare Coverage

We assumed that all retirees and spouses will be eligible for Medicare when they reach age 65.

SECTION V

Glossary

- Accrual Accounting – A method of matching the cost of an employee's service, including long term obligations such as OPEB, to that employee's period of active service.
- Actuarial Accrued Liability (AAL) – The Actuarial Present Value of all postemployment benefits attributable to past service. Note: the AAL is sometimes referred to as the Past Service Liability.
- Actuarial Cost Method – A procedure for allocating the actuarial present value of benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.
- Actuarial Present Value – The value of an amount or series of amounts payable or receivable at various times. Each such amount or series of amounts is:
 - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, marital status, etc.)
 - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned, and
 - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money
- Actuarial Valuation – The determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets and related Actuarial Present Values.
- Actuarial Value of Assets – The value of cash, investments and other property belonging to a plan. These are amounts that may be applied to fund the Actuarial Accrued Liability. Note: assets must be segregated and placed in a Trust in order to be considered OPEB assets
- Amortization Payment – That portion of the Annual OPEB cost which is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.

In the year that Statement 45 becomes effective an employer is allowed to commence amortization of the Unfunded Actuarial Accrued Liability, over a period not to exceed 30 years.

- Annual Other Postemployment Benefit Cost (OPEB) cost - An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan. The annual OPEB cost is the amount that must be calculated and reported as an expense.

When an employer has no net OPEB obligation (e.g., in the year of implementation) the annual OPEB cost is equal to the Annual Required Contribution (ARC).

In subsequent years the Annual OPEB cost will include:

- the ARC (equal to the Normal Cost plus one year's amortization of the Unfunded Actuarial Accrued Liability);
 - one year's interest on the net OPEB obligation at the beginning of the year using the valuation discount rate; and
 - an adjustment to the ARC. This adjustment is intended to provide a reasonable approximation of that portion of the ARC that consists of interest associated with past contribution deficiencies. GASB Statement No. 45 specifies that this adjustment should be equal to an amortization of the discounted present value of the net OPEB obligation at the beginning of the year. The amortization should be calculated using the same amortization method and period used in determining the ARC for that year. If the net OPEB obligation is positive the adjustment should be deducted from the ARC.
 - Note: As long as the net OPEB obligation is zero, there will not be any interest charge or adjustment to the ARC. However, if an employer does not contribute the full amount of the ARC, a net OPEB obligation will emerge.
- Annual required contributions of the employer (ARC) - The employer's periodic required contributions to a defined benefit OPEB plan, calculated in accordance with the parameters.
 - Defined benefit OPEB plan - An OPEB plan having terms that specify the *benefits* to be provided at or after separation from employment. The benefits may be specified in dollars (for example, a flat dollar payment or an amount based on one or more factors, such as age, years of service, and compensation), or as a type or level of coverage (for example, prescription drugs or a percentage of healthcare insurance premiums).

- Discount rate - the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits. The discount rate is used to calculate the present value of future benefits.
- Employer's contributions - Contributions made in relation to the annual required contributions of the employer (ARC). An employer has made a contribution in relation to the ARC if the employer has (a) made payments of benefits directly to or on behalf of a retiree or beneficiary, (b) made premium payments to an insurer, or (c) irrevocably transferred assets to a trust, or an equivalent arrangement, in which plan assets are dedicated to providing benefits to retirees and their beneficiaries in accordance with the terms of the plan and are legally protected from creditors of the employer(s) or plan administrator.
- Healthcare cost trend rate - The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
- Investment return assumption (discount rate) - The rate used to adjust a series of future payments to reflect the time value of money.
- Mortality rates – the assumed probability of dying at a specified age. In this valuation the rates are a function of age and gender.
- Net OPEB obligation - The cumulative difference since the effective date of GASB Statement 45 between annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (asset) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt.

Most employers will have no net OPEB obligation at the beginning of the year in which Statement 45 is implemented.

If an employer contributes the annual OPEB cost to the plan each year, and there are no actuarial or investment gains or losses then the net OPEB Obligation will remain zero.

- Normal Cost - That portion of the Actuarial Present Value of benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method. Another interpretation is that the Normal Cost is the present value of future benefits that are "earned" by employees for service rendered during the current year.
- OPEB assets - The amount recognized by an employer for contributions to an OPEB plan greater than OPEB expenses.
- OPEB expense - The amount recognized by an employer in each accounting period for contributions to an OPEB plan on the accrual basis of accounting.

