

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

Date of Meeting: May 9, 2018  
Time of Meeting: 7:00 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at [www.kensingtonfire.org/agenda/index.shtml](http://www.kensingtonfire.org/agenda/index.shtml).

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

7:00 p.m.      **CALL TO ORDER**  
Directors:      Joe de Ville, Don Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

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

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

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

CC      3.      **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of April 11, 2018 (APPROVE)

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

CC      5.      **APPROVAL OF MONTHLY FINANCIAL REPORT.** March/April 2018 (APPROVE)

6.      **FIRE CHIEF'S REPORT**

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

7.      **PRESIDENT'S REPORT**



**NEW BUSINESS**

8. Resolution 2018-01 Accepting Volume 1 and the Kensington Fire Protection District's portion of Volume 2, Chapter 28 of the Contra Costa County Operational Area Hazard Mitigation Plan (ACTION)
9. Policy Manual/Employee Handbook/Operations Manual proposed edits and additions (ACTION)

10. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Harmon): Next meeting 5/31/18
- b. Public Safety Building (Nagel/Dommer)
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Report on 4/16/18 quarterly meeting
- e. Website (Harmon/de Ville):
- f. Diablo Fire Safe Council/Interface (Staff/Nagel): DFSC 2017 Annual Report
- g. Correspondence: LAFCO call for nominations for County-wide Redevelopment Agency; Thank you for Brownie Troop 32922

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 13, 2018, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 6/13/18 is Wednesday, 5/30/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 6/6/18 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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



# **CONSENT CALENDAR**

**MINUTES OF THE APRIL 11, 2018 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

**CALL TO ORDER:**

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

**APPROVAL OF CONSENT ITEMS:**

Vice President Nagel called for the approval of the consent calendar (items 3, 4, 5, 6 & 7), consisting of approval of the March 14, 2018 minutes, approval of monthly transmittal #10, approval of the February/March 2018 financial reports, approval of the February 2018 incident activity report and approval of the March 2018 incident activity report. David Spath asked a question concerning item 5, monthly Financial Report, Revenue & Expense. He asked why the needs assessment/feasibility study is under Building Maintenance on that report as opposed to capital improvement? Navellier explained it is not a capital improvement because there is no building project yet. It is under expense per the auditor's advice. This item was explained in the MD&A as part of the audit. Director Harmon said the Finance Committee will discuss this placement at their next meeting. Director de Ville made a motion to approve the Consent Calendar items 3, 4, 5, 6 and 7 as submitted. Director Dommer seconded the motion.

AYES:           de Ville, Dommer, Harmon, Nagel  
NOES:           None  
ABSTAIN:       None  
ABSENT:         Kosel

**ORAL COMMUNICATIONS:**

None.

**FIRE CHIEF'S REPORT:**

Chief Maples gave an overview of the Prevention Division's activities during 2017. Midway through 2017, B/C Bond retired and B/C Gibson took over as Fire Marshal, a position he had previously held from 2000-2005. Outside of the vegetation management inspections, engine companies also inspect 514 businesses in El Cerrito and Kensington. Over the next couple of years, the department will be transitioning to electronic based inspections and moving information to ipads or something similar for the engine companies. That way, previous years' inspections can be reviewed while on site. B/C Gibson and FPO Gagne completed 34 plan reviews for potential projects, and 63 new plan and construction reviews for El Cerrito and Kensington. This involves both office and field work time. Prevention is also responsible for public education including preschool visits, senior programs, car seats and CPR/First Aid programs. The department installed 24 car seats during the year. The CPR/First Aid program is run by Engineer/Paramedic Hood who is stationed at Station 65. In 2017, 128 students took CPR/First Aid courses through the department.

Director Nagel asked if the department provides fire suppression training for groups other than CERT? Chief Maples said it is possible to arrange that for a minimum number of participants. Anthony Knight asked for an example of a "plan or construction review" which Chief Maples answered. Linda Spath said it would be helpful if Chief Maples reported on numbers for Kensington only and not include El Cerrito. Chief Maples said the fire department in both communities is run as one organization. If Spath has a specific question, Maples suggested she send him an email with an inquiry. Spath thinks her request is legitimate. David Spath asked if there is a threshold for plan review inspection? Maples explained the County is the start point for permits and they decide if they need to be reviewed by the local fire agency.

**PRESIDENT'S REPORT:**

Vice President Nagel noted there were two items that the Board needs to give direction to the President on:

- a. The District needs to vote for one special district representative and one alternate representative for the Local Agency Formation Commission. Both incumbents are re-running and one new candidate Lee Mason, is running for the alternate position. The Board agreed by consensus to cast the District's vote for both incumbents, Igor Skaredoff and Stan Caldwell.
- b. At the March meeting the Board approved Panoramic Design Group's proposal of \$8,100 plus expenses to create plans for the Demonstration Garden in Kensington Park. The Board is directing President Kosel to sign a contract with Panoramic Design Group once the contract has been approved by KFPD's legal counsel. Director Dommer wanted to ensure that the project will be ADA accessible. Vida Dorroh asked for the total project cost for the Demonstration Garden. Director Nagel explained it has not been identified yet since the project has not been designed. Dorroh suggested a virtual garden once KFPD has a design and people can view it on the District's website instead. That would save on construction and maintenance costs. Director de Ville noted that's assuming everyone has a computer and knows how to use it. Director Harmon said the idea of a garden is to walk through, see and touch and get a good feeling for a fire resistant garden. The project will also include educational signage. It will also reinvigorate a section of the park that is underutilized. It is a good partnership with KPPCSD. KFPD is paying for the maintenance of the garden also. Harmon said the project is about fire prevention. Dorroh said the Oakland Hills Fire Wise garden was created with private donations and not tax dollars. The Board agreed by consensus to have President Kosel sign the contract once both parties have agreed to the language.

**BOARD REPORTS:**

Public Safety Building: Dommer said KFPD is still waiting for KPPCSD's legal opinion on the park property. Karl Kruger asked what KFPD is waiting for? Dommer explained that KPPCSD is finding out if a portion of the park can be used for another civic use (public safety building). Paul Dorroh asked which part of the property is being considered? Dommer said the request to the legal analysis is in general as far as he knows. Anthony Knight asked in what form did KFPD make this request to KPPCSD? Dommer said he was originally approached by a previous KPPCSD Board member suggesting the park site. The request to the current Board has been informal. Knight suggested KFPD write a letter to KPPCSD since it appears the request has been lost in other priorities.

Education: There is a pharmaceutical drop off on 4/28 at the Public Safety Building. On 4/14, Chief Gibson will be giving a wildfire safety discussion for the Kensington Public Safety Council at the Kensington Community Center. Paul Dorroh said there is also a KPPCSD Board meeting on 4/28 at the Community Center. Discussion followed on the topic of that meeting.

CSDA: The next county meeting will be held on Monday, April 16<sup>th</sup>. Nagel and Harmon will attend.

Policy Manual: Changes have been completed by the Committee. Prior to presenting to the Board, the Committee will participate in a webinar on 4/27/18.

Website: Navellier reported that Streamline is currently migrating the District's website.

**ADJOURNMENT:** The meeting was adjourned at 7:36 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on May 9, 2018.

Attest:

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Joe de Ville, Board Secretary

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.

