

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

Date of Meeting: April 10, 2013  
Time of Meeting: 7:30 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

---

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

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

**CALL TO ORDER**

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4 & 5  
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 March 13, 2013 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #10 (APPROVE)**
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February/March 2013 (APPROVE)
6. **FIRE CHIEF'S REPORT**
  - a. Review of operations.
  - b. Regional issues and developments.
7. **PRESIDENT'S REPORT**

**8. BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk): Next meeting May 2013
- b. Public Safety Building (deVile/Harmon)
- c. Education (Kosel): Shredding event 4/13/13; pharmaceutical drop off 4/27/13
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Next County meeting April 15, 2013; CSDA call for nominations
- e. Diablo Fire Safe Council/Interface (Staff)

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 8, 2013, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 5/8/13 is Wednesday, 4/24/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 5/1/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

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

---

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

**CALL TO ORDER:**

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

**APPROVAL OF CONSENT ITEMS:**

President de Ville called for approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the February 13, 2013 meeting, approval of the February 2013 incident activity report, approval of the monthly transmittal #9, and approval of the January/February 2013 monthly financial report. De Ville noted that there was a typographical error on the agenda in reference to the incident activity report but the contents of the packet were correct. Director Kosel made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

**ORAL COMMUNICATIONS:**

Resident Joan Gallegos asked if the District had received a CSDA election ballot. Manager Navellier will look into the matter.

**CHIEF'S REPORT:**

Chief Maples announced that he had promoted Captain Larry Carr to Battalion Chief. Carr has been with the department since 1986 and has worked his last six years at Station 65 in Kensington. Carr will be the B Shift Battalion Chief.

Maples noted that the defibrillator has been installed in both the community center and the Chevron station. A ribbon cutting for the Chevron defibrillator will take place on Monday, 3/18 at 4:00 p.m. with Supervisor Gioia. This is the first private business a defibrillator has been donated to that is sponsored by County EMS. Defibrillators can be subject to vandalizing if mounted on the outside of a building. Maples and County EMS are working with Richmond dispatch on the Pulse Point app that will tell people where the nearest defibrillator and also alert them to persons having a cardiac arrest. Maples is working with Supervisor Gioia to locate additional defibrillators at the Unitarian Universalist Church and also an appropriate location near Colusa Circle.

ECFD has tentatively received a federal grant to replace the entire fleet of air packs, masks, spare bottles, alerting devices, etc. The grant is a cost share grant with a \$200,000 value. The department has been very successful with grants.

President de Ville asked about starting vegetation management earlier considering the weather. Chief Maples explained the on-going process of vegetation management and that the department does not ask residents to clear their yards earlier in the year, while vegetation is still green, otherwise they would be forced to clean up twice.

**PRESIDENT'S REPORT:**

None.

**BOARD REPORTS:**

Finance Committee: The Committee will next meet in May 2013 to review the draft FY13-14 budget and receive the annual contract fee from the El Cerrito City Manager. Kosel reported that an actuarial report will be performed during the summer and it will address what PERS fund the District chooses for their investments.

Education: The Spring *Fire Plug* newsletter was included in the packet. The District's shredding event takes place on 4/13/13 and the pharmaceutical drop off will take place on 4/27/13, both from 10:00 a.m. to 2:00 p.m. Kosel noted that the pharmaceutical drop off has declined a little possibly due to other available options and backlog being cleared out of the community; however turn out is still great enough to continue with the program.