- Other postemployment benefits (OPEB) - Postemployment benefits other than pension benefits. Other postemployment benefits (OPEB) include postemployment healthcare benefits, regardless of the type of plan that provides them, and all postemployment benefits provided separately from a pension plan, except benefits defined as special termination benefits.
- Plan assets - Resources, usually in the form of stocks, bonds, and other classes of investments, that have been segregated and restricted in a trust, or in an equivalent arrangement, in which (a) employer contributions to the plan are irrevocable, (b) assets are dedicated to providing benefits to retirees and their beneficiaries, and (c) assets are legally protected from creditors of the employer(s) or plan administrator, for the payment of benefits in accordance with the terms of the plan.
- Present Value – See Actuarial Present Value.
- Projected Unit Credit Cost Method – An actuarial cost method under which the projected benefits of each individual included in an Actuarial Valuation are separately calculated and allocated to each year service by a consistent formula.
- Retirement rates – the annual rate of retirement. In this valuation the rates are a function of retirement age and years of service at retirement.
- Substantive plan - The terms of an OPEB plan as understood by the employer(s) and plan members.
- Unfunded Actuarial Accrued Liability (UAAL) – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.
- Valuation date – The date as of which the postretirement benefit obligation is determined.
- Withdrawal rates – the annual rate of withdrawal from service. In this valuation the rates are a function of age at hire and years of service.



POLICY HANDBOOK



EMPLOYEE HANDBOOK



OPERATIONS MANUAL

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

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KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Vision Statement

To lead the Kensington community in the prevention and suppression of fire and emergency medical response.

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Mission Statement

To promote the health and safety of the residents of Kensington and of their property by means of the following:

■ Fire Prevention

Through education, code enforcement and vegetation management, reduce fire hazards to the community.

■ Fire Suppression

Provide properly trained personnel, apparatus, materials, a fire station and water supplies adequate for containing, controlling and extinguishing any fires that can reasonably be expected to occur in Kensington.

■ Emergency Medical Response

Arrange for prompt and competent emergency medical response to every part of Kensington.

■ Emergency Preparedness

Through the Certified Emergency Response Team program, participate in preparing Kensington and its residents for any potential major disaster.

Deleted: Kensington Emergency Preparedness Council and the Neighborhood Emergency Assistance

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Most of the mission of the Kensington Fire Protection District is to be achieved through its contract with the City of El Cerrito and the various agreements between the El Cerrito Fire Department and other agencies, and the Purpose Statement of the El Cerrito Fire Department is herewith incorporated into the Kensington Fire Protection District Mission Statement by reference.

Alternate Vision Statement with No Mission Statement:

Vision Statement

To provide the highest level of service to the Kensington community in the areas of fire suppression and prevention, emergency medical response and paramedic services, and vegetation management in a cost effective and efficient manner.

CITY OF EL CERRITO

FIRE DEPARTMENT PURPOSE STATEMENT

To enhance community safety by:

- Reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
- Helping members of the community reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on City, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Objectives

Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.

Establish a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.

Deleted: to establish along their interface with Kensington a program of aggressive fuel management and fire protection system upgrades beyond historic maintenance levels.

Enhance personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.

Maintain Fire Station No. 65's functional adequacy and seismic structural integrity.

Manage capital projects to improve the fire flow through the 1999 Kensington Water System Improvements Master Plan and other relevant historical and current data.

Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.

Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.

Implementation of an earthquake and disaster preparedness program by supporting the Certified Emergency Response Team (CERT) program.

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Continue to update disaster planning by utilizing support from the City of El Cerrito and their planning process.

Continue implementation of computer-based system for records and reports. Improve access to and utilization of fire service weather information network.

Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.

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Deleted: Develop a Mutual Response Area agreement with the City of Berkeley.

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Maintain program to identify and obtain grant funding to support and enhance the District's fire protection services.

Manage District funds prudently.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.10 It is the intent of the Board of Directors of the Kensington Fire Protection District to maintain a Handbook of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Handbook of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.20 If any policy or portion of a policy contained within the Handbook of Policies is in conflict with rules, regulations or legislation having authority over Kensington Fire Protection District, said rules, regulations or legislation shall prevail.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Administrator. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to each Director and the Administrator through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

1010.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Code of Conduct
POLICY NUMBER: 1020

1020.10 The Board of Directors of the Kensington Fire Protection District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

1020.11 The dignity, style, values and opinions of each Director shall be respected.

1020.12 Responsiveness and attentive listening in communication is encouraged.

1020.13 The needs of the District's constituents should be the priority of the Board of Directors.

1020.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1020.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1020.16 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1020.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not creating barriers to the implementation of said action.

1020.20 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1020.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels.

1020.22 Directors should develop a working relationship with the Administrator and the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.

1020.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

1020.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1030

1030.10 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

1030.20 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1040

1040.10 The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Kensington Fire Protection District.

1040.20 Designated employees shall file statements of economic interests with the Clerk of the County of Contra Costa.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1	700
Administrator	1	700

PART II - DISCLOSURE CATEGORIES

- Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:
 - The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District; or,
 - The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.
- With respect to designated positions, investments or business positions in any business entity or sources of income which are (1) private (service(s) similar to those provided by district) companies or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.

PART III - APPLICABLE FPPC FORM

In accordance with Government Code §87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designated to file Form 700 are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions."



