

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING AGENDA**

Tuesday, January 25, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:**
2. **Public communication to the board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Previous meeting minutes:** The minutes of the December 28, 2010 regular business meeting and the January 19, 2011 special evaluation meeting will be approved and/or revised and approved.
4. **Fire chief's report:**
 - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire department has responded since the last board meeting, and to note any trends which would suggest a need for changes to the district's and the fire department's planning.
 - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board.
 - c. **Fire department report:** Chief's report on other fire department progress.
 - d. **Fire department operational needs:** Chief's report on department needs.
 - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Ambulance membership renewal procedure:** The board may vote to adopt a written ambulance service membership renewal procedure.
 - b. **District public postings:** The board may vote to adopt a new public posting policy.
 - c. **Property maintenance:** The board will discuss property maintenance and may vote to adopt written property maintenance procedures.
 - d. **New fire station shop drawings:** The board may vote to increase allotment of funds for creation of metal building manufacturer's shop drawings of the new Albion fire station.
 - e. **Budget:** The board may vote to make revisions to the FY 2010-2011 district budget.
 - i. **862187 Education & Training**
 - ii. **864360 Structures and Improvements**
 - iii. **Other**
 - f. **Ethics & Brown Act Training:** Available training options will be discussed including scheduling of local class/es for board members and other interested persons.
8. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Vehicle committee.**
 - c. **Property maintenance committee.**
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, February 22, 2011, 7:30 pm.
11. **Adjournment:**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634, as soon as possible before the meeting date.

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 - i. **862187 Education & Training** *invt \$5,000*
 - ii. **864360 Structures** *invt to \$35k*
 - iii. **864361 Structures** *invt to \$35k*
 - f. **Ethics** *Director's discussion*

maintaining options will be discussed including other interested persons.
8. **Committee Reports**
 - a. **New fire station** *1. Income report by requirements*
 - b. **Vehicle**
 - c. **Property** *2. Auditor -*
9. **Directors' Reports** *3. List of FD officers*
10. **Next meeting** *4. FF awards/night*
11. **Adjournment** *5. fabric carpet*
6. New Fire engine

Any individual who requires permission in order to participate in the meeting should contact the board as soon as possible before the meeting.

may discuss topics of concern to the district including firefighter benefits.
7:30 pm.
ethics
March 7 5:30
Merced Community Center
options, including auxiliary aids and services, in writing at P.O. Box 634, Albion, CA 95410-0634, as

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

Tuesday, December 28, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:34pm by President Alan Taeger. Present were Board members Rich Riley, Ed Petrykowski and Terry Kemp. Chief Derek Wilson, Ted Williams and John Crowningshield represented the Fire Department
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the November 30, 2010 regular business meeting were approved unanimously on a motion from Rich.
4. **Fire chief's report:**
 - a. **Incident reports:** 6 medical, 2 traffic accidents, 1 structure fire and 1 PG&E (trees on line).
 - b. **Fund raising, gifts, and service fees:** The Wood's gave the Fire Department \$2,000.00 as a donation from their annual July 4th BBQ.
 - c. **Fire department report:** The results from the election of officers were presented: **Chief 8100-** Derek Wilson; **Asst. Chief 8101** - Jeff Wall; **Asst. Chief 8102** - Stacey Weil-dye; **Asst. Chief 8103** - Oliver Seeler; **President** - Scott Roat; **Secretary** - Erica Geer; **Treasurer** - Derek Wilson. The fire department is discussing the need and possible purchase of a thermal sensor.
 - d. **Fire department operational needs:** None.
 - e. **Vehicle maintenance report:**
 - i. 8131- Needs power steering hose. Has had DOT inspection.
 - ii. 8163 - Needs kingpins, steering knuckle. Work to start next week.
 - iii. 8191 - Is next in line for a DOT inspection.
 - iv. 8132 - Needs service and a DOT inspection.
5. **Communications to the board:**
 - a. The County sent a letter inviting the Board to an open forum on 1/12/11 regarding investment strategies and the County tax investment pool.
 - b. The free Comcast TV acct at 810 has been cancelled by Alan.
 - c. E-mail from Bob Schlosser re: General Steel Corp. shop drawings estimates for the new fire station.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
 - a. **Election of Officers:** On a motion by Rich and per unanimous vote of board members present all officers are to remain in their current positions: **President** - Alan Taeger; **Vice President** - Rich Riley; **Secretary** - Terry Kemp.
 - b. **Monthly business meeting date and time change:** No action taken.
 - c. **Ambulance membership renewal procedure:** Moved to next month.
 - d. **Station 812 electrical service upgrade & transfer switch:** On a motion by Rich the board members present voted unanimously to approve spending of up to \$2,000 from the property maintenance budget (86-2130) for materials to replace the existing electrical service panel at the Little River Fire Station and install a transfer switch for emergency power. Alan will donate labor to install.
 - e. **New fire station shop drawings:** On a motion from Ken the board members present voted unanimously to allot \$10,000.00 from buildings and improvements budget (86-4360) for creation of metal building manufacturer's shop drawings of the new Albion fire station to facilitate final structural engineering of the project prior to permit application.
8. **Committee reports:**
 - a. **New fire station committee.** Alan met in a joint fire station building committee with fire department members Chris Johnson and Terence Weil-Dye (the fire department committee contact person) to review fire station building plans and get fire department feedback. Bob Schlosser has completed the new plans so we can begin the permit process. Ted Williams suggested that we look into possible available financing from the metal building manufacturing company that we use.
 - b. **Vehicle committee.** See above.
 - c. **Fund raising committee.** No report.
 - d. **Tax assessment committee.** No report.
9. **Directors' discussion:** Terry to research Brown Act and Ethics training for Board members and will report back at next meeting.
10. **Next meeting schedule:** Tuesday, January 25, 2011, 7:30 pm.
11. **Adjournment:** Meeting adjourned at 8:40pm.

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION SESSION

The meeting was called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District per district bylaws to "critique board performance of the past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year". No other business was considered at this special meeting.

Wednesday, January 19, 2010, 7:30 pm.

Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California

1. **Call to order and determination of a quorum.** Meeting called to order at 7:39 pm by President Alan Taeger. Board members present were Rich Riley, Ken Matheson, Ed Petrykowski and Terry Kemp. Chief Derek Wilson was present from the Fire Department
2. **Public communication to the board.** None.
3. **Annual evaluation.** The board discussed its performance during the past year. Alan commented that we have put in a good effort especially in regards to new fire station construction and fundraising planning. A goal for the next year will be to have individual district board members alternate attending fire department business meetings (which occur on the second Thursday of the month at 7:00pm at Station 810) in order to facilitate communication between district and department. It was also agreed among board members and chief that we should focus our grant seeking energy on obtaining local grants instead of larger government grants due to the lack of money available to our district from larger programs. In evaluating the chief's performance, the board consensus was that the relationship between the district board and the fire department is good. Alan repeated previous requests from the board that the chief put his monthly reports to the board in writing prior to the meetings so that they can be attached to the board packet for distribution at the meeting. Planning strategies for improvements in the coming year, a suggestion was made to create a vehicle maintenance schedule so we can track vehicle service and maintenance better. A vehicle maintenance schedule should also help streamline vehicle service communication between the Board and the Fire Department. It was also suggested that another schedule be made for property maintenance to help keep our buildings and grounds neatly groomed and maintained.
4. **Adjournment.** Meeting adjourned at 8:30pm.

