

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

Thursday, May 10, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
7:00-8:00pm (longer if necessary)

1. **Fire department operations meeting.**
 - a. **Roll call.**
 - b. **Chief's Report:** Chief Williams will present a written report of fire department operations.
 - c. **Review and discussion of chief's report.**
 - d. **Other fire department business.**
 - e. **Adjournment.**

8:00pm (approximately - begins at completion of operations meeting)

2. **Board of Directors business meeting call to order and determination of a quorum:**
3. **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.
4. **Items for Board consideration and possible action relevant to fire department operations.**
 - a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of one or more current volunteer firefighter applicants for employment, appointment of one or more probationary volunteer firefighters to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
 - b. **FY 2011-2012 budget review and revision:** The Board will review recommended changes to the current FY budget. The Board may vote to add, change, modify or adjust amounts of items in the current FY budget.
 - c. **Policy amendments:** The board will review and discuss a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information as presented at the April 12, 2012 regular business meeting. Proposed policy is to be considered for revision and/or adoption.
 - d. **Non firefighter volunteer insurance resolution:** The board will review, discuss, and vote on a proposed resolution to provide workers compensation insurance to non-firefighter District volunteers.
5. **Previous meeting minutes:** The minutes of the April 12, 2011 regular business meeting will be approved and/or revised and approved.
6. **Communications to the Board:** Communications to the Board will be presented.
7. **Financial report:** Current financial statements for the District will be presented.
8. **Other Items for consideration and possible action:**
 - a. **Special parcel tax assessment appeal:** The board will review a special parcel tax appeal from a district property owner and the recommendations for action from the special parcel tax committee. The board may vote to grant or deny the appeal.
 - b. **Bylaws amendments:** The Board will review and discuss proposed District bylaws amendments to be considered for approval at the June 14, 2012 regular business meeting.
 - c. **FY 2012-2013 budget development meeting:** The board may schedule a meeting to develop a proposed budget to be considered for revision and/or adoption at the June 14, 2012 regular business meeting.
9. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Parcel tax committee.**
10. **Directors' discussion:** Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
11. **Next scheduled regular business meeting:** Thursday, June 14, 2012, 7:00 pm.
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 as soon as possible before the meeting date.

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8. Other items for consideration and possible action:

- a. Special parcel tax assessment appeal: The board will review a special parcel tax appeal from a district property owner and the recommendations for action from the special parcel tax committee. The board may vote to grant or deny the appeal. *OK*
- b. Bylaws amendments: The Board will review and discuss proposed District bylaws amendments to be considered for approval at the June 14, 2012 regular business meeting.
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9. Committee reports:

- a. New fire station committee. *-*
- b. Parcel tax committee. *-*

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AT

8:20

Steve 20k ok.

John Oakley

Joe Goforth

reg mem

OK

OK

2/1st 6pm

Budget Mtg May 21st 6pm

\$20k from Inc. send thx

July 12 mtg -

Xcl -

BB to July 14

cleaning agreement

BBQ budget

send Ted detailed budget

+ find category + budget in June

Fire Chief's Report, 10 May, 2012, by Ted Williams (DRAFT)

- **Applications Received**
 - Jeff Wall
- **Firefighters Resigned / On Leave**
 - Mark Anderson has not attended any trainings or incidents this year. Mark and Ted had a face to face discussion regarding his involvement. Mark is not currently in a position to participate (out of district, short on time). He has returned a bag of issued district gear. We should welcome him back when he is able to actively participate.
- **Purchases (noteworthy, not exhaustive)**
 - K12 ventilation saw
 - (10) fire shelters
 - (8) flashlights
 - (3) oxygen cylinders and regulators for additional med bags
 - (2) oxygen cylinder valve opener tools
 - life vests
 - boots
 - compressor (aluminum head, 2 stage, 2600 cfm, Honda motor)
 - LED bulbs for scene lighting
 - webbing (enough for all firefighters to be issued appropriate length)
 - solar charging station parts for the Albion Flats water rescue container(s)
 - netbook exclusively for programming radios, pagers and AEDs
 - (2) reflective traffic paddles (trial, if happy we'll order more)
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, April 12th and today, May 10th, we were dispatched and responded to eighteen incidents consisting of 9 medical aid, 2 hazardous power lines, 1 trailer fire, 1 traffic collision, 1 UTL traffic collision, 1 property inspection, 1 public assist, 1 disabled vehicle, 1 water rescue (false).
 - **2012002369 04/12/2012 20:07:16 HSE**
 - 33621 ALBION RIVER NORTH SIDE RD #OFC ,LITR
 - arcing transformer, during district meeting
 - 8162, 8170, 8130
 - Ted Williams
 - Scott Roat
 - Sam Levine
 - Jaime Placido
 - Michael Rees
 - Steve Acker
 - Guy Casey
 - Andrew Crowningshield
 - Marshall Brown
 - Andrea Pennebaker
 - Harolde Serales
 - Joe Goforth
 - Dennis Sweet
 - Debbie Wolfe
 - Steve Wolfe
 - Citlali Calvillo
 - Emily Scott
 - Erica Geer
 - **2012002403 04/14/2012 08:12:30 OAM**
 - ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
 - Erica Geer (8130)
 - Ted Williams
 - Brad Montgomery (IC)
 - John Oakley
 - ?
 - cancelled incoming
 - **2012002536 04/19/2012 21:56:57 MEDB**
 - 43701 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker (8130)
 - Jaime Placido
 - John Oakley
 - Marshall Brown (8181, 8131)
 - Brad Montgomery
 - Josh Smith

- Adam Matthews
- Guy Casey
- ?
- **2012002578 04/21/2012 21:12:46 MEDB**
 - 33100 ALBION RIDGE RD / 3410 N HWY 1 ,ALBI
 - CHP report of man down near roadway
 - UTL, cancelled, second report from residence to Williams, MSCO called, man given ride home.
 - Ted Williams
 - Brad Montgomery
 - Erica Geer
 - Marshall Brown
 - Guy Casey
 - Debbi Wolfe
 - Steve Wolfe
 - ?
- **2012002584 04/22/2012 04:16:35 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #SP ,LITR
 - Ted Williams
 - Guy Casey
 - ?
- **2012002621 04/23/2012 15:10:21 HSE**
 - 32001 ALBION RIDGE RD ,ALBI
 - power lines down, post transformer, private property
 - Ted Williams (IC)
 - Brad Montgomery (8163)
 - John Oakley (8162)
 - Andrew Crowningshield (8130)
 - Guy Casey
 - Michael Rees
 - Harolde Searles
 - Joe Goforth
 - Citali Calvillo
 - Steve Wolfe
 - Debbi Wolfe
 - cancelled incoming
- **2012002630 04/23/2012 22:15:52 FSR**
 - 29700 ALBION RIDGE RD / 31900 MIDDLE RIDGE RD ,ALBI
 - two abandoned trailers fire
 - Brad Montgomery (8163, IC)
 - John Oakley (8162)
 - Jaime Placido (8192)
 - Michael Rees (8165)
 - Erica Geer (8130)
 - Marshall Brown (8170)
 - Ted Williams
 - Scott Roat
 - Tim Gitchel
 - Guy Casey
 - Debbi Wolfe
 - Steve Wolfe
 - Josh Smith
 - Jesse Martin
 - Joe Goforth
 - Citali Calvillo
- **2012002683 04/26/2012 01:13:36 MEDB**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Ted Williams
 - Jaime Placido
 - Guy Casey
 - Marshall Brown (8131)
 - Brad Montgomery
 - John Crowningshield
 - Sam Levine
 - Scott Roat

- cancelled incoming
- **2012002725 04/27/2012 22:07:54 PAP**
 - 7051 N HWY 1 ,LITR
 - Vacationer was unhappy with presence of pilot light in heating stove.
 - Scott Roat (IC)
 - Ted Williams
 - Tim Gitchel
 - cancelled incoming
- **2012002757 04/29/2012 10:08:13 MEDD**
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Andrew Crowningshield
 - Brad Montgomery
 - Jaime Placido
 - Marshall Brown (8132)
 - Sam Levine
 - Scott Roat
 - Ted Williams
 - Guy Casey
 - cancelled incoming
- **2012002763 04/29/2012 15:21:35 MEDB**
 - 29801 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery
 - Joe Goforth
 - Citlali Calvillo
 - Harolde Searles
 - Andrea Pennebaker
 - Jaime Placido
 - Andrew Crowningshield
 - Emily Scott
 - Marshall Brown (8130)
 - Guy Casey
 - cancelled incoming
- **2012002890 05/05/2012 10:45:15 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Marshall Brown (8132)
 - Scott Roat
 - Ted Williams
 - Erica Geer
 - cancelled incoming
- **2012002907 05/06/2012**
 - 19 stranded divers, Elk Fire's district, Navarro Beach, not as reported
 - Andrea Pennebaker
 - Jaime Placido
 - Jonathan Peakall
 - Marshall Brown
 - Tim Gitchel
 - Ted Williams
 - Brad Montgomery
 - Erica Geer
 - cancelled
- **2012002922 05/06/2012 16:12:20 OAR**
 - HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
 - disabled classic limousine from Saudi Arabia blocking lane, Ted discovered
 - Ted Williams (IC)
 - cancelled incoming
 - Brad Montgomery
 - Scott Roat
- **2012002929 05/07/2012 07:51:25 MTC**
 - 44441 LITTLE RIVER AIRPORT RD ,LITR
 - Vehicle vs tree, two patients AMA with Medic 9141, traffic control
 - Andrea Pennebaker (8130)
 - Brad Montgomery (8181)
 - Emily Scott
 - Jaime Placido

- Guy Casey
- Marshall Brown (IC)
- Michael Rees
- Sam Levine
- Scott Roat
- Ted Williams
- cancelled incoming
- **2012002955 05/08/2012 10:11:48 MEDD**
 - 29450 ALBION RIDGE RD ,ALBI
 - CalStar 4 cancelled by Medic 9140
 - Adam Matthews
 - Brad Montgomery (IC)
 - Debbi Wolfe
 - John Oakley
 - Joe Goforth
 - Marshall Brown
 - Michael Rees
 - Ted Williams (8130)
 - cancelled incoming
- **2012002958 05/08/2012 11:33:16 OAM**
 - 3544 E RD N ,ALBI
 - Requested to observe an inspection executed by County of Mendocino, Planning and Building Services, Code Enforcement Officer with the US EPA and CalFire. Not paged out.
 - Ted Williams
 - Brad Montgomery
- **2012002983 05/09/2012 11:18:45 MEDD**
 - 4401 N HWY 1 ,LITR
 - Ted Williams (IC, 8130)
 - Brad Montgomery
 - Guy Casey
 - Sam Levine
 - Harolde Searles
 - John Oakley
 - Andrea Pennebaker
 - Andrew Crowningshield
 - cancelled incoming
- **2012002998 05/09/2012 20:16:52 MTC**
 - 41146 LITTLE RIVER AIRPORT RD / ROAD 19 ,LITR
 - vehicle rollover, UTL, Williams made contact with RP hours later
 - cancelled CalStar
 - Marshall Brown (IC, 8170)
 - Andrew Crowningshield (8131)
 - Brad Montgomery (8181)
 - Jason Hendricks (8170)
 - Ted Williams
 - John Oakley
 - Guy Casey
 - Scott Roat
 - cancelled

Training Completed:

- 04/14/2012 - Boat Training: Basics @ Albion Flats (4 hours)
 - Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Andrea Pennebaker, Ted Williams
- 04/14/2012 - Burn Trailer - Fire Academy (6 hours)
 - Brad Montgomery, Jaime Placido, Josh Smith
- 04/19/2012 - Hose Lays and Ladders - CalFire (3 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, John Oakley, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 04/26/2012 - Ambulance orientation / gurney packaging - Nat Norling (2 hours)
 - David Ayster, Guy Casey, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Friend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Harolde Searles, Ted Williams
- 05/03/2012 - Patient Packaging (2 hours)

- David Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/05/2012 - Water Rescue / Boat @ Mendocino Fire (4 hours)
 - Andrew Crowningshield, Megan Frend, Tim Gitchel, Andrea Pennebaker, Jaime Placido, Chadwick Thompson

Trainings Planned:

- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc will be the beneficiary of the Little River Inn concert series on May 11.

• Development:

- We have continued to research water tender options. Two International 4800 all wheel drive 2000 gallon tenders will be presented for discussion at the May regular meeting.
- A round of SCBA fit testing has been completed. Current approved SCBA list: Andrew Crowningshield, Ted Williams, Citlali Calvillo, John Crowningshield, Andrea Pennebaker, Josh Smith, Jonathan Peakall, Harold Searles, Megan Frend, Adam Matthews, Michael Rees, Tim Gitchel, Marshall Brown, Guy Casey, Jason Hendricks, John Oakley, Scott Roat, Chadwick Thompson, Jaime Placido, Emily Sweet, Brad Montgomery, Dennis Sweet. Additional SCBA masks will be ordered.
- ○ The port of 707 937 0888 to Google Voice has been initiated.
- Brad Montgomery has started design work on the pickup mounted compressed air foam system. A compressor has been ordered.
- Greg Andree has agreed to provide a statement specifying that the 811 painting quote will not be exceeded along with proof of insurance. The color will be cottage red with white trim.
- Brad Montgomery has completed the paperwork for DMV transfer of the river boat (from ALRVFD, Inc to ALRFPD). In the process he discovered the need to transfer the associated trailer. Pending.
- Our shipping container at Albion Flats campground will be used to house the jet ski and water rescue equipment (PFDs, etc). A longer container will be purchased for boat 8195.
- Five oxygen cylinders have been hydro-tested. John Oakley is coordinating the next batch.
- Representing ALRVFD, Inc., Steve Acker will present a \$20,000 check to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender. The terms should be clarified by the board and ALRVFD, Inc representation.
- Ken McNair from LN Curtis will be onsite Wednesday, May 16, to size firefighters who lack turnouts or have turnouts nearing end of life.
- During the May 10 district meeting, after the department report, firefighters will migrate to the engine bay of station 810 to inventory wildland gear. Erica Geer will coordinate documentation. John Oakley will inspect gear and issue the new fire shelters with web gear.
- According to Coastal Valleys EMS, approval and implementation of the AEMT (Advanced EMT, formerly EMT-I) will potentially be delayed beyond this fall. Ted Williams will coordinate our involvement in the program (and will attend).
- Ted Williams has assembled a new radio channel plan with tactical on bank 1 and command on bank 2. This should help prevent unintended traffic from command repeaters and allows the IC to quickly switch between incident-specific command and tactical channels. Handheld radios will be updated at upcoming trainings.
- The department is planning the annual BBQ. It is proposed that we establish a committee consisting of Rich, Ted and Erica to streamline decision making. Options for the alcohol license need to be researched.
- Ted Williams, Erica Geer and Brad Montgomery met with the Albion-Little River Fire Department Auxiliary. We invited the auxiliary members to the district meeting. They have apparently been operating under the (mistaken) understanding that the district insures their events.
- Scott Roat provided a flooring sample (interlocking gym). If approved at the May 10 regular meeting, ALRVFD, Inc. will donate flooring for the upstairs of station 811.
- Erica Geer forwarded station cleaning bills. The cleaning was performed by Marsha Regan on 2/4, 2/18, 3/3, 3/18, 3/30 and 3/31. She is cleaning under an agreement with ALRVFD, Inc. A new agreement with the district should be established.
- Received interagency donation of eight boxes of N95 respirators.
- We should consider a process for evaluating peers. The nature of firefighting operations requires substantial trust between individuals. The process should be positive and respectful of privacy, while enabling the department with a means to mitigate risk. As a starting point, I have asked the boat team to self organize a list of water rescue team members who feel comfortable with each others skill, familiarity and team participation.

Station Maintenance

- Mendocino Coast Water Works installed an on-demand propane hot water heater at station 810.
- The Waste Management garbage can has been moved from 811 to 810. The department will place the can at the appropriate outside location for pickup.

Vehicle Maintenance

- **Boat 8195**
 - Inspected at Hillside Honda, Lakeport.

- Leak repaired. Stayed overnight to verify fix.
 - Carburetor clog remedied.
 - Blades dinged; running at half power. Replacement recommend. \$100
- **Jet Ski 8198**
 - Scheduled for an inspection at Hillside Honda, Lakeport.
- **Engine 8162**
 - Gary at Fort Bragg Diesel has committed to picking up 8162 before Monday, May 14.
 - The driver side rear wheel hub seal is leaking fluid.
 - Burnt wiring from the dash to rear will be remedied.
 - A damaged halogen light fixture will be replaced with LED floods.
- **Engine 8181**
 - Brad Montgomery checked the charging system.
 - Alternator and auto eject functioning, batteries were bad.
 - New batteries from 8182 were moved to 8181.
 - SCBAs and spare bottles were moved to 8181 from 8162 while 8162 is out of service. Two SCBA units are currently in 8192 as there wasn't sufficient room for more on 8181.
- **Rescue 8132**
 - The new alternator is not functioning. Preliminary diagnosis points to a failed voltage regulator. Brad will repair or convert to off the shelf external voltage regulator.
 - Scene lighting will be swapped from 110v halogen to 12v LED with simple toggle switch controls.
- **Rescue 8131**
 - Radio is not working properly due to poor primary wiring. A new fuse block will be installed, bypassing the existing shoddy wiring.
 - Scene lighting to will be converted to 12v LED floods.
- **Rescue 8130**
 - Dash fuse popped again. Replaced fuse.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
EMPLOYMENT EXCLUSION POLICY

1. All Albion Little River Fire Protection District (District) employees and employee applicants have agreed to submit to prior employment, driving and criminal background checks as a condition of employment.
2. Upon the chief's recommendation the board of directors of the District may vote to exclude an applicant for employment who has had:
 - a. convictions for driving under the influence of drugs or alcohol;
 - b. driver's license suspended or revoked;
 - c. criminal history of violence, intimidation, harassment, theft, embezzlement, arson, or any other crime that indicates the applicant may endanger others if the person is employed as a firefighter.
3. Upon the chief's recommendation the board of directors may vote to suspend or terminate employment of any District regular or probationary employee who has current or previously undiscovered driving or criminal history as enumerated in the above paragraph.

DRAFT

OK

RESOLUTION No. 120510
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

PROVIDING WORKERS COMPENSATION INSURANCE TO AUTHORIZED DISTRICT
NON-FIREFIGHTER VOLUNTEERS

Whereas the California Labor Code provides that, with certain exceptions, volunteers to government agencies are not covered under California workers' compensation statutes; and

Whereas the Board of Directors of the Albion Little River Fire Protection District (District) has the authority to extend workers' compensation insurance coverage to non-firefighter volunteers who are authorized to provide services to the District; and

Whereas the Board of Directors of the Albion Little River Fire Protection District has considered the desirability of providing workers' compensation insurance coverage to non-firefighter volunteers who are authorized to provide services to the District; and

Whereas the Board of Directors of the Albion Little River Fire Protection District has determined that there is a need and reason to provide workers' compensation insurance coverage to authorized non-firefighter volunteers who provide valuable services to the District as a whole;

THEREFORE DO WE, the Board of Directors of the Albion Little River Fire Protection District, RESOLVE that non-firefighter volunteers who are properly authorized to provide volunteer services to the District shall be entitled to workers' compensation insurance coverage and benefits for any injury or disability arising out of and as a direct and proximate cause of their volunteer activities for the Albion Little River Fire Protection District.