2009/2010

FORM 700

Statement of Economic Interests

Also available on the FPPC website:
Form 700 Reference Pamphlet

a public document

Fair Political Practices Commission

428 J Street, Suite 620 • Sacramento, CA 95814

Toll-Free Advice Line: 866-ASK-FPPC • (866) 275-3772

Telephone: (916) 322-5660

www.fppc.ca.gov

What's New

- Effective January 1, 2010, an individual hired for a position not yet covered under an agency's conflict-of-interest code must file Form 700 if the individual serves in a position that makes or participates in making governmental decisions. These individuals must file under the broadest disclosure category until the code is amended to include the new position unless the agency has provided in writing a limited disclosure requirement. Such individuals are referred to as "code filers." See Regulation 18734.
- New restrictions on receiving tickets to nonprofit and political fundraisers and other events.

More information is contained in the Reference Pamphlet.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200.
- Employees and appointed officials filing pursuant to a conflict-of-interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700.
- Candidates running for local elective offices that are designated in a conflict-of-interest code (for example, county sheriffs, city clerks, school board trustees, and water board members).
- Members of newly created boards and commissions not yet covered under a conflict-of-interest code.

(See Form 700 Reference Pamphlet, page 2, at www.fppc.ca.gov or obtain from your filing officer.)

Where to file:

87200 Filers

State offices	⇒ Your agency
Judicial offices	⇒ The clerk of your court
Retired Judges	⇒ Directly with FPPC
Legislative Staff	⇒ Directly with FPPC
County offices	⇒ Your county filing official
City offices	⇒ Your city clerk
Multi-County offices	⇒ Your agency

Code Filers — State and Local Officials and Employees Designated in a Conflict-of-Interest Code:

File with your agency, board, or commission unless otherwise specified in your agency's conflict-of-interest code. In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly Created Agencies:

File with your newly created agency or with your agency's code reviewing body.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Effective January 1, 2010, Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature. Instructions, examples, and a reference pamphlet are available.

When to file:

Annual Statements

⇒ March 1, 2010

- Elected State Officers
- Judges and Court Commissioners
- State Board and Commission Members listed in Government Code Section 87200

⇒ April 1, 2010

- Most other filers

Individuals filing under conflict-of-interest codes in city and county jurisdictions should verify the annual filing date with their local filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Assuming, Leaving, and Initial Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

Statements that are mailed are considered filed on the postmark date. There is no provision for filing deadline extensions. Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

INTRODUCTION

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions which may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. For 2009-2010, the gift limit is \$420 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. (See Reference Pamphlet, page 9.)

State and local officials and employees should also check with their agency to determine if any other restrictions apply.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 9.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 13.)

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (for example, a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (for example, city councilmembers, members of boards of supervisors and planning commissioners). These officials must orally identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105 and Regulation 18702.5 at, www.fppc.ca.gov.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally signed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties can be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Call the FPPC toll-free at (866) ASK-FPPC
- See the booklet entitled "Your Duty to File: A Basic Overview of State Economic Disclosure Law and Reporting Requirements for Public Officials"

Form 700 Public Access

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and copy any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.

Reproduction fees of no more than 10 cents per page may be charged.

INSTRUCTIONS — COVER PAGE

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Since the Form 700 is a public document**, you may list your business/office address instead of your home address.

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court.)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45.)
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst.)
- If you hold multiple positions (for example, a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.

To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing a statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

Remember that if you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 12, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (for example, school districts and special districts), check the "other" box and enter the county or city in which the agency has jurisdiction.

1. Office, Agency, or Court	
Name of Office, Agency, or Court South Sutter Water District	
Division, Board, District, if applicable:	
Your Position: Board member	
* If filing for multiple positions, list additional agency(ies)/position(s). (Attach a separate sheet if necessary)	
Agency:	
Position:	
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	
<input type="checkbox"/> County of _____	
<input type="checkbox"/> City of _____	
<input type="checkbox"/> Multi-County _____	
<input checked="" type="checkbox"/> Other: Portions of Yuba & Sutter Counties	

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2009 Annual Statement, **do not** change the pre-printed dates to reflect 2010. Your annual statement is used for reporting the previous year's economic interests. Economic interests for your annual filing covering January 1, 2009, through December 31, 2009, will be disclosed on your statement filed in 2010. (See Reference Pamphlet, page 3.)

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1 but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Enter the total number of completed pages including the cover page and either:
Check the "Yes" box for each schedule you use to disclose interests.

- or -

If you have nothing to disclose on any schedule, check the "No reportable interests" box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. **An unsigned statement is not considered filed and you may be subject to late filing penalties.**

FPPC Form 700 (2009/2010)
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

COVER PAGE

A Public Document

Please type or print in ink.

NAME (LAST)	(FIRST)	(MIDDLE)	DAYTIME TELEPHONE NUMBER () () ()		
MAILING ADDRESS STREET <i>(Business Address Acceptable)</i>		CITY	STATE	ZIP CODE	OPTIONAL: E-MAIL ADDRESS

1. Office, Agency, or Court

Name of Office, Agency, or Court: _____

Division, Board, District, if applicable: _____

Your Position: _____

► If filing for multiple positions, list additional agency(ies)/ position(s): (Attach a separate sheet if necessary.)

