

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

Wednesday, Aug. 27, 2008, 7:30 pm, at Station 810, 33900 West Street, 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. **Introduction of prospective board member candidates.** Prospective candidates may introduce themselves.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as President will make any necessary explanations.
5. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the 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 Department's planning.
 - B) **Fund raising, gifts and 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 Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs.
6. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the July 30, 2008 regular meeting will be approved and/or revised and approved.
7. **Items for consideration and possible action:**
 - A) **Consider increasing appropriations for Type 3 equipment.**
 - B) **The board may choose to appoint a candidate to the district board in accordance with Health and Safety Code 13852 and Government Code 1780.**
 - C) **Committee to develop replacement vehicle plan.**
8. **Land, buildings and equipment.**
 - A) **Vehicle maintenance report**
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Office equipment and improvements to district office space at 811.**
 - B) **Property Tax to Board report**
 - C) **Station 811 report.**
10. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
11. **Next meeting Sept 24, 2008 at 7:30pm, Station 810.**
12. **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, at least two days before the meeting date.

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C) **Fire Department report.** Chief's report on other Department progress.

D) **Fire Department operational needs.** Chief's report on Department needs.

6. **Secretary's report.**

A) **Communications to the Board will be presented.** *None*

B) **Minutes.** Minutes of the July 30, 2008 regular meeting will be approved and/or revised and approved.

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A) **Consider increasing appropriations for Type 3 equipment.**

B) **The board may choose to appoint a candidate to the district board in accordance with Health and Safety Code 13852 and Government Code 1780.**

C) **Committee to develop replacement vehicle plan.**

8. **Land, buildings and equipment.**

A) **Vehicle maintenance report**

9. **Committee reports:** Committee reports, if any, will be presented.

A) **Office equipment and improvements to district office space at 811.**

B) **Property Tax to Board report**

C) **Station 811 report.**

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ALRFPD Budget By Year - Current Year:4

7/1/2008 through 6/30/2009 Using Budget 2008-2009

8/26/2008

Page 1

Category Description	7/1/2008 Actual	- Budget	6/30/2009 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	72,104.00	-72,104.00
82-1120-CURRENT UNSECURED TAX	0.00	2,074.00	-2,074.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,288.00	-2,288.00
82-1220-PRIOR UNSECURED TAX	0.00	34.00	-34.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	374.00	-374.00
82-4100-INTEREST INCOME	0.00	10,000.00	-10,000.00
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	803.00	-803.00
TOTAL INFLOWS	0.00	162,677.00	-162,677.00
OUTFLOWS			
86-1035-WORKMAN'S COMP	373.00	6,000.00	5,627.00
86-2050-CLOTHING	382.10	6,000.00	5,617.90
86-2060-COMMUNICATIONS	322.73	10,000.00	9,677.27
86-2061-COMM-LEASE LINES	0.00	0.00	0.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	4,358.39	20,000.00	15,641.61
86-2130-MAINTENANCE STRUCTURES	1,081.01	5,000.00	3,918.99
86-2140-MED SUPPLIES	951.97	8,000.00	7,048.03
86-2150-MEMBERSHIPS	0.00	2,500.00	2,500.00
86-2170-OFFICE SUP	1,382.59	3,000.00	1,617.41
86-2181-AUDITS	600.00	5,000.00	4,400.00
86-2187-ED AND TRAINING	1,676.27	10,000.00	8,323.73
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	1,601.39	3,500.00	1,898.61
86-2250-TRANSPORTATION	5,116.80	26,000.00	20,883.20
86-2260-UTILITIES	606.21	5,000.00	4,393.79
86-3113-PAYMNTS TO GOVT AGENCIES	594.49	3,000.00	2,405.51
86-4360-BUILDINGS AND IMPROVEMENTS	0.00	15,000.00	15,000.00
86-4370-EQUIPMENT	1,000.00	110,000.00	109,000.00
TOTAL OUTFLOWS	20,046.95	245,500.00	225,453.05
OVERALL TOTAL	-20,046.95	-82,823.00	62,776.05

Itemized Categories for Monthly Meeting:59

7/30/2008 through 8/26/2008 (Cash Basis)