Alan Taeger

From: earl@mcn.org
Sent: Monday, January 24, 2011 8:53 PM
To: Alan Taeger
Subject: RE: ALRFPD business meeting agenda



>I hope this will answer your concerns.

1. The Dept. would like to raise the Training budget 5,000.00 to compensate for the late billing at the end of last years fiscal year for outside training. The budget was also reduced from the previous year.

You will recall the late billing for an outside Training. That is why the Dept. needs the additional funds to be able to mantane the nessary training requirements.

2. The roster gives the order of the Chief and my Assistant Chiefs. I am not sure how much clearer I can make it. When I am away there is a "Duty Officer" that is in charge if the Command Center "Howard Forest" should need assistance. The "Duty Officier" can change from minute to minute or day to day. I have left Oliver Seeler in charge as the "Duty Officier" and he will delegate another Fire Fighter to take over that position when he is not able to do them. Please feel free to call him if you have any questions regarding that position. You might also get a copy of the Dept.'s by-laws that line out the duties of each Officier.

If you need help with any managerial or financial problems Scott Roat is the President and temporary Treasurer and is willing to help. You can also call Ted Williams if you are unable to reach the other two people.

3.The Ambulance Membership is in the hands of the Board,the last I heard. I am not sure what you need besides the roster? Stacey did try and help you with that last year,and that will be the last time she will, because of the way she was treated. The paper work was to come to the Board and the Board would take care of it.

4. If the Board wants to have a rep. from the Dept. on a building mantaince committee, why not make it the same as the people on the Building Committee?

5. I am not sure what the Tax issues are with the stipend. The Fire Fighters already fill out 1099's for that income. If you have any questions please feel free to call Olivia Wise.

I hope that this will help with your questions. Derek Wilson

I am disappointed to learn that you will not be attending the meeting.

> There are a number of issues that the board needs to discuss and come
> to decisions about that need your input, some of which have been put
> off for some time already. I would appreciate it if you could respond
> to the following before the meeting:

>
> 1. At the evaluation meeting you verbally requested consideration of an
> increase in the training budget be placed on the agenda for the coming
> business meeting. We have placed the item on the agenda but will
> there be someone from the fire department at the meeting to make the
> case for the increase? How are we (and the public) to know officially
> how much of an increase the fire department is requesting and why?

>
> 2. At the last couple of meetings I have requested a list or a chart
> that clearly shows the official positions delineated in the fire
> department, organizationally and tactically, including names of
> persons currently holding those positions, so that the board (and the
> public) may better understand and work with the organization of the
> fire department. The roster, which shows the names of the members and
> their numerical title, is inadequate because a person not in the fire
> department does not understand what (for instance) "8103" means. Will
> the department be able to provide this list/chart for the meeting?

>

> 3. The issue of adoption of a written annual ambulance membership
> renewal procedure has been postponed by the board for the two previous
> meetings because of a lack of input/response/recommendation from the
> fire department. What is the position of the fire department on the
> proposed procedure and what is the fire department's recommendation?
> Can you provide this information before the meeting so we can complete
> discussion of this issue?

> This issue is now further complicated because Stacey has already
> given my name as contact person for the ambulance memberships to the
> ambulance companies, resulting in the inclusion of my name and my
> wife's name in the list of the department's CALSTAR members. My wife
> and I have a family membership in CALSTAR that we pay for ourselves.
> As you know, board members are not covered for membership through the
> board or the fire department, so this action has caused even more work
> to undo confusion and error. I would like to have fully discussed
> this issue with you and the board at the meeting so that we could all
> better understand the duties that must be performed by the Albion
> Little River Volunteer Fire Department, Inc.
> versus the duties that must be performed by the Albion Little River
> Fire Protection District.

>
> In addition to the above there are other subjects that I intended to
> introduce for discussion at the meeting that require feedback/input
> from the fire department:

> 1. The possible creation of a written property maintenance procedure
> (as discussed at the evaluation meeting) is on the agenda. I would
> like to establish a joint fire department/district committee (one
> person from each
> agency) to monitor property maintenance.

> 2. Due to questions raised by our auditor and new state special
> district reporting requirements there have been discussions between me
> and our bookkeeper, Katya, about income reporting requirements for
> stipends and memberships given to firefighters. These benefits
> currently total over \$1,000/year per firefighter. I had intended to
> bring this up for discussion at the meeting as it is very important
> for both organizations that we understand and correctly perform our
> legal duties. I still intend to introduce the discussion at the
> meeting but it is very important that the fire department participate
> in the discussion because there may be income reporting obligations
> required of Albion Little River Volunteer Fire Department, Inc. I
> believe further investigation on the subject is required by both
> agencies.

> 3. I have an idea that I want to introduce as one way to try to
> increase trust and respect between the board and the members of the
> fire department and show appreciation for the work the fire department
> does. I would like to propose that the district sponsor an annual
> firefighters awards night which would recognize those who had
> contributed the most to the fire department through the course of the
> year. This could be held at the same time as the firefighters

> appreciation dinner, or it could be a separate, possibly public event.
> Award winners would be chosen by the chief or a committee of
> firefighters from categories chosen by the chief and the
> board. Details would follow discussion, but I think this would also help
> with firefighter retention.
>
> 4. I have been concerned about recent severe attrition in membership of
> the fire department. It is my understanding that there has been a
> recent loss of as many as seven firefighters from the department. Is
> there a single main reason or a list of reasons for this to have
> occurred? Is this situation preventable? Do we need to be concerned
> about further losses of volunteers? I am also concerned about the
> lack of a viable fire department auxiliary. Without a lively
> community support group the burdens of department morale raising and
> fund raising fall entirely on the members of the department. I would
> like to explore ways to re-energize the auxiliary for the reasons
> above and in anticipation of a long and vigorous fund raising effort
> for the new fire station.
>
> Again, if you could respond to as many of these points as you can with
> as much detail as you can give us before the meeting it will help the
> board move business forward and I would greatly appreciate it.

> Alan

> -----Original Message-----

> From: earl@mcn.org [mailto:earl@mcn.org]
> Sent: Saturday, January 22, 2011 7:45 PM
> To: Alan Taeger
> Subject: Re: ALRFPD business meeting agenda

>>Hello Alan:

> My plains have changed and I will be leaving before the monthly meeting.
> You asked for a written chiefs report for the meeting. The fire calls
> are in the binder on the desk in the fire house, and Terry knows where
> they are and can count them out for the meeting. The Chiefs report
> will have to wait for the next meeting. The maintenance report will be
> given by John Crowningshield and there have been no fund raising or
> donations to the Dept.
> I hope your trip went well. Derek Wilson

> Hi everyone,

>>
>>
>>
>> Here is the agenda as I plan to post early this afternoon. I will be
>> leaving then for a short overnight trip, returning tomorrow afternoon.
>> If you have something you wish to add or correct please let me know
>> in the next couple hours.