THIS RESOLUTION PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT A REGULAR BUSINESS MEETING THIS 10th DAY OF MAY, 2012.

AYES: 4
NOES: _____
ABSTAIN: _____
ABSENT 1
VACANT _____

Alan Taeger
President, Board of Directors of the Albion Little River Fire Protection District

Attest:

Richard Riley
Vice President, Board of Directors of the Albion Little River Fire Protection District

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

Thursday, April 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. Fire department operations meeting.

- a. **Roll call.** Firefighters present: Chief Ted Williams, Scott Roat, Sam Levine, Jaime Placido, Michael Rees, Steve Acker, Guy Casey, Andrew Crowningshield, Marshall Brown, Andrea Pennebaker, Harolde Serales, Joe Goforth, Dennis Sweet, Debbie Wolfe, Steve Wolfe, Citlali Werner, Emily Scott, and Erica Geer. Firefighters absent: David Ayster, Mark Anderson, John Crowningshield, Tim Gitchel, Andy Gitchel, John Oakley, Chad Thompson, Meghan Friend, Joshua Smith, Jonathan Peakall, Adam Matthews, Brad Montgomery, Jesse Martin, Chris Johnson, Jason Hendricks and Kristine Hendricks. Members of the public present: Karen Calvert.
- b. **Chief's Report:** See attached below.
- c. **Review and discussion of chief's report.** General discussion. No detailed report.
- d. **Other fire department business.** None recorded
- e. **Adjournment.** 8:11pm

2. Board of Directors business meeting call to order and determination of a quorum: Meeting called to order by Board President Alan Taeger at 8:11 pm. Board members present: Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp

3. Public communication to the Board: None.

4. Items for Board consideration and possible action on fire department operations.

- a. **Fire department personnel:** The Board reviewed new probationary volunteer firefighter applicant John Oakley recommended by the chief for employment. Oakley's employment was approved by unanimous vote of the board on a motion by Ken.
- b. **Apparatus plan:** The Board reviewed and voted unanimously on a motion by Ken, to adopt a comprehensive wheeled apparatus plan discussed at the March 8, 2012 regular business meeting.
- c. **Station 811 (D Road) painting:** The Board reviewed and discussed estimates presented to the Board for repainting station 811. The three estimates returned were all very close in scope and price: Greg Andre Painting - \$5,625.00; Latoof Painting, Inc. - \$5,800.00; John Darcy Painting - \$5,775.00. The Board voted unanimously on a motion by Alan to accept any one of the three estimates provided that the contractor chosen could provide certificates of insurance and a contract price not to exceed the estimated price but recommended favoring the local contractor, Greg Andre Painting.
- d. **Lounge and fitness training area in Station 811:** The board reviewed a proposal by Scott Roat for the furnishing and use of the second floor of Station 811 (D Road) as a lounge and fitness training area. ALRVFD, Inc. proposed to purchase and install most of the furnishings with a request that the District approve spending up to \$1,000.00 to complete the project and support the additional expense of portable toilet leasing and service at that location. The Board voted unanimously to approve the proposal on a motion by Ken.
- e. **FY 2011-2012 budget review and revision:** The Board reviewed recommended changes to the current FY budget. The Board voted unanimously on a motion by Ken, to add \$3,000.00 to budget category 86-2140 (medical supplies).

5. Previous meeting minutes: The minutes of the March 8, 2012 regular business meeting and the March 24, 2012 special meeting (criminal history information) were approved by unanimous vote of the Board on a motion by Ken.

6. Communications to the Board: see attached list.

7. Financial report: Current financial statements for the District were presented.

8. Other items for consideration and possible action:

- a. **Special parcel tax assessment appeal:** The board reviewed a special parcel tax appeal from a district property owner and the recommendation to grant the appeal from the special parcel tax committee. The board voted unanimously on a motion by Rich, to grant the appeal.
- b. **Bylaws amendments:** The Board reviewed and discussed proposed District bylaws amendments and additions introduced at the March 8, 2012 regular business meeting and voted unanimously on a motion by Ken to approve proposed changes as presented.
- c. **Policy amendments:**
 - i. The Board reviewed and discussed proposed new District policies and proposed amendments to existing District policies introduced at the March 8, 2012 regular business meeting. The board voted unanimously on a motion by Ken to adopt proposed new and amended District policies as presented.
 - ii. The board reviewed and discussed a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information. Proposed policy is to be considered for revision and/or adoption at the May 10, 2012 regular business meeting.
- d. **Operations manual amendments:** The board reviewed and discussed proposed amendments and additions to the Fire Department Operations Manual introduced at the March 8, 2012 regular business meeting. The board voted unanimously to adopt proposed Operations Manual changes on a motion by Ken.

9. Committee reports:

- a. **New fire station committee.** Bob Schlosser reports that corrected plans are to be returned from Empire Steel Buildings in the next two weeks, then to go to Welty for foundation engineering.

10. Directors' discussion: None.

11. Next scheduled regular business meeting: May 10, 2012, 7:00 pm.

12. Adjournment: meeting adjourned at 9:41 pm.

Attachments

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING May 10, 2012
COMMUNICATIONS TO THE BOARD

- 4/13/12 Received a thank you card from Mendocino Fire Department for mutual aid provided to them by Albion Little River Fire Department at a fire in Mendocino's district at the Little River Inn.
- 4/14/12 Alan received an email from Janie Tate, retired Albion Little River firefighter, asking about a website. Alan responded to her with a reference to albionfire.com.
- 4/18/12 Alan e-filed 2012 Census of Governments Survey of Public Employment and Payroll.
- 4/30/12 Alan received an email of congratulations on reorganization from Rick McDonald, former ALRFPD board member. Alan responded with a short update and a reference to the information on the website.
- 5/2/12 Alan contacted Dan Sitts by phone after a phone conversation with Chief Williams who expressed concerns regarding preparations for the annual Auxiliary flea market to be held on May 5. Alan inquired of Dan whether any notice had been given or insurance arrangements been made for the event and he answered that he had been doing the event for the Auxiliary for over 20 years and had never given a consideration about insurance. He also said that he remembers the fire department notifying the "Little River Airport Commission" in the distant past. He said that he hadn't consulted with anyone for the event, Auxiliary or otherwise, saying he didn't know who was even in the Auxiliary to contact. Alan discussed the requirements for events at the BBQ grounds with Dan and sent a follow-up email with details to Dan and Jean Graydon, whom Dan agreed might be a good Auxiliary contact. Alan did not receive a reply to the email from either Dan or Jean.
- 5/3/12 Alan placed a telephone call to the Fort Bragg Senior Center and spoke to Waldi Helma who said she would be the contact person regarding senior lunch service on Fridays at Station 810. Alan inquired if she knew if there was a written agreement for use of Station 810 by the seniors, and whether the seniors had any insurance to cover the use. Waldi Helma replied that she didn't know but that she would research the issues and get back to me.
- 5/10/12 Received notice in water bill forwarded from ALRVFD, Inc. of meeting of Albion Mutual Water Company to be held at Station 810 on Saturday, April 28, 2012.

May 1

T.
Stacey reported erratic driver to
Marshal & conversing at Meady's

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 5/10/2012	2007-2008	PER 6/30/08	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 5/10/12	
CODE #	DESCRIPTION	ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	RVSD 4/12/12	ACTUAL
REVENUE											
821110	CURRENT SECURED TAX	67,469.00	68,341.10	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	72,754.79	73,566.00	40,708.73
821120	CURRENT UNSECURED TAX	2,053.00	2,120.79	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00	2,560.33
821130	SB 813 SUPPLEMENTAL TAX	2,834.00	2,516.55	2,288.00	1,185.54	1,572.00	472.10	569.00	298.57	283.00	(91.85)
821210	PRIOR SECURED PROPERTY TAX	0.00	331.97	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00	(31.20)
821220	PRIOR UNSECURED PROPERTY TAX	106.00	32.41	34.00	99.47	27.00	139.31	114.00	167.78	126.00	105.56
821300	SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,550.00	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.00	81,920.00	45,452.00
821600	TIMBER YIELD TAX	486.00	383.82	374.00	303.17	314.00	52.46	71.00	198.28	83.00	169.40
821700	HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.00	0.00	0.26	0.00	1.37	0.00	10.26
824100	INTEREST	9,000.00	13,581.82	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00	971.29
825481	HOMEOWNER PROPERTY TAX RELIEF	809.00	802.76	803.00	787.54	788.00	778.28	778.00	770.92	771.00	384.63
825490	STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
826140	ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
827500	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
827700	OTHER	0.00	15,394.00	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00		179.00
827702	INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,676.30	11,676.30
	TOTAL REVENUE	157,757.00	181,055.22	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	171,545.30	102,094.45
	FUND BALANCE CARRIED FORWARD	290,000.00	314,157.00	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43	291,527.43
	TOTAL AVAILABLE FOR APPROPRIATIONS	447,757.00	495,212.22	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	463,072.73	393,621.88
APPROPRIATIONS											
861014	MISCELLANEOUS EMPLOYEE BENEFITS									\$18,000.00	12,900.00
861035	WORKERS COMPENSATION INSURANCE	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	\$6,000.00	5,960.00	\$7,000.00	
862050	CLOTHING & PERSONAL ITEMS	6,000.00	8,609.26	6,000.00	4,130.64	6,000.00	2,124.44	\$12,000.00	4,671.95	\$26,000.00	19,158.89
862060	COMMUNICATIONS	10,000.00	9,162.31	10,000.00	4,247.81	5,000.00	4,918.24	\$5,000.00	5,107.38	\$5,000.00	3,686.59
862101	INSURANCE - GENERAL	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,000.00	
862120	MAINTENANCE - EQUIPMENT	12,000.00	14,820.65	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	37,000.00	18,079.76
862130	MAINTENANCE - STRUCTURES & GROUNDS	15,000.00	12,013.26	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	14,000.00	4,899.15
862140	MEDICAL, LAB SUPPLIES	6,500.00	5,867.25	8,000.00	5,879.39	8,000.00	3,786.44	6,000.00	4,023.78	10,000.00	9,475.15
862150	MEMBERSHIPS	2,500.00	2,147.00	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	1,806.00
862170	OFFICE EXPENSE	600.00	566.22	3,000.00	3,071.91	2,000.00	698.41	1,000.00	954.94	1,500.00	1,397.78
862181	AUDITING & FISCAL SERVICES	5,000.00	1,144.98	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	6,803.25	3,500.00	2,901.68
862184	ARCHITECT & ENGINEERING SERVICES (811)	2,000.00				15,000.00	14,950.98	0.00		0.00	
862185	MEDICAL, DENTAL SERVICES	1,000.00								5,000.00	1,451.00
862187	EDUCATION & TRAINING	10,000.00	7,314.27	10,000.00	8,375.36	15,000.00	5,233.03	15,000.00	13,773.08	10,000.00	8,000.87
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	1,500.00		1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	1,500.00	10.00
862210	RENTS & LEASES BUILDINGS & GROUNDS	0.00				100.00		0.00		125.00	104.00
862220	SMALL TOOLS & SUPPLIES	3,500.00	2,754.44	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	1,107.12	4,000.00	257.07
862231	ELECTION SUPERVISION & SERVICES	0.00				400.00	315.05	400.00		400.00	323.80
862250	TRANSPORTATION & TRAVEL	25,000.00	18,590.52	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	20,676.41	8,000.00	6,898.71
862260	UTILITIES	3,000.00	3,869.94	5,000.00	4,627.18	5,000.00	3,728.73	7,500.00	6,570.41	7,500.00	5,650.24
863113	PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	1,279.02	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	2,000.00	1,602.18
864360	STRUCTURES & IMPROVEMENTS	10,000.00	6,409.16	15,000.00	3,546.62	10,000.00	3,154.36	35,000.00	11,613.74	75,000.00	532.20
864370	EQUIPMENT	5,000.00	2,818.09	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	28,624.83
	TOTAL APPROPRIATIONS	133,600.00	107,966.37	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	376,525.00	127,759.90
	UNAPPROPRIATED FUNDS (funds balance)	314,157.00	347,520.83	223,981.33	274,994.83	245,591.83	266,653.69	233,630.66	291,527.43	86,547.73	265,861.98
	UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS						265,877.66				

+25,000.-

+500.-

+4500
BASED ON

OK

Albion Little River Fire Protection District
Budget vs. Actual
 July 2011 through June 2012

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
82-1110 CURRENT SECURED TAX	40,708.73	73,566.00	-32,857.27	55.3%
82-1120-CURRENT UNSECURED TAX	2,560.33	2,470.00	90.33	103.7%
82-1130-SB813 SUPPLEMENTAL TAX	-91.85	283.00	-374.85	-32.5%
82-1210-PRIOR SECURED TAX	-31.20			
82-1220-PRIOR UNSECURED TAX	105.56	126.00	-20.44	83.8%
82-1300-SPECIAL TAX	45,452.00	81,920.00	-36,468.00	55.5%
82-1600-TIMBER TAX	169.40	83.00	86.40	204.1%
82-1700-Highway Property Rental	10.26			
82-4100-INTEREST INCOME	971.29	650.00	321.29	149.4%
82-5481-HOMEOWNER PROPERTY TAX	384.63	771.00	-386.37	49.9%
82-7700-OTHER	179.00			
82-7702-INSURANCE PAYMENT	11,676.30			
Total Income	102,094.45	159,869.00	-57,774.55	63.9%
Gross Profit	102,094.45	159,869.00	-57,774.55	63.9%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	12,900.00			
86-1014-MISC EMPLOYEE BENEFITS - Other	0.00	18,000.00	-18,000.00	0.0%
Total 86-1014-MISC EMPLOYEE BENEFITS	12,900.00	18,000.00	-5,100.00	71.7%
86-1035-WORKERS COMPENSATION IN				
86-2050-CLOTHING & PERSONAL ITE	0.00	7,000.00	-7,000.00	0.0%
86-2060-COMMUNICATIONS				
ATT	2,055.27			
Comcast	1,561.13			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	40.19	5,000.00	-4,959.81	0.8%
Total 86-2060-COMMUNICATIONS	3,686.59	5,000.00	-1,313.41	73.7%
86-2101-INSURANCE GENERAL				
86-2120-MAINTENANCE EQUIPMENT	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	108.61			
Medical Equipment	77.15			
Radio Maintenance	207.04			
Rescue Equipment	34.39			
Vehicle Maintenance				
8130	2,778.18			
8131	84.15			
8132	1,641.16			
8162	1,777.77			
8163	2,134.36			
8170	296.45			
8182	1,398.83			
8191	350.07			
8192	4,297.01			
PWC & Trailer	15.44			
Zodiac & Trailer	411.38			
Vehicle Maintenance - Other	1,305.13			
Total Vehicle Maintenance	16,489.93			
86-2120-MAINTENANCE EQUIPMENT - Other	1,162.64	37,000.00	-35,837.36	3.1%
Total 86-2120-MAINTENANCE EQUIPMENT	18,079.76	37,000.00	-18,920.24	48.9%
86-2130-MAINTENANCE STRUCTURES				
Station 810	2,932.86			
Station 811	1,119.25			
Station 812	634.11			
86-2130-MAINTENANCE STRUCTURES - Other	212.93	14,000.00	-13,787.07	1.5%
Total 86-2130-MAINTENANCE STRUCTURES	4,899.15	14,000.00	-9,100.85	35.0%
86-2140-MEDICAL, LAB SUPPLIES				
	9,475.15	10,000.00	-524.85	94.8%

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05/10/12

Accrual Basis

Albion Little River Fire Protection District
Budget vs. Actual
July 2011 through June 2012

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
86-2150-MEMBERSHIPS				
CALSTAR	360.00			
CSDA	616.00			
Mendocino Ambulance SVC	530.00			
REACH	300.00			
86-2150-MEMBERSHIPS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 86-2150-MEMBERSHIPS	1,806.00	3,000.00	-1,194.00	60.2%
86-2170-DISTRICT OFFICE SUPPLIE	1,397.78	1,500.00	-102.22	93.2%
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	2,901.68			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	2,901.68	3,500.00	-598.32	82.9%
86-2185-MED AND DENTAL	1,451.00	5,000.00	-3,549.00	29.0%
86-2187-EDUCATION & TRAINING	8,000.87	10,000.00	-1,999.13	80.0%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2210-RENT LEASES	104.00	125.00	-21.00	83.2%
86-2220-SMALL TOOLS & SUPPLIES	257.07	4,000.00	-3,742.93	6.4%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Albion K	84.29			
Walsh Oil	6,383.61			
86-2250-TRANSPORTATION & TRAVEL - Other	430.81	8,000.00	-7,569.19	5.4%
Total 86-2250-TRANSPORTATION & TRAVEL	6,898.71	8,000.00	-1,101.29	86.2%
86-2260-UTILITIES				
Albion Water District	405.00			
PG&E	2,580.86			
Suburban Propane	1,125.97			
Thompson Septic Service	1,212.35			
Waste Management	326.06			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	5,650.24	7,500.00	-1,849.76	75.3%
86-3113-PAYMNTS TO GOVT AGENCIE	1,602.18	2,000.00	-397.82	80.1%
86-4360-BUILDINGS & IMPROVEMENT	532.20	75,000.00	-74,467.80	0.7%
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment	2,134.37			
Radios	13,118.20			
Rescue Equipment	8,158.48			
86-4370-EQUIPMENT (PURCHASE) - Other	5,213.78	130,000.00	-124,786.22	4.0%
Total 86-4370-EQUIPMENT (PURCHASE)	28,624.83	130,000.00	-101,375.17	22.0%
Total Expense	127,759.90	376,525.00	-248,765.10	33.9%
Net Income	-25,665.45	-216,656.00	190,990.55	11.8%

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 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 April 12 through May 9, 2012