Date	Account	Num	Description	Memo	Amount
EXPENSES					
86-2060-COMMUNICATIONS					
8/11/2008	County	4003963	Albion LITTLE RIVER FIRE DEPT, INC.		-67.90
8/13/2008	District Checking	2655	AT&T	0301538359001	-38.30
86-2120-MAINTENANCE EQ					
8/11/2008	County	4004419	Rhoades Auto Parts		-174.16
8/11/2008	County	4004121	Fire Service Specification & Supply	Inv. 4879	-746.76
8/13/2008	District Checking	2652	VILLAGE HARDWARE		-198.40
8/13/2008	District Checking	2658	ALBION LITTLE RIVER FIRE DEPT, I..	ERF #83	-342.64
86-2130-MAINTENANCE STRUCTURES					
8/3/2008	District Checking	2647	Mendocino Property Maintenance	7/14/08 statement	-295.00
8/10/2008	District Checking	2651	Fort Bragg Electric, Inc.	#253971	-92.50
8/11/2008	County	4004163	Garage Doors Unlimited	proposal	-415.00
8/13/2008	District Checking	2652	VILLAGE HARDWARE		-33.85
86-2140-MED SUPPLIES					
8/13/2008	District Checking	2654	Aeris	#10095	-102.60
86-2170-OFFICE SUP					
8/7/2008	County	4004492	Alan Taeger	Expenses reimb.	-1,382.59
8/13/2008	District Checking	2653	USPS	P.O. Box 634 annual rent	-1,344.59
86-2181-AUDITS					
8/7/2008	County	4004179	Katsiaryna Gregonis	Inv #1	-250.00
86-2187-ED AND TRAINING					
8/11/2008	County	4003963	Albion LITTLE RIVER FIRE DEPT, INC.		-142.27
8/13/2008	District Checking	2656	Para Life Medical Services	Inv # 136	-17.27
86-2220-SM TOOLS					
8/10/2008	District Checking	2649	Rossi's	#789481 & 822101	-125.00
8/10/2008	District Checking	2650	Fort Bragg Rent-All	contr 1-446017-01	-157.70
8/11/2008	County	4004419	Rhoades Auto Parts		-13.34
8/11/2008	County	4003963	Albion LITTLE RIVER FIRE DEPT, INC.		-17.91
86-2250-TRANSPORTATION					
8/7/2008	County	4004561	WALSH OIL CO.	#168382	-34.47
8/11/2008	County	4004562	WALSH OIL CO.	#168331	-91.98
8/13/2008	District Checking	2657	Albion K Incorporated	#155	-1,815.24
8/13/2008	District Checking	2659	WALSH OIL CO.	#168331 - pd double. credit	-339.01
86-2260-UTILITIES					
8/6/2008	District Checking	2648	Waste Management	0018482-2561-9	-485.75
8/11/2008	County	4004370	PG&E	0210095100-9, 5896076692-9	-504.73
					-485.75
					-287.23
					-22.65
					-214.85

8/26/2008

Itemized Categories for Monthly Meeting:59
7/30/2008 through 8/26/2008 (Cash Basis)

Date	Account	Num	Description	Memo	Amount
8/18/2008	District Checking	2660	Thompson's Porta Septic	#11128	-45.00
8/18/2008	District Checking	2661	PG&E	5896076692-9	-4.73
86-4370-EQUIPMENT					
8/11/2008	County	4003963	S Albion LITTLE RIVER FIRE DEPT, INC.		-1,000.00
OVERALL TOTAL					-7,542.14