Agency: _____

Position: _____

2. Jurisdiction of Office (Check at least one box)

State

County of _____

City of _____

Multi-County _____

Other _____

3. Type of Statement (Check at least one box)

Assuming Office/Initial Date: ____/____/____

Annual: The period covered is January 1, 2009, through December 31, 2009.

-OR-

The period covered is ____/____/____, through December 31, 2009.

Leaving Office Date Left: ____/____/____
(Check one)

The period covered is January 1, 2009, through the date of leaving office.

-OR-

The period covered is ____/____/____, through the date of leaving office.

Candidate Election Year: _____

4. Schedule Summary

► Total number of pages including this cover page: _____

► Check applicable schedules or "No reportable interests."

I have disclosed interests on one or more of the attached schedules:

Schedule A-1 Yes – schedule attached
Investments (Less than 10% Ownership)

Schedule A-2 Yes – schedule attached
Investments (10% or Greater Ownership)

Schedule B Yes – schedule attached
Real Property

Schedule C Yes – schedule attached
Income, Loans, & Business Positions (Income Other than Gifts and Travel Payments)

Schedule D Yes – schedule attached
Income – Gifts

Schedule E Yes – schedule attached
Income – Gifts – Travel Payments

-OR-

No reportable interests on any schedule

5. Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

WHICH SCHEDULE DO I USE?

COMMON REPORTABLE INTERESTS

- Schedule A-1: Stocks
- Schedule A-2: Business entities, partnerships, LLCs, corporations, trusts
- Schedule B: Rental property in the jurisdiction
- Schedule C: Non-government salaries of public official and spouse/registered domestic partner
- Schedule D: Gifts from non-family members (such as tickets to sporting or entertainment events)
- Schedule E: Travel payments from third parties (not your employer)

COMMON NON-REPORTABLE INTERESTS

- Schedule A-1/A-2: Diversified mutual funds registered with the SEC under the Investment Company Act of 1940 and certain retirement accounts invested in insurance policies or governmental bonds
- Schedule A-1/A/2: Savings and checking accounts
- Schedule B: A residence used exclusively as a personal residence (such as a home or vacation cabin)
- Schedule C: Government salary (such as a school district)
- Schedule D: Gifts from family members
- Schedule E: Travel paid by your government agency

- Remember:**
- Mark the "No reportable interests" box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the cover page only. **Make sure you carefully read all instructions to ensure proper reporting.**
 - The Form 700 is a public document.
 - Most individuals must consult their agency's conflict-of-interest code for reportable interests.
 - Most individuals file the Form 700 with their agency.

QUESTIONS AND ANSWERS

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the cover page as the agencies for which you will be filing. Report your economic interests using the broadest jurisdiction and disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement **before signing it**, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am classified as a department head but recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as "acting", "interim", or "alternate" must file as if they hold the position.
- Q. I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

- A. Probably. The definition of "doing business in the jurisdiction" is not limited to whether the business has an office in your jurisdiction. (See Reference Pamphlet, page 12.)

- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

- Q. I am required to report all investments. I hold many stocks through an account managed by a brokerage firm. Must I disclose these stocks even though I did not decide which stocks to purchase?

- A. Yes, you must disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 90's; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, if during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment. Note: If a previously reported investment falls below the \$2,000 reporting threshold, you may note this in the comment section of the schedule.

QUESTIONS AND ANSWERS Continued

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure in which a client's name may not be disclosed if disclosure of the name would violate a legally recognized privilege under California law. This regulation may be obtained from our website at www.fppc.ca.gov.
- Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?
- A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 7, for the definition of "business entity.")
- Q. How do I disclose my spouse's or registered domestic partner's salary?
- A. Report the name of the employer as a source of income on Schedule C.
- Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?
- A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you.

Gift Disclosure

- Q. If I received a gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Co-workers are hosting a retirement party for a public official before the official leaves office. Attendees will pay \$45; \$35 covers the event's costs (food, decorations, etc.) and \$10 goes toward a gift. One co-worker is collecting the funds and making the expenditures. What does the official report on his Form 700?
- A. The official discloses the amount that includes the total value of the gift, plus \$35 (his pro rata share of the event's cost). The source can be identified as "office staff" or "co-workers." The names of individual donors are not required to be reported as long as no individual contributed \$50 or more.
- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a close friend who is a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at \$420 during 2009-2010. Therefore, the Bensons may give the supervisor artwork valued at no more than \$840. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.

INSTRUCTIONS – SCHEDULES A-1 AND A-2 INVESTMENTS

"Investment" means a financial interest in any business entity which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 12.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 12.)
- Sole proprietorships
- Your own business or your spouse's or registered domestic partner's business (See Reference Pamphlet, page 7, for the definition of "business entity.")
- Your spouse's or registered domestic partner's investments that are legally separate property
- Partnerships (for example, a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 14.)
- If you, your spouse or registered domestic partner, or dependent children had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 14, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Diversified mutual funds registered with the Securities and Exchange Commission (SEC) under the Investment Company Act of 1940
- Bank accounts, savings accounts, and money market accounts
- Insurance policies
- Annuities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (for example, insurance policies, diversified mutual funds, or government bonds) (See Reference Pamphlet, page 14.)