**ADJOURNMENT:** The meeting was adjourned at 7:48 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 10, 2013.

Attest:

---

Laurence Nagel, Board Secretary

TRANSMITTAL - APPROVAL

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

		KENSINGTON FPD		PY/CY:		
		TRANSMITTAL - APPROVAL		BATCH #:		
		Invoices		DATE:		
				LOCATION #:		
				FILENAME: KENSINGTON		
00982	Delta Dental	04/01/13	BE000516271 Apr dental	7840	1061	1,189.07
01169	CalPERS	03/15/13	13963758 May med	7840	1061	8,936.14
01406	KFPD	04/05/13	Reimburse revolving fund	7840	2490	12,489.60
01634	Vision Service Plan	03/20/13	001027770001Apr vision	7840	1061	317.35
02120	City of El Cerrito	04/01/13	Apr fire protection	7840	2328	193,238.52
04152	Mail Stream	03/08/13	515642 spring newsletter	7840	2490	1,464.78
06916	Bay Alarm	03/15/13	899420 alarm monitoring	7840	2490	1,596.00
TOTAL						219,231.46

*Frederick Reed*  
 Kensington FPD Approval  
 Date: 4/15/13

April 5, 2013

**Attachment to Transmittal 0413**

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
3/7/2013	Pagepoint - website updates	187.50
3/11/2013	Geoffrey Rantala - graphic design	180.00
3/9/2013	Nextel - telephone	64.48
2/28/2013	UBS - Feb janitorial	99.66
3/6/2013	PG&E - electric	694.64
3/6/2013	PG&E - gas	157.39
3/18/2013	Payroll processing	50.39
3/18/2013	Payroll - 3/1-3/15/13	2,413.13
3/18/2013	Withholding payroll taxes 3/1-- 3/15/13	954.58
3/19/2013	Pagepoint - website updates	75.00
3/5/2013	AT&T - telephone	373.43
3/5/2013	Office Depot - office supplies	52.71
3/13/2013	Mechanics - FDAC conf., Fire Plug postage, etc.	996.03
4/1/2013	Stericycle - medical waste	649.50
3/24/2013	Russell - Feb acctg	162.50
4/1/2013	Payroll processing	50.39
4/1/2013	Payroll - 2/16-2/28/13	2,413.13
4/1/2013	Withholding payroll taxes 2/16-- 2/28/13	954.58
4/1/2013	ICMA - deferred comp Mar	706.80
4/2/2013	Pagepoint - website updates	168.74
3/22/2013	Comcast - internet	77.50
3/27/2013	UBS - Mar janitorial	99.66
3/15/2013	Big City - printing	907.86
	<b>Total</b>	<b>12,489.60</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 March 12, 2013

Mar 12, 13

<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,949.11
General Fund	249,068.19
Special Tax Fund	127,620.20
Capital Fund	5,029.77
<b>Total Checking/Savings</b>	<b>389,867.27</b>
<b>Accounts Receivable</b>	
Accounts Receivable	1,074.42
Advance on Taxes	1,394,690.26
Advance on Supplemental Taxes	29,009.69
<b>Total Accounts Receivable</b>	<b>1,424,774.37</b>
<b>Other Current Assets</b>	
Undeposited Funds	-648.40
Prepaid Services - EC	788,491.61
Prepaid CERBT - Retiree Trust	1,080,172.08
<b>Investments</b>	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-635,703.87
<b>Total Investments</b>	<b>2,699,648.13</b>
<b>Total Other Current Assets</b>	<b>4,567,663.42</b>
<b>Total Current Assets</b>	<b>6,382,305.06</b>
<b>Fixed Assets</b>	
Equipment	906,247.17
Accumulated Depreciation-Equip	-559,135.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-629,470.00
<b>Current Capital Outlay</b>	
Firefighters Qtrs/Equip	24,094.99
<b>Total Current Capital Outlay</b>	<b>24,094.99</b>
<b>Total Fixed Assets</b>	<b>1,744,843.46</b>
<b>Other Assets</b>	
Prop 1A Loan - State of CA	218,628.00
<b>Total Other Assets</b>	<b>218,628.00</b>
<b>TOTAL ASSETS</b>	<b>8,345,776.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Other - Issued by CCC	12,925.32
<b>Total Accounts Payable</b>	<b>12,925.32</b>
<b>Other Current Liabilities</b>	
El Cerrito Service Contract Pay	788,491.61
Wages & PR Taxes Payable	2,568.54
<b>Total Other Current Liabilities</b>	<b>791,060.15</b>
<b>Total Current Liabilities</b>	<b>803,985.47</b>
<b>Total Liabilities</b>	<b>803,985.47</b>