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

KENSINGTON FPD										
TRANSMITTAL - APPROVAL										
Invoices										
PY/CY: BATCH #: 2170										
DATE: 5/4/2018										
LOCATION #: 13										
FILENAME: KENSINGTON										
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACC	TASK	OPT	ACTIVITY WORKAUTH	ENCUMB (P.O.)	PAYMENT AMOUNT
50061	Deborah Russell	04/15/18	66155 - accounting	7840	2490					1,563.60
50131	Meyers Nave	04/12/18	2018030293 legal counsel	7840	2490					1,080.54
50146	Delta Dental	05/01/18	BE002794023 May dental	7840	1061					1,008.86
50148	CalPERS	04/16/18	7072901257 Jun medical	7840	1061					7,215.12
50147	KFPD Revolving Fund	04/06/18	Reimburse revolving fund	7840	2490					16,946.88
50150	Vision Service Plan	04/18/18	001027770001 May vision	7840	1061					323.10
50151	City of El Cerrito	05/01/18	May fire protection	7840	2328					230,157.19
<b>TOTAL</b>										<b>258,295.29</b>

Kensington FPD Approval

Date: 5/1/18

Date: 5/4/18

5/4/18

**Attachment to Transmittal 050418**

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
3/6/2018	Terminix - pest control	128.00
4/4/2018	PG&E - gas	237.56
4/1/2018	All-Ways Green - janitorial	105.00
4/1/2018	Pagepoint - website	67.50
3/26/2018	Canepa - landscape maint.	120.00
4/4/2018	EBMUD - water/wastewater	580.00
4/12/2018	Pagepoint - website	56.25
4/17/2018	Payroll processing	63.10
4/17/2018	Payroll - 4/1-4/15/18	2,698.80
4/17/2018	Withholding payroll taxes 3/1-3/15/18	1,262.74
4/10/2018	PG&E - electric	836.54
4/9/2018	Sprint - telephone	63.39
4/5/2018	AT&T - telephone	455.44
4/11/2018	Mechanics Bank - SDLF conf, ff exp, pub ed, etc.	1,278.45
5/1/2018	Stericycle - medical waste/pharmaceutical drop off	900.25
5/2/2018	Payroll processing	63.10
5/2/2018	Payroll - 4/16-4/30/18	2,585.20
5/2/2018	Withholding payroll taxes 4/16-4/30/18	1,219.25
5/5/2018	ICMA/RC - deferred comp Apr	1,427.44
4/26/2018	Pagepoint - website	45.00
5/1/2018	All-Ways Green - janitorial	105.00
4/22/2018	Comcast - internet	141.08
5/1/2018	Matteson - defensible space planting grant	41.03
	<b>Total</b>	<b>14,480.12</b>

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

**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 11, 2018

	Apr 11, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,266.83
General Fund	543,583.65
Special Tax Fund	58,776.77
Capital Fund	6,892.77
<b>Total Checking/Savings</b>	616,720.02
Accounts Receivable	
Due from County for Reimb.	17,983.35
Accounts Receivable	1,354.34
Advance on Taxes	1,387,876.40
Advance on Supplemental Taxes	61,727.59
<b>Total Accounts Receivable</b>	1,468,941.68
<b>Other Current Assets</b>	
Prepaid Services - EC	706,726.84
Prepaid Exp.	1,309.00
Prepaid CERBT - Retiree Trust	979,309.21
Investments	
Capital Replacement Funds	2,716,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	216,619.14
<b>Total Investments</b>	5,759,825.38
<b>Total Other Current Assets</b>	7,447,170.43
<b>Total Current Assets</b>	9,532,832.13
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,424,095.28
Accumulated Depreciation-Equip	-652,155.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-929,467.00
Current Capital Outlay	
Firefighters Qtrs/Equip	4,954.06
<b>Total Current Capital Outlay</b>	4,954.06
<b>Total Fixed Assets</b>	2,244,808.45
<b>TOTAL ASSETS</b>	11,777,640.58
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	17,983.35
Due to Other - Issued by CCC	23,861.20
<b>Total Accounts Payable</b>	41,844.55
<b>Other Current Liabilities</b>	
EI Cerrito Service Contract Pay	706,726.77
Wages & PR Taxes Payable	1,638.36
<b>Total Other Current Liabilities</b>	708,365.13
<b>Total Current Liabilities</b>	750,209.68
<b>Total Liabilities</b>	750,209.68
<b>Equity</b>	
Fund Equity - General	4,848,934.26



**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 11, 2018

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	<u>Apr 11, 18</u>
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	886,857.79
Net Income	1,656,569.85
Total Equity	<u>11,027,430.90</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>11,777,640.58</u></b>

**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**  
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18	Jul 1, '16 - Apr 11, 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,819,755.73	3,631,708.87	188,048.86	5.2%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Other Tax Income	12,768.89	12,986.96	-218.07	-1.7%
Lease Agreement	26,601.03	1.00	26,600.03	2,660,003.0%
Interest Income	32,906.09	26,277.61	6,628.48	25.2%
Salary Reimbursement Agreement	43,347.28	39,798.00	3,549.28	8.9%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
<b>Total Income</b>	<b>4,136,955.96</b>	<b>3,912,445.98</b>	<b>224,509.98</b>	<b>5.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	33,946.26	31,446.00	2,500.26	8.0%
El Cerrito Contract Fee	2,120,180.40	1,914,651.80	205,528.60	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Fire Engineer Plan Review	1,092.50	0.00	1,092.50	100.0%
Risk Management Insurance	13,268.00	12,943.00	325.00	2.5%
<b>Professional Fees</b>				
Accounting	3,978.75	2,424.54	1,554.21	64.1%
Actuarial Valuation	5,500.00	0.00	5,500.00	100.0%
Audit	16,000.00	13,000.00	3,000.00	23.1%
Legal Fees	11,773.62	25,692.12	-13,918.50	-54.2%
<b>Total Professional Fees</b>	<b>37,252.37</b>	<b>41,116.66</b>	<b>-3,864.29</b>	<b>-9.4%</b>
Website Development/Maintenance	2,500.00	0.00	2,500.00	100.0%
Wildland Vegetation Mgmt	850.00	0.00	850.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,211,212.38</b>	<b>2,002,546.43</b>	<b>208,665.95</b>	<b>10.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	61,441.34	30,708.30	30,733.04	100.1%
Delta Dental	6,070.88	4,809.70	3,261.18	67.8%
Vision Care	2,576.90	1,478.90	1,098.00	74.2%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>72,089.12</b>	<b>36,996.90</b>	<b>35,092.22</b>	<b>94.9%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	8,346.63	4,343.82	4,002.81	92.2%
Comm. Pharmaceutical Drop-Off	1,108.79	1,008.88	99.91	9.9%
Vial of Life Program	98.91	0.00	98.91	100.0%
CERT Emerg Kits/Sheds/Prepared	3,833.00	12,703.34	-8,870.34	-69.8%
Open Houses	307.13	335.83	-28.70	-8.6%
Community Shredder	2,428.97	1,162.05	1,266.92	109.0%
DFSC Matching Grants	19,116.00	8,000.00	11,116.00	139.0%
Firesafe Planting Grants	178.00	0.00	178.00	100.0%
Demonstration Garden	2,400.00	0.00	2,400.00	100.0%
Community Sandbags	754.08	3,102.90	-2,348.82	-75.7%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>38,571.51</b>	<b>30,656.82</b>	<b>7,914.69</b>	<b>25.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	0.00	22,609.84	-22,609.84	-100.0%
Firefighters' Expenses	3,341.31	598.75	2,742.56	458.1%
Staff Appreciation	805.11	1,135.86	-330.75	-29.1%
Professional Development	2,194.45	2,499.41	-304.96	-12.2%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	23,127.42	119,439.97	-96,312.55	-80.6%
Janitorial Service	1,050.00	1,050.00	0.00	0.0%
Medical Waste Disposal	3,973.61	2,888.67	1,084.94	37.6%
Building alarm	1,379.44	1,379.44	0.00	0.0%
Gardening service	1,050.00	480.00	570.00	118.8%
Miscellaneous Maint.	10,642.89	7,300.63	3,342.26	45.8%
<b>Total Building Maintenance</b>	<b>41,223.36</b>	<b>132,538.71</b>	<b>-91,315.35</b>	<b>-68.9%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	5,631.92	7,026.97	-1,395.05	-19.9%
Water/Sewer	2,259.07	1,730.91	528.16	30.5%
<b>Total Building Utilities/Service</b>	<b>7,890.99</b>	<b>8,757.88</b>	<b>-866.89</b>	<b>-9.9%</b>
Election	0.00	300.00	-300.00	-100.0%
Memberships	7,008.00	6,676.00	332.00	5.0%
<b>Office</b>				
Office Expense	2,346.92	748.13	1,598.79	213.7%
Office Supplies	1,181.53	1,041.01	140.52	13.5%
Telephone	5,855.72	5,219.55	636.17	12.2%
<b>Total Office</b>	<b>9,384.17</b>	<b>7,008.69</b>	<b>2,375.48</b>	<b>33.9%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>71,847.39</b>	<b>182,125.14</b>	<b>-110,277.75</b>	<b>-60.6%</b>
<b>Staff</b>				
Wages	64,828.26	62,334.90	2,493.36	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	810.32	419.54	390.78	93.1%
Medical/dental ins compensation	6,142.50	6,142.50	0.00	0.0%
Retirement Contribution	4,926.96	4,737.42	189.54	4.0%
Payroll Taxes	5,875.75	5,841.13	234.62	4.2%
Workers Compensation/Life Ins	1,830.24	1,622.79	207.45	12.8%
Payroll Processing	1,251.63	1,153.52	98.16	8.5%
<b>Total Staff</b>	<b>86,665.71</b>	<b>83,051.80</b>	<b>3,613.91</b>	<b>4.4%</b>
<b>Total Expense</b>	<b>2,480,386.11</b>	<b>2,335,377.09</b>	<b>145,009.02</b>	<b>6.2%</b>
<b>Net Ordinary Income</b>	<b>1,656,569.85</b>	<b>1,577,068.89</b>	<b>79,500.96</b>	<b>5.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	295,932.20	1,350,000.00	-1,054,067.80	-78.1%
Transfers In - General	204,559.50	481,724.82	-277,165.32	-57.5%
<b>Total Other Income</b>	<b>500,491.70</b>	<b>1,831,724.82</b>	<b>-1,331,533.12</b>	<b>-72.7%</b>
<b>Other Expense</b>				
Transfers Out - Capital	14,559.50	371,724.82	-357,165.32	-96.1%
Transfers Out - Special	190,000.00	110,000.00	80,000.00	72.7%
Transfers Out - General	295,932.20	1,350,000.00	-1,054,067.80	-78.1%



