

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

BMA rev 081017

Wednesday, April, 8, 2009, 7:30 pm, at Station 810, 33900 West Street, Albion, CA

1. **Call to order and determination of a quorum.**
2. **Public communication to the Board.** An opportunity is provided for members of the public to address the Board with respect to matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Previous Meeting Minutes.** Minutes of the February 25, 2008 regular meeting and the March 19, 2009 special meeting, will be approved and/or revised and approved.
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the Department has responded since the last Board meeting, and to note any trends which would suggest a need for changes to the District's and the Department's planning.
 - B) **Fund raising, gifts and service fees.** Chief's report of current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board.
 - C) **Fire Department report.** Chief's report on other Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs.
 - E) **Vehicle maintenance report.** Chief's report on vehicle maintenance.
5. **Communications to the Board.** Communication to the Board will be presented.
6. **Financial report.** Current financial statements for the District will be presented.
7. **Board Appointment.** The Board will announce the appointment of Terry Kemp as a new Board Member.
8. **Items for consideration and possible action:**
 - A) Proposal to accept or deny changes to station 811 project that would provide clear story and lower roof line.
 - B) Vote on proposal to change District Bylaws presented to the Board on February 25, 2009.
 - C) Discuss when and how to present station 811 project to the community.
 - D) Presentation of proposal for additional change to District Bylaws.
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Station 811 Committee**
 - B) **Vehicle Committee**
 - C) **District Office**
10. **Board Directors' Discussion.** Individual Board members may discuss topics including but not limited to insurance, bylaws, a website, and benefits for firefighters.
11. **Next meeting Wednesday April 29, 2009 at 7:30pm, Station 810.**
12. **Adjournment.**

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

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 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the Department has responded since the last Board meeting, and to note any trends which would suggest a need for changes to the District's and the Department's planning. *written to D*
 - B) **Fund raising, gifts and service fees.** Chief's report of current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board. *No report*
 - C) **Fire Department report.** Chief's report on other Department progress. *New SCBA's in stock*
 - D) **Fire Department operational needs.** Chief's report on Department needs. *EMT class fees*
 - E) **Vehicle maintenance report.** Chief's report on vehicle maintenance.
5. **Communications to the Board.** Communication to the Board will be presented.
6. **Financial report.** Current financial statements for the District will be presented.
7. **Board Appointment.** The Board will announce the appointment of Terry Kemp as a new Board Member. *Budget mtg 13 May 7:30*
8. **Items for consideration and possible action:**
 - A) Proposal to ~~accept~~ or deny changes to station 811 project that would provide clear story and lower roof line. *Dan*
 - B) Vote on proposal to change District Bylaws presented to the Board on February 25, 2009. *passer*
 - C) Discuss when and how to present station 811 project to the community. *→*
 - D) Presentation of proposal for additional change to District Bylaws.
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Station 811 Committee**
 - B) **Vehicle Committee** - *Budget for*
 - C) **District Office**
10. **Board Directors' Discussion.** Individual Board members may discuss topics including but not limited to insurance, bylaws, a website, and benefits for firefighters.
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Derek Mtg w/ CA fire mutual aid agreements
Derek system - in progress
Needs dry link.
8163 needs water pump
8131 4 hour tires
Diesel fuel tank @ 812 surplus prop. for use for next mtg value.