REMINDERS

- Do you know your agency's jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Government defined-benefit pension plans
- Interests held in a blind trust (See Reference Pamphlet, page 15.)

Use Schedule A-1 to report ownership of less than 10% (for example, stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (for example, a sole proprietorship).

TO COMPLETE SCHEDULE A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (for example, pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (for example, stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict-of-interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests (Ownership Interest is Less Than 10%)

Do not attach brokerage or financial statements.

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF BUSINESS ACTIVITY _____

FAIR MARKET VALUE
 \$2,000 - \$10,000 \$10,001 - \$100,000
 \$100,001 - \$1,000,000 Over \$1,000,000

NATURE OF INVESTMENT
 Stock Other _____
(Describe)

Partnership Income of \$0 - \$500
 Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:
____/____/09 ____/____/09
ACQUIRED DISPOSED

Comments: _____

INSTRUCTIONS — SCHEDULE A-2 INVESTMENTS, INCOME, AND ASSETS OF BUSINESS ENTITIES/TRUSTS

Use Schedule A-2 to report investments in a business entity or trust (including a living trust) in which you, your spouse or registered domestic partner, or your dependent children had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 12.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. You are not required to report a trust that contains no reportable interests. For example, if you have a trust containing only your personal residence, your savings account, and some municipal bonds, you would not report this trust because these interests are not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

TO COMPLETE SCHEDULE A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the fair market value of your investment.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (for example, if you were a director, officer, partner, trustee, employee, or held any position of management).

Part 2. Check the box indicating your **pro rata** share of the **gross** income received by the business entity or trust. This amount includes your pro rata share of the **gross** income from the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan to the business entity or trust identified in Part 1 if

your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 10, for examples.) Income from governmental sources may be reportable if not considered salary. (See Regulation 18232.) Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 7, for an explanation of commission income.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Leave Part 3 blank if you do not have any reportable \$10,000 sources of income to disclose. Adding phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. (See Reference Pamphlet, page 13, for details about privileged information.)

Part 4. Report any investments or interests in real property held by the entity or trust identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the address or other precise location (for example, an assessor's parcel number).
- Check the box indicating the fair market value of your interest in the real property or investment. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

FPPC Form 700 (2009/2010)
FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

▶ 1. BUSINESS ENTITY OR TRUST

Name _____
Address (Business Address Acceptable) _____
Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INVESTMENT

Sole Proprietorship Partnership _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000

\$500 - \$1,000 OVER \$100,000

\$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (attach a separate sheet if necessary)

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property _____

Description of Business Activity or
City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____
Address (Business Address Acceptable) _____
Check one
 Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF BUSINESS ACTIVITY

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INVESTMENT

Sole Proprietorship Partnership _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499 \$10,001 - \$100,000

\$500 - \$1,000 OVER \$100,000

\$1,001 - \$10,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (attach a separate sheet if necessary)

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD BY THE BUSINESS ENTITY OR TRUST

Check one box:
 INVESTMENT REAL PROPERTY

Name of Business Entity or
Street Address or Assessor's Parcel Number of Real Property _____

Description of Business Activity or
City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 ACQUIRED DISPOSED

Over \$1,000,000

NATURE OF INTEREST

Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Yrs. remaining Other _____

Check box if additional schedules reporting investments or real property are attached

Comments: _____

INSTRUCTIONS – SCHEDULE B INTERESTS IN REAL PROPERTY

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. (See Reference Pamphlet, page 12.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 13.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 14.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, or your dependent children had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Interests in real property held through a blind trust (See Reference Pamphlet, page 15, for exceptions.)

TO COMPLETE SCHEDULE B:

- Report the address or other precise location (for example, an assessor's parcel number) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

REMINDERS

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, leave this section blank.
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more.

STREET ADDRESS OR PRECISE LOCATION 4600 24th Street	
CITY Sacramento, CA 95814	
FAIR MARKET VALUE	IF APPLICABLE, LIST DATE:
<input type="checkbox"/> \$2,000 - \$10,000	<input type="checkbox"/> 1/09 <input type="checkbox"/> 1/09
<input type="checkbox"/> \$10,001 - \$100,000	ACQUIRED <input type="checkbox"/> DISPOSED
<input checked="" type="checkbox"/> \$100,001 - \$1,000,000	
<input type="checkbox"/> Over \$1,000,000	
NATURE OF INTEREST	
<input checked="" type="checkbox"/> Ownership/Deed of Trust	<input type="checkbox"/> Easement
<input type="checkbox"/> Leasehold	<input type="checkbox"/> Other
IF RENTAL PROPERTY, GROSS INCOME RECEIVED	
<input type="checkbox"/> \$0 - \$499	<input type="checkbox"/> \$100 - \$1,000
<input type="checkbox"/> \$1,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
SOURCE(S) OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.	
Henry Wells	
NAME OF LENDER*	
Sophia Petrollo	
ADDRESS	
2121 Blue Sky Parkway	
BUSINESS ACTIVITY OF LENDER	
Restaurant Owner	
INTEREST RATE	TERM (Months/Years)
8 % <input type="checkbox"/> None	15 Years
HIGHEST BALANCE DURING REPORTING PERIOD	
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input checked="" type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
<input type="checkbox"/> Guarantor, if applicable	