**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**  
 July 1, 2017 through April 11, 2018

	Jul 1, '17 - Apr 11, 18	Jul 1, '16 - Apr 11, 17	\$ Change	% Change
<Gain>/Loss on Asset Disposal	0.00	-30,000.00	30,000.00	100.0%
Total Other Expense	500,191.70	1,801,724.82	-1,301,533.12	-72.2%
Net Other Income	0.00	30,000.00	-30,000.00	-100.0%
Net Income	<u>1,656,569.85</u>	<u>1,607,068.89</u>	<u>49,500.96</u>	<u>3.1%</u>

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

July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,819,875.89	3,800,000.00	19,875.89	100.5%
Special Taxes	200,395.20	200,287.00	108.20	100.1%
Other Tax Income	12,768.89	13,000.00	-231.11	98.2%
Lease Agreement	26,601.03	26,602.48	-1.45	100.0%
Interest Income	31,343.59	42,490.00	-11,146.41	73.8%
Salary Reimbursement Agreement	43,347.28	43,404.75	-57.47	99.9%
Miscellaneous Income	1,181.74	0.00	1,181.74	100.0%
<b>Total Income</b>	<b>4,135,513.62</b>	<b>4,125,784.23</b>	<b>9,729.39</b>	<b>100.2%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,200.00	-77.15	96.5%
Contra Costa County Expenses	33,837.51	32,142.00	1,695.51	105.3%
El Cerrito Contract Fee	2,120,180.40	2,120,180.26	0.14	100.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	1,092.50	1,500.00	-407.50	72.8%
Risk Management Insurance	13,268.00	14,000.00	-732.00	94.8%
<b>Professional Fees</b>				
Accounting	3,978.75	3,810.00	168.75	104.4%
Actuarial Valuation	5,500.00	7,500.00	-2,000.00	73.3%
Audit	16,000.00	16,000.00	0.00	100.0%
Legal Fees	11,773.62	29,999.98	-18,226.36	39.2%
<b>Total Professional Fees</b>	<b>37,252.37</b>	<b>57,309.98</b>	<b>-20,057.61</b>	<b>65.0%</b>
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	2,500.00	0.00	2,500.00	100.0%
Wildland Vegetation Mgmt	850.00	2,550.00	-1,700.00	33.3%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,211,103.63</b>	<b>2,239,882.24</b>	<b>-28,778.61</b>	<b>98.7%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	61,441.34	0.00	61,441.34	100.0%
Delta Dental	7,062.02	0.00	7,062.02	100.0%
Vislon Care	2,576.90	0.00	2,576.90	100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>71,080.26</b>	<b>0.00</b>	<b>71,080.26</b>	<b>100.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,928.32	6,650.00	278.32	104.2%
Comm. Pharmaceutical Drop-Off	1,108.79	2,000.00	-891.21	55.4%
Vial of Life Program	98.91	100.00	-1.09	98.9%
CERT Emerg Kits/Sheds/Prepared	3,833.00	16,000.00	-12,167.00	24.0%
Open Houses	307.13	1,200.00	-892.87	25.6%
Community Shredder	2,428.97	1,375.00	1,053.97	176.7%
DFSC Matching Grants	19,116.00	20,000.00	-884.00	95.6%
Firesafe Planting Grants	178.00	2,000.00	-1,822.00	8.9%
Demonstration Garden	2,400.00	16,000.00	-13,600.00	15.0%
Community Sandbags	754.08	5,000.00	-4,245.92	15.1%
<b>Total COMMUNITY SERVICE ACTIVITIL...</b>	<b>37,153.20</b>	<b>70,325.00</b>	<b>-33,171.80</b>	<b>52.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	2,461.07	7,515.00	-5,053.93	32.7%
Staff Appreciation	805.11	2,000.00	-1,194.89	40.3%
Professional Development	1,344.45	4,000.00	-2,655.55	33.6%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	23,127.42	30,000.00	-6,872.58	77.1%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	945.00	1,125.00	-180.00	84.0%
Medical Waste Disposal	3,566.91	3,750.02	-183.11	95.1%
Building alarm	1,379.44	1,950.00	-570.56	70.7%
Gardening service	930.00	1,540.00	-610.00	60.4%
Miscellaneous Maint.	10,009.97	9,000.00	1,009.97	111.2%
<b>Total Building Maintenance</b>	<b>39,958.74</b>	<b>47,365.02</b>	<b>-7,406.28</b>	<b>84.4%</b>
<b>Building Utilities/Service</b>				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	4,506.21	5,625.00	-1,118.79	80.1%
Water/Sewer	1,679.07	1,530.00	149.07	109.7%
<b>Total Building Utilities/Service</b>	<b>6,185.28</b>	<b>7,155.00</b>	<b>-969.72</b>	<b>86.4%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	7,008.00	7,035.00	-27.00	99.6%
<b>Office</b>				
Office Expense	2,253.92	2,250.00	3.92	100.2%
Office Supplies	1,181.53	1,890.00	-708.47	62.5%
Telephone	5,259.73	5,985.00	-725.27	87.9%
<b>Total Office</b>	<b>8,695.18</b>	<b>10,125.00</b>	<b>-1,429.82</b>	<b>85.9%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>66,457.83</b>	<b>85,945.02</b>	<b>-19,487.19</b>	<b>77.3%</b>
<b>Staff</b>				
Wages	64,828.26	64,815.02	13.24	100.0%



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

July 2017 through March 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	810.32	1,154.98	-344.66	70.2%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	6,142.50	6,142.50	0.00	100.0%
Retirement Contribution	4,926.96	4,926.00	0.96	100.0%
Payroll Taxes	5,875.75	5,841.73	34.02	100.6%
Workers Compensation/Life Ins	1,301.43	1,800.00	-498.57	72.3%
Payroll Processing	1,188.58	1,175.00	13.58	101.2%
<b>Total Staff</b>	<b>86,073.80</b>	<b>86,855.23</b>	<b>-781.43</b>	<b>99.1%</b>
<b>Contingency</b>				
General	0.00	16,666.68	-16,666.68	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>16,666.68</b>	<b>-16,666.68</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>2,471,868.72</b>	<b>2,499,674.17</b>	<b>-27,805.45</b>	<b>98.9%</b>
<b>Net Ordinary Income</b>	<b>1,683,644.90</b>	<b>1,626,110.06</b>	<b>37,534.84</b>	<b>102.3%</b>
<b>Other Income/Expense</b>				
Other Income				
Transfers In - Capital	295,632.20	0.00	295,632.20	100.0%
Transfers In - General	204,559.50	0.00	204,559.50	100.0%
<b>Total Other Income</b>	<b>500,191.70</b>	<b>0.00</b>	<b>500,191.70</b>	<b>100.0%</b>
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	14,559.50	0.00	14,559.50	100.0%
Transfers Out - Special	190,000.00	0.00	190,000.00	100.0%
Transfers Out - General	295,632.20	0.00	295,632.20	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>500,191.70</b>	<b>0.00</b>	<b>500,191.70</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,663,644.90</b>	<b>1,626,110.06</b>	<b>37,534.84</b>	<b>102.3%</b>

# **CHIEF'S REPORT**



**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

May 2018

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Vegetation Management Season 2018**

Even though March storms tripled California's snowpack, the State is still below average annual rainfall. With that being said, California's fire season never really ended in 2017. The El Cerrito-Kensington Fire Department responded to wildfires beginning in late spring through late December in 2017.