>>
>>
>>

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED	1/25/2011	2006-2007	ESTIMATED	ACTUAL	2007-2008	ESTIMATED	ACTUAL	2008-2009	REVISED	ACTUAL	2009-2010	REVISED	ACTUAL	2010-2011	ESTIMATED	ACTUAL	PER 12/5/11	
CODE #	DESCRIPTION	ESTIMATED	ACTUAL	2007-2008	ESTIMATED	ACTUAL	2008-2009	REVISED	ACTUAL	2009-2010	REVISED	ACTUAL	2010-2011	ESTIMATED	ACTUAL	PER 12/5/11		
	REVENUE																	
821110	CURRENT SECURED TAX	61,117.00	63,486.74	67,469.00	68,341.10	72,104.00	67,715.92	74,944.00	67,780.99	74,944.00	72,586.00	67,780.99	72,586.00	40,234.67				
821120	CURRENT UNSECURED TAX	1,916.00	2,127.35	2,053.00	2,120.79	2,074.00	2,330.60	2,322.00	2,483.32	2,322.00	2,405.00	2,483.32	2,405.00	2,359.58				
821130	SB 813 SUPPLEMENTAL TAX	2,237.00	2,985.03	2,834.00	2,516.55	2,288.00	1,136.75	1,572.00	472.10	1,572.00	569.00	(779.89)	569.00	144.49				
821210	PRIOR SECURED PROPERTY TAX	0.00	(70.95)	0.00	331.97	34.00	(244.48)	27.00	139.31	27.00	114.00	139.31	114.00	(96.08)				
821220	PRIOR UNSECURED PROPERTY TAX	103.00	129.57	106.00	32.41	34.00	62.84	314.00	77,354.00	314.00	77,630.00	77,354.00	77,630.00	42,600.50				
821300	SPECIAL TAX (FIRE ASSESSMENTS)	77,550.00	77,710.00	75,000.00	77,550.00	75,000.00	72,084.30	77,630.00	52.46	77,630.00	71.00	52.46	71.00	169.29				
821600	TIMBER YIELD TAX	397.00	448.29	486.00	383.82	374.00	279.74	314.00	0.26	314.00	1,000.00	1,056.06	1,000.00	1.37				
821700	HIGHWAY PROPERTY RENTAL	0.00	0.39	0.00	13,581.82	10,000.00	5,483.08	788.00	778.28	10,000.00	778.00	778.28	778.00	217.17				
824100	INTEREST	3,000.00	13,154.55	9,000.00	802.76	803.00	393.77											
825481	HOMEOWNER PROPERTY TAX RELIEF	806.00	809.12	809.00														
825490	STATE OTHER	0.00	0.00	0.00														
826140	ELECTION SERVICES	0.00	0.00	0.00														
827500	SALE OF FIXED ASSETS	0.00	0.00	0.00														
827700	OTHER	0.00	0.00	0.00	15,394.00	76,583.50	77,383.50		5,555.21									
827702	INSURANCE PAYMENT	0.00	0.00	0.00														
	TOTAL REVENUE	147,126.00	160,780.09	157,757.00	181,055.22	239,260.50	226,626.02	167,597.00	154,892.10	167,597.00	155,153.00	154,892.10	155,153.00	85,725.00				
	FUND BALANCE CARRIED FORWARD			290,000.00	315,157.00	347,520.83	347,520.83	284,846.08	256,504.94	284,846.08	256,504.94	284,846.08	256,504.94	256,504.94				
	TOTAL AVAILABLE FOR APPROPRIATIONS			447,757.00	496,212.22	586,781.33	574,146.85	452,443.08	419,738.18	452,443.08	411,657.94	419,738.18	411,657.94	342,229.94				
	APPROPRIATIONS																	
861035	WORKERS COMPENSATION INSURANCE	6,000.00	6,208.00	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	7,000.00	6,000.00	5,183.00	6,000.00	355.28				
862050	CLOTHING & PERSONAL ITEMS	4,000.00	5,575.14	6,000.00	8,722.14	6,000.00	4,130.84	5,000.00	2,124.44	5,000.00	\$12,000.00	2,124.44	\$12,000.00	2,972.86				
862060	COMMUNICATIONS	5,000.00	5,947.31	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	7,000.00	8,000.00	7,249.00	8,000.00	8,000.00				
862101	INSURANCE - GENERAL	6,000.00	5,880.00	6,000.00	14,908.90	40,000.00	17,045.14	50,000.00	59,591.88	50,000.00	30,000.00	59,591.88	30,000.00	16,015.93				
862120	MAINTENANCE - EQUIPMENT	26,000.00	11,873.16	12,000.00	12,062.46	5,000.00	5,526.05	8,000.00	2,866.01	8,000.00	6,000.00	2,866.01	6,000.00	705.57				
862130	MAINTENANCE - STRUCTURES & GROUNDS	3,000.00	9,449.71	6,500.00	5,753.38	8,000.00	5,944.90	3,000.00	3,786.44	3,000.00	3,000.00	3,786.44	3,000.00	2,784.96				
862140	MEDICAL LAB SUPPLIES	4,000.00	4,550.15	2,500.00	2,147.00	2,800.00	2,695.00	4,000.00	2,630.00	4,000.00	1,000.00	2,630.00	1,000.00	2,349.00				
862150	MEMBERSHIPS	0.00	459.67	600.00	479.13	3,000.00	3,034.72	2,000.00	698.41	2,000.00	7,000.00	698.41	7,000.00	280.39				
862170	OFFICE EXPENSE	200.00	398.35	600.00	1,625.28	7,000.00	6,378.24	15,000.00	14,950.98	15,000.00	1,500.00	14,950.98	1,500.00	9,681.51				
862181	AUDITING & FISCAL SERVICES	2,000.00	4,169.50	5,000.00	7,420.27	10,000.00	8,375.36	15,000.00	5,233.03	15,000.00	10,000.00	5,233.03	10,000.00	10,000.00				
862184	ARCHITECT & ENGINEERING SERVICES (811)	0.00	0.00	2,000.00	1,551.00	1,500.00	1,441.69	100.00	0.00	100.00	0.00	0.00	0.00	0.00				
862187	EDUCATION & TRAINING	10,000.00	12,270.50	10,000.00	3,173.66	3,500.00	2,381.66	7,000.00	6,291.44	7,000.00	4,000.00	6,291.44	4,000.00	169.73				
862189	PROFESSIONAL & SPECIAL SERVICES - OTHER	500.00	1,554.20	1,500.00	0.00	0.00	0.00	400.00	315.05	400.00	400.00	315.05	400.00	19,245.14				
862210	RENTS & LEASES BUILDINGS & GROUNDS	3,000.00	4,294.64	3,500.00	17,394.64	26,000.00	22,540.45	26,000.00	22,227.44	26,000.00	26,000.00	22,227.44	26,000.00	4,495.60				
862220	SMALL TOOLS & INSTRUMENTS	0.00	0.00	0.00	3,483.86	5,000.00	4,627.18	5,000.00	3,728.73	5,000.00	5,000.00	3,728.73	5,000.00	399.27				
862231	ELECTION SUPERVISION & SERVICES	16,000.00	20,212.59	25,000.00	285.89	3,000.00	1,663.11	3,000.00	1,771.50	3,000.00	0.00	1,771.50	0.00	0.00				
862250	TRANSPORTATION & TRAVEL	3,000.00	3,340.58	3,000.00	6,334.16	15,000.00	3,546.82	10,000.00	3,154.36	10,000.00	10,000.00	3,154.36	10,000.00	584.55				
862260	UTILITIES	1,000.00	2,380.19	3,000.00	2,818.09	205,000.00	204,571.20	12,000.00	12,190.01	12,000.00	10,000.00	12,190.01	10,000.00	5,889.37				
863113	PAYMENTS TO OTHER GOVT AGENCIES	0.00	0.00	0.00	107,917.72	362,800.00	309,300.77	197,000.00	163,233.24	197,000.00	154,900.00	163,233.24	154,900.00	71,245.46				
864350	LAND	0.00	0.00	10,000.00	315,157.00	315,157.00	264,846.08	235,443.08	256,504.94	235,443.08	256,504.94	256,504.94	256,504.94	270,984.48				
864360	STRUCTURES & IMPROVEMENTS	3,000.00	27,304.46	5,000.00	107,917.72	362,800.00	309,300.77	197,000.00	163,233.24	197,000.00	154,900.00	163,233.24	154,900.00	71,245.46				
864370	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
	TOTAL APPROPRIATIONS	94,700.00	133,374.29	132,600.00	107,917.72	362,800.00	309,300.77	197,000.00	163,233.24	197,000.00	154,900.00	163,233.24	154,900.00	71,245.46				
	UNAPPROPRIATED FUNDS (funds balance)			315,157.00	347,520.83	223,981.33	264,846.08	235,443.08	256,504.94	235,443.08	256,504.94	256,504.94	256,504.94	270,984.48				