FPPC Form 700 (2009/2010)

FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

SCHEDULE B
Interests in Real Property
(Including Rental Income)

Name _____

► STREET ADDRESS OR PRECISE LOCATION

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 _____/_____/09 _____/_____/09

Over \$1,000,000 _____/_____/09 _____/_____/09

ACQUIRED DISPOSED

NATURE OF INTEREST:

Ownership/Deed of Trust Easement

Leasehold _____ _____

Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

► STREET ADDRESS OR PRECISE LOCATION

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000 _____/_____/09 _____/_____/09

\$10,001 - \$100,000 _____/_____/09 _____/_____/09

\$100,001 - \$1,000,000 _____/_____/09 _____/_____/09

Over \$1,000,000 _____/_____/09 _____/_____/09

ACQUIRED DISPOSED

NATURE OF INTEREST:

Ownership/Deed of Trust Easement

Leasehold _____ _____

Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499 \$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE _____ TERM (Months/Years) _____

_____% None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE _____ TERM (Months/Years) _____

_____% None

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

Guarantor, if applicable

7-2011

INSTRUCTIONS — SCHEDULE C INCOME, LOANS, & BUSINESS POSITIONS (Income Other Than Gifts and Travel Payments)

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 10.) Also report your job title with each reportable business entity, even if you received no income during the reporting period. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

A source of income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 12, for more information about doing business in the jurisdiction.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict-of-interest code.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 7.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others, including loan repayments from a campaign committee
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 9, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 11.)

REMINDERS

- Code filers -- your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency

See Reference Pamphlet, page 11, for more exceptions to income reporting.

TO COMPLETE SCHEDULE C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 7.)
- For income from rental property that is not required to be listed on Schedule B, enter "Rental Income" under "Name of Source," check the box indicating the gross income received, and, if you had a 10% or greater interest in the rental property, list the name of each tenant if your pro rata share of the gross income from that tenant was \$10,000 or more during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (for example, Prime + 2) and the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

FPPC Form 700 (2009/2010)

FPPC Toll-Free Helpline: 866/ASK-FPPC www.fppc.ca.gov

SCHEDULE C

Income, Loans, & Business Positions

(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income

Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

▶ 1. INCOME RECEIVED

NAME OF SOURCE OF INCOME _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

YOUR BUSINESS POSITION _____

GROSS INCOME RECEIVED

\$500 - \$1,000 \$1,001 - \$10,000

\$10,001 - \$100,000 OVER \$100,000

CONSIDERATION FOR WHICH INCOME WAS RECEIVED

Salary Spouse's or registered domestic partner's income

Loan repayment

Sale of _____
(Property, car, boat, etc.)

Commission or Rental Income, list each source of \$10,000 or more

Other _____
(Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS *(Business Address Acceptable)* _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000

\$1,001 - \$10,000

\$10,001 - \$100,000

OVER \$100,000

INTEREST RATE _____ % None

TERM (Months/Years) _____

SECURITY FOR LOAN

None Personal residence

Real Property _____
Street address

_____ City

Guarantor _____

Other _____
(Describe)

Comments: _____

INSTRUCTIONS — SCHEDULE D INCOME — GIFTS

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported. **Gifts are reportable regardless of where the donor is located.**

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering, where you did not give a speech, participate in a panel or seminar, or provide a similar service
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 15)
- An honorarium (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 9, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are not required to disclose:

- Gifts that were not used and which, within 30 days after receipt, were returned to the donor or delivered to a charitable organization without being claimed by you as a charitable contribution for tax purposes

REMINDERS

- Gifts from a single source are subject to a \$420 limit. See Reference Pamphlet, page 9.
- See Reference Pamphlet, page 1, for rules on tickets.
- Code filers – you only need to report gifts from reportable sources.

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin (Included in this exception are gifts from your spouse's or domestic partner's children, parents, brothers, sisters, and the spouse or registered domestic partner of the individuals listed above. The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.)
- Gifts of hospitality involving food, drink, or occasional lodging provided in an individual's home when the individual or a member of the individual's family was present
- Gifts of similar value exchanged between you and an individual, other than a lobbyist, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- A single ticket to a 501(c)(3) or political fundraising event received for your own use from the organization or the committee holding the fundraiser (The gift limit applies to nonprofit tickets.)
- Gifts given to members of your immediate family unless you enjoy direct benefit of the gift, use the gift, or exercise discretion or control over the use or disposition of the gift (See Commission Regulation 18944.)
- A pass or ticket that provided a one-time admission to an event (e.g., theater performance or sporting event) that was not used and was not transferred to another person (Commission Regulation 18946.1 provides a method for determining the value of a ticket or pass that was used or transferred to another person and for determining the value of passes or tickets which provide repeated admission to facilities or services.)
- Food, beverages, and necessary accommodations provided directly in connection with an event at which you gave a speech, participated in a panel or seminar, or provided a similar service

TO COMPLETE SCHEDULE D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

**SCHEDULE D
 Income - Gifts**

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE

 ADDRESS (Business Address Acceptable)

 BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

INSTRUCTIONS – SCHEDULE E TRAVEL PAYMENTS, ADVANCES, AND REIMBURSEMENTS

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C
- Payments or reimbursements for transportation within California in connection with an event at which you gave a speech, participated in a panel or seminar, or performed a similar service
- Food, beverages, and necessary accommodations received directly in connection with an event held inside or outside California at which you gave a speech, participated in a panel, or provided a similar service (Note that payments for transportation outside of California are reportable.)
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration

TO COMPLETE SCHEDULE E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity, if any, of the source.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).