Type	Date	Num	Name	Memo	Amount
Income					
82-7700-OTHER					
Gene...	5/2/2012	470		Donation from Diana Duffey Ck#3411	29.00
Total 82-7700-OTHER					29.00
Total Income					29.00
Gross Profit					29.00
Expense					
86-2050-CLOTHING & PERSONAL ITE					
Credit...	4/27/2012		Amazon.com	#00264148526873866 Flashlights	191.92
Check	5/7/2012	3390	Witmer Publc Safety ...	#1327222	142.98
Total 86-2050-CLOTHING & PERSONAL ITE					334.90
86-2060-COMMUNICATIONS					
Comcast					
Check	4/19/2012	3372	Comcast	8155300570124362	67.46
Check	4/30/2012	3384	Comcast	8155300570034801	80.46
Total Comcast					147.92
86-2060-COMMUNICATIONS - Other					
Check	4/12/2012	ETF	ECG Enhanced Comm...	2319611	13.44
Total 86-2060-COMMUNICATIONS - Other					13.44
Total 86-2060-COMMUNICATIONS					161.36
86-2120-MAINTENANCE EQUIPMENT					
Radio Maintenance					
Credit...	4/27/2012		Amazon.com	#00289950240355408 Radio Battery	36.70
Total Radio Maintenance					36.70
Rescue Equipment					
Check	5/7/2012	3389	Rhoades Auto Parts	#497397	11.76
Total Rescue Equipment					11.76
Vehicle Maintenance					
8170					
Check	4/25/2012	3383	James B Montgomery	Reimb. Mendocino hardware 1/19 0502131...	2.57
Total 8170					2.57
PWC & Trailer					
Check	5/7/2012	3391	Village Hardware	#113 Apr Strmnt	15.44
Total PWC & Trailer					15.44
Zodiac & Trailer					
Check	4/25/2012	3379	Theron Miller	4/18 Axle/wheel brearings repair	190.00
Check	5/7/2012	3391	Village Hardware	#113 Apr Strmnt	79.15
Total Zodiac & Trailer					269.15
Vehicle Maintenance - Other					
Check	5/7/2012	3391	Village Hardware	#113 Apr Strmnt	38.58
Total Vehicle Maintenance - Other					38.58
Total Vehicle Maintenance					325.74
Total 86-2120-MAINTENANCE EQUIPMENT					374.20
86-2140-MEDICAL, LAB SUPPLIES					
Check	4/19/2012	3373	Eureka Oxygen Co	DM00628707	98.21
Check	4/25/2012	3381	Emergency Medical Pr...	#1456513	971.03
Check	5/7/2012	3392	Matheson Tri-Gas Inc.	10206 #04607320	60.50
Total 86-2140-MEDICAL, LAB SUPPLIES					1,129.74
86-2170-DISTRICT OFFICE SUPPLIE					
Check	5/1/2012	3388	Alan Taeger	Reimb. Ebay 3/27 Cartridge order	37.50
Total 86-2170-DISTRICT OFFICE SUPPLIE					37.50

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 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 April 12 through May 9, 2012

Type	Date	Num	Name	Memo	Amount
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	5/1/2012	3387	Katsiaryna Gregonis	#45	249.18
Total Bookkeeping Services					249.18
Total 86-2181-AUDITING & FISCAL SERVI					249.18
86-2185-MED AND DENTAL					
Check	4/19/2012	3377	Timothy Donald Gitchel	Reimb. for North Coast Family Center DM...	204.00
Check	4/19/2012	3378	Mendocino Coast Clinics	#12448 3/20 Adam, 2/12 & 3/12 Deborah, ...	976.00
Check	4/25/2012	3380	HNSA Public Health Br...	#2260 3/13 & 4/10 Chadwik Thompson He...	106.00
Total 86-2185-MED AND DENTAL					1,286.00
86-2187-EDUCATION & TRAINING					
Check	4/19/2012	3376	Timothy Donald Gitchel	Reimb. for DMV Driver License	31.00
Check	4/25/2012	3382	Ted Williams	Reim. City of Fort Bragg #17296 Livescan f...	131.00
Check	4/25/2012	3383	James B Montgomery	Reimb. Bottle Shope Academy training lun...	225.15
Check	4/30/2012	3386	Nathaniel Norling	#031016 4/26/12 Med. Training	150.00
Total 86-2187-EDUCATION & TRAINING					537.15
86-2220-SMALL TOOLS & SUPPLIES					
Check	4/19/2012	3374	Village Hardware	March stmnt Keys	33.71
Check	4/25/2012	3383	James B Montgomery	Reimb. Amazon.com 103-7538021-070822...	191.54
Check	5/7/2012	3391	Village Hardware	#113 Apr Stmnt	27.60
Total 86-2220-SMALL TOOLS & SUPPLIES					252.85
86-2250-TRANSPORTATION & TRAVEL					
Albion K					
Credit...	4/23/2012		ALBION GROCERY	Gas	28.99
Total Albion K					28.99
Total 86-2250-TRANSPORTATION & TRAVEL					28.99
86-2260-UTILITIES					
Thompson Septic Service					
Check	5/7/2012	3393	Thompson's PortaSepti...	#15988	97.95
Total Thompson Septic Service					97.95
Waste Management					
Check	4/30/2012	3385	Waste Management	799-0001196-2561-4	32.04
Total Waste Management					32.04
Total 86-2260-UTILITIES					129.99
86-3113-PAYMNTS TO GOVT AGENCIE					
Gene...	4/30/2012	468	Mendocino County Aud...	#1287 Property tax allocation 2010-2011	1,127.56
Total 86-3113-PAYMNTS TO GOVT AGENCIE					1,127.56
86-4370-EQUIPMENT (PURCHASE)					
Firefighting Equipment					
Check	5/7/2012	3390	Witmer Public Safety ...	#E914479 Ladder	411.19
Total Firefighting Equipment					411.19
86-4370-EQUIPMENT (PURCHASE) - Other					
Check	4/19/2012	3375	CHIEF Law Enforceme...	#473414 Hose washer	484.98
Check	4/26/2012	0412...	Cascade Fire Equipment	#42210 Fire shelter, web gear	3,947.20
Total 86-4370-EQUIPMENT (PURCHASE) - Other					4,432.18
Total 86-4370-EQUIPMENT (PURCHASE)					4,843.37
Total Expense					10,492.79
Net Income					-10,463.79

TO: Albion/Little River Fire Protection Board

FROM: Alan Taeger and Ken Matheson Tax Appeal Subcommittee

Subject: Recommendations on Tax Appeals

Date: May 7, 2012

Thelma K. Ray is appealing the charge of \$40.00 for unimproved properties. The parcels she is appealing are: 126-170-06, 126-180-05, 126-170-05, 126-230-01, and 126-180-14. See attached letter from John Shandel for the reasons for the appeal.

Recommendation: After investigating the appeal and reviewing the "use code" we have found that all the parcels listed above are considered either "wasteland" or "classified land" and are also designated as "range land". The properties are also unimproved. The Districts Tax Ordinance as interpreted by county counsel in 2001 does not allow us to tax unimproved Range Land. (see attached).

Therefore we are recommending that the appeal be approved and we remove the \$40.00 Assessment on the above listed parcels

From the Municipal Memo

ORDINANCE NO. 01-01

THE BOARD OF DIRECTORS OF THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT ESTABLISHING UNIFORM SCHEDULES AND RATES FOR A SPECIAL FIRE AND RESCUE TAX

Whereas, Government Code Section 53978 and article XIII A of the California Constitution authorizes the Albion-Little River Fire Protection District to determine and levy a special tax for fire protection, suppression, prevention, and related services; and,

Whereas, at its meeting on March 28, 2001, the Board of Directors of Albion-Little River Fire Protection District set the time and place for consideration of adoption of such ordinance at as April 25, 2001 at 7:30 p.m. at the Albion-Little River Fire House, Albion CA 95410 and

Whereas, A proposed tax, for all units, of the special tax per year shall be assessed on all real property (except that of Federal, State, or Government agencies or other property which is exempt from taxation) within the boundaries of said Albion-Little River Fire Protection District. The tax shall be used to maintain and improve the current level of fire protection, prevention, suppression, emergency medical, hazardous materials response, search, and rescue service. In addition, the increase will be directed toward procurement, equipping, operating, and maintaining equipment, and for the purpose of paying salaries of personnel or any related services. The Board of Directors of the Albion-Little River Fire Protection District shall establish charge(s) from time to time, subject, however, to the maximum units of tax herein. EACH UNIT OF SPECIAL TAX SHALL NOT EXCEED \$40.00 EACH FISCAL YEAR; and

Whereas, the tax shall be collected in the same manner provided by statute for the collection of property tax; and

Whereas, each year prior to the imposition of said tax the District's Board of Directors shall cause a report to be prepared showing each parcel, the owner(s) thereof, and the proposed levy thereon. At said meeting the Board of Directors shall make such corrections to the taxes proposed to be levied as may be required to conform to the fees as set forth herein; and

Whereas, if a two-thirds voter approval is cast, the special tax will become effective concurrent with the 2002/2003 Property Tax billing cycle with a rate of \$40.00 per unit; and

Whereas, if any section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance. The Directors of the District here declare that they would have adopted the Ordinance and each section despite the fact that one or more section, subsection, phrases or clauses be declared invalid.

Now, Therefore It Is Resolved, that the foregoing uniform schedules and rates, attached hereto as Exhibit 1, shall be applied to the parcels within District.

Be It Further Resolved, that this ordinance shall take effect immediately upon its confirmation by the voters in the District. Special tax increase must be approved by two-thirds vote of the voters of the Albion-Little River Fire Protection District at the special election held on November 6, 2001.

Passed and Adopted by the Board of Directors of the Albion-Little River Fire Protection District on the April 25, 2001 by the following vote:

ORDINANCE NO. 01-01 (Con't)

AYES: Graydon, Levine, Ricca, Goncharoff, McDonald
NOES: None
ABSTAIN: None
ABSENT: None

Date: April 25, 2001
s/ Charlotte Graddon, Chairperson
s/ Samuel Levine, Attest Clerk

EXHIBIT 1 - SPECIAL FIRE AND RESCUE TAX

The Special Fire and Rescue Tax is based on a maximum of \$40.00 per unit. A unit is defined as the billable measure. The Board of Directors of the Albion-Little River Fire Protection District has assigned a number of units to each type of property usage based on relative fire risk.

Schedule Of Parcel Units

Type of Property	Number of Units
Residential	Unimproved 1; Improved 2
Institutional and Miscellaneous	3 per improved parcel
Retail stores, office, wholesale outlets, nursery, light manufacturing	3
Restaurants	6
Service Stations	5
Hotels	2 + 1/2 per room
Trailer parks & modular homes	2 + 1 per residence

Properties with more than one usage will be taxed at the cumulative number of applicable units. The Board will assign unit values to new usage codes as required.

Interpretation

Residential Zoning (without uses noted below)	
Unimproved	1
Improved	2
Commercial Zoning (without uses noted below)	
Unimproved	0
Improved	2
RL, TL, & TP Zoning (without uses noted below)	
Unimproved	0
Improved	2
Total value less than \$1,000	0



1000 - ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors in 1962. The District is a California Special District governed by California Health and Safety Code Section 13800 et seq. cited as the Fire District Law of 1987.

1010 - MISSION STATEMENT

The mission of the District is to provide personnel and resources necessary for protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

POLICY STATEMENT

In order to fulfill its mission the Board of Directors of the District will:

1. Employ necessary personnel to provide services to the district ~~and to the extent possible establish working relationships with established volunteer emergency response agencies within the District.~~
2. Effectively maintain and deploy district resources.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District.
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

~~1001~~ 1020 - BOARD MEMBER DUTIES AND RESPONSIBILITIES

Meeting packets of agenda, minutes, and backup materials will be mailed or emailed by the Secretary of the Board to each member at least 72 hours prior to regular meetings. Directors will thoroughly prepare themselves to discuss agenda items at Board meetings. Questions concerning information distributed in Board packets will be directed to the Board President or Secretary prior to the Board meeting.

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.
12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.

- b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.
- c. All employees of the District shall be insured by District provided workers' compensation insurance.
- d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District's active duty roster, or on the official roster of another participating agency.

2. HIRING:

- a. District residents 18 years old or older may apply for employment with the district.
- b. Non-resident applications for employment may be accepted upon the chief's recommendation.
- c. Employment positions include the position of volunteer firefighter.
- d. Applications for employment may be obtained at any regular meeting or from the chief.
- e. The chief and the Board shall review and approve, reject, or postpone the application.
- f. Upon approval of the application, employment will be granted if a position is available.
- g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
- h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District. Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.
- i. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.

- i. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a. Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.
- b. A regular volunteer firefighter may take a leave of absence for any reason for up to one year upon request.
- c. Any volunteer firefighter who takes a leave of absence will be removed from the roster of active duty firefighters and will be relieved of the duties and responsibilities of any office held and the requirements of item (3.h.) above. Active duty status may be reinstated by application for reinstatement, recommendation of the chief and a majority vote of the board of directors.
- d. Prior to returning to active duty any employee requiring a medical leave of absence due to injury covered by District workers' compensation insurance must provide the District with a "fit for duty" evaluation (available at District expense) from an independent physician who has expertise in the covered injury (but who is not involved with the employee's treatment for the injury) before applying for reinstatement to active duty status.
- e. A regular volunteer firefighter who wishes to take a leave of absence for longer than one year for reasons other than injury covered by District workers compensation insurance will be asked to resign and reapply for employment when available for service to the District.
- f. Employment will be terminated for a probationary volunteer firefighter who wishes to take a leave of absence for reasons other than injury covered by District workers compensation insurance.

5. APPOINTMENT AND REMOVAL OF THE CHIEF:

- a. The district board may appoint the chief from the employees of the district.
- b. If there is a vacancy in the position of chief as a result of resignation, removal, or any other reason district employees hired as regular volunteer firefighters shall, at the first scheduled meeting following the vacancy, function as a committee to select one or more qualified candidates to submit to the district board for consideration for appointment to the open position. If all candidates proposed by the regular volunteer fire fighters are rejected by the district board this process will be repeated until a chief is selected.
- c. In the interim between the vacancy and the appointment of an acceptable candidate for chief, if the outgoing chief does not appoint an acting chief, the board may, without consultation, appoint an acting chief.
- d. Notwithstanding the appointment of an interim chief by the outgoing chief, the board may at any time rescind that appointment and appoint an acting chief.
- e. The term of appointment to the position of chief is indeterminate.
- f. Removal from the position of chief shall be the sole responsibility and option of the district board of directors and can be with or without cause.

6. DISCIPLINARY ACTION:

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.

- b. Grounds for discipline **include but are not limited to:** discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.
- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

7. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. This section does not apply to probationary employees.
- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular **or special** meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

TO: Albion/Little River Fire Protection Board

FROM: Alan Taeger and Ken Matheson Tax Appeal Subcommittee

Subject: Tax Assessment Information

Date: May 7, 2012

Last year the Tax Subcommittee assessed several unimproved parcels \$40.00 because we did not believe they fit the county counsel's interpretation of unimproved lands that cannot be taxed. The properties we assessed were listed as "right of ways", "classified", and "wasteland". We have since learned that these properties had other designations that classified some of them as "range land". This new information means that we cannot tax these parcels. It affects a total of 28 parcels or \$1,120 in reductions to the assessments.

We continue to learn more about the classification of the properties that might affect what we can assess. We might also want to get another interpretation from county council about what we can and cannot assess.

Alan Taeger

From: Alan Taeger <ataeger@mcn.org>
Sent: Thursday, May 03, 2012 2:44 PM
To: 'ataeger@mcn.org'; 'Ed Petrykowski'; Katya Gregonis (katya.gregonis@gmail.com); 'Ken Matheson'; 'Richard Riley'; 'Ted Williams'; 'Terry Kemp'
Subject: May business meeting
Attachments: Agenda 120510 Regular Meeting draft.doc; Bylaws revision 120614 draft.docx; Resolution 120510 draft (wkrs comp for non-firefighters).docx; Station 812 20 year land lease agreement 010918.pdf

Hi again everyone,

The May business meeting is a week away. Please have a look at the attached draft agenda and let me know if you have anything to add or change. I will need to post the agenda on Monday afternoon.

You all will think that I am a sick puppy, but I have another revision of the bylaws to propose. I was proof reading the final edit of the bylaws approved at the April 12 meeting and I couldn't get past the line under #1 of the "Policy Statement" in the first section. At the suggestion of county counsel when we were first reorganizing the bylaws we inserted the phrase "and to the extent possible establish working relationships with established volunteer emergency response agencies within the District". I feel that this phrase is no longer necessary. There are no other remaining "established volunteer emergency response agencies within the District" to establish working relationships with and I think this line is confusing and misleading and it can only add to possible misunderstandings to have this phrase in the bylaws.

Since I thought we should delete that phrase I had another look at the whole document to see if there was anything else that could use tweaking (the fool I am) and I found one other place I would like to modify. In the personnel section under "Disciplinary Action" item 5.b. I would like to add language that doesn't limit the grounds for discipline to those listed.

As I was opening this can of worms one more time I thought I would propose a slight reformatting of the document headings to try to make them a little more compact and consistent throughout. There are no other proposed changes to the text of the bylaws but the renumbering makes it easier, I think, to find the relevant articles and add to or change them later. Anyway, please have a look and let me know if you think we should make any other changes while we're at it.

Another attachment is a draft resolution to include non-emergency volunteers to our workers comp policy. This topic came to the front after Ted received communications from people organizing the Flea Market at the BBQ grounds this Saturday. This has been a traditional annual event sponsored by the Auxiliary and organized for years by Dan and Vicky Sitts who have been doing this event until now without consideration of the insurance implications or of the requirements of the District's lease of the BBQ grounds (see attached). Ted became concerned when he received a second hand request for permission to remove junk vehicles from the grounds without having received previous notice from the Auxiliary of the planned use. It was fortunate that Ted found out they were planning to have the vehicles removed because the vehicles are "on loan" from Walker's towing, who have allowed the fire department to use the otherwise scrapped vehicles for training. Ownership of the vehicles remains with Walker towing so had the Auxiliary had them removed there could have been serious issues. I asked Dan whom he had consulted about the flea market and he said that did not feel the need to communicate with the District or the Auxiliary to put on the event as he has been doing this on the first Saturday of May for over 20 years.

This situation brought the question of insurance into play. Who is responsible for potential damage or injury to persons or property at events such as the flea market? The Auxiliary has no insurance that I am aware of. According to Ted, many believe that they are covered by District insurance. They are not. When I asked Dan, he said the question of insurance had never occurred to him in the over 20 years he has been doing this. I investigated with GSRMA and learned that we can extend workers comp insurance coverage to non-firefighter volunteers by resolution. Please review the proposed resolution. Volunteers do not have to be Auxiliary members to be covered, just authorized volunteers.

The other insurance issue here is that any groups (including the Auxiliary) wishing to use District facilities need to get explicit permission from the District to do so. All events need to be coordinated with the District in writing in enough time to make the necessary arrangements. All events at the BBQ grounds other than the annual BBQ require two week minimum prior scheduling and a minimum 10 day notice to the county per our lease agreement. Use of Station 810 or other District facilities by the Auxiliary or other groups for meetings or other events can be allowed by a simple written agreement or resolution. If the District sanctions the use liability issues will be less complicated.

In a related vein I have inquired of the Fort Bragg Senior Center if there is any kind of written agreement for use of Station 810 for the Friday lunches they serve. The person I spoke to said she would try to find out and get back to me. I also asked her to find out if they had insurance to cover their activity at Station 810.