**Kensington Fire Protection District**  
**Balance Sheet**  
**As of March 12, 2013**

	<u>Mar 12, 13</u>
<b>Equity</b>	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,345,135.49
Net Income	984,036.30
<b>Total Equity</b>	<u>7,541,791.05</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>8,345,776.52</u></u>

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

July 1, 2012 through March 12, 2013

	Jul 1, '12 - Mar 12, 13	Jul 1, '11 - Mar 12, 12	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,777,770.14	2,763,046.26	14,723.88	0.5%
Special Taxes	200,395.20	200,196.00	199.20	0.1%
Other Tax Income	14,151.19	14,720.60	-569.61	-3.9%
Lease Agreement	30,596.00	29,705.00	891.00	3.0%
Interest Income	4,144.39	5,127.52	-983.13	-19.2%
Salary Reimbursement Agreement	31,074.96	30,640.96	434.00	1.4%
Miscellaneous Income	4,855.00	0.00	4,855.00	100.0%
<b>Total Income</b>	<b>3,062,986.88</b>	<b>3,043,436.54</b>	<b>19,550.34</b>	<b>0.6%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,541.07	1,176.70	364.37	31.0%
Contra Costa County Expenses	30,843.53	2,645.54	28,197.99	1,065.9%
El Cerrito Contract Fee	1,576,988.12	1,507,294.21	69,691.91	4.6%
Water System Improvements	280,000.00	140,000.00	140,000.00	100.0%
Fire Abatement Contract	2,550.00	0.00	2,550.00	100.0%
Risk Management Insurance	10,200.00	9,835.00	365.00	3.7%
<b>Professional Fees</b>				
Accounting	2,083.83	2,730.00	-646.17	-23.7%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,809.46	2,463.17	-653.71	-26.5%
<b>Total Professional Fees</b>	<b>15,893.29</b>	<b>19,693.17</b>	<b>-3,799.88</b>	<b>-19.3%</b>
Wildland Vegetation Mgmt	7,665.00	8,155.00	-490.00	-6.0%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,925,679.01</b>	<b>1,688,799.62</b>	<b>236,879.39</b>	<b>14.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	40,158.30	44,437.50	-4,279.20	-9.6%
Delta Dental	4,623.75	5,436.64	-812.89	-15.0%
Vision Care	1,260.00	1,726.47	-466.47	-27.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>46,042.05</b>	<b>51,600.61</b>	<b>-5,558.56</b>	<b>-10.8%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,516.08	5,309.17	-793.09	-14.9%
Comm. Pharmaceutical Drop-Off	707.54	2,012.74	-1,305.20	-64.9%
Vial of Life Program	5.46	0.00	5.46	100.0%
Open Houses	0.00	580.23	-580.23	-100.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>5,229.08</b>	<b>7,902.14</b>	<b>-2,673.06</b>	<b>-33.8%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	822.15	415.85	406.30	97.7%
Firefighters' Expenses	4,977.72	965.28	4,012.44	415.7%
Staff Appreciation	1,590.15	811.24	778.91	96.0%
Professional Development	663.61	3,441.40	-2,777.79	-80.7%
<b>Building Maintenance</b>				
Janitorial Service	797.28	697.62	99.66	14.3%
Medical Waste Disposal	5,342.45	3,677.85	1,664.60	45.3%
Building alarm	100.00	95.00	5.00	5.3%
Gardening service	600.00	900.00	-300.00	-33.3%
Miscellaneous Maint.	7,136.20	4,948.13	2,188.07	44.2%
<b>Total Building Maintenance</b>	<b>13,975.93</b>	<b>10,318.60</b>	<b>3,657.33</b>	<b>35.4%</b>
<b>Building Utilities/Service</b>				
Garbage	560.52	542.36	18.16	3.4%
Gas and Electric	5,157.42	4,986.38	171.04	3.4%
Water/Sewer	1,031.46	1,097.02	-65.56	-6.0%
<b>Total Building Utilities/Service</b>	<b>6,749.40</b>	<b>6,625.76</b>	<b>123.64</b>	<b>1.9%</b>
<b>Memberships</b>	<b>4,626.00</b>	<b>4,307.00</b>	<b>319.00</b>	<b>7.4%</b>
<b>Office</b>				
Office Expense	333.48	2,173.13	-1,839.65	-84.7%
Office Supplies	661.02	983.62	-322.60	-32.8%
Telephone	3,592.20	3,164.84	427.36	13.5%
<b>Total Office</b>	<b>4,586.70</b>	<b>6,321.59</b>	<b>-1,734.89</b>	<b>-27.4%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>37,991.66</b>	<b>33,206.72</b>	<b>4,784.94</b>	<b>14.4%</b>
<b>Staff</b>				
Wages	49,088.00	48,132.00	956.00	2.0%
Overtime Wages	716.81	1,249.53	-532.72	-42.6%
Medical/dental ins compensation	4,240.00	4,080.00	160.00	3.9%
Retirement Contribution	2,454.40	2,406.56	47.84	2.0%
Payroll Taxes	4,104.17	4,050.67	53.50	1.3%
Workers Compensation/Life Ins	1,263.52	1,501.41	-237.89	-15.8%
Payroll Processing	878.14	839.74	38.40	4.6%
<b>Total Staff</b>	<b>62,745.04</b>	<b>62,259.91</b>	<b>485.13</b>	<b>0.8%</b>
<b>Total Expense</b>	<b>2,077,686.84</b>	<b>1,843,769.00</b>	<b>233,917.84</b>	<b>12.7%</b>
<b>Net Ordinary Income</b>	<b>985,300.04</b>	<b>1,199,667.54</b>	<b>-214,367.50</b>	<b>-17.9%</b>