+6090

+75,000
+75,000

ALRFPD Actual / Budget Report - Current Year:4
7/1/2010 through 6/30/2011 Using Budget 2010-2011

1/23/2011

Page 1

Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	40,234.67	72,586.00	-32,351.33
82-1120-CURRENT UNSECURED TAX	2,359.58	2,405.00	-45.42
82-1130-SB813 SUPPLEMENTAL TAX	144.49	569.00	-424.51
82-1210-PRIOR SECURED TAX	-96.09	0.00	-96.09
82-1220-PRIOR UNSECURED TAX	94.01	114.00	-19.99
82-1300-SPECIAL TAX	42,600.50	77,630.00	-35,029.50
82-1600-TIMBER TAX	169.29	71.00	98.29
82-1700-Highway Property Rental	1.37	0.00	1.37
82-4100-INTEREST INCOME	217.17	1,000.00	-782.83
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	778.00	-778.00
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	85,724.99	155,153.00	-69,428.01
OUTFLOWS			
86-1035-WORKERS COMPENSATION INSUR...	0.00	6,000.00	6,000.00
86-2050-CLOTHING & PERSONAL ITEMS	355.28	12,000.00	11,644.72
86-2060-COMMUNICATIONS			
ATT	1,604.17	0.00	-1,604.17
Comcast	871.35	0.00	-871.35
MCN	30.00	0.00	-30.00
U.S. Cellular	467.34	0.00	-467.34
Other 86-2060-COMMUNICATIONS	0.00	5,000.00	5,000.00
TOTAL 86-2060-COMMUNICATIONS	2,972.86	5,000.00	2,027.14
86-2101-INSURANCE GENERAL	0.00	8,000.00	8,000.00
86-2120-MAINTENANCE EQUIPMENT			
District Office Equipment	0.00	0.00	0.00
Firefighting Equipment	0.00	0.00	0.00
Medical Equipment	0.00	0.00	0.00
Radio Maintenance	207.05	0.00	-207.05
Rescue Equipment	0.00	0.00	0.00
Vehicle Maintenance			
8130	0.00	0.00	0.00
8131	300.79	0.00	-300.79
8132	0.00	0.00	0.00
8162	9,991.73	0.00	-9,991.73
8163	1,343.85	0.00	-1,343.85
8165	1,399.68	0.00	-1,399.68
8181	1,530.86	0.00	-1,530.86
8182	127.50	0.00	-127.50
8191	0.00	0.00	0.00
8192	0.00	0.00	0.00
PWC & Trailer	0.00	0.00	0.00
Zodiac & Trailer	0.00	0.00	0.00
Other 86-2120-MAINTENANCE EQUIPM...	1,023.32	0.00	-1,023.32
TOTAL Vehicle Maintenance	15,717.73	0.00	-15,717.73
Other 86-2120-MAINTENANCE EQUIPMENT	91.15	30,000.00	29,908.85
TOTAL 86-2120-MAINTENANCE EQUIPME...	16,015.93	30,000.00	13,984.07
86-2130-MAINTENANCE STRUCTURES & G...			
Station 810	46.05	0.00	-46.05
Station 811	239.52	0.00	-239.52

ALRFPD Actual / Budget Report - Current Year:4
7/1/2010 through 6/30/2011 Using Budget 2010-2011

1/23/2011

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Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
Station 812	0.00	0.00	0.00
Station 813	0.00	0.00	0.00
Station 815	0.00	0.00	0.00
Other 86-2130-MAINTENANCE STRUCTUR...	420.00	8,000.00	7,580.00
TOTAL 86-2130-MAINTENANCE STRUCTU...	705.57	8,000.00	7,294.43
86-2140-MEDICAL, LAB SUPPLIES	2,794.96	6,000.00	3,205.04
86-2150-MEMBERSHIPS			
CALSTAR	480.00	0.00	-480.00
CSDA	599.00	0.00	-599.00
Mendocino Ambulance SVC	790.00	0.00	-790.00
REACH	480.00	0.00	-480.00
Other 86-2150-MEMBERSHIPS	0.00	3,000.00	3,000.00
TOTAL 86-2150-MEMBERSHIPS	2,349.00	3,000.00	651.00
86-2170-DISTRICT OFFICE SUPPLIES	280.39	1,000.00	719.61
86-2181-AUDITING & FISCAL SERVICES			
Bi-Annual Independent Audit	3,500.00	0.00	-3,500.00
Bookkeeping Services	1,806.30	0.00	-1,806.30
Other 86-2181-AUDITING & FISCAL SERVI...	0.00	7,000.00	7,000.00
TOTAL 86-2181-AUDITING & FISCAL SER...	5,306.30	7,000.00	1,693.70
86-2187-EDUCATION & TRAINING	9,681.51	10,000.00	318.49
86-2189-PROFESIONAL & SPECIAL SERVIC...	0.00	1,500.00	1,500.00
86-2200-RENTS	0.00	0.00	0.00
86-2220-SMALL TOOLS & SUPPLIES	169.73	4,000.00	3,830.27
86-2231-ELECTION SUPERVISION & SERVI...	0.00	400.00	400.00
86-2250-TRANSPORTATION & TRAVEL			
Albion K	540.49	0.00	-540.49
Firefighter Stipends	16,200.00	0.00	-16,200.00
Walsh Oil	2,371.75	0.00	-2,371.75
Other 86-2250-TRANSPORTATION & TRAV...	132.90	26,000.00	25,867.10
TOTAL 86-2250-TRANSPORTATION & TR...	19,245.14	26,000.00	6,754.86
86-2260-UTILITIES			
Albion Water District	270.00	0.00	-270.00
PG&E	2,631.30	0.00	-2,631.30
Suburban Propane	687.04	0.00	-687.04
Thompson Septic Service	733.10	0.00	-733.10
Waste Management	174.16	0.00	-174.16
Other 86-2260-UTILITIES	0.00	5,000.00	5,000.00
TOTAL 86-2260-UTILITIES	4,495.60	5,000.00	504.40
86-3113-PAYMNTS TO GOVT AGENCIES	399.27	2,000.00	1,600.73
86-4360-BUILDINGS & IMPROVEMENTS	584.55	10,000.00	9,415.45
86-4370-EQUIPMENT (PURCHASE)			
District Office Equipment	0.00	0.00	0.00
Firefighting Equipment	471.95	0.00	-471.95
Medical Equipment	315.00	0.00	-315.00
Radios	3,070.57	0.00	-3,070.57
Rescue Equipment	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00
Other 86-4370-EQUIPMENT (PURCHASE)	2,031.85	10,000.00	7,968.15
TOTAL 86-4370-EQUIPMENT (PURCHASE)	5,889.37	10,000.00	4,110.63
TOTAL OUTFLOWS	71,245.46	154,900.00	83,654.54
OVERALL TOTAL	14,479.53	253.00	14,226.53