In an effort to keep our community of Kensington as safe as possible, this year's vegetation management inspections started in early May. Fire Prevention Officer, Joe Gagne, will be driving and inspecting on every street of the community and will also be responding to any citizen concerns about overgrown, fire-hazard vegetation. FPO Gagne will then send out notices to properties that are not in compliance. Those that do not comply, will be brought to the Board at the July 2018 meeting.

As your Fire Chief I would like to point out the following vegetation management tips as a reminder regarding fire safety during this fire season and to ensure that your property complies with the Kensington Vegetation Management Standards.

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

These very simple tips will make you, your family and our community much safer as we head into a very dangerous fire season. Stay safe out there.

# **NEWBUSINESS**

**Date:** May 9, 2018  
**To:** Kensington Fire Protection District  
**From:** Michael Pigoni, Battalion Chief, Lance J. Maples, Fire Chief  
**Subject:** Adopt Resolution 2018-01 accepting all of Volume 1 and the Kensington Fire Protection District's portion of Volume 2, Chapter 28 of the Contra Costa County Operational Area Hazard Mitigation Plan.

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### **ACTION REQUESTED**

Adopt Resolution 2018-01 accepting all of Volume 1 and the Kensington Fire Protection District's portion of Volume 2 of the Contra Costa County Operational Area Hazard Mitigation Plan Update.

### **BACKGROUND**

#### **Hazard Mitigation Planning in Contra Costa County:**

In November of 2016, a coalition of Contra Costa County cities and special districts embarked on a planning process to prepare for and lessen the impacts of specified natural hazards by updating the Contra Costa County Operational Area Hazard Mitigation Plan. Responding to federal mandates in the Disaster Mitigation Act of 2000 (Public Law 106-390), the partnership was formed to pool resources and to create a uniform hazard mitigation strategy that can be consistently applied to the defined planning area and used to ensure eligibility for specified grant funding success.

This effort represents the third comprehensive update to the initial hazard mitigation plan, approved by the Federal Emergency Management Agency (FEMA) in November of 2005 and developed in partnership with the Association of Bay Area Governments (ABAG), as well as a return to a truly regional effort following the 2010 planning process. The 35-member coalition of partners involved in this program includes unincorporated Contra Costa County, 14 city and town governments and 20 special purpose districts. The planning area for the hazard mitigation plan was defined as the Contra Costa County Operational Area. The result of the organizational effort will be a FEMA and California Office of Emergency Services (CalOES) approved multi-jurisdictional, multi-hazard mitigation plan.

Mitigation is defined in this context as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation planning is the systematic process of learning about the hazards that can affect the community, setting clear goals, identifying appropriate actions and following through with an effective mitigation strategy. Mitigation encourages long-term reduction of hazard vulnerability and can reduce the enormous cost of disasters to property owners and all levels of government. Mitigation can also protect critical community facilities, reduce exposure to liability, and minimize post-disaster community disruption.

The hazard identification and profiling in the Hazard Mitigation Plan addresses the following hazards of concern within the planning area:

1. Dam failure
2. Drought
3. Earthquake
4. Flood
5. Landslide
6. Severe weather
7. Tsunami
8. Wildfire

Climate change is incorporated as a summary assessment of current and anticipated impacts for each identified hazard of concern.

With the exception of dam failure, this plan does not provide a full risk assessment of human-caused hazards. However, brief, qualitative discussions of the following hazards of interest are included: terrorism, cyber threats, hazardous materials release, pipeline and tank failure, airline incidents.

A planning team consisting of local officials has taken the lead in developing the hazard mitigation plan. All participating local jurisdictions have been responsible for assisting in the development of the hazard and vulnerability assessments and the mitigation action strategies for their respective jurisdictions and organizations. The plan presents the accumulated information in a unified framework to ensure a comprehensive and coordinated plan covering the entire Contra Costa County Operational Area planning area. Each jurisdiction has been responsible for the review and approval of their individual sections of the plan.

Additionally, the plan has been aligned with the goals, objectives and priorities of the State's multi-hazard mitigation plan.

A 13-member Steering Committee (SC) composed of representative stakeholders was formed early in the planning process to guide the development of the plan. In addition, residents were asked to contribute by sharing local knowledge of their individual area's vulnerability to natural hazards based on past occurrences. Public involvement has been solicited via a comprehensive public outreach campaign that included two rounds of public meetings, web-based information, a questionnaire, and multiple social media updates.

#### **ANALYSIS**

Once the Hazard Mitigation Plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from both the Pre-Disaster Mitigation Grant Program (PDM) and the Hazard Mitigation Grant Program (HMGP).

**What is the Pre-Disaster Mitigation competitive grant program?** The PDM competitive grant program provides funds to State, tribal, and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazards. Cost-effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. Funds will be awarded on a competitive basis for mitigation planning and project applications intended to make local governments more



resistant to the impacts of future natural disasters (*For more details on this program see Attachment 2*).

**What is the Hazard Mitigation Grant Program?** Authorized under Section 404 of the Stafford Act, the HMGP administered by FEMA provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the program is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster (*For more details on this program see Attachment 2*).

**Where do we go from here?** Upon adoption of Volume 1 and the Kensington Fire Protection District's Annex of Volume 2, Chapter 28 of the Contra Costa County Operational Area Hazard Mitigation Plan Update (HMP) and subsequent approval of said plan by CalOES and FEMA, the Kensington Fire Protection District will be eligible to apply for specified grants. The grant funds are made available to states and local governments and can be used to implement the long-term hazard mitigation measures specified within the Kensington Fire Protection District's annex of the HMP before and after a major disaster declaration. The HMP is considered a living document such that, as awareness of additional hazards develop, and new strategies and projects are conceived to offset or prevent losses due to natural disasters, the HMP will be evaluated and revised on a continual five-year time frame.

### **ENVIRONMENTAL CONSIDERATIONS**

The LHMP being adopted here tonight has no direct environmental impacts as this is a guiding document. During the development of this plan, several discussions took place and input from FEMA was requested. After all input was reviewed and evaluated, the steering committee determined the plan itself does not require any CEQA action. Any CEQA requirements and actions will be met during the grant proposals and prior to any specific grant projects.

### **FINANCIAL CONSIDERATIONS**

At this time, there are no financial requirements in the adoption of this plan.

### **LEGAL CONSIDERATIONS**

The District attorney has reviewed and approved the process.

Reviewed by:

Lance J. Maples  
Fire Chief

### **Attachments:**

1. Resolution 2018-01
2. Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM) Fact Sheet

**Agenda Bill, Resolution 2018-01**

3. Volume 1 and the City of El Cerrito's portion of Volume 2, Chapter 28 of the Contra Costa County Operational Area Hazard Mitigation Plan

RESOLUTION 2018-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING THE ADOPTION OF THE CONTRA COSTA COUNTY OPERATIONAL AREA HAZARD MITIGATION PLAN UPDATE VOLUME 1, THE KENSINGTON FIRE PROTECTION DISTRICT'S LOCAL ANNEX IN VOLUME 2, CHAPTER 28, AND THE APPENDICES TO VOLUME 2

WHEREAS, all of Contra Costa County has exposure to natural hazards that increase the risk to life, property, environment and in the District; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long term risk to life and property; and

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) establishes new requirements for pre- and post-disaster mitigation programs; and

WHEREAS, a coalition of Contra Costa County, Cities, Towns and Special Districts with like planning objectives has been formed to pool resources and create consistent mitigation strategies within the Contra Costa County Operational Area planning area; and

WHEREAS, the coalition has completed the planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy. The completed planning document, entitled, "Contra Costa County Operational Area Hazard Mitigation Plan," is on file with the District.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that it hereby

1. Adopts the following portions of the Contra Costa County Operational Area Hazard Mitigation Plan ("HMP"): Volume 1 in its entirety, including the introduction; the Kensington Fire Protection District's jurisdictional annex, which is Chapter 28 of Volume 2 of the HMP ; and the appendices of Volume 2.
2. Will use the adopted and approved portions of the HMP to guide its efforts concerning identified pre- and post-disaster mitigation hazards.
3. Will coordinate the strategies identified in the HMP with other planning programs and mechanisms under its jurisdiction authority.
4. Will continue its support of the Steering Committee and continue to participate in the Planning Partnership as described by the HMP.
5. Will help to promote and support the mitigation successes of all HMP Planning Partners.