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED	8/7/2008	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
CODE #	DESCRIPTION	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED
REVENUE						
			PER 6/30/06	PER 6/30/07	PER 6/30/08	PER 6/30/08
			ACTUAL	ACTUAL	ACTUAL	ACTUAL
821110	CURRENT SECURED TAX	\$51,134.00	\$55,772.00	\$61,117.00	\$63,486.74	\$67,469.00
821120	CURRENT UNSECURED TAX	\$1,850.00	\$1,849.00	\$1,916.00	\$2,127.35	\$2,053.00
821130	SB 813 SUPPLEMENTAL TAX	\$1,668.00	\$2,189.00	\$2,237.00	\$2,985.03	\$2,834.00
821210	PRIOR SECURED PROPERTY TAX	\$0.00	\$0.00	\$0.00	(\$70.95)	\$0.00
821220	PRIOR UNSECURED PROPERTY TAX	\$75.00	\$110.00	\$103.00	\$129.57	\$106.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$70,567.00	\$77,032.00	\$77,550.00	\$77,710.00	\$75,000.00
821600	TIMBER YIELD TAX	\$342.00	\$322.00	\$397.00	\$448.29	\$486.00
821700	HIGHWAY PROPERTY RENTAL	\$0.00	\$0.00	\$0.00	\$0.39	\$0.00
821700	INTEREST	\$878.00	\$966.00	\$3,000.00	\$13,154.55	\$9,000.00
825481	HOMEOWNER PROPERTY TAX RELIEF	\$825.00	\$817.00	\$806.00	\$809.12	\$809.00
825490	STATE OTHER	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
825600	SALE OF FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
827500	OTHER	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00
827700	INSURANCE PAYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
827702	INSURANCE PAYMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL REVENUE	\$127,459.00	\$145,057.00	\$147,126.00	\$160,780.09	\$157,757.00
			\$147,659.22	\$147,126.00	\$160,780.09	\$166,829.41
						\$162,677.00
	APPROPRIATIONS					
861035	WORKERS COMPENSATION INSURANCE	\$9,000.00	\$9,000.00	\$6,000.00	\$6,208.00	\$6,000.00
862050	CLOTHING & PERSONAL ITEMS	\$4,000.00	\$4,000.00	\$4,000.00	\$5,575.14	\$6,000.00
862060	COMMUNICATIONS	\$2,000.00	\$12,000.00	\$5,000.00	\$5,947.31	\$10,000.00
862061	COMMUNICATIONS-LEASED LINES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862080	FOOD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862080	HOUSEHOLD EXPENSE	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00
862101	INSURANCE - GENERAL	\$8,000.00	\$9,000.00	\$6,000.00	\$5,880.00	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$10,000.00	\$10,000.00	\$28,000.00	\$11,873.16	\$12,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$2,000.00	\$6,000.00	\$3,000.00	\$9,449.71	\$15,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$3,000.00	\$3,000.00	\$4,000.00	\$4,550.15	\$6,500.00
862150	MEMBERSHIPS	\$0.00	\$0.00	\$0.00	\$459.67	\$2,500.00
862160	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	(\$100.00)	\$0.00
862170	OFFICE EXPENSE	\$200.00	\$200.00	\$200.00	\$398.35	\$600.00
862181	AUDITING & FISCAL SERVICES	\$3,000.00	\$5,000.00	\$2,000.00	\$4,169.50	\$5,000.00
862184	ARCHITECT & ENGINEERING SERVICES (811)	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
862185	MEDICAL, DENTAL & ENGINEERING SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
862187	EDUCATION & TRAINING	\$10,000.00	\$5,000.00	\$10,000.00	\$12,270.50	\$10,000.00
862189	PROFESSIONAL & SPECIAL SERVICES - OTHER	\$0.00	\$0.00	\$500.00	\$1,554.20	\$1,500.00
862210	RENTS & LEASES BUILDINGS & GROUNDS	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00
862220	SMALL TOOLS & INSTRUMENTS	\$0.00	\$2,000.00	\$3,000.00	\$4,294.64	\$3,500.00
862231	ELECTION SUPERVISION & SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862260	TRANSPORTATION & TRAVEL	\$16,000.00	\$16,000.00	\$16,000.00	\$20,212.59	\$25,000.00
862260	UTILITIES	\$4,000.00	\$3,000.00	\$3,000.00	\$3,340.58	\$3,000.00
863113	PAYMENTS TO OTHER GOVT AGENCIES	\$300.00	\$300.00	\$1,000.00	\$2,380.19	\$3,000.00
864350	LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
864360	STRUCTURES & IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$7,502.14	\$10,000.00
864370	EQUIPMENT	\$6,000.00	\$5,000.00	\$3,000.00	\$27,304.46	\$5,000.00
	TOTAL APPROPRIATIONS	\$81,700.00	\$90,700.00	\$94,900.00	\$133,274.29	\$133,600.00
			\$92,788.46	\$94,900.00	\$133,274.29	\$107,928.40
						\$245,500.00

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Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410

August 7, 2008

Mendocino County Auditor
501 Low Gap Road Room 1080
Ukiah, CA 95410

Please be advised that we have retained the services of Katya Gregonis for general bookkeeping for the District. She will be the general contact person for fiscal matters for the District, and will be a signer on District accounts. Alan Taeger, president of the board of directors, remains as the board member contact. Please contact either of us for any questions you have.

District Bookkeeper:

Katya Gregonis
Katya.gregonis@gmail.com
Home 937 3326

Current members of the District Board of Directors:

Alan Taeger, president
ataeger@mcn.org
Days 489 3052
Eves 937 0154

Richard Riley, vice president
Home 937 0689

Dan Sitts, secretary
Home 937 0195

Ed Petrykowski
Home 937 5489

Yours truly,



Alan Taeger, president, ALRFPD Board of Directors

*Proposal accepted Unanimously
7/30/08*

Alan Taeger

From: Katsiaryna Gregonis [katya.gregonis@gmail.com]
Sent: Friday, July 18, 2008 1:35 PM
To: ataeger@mcn.org
Subject: Proposal

Katya Gregonis
PO Box 579
Albion CA 95410

Albion Fire District

As you probably know I met with Alan to discuss accounting position for Fire District. On Alan's recommendations, I am writing my proposal for your review.

Fee structure

All time will be billed at current hourly rate \$20.
Hourly rate will be adjusted annually to reflect changes in the cost of living (aprx. 5%).

Reimbursable expenses

Travel expenses including mileage in personal vehicle will be charged at .50 cents per mile (adjusted annually as published).
Other expenses (postage etc) will be billed at direct cost.

Time frame

Work days 5-9 p.m.
Saturday 10 a.m. - 4 p.m.
Monthly limit of 35 hours

Best regards,

Katya Gregonis

P.S. Alan, please let me know if you would like a copy of my resume and/or a letter of recommendation.