-- **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement. Gifts of travel are reportable without regard to where the donor is located.

When reporting travel payments that are gifts, you must provide a description of the gift and the date(s) received.

-- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts.

When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is a board member of the League of California Cities. The League reimburses its board members for travel and lodging, as well as meals and other expenses associated with board meetings.

If Rick provides equal or greater consideration for the travel and lodging when he participates in the meeting, the reimbursements are reported as income. Note that the burden is on the official to determine whether he or she has provided equal or greater value for the payment.

NAME OF SOURCE	
League of California Cities	
ADDRESS	
1400 K Street, Suite 400	
CITY AND STATE	
Sacramento, CA	
BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of city officials	
DATE(S)	AMT. \$ 588.00
<small>(if applicable)</small>	
TYPE OF PAYMENT: (must check one) <input type="checkbox"/> Gift <input checked="" type="checkbox"/> Income	
DESCRIPTION: Travel reimbursement for board meeting	

SCHEDULE E

Income – Gifts Travel Payments, Advances, and Reimbursements

CALIFORNIA FORM 700

FAIR POLITICAL PRACTICES COMMISSION

Name _____

- **Reminder – you must mark the gift or income box.**
- **You are not required to report income from government agencies.**

▶ NAME OF SOURCE _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

▶ NAME OF SOURCE _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

▶ NAME OF SOURCE _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

▶ NAME OF SOURCE _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If applicable)

TYPE OF PAYMENT: (must check one) Gift Income

DESCRIPTION: _____

Comments: _____

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Engineering services, including hydrology services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Pesticides and herbicides
- Communications equipment and services
- Well drilling supplies and contractors
- Electrical equipment, including pumping equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services
- Custom farming services such as weed abatement, etc.
- Telemetering equipment
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 1050

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:30 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Administrator and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Administrator or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Administrator shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 1060

1060.10 The Administrator and the Board President shall prepare an agenda for each regular, special and closed meeting of the Board of Directors. Board members may place items on the agenda by written request to the Board President or the Administrator two weeks in advance of the meeting.

1060.20 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

1060.30 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office, the Kensington Library, the Kensington kiosk and Colusa Market. A public copy of the entire Board packet for regular meetings will be available for review at the District office, the El Cerrito Fire Station Headquarters, and the Kensington Library.

1060.31 A public copy of the entire Board packet will be posted on the Districts website for review prior to the Board meeting.

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1060.32 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations specified herein above.

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KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Officers
POLICY NUMBER: 1070

1070.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition, the Board President shall:

- 1070.11** Act as chief administrative officer and legal head of the organization.
- 1070.12** Exercise supervision over the organization and all its activities and employees.
- 1070.13** Represent and speak for the organization to other organizations and to the public.
- 1070.14** Preside at business meetings.
- 1070.15** Appoint committees.
- 1070.16** Sign letters or documents necessary to carry out the will of the organization.
- 1070.17** Preside at meetings of the Board of Directors or governing board.

1070.20 The Vice President of the Board of Directors assumes the duties of the President in case of absence or incapacity of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

1070.30 The Secretary of the Board of Directors shall certify the correctness of the minutes and enter them in the official minute book; sign official documents to attest to their authenticity; and carry on the official correspondence of the organization as directed, except correspondence assigned to other officers.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 1080

1080.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Sturgis' Standard Code of Parliamentary Procedure will also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Sturgis' Standard Code of Parliamentary Procedure.

1080.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same. However, an agenda is flexible and items may be changed or moved by the Chairperson, or by general consent, or by a majority vote of the Board.

1080.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

1080.31 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

1080.32 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

1080.40 The normal time for adjournment shall be 10:00 p.m. The meeting may be extended by a majority vote of the Board.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 1090

1090.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors.

1090.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

1090.30 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

1090.40 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

1090.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

1090.60 Requests by individual Directors for substantive information and/or research from staff will be channeled through the President.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 1100

1100.10 Actions by the Board of Directors include but are not limited to the following:

1100.11 Adoption or rejection of regulations or policies;

1100.12 Adoption or rejection of a resolution;

1100.13 Adoption or rejection of an ordinance;

1100.14 Approval or rejection of any contract or expenditure;

1100.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

1100.16 Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

1100.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

1100.21 A member abstaining in a vote is considered as absent for that vote.

1100.211 Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

1100.212 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

1100.213 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be

approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

1100.30 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Administrator.