\*\*\*\*\*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 11<sup>th</sup> day of April 2018 by the following vote of the Board:

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

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Janice Kosel, President

ATTEST:

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Joe de Ville, Secretary



**Attachment 2**  
**Hazard Mitigation Grant Program (HMGP)**  
**Pre-Disaster Mitigation Grant Program (PDM)**

**FACT SHEET**

**I. HAZARD MITIGATION GRANT PROGRAM (HMGP)**

**What is the Hazard Mitigation Grant Program?**

HMGP is authorized by Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), Title 42, United States Code (U.S.C.) 5170c. The key purpose of HMGP is to provide the opportunity to take critical mitigation measures to reduce future loss of life and property during the reconstruction process following a disaster.

HMGP is available, when authorized under a Presidential major disaster declaration, in the Tribe or areas of the State requested by the Governor. The amount of HMGP funding available is based upon the estimated total Federal assistance provided by FEMA for disaster recovery under the Presidential major disaster declaration.

**Who is eligible to apply?**

Hazard Mitigation Grant Program funding is only available to applicants that reside within a Presidentially declared disaster area. Eligible applicants are

- State and local governments
- Indian tribes or other tribal organizations
- Certain non-profit organizations

**What types of projects can be funded by the HMGP?**

HMGP funds may be used to fund projects that will reduce or eliminate the losses from future disasters. Projects must provide a long-term solution to a problem, for example, elevation of a home to reduce the risk of flood damages as opposed to buying sandbags and pumps to fight the flood. In addition, a project's potential savings must be more than the cost of implementing the project. Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. Examples of projects include, but are not limited to:

- Acquisition of real property for willing sellers and demolition or relocation of buildings to convert the property to open space use
- Retrofitting structures and facilities to minimize damages from high winds, earthquake, flood, wildfire, or other natural hazards
- Elevation of flood prone structures
- Safe room construction
- Development and initial implementation of vegetative management programs
- Minor flood control projects that do not duplicate the flood prevention activities of other Federal agencies
- Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities
- Post-disaster building code related activities that support building code officials during the reconstruction process

### What are the minimum project criteria?

There are five issues you must consider when determining the eligibility of a proposed project.

- Does your project conform to your State's Hazard Mitigation Plan?
- Does your project provide a beneficial impact on the disaster area i.e. the State?
- Does your application meet the environmental requirements?
- Does your project solve a problem independently?
- Is your project cost-effective?

## II. **PRE-DISASTER MITIGATION GRANT PROGRAM (PDM)**

### What is the Pre-Disaster Mitigation competitive grant program?

The Pre-Disaster Mitigation (PDM) competitive grant program provides funds to State, Tribal, and local governments for pre-disaster mitigation planning and projects primarily addressing natural hazards. Cost-effective pre-disaster mitigation activities reduce risk to life and property from natural hazard events before a natural disaster strikes, thus reducing overall risks to the population and structures, while also reducing reliance on funding from actual disaster declarations. Funds will be awarded on a competitive basis to successful applicants for mitigation planning and project applications intended to make local governments more resistant to the pacts of future natural disasters.

### Who can apply for a PDM competitive grant?

Eligible PDM competitive grant applicants include state and territorial emergency management agencies, or a similar office of the State, District of Columbia, U.S. Virgin Islands, Commonwealth of Puerto Rico, Guam, American Samoa, Commonwealth of the Northern Mariana Islands, and Federally-recognized Indian Tribal governments.

- ✓ Eligible Sub-applicants include State agencies; Federally-recognized Indian Tribal governments; and local governments (including State recognized Indian Tribal governments and Alaska native villages).
- ✓ Applicants can apply for PDM competitive grant funds directly to FEMA, while Sub-applicants must apply for funds through an eligible Applicant.
- ✓ Private non-profit organizations are not eligible to apply for PDM but may ask the appropriate local government to submit an application for the proposed activity on their behalf.

### What are eligible PDM projects?

Multi-hazard mitigation projects must primarily focus on natural hazards but also may address hazards caused by non-natural forces. **Funding is restricted to a maximum of \$3M Federal share per project.** The following are eligible mitigation projects:

- ✓ Acquisition or relocation of hazard-prone property for conversion to open space in perpetuity;
- ✓ Structural and non-structural retrofitting of existing buildings and facilities (including designs and feasibility studies when included as part of the construction project) for wildfire, seismic, wind or flood hazards (e.g., elevation, flood proofing, storm shutters, hurricane clips);
- ✓ Minor structural hazard control or protection projects that may include vegetation management, Stormwater management (e.g., culverts, floodgates, retention basins), or shoreline/landslide stabilization; and,

- ✓ Localized flood control projects, such as certain ring levees and floodwall systems, that are designed specifically to protect critical facilities and that do not constitute a section of a larger flood control system.

### **Mitigation Project Requirements**

Projects should be technically feasible (see Section XII. Engineering Feasibility) and ready to implement. Engineering designs for projects must be included in the application to allow FEMA to assess the effectiveness and feasibility of the proposed project. The project cost estimate should complement the engineering design, including all anticipated costs. FEMA has several formats that it uses in cost estimating for projects. Additionally, other Federal agencies' approaches to project cost estimating can be used as long as the method provides for a complete and accurate estimate. FEMA can provide technical assistance on engineering documentation and cost estimation (see Section XIII.D. Engineering Feasibility).

Mitigation projects also must meet the following criteria:

1. Be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major disaster, consistent with 44 CFR 206.434(c)(5) and related guidance, and have a Benefit-Cost Analysis that results in a benefit-cost ratio of 1.0 or greater (see Section X. Benefit-Cost Analysis). **Mitigation projects with a benefit-cost ratio less than 1.0 will not be considered for the PDM competitive grant program;**
2. Be in conformance with the current FEMA-approved State hazard mitigation plan;
3. Solve a problem independently or constitute a functional portion of a solution where there is assurance that the project as a whole will be completed, consistent with 44 CFR 206.434(b)(4);
4. Be in conformance with 44 CFR Part 9, Floodplain Management and Protection of Wetlands, and 44 CFR Part 10, consistent with 44 CFR 206.434(c)(3);
5. Not duplicate benefits available from another source for the same purpose, including assistance that another Federal agency or program has the primary authority to provide (see Section VII.C. Duplication of Benefits and Programs);
6. Be located in a community that is participating in the NFIP if they have been identified through the NFIP as having a Special Flood Hazard Area (a FHBM or FIRM has been issued). In addition, the community must not be on probation, suspended or withdrawn from the NFIP; and,
7. Meet the requirements of Federal, State, and local laws.

### **What are examples of Ineligible PDM Projects?**

The following mitigation projects are ***not*** eligible for the PDM program:

- ✓ Major flood control projects such as dikes, levees, floodwalls, seawalls, groins, jetties, dams, waterway channelization, beach nourishment or re-nourishment;
- ✓ Warning systems;
- ✓ Engineering designs that are not integral to a proposed project;
- ✓ Feasibility studies that are not integral to a proposed project;
- ✓ Drainage studies that are not integral to a proposed project;
- ✓ Generators that are not integral to a proposed project;
- ✓ Phased or partial projects;
- ✓ Flood studies or flood mapping; and,
- ✓ Response and communication equipment.