GREGONIS KATYA

3750 G North RD • Albion 95410, CA, USA • (707) 937 33 26, 972 31 62

katya.gregonis@gmail.com

- OBJECTIVE** Senior Accountant / Assistant Financial Controller
Executive assistant with a background in accounting
- SUMMARY** Senior Account with two years of experience in managing company's internal accounting functions and monitor the company's internal controls.
Executive assistant with five years of progressively responsible experience in the coordination, planning, and support of daily operational and a wide range of administrative functions.
Combine excellent written and verbal communication skills with ability to work independently with minimal supervision to meet deadlines and deliver quality results.
Proven strong research, analytical, problem-solving and organizational skills.
- SKILLS** Advanced computer proficiency in Microsoft Office Suite including applications Word, Excel, PowerPoint, Outlook; Intranet/Internet; ability to learn quickly other software applications.
QuickBooks, Squirrel restaurant software, ADP Payroll software.
Maintenance of office equipment and technical trouble shooting.
Scanning and digital photography.
Languages spoken: English, Russian, Belarusian, Danish.
Typing – 80WPM.
GAAP, general ledger, journal entries, accounts payable, reconciliations, internal and external reporting.
Event and meeting planning, project management.
Scheduling and arranging travel.
Company site administration and content management.
Computer presentations dubbing.
Staff training.
- EXPERIENCE** *The Heritage House • senior accountant • 2006 - present*
Wide range of responsibilities includes tracking company's revenues, maintaining general ledger, journal entries, accounts payable, balancing and accounts reconciliation, taxes calculation, inventory counts, maintaining of 1099 vendors, handling month and year close, payroll review and preparation of payroll related reports, producing internal and external financial reporting.
- Advanced by taking on more duties and responsibilities.
Author of numerous time and money saving processes and reports.
Promoted from cashiers position to associate accountant within six months and within next three to senior account position.
Substitute for Financial Controller, HR Manager, AP Clerk, Cashier.
- Mendocino Medical Associates • assistant (volunteer) • 2006*
Performed various medical office operations including data gathering, preparation and maintenance of medical charts, confirmation of medical appointments, handling medical records correspondence.

continued ...

GREGONIS KATYA

EXPERIENCE *World trade center Minsk • trade and research consultant • 2003 - 2004*

Assisted in all aspects of formulation and implementation of international trade projects. Conducted market research, organized and coordinate trade shows and missions, prepared written communications between company and various international trade organizations, managed press relations, developed and managed website content.

Reduced company's travel expenses on 15% by identifying cost-effective travel agencies.

Consistently present a professional image, both on the phone and in person, contributing to company's positive reputation.

National exhibition center "Belexpo" • assistant • 1999 - 2003

Assisted in coordination and maintaining computer exhibitions "Tibo", "PTS", military exhibition "Milex", auto fair "Motorshow". Provided translation and interpreter services. Played key role in relationship maintenance with foreign clients. Computerized exhibitors database and its management. Assisted with newsletter creation and direct-mail campaign.

The youngest employee ever hired by the company.

Promoted from trainee position within eight months to provide office support to 80 staff department and within next six months to exhibition manager assistant.

The factory "TeplointerPribor" • accountant • 1999

Maintained the general ledger and prepared various accounting statements and financial reports.

Computerized financial report form and created macros to ease its filling.

Tourist agency "Intercity" • secretary • 1997 - 1998

Directed day-to-day office operations, providing fundamental support to agency Director and team of consultants.

Increased agency profit on 50% by establishing two shift work day in "peak" season. Commended by clients for providing excellent service.

Freelance translator

Business correspondence, website content, economics, marketing, technical, manual, general.

www.ziand.com • cmsdevelopment.com • www.primebusinessSolutions.com

EDUCATION Belarusian University of Economics • 1999 - 2004

Degree in accounting, analysis and audit

Minsk technological college • 1996 - 1999

Certificate with honor in accounting

Minsk polytech • 1987 - 1996

Certificate with honor

The Sales and Use Tax Seminar • February 2008

The Ultimate supervisor's workshop • October 2007

ADP payroll pay expert basics • March 2007

Danish language course • November 2004 - December 2005

Photoshop 7.0 • July 2004

English language course "ESL" • 2000 - 2001

Marketing computer course "Kasatka" • 1999

**Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410**

August 7, 2008

Mendocino County Auditor
501 Low Gap Road Room 1080
Ukiah, CA 95482


Please find enclosed ALRFPD approved and revised budgets for FY 2008-2009.

We found it necessary to revise the budget so soon after initial approval due to sudden terminal equipment failure. We are currently looking for a replacement engine.

I have enclosed a copy of the approved minutes of the June 25, 2008 business meeting for corroboration. I will send a copy of the minutes of the July 30, 2008 meeting after they have been reviewed and approved at our August 27, 2008 business meeting.

Please call me if you have any questions.