Harvey Chess grant writer

Signature card for bank

Amy Wynn proponent planning services land consultants

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

Wednesday, Feb. 25, 2009 7:30 pm, at Station 810, 33900 West Street, Albion, CA

1. **Call to order and determination of a quorum.** Called to order at 7:30pm with Directors Rich Riley, Ed Petrykowski, Alan Taeger, and Dan Sitts along Chief Derek Wilson and Nick Pillsbury, Dave Aster and Ted Williams.
2. **Public communication to the Board.** None
3. **Previous Meeting Minutes.** Minutes of January 25, 2009 Regular Meeting were unanimously approved with correction.
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** Chief reports 1 traffic accidents, 9 medical calls and 1 power line down incident.
 - B) **Fund raising, gifts and service fees.** \$200 donation to FD from Little River Inn benefit concert.
 - C) **Fire Department report.** Tom Goncharoff no longer volunteering to tend bar for LR Inn events for the benefit of the FD. Repairs made to roof of Station 812.
 - D) **Fire Department operational needs.** Still need high pressure SCBAs and 8182 repaired.
 - E) **Vehicle Maintenance report.** Dave Aster reports that Fort Bragg Diesel has quotes for steering repair. Optimistic estimate is three to four weeks to get 8182 back in service. Will take 8173 to FBD for regular maintenance.
5. **Communication to the Board.** 700 forms came from county for Board members and retired Board members.
6. **Financial report.** Alan presented current Budget Overview Worksheet along with revision columns in report showing possible budget increase scenarios.
7. **Board vacancy.** Position is still vacant. Board will continue search for Board replacement. Dan will contact Stella Salo.
8. **Items for consideration and possible action**
 - A) Alan made a motion to increase budget allocations in budget category - Membership 082150 - from \$2,500 to \$2,800 and budget category - Auditing and Fiscal Services 082181 - from \$5,000 to \$7,000. Motion passed unanimously.
 - B) Alan presented proposed changes to District Bylaws. Board members will review for a vote at the March regular business meeting.
 - C) Ed made a motion to increase budget allocation in budget category - Equipment 864370 - to \$205,000 to accommodate previous allocations for apparatus and to provide for acquisition of 10 high pressure SCBAs at a cost of \$43,653.11. After discussion the motion was unanimously approved.
 - D) Fish and Game Fee. None required at this time. No action taken.
9. **Committee reports:**
 - A) **Station 811 report.** Committee meeting to be held next week at site. Board would like public meeting on station 811 project after county planning meeting.
 - B) **Vehicle Committee** Rich went to grant writing meeting. Will do more grant research for possible vehicle or equipment grants.
11. **Board Directors' reports.** None at this time
12. **Next meeting** March 25, 2009 at 7:30pm, Station 810.
11. **Adjournment** at 9:35 pm

appd 8 Apr 09

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7. **Board vacancy.** Position is still vacant. Board will continue search for Board replacement. Dan will contact Stella Salo.
8. **Items for consideration and possible action**
 - A) Alan increase Membership 082150 from 2,500 to 2,800 and increase 082181 from 5,000 to 7,000.
 - B) Alan presented proposed changes to District Bylaws. Board members will review.
 - C) Ed made and motion to – Increase District equipment budget 864370 to 205,000 for acquisition of 10 high pressure SCBAs for 43,653.11. After discussion the motion was unanimously approved.
 - D) No action taken.
9. **Committee reports:**
 - A) **Station 811 report.** Meeting next week at site. Board would like public meeting on station 811 project after county planning meeting.
 - B) **Vehicle Committee** Rich went to grant writing meeting. Will do more grant research for possible vehicle or equipment grants.
11. **Board Directors' reports.** None at this time
12. **Next meeting** March 25, 2009 **at 7:30pm, Station 810.**
11. **Adjournment** at 9:35 pm

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

Thursday, March 19, 2009 6:00 pm at Stn 810.

1. **Call to order and determination of a quorum.** Meeting called to order at 6:05pm. Attended by Directors Rich Riley, Alan Taeger, Ed Petrykowski and Dan Sitts. Also in attendance were Nick Pillsbury and Board member candidate Terry Kemp.
2. **Public communication to the Board.** None
3. **Appointment to Fill Vacancy.** After interviewing candidate Terry Kemp the Board voted unanimously to approve Terry's appointment as a Board member.
4. **Adjournment.** Meeting adjourned 6:30 pm.

appt 8 Apr 09

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BOARD OF DIRECTORS SPECIAL MEETING MINUTES**

Thursday, March 19, 2009 6:00 pm at Stn 810.