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

July 1, 2012 through March 12, 2013

	Jul 1, '12 - Mar 12, 13	Jul 1, '11 - Mar 12, 12	\$ Change	% Change
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	193,455.00	93,455.00	100,000.00	107.0%
Transfers In - General	753.53	208,997.90	-208,244.37	-99.6%
<b>Total Other Income</b>	194,208.53	302,452.90	-108,244.37	-35.8%
<b>Other Expense</b>				
Transfers Out - Capital	2,017.27	208,997.90	-206,980.63	-99.0%
Transfers Out - Special	0.00	90,000.00	-90,000.00	-100.0%
Transfers Out - General	193,455.00	3,455.00	190,000.00	5,499.3%
<b>Total Other Expense</b>	195,472.27	302,452.90	-106,980.63	-35.4%
<b>Net Other Income</b>	-1,263.74	0.00	-1,263.74	-100.0%
<b>Net Income</b>	984,036.30	1,199,667.54	-215,631.24	-18.0%

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

July 2012 through February 2013

	Jul '12 - Feb 13	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,777,770.14	2,770,000.00	7,770.14	100.3%
Special Taxes	200,395.20	200,395.00	0.20	100.0%
Other Tax Income	14,154.04	15,000.00	-845.96	94.4%
Lease Agreement	30,596.00	30,595.00	1.00	100.0%
Interest Income	4,144.39	4,000.00	144.39	103.6%
Salary Reimbursement Agreement	31,074.96	31,039.36	35.60	100.1%
Miscellaneous Income	4,855.00			
<b>Total Income</b>	<b>3,062,989.73</b>	<b>3,051,029.36</b>	<b>11,960.37</b>	<b>100.4%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,541.07	1,500.00	41.07	102.7%
Contra Costa County Expenses	2,601.53	2,650.00	-48.47	98.2%
El Cerrito Contract Fee	1,576,986.12	1,576,983.36	2.76	100.0%
Water System Improvements	280,000.00	420,000.00	-140,000.00	66.7%
Fire Abatement Contract	2,550.00	8,000.00	-5,450.00	31.9%
Risk Management Insurance	10,200.00	12,600.00	-2,400.00	81.0%
<b>Professional Fees</b>				
Accounting	1,641.25	3,600.00	-1,958.75	45.6%
Actuarial Valuation	0.00	500.00	-500.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,809.46	20,000.00	-18,190.54	9.0%
<b>Total Professional Fees</b>	<b>15,450.71</b>	<b>36,100.00</b>	<b>-20,649.29</b>	<b>42.8%</b>
Wildland Vegetation Mgmt	7,665.00	8,000.00	-335.00	95.8%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,896,994.43</b>	<b>2,065,833.36</b>	<b>-168,838.93</b>	<b>91.8%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	40,158.30	32,126.64	8,031.66	125.0%
Delta Dental	4,110.00	4,110.00	0.00	100.0%