Thank you,


Alan Taeger
President of the Board of Directors

cell 489 3052

enclosures

COPY

ALRFPD APPROVED BUDGET FISCAL YEAR 2008-2009

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009	\$162,677.00
ESTIMATED FUND BALANCE AS OF 6/30/08	\$341,617.00
TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 (Appropriations must not exceed this amount)	<u>\$504,294.00</u>

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$72,104.00
821120	CURRENT UNSECURED TAX	\$2,074.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220	PRIOR UNSECURED TAX	\$34.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$374.00
824100	INTEREST	\$10,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$803.00
TOTAL ESTIMATED REVENUE		\$162,677.00

APPROPRIATIONS

SALARY & BENEFITS

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
TOTAL SALARY & BENEFITS		\$6,000.00

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$10,000.00
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$20,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150	MEMBERSHIPS	\$2,500.00
862170	OFFICE EXPENSE	\$2,000.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250	TRANSPORTATION & TRAVEL	\$26,000.00
862260	UTILITIES	\$5,000.00
TOTAL SERVICES & SUPPLIES		\$110,500.00

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360	STRUCTURES & IMPROVEMENTS	\$15,000.00
864370	EQUIPMENT	\$10,000.00

TOTAL APPROPRIATIONS	\$144,500.00
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EXCESS OF ESTIMATED REVENUE over/(under) APPROPRIATIONS	\$18,177.00
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Budget approved by unanimous vote of the Board of Directors June 25, 2008.

ALRFPD Board of Directors Business Meeting Minutes 6/25/08

Held Wednesday, June 25, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting started at 7:35pm with Board members Richard Riley, Ed Petrokowski, Alan Taeger, Dan Sitts present along with Ted Williams Janie Tate, Mike Kitahara, Stacey Weil-Dye and Chief Derek Wilson.
2. Ted asked about money that's planned for D road station. He was told of the history and agreements between the Department and District to build onto the existing station to add room for more vehicles plus other benefits.
3. No Bookkeeper has yet been found. Alan has paid bills with Ed signing.
4.
 - A. Chief reports department assisted with Little River Market fire, had 10 fires with 2,500 acres burned, 4 medical calls.
 - B. Department received 1,500.00 in donations because of fires and newsletter.
 - C. No training to report
 - D. Three tires were purchased at a cost of 1,100.00 for tender8191 and two spare. Vehicle 8131 pump is getting repaired and 8131 hard line is getting replaced.
5.
 - A. Received letter from county about test well in our district and letter from county clerk about 700 form. Ed will look into these.
 - B. Minutes from May 28 and June 11 meetings were unanimously approved with revisions.
6.
 - A. Dan and Rich find location at D road station for district office. After discussion the Board unanimously approved 1,500.00 for computer, software and printer for district office equipment.
 - B. After discussion the Board unanimously approved a Personal Vehicle Compensation increase of 300.00 per firefighter per year. Taking the PVC from \$600.00 to \$900.00.
 - C. Budget proposal for fiscal year 2008-2009 (copy attached) approved unanimously.
 - D. Notice of board vacancy to be posted 7/1/08.
7. Stacey would like the Board to move ahead with replacing old vehicles with new ones. Stacey stated vehicle safety concerns as reason. Chief Derek suggested replacing 8185 engine as it is defective and not worth repairing. The Board ask Derek to propose replacement vehicle soon. Maybe arrange emergency meeting to get purchase plan started. Also Chief would like to purchase spare tires for all type one vehicles as to avoid any down time.
8.
 - A. Property Tax report – on going.
 - B. Station 811 (D Road) report -- on going.
9. None
10. Next meeting July 30, 2008 at 7:30pm, Station 810.
11. Meeting adjourned at 9:40pm.

Minutes approved as corrected by unanimous vote of the Board of Directors July 30, 2008.

ALRFPD REVISED BUDGET FISCAL YEAR 2008-2009

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009	\$162,677.00
ESTIMATED FUND BALANCE AS OF 6/30/08	\$341,617.00
TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 (Appropriations must not exceed this amount)	<u>\$504,294.00</u>

ESTIMATED REVENUE

821110 CURRENT SECURED TAX	\$72,104.00
821120 CURRENT UNSECURED TAX	\$2,074.00
821130 SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220 PRIOR UNSECURED TAX	\$34.00
821300 SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600 TIMBER TAX	\$374.00
824100 INTEREST	\$10,000.00
825481 HOMEOWNERS PROPERTY TAX RELIEF	\$803.00
TOTAL ESTIMATED REVENUE	\$162,677.00

APPROPRIATIONS

SALARY & BENEFITS

861035 WORKERS COMPENSATION INSURANCE	\$6,000.00
TOTAL SALARY & BENEFITS	\$6,000.00

SERVICES & SUPPLIES

862050 CLOTHING & PERSONAL ITEMS	\$6,000.00
862060 COMMUNICATIONS	\$10,000.00
862101 INSURANCE - GENERAL	\$6,000.00
862120 MAINTENANCE - EQUIPMENT	\$20,000.00
862130 MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140 MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150 MEMBERSHIPS	\$2,500.00
862170 OFFICE EXPENSE	\$3,000.00
862181 AUDITING & FISCAL SERVICES	\$5,000.00
862187 EDUCATION & TRAINING	\$10,000.00
862189 PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220 SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250 TRANSPORTATION & TRAVEL	\$26,000.00
862260 UTILITIES	\$5,000.00
TOTAL SERVICES & SUPPLIES	\$111,500.00

863113 PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360 STRUCTURES & IMPROVEMENTS	\$15,000.00
864370 EQUIPMENT	\$110,000.00
TOTAL APPROPRIATIONS	\$245,500.00
EXCESS OF ESTIMATED REVENUE over/(under) APPROPRIATIONS	-\$82,823.00

Budget revisions approved by unanimous vote of the Board of Directors July 30, 2008.