1. **Call to order and determination of a quorum.** Meeting called to order at 6:05pm. Attended by Directors Rich Riley, Alan Taeger, Ed Petrykowski and Dan Sitts. Also in attendance was were Nick Pillsbury and Board member candidate Terry Kemp.
2. **Public communication to the Board.** None
3. **Appointment to Fill Vacancy.** After much board interview and discussion with candidate Terry Kemp the Board voted unanimously to approve Terry's appointment as a Board member.
4. **Adjournment.** Meeting adjourned 6:30 pm.

Station 811 Committee Meeting

March 3, 2009

In attendance, Chief Derek Wilson, Dan Sitts, Ed Petrykowski, Diane Weedeman, Nick Pillsbury, Ron Stark.

Discussed plans for the additions to existing station 811.

Ron stated that first design was to make drive through bays and make parking lot behind new building. Later found out that wetlands on property prevent the construction of parking lot. Was told not to touch wetlands and to stay 50 feet away when constructing. The 811 building was to be main station for ALRVFD.

Diane stated that we should show project to community before going to planning commission. How much will it cost? Have we done cost analyses. She also presented idea for clear story modification to roof of new building.

Ron would like Board to continue with this project, it has been five years now. He knows that parking needs have not been met.

Nick asked if it was a good idea to centralize fire department equipment.

Dan said that the small meeting area and lack of parking didn't match the size of the kitchen and bathrooms to be added. The expense of constructing the kitchen and bathrooms don't match the limited use in this location.

Diane states "please bring project to community", the project would get lots of support. Diane will create new plan with clear story roof and will also create 3d rendering. She will present these to the Board.

Possible Board agenda items would be to approve or deny plan changes and to plan public presentation before or after Planning Meeting in May.

End.

*Distributed at March 19 special meeting
information only.*

Correspondence (Apr 09 Bus Mtg)

1. LWV - Brown Mt & Ethics Training
24 Apr - FB
2. Golden State - Belm rates for 09-10
same - no increase expected.
3. CSDA 2008 Annual Report

Issues to discuss

1. ISB rating info. -

~~2. US Govt surplus vehicle~~

2. Questions about vehicles

i. Vehicle numbers - ~~changed?~~

a. changed?

b. new type III number

ii. 8182 repair status?

iii. 8185 - status? - ownership

iv. surplus veh. - 8162

Alan Taeger

From: terry kemp [kiwanisqueen@yahoo.com]
Sent: Wednesday, March 25, 2009 8:47 AM
To: Alan Taeger
Subject: Re: Board Member Information
Follow Up Flag: Follow up
Flag Status: Red

43500 Little River Airport Rd

Hi Alan, My address is po box 356, Little River, 95456. My e-mail kiwanisqueen@yahoo.com. cell-707-272-8849, home-707-937-2875 work 707-937-6132. Thanks, Terry

--- On Wed, 3/25/09, Alan Taeger <ataeger@mcn.org> wrote:

From: Alan Taeger <ataeger@mcn.org>
Subject: Board Member Information
To: kiwanisqueen@yahoo.com
Date: Wednesday, March 25, 2009, 7:28 AM

Hi Terry,

I have been preparing a package to give to you to try to orient you to the district. Part of that is an update of our membership list. Would you send me your pertinent contact information? Include your physical address as well as your PO Box, and your preferred contact email and phone numbers. County officials ask for this information from time to time, as might the public.

Thanks, and welcome to the board.