These issues also beg the question of the general scheduling of use of District facilities. I believe the District needs to establish a perpetual calendar that shows the dates of all annual planned events and coordinate with the Auxiliary, the senior center, and other groups who may want to use District facilities so that we can have proper arrangements in place well ahead of time. We will then be able to easily schedule other events as they come up.

Sorry for such a meaty email. We will have plenty to talk about at the meeting. Remember to let me know if you want to add or change anything on the agenda.

Thanks,

Alan

ALBION-LITTLERIVER VOL. FIRE DEPT.

2499

P.O. BOX 101
ALBION, CA 95410
(707) 937-0888

DATE 5/10/12

90-406-1211

PAY
TO THE
ORDER OF

Albion Little River Fire Protection District

\$ 20,000^{00/100}

Twenty Thousand and 00/100

DOLLARS

 Security Features
Included
Details on Back

Savings Bank
OF MENDOCINO COUNTY MEMBER FDIC
10500 LANSING STREET
MENDOCINO, CALIFORNIA 95460

[Signature]

FOR Tender

⑈002499⑈ ⑆121104063⑆ 08 085362⑈

April 10. 2012

Board of Directors
Albion-Little River Fire District


Dear Board Members,

We wish to appeal the assessment on the following parcels for the following reasons:

1. The parcels are part of a large working farm. The property cannot be easily sub-divided because of its zoning and land use. Bureaucratic rules and fees make it financially impractical to coalesce these parcels.
2. Thelma Ray, a 98-year-old widow, has a limited income and already is paying (2) eighty dollar fees because the barn and house are on separate parcels (126-220-04) (126-170-08). If this ranch were considered one piece of property, which is defacto reality, only one assessment would be levied.
3. There is no equal treatment comparison to other large properties in the district comprised of fewer or even one assessors parcel number. The parcels we are asking for this fee to be removed are (126-170-06), (126-180-05), (126-170-05), (126-230-01), (126-180-14).

Thank you for your consideration pertaining to this inequality.

For Thelma Ray, John R. Shandel


Timberland and Range Manager



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR
 501 Low Gap Road, Room #1060
 Ukiah, CA 95482
 www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44774 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-220-04 ACRES: 68.00
 LOCATION: 31250 NAVARRO RIDGE RD AL
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.
 Your Canceled Check is Your Best Receipt.



002369

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

6 - 7 - 1525

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
 Address Change (707) 463-4311
 Exemptions (707) 463-4315
 Valuations (707) 463-4311
 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	22,192
IMPROVEMENTS	48,003
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	- 7,000
OTHER EXEMPTION	
NET ASSESSED VALUE	63,195

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	631.94
(707) 961-1234	REDWOODS JC BOND	.013	8.22
(707) 937-5868	MENDOCINO COAST HOSP	.013	8.22
(707) 937-5868	MENDOCINO UNIF BOND	.070	44.22
(707) 937-5868	MENDOCINO UNIF MAINT		30.00
(707) 937-4022	ALBION LITTLERVR FIRE		80.00

1ST INSTALLMENT \$ 401.30
DELINQUENT AFTER 12/10/2010

2ND INSTALLMENT \$ 401.30
DELINQUENT AFTER 04/10/2011

TOTAL TAXES
\$ 802.60



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR

501 Low Gap Road, Room #1060
 Ukiah, CA 95482

www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44734 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-170-08 ACRES: 39.75
 LOCATION: 31500 NAVARRO RIDGE RD AL
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.

Your Canceled Check is Your Best Receipt.



002366

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

3 - 7 - 1525

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
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 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	3,534
IMPROVEMENTS	4,505
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	8,039

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	80.38
(707) 961-1234	REDWOODS JC BOND	.013	1.04
(707) 937-5868	MENDOCINO COAST HOSP	.013	1.04
(707) 937-5868	MENDOCINO UNIF BOND	.070	5.62
(707) 937-5868	MENDOCINO UNIF MAINT		30.00
(707) 937-4022	ALBION LITTLERVR FIRE		80.00

1ST INSTALLMENT \$ 99.04

DELINQUENT AFTER 12/10/2010

2ND INSTALLMENT \$ 99.04

DELINQUENT AFTER 04/10/2011

TOTAL TAXES

\$ 198.08



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR

501 Low Gap Road, Room #1060
 Ukiah, CA 95482

www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44732 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-170-05 ACRES: 2.51
 LOCATION:
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.

Your Canceled Check is Your Best Receipt.



002364

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

1 - 7 - 1525

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

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 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

<u>VALUE DESCRIPTION</u>	<u>VALUE</u>
LAND	3,443
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	3,443

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

<u>TELEPHONE NUMBERS</u>	<u>DESCRIPTION</u>	<u>TAX RATE PERCENT</u>	<u>AGENCY TAXES/CHARGES</u>
	COUNTY WIDE BASE TAX	1.000	34.42
(707) 476-2459	REDWOODS JC BOND	.013	.44
(707) 961-1234	MENDOCINO COAST HOSP	.013	.44
(707) 937-5868	MENDOCINO UNIF BOND	.070	2.40

1ST INSTALLMENT \$ 18.85	2ND INSTALLMENT \$ 18.85	TOTAL TAXES
DELINQUENT AFTER 12/10/2010	DELINQUENT AFTER 04/10/2011	\$ 37.70



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR

501 Low Gap Road, Room #1060
Ukiah, CA 95482

www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44738 TAX RATE AREA: 104-014
PARCEL NUMBER: 126-180-05 ACRES: 44.00
LOCATION:
LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.

Your Canceled Check is Your Best Receipt.



002367

RAY THELMA K TTEE
31250 NAVARRO RIDGE RD
ALBION CA 95410-9728

4 - 7 - 1525



CREDIT CARD OR ELECTRONIC CHECK PAYMENT
BY PHONE: 1-800-617-2276
OR BY INTERNET VISIT www.officialpayments.com

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
Address Change (707) 463-4311
Exemptions (707) 463-4315
Valuations (707) 463-4311
Tax Rates (707) 463-4388
Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	3,186
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	3,186

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
	COUNTY WIDE BASE TAX	1.000	31.86
(707) 476-2459	REDWOODS JC BOND	.013	.40
(707) 961-1234	MENDOCINO COAST HOSP	.013	.40
(707) 937-5868	MENDOCINO UNIF BOND	.070	2.22

1ST INSTALLMENT \$ 17.44

DELINQUENT AFTER 12/10/2010

2ND INSTALLMENT \$ 17.44

DELINQUENT AFTER 04/10/2011

TOTAL TAXES

\$ 34.88



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR
 501 Low Gap Road, Room #1060
 Ukiah, CA 95482
 www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44733 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-170-06 ACRES: 71.00
 LOCATION:
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.
 Your Canceled Check is Your Best Receipt.



002365

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

2 - 7 - 1525

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
 Address Change (707) 463-4311
 Exemptions (707) 463-4315
 Valuations (707) 463-4311
 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	5,486
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	5,486

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
	COUNTY WIDE BASE TAX	1.000	54.86
(707) 476-2459	REDWOODS JC BOND	.013	.70
(707) 961-1234	MENDOCINO COAST HOSP	.013	.70
(707) 937-5868	MENDOCINO UNIF BOND	.070	3.84

1ST INSTALLMENT \$ 30.05	2ND INSTALLMENT \$ 30.05	TOTAL TAXES \$ 60.10
DELINQUENT AFTER 12/10/2010	DELINQUENT AFTER 04/10/2011	



SHARI L. SCHAPMIRE
TREASURER-TAX COLLECTOR

501 Low Gap Road, Room #1060
 Ukiah, CA 95482

www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44744 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-180-14 ACRES:
 LOCATION:
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.

Your Canceled Check is Your Best Receipt.



002368

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

5 - 7 - 1525



CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
 Address Change (707) 463-4311
 Exemptions (707) 463-4315
 Valuations (707) 463-4311
 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	25,075
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	25,075

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	250.74
(707) 961-1234	REDWOODS JC BOND	.013	3.24
(707) 937-5868	MENDOCINO COAST HOSP	.013	3.24
	MENDOCINO UNIF BOND	.070	17.54

1ST INSTALLMENT \$ 137.38	2ND INSTALLMENT \$ 137.38	TOTAL TAXES \$ 274.76
DELINQUENT AFTER 12/10/2010	DELINQUENT AFTER 04/10/2011	

**SHARI L. SCHAPMIRE****TREASURER-TAX COLLECTOR**

501 Low Gap Road, Room #1060

Ukiah, CA 95482

www.co.mendocino.ca.us/tax**MENDOCINO COUNTY SECURED TAX STATEMENT**

FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011

2010 - 2011**PROPERTY INFORMATION**

ASSESSMENT NUMBER: 44778 TAX RATE AREA: 104-014
 PARCEL NUMBER: 126-230-01 ACRES: 70.00
 LOCATION:
 LIEN DATE OWNER: RAY THELMA K TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.

Your Canceled Check is Your Best Receipt.



002370

RAY THELMA K TTEE
 31250 NAVARRO RIDGE RD
 ALBION CA 95410-9728

7 - 7 - 1525



CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
 Address Change (707) 463-4311
 Exemptions (707) 463-4315
 Valuations (707) 463-4311
 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	4,357
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	4,357

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	43.56
(707) 961-1234	REDWOODS JC BOND	.013	.56
(707) 937-5868	MENDOCINO COAST HOSP	.013	.56
	MENDOCINO UNIF BOND	.070	3.04

1ST INSTALLMENT \$ 23.86**DELINQUENT AFTER 12/10/2010****2ND INSTALLMENT \$ 23.86****DELINQUENT AFTER 04/10/2011****TOTAL TAXES****\$ 47.72**

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING May 10, 2012
COMMUNICATIONS TO THE BOARD**

- 4/13/12 Received a thank you card from Mendocino Fire Department for mutual aid provided to them by Albion Little River Fire Department at a fire in Mendocino's district at the Little River Inn.
- 4/14/12 Alan received an email from Janie Tate, retired Albion Little River firefighter, asking about a website. Alan responded to her with a reference to albionfire.com.
- 4/18/12 Alan e-filed 2012 Census of Governments Survey of Public Employment and Payroll.
- 4/30/12 Alan received an email of congratulations on reorganization from Rick McDonald, former ALRFPD board member. Alan responded with a short update and a reference to the information on the website.
- 5/2/12 Alan contacted Dan Sitts by phone after a phone conversation with Chief Williams who expressed concerns regarding preparations for the annual Auxiliary flea market to be held on May 5. Alan inquired of Dan whether any notice had been given or insurance arrangements been made for the event and he answered that he had been doing the event for the Auxiliary for over 20 years and had never given a consideration about insurance. He also said that he remembers the fire department notifying the "Little River Airport Commission" in the distant past. He said that he hadn't consulted with anyone for the event, Auxiliary or otherwise, saying he didn't know who was even in the Auxiliary to contact. Alan discussed the requirements for events at the BBQ grounds with Dan and sent a follow-up email with details to Dan and Jean Graydon, whom Dan agreed might be a good Auxiliary contact. Alan did not receive a reply to the email from either Dan or Jean.
- 5/3/12 Alan placed a telephone call to the Fort Bragg Senior Center and spoke to Waldi Helma who said she would be the contact person regarding senior lunch service on Fridays at Station 810. Alan inquired if she knew if there was a written agreement for use of Station 810 by the seniors, and whether the seniors had any insurance to cover the use. Waldi Helma replied that she didn't know but that she would research the issues and get back to me.
- 5/10/12 Received notice in water bill forwarded from ALRVFD, Inc. of meeting of Albion Mutual Water Company to be held at Station 810 on Saturday, April 28, 2012.
- 5/10/12 - Add - Alan spoke w/ city counsel by telephone regarding proposed employment exclusion policy & the difference between may & shall.

Alan Taeger

From: Alan Taeger <ataeger@mcn.org>
Sent: Saturday, April 14, 2012 11:08 AM
To: 'Janie Tate'
Subject: RE: watch dog site for corporations?

Janie,

Check www.albionfire.com. We are in the process of getting our information organized and posted up on the site but for now there are some recent photos and meeting agendas as well as some other background info. Our intention is to have all of our vital statistics as well as reports of our activities posted on the site. As soon as I can get our electronic minutes records relabeled for web compatibility I will be posting minutes of district board meetings as far back as I have been on the board (July, 06).

Alan

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

From: Janie Tate [<mailto:Janie@SeaAngel.org>]
Sent: Saturday, April 14, 2012 10:38 AM
To: Alan Taeger
Subject: watch dog site for corporations?

Allen

Chilly morning, not pleasant to work outside so I searched the fire dept on google. I have been curious about if we have a web page up yet.

This popped up on the first few sites.

Hopefully the aux. bookkeeper is keeping up with requirements.

Oliver was furious that we pulled the 501 C3 out from under his nose (and thumb).

<http://www.guidestar.org/organizations/68-0399191/albion-little-river-fire-auxiliary.aspx>

Janie

April 7, 2012

Albion-Little River Fire Department
PO Box 634
Albion, CA 95410

To the Albion-Little River Fire Department,

Thank you for answering our Mutual Aid request at the recent structure fire. It was great to work along side our neighboring Department. Your department's efforts and camaraderie were appreciated.

With Sincere Thanks
On behalf of the entire Mendocino Volunteer Fire Dept.



Chief Ed O'Brien



MENDOCINO VOLUNTEER FIRE DEPARTMENT
October 9, 2010

OMB No.: 0607-0452 Approval Expires: 04/30/2013

2012 Census of Governments Survey of Public Employment & Payroll E-7: Major Special Districts and Agencies

[Main Menu](#) [FAQs](#) [About Survey](#) [Instructions](#) [Print/Review Form](#) [Attach Data](#) [Logout](#)

Website: [Census of Governments - Employment](#)

Email: govs.employ@census.gov

Telephone: 1-800-642-4901 weekdays, 7am to 5pm ET

Submission Confirmation

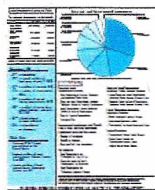
Thank you for completing the 2012 Census of Governments Survey of Public Employment & Payroll!

The U.S. Census Bureau has received your data and appreciates your time and participation. Please keep a copy of the completed survey for your records by selecting the "Print/Review Form" button above in the header. To attach a file with any additional information you would like to provide for the completion of the survey, select the 'Attach Data' button from above.

Agency Name: ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

User ID: 064142422

Submission Date & Time: Wednesday April 18, 2012, 11:35:45 AM EDT



There are many intricate layers of state and local governments. The Census Bureau collects and publishes statistics for each state, including expenditures, revenue, retirement systems, education, public safety, and more.

Explore your state's statistics by selecting the "View California Statistics" button.

[View California Statistics](#)

[Print Confirmation Screen](#)

The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site.

[Burden Statement](#)

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[Security](#)

06414242200000

RETURN TO:
U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001

Need help or have questions?

- **Visit**
census.gov/govs/cog2012/cog_employment.html
- **Call**
1-800-832-2839 weekdays,
7am to 5pm EST
- **Email**
govs.employ@census.gov

In correspondence pertaining to this report, please refer to the User ID below the address box.

ALBION-LITTLE RIVER FIRE
PROTECTION DISTRICT
ATTN: AUDITOR-CONTROLLER
PO BOX 634

ALBION CA 95410 - 0634

REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password:
<https://respond.census.gov/aspep>

User ID:

Password:

1 Is your addressee title/department and mailing address the same as shown in the address label?

- Yes - Go to **2** No - Enter correct information below

Addressee Title or Department

Street 1

Street 2

City

State

Zip Code

 -

2 Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.

- Yes - go to **3**
- No - go to **5**

PART 1 - FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

3 On average, how many hours per week do the majority of your full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment.
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

Exclude

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Mark "X" only one box.

A 40 hours or more

C 34 to 37.4 hours

E 30 to 31.9 hours

19072016

- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensation on an hourly basis.
- Part-time employees working less than the regular, full-time workweek.
- Current employees whether paid from the general fund or special funds.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.

Do Not Report:

- Cumulative salaries since the beginning of the calendar or fiscal year.
- Payroll amounts from last fiscal year.
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Interval Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

Full-Time Employees				Part-Time Employees				
Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll		Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll		Hours Paid
M	27	\$	94500.00	M	5	\$	6000.00	600
W	15	\$	8250.00	A	2	\$	10500.00	300
		\$.00			\$.00	
W		\$.00	W		\$.00	
B		\$.00	B		\$.00	
T		\$.00	T		\$.00	
M		\$.00	M		\$.00	
Q		\$.00	Q		\$.00	
S		\$.00	S		\$.00	
A		\$.00	A		\$.00	

Example

Natural resources -
Forest fire protection, irrigation, drainage, flood control, forestry, etc.

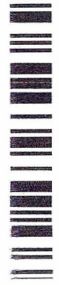
TOTAL

Items 1 through 16. .

1. **Fire protection** - Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in **Natural resources**. Report separately identifiable rescue squad and emergency medical services in **Health**, if they are not a part of the fire department.

a. Firefighters - Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.	024		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
b. Other fire protection employees - All fire protection employees not included above.	124		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
2. Water supply system - Public water supply or distribution system operated by your agency. Report irrigation activities in Natural resources	091		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
3. Electric power system - Owned and operated	092		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

	Interval Codes	Full-time Employees	Gross Payroll		Interval Codes	Part-time Employees	Gross Payroll		Paid		
093	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
4. Gas supply system - Owned and operated by your agency.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
094	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
5. Transit system - Owned and operated by your agency.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
059	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
6. Natural resources - Forest fire protection, irrigation, drainage, flood control, forestry, etc.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
080	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
7. Sewerage - Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. <i>Report water supply employees in Water supply system ...</i>	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
081	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
8. Solid waste management - Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
044	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
9. Streets and highways - Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. ...	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
001	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
10. Airports - Owned and operated by your agency. ..	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
087	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
11. Sea and inland port facilities - Owned and operated by your agency. ..	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>



Interval Codes	Full-time Employees	Gross Payroll		Interval Codes	Part-time Employees	Gross Payroll		Paid
----------------	---------------------	---------------	--	----------------	---------------------	---------------	--	------

079

12. Public welfare -
Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, and social workers.

<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>

032

13. Health - Public health services, emergency medical services, mental health, alcohol and drug abuse, outpatient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities

<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>

036

14. Hospitals - Institutions for inpatient medical care. Include all paid student help. Report nursing home and welfare institution employees in **Public welfare**.

<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>

061

15. Parks and recreation - Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc

<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>

089

16. All other - All employees of your agency and its departments not reported elsewhere, except for any school system employees and payrolls. Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not reported previously.