1

**ALRFPD PROPOSED BUDGET
FISCAL YEAR 2008-2009**

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009 \$162,677.00

ESTIMATED FUND BALANCE AS OF 6/30/08 \$341,617.00

TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 **\$504,294.00**
(Appropriations must not exceed this amount)

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$72,104.00
821120	CURRENT UNSECURED TAX	\$2,074.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220	PRIOR UNSECURED TAX	\$34.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$374.00
824100	INTEREST	\$10,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$803.00

TOTAL ESTIMATED REVENUE **\$162,677.00**

APPROPRIATIONS

SALARY & BENEFITS

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
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TOTAL SALARY & BENEFITS **\$6,000.00**

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$10,000.00
862090	HOUSEHOLD EXPENSE	
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$20,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150	MEMBERSHIPS	\$2,500.00
862170	OFFICE EXPENSE	\$2,000.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862184	ARCHITECT & ENGINEERING SERVICES (811)	
862185	MEDICAL, DENTAL SERVICES	
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250	TRANSPORTATION & TRAVEL	\$26,000.00
862260	UTILITIES	\$5,000.00

TOTAL SERVICES & SUPPLIES **\$110,500.00**

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360	STRUCTURES & IMPROVEMENTS	\$15,000.00
864370	EQUIPMENT	\$10,000.00

TOTAL APPROPRIATIONS **\$144,500.00**

MEREDITH J. FORD
Auditor-Controller



LLOYD B. WEER
Assistant
Auditor-Controller

COUNTY OF MENDOCINO
AUDITOR-CONTROLLER
501 LOW GAP RD., RM. 1080
UKIAH, CALIFORNIA 95482
PH: (707) 463-4388
FAX: (707) 467-2503
E-mail: auditor@co.mendocino.ca.us

May 19, 2008

District: Albion-Little River Fire

To: District Board of Directors

From: Meredith Ford, Auditor-Controller *Meredith Ford*

Re: Estimated 2008/09 Tax Revenue

The following are this office's estimates of taxes to be paid to your district, for the 2008/09 fiscal year.

Current Secured	\$ <u>72,104</u>
Current Unsecured	<u>2,074</u>
Homeowner Exemption	<u>803</u>
SB813 Supplemental	<u>2,288</u>
Prior Unsecured	<u>34</u>
Timber Tax	<u>374</u>
Total	\$ <u><u>77,677</u></u>

Please call me with any questions you may have regarding the above estimates.

Special District Budget Worksheet
Fiscal Year 2008/09

District Name: Albion-Little River Fire

Fund Number: _____

Total estimated revenue for 2008/09 _____

Add estimated Fund Balance @ 6/30/08 _____

Total available for appropriation in 2008/09 _____

(Appropriations must not exceed this amount)

Estimated Revenue

821110 Current Secured Tax _____

821120 Current Unsecured Tax _____

821130 Supplemental Roll Tax _____

821220 Prior Unsecured Tax _____

821300 Special Tax (Fire Assessments) _____

821600 Timber Yield Tax _____

821700 Highway Property Rental _____

824100 Interest _____

824110 Endowment Fund Interest _____

824200 Rents & Concessions _____

825481 Homeowners Property Tax Relief _____

825490 State Other _____

825670 Federal Other _____

826199 Emergency Response Fee _____

826501 Benefit Assessment _____

827500 Sale of Fixed Assets _____

827600 Other Sales _____

827700 Other Income _____

827702 Insurance & Premium Returns _____

827707 Donations _____

827802 Operating Transfer In _____

Total Estimated Revenue _____

Please return to Auditor-Controller by August 29, 2008

Special District Budget Worksheet
Fiscal Year 2008/09

Appropriations

860010 Appropriation for Contingencies	_____
861011 Regular Employee Salaries	_____
861012 Extra Help	_____
861013 Overtime	_____
861014 Miscellaneous Salaries	_____
861021 Contribution to Retirement	_____
861022 Contribution to OASDI	_____
861023 Contribution to Medicare	_____
861030 Contribution to Employee Insurance	_____
861031 Unemployment Insurance	_____
861035 Workers' Compensation Insurance	_____
Total Salaries & Benefits	_____
862050 Clothing & Personal Items	_____
862060 Communications	_____
862080 Food	_____
862090 Household Expense	_____
862101 Insurance - General	_____
862120 Maintenance - Equipment	_____
862130 Maintenance - Structures & Grounds	_____
862140 Medical, Dental & Lab Supplies	_____
862150 Memberships	_____
862160 Miscellaneous Expense	_____
862170 Office Expense	_____
862181 Auditing & Fiscal Services	_____
862182 Data Processing Services	_____
862183 Legal Fees	_____
862184 Architectural & Engineering Services	_____
862187 Education & Training	_____
862189 Professional & Specialized Services	_____
862190 Publication & Legal Notices	_____
862200 Rents & Leases - Equipment	_____