Alan

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 4/17/2009	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	PER 6/30/08	PER 4/7/09
CODE #	ESTIMATED	ESTIMATED	ESTIMATED	ESTIMATED	REVISED	ACTUAL	ACTUAL
REVENUE	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
821110	\$51,134.00	\$51,798.40	\$61,117.00	\$67,469.00	\$72,104.00	\$68,341.10	\$39,061.65
821120	\$1,850.00	\$1,875.17	\$1,916.00	\$2,063.00	\$2,074.00	\$2,120.79	\$2,207.25
821130	\$1,868.00	\$2,191.04	\$2,237.00	\$2,885.03	\$2,288.00	\$2,516.55	\$1,020.22
821210	\$0.00	\$57.84	\$0.00	\$0.00	\$0.00	\$331.97	
821220	\$75.00	\$114.11	\$103.00	\$129.57	\$34.00	\$32.41	\$42.98
821300	\$70,587.00	\$75,300.00	\$77,550.00	\$75,000.00	\$75,000.00	\$77,550.00	\$42,630.50
821600	\$342.00	\$327.68	\$397.00	\$486.00	\$374.00	\$383.82	\$279.74
821700	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
824100	\$878.00	\$2,998.76	\$3,000.00	\$9,000.00	\$10,000.00	\$13,581.82	\$4,042.32
825481	\$825.00	\$817.42	\$806.00	\$809.12	\$803.00	\$802.76	\$933.77
825490	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
826140	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
827500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
827700	\$0.00	\$12,247.54	\$0.00	\$0.00	\$0.00	\$0.00	\$76,583.50
827702	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL REVENUE	\$127,459.00	\$147,727.96	\$147,126.00	\$157,757.00	\$239,260.50	\$181,055.22	\$166,261.93
FUND BALANCE CARRIED FORWARD			\$290,000.00	\$341,617.00		\$347,820.83	
APPROPRIATIONS							
861035	\$9,000.00	\$7,972.00	\$6,000.00	\$6,208.00	\$6,000.00	\$4,960.00	\$373.00
862050	\$4,000.00	\$4,227.67	\$4,000.00	\$5,575.14	\$6,000.00	\$8,722.14	\$3,929.34
862060	\$2,000.00	\$3,539.86	\$5,000.00	\$5,947.31	\$10,000.00	\$9,157.86	\$3,436.32
862090	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	
862101	\$9,000.00	\$13,576.00	\$6,000.00	\$5,880.00	\$6,000.00	\$5,640.00	\$0.00
862120	\$10,000.00	\$10,760.35	\$28,000.00	\$11,873.16	\$12,000.00	\$14,908.90	\$5,669.25
862130	\$2,000.00	\$1,442.06	\$3,000.00	\$9,449.71	\$15,000.00	\$12,062.46	\$5,095.82
862140	\$3,000.00	\$5,612.73	\$4,000.00	\$4,550.15	\$6,500.00	\$5,753.38	\$4,827.23
862150	\$0.00	\$0.00	\$0.00	\$459.67	\$2,500.00	\$2,147.00	\$2,695.00
862160	\$200.00	\$0.00	\$0.00	(\$100.00)	\$0.00	\$0.00	
862170	\$200.00	\$141.26	\$200.00	\$398.35	\$600.00	\$479.13	\$2,883.66
862181	\$3,000.00	\$4,413.29	\$2,000.00	\$4,169.50	\$5,000.00	\$1,625.28	\$5,700.71
862184	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00		
862185	\$1,000.00	\$476.00	\$0.00	\$0.00	\$2,000.00		
862187	\$10,000.00	\$1,208.39	\$10,000.00	\$12,270.50	\$10,000.00	\$7,420.27	\$8,375.36
862189	\$0.00	\$1,506.00	\$500.00	\$1,554.20	\$1,500.00	\$1,551.00	
862210	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00	\$0.00	
862220	\$0.00	\$2,096.37	\$3,000.00	\$4,294.64	\$3,500.00	\$3,173.66	\$5,056.99
862231	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
862250	\$16,000.00	\$14,630.37	\$16,000.00	\$20,212.59	\$25,000.00	\$17,394.64	\$22,127.49
862280	\$4,000.00	\$2,502.83	\$3,000.00	\$3,340.58	\$3,000.00	\$3,483.86	\$2,873.24
863113	\$300.00	\$179.89	\$1,000.00	\$2,380.19	\$3,000.00	\$285.89	\$594.49
864350	\$0.00	\$30,683.00	\$0.00	\$0.00	\$0.00	\$0.00	
864360	\$0.00	\$544.00	\$0.00	\$7,502.14	\$10,000.00	\$6,334.16	\$1,503.62
864370	\$6,000.00	\$2,091.05	\$3,000.00	\$27,304.46	\$5,000.00	\$2,818.09	\$203,489.45
TOTAL APPROPRIATIONS	\$81,700.00	\$107,604.11	\$94,900.00	\$133,274.29	\$133,600.00	\$107,917.72	\$282,631.17
TOTAL AVAILABLE FOR APPROPRIATIONS				\$447,757.00	\$586,781.33		
UNAPPROPRIATED FUNDS				\$314,157.00	\$223,981.33		