<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>

List the major activities reported above in **All other**

a.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
b.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
c.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
d.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
e.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>
f.	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>	<input type="text"/>	\$	<input type="text"/>	.00	<input type="text"/>



[Large empty rectangular area for providing contact information]

PART 4 - CERTIFICATION

6 This report is substantially accurate and has been prepared in accordance with the instructions.

Name of person to contact about this report - Please print

Alan Taeger

Title of person to contact about this report - Please print

president, board of directors

Area code and phone number

707 937 - 0154

Extension

Area code and fax number

866 559 - 9687

E-mail Address - Please print

ataeger@mcn.org

Date form was completed

04/18/2012

**Thank you for completing this form.
Retain a copy of the completed questionnaire for your records.**





**2012 CENSUS OF GOVERNMENTS
SURVEY OF PUBLIC EMPLOYMENT & PAYROLL
March 2012 - Major Special Districts and Agencies**

DUE DATE:

APRIL 30, 2012

RETURN TO:

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

Need help or have questions?

- **Visit**
census.gov/govs/cog2012/
cog_employment.html
- **Call**
1-800-832-2839 weekdays,
7am to 5pm EST
- **Email**
govs.employ@census.gov

In correspondence pertaining to this report, please refer to the User ID below the address box.



ID 06414242200000 904 1200 07 3 E-7

SEQ001-11085

ALBION-LITTLE RIVER FIRE
PROTECTION DISTRICT

ATTN: AUDITOR-CONTROLLER
PO BOX 634
ALBION CA 95410-0634

REPORT ONLINE: It's fast and secure. Respond to this survey via the Internet at the following web address using the supplied User ID and Password:
<https://respond.census.gov/aspep>

User ID: 064142422

Password: V&G85376

1 Is your addressee title/department and mailing address the same as shown in the address label?

- Yes - Go to **2** No - Enter correct information below

Addressee Title or Department

Street 1

Street 2

City

State

Zip Code

 -

2 Does this agency currently have paid employees and/or paid officials? Mark "X" only one box.

- Yes - go to **3**
 No - go to **5**

PART 1 - FULL-TIME EMPLOYEES STANDARD WEEKLY HOURS

3 On average, how many hours per week do the majority of your full-time employees work?

Include

- Persons paid to work the number of hours that represents regular, full-time employment.
- Temporary or seasonal employees who are working the number of hours that represents regular, full-time employment.
- Officials paid on salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semi-annually, or annually.

Exclude

- Employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Mark "X" only one box.

- | | | |
|---|---|---|
| A <input type="checkbox"/> 40 hours or more | C <input type="checkbox"/> 34 to 37.4 hours | E <input type="checkbox"/> 30 to 31.9 hours |
| B <input type="checkbox"/> 37.5 to 39.9 hours | D <input type="checkbox"/> 32 to 33.9 hours | F <input type="checkbox"/> No Full-Time Employees |



PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS

4 For each applicable pay interval, what were the **TOTAL** number of employees and **TOTAL** gross payroll amounts for the pay periods which include **MARCH 12, 2012**, for both full-time and part-time employees? Please also report hours paid for each applicable pay interval for part-time employees.

Include

- Salaries, wages, fees, or commissions.
- Amounts withheld for taxes, employee contributions to retirement systems, etc.
- An estimate of hours worked during the pay interval for part-time employees, not compensation on an hourly basis.
- Part-time employees working less than the regular, full-time workweek.
- Current employees whether paid from the general fund or special funds.

Exclude

- Lump sum payments and the value of living quarters and subsistence allowances furnished to employees.

Do Not Report:

- Cumulative salaries since the beginning of the calendar or fiscal year.
- Payroll amounts from last fiscal year.
- Employer costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.

Payroll Interval Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

	Full-Time Employees			Part-Time Employees			
	Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
Example Natural resources - Forest fire protection, irrigation, drainage, flood control, forestry, etc.	M	27	\$ 94500.00	M	5	\$ 6000.00	600
	W	15	\$ 8250.00	A	2	\$ 10500.00	300
			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
TOTAL Items 1 through 16.			\$.00			\$.00	

1. Fire protection - Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees in **Natural resources**. Report separately identifiable rescue squad and emergency medical services in **Health**, if they are not a part of the fire department.

a. Firefighters - Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing such other duties as dispatching, emergency medical care, etc.	024		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

b. Other fire protection employees - All fire protection employees not included above.	124		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

2. Water supply system - Public water supply or distribution system operated by your agency. Report irrigation activities in Natural resources	091		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

3. Electric power system - Owned and operated by your agency.	092		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

Continue with **4** on the next page

PART 2 - EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

Payroll Interval Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

		Full-Time Employees			Part-Time Employees		
	Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll	Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll	Hours Paid
4. Gas supply system - Owned and operated by your agency.	093		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
5. Transit system - Owned and operated by your agency.	094		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
6. Natural resources - Forest fire protection, irrigation, drainage, flood control, forestry, etc.	059		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
7. Sewerage - Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants. Report water supply employees in Water supply system . . .	080		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
8. Solid waste management - Street cleaning, recycling, garbage and refuse collection and disposal, operation of sanitary landfill.	081		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
9. Streets and highways - Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways, and bridges. . . .	044		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
10. Airports - Owned and operated by your agency. . .	001		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
11. Sea and inland port facilities - Owned and operated by your agency. . .	087		\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

Continue with 4 on the next page

PART 2 – EMPLOYEES, PAYROLL, AND PART-TIME HOURS - Continued

Payroll Interval Codes

W = Weekly; B = Bi-Weekly; T = Twice a Month; M = Monthly; Q = Quarterly; S = Semi-Annually; A = Annually

Full-Time Employees

Part-Time Employees

	Payroll Interval Codes	Number of Full-Time Employees	Gross Payroll		Payroll Interval Codes	Number of Part-Time Employees	Gross Payroll		Hours Paid
079			\$.00			\$.00	
12. Public welfare – Maintenance of homes and other institutions for the needy, nursing homes, administration of public assistance and veteran services, senior citizen and handicap transportation, and social workers.			\$.00			\$.00	
			\$.00			\$.00	
032			\$.00			\$.00	
13. Health – Public health services, emergency medical services, mental health, alcohol and drug abuse, outpatient clinics, visiting nurses, food and sanitary inspections, animal control, other environmental health activities			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
036			\$.00			\$.00	
14. Hospitals – Institutions for inpatient medical care. Include all paid student help. Report nursing home and welfare institution employees in Public Welfare			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
061			\$.00			\$.00	
15. Parks and recreation – Parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoos, etc			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	
089			\$.00			\$.00	
16. All other – All employees of your agency and its departments not reported elsewhere, except for any school system employees and payrolls. Include employees concerned with elections and voter registration, protective inspection (building, electrical, etc.), motor pools, maintenance of general public buildings, parking facilities, and other activities not reported previously			\$.00			\$.00	
			\$.00			\$.00	
			\$.00			\$.00	

List the major activities reported above in

All other

a.			\$.00			\$.00	
b.			\$.00			\$.00	
c.			\$.00			\$.00	
d.			\$.00			\$.00	
e.			\$.00			\$.00	
f.			\$.00			\$.00	



19072040

Alan Taeger

From: McDonald Rick <rickmcd@mcn.org>
Sent: Monday, April 30, 2012 11:05 PM
To: Alan Taeger
Subject: Re: ALRVFD

Alan, thanks for the update. You are all doing a terrific job. I will check out the web sites and let you know when we get back in June.

Rick

On Apr 30, 2012, at 12:49 PM, Alan Taeger wrote:

> Rick,
>
> It's good to hear from you. I have heard from others who have said
> they saw you recently. There is still a lot of work to do before the
> district organization works like a smooth operation but there is much
> enthusiasm among many recruits and returnees and no further
> obstructions to doing things in a way that makes the best sense to
> everyone. There were a number of circumstances that made the
> transition happen much more quickly, with much less rancor than we
> thought possible. I would love to get together with you to talk about
> it when you are in the neighborhood. In the meantime, there is a
> rudimentary website www.albionfire.com where you can check on some of
> our information and activities. Check out the new district bylaws and
> department operations manual. We hope to have more information up on
> the site soon and eventually have all district records posted for
> anyone to access. We are still learning and making adjustments as we
> go along. We have a couple of policies and bylaws adjustments pending
> with still more to come. I have just now spoken with GSRMA about
> insurance for events like the barbeque and the flea market, which we
> could never discuss with ALRVFD, Inc. I could go on and on. Just
> suffice it to say that the fire department has turned 180 degrees and the community and the rest of the county are
> beginning to notice.
>
> Cheers,
>
> Alan
>
>
> -----Original Message-----
> From: McDonald Rick [<mailto:rickmcd@mcn.org>]
> Sent: Monday, April 30, 2012 6:16 AM
> To: Tager Alan
> Subject: ALRVFD
>
> Alan, I have had several friends tell me that the fire department is
> past its leadership issues and is strong and growing.
> Congratulations! I am very glad to hear of your success in the

> district and department. Thank you for hanging in there to achieve these changes.

>

> We will be returning from Hawaii to Albion in June to handle some
> property issues and. I would love to see you and catch up on things.

>

>

> Rick McDonald

>

SATURDAY, MAY 5

- 35th Annual John Druecker Memorial Rhododendron Show and Plant Sale, "Rhodies in Our Gardens," plant registration 7-9:30 a.m.; judging, 9:30 a.m.-1:30 p.m.; show open to public, 1:30-5 p.m. Botanical Gardens. 964-4435.
- Albion-Little River Fire Auxiliary annual Flea Market and Craft Sale, Little River Airport barbecue site. 8:30 a.m.-2 p.m. 937-0915.
- Young Eagles Flight Rally, 8:45 a.m., registration; flights, begin at 9 a.m. Little River Airport. 964-5434.
- HazMobile household hazardous waste collection team, 9

Phoned 2 May 12 9:10 am
0915
Dan + Vicky

jer

Cc:

Subject:

Attachments:

dansitts@pacific.net

Ted Williams; charlotte graydon

flea market

Station 812 20 year land lease agreement 010918.pdf

9 mail

1 Sat May

Hi Dan,

I understand you have organized this year's Auxiliary Flea Market as you have in the past. Thank you. I appreciate your efforts to help raise money for fire department needs, however there are some issues with the process that I need to bring to your attention.

I think you must be aware that the fire department has been reorganized over the last 5 months to be operated under direct authority of the District. This reorganization has allowed the firefighters and the board of directors of the district to (among other things) reexamine the relationships that have existed between the district and ALRVFD, Inc. and between ALRVFD, Inc. and Albion Little River Fire Auxiliary, Inc. as well as the relationship between the district and ALRFA, Inc. These relationships between organizations have not been well understood nor closely examined by its members for a long time, leading to some misunderstandings and misconceptions over time about obligations and responsibilities of each group.

During our reexamination of the interrelations among the three organizations several facts have come to light that show that we have been negligent in a number of areas, including procedures for organizing fundraising events. There are some concerns about the following:

1. Use of the barbeque grounds: Albion Little River Fire Protection District has a 20 year lease for the fire station and barbeque grounds at the Little River Airport that is very specific about procedures for use of the grounds (see attached). One of the requirements of the lease is that, except for the annual fire department barbeque, the district "may allow the occasional day use of the site by other groups for picnic and recreational use for groups of less than 12 people who are monitored and supervised by the DISTRICT. Groups of 12 or more, but less than 200 people who are monitored and supervised by the DISTRICT shall be scheduled at least fifteen days in advance with a ten day written notice to the COUNTY'S Director of Transportation. DISTRICT shall not allow use of the site for groups of 200 or more people".

As you can see, there is now no time to execute this procedure before Saturday's flea market. As this lease requirement is a district responsibility, in future, each use of the barbeque grounds needs to be specifically approved by the district board by request of the potential user (in this case the Auxiliary) in enough time to execute the terms of the lease use notification requirements. I realize that this has probably never been done previously, but every time we have done that we have been out of compliance with our lease and it could eventually cause us to lose the use of the property, or worse.

We can prepare for future events at the barbeque grounds most easily by setting up a district comprehensive annual events calendar where planned events can be approved well ahead of time at a regular business meeting, the notifications can be sent to the county in plenty of time and the individual event can proceed without further board consideration when the date arrives. Other events can be added, but they will need to be planned well enough in advance to get approval of the board and provide the necessary notice to the county.

2. Insurance: If you have considered the notion of insurance for Auxiliary fund raisers on district property you may have been told or had the thought that Auxiliary fund raising activities is covered by the district's insurance. This is not the case. The district does not have and has never that I know of had any insurance for Auxiliary activities. The Auxiliary is incorporated as an independent organization and is responsible for insuring its own activities. The fact that Auxiliary activities take place on district property does not infer insurance coverage by the district. The district must ask any group other than the fire department who uses the grounds to provide a certificate of insurance to protect the district. The flea market on Saturday is therefore not protected by district insurance, not for liability, not for injury to you or other non-firefighter volunteers or the public.

We have recently inquired with GSRMA, our insurance co-op, about adding insurance coverage for district non-emergency responding volunteers which could potentially cover everyone who helps out at fund raisers and any other non-emergency support activities regardless of membership in the Auxiliary or any other group. By sponsoring a specific activity the district could also cover the public activity liability. We now have the means to add these coverages but it will take some time before they are in place.

Once the district has the proper insurance in place it should be a simple matter for the Auxiliary or any other group to be insured for activities that benefit the district (including Auxiliary meetings at Station 810) by scheduling the activity on the district board approved calendar.

I encourage you and the Auxiliary to confer and consult with the district board of directors to help us create a comprehensive calendar that will allow us to work and plan together. I would be happy to discuss the matter further with you or any or all of the rest of the members of the Auxiliary at any time.

If you have any questions or comments please call or write.

Sincerely,

Alan Taeger, president
Board of Directors
Albion Little River Fire Protection District
707 937 0154
ataeger@mcn.org

District copy

BOS Agreement No. 01-252
DOT Agreement No. 000101

COUNTY OF MENDOCINO
DEPARTMENT OF TRANSPORTATION

LAND LEASE AGREEMENT

LITTLE RIVER AIRPORT
LITTLE RIVER, CALIFORNIA

THIS AGREEMENT made and entered into this 18 day of Sept. 2001 between the COUNTY OF MENDOCINO, a political subdivision of the State of California acting by and through its Board of Supervisors, hereinafter referred to as "COUNTY", and the ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT, hereinafter referred to as "DISTRICT".

PREMISES

COUNTY owns and operates an airport known as Little River Airport, hereinafter referred to as "AIRPORT", located near Little River, County of Mendocino, State of California. Operation of AIRPORT is under the administrative control of the Department of Transportation.

DISTRICT desires to utilize a portion of airport lands for the purpose of maintaining a firehouse and a picnic and recreational area as described on Exhibit "A" of the agreement.

This Agreement is entered into pursuant to the provisions of Mendocino County Ordinance No. 3347 adopted 7 July 1981.

AGREEMENT

In consideration of the above premises, and the promises and agreements described below, it is mutually agreed between the parties as follows:

SECTION I. FIREHOUSE

1. COUNTY shall permit DISTRICT to maintain a building to store fire fighting equipment and appurtenant fire fighting materials on that portion of airport land designated for the firehouse and fire fighting activities, as described in Exhibit "A".
2. DISTRICT shall comply with all applicable rules and regulations of County, State and Federal agencies pertaining to the operation of a firehouse.
3. DISTRICT shall maintain the building and firehouse site, as described in Exhibit "A", in good condition at all times.

4. **DISTRICT** will not store equipment, other than wooden picnic benches, or materials outside of building, unless requested by the **DISTRICT** in writing and approved by the **COUNTY** in writing.
5. **DISTRICT** shall confine its use of the building and appurtenant area to fire fighting activities, unless specified otherwise in this agreement or requested by the **DISTRICT** in writing and approved by the **COUNTY** in writing.

SECTION II. PICNIC AND RECREATIONAL AREA

1. **COUNTY** shall permit **DISTRICT** to use an approximately three acre site located adjacent to the **DISTRICT'S** firehouse along the easterly side of the **AIRPORT** access road for a picnic and recreational area, as described in Exhibit "A".
2. The **DISTRICT'S** use of the site shall be principally for the Albion-Little River Volunteer Fire Department's, hereinafter referred to as the **DEPARTMENT**, annual fundraiser barbeque.
3. **DISTRICT'S** use of the site shall be nonexclusive; but **DISTRICT** shall have priority of use to hold **DEPARTMENT'S** annual barbeque.
4. **DISTRICT** may allow the occasional day use of the site by other groups for picnic and recreational use for groups of less than 12 people who are monitored and supervised by the **DISTRICT**. Groups of 12 or more, but less than 200 people who are monitored and supervised by the **DISTRICT** shall be scheduled at least fifteen days in advance with a ten day written notice to the **COUNTY'S** Director of Transportation. **DISTRICT** shall not allow use of the site for groups of 200 or more people. **DISTRICT** shall allow amplified music only at a maximum of five events per year, including the annual **DEPARTMENT** barbeque. **COUNTY** reserves the right to not permit amplified music if the music creates a nuisance for nearby neighbors. **DISTRICT** shall not allow use of the site in excess of thirty days for all combined uses. **DISTRICT** shall not unlawfully discriminate in excluding individuals or groups from use of the site because of race, color, religion, sex, marital status, national origin or ancestry.
5. **DISTRICT** shall provide for security and protection of the public using the site, when the **DISTRICT** has approved the use.
6. No signs shall be displayed on the site without the express written approval of the **COUNTY'S** Director of Transportation. Requests for such signs shall be in writing to the **COUNTY'S** Department of Transportation.

SECTION III. GENERAL CONDITIONS

1. **DISTRICT** shall have exclusive right of ingress and egress to and from the firehouse and the developed water system and nonexclusive right of ingress and egress to and from the picnic and recreational area.
2. It is mutually agreed that the right of use hereby granted **DISTRICT** is exclusive for the firehouse and developed water system and for the picnic and recreational area is nonexclusive. **COUNTY** reserves the right to grant others permission to use said portion of **AIRPORT'S** lands, so long as said use does not unreasonably interfere with **DISTRICT'S** use and is agreed to by the **DISTRICT**.
3. **DISTRICT** shall, consistent with its equipment and manpower resources, provide emergency fire services at the **AIRPORT**.
4. **DISTRICT** shall not, by virtue of the use of a portion of **AIRPORT** lands as hereby stated, interfere with general **AIRPORT** operations.
5. **DISTRICT** agrees that **COUNTY** assumes no liability whatsoever for any death, injury or loss resulting from, arising out of or connected with the activities of the **DISTRICT**, its officers, trustees, employees or anyone in or about the site with the **DISTRICT'S** permission.
6. **DISTRICT** shall at all times keep the site in good order and condition and at the termination of the agreement surrender and deliver the site in good order and condition, with ordinary wear and tear and such damages by the elements, fire or other casualty, which are not due to the negligence of the **DISTRICT**, exempted.
7. When the picnic and recreational area site is used by persons other than those under the control of the **DISTRICT**, **COUNTY** will continue to retain responsibility for clean up of the site.

SECTION IV. TERM AND COMPENSATION

1. The term of the agreement shall be 20 years, commencing on 1 January 2001 and terminating on 1 January 2021, subject to the termination provisions contained in Section IX.
2. **DISTRICT** shall pay **COUNTY** the sum of one dollar (\$1.00) per year for the life of this agreement. The sum of \$20.00 shall be paid upon the execution of this agreement.