Please return to Auditor-Controller by August 29, 2008

**Special District Budget Worksheet
Fiscal Year 2008/09**

862220 Small Tools & Instruments	_____
862231 Election Supplies & Services	_____
862239 Special Departmental Expense	_____
862250 Transportation & Travel	_____
862251 Ambulance	_____
862260 Utilities	_____
Total Services & Supplies	_____
863113 Payments to Other Governments	_____
863310 Interest Expense	_____
863311 Principal Expense	_____
863340 Taxes & Assessments	_____
Total Other Charges	_____
864350 Land	_____
864360 Structures & Improvements	_____
864370 Equipment	_____
Total Fixed Assets	_____
865802 Operating Transfer Out	_____
Total Appropriations	=====
Excess of Estimated Revenue over/(under) Appropriations	=====

Submitted by: _____

Date: _____

**Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410**

August 17, 2008

Michael A. Celentano, CPA
205 W. Gobi Street
Ukiah, CA 95482

Per your request for a list of board members for the audit period I have compiled the list below:

Current members of the District Board of Directors:

Alan Taeger, president
ataeger@mcn.org
Days 489 3052
Eves 937 0154

Dan Sitts, secretary
Home 937 0195

Richard Riley, vice president
Home 937 0689

Ed Petrykowski
Home 937 5489

There is currently one vacancy on the board.

The five positions on the board have been occupied during the audit period by:

1. Richard McDonald (left office 7/7/06); Jim Shock (7/7/06 – 12/7/07); Dan Sitts (2/26/06 – present)
2. Dick Ahrens (left office 5/18/07); Sam Levine (6/27/07 – 8/29/07); Ed Petrykowski (10/30/07 – present)
3. Laura Vogelgesang (2/11/06 - 12/29/07); Richard Riley (2/15/08 – present)
4. Josh Latkin (1/24/07 – 6/30/07); position vacant
5. Alan Taeger (6/1/06 – present)

Please contact me for any questions you have.

Yours truly,



Alan Taeger, president, ALRFPD Board of Directors

**Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410**

August 14, 2008

Lucy Simonson
County of Mendocino
Auditor-Controller
501 Low Gap Road, Room 1080
Ukiah, CA 95482

Dear Lucy:

Our auditor, Michael A. Celentano, Certified Public Accountant, is now engaged in the examination of our financial statements as of June 30, 2008.

Accordingly, please confirm directly to him information regarding the following accounts concerning the fiscal years ended June 30, 2007 and 2008.

Albion-Little River Fire Protection District

1. Unpaid current taxes at June 30, 2008.
2. Full cash value for the fiscal year 2007-2008.
3. Revenues for each of the fiscal years ended June 30, 2007 and 2008.
 - a. Secured Property
 - b. Unsecured Property
 - c. Timber Yield
 - d. Homeowner Property Relief
 - e. SB 813 Supplemental
 - f. Highway Property Rental
 - g. Other
4. Cash in County Treasury at June 30, 2007 and 2008.
5. YTD Appropriations Ledger as of June 30, 2008.
6. YTD Revenue Ledger as of June 30, 2008 and
7. YTD Revenue Ledger as of June 30, 2008.

Please mail your reply directly to Michael A. Celentano, Certified Public Accountant, 205 W Gobbi St, Ukiah, CA 95482 in the enclosed return envelope.