**May 9, 2018**  
**Kensington Fire Protection District**  
**Board of Directors Meeting**

**Attachment 3**

**The Kensington Fire Protection District Jurisdictional Annex of the Contra Costa County  
Operational Area Hazard Mitigation Plan Update, Chapter 28**

**Documents are available for review at:**

<https://www.contracosta.ca.gov/6842/Draft-Local-Hazard-Mitigation-Plan-Update>

The above link is to Volume 1 and Volume 2. The Kensington Fire Protection District Annex is in Volume 2, Chapter 28.

Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA  
(510) 527-8395



May 1, 2018

To: KFPD Board Members

AGENDA ITEM 9

Fr: Brenda Navellier, Manager  
Joe de Ville, Committee Member  
Larry Nagel, Committee Member

Re: Policy Handbook/Employee Handbook/Operations Manual Updates

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The Policy Handbook Committee met, reviewed and agreed upon the attached changes and additions to KFPD's Policy & Employee Handbooks and Operations Manual. The changes and additions are based on the CSDA's 2017 Sample Policies. Edits are identified as those in italics. Following is a summary of the policies that are affected:

Policy Handbook

- 1030 Basis of Authority (edited)
- 1050 Board Meetings (edited)
- 1091 Attendance at Meetings (new policy)
- 1131 Ethics Training (new policy)
- 1140 Committees of the Board of Directors (edited)
- 1141 Association Memberships (new policy)
- 1180 Legal Counsel and Auditor (new policy)

Employee Handbook

- 131 Receipt of Gifts (new policy)
- 141 Employee Records (new policy)
- 191 Internet, Email and Electronic Communications (new policy)

Operations Manual

- 3a Workers Compensation (new policy)
- 7 Expense Authorization (edited)
- 8 Checking Account (edited)

Once the Board has come to a decision on the proposed policy changes, a new Policy Handbook/Employee Handbook/Operations Manual will be distributed to the members of the Board.

# 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. *Routine matters concerning the operational aspects of the District are delegated to District staff.*

# 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 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. *All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926.* The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

*1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.*

*1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.*

**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 Manager 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 Brown Act 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 or electronic mail 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 Manager 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 Manager 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. *All Board meetings shall be open and freely accessible to the public, including those with disabilities.*

**1050.80** Board meeting recordings shall be posted to the District website to allow for public access.

*1050.90 Committees created by formal action of the Board shall comply with the Brown Act.*

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                    **Attendance at Meetings**  
**POLICY NUMBER:**               **1091**

**1091.10** Members of the Board of Directors are expected to and shall attend all regular and special meetings of the Board unless there is good cause for absence.

**1091.20** Good cause for absence, including late arrivals or early departures, includes temporary illness or other unavoidable circumstances of which the President of the Board is notified prior to the meeting. Good cause also includes Board authorized meeting absences such as attendance at a conference directly related to the functions and interests of the District or at the meeting of another public agency in order to participate in an official capacity.

**1091.30** A Board Member who will be absent for good cause may notify the Manager by electronic transmission (email), telephone communication, or letter. The Manager shall notify the President and the Board of all absences that are excused for good cause. The minutes shall indicate whether an absence was excused.

**1091.40** A vacancy shall occur if a Board Member is absent from three (3) consecutive regular meetings without good cause, except as otherwise provided for by law or as authorized by the Board.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Ethics Training  
**POLICY NUMBER:** 1131

**1131.10** All Directors, designated staff and committees that are subject to the Brown Act shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the Board of Directors and at least once every two years thereafter, pursuant to Government Code 53234 et seq. as may be amended from time to time.

**1131.11** All ethics training shall be provided by providers whose curricula have been approved by the California Attorney General and the Fair Political Practices Commission.

**1131.12** Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person, or online.

**1131.13** Attendees shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training shall be reimbursed by the District.

**1131.13.1** District staff shall maintain records indicating both the dates that attendees completed the ethics training and the name of the provider that provided the training. These records shall be maintained for at least five years after the date of training and may be public records subject to disclosure under the California Public Records Act.

**1131.14** District staff shall provide the prospective attendees with information on available training that meets the requirements of this policy at least once every year.

**1131.15** A single training course may be used to satisfy the obligation to receive training for multiple agencies or positions.



# 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~~ temporary committees as may be deemed necessary or advisable by ~~himself/herself~~ President and/or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be duties of the ad-hoc committees shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first, and the committee shall be considered dissolved when its final report has been made.

1140.11 A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board members.

1140.12 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

1140.13 A temporary advisory committee shall meet on an as-needed basis and shall not have a meeting schedule fixed by resolution or formal action of the Board.

**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.

**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:** Association Memberships  
**POLICY NUMBER:** 1141

**1141.10** Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

**1141.20** Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

**1141.30** Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

**1141.40** District Manager Memberships. The President may designate the District Manager as the appropriate representative or alternate in connection with memberships in any association. The District Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:**                   **Legal Counsel and Auditor**  
**POLICY NUMBER:**           **1180**

**1180.10** The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

**1180.20** Legal Counsel shall be the legal adviser of the District, including the Board as a whole and the Manager. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. Legal Counsel shall review all legal issues and Closed Session items that come before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

**1180.21** The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District Manager for consultation on applicable issues and activities.

**1180.30** The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting.

**1180.31** The Finance Committee will oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law. The Manager and contract accountant will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

# KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

**POLICY TITLE:** Receipt of Gifts  
**POLICY NUMBER:** 131

**131.10** An employee or his/her immediate family may not accept from, or provide to, individuals or companies doing or seeking to do business with the District, gifts, entertainment, and/or other services or benefits unless the transaction meets all of the following guidelines:

- Is customary and gives no appearance of impropriety and does not have more than a nominal value;
- Does not impose any sense of obligation on either the giver or the receiver;
- Does not result in any kind of special or favored treatment;
- Cannot be viewed as extravagant, excessive, or too frequent considering all the circumstances including the ability of the recipient to reciprocate at District expense.
- Is given and received with no effort to conceal the full facts by either the giver or receiver.

# KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

**POLICY TITLE:** Employee Records  
**POLICY NUMBER:** 141

**141.10** This policy shall apply to all employees.

**141.20** All personnel information and records are to be considered as confidential to the extent allowed by Federal or State law. The District policy is to require all personnel files to be maintained in a secure and private location and to have employees manage personnel information in that manner.

The District retains personnel records concerning its employees. Such records ordinarily include applications, insurance forms, payroll deduction authorizations, performance appraisals, certain pay records, records of disciplinary action, training records, and any certificates or credentials required for an employee's job. Other information concerning employees may be kept as personnel records at the discretion of the District.

In order to keep personnel records current, the Manager must be notified of any change in an employee's personal status and information, such as: changes of address, telephone number, marital status, military status, any birth or death in an employee's immediate family, any change in the name or telephone number of the person to be notified in case of emergency, any change in insurance beneficiary, or any other information needed to maintain accurate records. These changes shall be provided to the Manager within thirty (30) days of the change in an employee's personal status.

Each employee is also responsible for providing the District with records concerning any licenses or certificates required in the performance of his or her job, as well as any documents showing that education or training relevant to employment has been completed.

**141.30** Release of Information: Personnel records are considered confidential. Employees may examine their own personnel records, except for letters of reference, by contacting the Manager or his or her designee. Employees may authorize the release of their own personnel records by executing a written request identifying the records to be released and the person or entity to which they may be released. Ordinarily, no information on past or present employees shall be provided by the District, other than employment dates and job title, unless such requests for information are accompanied by a signed authorization by the employee to release the information requested.

# KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

**POLICY TITLE:** Internet, Email and Electronic Communications  
**POLICY NUMBER:** 191

**191.10** The District believes that employee access to and use of the internet, email, and other electronic communications resources, benefits the District and makes it a more successful local public agency. However, the misuses of these resources have the potential to harm the District's short and long-term success. Employees should have no expectation of privacy in work-related emails or internet usage while using District computers.

The District has established this policy to ensure that the District employees use the District-provided computer resources, such as the internet and email, in an appropriate manner.

**191.20** Rules Regarding Prohibited Use: Employees shall not use the District internet and email in an inappropriate manner. Prohibited use of the internet and email systems includes, but is not limited to:

**191.21** Accessing internet sites that are generally regarded in the community as offensive (e.g., sites containing pornography or that exploit children).