Vision Care	1,260.00	1,120.00	140.00	112.5%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>45,528.30</b>	<b>37,356.64</b>	<b>8,171.66</b>	<b>121.9%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,253.58	8,666.64	-4,413.06	49.1%
Comm. Pharmaceutical Drop-Off	707.54	2,000.00	-1,292.46	35.4%
Vial of Life Program	5.46	266.64	-261.18	2.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	1,500.00	-1,500.00	0.0%
Community Shredder	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>4,966.58</b>	<b>12,433.28</b>	<b>-7,466.70</b>	<b>39.9%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	822.15	1,500.00	-677.85	54.8%
Firefighters' Expenses	4,977.72	3,333.36	1,644.36	149.3%
Engine Rescue Equipment	0.00	3,000.00	-3,000.00	0.0%
Staff Appreciation	1,590.15	2,500.00	-909.85	63.6%
Professional Development	0.00	3,666.64	-3,666.64	0.0%
<b>Building Maintenance</b>				
Janitorial Service	697.62	1,000.00	-302.38	69.8%
Medical Waste Disposal	4,692.95	4,773.36	-80.41	98.3%
Building alarm	100.00	100.00	0.00	100.0%
Gardening service	600.00	1,166.64	-566.64	51.4%
Miscellaneous Maint.	7,136.20	8,000.00	-863.80	89.2%
<b>Total Building Maintenance</b>	<b>13,226.77</b>	<b>15,040.00</b>	<b>-1,813.23</b>	<b>87.9%</b>
<b>Building Utilities/Service</b>				
Garbage	560.52	573.34	-12.82	97.8%
Gas and Electric	4,731.41	4,926.64	-195.23	96.0%
Water/Sewer	1,031.46	1,200.00	-168.54	86.0%
<b>Total Building Utilities/Service</b>	<b>6,323.39</b>	<b>6,699.98</b>	<b>-376.59</b>	<b>94.4%</b>
Election	0.00	1,000.00	-1,000.00	0.0%
Memberships	4,626.00	5,100.00	-474.00	90.7%
<b>Office</b>				
Office Expense	153.48	2,500.00	-2,346.52	6.1%
Office Supplies	661.02	1,500.00	-838.98	44.1%
Telephone	3,450.22	3,393.36	56.86	101.7%
<b>Total Office</b>	<b>4,264.72</b>	<b>7,393.36</b>	<b>-3,128.64</b>	<b>57.7%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>35,830.90</b>	<b>49,233.34</b>	<b>-13,402.44</b>	<b>72.8%</b>
<b>Staff</b>				
Wages	49,088.00	49,093.36	-5.36	100.0%
Overtime Wages	716.81	2,550.00	-1,833.19	28.1%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,240.00	4,240.00	0.00	100.0%
Retirement Contribution	2,454.40	2,453.36	1.04	100.0%
Payroll Taxes	4,104.17	4,425.36	-321.19	92.7%
Workers Compensation/Life Ins	1,316.30	1,020.00	296.30	129.0%
Payroll Processing	827.75	860.00	-32.25	96.3%
<b>Total Staff</b>	<b>62,747.43</b>	<b>64,642.08</b>	<b>-1,894.65</b>	<b>97.1%</b>