ALRFPD Actual / Budget Report - Current Year:4

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

4/7/2009

Page 1

Category Description	7/1/2008 Actual	- Budget	6/30/2009 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	39,061.65	72,104.00	-33,042.35
82-1120-CURRENT UNSECURED TAX	2,207.25	2,074.00	133.25
82-1130-SB813 SUPPLEMENTAL TAX	1,020.22	2,288.00	-1,267.78
82-1220-PRIOR UNSECURED TAX	42.98	34.00	8.98
82-1300-SPECIAL TAX	42,630.50	75,000.00	-32,369.50
82-1600-TIMBER TAX	279.74	374.00	-94.26
82-4100-INTEREST INCOME	4,042.32	10,000.00	-5,957.68
82-5481-HOMEOWNER PROPERTY TAX REL...	393.77	803.00	-409.23
82-7700-OTHER	76,583.50	76,583.50	0.00
TOTAL INFLOWS	166,261.93	239,260.50	-72,998.57
OUTFLOWS			
86-1035-WORKMAN'S COMP	373.00	6,000.00	5,627.00
86-2050-CLOTHING	3,929.34	6,000.00	2,070.66
86-2060-COMMUNICATIONS	3,436.32	10,000.00	6,563.68
86-2061-COMM-LEASE LINES	0.00	0.00	0.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	9,669.25	40,000.00	30,330.75
86-2130-MAINTENANCE STRUCTURES	5,095.82	5,000.00	-95.82
86-2140-MED SUPPLIES	4,827.23	8,000.00	3,172.77
86-2150-MEMBERSHIPS	2,695.00	2,800.00	105.00
86-2170-OFFICE SUP	2,883.86	3,000.00	116.14
86-2181-AUDITS	5,700.71	7,000.00	1,299.29
86-2187-ED AND TRAINING	8,375.36	10,000.00	1,624.64
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	5,056.99	3,500.00	-1,556.99
86-2250-TRANSPORTATION	22,127.49	26,000.00	3,872.51
86-2260-UTILITIES	2,873.24	5,000.00	2,126.76
86-3113-PAYMNTS TO GOVT AGENCIES	594.49	3,000.00	2,405.51
86-4360-BUILDINGS AND IMPROVEMENTS	1,503.62	15,000.00	13,496.38
86-4370-EQUIPMENT	203,489.45	205,000.00	1,510.55
TOTAL OUTFLOWS	282,631.17	362,800.00	80,168.83
OVERALL TOTAL	-116,369.24	-123,539.50	7,170.26

Itemized Categories:2

2/25/2009 through 3/24/2009 (Cash Basis)