**191.22** Engaging in any profane, defamatory, harassing, illegal, discriminatory, or offensive conduct or any conduct that is otherwise inconsistent in any way with the District policies.

**191.23** Distributing copyrighted materials.

**191.30** Additional Guidelines: Employees are expected to understand and comply with the following additional guidelines regarding use of the internet and District computer systems.

**191.31** Internet access is to be used for the District's business. Use of the internet should not interfere with the timely and efficient performance of job duties. Personal access to the internet and email is not a benefit of employment with the District. Limited personal use of the District's systems to access internet, email, and other electronic communications may be permitted during the employees' break time.

**191.32** Employees do not have any right or expectation to privacy in any of the District computer resources, including email messages produced, sent, or received on the District computers or transmitted via the District's servers and network.



**191.33** Deleting an email message does not necessarily mean the message cannot be retrieved from the District's computer system. Backup copies of all documents, including email messages, that are produced, sent, and received on the District's computer system, can be made.

**191.34** Email and any attachments are subject to the same ethical standards, and standards of good conduct, as are memos, letters, and other paper-based documents.

**191.35** Currently all District email sent is not encrypted. Unencrypted email is not a secure way of exchanging information or files. Accordingly, employees are cautioned against transmitting information in an email message that should not be written in a letter, memorandum, or document available to the public.

**191.36** Email, once transmitted, can be printed, forwarded, and disclosed by the receiving party without the consent of the sender. Use caution in addressing messages to ensure that messages are not inadvertently sent to the wrong person.

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:** Worker's Compensation  
**POLICY NUMBER:** 3a

**3a.10** All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, he or she must report the illness or injury to the President of the Board or the Vice President, in the absence of the President, within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

**3a.20** All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact the Manager.

**3a.30** Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of the Manager. A form for such notices is available at: <https://www.dir.ca.gov/dwc/NoticePoster.pdf>.

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:** Expense Authorization  
**POLICY NUMBER:** 7

**7.10** Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

**7.20** All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

**7.30** A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

**7.31** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**7.32** The petty cash fund shall be included in the District's annual independent accounting audit.

**7.40** Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

**7.50** *Credit cards: A credit card shall be issued to the Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.*

**7.51** *All credit card bills shall be paid timely to avoid late fees and finance charges.*

*All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.*

*7.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.*

*7.53 A member of the Finance Committee shall review and approve credit card transactions by the Manager.*

*7.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.*

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:**            **Checking Account**  
**POLICY NUMBER:**       **8**

**8.10** The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$235,000. The Manager shall request the County through its accounts payable process to replenish the checking account in the amount of the checks written during the preceding month.

**8.20** Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the Manager and/or the Directors on the Finance Committee.

**8.30** Receipts shall be maintained for the amount of each expenditure.

**8.40** Voided checks shall be maintained in the District's files with the signature portion removed.

# **BOARD REPORTS**



# 2017 Annual Report

January 2018



## Accomplishments

- **Grant funds expended as of 12/31/2017 total \$500,834**

Two US Forest Service Federal grants through the California Fire Safe Council for \$325,471. Two CAL FIRE SRA grants for \$100,363. Three Pacific Gas & Electric Company grants for \$75,000. Grant funds used for outreach, education, hazardous fuel reduction, Community Wildfire Protection Plans and DFSC operations.

- **Community match for hazardous fuel reduction:** \$139,137 cash match and \$52,653 of in-kind services with over 2,900 volunteer hours for 60 hazardous fuel reduction projects treating over 290 acres.

- **Funding for Defensible Space Projects in Alameda & Contra Costa Counties**

Up to \$5,000 seed funding for groups of neighbors, groups and agencies linked by concern of wildfire hazards around their homes and adjacent open space. Two federal grants funded a total of 49 projects in 2017 in the communities of El Cerrito, Danville, Kensington, Moraga, Oakland, Orinda, San Leandro and Sunol.

- **Pacific Gas and Electric Company (PG&E) drought related special funding for hazardous fuel reduction projects in Alameda & Contra Costa Counties.** Total grant \$50,000.

As a match for federal funding, PG&E provided up to \$5,000 funding each for 12 community-led projects. Projects were located in the communities of El Cerrito, Kensington, Oakland and Sunol.

- **Sunol Fire Safe Coalition**

DFSC serve as fiscal sponsor for community of Sunol partnership to remove dead trees, chip homeowner-cut materials, and provide roadside clearance. The program was funded by two grants: \$25,000 by Pacific Gas and Electric Company drought related special funding and \$33,617 from CAL FIRE State Responsibility Area (SRA) Fire Prevention Fund grant program.

- **Kensington Fuel Reduction Project**

Eighth year of neighbors working under DFSC sponsored Right of Entry (ROE) Agreement with East Bay Regional Park to create defensible space in Wildcat Canyon Regional Park adjacent to homes. A total of \$21,556 grant funds and \$24,543 community match for six projects treating 22 acres in Kensington ROE area. Six additional Kensington projects totaled \$23,775 grant funds and \$13,954 match treated an additional 17 acres, including the 11 homes that took part in the juniper removal campaign.

- **Community Wildfire Prevention Plans.**

Two focused plans for the communities of El Cerrito – Kensington and Sunol were developed through stakeholder meetings. The Kensington CWPP was adopted in May 2017. The Sunol CWPP is ready for final adoption by the Alameda County Board of Supervisors in January 2018.

- **Membership, Corporate Grants, Kensington community financial support for DFSC and local projects \$104,575.**

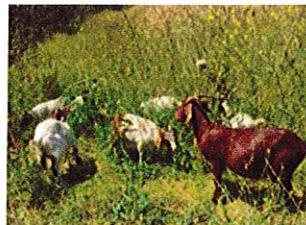
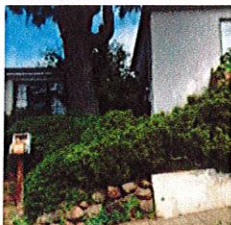
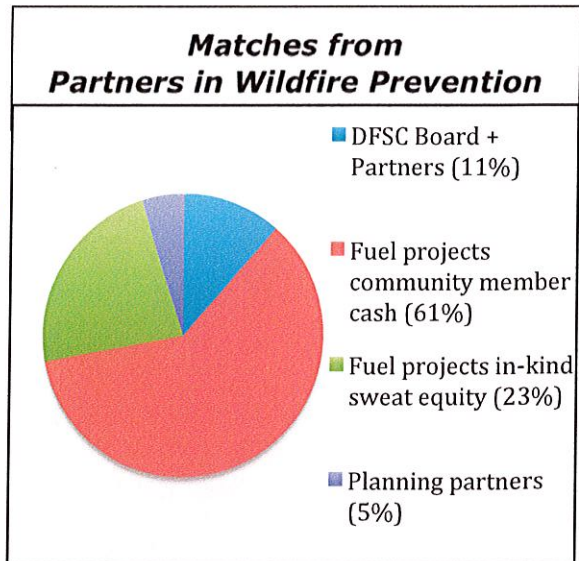
Patron level member: Kensington Fire Protection District, El Cerrito Fire Department. Corporate Grant: Pacific Gas and Electric Company. Friends of DFSC: 155 Kensington, Oakland and Berkeley residents' donations.

- **Training.** Workshop on complying with SB1241. Partners in Wildfire Prevention luncheon co-sponsored with PG&E.

- **Outreach and Education**

Moraga Orinda Fire District Open House. Presentations for groups Kensington and Sunol. Articles in Lamorinda Weekly, SF Chronicle, Oakland Tribune, Contra Costa Times.