Very truly yours,


Alan Taeger
Albion-Little River Fire Protection District

ALRFPD Board of Directors Business Meeting Minutes 7/30/08

Held Wednesday, July 30, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting started at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo, Mike Kitahara, Stacey Weil-Dye and Chief Derek Wilson.
2. Public Comment - None
3. Possible candidates for Board members Stella Salo, at her 1st meeting, and Nick Pillsbury, at his 3rd, were introduced and thanked for their interest.
4. Alan presented a package of reports that were made on the new computer and with the help of Katsiaryna (Katya) Gregonis.
 5. A. Chief reports department assisted had 4 calls, 2 fire related and 2 medical.
B. Department received \$12,500 from BBQ and about \$20,000 from donations since lightning fire of June 20th. Department is seeking to bill the State for extended wildland fire services in June. Possible service fees to be paid to department and district for personnel and equipment in excess of \$79,000.
C. Department gear and training costs up because of new recruits, fire activity. There are three new firefighter interns from the Little River area.
D. Department is planning for the coverage of Navarro ridge.
6. A. Alan reported receipt of a letter from California Special Districts Association (CSDA) announcing election of board members for the association. He also reported receipt of a letter from a CSDA board member candidate requesting our votes in the contest.
B. Minutes from June 25th and July 9th meetings were unanimously approved as presented.
7. A. Alan proposed to increase the office expense budget to \$3,000 and purchase a locking file cabinet and a locking storage cabinet for the District office. The motion was unanimously approved.
B. Rich presented a paper on possible vehicle purchasing options. Options were read and discussed.
C. After much discussion Alan made a motion to increase equipment budget from \$10,000 to \$110,000 and to allocate up to \$100,000 for purchase of a type 3 engine. Motion was unanimously approved.
D. Notice was posted about vacancy. Dan will send article to paper. Possible candidates Stella Salo and Nick Pillsbury wish another month before committing.
E. Board voted unanimously to accept a proposal by Katsiaryna (Katya) Gregonis for provision of bookkeeping services for the District.
8. Department reports that the repeater antenna pad is in place on Navarro Ridge; estimate one more month to finish to repeater project.
9. No committee reports.
10. No Board member comments.
11. Meeting adjourned 9:50pm. Next meeting 7:30 pm Aug. 27, 2008 at Stn 810.

*appd as corrected
27 Aug 08*

ALRFPD Board of Directors Business Meeting Minutes 6/25/08

Held Wednesday, June 25, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting started at 7:35pm with Board members Richard Riley, Ed Petrokowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo, Mike Kitahara, Stacey Weil-Dye and Chief Derek Wilson.
2. Public Comment - None
3. Possible candidates for Board members Stella Salo, at her 1st meeting, and Nick Pillsbury, at his 3rd, were introduced and thanked for their interest.
4. Alan Presented a package of reports that were made on the new computer and with the help of Katsiaryna Gregonis. Katsia has agreed to do bookkeeping the board.
5.
 - A. Chief reports department assisted had 4 calls, 2 fire related and 2 medical.
 - B. Department received 1, \$12,500 from BBQ and about 20,000 from donations since lightning fire of June 20th.
 - C. Department gear and training up because of fire fighting.
 - D. Department is planning for the coverage of Navarro ridge.
6.
 - A. Allan Received letters but they don't seem related to the Board.
 - B. Minutes from June 25th and July 9th meetings were unanimously approved with revisions.
7.
 - A. Alan proposed to increase the office expense budget to \$3,000 and purchase office locking file cabinet for Board office. The motion was unanimously approved.
 - B. Rich presented a paper on possible vehicle purchasing options. Options were read and discussed.
 - C. After much discussion Allan made a motion to increase equipment budget from \$10,000 to \$110,000 and to authorize Department to purchase a type 3 vehicle valued at \$100,000 or less. Motion was unanimously approved.
 - D. Notice was posted about vacancy. Dan will send article to paper. Possible candidates Stella Salo and Nick Pillsbury wish another month before committing.
 - E. Board voted unanimously to use the services of Katsiaryna Gregonis as a bookkeeper for the Board.
8. Department reports that the repeater pad is in place. About one more month to finish to repeater project.
9. No committee reports.
10. No Board member comments.
11. Meeting adjourned 9:50pm. Next meeting 7:30 Aug. 27, 2008 at Stn 810.

ALRFPD Board of Directors Business Meeting Minutes 8/27/08

Held Wednesday, Aug. 27, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo.
2. Public Comment - None
3. Possible candidates for Board members Stella Salo, at her 2nd meeting, and Nick Pillsbury, at his 4th, were introduced and thanked for their interest as possible Board members.
4. Alan presented current year and 5 years reports. Alan and Katya will prepare for independent audit of Board funds.
5. A. No report. No representative of Fire Dept. present.
6. A. None
B. Minutes from July 30th and July 9th meetings were unanimously approved by the Board with corrections.
7. A. None
B. After much discussion Nick Pillsbury was elected by unanimous vote of the members of the Board as new Board member to fill the unexpired term of Josh Latkin per Government Code 1780d. Stella was thanked for her interest.
C. No Department representation. Rich would head Vehicle Committee to report on vehicle maintenance and replacement. Alan made a motion that the Board form a standing Vehicle Committee with Rich as chairman and the motion was unanimously approved by the Board.
8. None
9. A. District Office - Office cabinets are in 811. Alan will inquire about high speed internet installation next month.
B. Property Tax - Report from Ed that 10 parcels might not be paying fire district tax. Ed will ask county to look into this.
C. Station 811 - Per Ed – station 811 project got a Fish and Game report that gave suggestions about the water issue around station 811.
10. No Board member comments.
11. Meeting adjourned 9:50pm. Next meeting 7:30 pm Sep 24, 2008 at Stn 810.

Minutes approved as corrected by unanimous vote of the board of directors September 24, 2008.