SECTION V. MODIFICATION AND NOTICE

1. No term or condition of the agreement may be changed unless made in writing and approved by both the **DISTRICT** and **COUNTY**.

2. Written correspondence or service of notices shall be addressed as follows:

DISTRICT

Albion-Little River Fire Protection District
PO Box 101
Albion, CA 95410

COUNTY

County of Mendocino
c/o Board of Supervisors
501 Low Gap Road, Room 1090
Ukiah, CA 95482

With copy to:

County of Mendocino
Department of Transportation
340 Lake Mendocino Drive
Ukiah, CA 95482-9432

SECTION VI. INDEMNITY

1. **DISTRICT** shall defend, indemnify and hold harmless **COUNTY** and any of its officers, agents, employees, invitees or guests from and against any and all liability, claims, suits, damages and expenses arising out of or in connection with the use of the site by the **DISTRICT** or by any groups or organizations approved to use the site by the **DISTRICT**.
2. **COUNTY** shall defend, indemnify and hold harmless **DISTRICT** and any of its officers, agents, employees, invitees or guests from and against any and all liability, claims, suits, damages and expenses arising out of or in connection with the **COUNTY'S** use of the site.

SECTION VII. INSURANCE

1. **DISTRICT** shall obtain and keep in full force and effect throughout the term of this agreement, a policy or policies of comprehensive public liability insurance, insuring **DISTRICT** and **COUNTY** and all of their respective agents and employees, against all claims arising out of or in connection with the conduct of the **DISTRICT** during use of the site. Such policy or policies shall provide for a minimum coverage of \$1,000,000 combined bodily injury and property damage liability, or its equivalent, and shall further provide that such policy is subject to cancellation only upon 30 days prior written notice delivered to the **COUNTY'S** Director of Transportation. **COUNTY** shall be named as additional insured in said policy or policies.

SECTION VIII. ASSIGNMENT

1. **DISTRICT** shall not at any time assign this agreement or any part thereof.

SECTION IX. TERMINATION

1. Unless terminated earlier or extended by written amendment hereto, this agreement shall terminate on 1 January 2021, as stated in Section IV, paragraph 1.
2. Upon termination, all fixed facilities constructed by the **DISTRICT** shall become the property of the **COUNTY**.
3. This agreement may be terminated by either party upon ninety (90) days written notice from either party to the other.
4. Notwithstanding any other provision of this agreement, **COUNTY** hereby reserves the right to terminate this agreement immediately, without liability, upon the occurrence of any one or more of the following events:
 - a. Continued violation of any term or condition of the agreement thirty (30) days after **COUNTY** has given **DISTRICT** written notice thereof.
 - b. Any material breach by **DISTRICT** of any provision of this agreement.
 - c. Abandonment of the site by the **DISTRICT**.
 - d. The Federal Government exercising its preemptive rights to **AIRPORT** under the terms of the "Cancellation of Lease" agreement between the United States of America and the **COUNTY**.
5. In the event either party is required to commence an action in a court of law to enforce its rights under this agreement, the prevailing party shall be entitled to reasonable attorney fees.

SECTION X. EXTENSION OF AGREEMENT

1. This agreement may be extended, by amendment, in ten (10) year increments upon mutual consent of both parties.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed the day and year first above written.

ALBION-LITTLE RIVER FIRE
PROTECTION DISTRICT

COUNTY OF MENDOCINO

Charlotte J. Graydon 8/28/01
CHAIRMAN, Board of Directors Date

Patricia A Campbell 9/18/01
CHAIR, Board of Supervisors Date

APPROVED AS TO FORM

Barbara Lei 8/28/01
County Counsel Date

RECOMMENDED FOR APPROVAL

R.V. P. 9/12/01
for Director of Transportation Date

ATTEST: KRISTI FURMAN
Clerk of the Board

Kristi Furman 9-18-01
Date

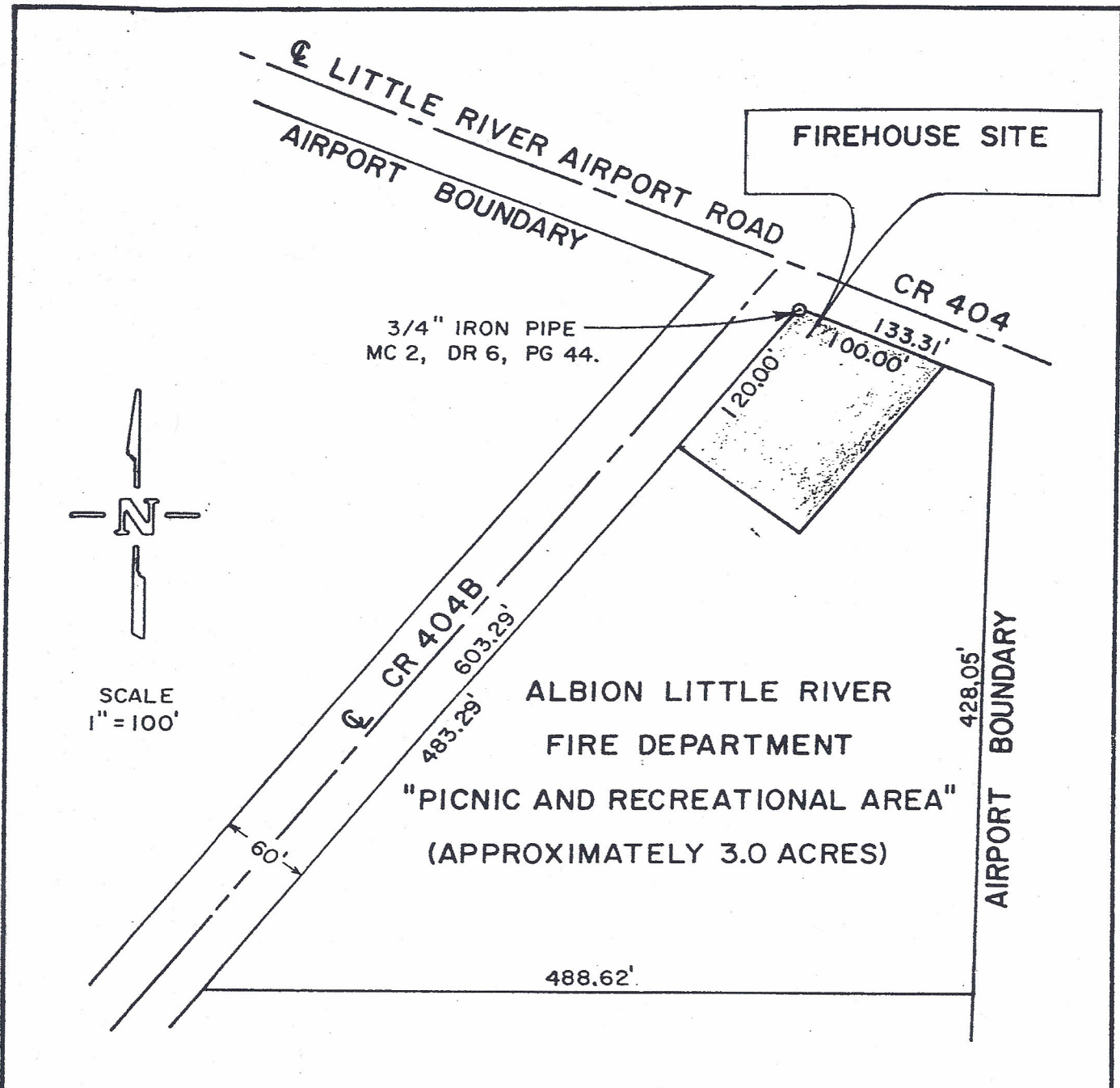
E:\Shared\WP\DOCLR LAND LEASE AGR.doc

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

KRISTI FURMAN
Clerk of the Board

By: Janelle Bau

DEPUTY



LITTLE RIVER AIRPORT
 ALBION LITTE RIVER FIRE DEPARTMENT

EXHIBIT "A"

Alan Taeger

From: Alan Taeger <ataeger@mcn.org>
Sent: Wednesday, May 02, 2012 9:33 AM
To: 'dansitts@gmail.com'
Subject: FW: flea market
Attachments: Station 812 20 year land lease agreement 010918.pdf

From: Alan Taeger [mailto:ataeger@mcn.org]
Sent: Tuesday, May 01, 2012 8:05 PM
To: 'dansitts@pacific.net'
Cc: 'Ted Williams'; 'charlotte graydon'
Subject: flea market

Hi Dan,

I understand you have organized this year's Auxiliary Flea Market as you have in the past. Thank you. I appreciate your efforts to help raise money for fire department needs, however there are some issues with the process that I need to bring to your attention.

I think you must be aware that the fire department has been reorganized over the last 5 months to be operated under direct authority of the District. This reorganization has allowed the firefighters and the board of directors of the district to (among other things) reexamine the relationships that have existed between the district and ALRVFD, Inc. and between ALRVFD, Inc. and Albion Little River Fire Auxiliary, Inc. as well as the relationship between the district and ALRFA, Inc. These relationships between organizations have not been well understood nor closely examined by its members for a long time, leading to some misunderstandings and misconceptions over time about obligations and responsibilities of each group.

During our reexamination of the interrelations among the three organizations several facts have come to light that show that we have been negligent in a number of areas, including procedures for organizing fundraising events. There are some concerns about the following:

1. Use of the barbeque grounds: Albion Little River Fire Protection District has a 20 year lease for the fire station and barbeque grounds at the Little River Airport that is very specific about procedures for use of the grounds (see attached). One of the requirements of the lease is that, except for the annual fire department barbeque, the district "may allow the occasional day use of the site by other groups for picnic and recreational use for groups of less than 12 people who are monitored and supervised by the DISTRICT. Groups of 12 or more, but less than 200 people who are monitored and supervised by the DISTRICT shall be scheduled at least fifteen days in advance with a ten day written notice to the COUNTY'S Director of Transportation. DISTRICT shall not allow use of the site for groups of 200 or more people".

As you can see, there is now no time to execute this procedure before Saturday's flea market. As this lease requirement is a district responsibility, in future, each use of the barbeque grounds needs to be specifically approved by the district board by request of the potential user (in this case the Auxiliary) in enough time to execute the terms of the lease use notification requirements. I realize that this has probably never been done previously, but every time we have done that we have been out of compliance with our lease and it could eventually cause us to lose the use of the property, or worse.

We can prepare for future events at the barbeque grounds most easily by setting up a district comprehensive annual events calendar where planned events can be approved well ahead of time at a regular business meeting, the notifications can be sent to the county in plenty of time and the individual event can proceed without further board consideration when the date arrives. Other events can be added, but they will need to be planned well enough in advance to get approval of the board and provide the necessary notice to the county.

2. Insurance: If you have considered the notion of insurance for Auxiliary fund raisers on district property you may have been told or had the thought that Auxiliary fund raising activities are covered by the district's insurance. This is not the case. The district does not have and has never that I know of had any insurance for Auxiliary activities. The Auxiliary is incorporated as an independent organization and is responsible for insuring its own activities. The fact that Auxiliary activities take place on district property does not infer insurance coverage by the district. The district must ask any group other than the fire department who uses the grounds to provide a certificate of insurance to protect the district. The flea market on Saturday is therefore not protected by district insurance, not for liability, not for injury to you or other non-firefighter volunteers or the public.

We have recently inquired with GSRMA, our insurance co-op, about adding insurance coverage for district non-emergency responding volunteers which could potentially cover everyone who helps out at fund raisers and any other non-emergency support activities regardless of membership in the Auxiliary or any other group. By sponsoring a specific activity the district could also cover the public activity liability. We now have the means to add these coverages but it will take some time before they are in place.

Once the district has the proper insurance in place it should be a simple matter for the Auxiliary or any other group to be insured for activities that benefit the district (including Auxiliary meetings at Station 810) by scheduling the activity on the district board approved calendar.

I encourage you and the Auxiliary to confer and consult with the district board of directors to help us create a comprehensive calendar that will allow us to work and plan together. I would be happy to discuss the matter further with you or any or all of the rest of the members of the Auxiliary at any time.

If you have any questions or comments please call or write.

Sincerely,

Alan Taeger, president
Board of Directors
Albion Little River Fire Protection District
707 937 0154
ataeger@mcn.org

Albion Mutual Water Company Albion, California

Annual Meeting

Date: Saturday, April, 28 2012
Place: Albion Fire Hall, In the Village
Time: 4:00 PM - Desert potluck after the meeting.
Agenda: President's report
Treasure's report
Nomination of Directors thru April 2013.
Again this year, the present board members: David Bramblatt, Jed Hassell, Buzannah Cerulli, Bob Pond, and John Johansen have agreed to serve another term.)
Election of Directors to serve thru April 2013
Such other items as may come before the Board.
Adjournment

John Johansen, Secretary - 937 3487

Senior Center 7079640443

8-2 MF

Senior Lunch on Fridays.
Virginia

spoke to

→ Waldi Helmer - by
phone 3 May 12 11:30 am

[Senior Coops
RSVP]

She will investigate, i/s + agree^{ment}
+ get back to ~~me~~

Wald.

GSRMA 530 934 5633

→ → Other groups using
Facility - Senior lunch
- Auxiliary

↳ BBG - other Fundraisers.
[Events separate]
NON employee
volunteers

↳ Berry
→ Dan - 30 Apr 12 1:30p
Hit msg

Camp for NON safety
others not covered
unless by resolution
"recommended"

MEMBER AGENCY _____

RESOLUTION NO. _____

A RESOLUTION OF THE _____
BOARD OF _____
PROVIDING WORKERS' COMPENSATION COVERAGE TO
AUTHORIZED AGENCY VOLUNTEERS

WHEREAS, the California Labor Code provides that , with certain exceptions, volunteers to government agencies are not covered under California Workers' Compensation statutes; and

WHEREAS, the Board of _____, has the authority to extend Workers' Compensation coverage to volunteers who are authorized to provide services to the agency; and

WHEREAS, the Board of _____, has considered the desirability of providing workers' Compensation coverage to volunteers who are authorized to provide services to the agency; and

WHEREAS, the Board of _____, has determined that there is a need and reason to provide Workers' Compensation coverage to authorized agency volunteers who provide valuable services to the agency as a whole;

NOW, THEREFORE, BE IT RESOLVED that the Board of _____, resolve that volunteers who are properly authorized to provide volunteer services to the agency shall be entitled to Workers' Compensation coverage and benefits for any injury of disability arising out of and as a direct and proximate cause of their volunteer activities for (member agency) _____.

THIS RESOLUTION WAS PASSED By the Board of _____ of (member agency) _____ at their regular meeting thereof on this _____ day of _____, 20____ by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Dated: _____ By: _____
(Title)

Volunteer Coverage Instructions

Application - All District Types



Member: _____

Explanation of Volunteer Coverage for Workers' Compensation

The California labor code defines who is considered an "employee" and who must be covered by a workers' compensation policy. Under most circumstances, volunteers to public agencies are not considered employees and are, therefore, excluded from workers' compensation coverage. One exception to this is volunteer firefighters who are considered employees and are covered.

The following are points your board should consider in deciding whether or not to cover volunteers:

- 1) Currently, GSRMA does not charge additionally for volunteer coverage. However, your contribution could be affected by an increase in loss experience caused by claims by volunteers.
- 2) Workers' compensation is a "no-fault" system; that is, the agency does not need to be negligent (at-fault) for an injured worker to receive benefits. However, workers' compensation provides "exclusive remedy" in that it is agreed and binding (with some limited exceptions) that the benefits provided by the workers' compensation policy adequately covers the expenses and no other legal action may be taken by either party.
- 3) Absent workers' compensation coverage, it may be much more difficult for the injured volunteer to be compensated for an injury. However, the potential exists for much higher costs should the public agency be found liable.

Essentially, your district must decide if wants no-fault workers' compensation coverage with mostly known costs and protection from lawsuits or pay only for injuries to volunteers for which the courts deem it is legally liable. The decision is based on many variables and may not be the same for every district.

Please contact a GSRMA representative if you wish to discuss.

Instructions for Covering District Volunteers For Workers' Compensation

Workers' compensation coverage for volunteers can only be provided by resolution of your governing board. If you wish to cover volunteers, your board must adopt the attached resolution or one of similar nature. A copy of the signed and dated resolution must be forwarded to us once it is passed.

If you do not wish to cover volunteers, please complete the form below and return it to us. If we do not receive this notice or a copy of the resolution, we will assume you are not covering your volunteers under workers' compensation.

We elect to not cover our district's volunteers under our workers' compensation policy.

By: _____

Printed: _____

Title: _____

Date: _____

Workers' compensation coverage for volunteers is a subject that has arisen often with Golden State Risk Management Authority (GSRMA) members. The California labor code defines who is considered an "employee", and who must be covered by a workers' compensation policy. Under most circumstances, volunteers to public agencies are not considered employees, and are therefore excluded from workers' compensation coverage. An exception to this is volunteer fire fighters who are considered to be employees, and are therefore covered.

The labor code however allows coverage of public agency volunteers after adoption of a resolution by their governing board. If it is the desire of your agency to provide your volunteers coverage, you must adopt such a resolution for coverage to be in effect. If your agency utilizes volunteers in any capacity, this issue should be considered by your governing board whether or not you choose to provide this coverage. It is important that it is clear to your entity's management and volunteers if coverage is or is not provided.

There are a number of issues for your board to consider when making this decision. If you choose provide workers' compensation coverage for your volunteers, GSRMA does not presently charge an increased contribution to do so. Your contribution could be affected if one of your volunteers is injured and a claim is paid. This could have a negative effect on your loss ratio which could potentially raise your agency's costs.

Workers' compensation is a "no-fault" system; the agency does not need to be negligent (at-fault) for the injured worker to receive benefits. Workers' compensation provides "exclusive remedy", in other words, it is agreed and binding that the benefits provided by the workers compensation policy will cover the expenses incurred and no other legal action may be taken by either party. (There are limited exceptions to this). So, if a volunteer is injured while performing duties on behalf of the agency, and they are not covered by workers' compensation, they would need to take legal action against the agency to receive payments for an injury. Compensation would not be automatic and the volunteer would need to prove the agency was legally liable for the costs to receive payment.

Absent workers' compensation coverage, it may be much more difficult for the injured volunteer to be compensated; but the potential exists for much higher costs should the public agency be found liable. The issue is: does your district want the no-fault workers compensation system with potential known costs and protection from lawsuits; or forego the coverage and pay only for injuries to volunteers that you are determined to be legally liable for? The answer to this may not be the same for every agency.

You should assess your agency's unique needs to determine how best to address this. If you have a great deal of uncertainty, it is advisable that you consult your legal counsel. We can provide you with sample resolutions if you wish to cover your volunteers under workers compensation and currently do not. If your agency has adopted a resolution and not provided GSRMA with a copy, we would ask that you please do so. If you would like to discuss this matter, do not hesitate to contact us.