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

July 2012 through February 2013

	Jul '12 - Feb 13	Budget	\$ Over Budget	% of Budget
<b>Contingency</b>				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	13,333.36	-13,333.36	0.0%
<b>Total Contingency</b>	<u>0.00</u>	<u>13,333.36</u>	<u>-13,333.36</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>2,046,067.64</u>	<u>2,242,832.06</u>	<u>-196,764.42</u>	<u>91.2%</u>
<b>Net Ordinary Income</b>	1,016,922.09	808,197.30	208,724.79	125.8%
<b>Other Income/Expense</b>				
Other Income				
Transfers In - Capital	193,455.00			
Transfers In - General	753.53			
<b>Total Other Income</b>	<u>194,208.53</u>			
Other Expense				
Transfers Out - Capital	2,017.27			
Transfers Out - General	193,455.00			
<b>Total Other Expense</b>	<u>195,472.27</u>			
<b>Net Other Income</b>	<u>-1,263.74</u>			
<b>Net Income</b>	<u><u>1,015,658.35</u></u>	<u><u>808,197.30</u></u>	<u><u>207,461.05</u></u>	<u><u>125.7%</u></u>

# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

April 1, 2013

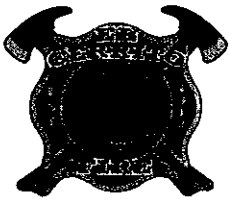
TO: President and Board Members  
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

---

Attached is an updated format Incident Activity report for the community of Kensington during the month of March 2013. Please review the new format and we can discuss the Board's preferences for future reports at the Board meeting.



# EL CERRITO FIRE DEPARTMENT

## Memorandum

April 1, 2013

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

**FROM:** Michael Pigoni: Battalion Chief

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

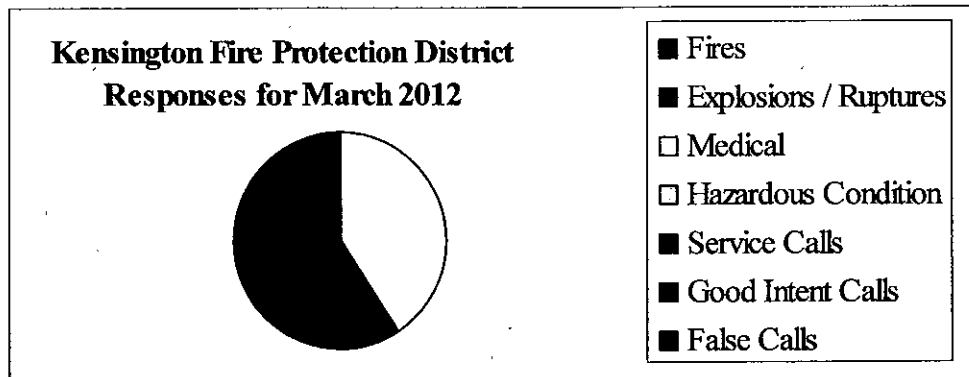
There were 27 incidents that occurred during the month of March in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded this past month.

There was an increase in public service requests over last month due to some residents that needed some additional assistance in their homes but were not injured.

Also on March 24<sup>th</sup>, there was a large water main break in the 200 block of Amherst Avenue that caused damage to a few homes from flooding and numerous more with damage to their yards from the water running down the hill. The Fire Department assisted with salvage after isolating the water mains, but eventually clean up was handled by East Bay MUD.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressur/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehcile Accident, Extrication Rescue)</i>	11	40.74%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	12	44.44%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	3	11.11%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	3.70%
<b>Totals</b>		<b>27</b>	<b>100.00%</b>