Itemized Categories
12/28/2010 through 1/24/2011 (Cash Basis)

1/23/2011

Page 1

Date	Account	Num	Description	Memo	Amount
INCOME					2.36
82-1130-SB813 SUPPLEMENTAL TAX					2.36
12/30/2010	County Reve...			2011/06/001232 GEN	0.21
1/7/2011	County Reve...			2011/06/001233 GEN	2.15
EXPENSES					-3,626.77
86-2060-COMMUNICATIONS					-577.20
ATT					-224.70
1/16/2011	District Chec...	3108	At&T	96075541735558	-189.48
1/23/2011	District Chec...	3111	At&T	0301538359001	-35.22
Comcast					-195.26
12/28/2010	District Chec...	3098	Comcast	8155300570124362	-59.95
12/28/2010	District Chec...	3099	Comcast	81553005700034801	-75.36
1/23/2011	District Chec...	3112	Comcast	8155300570124362	-59.95
U.S. Cellular					-157.24
1/5/2011	District Chec...	3100	u.S. Cellular	957915514	-157.24
86-2120-MAINTENANCE EQUIPMENT					-293.98
Vehicle Maintenance					-293.98
8131					-293.98
1/10/2011	District Chec...	3107	Fort Bragg Diesel	Invoice #10172	-293.98
86-2140-MEDICAL, LAB SUPPLIES					-112.25
1/16/2011	District Chec...	3109	Matheson Tri-Gas...	#10206 Inv. 01987041	-56.10
1/16/2011	District Chec...	3110	Eureka Oxygen Co.	DM00612772	-56.15
86-2170-DISTRICT OFFICE SUPPLIES					-8.80
1/5/2011	District Chec...	3103	...Katsiaryna Grego...	Postage	-8.80
86-2181-AUDITING & FISCAL SERVICES					-740.11
Bi-Annual Independent Audit					-470.00
1/23/2011	District Chec...	3114	Michael A. Celent...	#4123 final	-470.00
Bookkeeping Services					-270.11
1/5/2011	District Chec...	3103	...Katsiaryna Grego...		-270.11
86-2250-TRANSPORTATION & TRAVEL					-486.16
Albion K					-51.60
1/5/2011	District Chec...	3102	AlbioN GROCERY	Dec 2010 gas	-51.60
Walsh Oil					-434.56
12/28/2010	District Chec...	3097	WALSH OIL CO.	#184104	-196.91
1/23/2011	District Chec...	3113	WALSH OIL CO.	#184685	-237.65
86-2260-UTILITIES					-389.15
PG&E					-265.97
1/10/2011	District Chec...	3104	Pg&E	0210095100-9 11/22-12/23	-265.97
Thompson Septic Service					-98.30
1/10/2011	District Chec...	3105	Thompson's Porta...	#14275	-98.30
Waste Management					-24.88
1/5/2011	District Chec...	3101	Waste Managem...	2440170-2561-4	-24.88
86-4370-EQUIPMENT (PURCHASE)					-1,019.12
Radios					-783.73
1/13/2011	County	4086223	BearCom	3989574 Kenwood VHF Portable	-783.73
Other 86-4370-EQUIPMENT (PURCHASE)					-235.39
1/10/2011	District Chec...	3106	Beckman Printing...	#29193 book run	-235.39
TRANSFERS					0.00
District Checking					-1,384.97

Itemized Categories

12/28/2010 through 1/24/2011 (Cash Basis)

1/23/2011

Page 2

Date	Account	Num	Description	Memo	Amount
1/16/2011	County Tran...	4086203	County Check	AFP 6483 #3091-3103	-1,384.97
County Transfers					1,384.97
1/16/2011	District Chec...	DEP	County Check	AFP 6483 #3091-3103	1,384.97
OVERALL TOTAL					-3,624.41

FS Bldg Fund

Itemized Categories

12/28/2010 through 1/24/2011 (Cash Basis)

1/23/2011

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							7.76
Interest Inc							7.76
12/31/2010	Checking	ATM	Savings Bank ... Interest earn...			R	0.44
12/31/2010	Savings	ATM	savings Bank ... Interest earn...			R	7.32
OVERALL TOTAL							7.76

FS Bldg Fund

Balance Sheet - As of 1/23/2011
As of 1/23/2011 (Cash Basis)

1/23/2011

Page 1

Account	1/23/2011 Balance
ASSETS	
Cash and Bank Accounts	
Checking	5,201.39
Savings	13,178.16
TOTAL Cash and Bank Accounts	18,379.55
TOTAL ASSETS	18,379.55
LIABILITIES & EQUITY	
LIABILITIES	0.00
EQUITY	18,379.55
TOTAL LIABILITIES & EQUITY	18,379.55

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROPOSED AMBULANCE MEMBERSHIP RENEWAL PROCEDURE

The purpose of this written procedure is to ease the process and improve the timeliness of renewal of annual family membership subscriptions to Mendocino Coast Ambulance Support, Reach Air Ambulance Service, and Calstar Air Ambulance Service for qualified members of the Albion Volunteer Fire Department per **Ambulance Membership Subscription Benefits for Firefighters Policy** adopted by the board of directors June 27, 2007 at their regular business meeting.

- Pres*
1. Subscription renewal notices should be mailed to the fire department to the attention of the person in charge of making the list of the names and addresses of the qualified subscribers (default – Chief).
 2. Subscription renewal notices, along with Chief approved list of names and addresses of qualified subscribers should then be placed in board president's box at Station 810 as soon as possible. (The funds have been appropriated and approved per policy during the annual FY budget process. There is no need to get further approval at a board meeting.)
 3. Subscription renewal notices and Chief approved list of names and addresses will then be reviewed by the board president who will sign district approval and present them to the district bookkeeper for requisition to the county for payment.
 4. It is understood that time is of the essence for these membership renewals and that the renewals must be returned with payment well before the expiration of the current membership period. However, the process of requisition of county checks can take up to two weeks (especially around holidays) from the time the district mails the requisition to the county to the time we receive the checks from the county. All checks requisitioned from the county are returned to the district by mail for distribution.
 5. As soon as the district receives the checks from the county they will be mailed to the appropriate agencies along with the membership renewal information.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
AMBULANCE MEMBERSHIP SUBSCRIPTION BENEFITS FOR FIREFIGHTERS
POLICY**

Excerpt of approved minutes of board of directors regular business meeting June 27, 2007:

F) Benefits for Firefighters. The Board determined ...that providing benefits for each active firefighter and his or her family, in the form of memberships in the two air ambulance services (CALSTAR and REACH) which serve Northern California and membership in Mendocino Coast Ambulance Service, is appropriate. There are now 18 firefighters; the Board will ask that it be advised of the names of members in good standing so that we may apply for memberships for currently-active firefighters, and that as a new intern becomes an active member that his or her name be given to the Board as well. The Board's plan is that it will provide the applications to the firefighters and will, upon receipt of completed applications, make payment directly and do so in such a way as to qualify for any group discounts which may be available.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

The purpose of this policy is to ease the processing of authorized payment of District funds to qualified creditors with maximum transparency and accountability.

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) should be billed directly to the District.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget code before being delivered to the president of the board of directors for his/her signature of approval. The president of the board will then present the approved invoice to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (\$1,000 vehicle maintenance & safety certification+ \$1,000 vehicle repair) not itemized in the annual budget must be approved by vote of the board on an agenda item for consideration at a regular or special meeting.
6. Any commitment of District funds not included in the approved annual FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to the fire department or any individual upon signed approval of the president of the board of presented (copies of) original receipt(s) showing who was paid for what by whom and how, with the chief's signature of approval and assigned budget code. (ERF form can be useful for this.)