RESOLUTION No. 120510
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

PROVIDING WORKERS COMPENSATION INSURANCE TO AUTHORIZED DISTRICT
NON-FIREFIGHTER VOLUNTEERS

Whereas the California Labor Code provides that, with certain exceptions, volunteers to government agencies are not covered under California workers' compensation statutes; and

Whereas the Board of Directors of the Albion Little River Fire Protection District (District) has the authority to extend workers' compensation insurance coverage to non-firefighter volunteers who are authorized to provide services to the District; and


Whereas the Board of Directors of the Albion Little River Fire Protection District has considered the desirability of providing workers' compensation insurance coverage to non-firefighter volunteers who are authorized to provide services to the District; and

Whereas the Board of Directors of the Albion Little River Fire Protection District has determined that there is a need and reason to provide workers' compensation insurance coverage to authorized non-firefighter volunteers who provide valuable services to the District as a whole;

THEREFORE DO WE, the Board of Directors of the Albion Little River Fire Protection District, RESOLVE that non-firefighter volunteers who are properly authorized to provide volunteer services to the District shall be entitled to workers' compensation insurance coverage and benefits for any injury or disability arising out of and as a direct and proximate cause of their volunteer activities for the Albion Little River Fire Protection District.

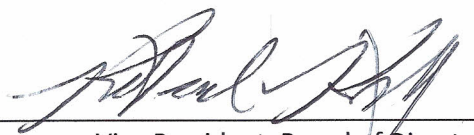
THIS RESOLUTION PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT A REGULAR BUSINESS MEETING THIS 10th DAY OF MAY, 2012.

AYES: 4
NOES: 0
ABSTAIN: 0
ABSENT 1
VACANT 0



Alan Taeger
President, Board of Directors of the Albion Little River Fire Protection District

Attest:



Richard Riley
Vice President, Board of Directors of the Albion Little River Fire Protection District

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
EMPLOYMENT EXCLUSION POLICY

1. All Albion Little River Fire Protection District (District) employees and employee applicants have agreed to submit to prior employment, driving and criminal background checks as a condition of employment.
2. Upon the chief's recommendation the board of directors of the District may vote to exclude an applicant for employment who has had:
 - a. convictions for driving under the influence of drugs or alcohol;
 - b. driver's license suspended or revoked;
 - c. criminal history of violence, intimidation, harassment, theft, embezzlement, arson, or any other crime that indicates the applicant may endanger others if the person is employed as a firefighter.
3. Upon the chief's recommendation the board of directors may vote to suspend or terminate employment of any District regular or probationary employee who has current or previously undiscovered driving or criminal history as enumerated in the above paragraph.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS

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ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
P. O. BOX 634
ALBION, CA 95410

(rev. 06/12 draft)

1000 - ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors in 1962. The District is a California Special District governed by California Health and Safety Code Section 13800 et seq. cited as the Fire District Law of 1987.

1010 - MISSION STATEMENT

The mission of the District is to provide personnel and resources necessary for protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

POLICY STATEMENT

In order to fulfill its mission the Board of Directors of the District will:

1. Employ necessary personnel to provide services to the district ~~and to the extent possible establish working relationships with established volunteer emergency response agencies within the District.~~
2. Effectively maintain and deploy district resources.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District.
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

~~1001~~ 1020 - BOARD MEMBER DUTIES AND RESPONSIBILITIES

Meeting packets of agenda, minutes, and backup materials will be mailed or emailed by the Secretary of the Board to each member at least 72 hours prior to regular meetings. Directors will thoroughly prepare themselves to discuss agenda items at Board meetings. Questions concerning information distributed in Board packets will be directed to the Board President or Secretary prior to the Board meeting.

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.
12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.

(rev. 06/12 draft)

15. Utilize each member's specific background, experience, and expertise during the development of projects, policies, and contracts.
16. Directors will, at all times, conduct themselves with courtesy to each other, to the staff, and to members of the public present at Board Meetings.
17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

1030 - LIMITATIONS OF AUTHORITY

Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.

Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

1002 1040 - BOARD MAKEUP

The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law". In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary. Officers of the Board shall be elected annually by the Board members at the December business meeting. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law.

The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.

The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.

It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with item #6. below.

In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. Each board member will have signing authority on all accounts.

1050 - EMPLOYMENT OF BOOKKEEPER

Any bookkeeper employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.

1003 1060 - MEMBERSHIP IN ASSOCIATIONS

1. The directors of the Board may hold membership and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and will look upon such memberships as opportunity for in-service training.

(rev. 06/12 draft)

2. Albion-Little River Fire Protection District Directors may be active members of the Albion Little River Fire Department.

1004 1070 - COMMITTEES OF THE BOARD OF DIRECTORS

1. The Board President will appoint such ad-hoc committees as deemed necessary by Board members.
2. The duties of the ad-hoc committees will be outlined at the time of the appointment, the committee will be considered dissolved when its final report has been made.
3. Standing committees will be appointed by the Board President as necessary.
4. The Chairman of a committee is responsible for the makeup of the committee and for reporting on its progress.

1005 1080 - MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1006 1090 - COMMUNICATION AND CORRESPONDENCE

1. It will be the policy of the Board of Directors of the Albion-Little River Fire Protection District that any communications and correspondence specifically directed to the "Board of Directors" will be delivered to the Secretary of the Board.
2. Communications specifically addressed to a particular director will be delivered to that individual director and official opening of a director's mail will require notification by phone.
3. Communications or correspondence from anonymous sources will be noted and filed.

1007 1100 - BOARD MEETINGS

Purpose

District board members are elected or appointed to represent all the people, and to exercise their best judgment. The purpose of a board meeting is for its members to debate openly on particular matters, to hear public expression thereon, and to inform the public of what the board is doing. The board has the authority to limit debate on any subject, and where this is a problem it is the chairman's responsibility to control public debate so that repetitive or irrelevant remarks are not made, so that everyone has had a chance to speak before others speak for a second time, and to expedite the business at hand.

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five-member District board. If informal rules are used they should observe the following basic principles:
 - i. The majority decides.
 - ii. The minority has a right to be heard.
 - iii. Only one main motion may be considered at any given time.
 - iv. Members have a right to know at all times what the immediately pending motion is.
 - v. Official action can be taken only in meetings properly called, and with a quorum of members present.

vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time-consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

b. **Formal:** If a more formal method of proceeding is preferable - for example, where the board finds it cannot informally unite on the issues before it within a reasonable time the following guidelines are suggested. They are adaptations of Robert's Rules.

2. **Motions:** Motions need not be seconded, and the requirement of a second is largely a waste of time, particularly for small groups. The chairman would normally state the motion without asking for a second, and ask for discussion.

A main motion is a request for action or commitment. It should be clear and concise, and stated in the positive to avoid confusion in voting. The chairman should request or suggest rephrasing, if necessary to improve clarity. It is usually stated, "I move that..." and is debatable, can be amended, and the vote on it may be reconsidered. It is usually in order when no other main motion is under consideration, assuming it is not in conflict with the agenda. If it proposes a resolution, then it may use "whereas" and "resolved". Those special and ordinary motions that are handled like main motions are:

- a. To reconsider a vote (must be at same session).
- b. To rescind a previous action.
- c. To amend a motion already adopted.
- d. To amend the bylaws (usually requires notice and 2/3 vote).
- e. To appeal (only when no motion is pending).
- f. To recess (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).
- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amenable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.
- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.

- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

- a. To adjourn
- b. To recess
- c. To close debate
- d. To postpone
- e. To refer
- f. To amend

A higher ranking motion is in order even when lower ranking ones are pending. A lower ranking motion may not be made when a higher one is under consideration. A main motion – one proposing that the board take some action – ranks below all of the above ordinary motions, which are intended to help the board reach a decision on the main motion.

4. Special Motions

- a. Point of order
- b. To appeal
- c. To withdraw
- d. To suspend the rules
- e. To reconsider
- f. To rescind

These have no rank in relation to each other. Except for To Reconsider and To Rescind, their purpose is to handle procedural questions during the consideration of a main motion.

A summary of motions, somewhat different from the above, is at the end of this section.

5. Conducting the Meeting

Meetings of the Board of Directors will be conducted by the Presiding Officer consistent with the policies of the District and in accordance with the provisions of the Ralph M. Brown Act. (Government Code Section 54950 et. Seq.) Willful disruption of any meeting of the Board of Directors will not be permitted.

Disruptions will be grounds for the Chairman Presiding Officer to clear the room of the person or persons causing the disruption.

- a. **Order of Business:** A systematic plan for considering items at meetings should be included in a district's rules of order. This is usually called the order of business, agenda or calendar. A convenient order of business is:
 - i. Presentation of minutes.
 - ii. Reports of officers and committees.
 - iii. Unfinished Business.
 - iv. New Business.

A "**Consent Calendar**" is a means of expeditiously handling routine matters. Early in the board meeting the whole group of such items may be approved with one motion and vote, and no discussion. If a director, or member of the public, wants to discuss an item, it can be removed from the group and considered after the rest of the group has been approved. The board should have adequate information on the items on the Consent Calendar well in advance of the meeting. Typical routine items for a Consent Calendar include approval of minutes, of ordinances at final reading, of contract payments, of final tract maps, and of other matters where approval is routine. The receipt (and referral, if needed) of informational items, correspondence, administrative reports, etc., and the setting of hearing dates can also be handled in this matter. The items on the Consent Calendar can be selected by the secretary, other staff, or the board at a pre-board meeting. If a meeting includes a public hearing, it should be

properly noticed, and set for a specific time on the agenda. Written procedures for participation, including time limits, may be desirable.

- b. **The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should "step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.
- c. **Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. **The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:
 - i. An exact statement of motions passed.
 - ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
 - iii. All referrals, postponements and appeals.
 - iv. Motions not passed, and amendments, may or may not be entered.

Further suggestions for minutes are in the section on Board Secretary.

The Secretary is also an assistant to the chairman, providing him/her with a copy of the agenda, the minutes of the previous meeting, any committee reports, and a list of unfinished business. S/he should also bring to the meeting any needed materials, such as a copy of the bylaws, and should be familiar with the record of previous actions taken by the board.

- e. **Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.
- f. **Ordinances and Resolutions:**

- i. **An ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
- ii. **A resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
- iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

If ordinances and resolutions are not prepared by the district's attorney, he should review them before presentation. After adoption the secretary should prepare proper attestation, which includes filling in the last page to include the vote by each member, the chairman's signature, and the secretary's attestation. With ordinances to be published or posted, usually within 15 days, certification of publication should be obtained from the newspaper, or an affidavit from the person doing the posting, and filed. Only a summary of the ordinance need be published, noting that the full text is available in the district office.

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by subject matter is useful. If some ordinances or resolutions contain an expiration date or a time certain when something is to be accomplished, a tickler system giving advance warning should be applied to them.

6. **BOARD MEETING SCHEDULE:**

- a. **Regular meetings** of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.

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- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1008 1110 - BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the District Board President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
 - b. The Board President will be the sole judge of whether the public request is or is not a "matter directly related to District business." The member of the public will be informed of the decision.
 - c. Matters that are legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.
 - e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010 1120 - CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1011 1130 - PUBLIC COMPLAINTS

1. It is the desire of The Board of Directors that public complaints are resolved at the lowest possible administrative level, and that the methods for resolution of complaints are logical and systematic.
2. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state or federal statute that has adversely affected the individual.
3. The method of resolving complaints will be as follows:
 - a. The individual with a complaint will first discuss the matter with the Fire Chief (or a designated responsible staff member) with the objective of resolving the matter informally.
 - b. If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief (or other responsible staff member) a written complaint may be filed with the Board of Directors. This must be done within (10) days of receiving the Chief Officer's (or other responsible staff member's) decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and use the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

This policy in no way prohibits, or is intended to deter, a member of the community or staff member from appearing before the Board to present a testimony, complaint, or statement regarding actions of the Board, District programs and services, or impending consideration of the Board.

1012 1140 - PROCUREMENT

It is be the policy of the Board of Directors of the Albion-Little River Fire Protection District that all purchases of goods and services for the operation of the Fire District will be fully accountable and will be done in an appropriate logical manner. Therefore, the following policy is adopted and will be followed always:

1. The following processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check or electronic funds transfer from the appropriate district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.
2. Purchase authority is limited to the maximum amount of funds that have been allocated for the item in the current budget. Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to the amounts approved for items listed in the current budget. Fund obligation above that level is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. In compliance with the above, the following is the Albion-Little River Fire Protection District policy:
 - a. **Checking Accounts:**
 - i. A joint checking account with the County of Mendocino shall be established for the purpose of writing checks directly to the recipient from a revolving account funded by drafts from District tax revenues held by the county. Each check written on this account will require one signature. Each Board Member and the district bookkeeper shall be authorized signers of this account.
 - ii. **Other checking and savings accounts** shall be established as needed for the purpose of receiving and holding donations to the district for specified and unspecified district needs and/or projects as well as authorized payment of expenses for same. Board

- c. When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required to all appointing levels. The objective of this review will be to assure equity to all members of the department.

1015 1170 - HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1016 1180 - DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.
2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Chief, or any member of the Board of Directors.

1017 1190 - PERSONNEL

1. **EMPLOYMENT:** The District may employ personnel from time to time according to Health and Safety Code Section 13861 "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."
 - a. Paid employees compensation and benefits will be set by the District board of directors.

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- b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.
- c. All employees of the District shall be insured by District provided workers' compensation insurance.
- d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District's active duty roster, or on the official roster of another participating agency.

2. HIRING:

- a. District residents 18 years old or older may apply for employment with the district.
- b. Non-resident applications for employment may be accepted upon the chief's recommendation.
- c. Employment positions include the position of volunteer firefighter.
- d. Applications for employment may be obtained at any regular meeting or from the chief.
- e. The chief and the Board shall review and approve, reject, or postpone the application.
- f. Upon approval of the application, employment will be granted if a position is available.
- g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
- h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District. Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.
- i. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.

- i. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a. Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.
- b. A regular volunteer firefighter may take a leave of absence for any reason for up to one year upon request.
- c. Any volunteer firefighter who takes a leave of absence will be removed from the roster of active duty firefighters and will be relieved of the duties and responsibilities of any office held and the requirements of item (3.h.) above. Active duty status may be reinstated by application for reinstatement, recommendation of the chief and a majority vote of the board of directors.
- d. Prior to returning to active duty any employee requiring a medical leave of absence due to injury covered by District workers' compensation insurance must provide the District with a "fit for duty" evaluation (available at District expense) from an independent physician who has expertise in the covered injury (but who is not involved with the employee's treatment for the injury) before applying for reinstatement to active duty status.
- e. A regular volunteer firefighter who wishes to take a leave of absence for longer than one year for reasons other than injury covered by District workers compensation insurance will be asked to resign and reapply for employment when available for service to the District.
- f. Employment will be terminated for a probationary volunteer firefighter who wishes to take a leave of absence for reasons other than injury covered by District workers compensation insurance.

5. APPOINTMENT AND REMOVAL OF THE CHIEF:

- a. The district board may appoint the chief from the employees of the district.
- b. If there is a vacancy in the position of chief as a result of resignation, removal, or any other reason district employees hired as regular volunteer firefighters shall, at the first scheduled meeting following the vacancy, function as a committee to select one or more qualified candidates to submit to the district board for consideration for appointment to the open position. If all candidates proposed by the regular volunteer fire fighters are rejected by the district board this process will be repeated until a chief is selected.
- c. In the interim between the vacancy and the appointment of an acceptable candidate for chief, if the outgoing chief does not appoint an acting chief, the board may, without consultation, appoint an acting chief.
- d. Notwithstanding the appointment of an interim chief by the outgoing chief, the board may at any time rescind that appointment and appoint an acting chief.
- e. The term of appointment to the position of chief is indeterminate.
- f. Removal from the position of chief shall be the sole responsibility and option of the district board of directors and can be with or without cause.

6. DISCIPLINARY ACTION:

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.

- b. Grounds for discipline **include but are not limited to:** discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.
- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

7. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. This section does not apply to probationary employees.
- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular **or special** meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

(rev. 06/12 draft)

1018 1200 - SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting on the third Wednesday of January to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2001 2000 - ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting during which the amendment or policy is to be considered.

REVISION PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING JUNE 7, 2012 AS FOLLOWS:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Alan Taeger
President, Albion Little River Fire Protection District

Attest:

Terry Kemp
Secretary, Albion Little River Fire Protection District

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

Thursday May 10, 2012 7:02 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting.**
 - a. **Roll call.** Firefighters present: Chief Ted Williams, Debbie Wolfe, Steve Wolfe, Guy Casey, Jaime Placido, Marshall Brown, Michael Rees, Andrew Crowningshield, Brad Montgomery, John Oakley, Dennis Sweet, Dave Ayster, Sam Levine, Erica Geer, Citlali Werner and Steve Acker. Firefighters absent: Scott Roat, Andrea Pennebaker, Harold Searles, Joe Goforth, Emily Scott, Mark Anderson, John Crowningshield, Tim Gitchel, Andy Gitchel, Chad Thompson, Meghan Friend, Joshua Smith, Jonathan Peakall, Adam Matthews, Jesse Martin, Chris Johnson, Jason Hendricks and Kristine Hendricks. Guest: Mary Williams
 - b. **Chief's Report.** See attached below
 - c. **Review and discussion of chief's report.** General discussion and review of chief's report.
 - d. **Other fire department business.** Discussed radio transmission protocol, driving safely.
 - e. **Adjournment.** 8:20pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Meeting called: to order by Board President Alan Taeger at 8:20 pm. Board members present: Ken Matheson, Ed Petrykowski, and Rich Riley. Terry Kemp absent.
3. **Public communication to the board:** Steve Acker, treasurer of Albion Little River Volunteer Fire Department, Inc. presented a check to the District for \$20,000.00 as a donation towards the purchase of a water tender. Marshall Brown reported a conversation at a chance encounter at a local business on May 1, 2012 with Stacey Weil-Dye, who told Marshall of an Albion Little River firefighter observed driving erratically on Albion Ridge Road. Erica announced a tentatively scheduled softball game between Albion Little River and Mendocino Fire Departments on May 19th.
4. **Items for Board consideration and possible action relevant to fire department operations.**
 - a. **Fire department personnel:** The board reviewed a recommendation by Chief Williams to grant probationary volunteer firefighters John Oakley and Joe Goforth regular volunteer firefighter status due to their previous experience and knowledge of fire department operations. The recommendation was approved by unanimous vote of board members present on a motion by Ken. Chief Williams reported that Jeff Wall has expressed a desire to return to active regular volunteer firefighter status. The board requested a doctor's "fit for work" release from his workers compensation insurance claim before voting to reinstate Jeff to active status.
 - b. **FY 2011-2012 budget review and revision:** The board reviewed the current FY budget and adjusted the amounts of three budget categories: #863113 (payments to other government agencies) to be increased to \$6,500.00 to cover employee background checks, #862050 (clothing and personal items) to be increased to \$51,000.00, & #862140 (medical and lab supplies) to be increased to \$10,500.00 by unanimous vote of board members present on a motion from Ed.
 - c. **Policy amendments:** The Board approved an employment exclusion policy as presented at the April 12, 2012 regular business meeting by unanimous vote of board members present on a motion by Rich.
 - d. **Non firefighter volunteer Insurance resolution:** The board approved resolution #120510 to provide workers compensation insurance coverage to authorized non-firefighter volunteers by unanimous vote of board members present.
5. **Previous meeting minutes:** The minutes of the April 12, 2012 regular business meeting were approved as presented.
6. **Communications to the board:** See attached
7. **Financial report:** Current financial reports for the district were included with the distributed meeting packet.
8. **Other items for consideration and possible action:**
 - a. **Special parcel tax assessment appeal:** The board reviewed a recommendation by the parcel tax committee to grant an appeal from Thelma Ray for relief from parcel tax assessment on specified properties. Appeal granted by unanimous vote of board members present on a motion by Ken.
 - b. **Bylaws amendments:** The board reviewed and discussed proposed bylaws amendments to be considered for revision and/or approval and adoption at the June 14, 2012 regular business meeting.
 - c. **FY 2012-2013 budget development meeting:** The board scheduled a budget development special meeting for Monday, May 21, 2012 6:00pm at Station 810.
9. **Committee reports:**
 - a. **New fire station committee.** No report.
 - b. **Parcel tax committee:** See item 8a. Next year's parcel tax rolls to be reexamined and reevaluated in light of new understanding of parcel tax limitations. This may mean a reduction in expected revenues.
10. **Directors' discussion:** Fire station housekeeping was discussed. The Board learned that a person was contracted by ALRVFD, Inc. at some time in the past to keep Stations 810 and 811 tidy. This person has apparently been doing the job and has not been paid for the last couple months. Erica volunteered to contact this person and request a short resume and a list of tasks performed so that the Board may know what services are performed and whom to pay.
11. **Next scheduled regular business meeting:** Thursday, June 14, 2012, 7:00pm.
12. **Adjournment:** Meeting was adjourned at 9:40 pm.