# Kensington Fire Protection District Incident Log for March 2013

#	Incident Number	Date & Time	Address	City	Apparatus		Dispatch		Arrival Date & Time	Incident Type*
					ID		Date & Time			
1	1300493	01-Mar-13 14:11:27	50 SUNSET CT	Kensington	E65		01-Mar-13 14:11:27	01-Mar-13 14:13:27	550	
2	1300504	02-Mar-13 19:07:03	260 YALE AVE	Kensington	E65		02-Mar-13 19:08:23	02-Mar-13 19:12:54	553	
3	1300509	03-Mar-13 16:33:15	260 YALE AVE	Kensington	E65		03-Mar-13 16:35:48	03-Mar-13 16:39:53	553	
4	1300515	04-Mar-13 11:41:17	1 GARDEN DR	Kensington	E65		04-Mar-13 11:44:44	04-Mar-13 11:50:07	321	
5	1300526	06-Mar-13 19:26:15	45 STRATFORD DR	Kensington	E65		06-Mar-13 19:28:05	06-Mar-13 19:33:28	743	
6	1300530	07-Mar-13 10:21:26	89 KINGSTON DR	Kensington	E65		07-Mar-13 10:26:37	07-Mar-13 10:29:29	651	
7	1300539	08-Mar-13 09:58:09	270 PURDUE AVE	Kensington	E71		08-Mar-13 10:02:19	08-Mar-13 10:07:41	554	
8	1300541	08-Mar-13 13:54:30	35 MARGUERITA DR	Kensington	E65		08-Mar-13 13:55:31	08-Mar-13 14:00:05	321	
9	1300542	08-Mar-13 15:13:37	20 KENILWORTH DR	Kensington	E65		08-Mar-13 15:16:39	08-Mar-13 15:21:39	321	
10	1300560	10-Mar-13 12:00:26	554 COVENTRY DR	Kensington	E65		10-Mar-13 12:01:33	10-Mar-13 12:06:36	321	
11	1300563	10-Mar-13 18:20:41	355 YALE AVE	Kensington	E65		10-Mar-13 18:22:16	10-Mar-13 18:32:54	651	
12	1300564	10-Mar-13 23:58:26	83 KENSINGTON RD	Kensington	E65		11-Mar-13 00:00:18	11-Mar-13 00:06:28	321	
13	1300565	11-Mar-13 01:15:38	260 YALE AVE	Kensington	E65		11-Mar-13 01:17:15	11-Mar-13 01:22:44	550	
14	1300567	11-Mar-13 07:39:34	KENYON AVE	Kensington	E65		11-Mar-13 07:40:32	11-Mar-13 07:46:14	622	
15	1300577	12-Mar-13 12:35:11	7 ARLINGTON AVE	Kensington	E65		12-Mar-13 12:38:27	12-Mar-13 12:41:57	321	
16	1300578	12-Mar-13 13:44:30	606 PLATEAU DR	Kensington	E65		12-Mar-13 13:47:27	12-Mar-13 13:53:31	550	
17	1300594	13-Mar-13 21:36:31	6 NORWOOD AVE	Kensington	E65		13-Mar-13 21:38:14	13-Mar-13 21:42:33	321	
18	1300602	14-Mar-13 17:46:21	719 COVENTRY DR	Kensington	E65		14-Mar-13 17:47:59	14-Mar-13 17:53:03	553	
19	1300603	14-Mar-13 21:32:48	24 WINDSOR AVE	Kensington	E65		14-Mar-13 21:35:17	14-Mar-13 21:39:34	553	
20	1300610	15-Mar-13 23:05:23	719 COVENTRY DR	Kensington	E65		15-Mar-13 23:06:36	15-Mar-13 23:12:10	553	
21	1300613	17-Mar-13 01:21:00	200 KENYON AVE	Kensington	E65		17-Mar-13 01:25:22	17-Mar-13 01:34:22	554	
22	1300642	21-Mar-13 11:56:08	35 KERR AVE	Kensington	E65		21-Mar-13 11:58:41	21-Mar-13 12:07:29	321	
23	1300661	24-Mar-13 18:16:20	218 ARLINGTON AVE	Kensington	E65		24-Mar-13 18:16:20	24-Mar-13 18:16:20	321	
24	1300662	24-Mar-13 18:18:37	220 AMHERST AVE	Kensington	E72		24-Mar-13 18:19:44	24-Mar-13 18:28:52	522	
25	1300664	25-Mar-13 00:47:05	55 MARGUERITA DR	Kensington	E65		25-Mar-13 00:48:16	25-Mar-13 00:53:10	321	
26	1300667	25-Mar-13 02:42:42	10 ARDMORE DR	Kensington	E65		25-Mar-13 02:44:07	25-Mar-13 02:47:41	522	
27	1300687	28-Mar-13 09:13:32	200 KENYON AVE	Kensington	E65		28-Mar-13 09:18:17	28-Mar-13 09:22:32	321	