[This policy adopted by unanimous vote of the Board of Directors October 26, 2010.]

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

INVENTORY OF DISTRICT OWNED VEHICLES

UPDATED APPARATUS NUMBER	1/4/2011 VEHICLE DESCRIPTION	YEAR	MAKE	VIN	PLATE NUMBER	TITLE ISSUE DATE	APPROXIMATE CURRENT VALUE	APPROXIMATE REPLACEMENT COST	SCHEDULED REPLACEMENT DATE	LATEST SERVICE DATE	LATEST DOT INSPECTION
8130	RESCUE 4X4	1990	FORD	1FDKE30M6LHB50145	1002177	9/16/2001	\$24,000.00	\$60,000.00		8/3/2009	
8131	RESCUE 4X4	1994	CHEVROLET	1GBJK34N6RE203243	378887	4/23/1994	\$30,000.00	\$60,000.00		12/21/2010	12/21/2010
8132	RESCUE	1992	FORD	1FDKF38M0NNA36647	1237713	12/27/2006	\$50,000.00	\$60,000.00		9/16/2009	9/16/2009
8162	TYPE III ENGINE	2000	INTERNATIONAL	1HTSDADN1YH320047	1312107	12/18/2008	\$200,000.00	\$200,000.00	2038	4/2/2010	11/21/2008
8163	TYPE III ENGINE	1987	FORD	1FDYD80U0HVA05248	1205415	3/3/2005	\$57,000.00	\$120,000.00	2016	11/4/2010	11/4/2010
8165	PATROL (TYPE IV) [US Govt Surplus Property #AG0001328210]	1986	CHEVROLET	1GBHK34M8GJ17274	30866	1995	N/A			8/23/2010	8/19/2010
8181	TYPE I ENGINE	1974	VAN PELT	724194	646901	5/7/2000	\$45,000.00	\$350,000.00		10/11/2010	10/12/2010
8182	TYPE I ENGINE	1973	VAN PELT	723583	627884	6/9/2002	\$45,000.00	\$350,000.00	2014	7/12/2010	
8191	TENDER	1979	INTERNATIONAL	DG227KGB11503	208330	7/4/2007	\$50,000.00	\$125,000.00			8/18/2009
8192	TENDER	1985	INTERNATIONAL	1HSLTUGN6FHA58180	1002174	8/10/2001	\$35,000.00	\$125,000.00			10/8/2009
81H2O(Z)	BOAT	2001	ZODIAC	XDCR662BF101	CF 9075 XS	6/25/2004	\$8,000.00	\$10,000.00	MOTOR 2010		
81H2O(J)	TRAILER (BOAT) PWC	2003	EZLOADER	1ZEAAKKA63A005458	1002190	11/27/2002	\$1,000.00	\$2,000.00			
		2003	YAMAHA	YAMA1313B303	CF 4606 XC	6/25/2004	\$8,000.00	\$10,000.00	2012		
	TRAILER (PWC)	2003	ZIEMN (?)	1ZCB130193YW93551	4FB2734	5/2/2004	\$1,000.00	\$2,000.00			



COUNTY OF MENDOCINO

501 Low Gap Rd., Room 1060
Ukiah, California 95482
Phone (707) 463-4321
Fax (707) 463-4166

Shari L. Schapmire
Treasurer-Tax Collector

DATE: January 14, 2011
TO: MENDOCINO COUNTY POOL PARTICIPANTS
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR
SUBJECT: INVESTMENT REPORT – DECEMBER 31, 2010

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of December 31, 2010. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. The market value of the investments is provided by Union Bank of California acting in the capacity of "safekeeping agent" for the investments.

Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. With this obligation in mind, the pool remains extremely liquid in light of the continuing budget issues that are surrounding the State of California. Liquidity needs severely impact investment types; therefore, the pool is weighted in the Local Agency Investment Fund (LAIF) and the California Asset Management Program (CAMP). Funds in both LAIF and CAMP are accessible with same-day notice.

Due to the current financial environment, interest apportionment rates are at a historically low rate and will more than likely continue that way for much of 2011. If you have any questions regarding this report or the investments reported, please do not hesitate to contact me.



COUNTY OF MENDOCINO
TREASURER-TAX COLLECTOR

501 LOW GAP ROAD #1060
UKIAH, CA 95482-4498
PHONE: (707) 463-4321
FAX: (707) 463-4166

INVESTMENTS OF MENDOCINO COUNTY
(QUARTER ENDING - DECEMBER 31, 2010)

INVESTMENT	AMORTIZED COST VALUE	PAR VALUE	MARKET VALUE	COUPON RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
CERTIFICATES OF DEPOSIT:							
BARCLAYS BANK	\$ 5,000,000	\$ 5,000,000	\$ 5,013,750	1.01%	11/30/09	11/30/12	700
NORDEA BANK	\$ 8,000,000	\$ 8,000,000	\$ 7,992,400	1.12%	11/12/09	11/13/12	683
NATIXIS N.Y.	\$ 6,000,000	\$ 6,000,000	\$ 6,014,100	1.02%	04/21/08	04/21/11	111
BANK OF NOVA SCOTIA	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	0.28%	12/23/10	03/30/11	89
BARCLAYS BANK	\$ 5,000,000	\$ 5,000,000	\$ 4,999,800	0.15%	02/05/10	02/07/11	38
LOCAL AGENCY INVESTMENT FUND	\$ 50,000,000	\$ 50,000,000	\$ 50,000,000	0.46%	N/A	N/A	1
UNION BANK SWEEP ACCOUNT	\$ 247,486	\$ 247,486	\$ 247,486	0.01%	N/A	N/A	1
CALIFORNIA ASSET MANAGEMENT	\$ 47,000,000	\$ 47,000,000	\$ 47,000,000	0.17%	N/A	N/A	1
COMMERCIAL PAPER:							
MEDIUM TERM NOTES:							
PRINCIPAL LIFE FUNDING	\$ 4,236,792	\$ 4,270,000	\$ 4,221,536	0.48%	12/23/10	11/08/13	1043
PRICOA GLOBAL	\$ 2,908,533	\$ 3,000,000	\$ 2,954,790	0.51%	11/18/09	09/27/13	1001
CREDIT SUISSE USA INC.	\$ 4,961,975	\$ 5,000,000	\$ 4,978,850	0.79%	12/18/09	04/12/13	833
J P MORGAN CHASE	\$ 6,361,762	\$ 6,348,000	\$ 6,374,090	0.98%	05/12/10	02/26/13	788
NAT. BANK OF AUSTRALIA	\$ 4,990,010	\$ 5,000,000	\$ 5,002,950	1.03%	05/12/10	01/08/13	739
SUNTRUST BANK	\$ 3,939,475	\$ 4,000,000	\$ 3,951,920	0.45%	04/18/08	05/21/12	507
GE CAP. CORP.	\$ 8,904,863	\$ 9,000,000	\$ 8,986,680	0.66%	04/18/08	04/10/12	466
WELLS FARGO	\$ 3,849,460	\$ 4,000,000	\$ 3,999,280	0.45%	02/09/09	03/01/12	426
PRICOA GLOBAL	\$ 1,972,792	\$ 2,000,000	\$ 1,988,560	1.74%	09/01/09	01/30/12	395
MORGAN STANLEY	\$ 3,935,992	\$ 4,000,000	\$ 3,996,880	2.39%	11/18/09	01/09/12	374
MERRILL LYNCH	\$ 6,741,283	\$ 6,830,000	\$ 6,826,244	2.12%	08/10/09	07/25/11	206