4/7/2009

Page 1

Date	Account	Num	Description	Memo	Amount
EXPENSES					-50,649.89
86-2060-COMMUNICATIONS					-442.20
3/6/2009	District Checki...	2773	Comcast	Broadb. cab. inst.	-250.00
3/16/2009	District Checki...	2782	AT&T	0301538359001	-35.49
3/18/2009	District Checki...	2786	AT&T	96075541735558	-156.71
86-2120-MAINTENANCE EQ					-1,594.96
3/12/2009	County	4024846	Fort Bragg Diesel	Invoice #8113	-1,335.43
3/1/2009	District Checki...	2768	Rhoades Auto Parts	#1130	-259.53
86-2130-MAINTENANCE STRUCTURES					-2,929.84
3/19/2009	County	4025886	Rossi's	72184I & 72921I & 733...	-2,569.79
3/11/2009	District Checki...	2776	**VOID**Fort Brag...	1-456076-02	0.00
3/16/2009	District Checki...	2781	Fort Bragg Rent-All	1-456076-02	-123.50
3/18/2009	District Checki...	2785	VillaGE HARDWA...	#113 February	-81.16
3/22/2009	District Checki...	2787	Rossi's	65611I & 66339I	-155.39
86-2140-MED SUPPLIES					-168.01
3/11/2009	District Checki...	2775	Aeris	#10095 Inv. 10307953	-54.10
3/12/2009	District Checki...	2779	Eureka Oxygen Co.	DM00586422	-48.40
3/18/2009	District Checki...	2784	Albion LITTLE RIV...	ERF #97	-65.51
86-2160-MISC					0.60
2/28/2009	District Checki...		Savings Bank Of ...	difference returned back	0.60
86-2170-OFFICE SUP					-16.80
3/1/2009	District Checki...	2771	S Katsiaryna Gregonis		-16.80
86-2181-AUDITS					-178.50
3/1/2009	District Checki...	2771	S Katsiaryna Gregonis		-178.50
86-2187-ED AND TRAINING					-20.61
3/12/2009	District Checki...	2780	ZO OFFICE SUP...	Stat 2/28/2009	-20.61
86-2220-SM TOOLS					-741.48
2/26/2009	County	4023851	Sunset Printing	#62233 AFP 6380	-649.29
3/12/2009	District Checki...	2778	L.N Curtis & Sons	#1168568-00	-92.19
86-2250-TRANSPORTATION					-198.62
3/12/2009	District Checki...	2777	ALBION GROCERY#162		-66.20
3/16/2009	District Checki...	2783	WALSH OIL CO.	#172590	-132.42
86-2260-UTILITIES					-225.41
3/1/2009	District Checki...	2769	SUBURBAN PRO...	#1426-080341 tank rent	-47.50
3/5/2009	District Checki...	2772	PG&E	0210095100-9	-154.15
3/6/2009	District Checki...	2774	Waste Management	0020438-2561-7	-23.76
86-4370-EQUIPMENT					-44,134.06
3/5/2009	County	4021919	AIBION LITTLE RI...	ERF #94 & 95	-44,124.06
3/1/2009	District Checki...	2770	DEPARTMENT O...	4FB2734 renewal	-10.00
TRANSFERS					0.00
District Checking					-3,813.83
2/26/2009	County Transf...	4023339	County Check	AFP 6378	-1,037.40
2/26/2009	County Transf...	4023340	County Check	AFP 6379	-1,431.19
3/19/2009	County Transf...	4025341	County Check	AFP 6384	-1,345.24
County Transfers					3,813.83
2/26/2009	District Checki...	DEP	County Check	AFP 6374	1,037.40
2/26/2009	District Checki...	DEP	County Check	AFP 6379	1,431.19
3/19/2009	District Checki...	DEP	County Check	AFP 6384	1,345.24
OVERALL TOTAL					-50,649.89

Itemized Categories

1/28/2009 through 2/24/2009 (Cash Basis)