\* See Table Below for Incident Type Explanations

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

# **BOARD REPORTS**

# FREE PHARMACEUTICAL DROP-OFF IN KENSINGTON



KFPD & KPPCSD will be accepting unwanted/ expired medications on **Saturday, April 27 from 10:00 a.m. to 2:00 p.m.** at the Kensington Fire Station, 217 Arlington Avenue, Kensington.

We are now able to accept controlled substances (narcotics). We can also accept all other medications including expired vitamins, cough syrups, inhalers, sharps, over-the-counter medicines, etc. Please, no household hazardous waste and no drop offs other than during the designated time frame.

Please do not throw your unwanted medications in the trash or flush them down the toilet where they will pollute our drinking water and ground soil. Unwanted medications left in your medicine cabinet put children and teens at risk.

Call 510/215-4450 or 510/526-4141 for further information.





**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** February 22, 2013

**TO:** CSDA Voting Member Presidents and General Managers

**FROM:** CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2014 - 2016 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

**Commitment:** Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

**Nomination Procedures:** Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 24, 2013.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 7<sup>th</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 2, 2013 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 6<sup>th</sup>. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

### **Expiring Terms**

(See enclosed map for regional breakdown)

<b>Region 1</b>	Seat B	Greg Orsini, McKinleyville Community Services District*
<b>Region 2</b>	Seat B	Ginger Root, Tuxedo Country-Club Rural Fire Protection*
<b>Region 3</b>	Seat B	Sherry Sterrett, Pleasant Hill Recreation and Park District*
<b>Region 4</b>	Seat B	Tim Ruiz, East Niles Community Services District*
<b>Region 5</b>	Seat B	Kathy Tiegs, Cucamonga Valley Water District*
<b>Region 6</b>	Seat B	Bill Nelson, Orange County Cemetery District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@csgda.net](mailto:charlottel@csgda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

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

Region: \_\_\_\_\_ (see attached map)

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this **form and a Board resolution/minute action** supporting  
the candidate by fax or mail to:

CSDA  
Attn: Charlotte Lowe  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

***DEADLINE FOR RECEIVING NOMINATIONS – May 24, 2013***



# CSDA Regions



## 2013 Board of Directors by Region

### Region 1

David Edwards, *East Quincy Services District*  
Greg Orsini, *McKinleyville CSD*  
Phil Schoefer, *Western Shasta RCD*

### Region 2

Pete Kampa, *Tuolumne Utilities District*  
Noelle Mattock, *El Dorado Hills CSD*  
Ginger Root, *Tuxedo Country Club FPD*

### Region 3

Vincent Ferrante, *Moss Landing Harbor District*  
Sherry Sterrett, *Pleasant Hill RPD*  
Stanley Caldwell, *Mt. View Sanitary District*

### Region 4

Steven Esselman, *North of the River MWD*  
Tim Ruiz, *East Niles CSD*  
Steve Perez, *Rosamond CSD*

### Region 5

Elaine Freeman, *Rancho Simi RPD*  
Kathy Tiegs, *Cucamonga Valley Water District*  
Jim Acosta, *Saticoy Sanitary District*

### Region 6

Jo MacKenzie, *Vista Irrigation District*  
Bill Nelson, *Orange County Cemetery District*  
Elaine Sullivan, *Leucadia Wastewater District*