Attachments

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.

Fire Chief's Report, 10 May, 2012, by Ted Williams

- **Applications Received**
 - Jeff Wall
- **Firefighters Resigned / On Leave**
 - Mark Anderson has not attended any trainings or incidents this year. Mark and Ted had a face to face discussion regarding his involvement. Mark is not currently in a position to participate (out of district, short on time). He has returned a bag of issued district gear. We should welcome him back when he is able to actively participate.
- **Purchases (noteworthy, not exhaustive)**
 - K12 ventilation saw
 - (10) fire shelters
 - (8) flashlights
 - (3) oxygen cylinders and regulators for additional med bags
 - (2) oxygen cylinder valve opener tools
 - life vests
 - boots
 - compressor (aluminum head, 2 stage, 2600 cfm, Honda motor)
 - LED bulbs for scene lighting
 - webbing (enough for all firefighters to be issued appropriate length)
 - solar charging station parts for the Albion Flats water rescue container(s)
 - netbook exclusively for programming radios, pagers and AEDs
 - (2) reflective traffic paddles (trial, if happy we'll order more)
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, April 12th and today, May 10th, we were dispatched and responded to eighteen incidents consisting of 9 medical aid, 2 hazardous power lines, 1 trailer fire, 1 traffic collision, 1 UTL traffic collision, 1 property inspection, 1 public assist, 1 disabled vehicle, 1 water rescue (false).
 - **2012002369 04/12/2012 20:07:16 HSE**
 - 33621 ALBION RIVER NORTH SIDE RD #OFC ,LITR
 - arcing transformer, during district meeting
 - 8162, 8170, 8130
 - Ted Williams
 - Scott Roat
 - Sam Levine
 - Jaime Placido
 - Michael Rees
 - Steve Acker
 - Guy Casey
 - Andrew Crowningshield
 - Marshall Brown
 - Andrea Pennebaker
 - Harolde Serales
 - Joe Goforth
 - Dennis Sweet
 - Debbie Wolfe
 - Steve Wolfe
 - Citlali Calvillo
 - Emily Scott
 - Erica Geer
 - **2012002403 04/14/2012 08:12:30 OAM**
 - ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
 - Erica Geer (8130)
 - Ted Williams
 - Brad Montgomery (IC)
 - John Oakley
 - ?
 - cancelled incoming
 - **2012002536 04/19/2012 21:56:57 MEDB**
 - 43701 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker (8130)
 - Jaime Placido
 - John Oakley
 - Marshall Brown (8181, 8131)
 - Brad Montgomery

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.

- Josh Smith
- Adam Matthews
- Guy Casey
- ?
- **2012002578 04/21/2012 21:12:46 MEDB**
 - 33100 ALBION RIDGE RD / 3410 N HWY 1 ,ALBI
 - CHP report of man down near roadway
 - UTL, cancelled, second report from residence to Williams, MSCO called, man given ride home.
 - Ted Williams
 - Brad Montgomery
 - Erica Geer
 - Marshall Brown
 - Guy Casey
 - Debbi Wolfe
 - Steve Wolfe
 - ?
- **2012002584 04/22/2012 04:16:35 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #SP ,LITR
 - Ted Williams
 - Guy Casey
 - ?
- **2012002621 04/23/2012 15:10:21 HSE**
 - 32001 ALBION RIDGE RD ,ALBI
 - power lines down, post transformer, private property
 - Ted Williams (IC)
 - Brad Montgomery (8163)
 - John Oakley (8162)
 - Andrew Crowningshield (8130)
 - Guy Casey
 - Michael Rees
 - Harolde Searles
 - Joe Goforth
 - Citlali Calvillo
 - Steve Wolfe
 - Debbi Wolfe
 - cancelled incoming
- **2012002630 04/23/2012 22:15:52 FSR**
 - 29700 ALBION RIDGE RD / 31900 MIDDLE RIDGE RD ,ALBI
 - two abandoned trailers fire
 - Brad Montgomery (8163, IC)
 - John Oakley (8162)
 - Jaime Placido (8192)
 - Michael Rees (8165)
 - Erica Geer (8130)
 - Marshall Brown (8170)
 - Ted Williams
 - Scott Roat
 - Tim Gitchel
 - Guy Casey
 - Debbi Wolfe
 - Steve Wolfe
 - Josh Smith
 - Jesse Martin
 - Joe Goforth
 - Citlali Calvillo
- **2012002683 04/26/2012 01:13:36 MEDB**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Ted Williams
 - Jaime Placido
 - Guy Casey
 - Marshall Brown (8131)
 - Brad Montgomery
 - John Crowningshield
 - Sam Levine

- Scott Roat
 - cancelled incoming
- **2012002725 04/27/2012 22:07:54 PAP**
 - 7051 N HWY 1 ,LITR
 - Vacationer was unhappy with presence of pilot light in heating stove.
 - Scott Roat (IC)
 - Ted Williams
 - Tim Gitchel
 - cancelled incoming
- **2012002757 04/29/2012 10:08:13 MEDD**
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Andrew Crowningshield
 - Brad Montgomery
 - Jaime Placido
 - Marshall Brown (8132)
 - Sam Levine
 - Scott Roat
 - Ted Williams
 - Guy Casey
 - cancelled incoming
- **2012002763 04/29/2012 15:21:35 MEDB**
 - 29801 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery
 - Joe Goforth
 - Citlali Calvillo
 - Harolde Searles
 - Andrea Pennebaker
 - Jaime Placido
 - Andrew Crowningshield
 - Emily Scott
 - Marshall Brown (8130)
 - Guy Casey
 - cancelled incoming
- **2012002890 05/05/2012 10:45:15 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Marshall Brown (8132)
 - Scott Roat
 - Ted Williams
 - Erica Geer
 - cancelled incoming
- **2012002907 05/06/2012**
 - 19 stranded divers, Elk Fire's district, Navarro Beach, not as reported
 - Andrea Pennebaker
 - Jaime Placido
 - Jonathan Peakall
 - Marshall Brown
 - Tim Gitchel
 - Ted Williams
 - Brad Montgomery
 - Erica Geer
 - cancelled
- **2012002922 05/06/2012 16:12:20 OAR**
 - HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
 - disabled classic limousine from Saudi Arabia blocking lane, Ted discovered
 - Ted Williams (IC)
 - cancelled incoming
 - Brad Montgomery
 - Scott Roat
- **2012002929 05/07/2012 07:51:25 MTC**
 - 44441 LITTLE RIVER AIRPORT RD ,LITR
 - Vehicle vs tree, two patients AMA with Medic 9141, traffic control
 - Andrea Pennebaker (8130)
 - Brad Montgomery (8181)
 - Emily Scott

- Jaime Placido
- Guy Casey
- Marshall Brown (IC)
- Michael Rees
- Sam Levine
- Scott Roat
- Ted Williams
- cancelled incoming
- **2012002955 05/08/2012 10:11:48 MEDD**
 - 29450 ALBION RIDGE RD ,ALBI
 - CalStar 4 cancelled by Medic 9140
 - Adam Matthews
 - Brad Montgomery (IC)
 - Debbi Wolfe
 - John Oakley
 - Joe Goforth
 - Marshall Brown
 - Michael Rees
 - Ted Williams (8130)
 - cancelled incoming
- **2012002958 05/08/2012 11:33:16 OAM**
 - 3544 E RD N ,ALBI
 - Requested to observe an inspection executed by County of Mendocino, Planning and Building Services, Code Enforcement Officer with the US EPA and CalFire. Not paged out.
 - Ted Williams
 - Brad Montgomery
- **2012002983 05/09/2012 11:18:45 MEDD**
 - 4401 N HWY 1 ,LITR
 - Ted Williams (IC, 8130)
 - Brad Montgomery
 - Guy Casey
 - Sam Levine
 - Harolde Searles
 - John Oakley
 - Andrea Pennebaker
 - Andrew Crowningshield
 - cancelled incoming
- **2012002998 05/09/2012 20:16:52 MTC**
 - 41146 LITTLE RIVER AIRPORT RD / ROAD 19 ,LITR
 - vehicle rollover, UTL, Williams made contact with RP hours later
 - cancelled CalStar
 - Marshall Brown (IC, 8170)
 - Andrew Crowningshield (8131)
 - Brad Montgomery (8181)
 - Jason Hendricks (8170)
 - Ted Williams
 - John Oakley
 - Guy Casey
 - Scott Roat
 - cancelled

Training Completed:

- 04/14/2012 - Boat Training: Basics @ Albion Flats (4 hours)
 - Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Andrea Pennebaker, Ted Williams
- 04/14/2012 - Burn Trailer - Fire Academy (6 hours)
 - Brad Montgomery, Jaime Placido, Josh Smith
- 04/19/2012 - Hose Lays and Ladders - CalFire (3 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, John Oakley, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 04/26/2012 - Ambulance orientation / gurney packaging - Nat Norling (2 hours)
 - David Ayster, Guy Casey, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Frend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Adam Matthews, Andrea Pennebaker. Jaime Placido, Michael Rees, Harolde Searles, Ted Williams
- 05/03/2012 - Patient Packaging (2 hours)

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.

- David Ayster, Marshall Brown, Guy Casey, Citali Calvillo, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
 - 05/05/2012 - Water Rescue / Boat @ Mendocino Fire (4 hours)
 - Andrew Crowningshield, Megan Friend, Tim Gitchel, Andrea Pennebaker, Jaime Placido, Chadwick Thompson

Trainings Planned:

- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc will be the beneficiary of the Little River Inn concert series on May 11.

• Development:

- We have continued to research water tender options. Two International 4800 all wheel drive 2000 gallon tenders will be presented for discussion at the May regular meeting.
- A round of SCBA fit testing has been completed. Current approved SCBA list: Andrew Crowningshield, Ted Williams, Citali Calvillo, John Crowningshield, Andrea Pennebaker, Josh Smith, Jonathan Peakall, Harold Searles, Megan Friend, Adam Matthews, Michael Rees, Tim Gitchel, Marshall Brown, Guy Casey, Jason Hendricks, John Oakley, Scott Roat, Chadwick Thompson, Jaime Placido, Emily Sweet, Brad Montgomery, Dennis Sweet. Additional SCBA masks will be ordered.
- The port of 707 937 0888 to Google Voice has been initiated.
- Brad Montgomery has started design work on the pickup mounted compressed air foam system. A compressor has been ordered.
- Greg Andree has agreed to provide a statement specifying that the 811 painting quote will not be exceeded along with proof of insurance. The color will be cottage red with white trim.
- Brad Montgomery has completed the paperwork for DMV transfer of the river boat (from ALRVFD, Inc to ALRFPD). In the process he discovered the need to transfer the associated trailer. Pending.
- Our shipping container at Albion Flats campground will be used to house the jet ski and water rescue equipment (PFDs, etc). A longer container will be purchased for boat 8195.
- Five oxygen cylinders have been hydro-tested. John Oakley is coordinating the next batch.
- Representing ALRVFD, Inc., Steve Acker will present a \$20,000 check to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender. The terms should be clarified by the board and ALRVFD, Inc representation.
- Ken McNair from LN Curtis will be onsite Wednesday, May 16, to size firefighters who lack turnouts or have turnouts nearing end of life.
- During the May 10 district meeting, after the department report, firefighters will migrate to the engine bay of station 810 to inventory wildland gear. Erica Geer will coordinate documentation. John Oakley will inspect gear and issue the new fire shelters with web gear.
- According to Coastal Valleys EMS, approval and implementation of the AEMT (Advanced EMT, formerly EMT-I) will potentially be delayed beyond this fall. Ted Williams will coordinate our involvement in the program (and will attend).
- Ted Williams has assembled a new radio channel plan with tactical on bank 1 and command on bank 2. This should help prevent unintended traffic from command repeaters and allows the IC to quickly switch between incident-specific command and tactical channels. Handheld radios will be updated at upcoming trainings.
- The department is planning the annual BBQ. It is proposed that we establish a committee consisting of Rich, Ted and Erica to streamline decision making. Options for the alcohol license need to be researched.
- Ted Williams, Erica Geer and Brad Montgomery met with the Albion-Little River Fire Department Auxiliary. We invited the auxiliary members to the district meeting. They have apparently been operating under the (mistaken) understanding that the district insures their events.
- Scott Roat provided a flooring sample (interlocking gym). If approved at the May 10 regular meeting, ALRVFD, Inc. will donate flooring for the upstairs of station 811.
- Erica Geer forwarded station cleaning bills. The cleaning was performed by Marsha Regan on 2/4, 2/18, 3/3, 3/18, 3/30 and 3/31. She is cleaning under an agreement with ALRVFD, Inc. A new agreement with the district should be established.
- Received interagency donation of eight boxes of N95 respirators.
- We should consider a process for evaluating peers. The nature of firefighting operations requires substantial trust between individuals. The process should be positive and respectful of privacy, while enabling the department with a means to mitigate risk. As a starting point, I have asked the boat team to self organize a list of water rescue team members who feel comfortable with each others skill, familiarity and team participation.

Station Maintenance

- Mendocino Coast Water Works installed an on-demand propane hot water heater at station 810.
- The Waste Management garbage can has been moved from 811 to 810. The department will place the can at the appropriate outside location for pickup.

Vehicle Maintenance

- **Boat 8195**
 - Inspected at Hillside Honda, Lakeport.

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.

- Leak repaired. Stayed overnight to verify fix.
 - Carburetor clog remedied.
 - Blades dinged; running at half power. Replacement recommend. \$100
- **Jet Ski 8198**
 - Scheduled for an inspection at Hillside Honda, Lakeport.
- **Engine 8162**
 - Gary at Fort Bragg Diesel has committed to picking up 8162 before Monday, May 14.
 - The driver side rear wheel hub seal is leaking fluid.
 - Burnt wiring from the dash to rear will be remedied.
 - A damaged halogen light fixture will be replaced with LED floods.
- **Engine 8181**
 - Brad Montgomery checked the charging system.
 - Alternator and auto eject functioning, batteries were bad.
 - New batteries from 8182 were moved to 8181.
 - SCBAs and spare bottles were moved to 8181 from 8162 while 8162 is out of service. Two SCBA units are currently in 8192 as there wasn't sufficient room for more on 8181.
- **Rescue 8132**
 - The new alternator is not functioning. Preliminary diagnosis points to a failed voltage regulator. Brad will repair or convert to off the shelf external voltage regulator.
 - Scene lighting will be swapped from 110v halogen to 12v LED with simple toggle switch controls.
- **Rescue 8131**
 - Radio is not working properly due to poor primary wiring. A new fuse block will be installed, bypassing the existing shoddy wiring.
 - Scene lighting to will be converted to 12v LED floods.
- **Rescue 8130**
 - Dash fuse popped again. Replaced fuse.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING May 10, 2012
COMMUNICATIONS TO THE BOARD**

- 4/13/12 Received a thank you card from Mendocino Fire Department for mutual aid provided to them by Albion Little River Fire Department at a fire in Mendocino's district at the Little River Inn.
- 4/14/12 Alan received an email from Janie Tate, retired Albion Little River firefighter, asking about a website. Alan responded to her with a reference to albionfire.com.
- 4/18/12 Alan e-filed 2012 Census of Governments Survey of Public Employment and Payroll.
- 4/30/12 Alan received an email of congratulations on reorganization from Rick McDonald, former ALRFPD board member. Alan responded with a short update and a reference to the information on the website.
- 5/2/12 Alan contacted Dan Sitts by phone after a phone conversation with Chief Williams who expressed concerns regarding preparations for the annual Auxiliary flea market to be held on May 5. Alan inquired of Dan whether any notice had been given or insurance arrangements been made for the event and he answered that he had been doing the event for the Auxiliary for over 20 years and had never given a consideration about insurance. He also said that he remembers the fire department notifying the "Little River Airport Commission" in the distant past. He said that he hadn't consulted with anyone for the event, Auxiliary or otherwise, saying he didn't know who was even in the Auxiliary to contact. Alan discussed the requirements for events at the BBQ grounds with Dan and sent a follow-up email with details to Dan and Jean Graydon, whom Dan agreed might be a good Auxiliary contact. Alan did not receive a reply to the email from either Dan or Jean.
- 5/3/12 Alan placed a telephone call to the Fort Bragg Senior Center and spoke to Waldi Helma who said she would be the contact person regarding senior lunch service on Fridays at Station 810. Alan inquired if she knew if there was a written agreement for use of Station 810 by the seniors, and whether the seniors had any insurance to cover the use. Waldi Helma replied that she didn't know but that she would research the issues and get back to me.
- 5/10/12 Received notice in water bill forwarded from ALRVFD, Inc. of meeting of Albion Mutual Water Company to be held at Station 810 on Saturday, April 28, 2012.

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.