TREASURIES:

AGENCIES:

TOTAL INVESTMENTS	\$ 179,050,423	\$ 179,695,486	\$ 179,549,315
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Prepared By:
Shari Schapmire, Treasurer
January 7, 2011



SUSAN M. RANOCHAK
ASSESSOR
COUNTY CLERK-RECORDER
REGISTRAR OF VOTERS

COUNTY OF MENDOCINO

COUNTY CLERK-RECORDER
501 LOW GAP ROAD, RM. 1020
UKIAH, CALIFORNIA 95482
E-MAIL: www.co.mendocino.ca.us/acr

ASSESSOR
(707) 463-4311

KATRINA BARTOLOMIE
ASSISTANT REGISTRAR OF VOTERS
(707) 463-4371

County Clerk: (707) 463-4370
Recorder: (707) 463-4376
CLERK-RECORDER FAX: (707) 463-4257

January 12, 2011

Albion/Little River Fire Protection District
Attn: Alan Taeger
PO Box 634
Albion, CA 95410

Dear Alan:

In preparation for the November 2011 Special District Election, I have put together a list of helpful hints for secretaries and directors of special districts. I hope this list helps make your job easier by knowing why the information we request is needed. It is in no way prepared to tell you how to do your job.

Uniform District Election Law (Election Code 10500 – 10556)

Uniform district election laws dictate that special district elections are held in November of odd numbered years (there are exceptions for districts formed in even numbered years – see *E.C. 10505*).

E.C. 10509 – about 6 months before your election, our office sends out a mailing with important information regarding the upcoming election. The district is required to complete and return the "Notice of Elective Offices to be Filled" form, a current map of the district (*E.C. 10522*), a copy of the district's regulations on payment of candidate's statement of qualifications and a list of current officers whose terms expire, whether they were appointed or elected and whether their term to be filled is short (2 years) or long (4 years). **A short term occurs when a person is appointed to fill a vacancy and a general district election occurs between the time of the appointment and the normal expiration date of the term.**

The above information is very important to the administration of your election. Our office will publish the required legal notice advising the public about the election and the deadlines for candidate filing. Please encourage incumbents and interested voters to file a candidacy form. These positions are elected public offices. The district is limited in the appointment process by the codes that govern your particular district, (re: water codes, etc.). Candidate filing forms are available at this office (*E.C. 10510*). Although this code section allows the elections official to authorize the district secretary to issue forms, our policy is to keep that duty here in this office to insure the candidate completes the forms correctly and the candidate qualifies for placement on the ballot. Filing deadlines are final and if a mistake is made on the form, we may be unable to accept it. We do, however, allow candidates to file by mail if they cannot get to the office.

Then the responsibility of filling out the form completely is on the candidate. We would still require all original paperwork be submitted to this office before the deadline (*E.C. 10513*).

Per *E.C. 10515*, after the candidate-filing deadline, this office will have a candidate list available for all districts at their request. If more candidates file than there are open positions, there will be an election in the district. If the same or fewer candidates file for open positions, the County Board of Supervisors will appoint in lieu of election, all candidates who file. This office sends a notice to the Board of Supervisors with the number of open positions and a list of candidates eligible to be appointed. These appointments are made for the appropriate terms. If no one files for the open positions, the district has an opportunity to contact their representative on the Board of Supervisors and suggest any interested persons for appointment to the district (all directors of special district boards must be registered voters – any other qualifications depend on the laws or requirements governing the particular district, such as residency requirements). If vacancies remain in the district after the election, there are no provisions in the code for districts to make their own appointments unless the vacancy is caused by the resignation or otherwise disqualification of a current member.

This office will send out bills to the districts that don't go to election. We charge a flat fee of \$300, set by the Board of Supervisors, for work done prior to and during the candidacy filing period. Districts that go to an election will be billed the actual cost of conducting the election (*E.C. 10520*). An estimate for the cost of an election is very difficult. It depends on the number of districts who are on the ballot, if they will be sharing costs and the type of election with which they are consolidating. For instance, if districts consolidate their election with a Primary election (Presidential and Gubernatorial) it will be much more expensive because of the addition of party ballots. Even when estimates are made, they are not always 100% accurate because of the many different situations that can come up during the administration of each election.

Once the election is held, districts are sent a certified statement of all votes cast and a declaration of candidates elected (*E.C. 10550*). Candidates are sent a Certificate of Election & Oath of Office form (*E.C. 10553*). This form is to be signed and the oath taken before someone qualified to administer oaths (a notary public or Deputy Clerk at the County Clerk's office). These completed forms should be sent to our office BEFORE commencing the duties of the position so we can verify that directors have taken their oath.

When a director resigns or is otherwise disqualified, the district can appoint (see *Government Code Section 1780 for guidelines*) someone to fill the vacancy until the next general district election. That means if a director is elected to a 4 years term but resigns within the first year of the term, the district can appoint someone else to fill the vacancy only until the next election. That office would then be up for election for a short term.

Please keep this office up to date with the mailing address, phone number, fax number and/or e-mail address of the district and the secretary's name and contact information. There are many times that we need to contact the district and sometimes it is difficult to

contact the smaller districts who don't have offices open every day. Your current contact information is: **Alan Taeger - 937-1054, PO Box 634 Albion, CA 95410**

That's about it. As explained above, this information is offered to help you and is not in any way meant to tell you how to do your job.

As of this date, we show the directors and terms of office for the Albion/Little River Fire Protection District are:

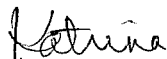
Ed Petrykowski	11/11
Alan Taeger	11/11
Richard Riley	11/11
Terry Kemp	11/13
Ken Matheson	11/11 ST

Please let us know if the above (including the district contact) is correct according to your records.

If you have any questions about the election process or comments about this letter, please feel free to call me at the above number.

Sincerely,

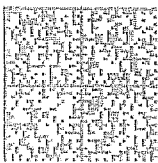
SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder



Katrina Bartolomie
Assistant Registrar of Voters

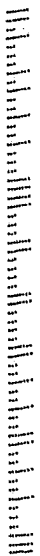
SUSAN M. RANOCCHAK
COUNTY CLERK-RECORDER
501 LOW GAP ROAD, ROOM #1020
UKIAH, CA 95482-3738

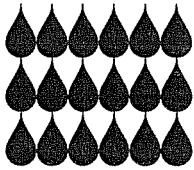
Albion / Little River FPD
ATTN: Alan Taeger
PO Box 634
Albion, CA 95410



UNITED STATES POSTAGE
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Charles Z. Fedak, CPA, MBA
Paul J. Kaymark, CPA

Charles Z. Fedak & Company


Certified Public Accountants
An Accountancy Corporation

6081 Orange Avenue
Cypress, California 90630
(714) 527-1818
(562) 598-6565
FAX (714) 527-9154
EMAIL czfco@czfcpa.com

Request to be Placed on Audit RFP List

Financial Audit Services for Special Districts

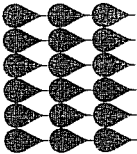
If you are responsible for evaluating, recommending, or selecting audit and/or accounting services for your Special District government, there are three very good reasons to add our Firm to your Audit Request for Proposal (RFP) list.