1100.31 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

1100.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action.

1100.33 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 1110

1110.10 The Administrator of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

1110.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

1110.20 An audio tape recording of any regular or special meeting of the Board of Directors, not including closed sessions, will be made by the Administrator.

1110.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

1110.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

1110.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

1110.41 Procedure:

1110.411 Date, place and type of each meeting;

1110.412 Directors present and absent by name;

1110.413 Call to order;

1110.414 Arrival of tardy Directors by name;

1110.415 Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;

1110.416 Adjournment of the meeting;

1110.417 Record of written notice of special meetings; and,

1110.418 Record of items to be considered at special meetings.

1110.42 Board Actions:

1110.421 Approval or amended approval of the minutes of preceding meetings;

1110.422 Complete information as to each subject of the Board's deliberation;

- 1110.423** Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 1110.424** Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 1110.425** Complete information as to all actions taken by consensus of the Board.
- 1110.426** A record of all contract entered into;
- 1110.427** All employments and resignations or terminations of employment within the District;
- 1110.428** A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 1110.429** A record by number of all transmittals approved for payment;
- 1110.430** Adoption of the annual budget;
- 1110.431** Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 1110.432** A record of all important correspondence;
- 1110.433** A record of the Fire Chief's report to the Board;
- 1110.434** A record of the Administrator's report to the Board;
- 1110.435** A record of the Board's directives to the Administrator and the Fire Chief.
- 1110.436** Approval of all policies and Board-adopted regulations; and,
- 1110.437** A record of all visitors and delegations appearing before the Board.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Reimbursement
POLICY NUMBER: 1120

1120.10 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #1130. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 1130

1130.10 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

1130.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

1130.20 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

1130.21 The Administrator is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Administrator, together with validated receipts.

1130.22 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

1130.23 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum for transportation and housing accommodations by:

1130.231 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

1130.232 Directors traveling together whenever feasible and economically beneficial.

1130.233 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

1130.30 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after they have announced their pending resignation, or if it occurs after an

election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

1130.40 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 1140

1140.10 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

1140.20 The following shall be standing committees of the Board:

1140.21 A Finance Committee composed of two members of the Board of Directors.

Deleted: the Board President and one other

1140.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

1140.40 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

1140.50 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 An annual budget proposal shall be drafted by the Administrator.

1150.20 Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the Administrator and review his/her annual budget proposal.

1150.30 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in June.

1150.40 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in September.

1150.50 The Board of Directors shall review budget performance semi-annually.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 1160

1160.10 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

1160.20 INVESTMENT POLICY

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Kensington Fire Protection District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the Kensington Fire Protection District funds.

1160.30 SCOPE

This investment policy applies to all financial assets of the Kensington Fire Protection District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:

General Fund
Special Tax Fund
Capital Reserve Fund

Investments:

Local Agency Investment Fund

1160.40 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

1160.50 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Kensington Fire Protection District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Kensington Fire Protection District to meet all operating requirements which might be reasonably anticipated.
- C. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

1160.60 MANAGEMENT OF INVESTMENTS

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby assigned to the Administrator who shall act in consultation with the Finance Committee. District investments shall be maintained by the County Treasurer. Under the provisions of California Government Code §53600.3, the Administrator and the Finance Committee are trustees and fiduciaries subject to the prudent investor standard.

1160.70 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

1160.80 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

No public deposit shall be made except in a qualified public depository as established by state laws.

1160.90 INVESTMENT POLICY REVIEW

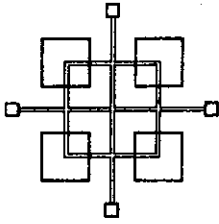
This Investment Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.

BOARD REPORTS

Capt. Carr
TPO Pace
FRP Cannon

Dear night crew of ~~Wed.~~
Tues
9/27

Thank you so much for your
help the other night when
my kitchen sink flooded the
kitchen & dining room.
Your help & support was
greatly appreciated. You're
a great team & I know
I asked you all what your
names were but I can't
remember - my apologies.
Thanks again,
Amy Potozkin (& dog
Jiggly)



Saint Jerome Church

308 Carmel Ave. • El Cerrito, CA 94530 • (510) 525-0876 • Fax: (510) 526-2721

October 3, 2010

Lance Maples, Fire Chief
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

RE: St. Jerome Parish Festival 2010

Dear Fire Chief Maples:

On behalf of the St. Jerome Parish Community we thank you for sending a fire engine and crew to our 2nd Annual St. Jerome Parish Festival. We extend our gratitude to Fire Captain Terry Pace and Brenda for making the arrangements. In addition, a huge thank you to the three firemen who supported and fully participated in our festival. Their presence and participation was greatly appreciated by the kids and our community. We are grateful for your support.

Resources willing, we would love for you to attend our Festival in September 2011.

Please feel free to call me if you have any questions or comments at 510.486.5781 (day) or 510.215.7614 (eve).

Thank you again for your generosity.

Sincerely,

Carol Valladao
St. Jerome Festival Chair