- **Website update + E-mail updates + Newsletters**





# Financial Report

Balance Sheet - Assets & Liabilities as of December 31, 2017

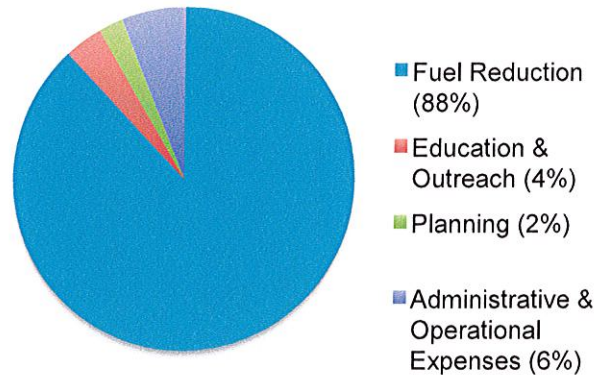
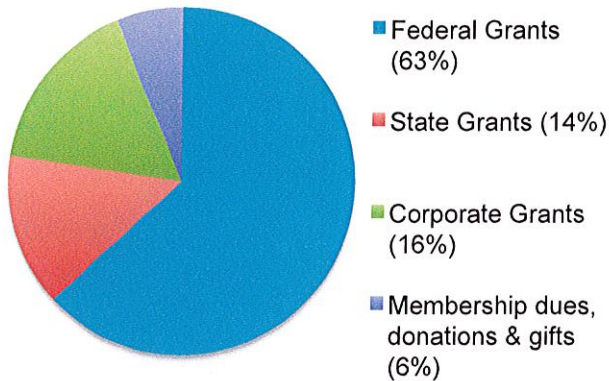
Assets	
Cash in Banks	\$137,024.79
<b>Total Assets</b>	<b>\$137,024.79</b>
Liabilities & Equity	
Deferred Revenues & Grant Advances	\$72,081.38
Equity	
Unrestricted	\$50,233.19*
Net Income	\$14,710.22
<b>Total Liabilities &amp; Equity</b>	<b>\$64,943.41</b>

\*Unrestricted funds include \$17,619.02 Board Designated Funds reserved for special projects.

## Income and Expenses

**2017 Income (\$461,698)**

**2017 Expenses (\$446,988)**



## Grant Programs Status as of December 31, 2017

	Budget	Expenditures through 2017*	Balance	Status
2017 Pacific Gas and Electric Company	\$75,000	\$75,000	\$0	Completed
5GS14120 Clayton Morgan Territory Fire Safe 2015	\$66,746	\$66,746	\$0	Completed
15USFS-SFA36798 Filling More Gaps	\$187,320	\$155,446	\$31,874	Active (ends 2/18)
16WUI-44933 Central West Contra Costa County WUI	\$260,000	\$170,025	\$89,975	Active (ends 2/18)
5GS15140 FireSafe Sunol 2016-17	\$56,740	\$33,617	23,123	Active (ends 3/18)
<b>Subtotals</b>	<b>\$645,806</b>	<b>\$500,834*</b>	<b>\$144,972</b>	

\*Expenditures include grant funds spent in 2015, 2016 & 2017.



**73 Brookwood Condominiums Fire Fuel Reduction August 2017**

**Moraga Way**

Completed August 28, 2017

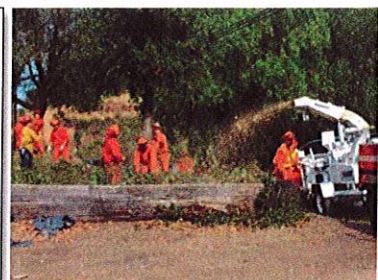
- Removal of hanging back to 25 ft
- Limbs to 6 ft
- Removal of understorey vegetation
- Removal of small, dead overhanging trees

For the week of the work:

- 2 1/2 ft x 8 ft sign posted on Brookwood Road
- Notices posted on Oak Springs neighborhood

Anticipated future HOA budget for:

- Yearly annual clearance of understorey
- Semi annual clearance of hanging canopy





**DATE:** April 25, 2018  
**TO:** Board Chair and Clerk, Each Independent Special District  
**FROM:** Lou Ann Texeira, Executive Officer, Contra Costa LAFCO  
**SUBJECT:** **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

**BACKGROUND**

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county's Independent Special District Selection Committee ("ISDSC") will be granted authority to appoint *one special district representative* to the county's RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

**ELIGIBILITY REQUIREMENTS**

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

***Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.***

**NOMINATION OF THE INDEPENDENT SPECIAL DISTRICT  
REPRESENTATIVE TO THE CONTRA COSTA COUNTY COUNTYWIDE  
RDA OVERSIGHT BOARD**

The \_\_\_\_\_ (District) is pleased to  
(Name of Independent Special District)

nominate \_\_\_\_\_ as a candidate for the Special District  
(Name of Candidate)

Representative to the Contra Costa Consolidated Redevelopment Oversight Board [***attach  
brief candidate statement and/or resume (one page) if desired***].

I certify that:

- The nominee is an elected official or appointed to the District board for a fixed term;
- The nominee is not a member of the legislative body of a city or county (Government Code Section 56332(c); and
- The nominee is a member of a legislative body of an independent special district with Contra Costa County.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

DATE: \_\_\_\_\_

**This nomination form must be returned to Contra Costa LAFCO by May 30, 2018. Please email the completed form to Lou Ann Texeira at [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) or return by mail to Contra Costa LAFCO 651 Pine Street, 6<sup>th</sup> Floor, Martinez, CA 94553**

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE 2018**

DISTRICT	NAME	TITLE	BALLOT RECD.	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	x	Carolyn Thiessen,
AMBROSE REC & PARK DIST	Trina Hudson	Chair	x	Mae Tortakson, Bd Member
B-B-K-U CEMETERY DIST	Barbara Guise	Chair		
BETHEL ISLAND MID	Bruce Smith	Board President	x	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	x	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT				
CENTRAL CONTRA COSTA SANITARY DIST	Mike McGill	Board Member	x	Dave Williams, Board
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Warren Clayton	Trustee	x	Darryl Young, Trustee
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	x	
CONTRA COSTA WATER DISTRICT	John Burgh	Director	x	
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassi	President	x	Kent Peterson, VP
DIABLO CSD				
DIABLO WATER DISTRICT	Edward Garcia	Presiding Officer	x	
TOWN OF DISCOVERY BAY CSD	Kevin Graves	President	x	Bill Mayer, Director
EAST CONTRA COSTA IRRIGATION DIST	Glenn Stonebarger	President	x	
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	x	
IRONHOUSE SANITARY DIST	Dawn Morrow	Board Member	x	
KENSINGTON FIRE PROTECTION DISTRICT	Janice Kosel	President	x	Laurence Nagel, VP
KENSINGTON POLICE PROT & CSD	Christopher Deppe	Board Member	x	
TOWN OF KNIGHTSEN CSD				
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Patt Young	Board Member		
MORAGA-ORINDA FIRE DIST	Steve Anderson	Board Member, LAFCO Liaison	x	Brad Barber, President
MT. VIEW SANITARY DIST	Brian Danley	President	x	
PLEASANT HILL REC & PARK DIST	Bobby Glover	Board Chair	x	
RECLAMATION DIST (RD) 799				
RD 800	Tom Judge	Trustee	x	
RD 830	Chad Davisson	Board Member	x	
RD 2024	Don Wagenet	President		John Jackson, Trustee
RD 2025	David Forkel	Chairman	x	
RD 2026	David Forkel	Chairman	x	
RD 2059				
RD 2065	Coleman Foley	President	x	Thomas E. Baidocchi Sr. Thomas E. Baidocchi Jr.
RD 2090				
RD 2117	Joyce Speckman	Trustee		Sandra Speckman Kiefer, Trustee
RD 2121				
RD 2122				
RD 2137				
RODEO-HERCULES FIRE PROTECTION DIST	Bill Prather	Board Member		
RODEO SANITARY DISTRICT	Richard Frakes	Secretary	x	Angela Noble, Director
ROLLINGWOOD-WILART PARK REC & PARK DIST				
SAN RAMON VALLEY FIRE PROTECTION DIST	Matt Stamey	President	x	
STEGE SANITARY DISTRICT	Dwight Merrill	President	x	
WEST CONTRA COSTA HEALTHCARE				
WEST COUNTY WASTEWATER DIST	Sherry Stanley	Board Member	x	David Alvarado, VP

shaded and  = voting delegate named & ballot received in recent election  
shaded, no x = voting delegate named, no ballot received in recent election

FROM  
BROWNIETROOP  
32922

Beth♥ Arden Phoebe♥

Zoe ANYA♥ THANK YOU SO MUCH  
FOR LETTING US  
VISIT YOUR STATION!

Eva♥

Mia