- 
1. **Our performance record with Special District governments.** Charles Z. Fedak & Company, CPAs has provided annual audit and accounting services to Special District governments and similar agencies for more than 25+ years. We have earned a top quality reputation in this specialized field of accountancy.
 2. **Our domain expertise.** We are experts in the field of Special District governmental auditing. We understand your unique standards and requirements. Our expertise is current; our experience is deep. We tailor our approach to staffing, planning, conducting, and reporting the audit to every one of your individual requirements.
 3. **We are proactive in our working relationships with clients.** At Charles Z. Fedak & Company, CPAs client satisfaction is a top priority. Unlike many of our competitors, we never leave clients waiting and wondering at any stage of the audit or throughout the year. We understand that regular communication is essential to the success of any engagement. Accordingly, a hallmark of our audit practice is timely, continual, efficient communication. We keep our clients informed of progress updates and about any change that may significantly affect their operations throughout the year.

If you are ready to work with a top quality audit and accounting firm that will provide professional results and superior service, we ask you to take a closer look at Charles Z. Fedak & Company, CPAs. **Please add our firm to your Audit RFP distribution list, or call, send e-mail, or fax us at the numbers shown above.** We are anxious to show you just how good a Special District auditing and accounting firm can be.

Just give Paul J. Kaymark a call or send him an e-mail (paul@czfcpa.com) to talk about your audit and accounting needs.

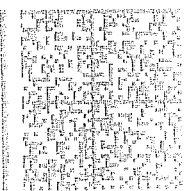
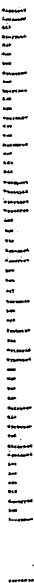
Please See Our New Website: www.czfcpa.com



Charles Z. Fedak & Company
 Certified Public Accountants
 An Accountancy Corporation
 Orange Valley Professional Building
 6081 Orange Avenue
 Cypress, California 90630

Alan Taeger, President
 Albion-Little River Fire
 Protection District
 PO Box 805
 Albion, CA 95410

95410805 B008



HASLER
 01711528240
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 01/10/2011
 POSTAGE

Alan Taeger

From: Robert Schlosser <schlosser@lsndesign.com>
Sent: Wednesday, January 19, 2011 1:28 PM
To: Alan Taeger; Ed Petrykowski
Subject: Fw: General Steel
Attachments: image001.jpg; image002.jpg; Bob Schlosser Corporate Direct Authorized Pricing.xls

Alan and Dave,
Here is General Steel's revised quote for the shop drawings. I am still pestering Empire Steel.

Bob
Robert Schlosser
Leventhal Schlosser Newberger Architects
435 North Main Street
Fort Bragg, CA 95437
(707) 961-0911
Fax (707) 961-0912
schlosser@lsndesign.com

----- Original Message -----

From: [Jonah Goldman](mailto:JonahGoldman@gensteel.com)
To: 'bob@lsndesign.com'
Cc: [Andrew Dutson](mailto:AndrewDutson@gensteel.com)
Sent: Wednesday, January 19, 2011 12:57 PM
Subject: FW: General Steel

Bob,

We can provide the structural drawings for the firehouse for \$20,000. As I mentioned the mezzanine and the monitor building increase the complexity, thus increasing the engineering costs.

I am flexible. I told you if they can initiate the contract this week, I will accept a reduced amount of \$17,000.

Please call me if you have any other suggestions or a creative solution to get this started.

Let me know what I can do to help.



Thank You,
Jonah Goldman

A handwritten signature in black ink, appearing to read "Jonah Goldman".

Jonah Goldman
Vice President
10639 West Bradford Road
Littleton, CO 80127
PH: 800-406-5126 x 4982
FAX: 303-979-0084
jonahg@gensteel.com

From: Andrew Dutson
Sent: Wednesday, January 19, 2011 11:00 AM
To: Jonah Goldman
Subject: FW:

Andrew Dutson
General Steel Corporation
Corporate Sales

1-800-406-5126 x 4934 Direct
303-904-4866 Fax

From: Andrew Dutson
Sent: Thursday, January 13, 2011 9:40 AM
To: 'bob@lsndesign.com'
Subject:

Bob;

Please find your revised quote attached.
Regards,

Andrew Dutson
General Steel Corporation
Corporate Sales

1-800-406-5126 x 4934 Direct
303-904-4866 Fax

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

Tuesday, January 25, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** meeting called to order at 7:31pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Ed Petrykowski and Terry Kemp. Ted Williams attended from the Fire Department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the December 28, 2010 regular business meeting and the January 19, 2011 special evaluation meeting were approved as presented by unanimous vote of the board on a motion by Rich.
4. **Fire chief's report:** None. There was no official representative of the fire department present. Alan read and attached to the board packet copies of a thread of emails to and from Chief Wilson with a number of specific questions of interest to the board.
5. **Communications to the board:**
 - a. The board received the FY 2010/2011 2nd quarter investment report from the county treasurer.
 - b. Clerk recorder sent a notice that 2011 is an election year and that all board member positions except Terry's are open for election. Each board member is reminded to file for reelection with the county registrar's office between July 13 and August 2, 2011.
 - c. Received a solicitation to provide audit services from Charles Z Fedak and company.
 - d. Received email from Bob Schlosser with a quote for shop drawings from an alternate building manufacturer.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
 - a. **Ambulance membership renewal procedure:** No action. Moved to next Board meeting.
 - b. **District public postings:** The board voted unanimously on a motion by Alan to adopt the following new public posting policy: "Agendas for all Albion Little River Fire Protection District meetings will be publicly posted on the entry door of Station 810, 33900 West Street, (behind Albion Grocery), Albion, CA. In addition, for the convenience of the constituency, the board will post agendas at the Albion Post Office and the Little River Post Office public bulletin boards if such bulletin boards are available and have posting space available."
 - c. **Property maintenance:** No action. At Derek's suggestion and the president's direction the joint fire department/fire district building committee will assume oversight of property maintenance. Committee is to report to board on preferred property maintenance procedures for policy review.
 - d. **New fire station shop drawings:** The board voted unanimously on a motion by Ken, to increase allotment of funds from category 864360 (Structures and improvements) to a maximum of \$20,000 for creation of metal building manufacturer's shop drawings of the new Albion fire station.
 - e. **Budget:** The board voted unanimously on a motion from Ed to make revisions to the FY 2010-2011 district budget as follows:
 - i. **862187 Education & Training:** Budget increased \$5,000.00 to \$15,000.00.
 - ii. **864360 Structures and Improvements:** Budget increased \$25,000.00 to \$35,000.00.
 - iii. **Other:** No other budget changes.
 - f. **Ethics & Brown Act Training:** Available training options were discussed including on-line classes. There will be a training held on March 7, 2011 at the Recreation center in Mendocino. Terry will RSVP that all of the Board members will be attending.
8. **Committee reports:**
 - a. **New fire station committee.** Alan has been working with Bob Schlosser to get plans ready for building permit application. The setback variance for our Coastal Development Permit will expire in May if we do not receive a building permit by the deadline. We will be applying for the building permit soon.
 - b. **Vehicle committee.** Rich and John Crowningshield have been directed to create a plan/schedule of vehicle maintenance. 8163-is still in the shop.
 - c. **Property maintenance committee.** See Item 7.c.
9. **Directors' discussion:** Rich to attend the next Fire Department meeting. Alan discussed the desire to explore possibilities for a new auditor for the next bi-annual audit. Alan also brought up the idea that the District Board sponsor an annual firefighter awards presentation.
10. **Next meeting schedule:** Tuesday, February 22, 2011, 7:30 pm.
11. **Adjournment:** Meeting was adjourned at 9:37pm.

Minutes approved as amended by unanimous vote of the board members present at the February 22, 2011 regular business meeting.