4/7/2009

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
INCOME							712.58
82-1130-SB813 SUPPLEMENTAL TAX							318.81
1/28/2009	County Revenue			2009/07/001...			3.66
1/28/2009	County Revenue			2009/07/001...			167.53
2/3/2009	County Revenue			2009/08/000...			6.74
2/23/2009	County Revenue			2009/08/001...			140.88
82-5481-HOMEOWNER PROPERTY TAX RELIEF							393.77
1/30/2009	County Revenue			2009/07/001...			393.77
EXPENSES							-13,373.01
86-2050-CLOTHING							-100.00
2/13/2009	County	4021918	...AIBION LITTL...				-100.00
86-2060-COMMUNICATIONS							-272.77
2/9/2009	District Checki...	2759	Comcast	Enginerring fee			-80.00
2/14/2009	District Checki...	2762	AT&T	0301538359...		R	-33.46
2/21/2009	District Checki...	2766	AT&T	9607554173...		R	-159.31
86-2120-MAINTENANCE EQ							-606.23
2/13/2009	County	4021918	...AIBION LITTL...				-452.64
1/30/2009	District Checki...	2753	Rhoades Auto...	#1130 Inv. 3...		R	-71.10
2/8/2009	District Checki...	2758	ACME AUTO...	#1070 Inv. 8...		R	-82.49
86-2130-MAINTENANCE STRUCTURES							-885.00
2/21/2009	District Checki...	2765	Vision Constru...	roof 812		R	-885.00
86-2140-MED SUPPLIES							-163.25
2/12/2009	District Checki...	2760	Aeris	#10095 Inv. ...		R	-110.20
2/14/2009	District Checki...	2763	Eureka Oxyge...	#79610 & D...		R	-53.05
86-2160-MISC							0.80
1/30/2009	District Checki...		Savings Bank ...	difference in ...		R	0.80
86-2170-OFFICE SUP							-16.80
1/30/2009	District Checki...	2755	S Katsiaryna Gre...			R	-16.80
86-2181-AUDITS							-1,439.00
2/2/2009	County	4020650	Michael A. Cel...	#3517 AFP 6...			-1,250.00
1/30/2009	District Checki...	2755	S Katsiaryna Gre...			R	-189.00
86-2187-ED AND TRAINING							-529.36
2/13/2009	County	4021918	...AIBION LITTL...				-17.48
1/30/2009	District Checki...	2754	Para Life Medi...	Inv # 152		R	-125.00
2/21/2009	District Checki...	2767	Fire Protection...	Inv. #559646		R	-386.88
86-2220-SM TOOLS							-1,611.89
2/13/2009	County	4021918	...AIBION LITTL...				-1,568.00
2/12/2009	District Checki...	2761	VillaGE HARD...	#113		R	-43.89
86-2260-UTILITIES							-232.41
2/2/2009	District Checki...	2756	PG&E	0210095100-9		R	-163.65
2/2/2009	District Checki...	2757	Waste Manag...	0020209-256...		R	-23.76
2/14/2009	District Checki...	2764	Thompson's P...	#11774		R	-45.00
86-4370-EQUIPMENT							-7,517.10
2/13/2009	County	4021918	...AIBION LITTL...				-613.90
2/19/2009	County	4022758	BearCom	radio repeate...			-6,903.20
TRANSFERS							0.00
District Checking							-1,394.84
2/2/2009	County Transf...	4020564	County Check	AFP 6374			-1,394.84
County Transfers							1,394.84

Itemized Categories

1/28/2009 through 2/24/2009 (Cash Basis)

4/7/2009

Page 2

Date	Account	Num	Description	Memo	Tag	Clr	Amount
2/2/2009	District Checki...	DEP	County Check	AFP 6374		R	1,394.84
OVERALL TOTAL							-12,660.43

Dear Diana Wiedemann, fellow listserve subscribers, and residents of the Albion Little River Fire Protection District,

I am responding to your email of Friday, March 20, 2009 titled "ALRFPD SPECIAL MEETING REQUESTED ON NEW FIRE HOUSE".

I am a member of the board of directors of the Albion Little River Fire Protection District. However, without official direction from the board of directors I may not and will not represent what I am about to say as board policy, opinion, or direction. The opinions expressed here by me are entirely my own. As I believe I am the only current board member who is also a listserve subscriber I am probably the only board member who will have read your email and the responses to it.

I have been a little perplexed by the alarm with which you received the notice of the hearing for our fire station project originally scheduled with the planning department for last Thursday. I appreciate that you would like to give input to the project, but this project has been on-going since at least 2001 and I don't understand why the sudden interest.

One of the original goals stated in the Long Range Plan of 2001 [developed in part to promote passage of the district parcel tax passed overwhelmingly by the voters of the district] is to develop the parcel next to D Road into the district's main station. This included discussion and planning of the building layout and design. This goal was reiterated when the Long Range Plan was reviewed and updated in 2007. This Long Range Plan was developed (in both 2001 & 2007) by the combined efforts of the District, Fire Department, and Auxiliary, with numerous announcements of numerous public meetings with public input invited.

Shortly after the passage of the parcel tax (\$30-\$60 per parcel btw) work began on preparations to build at D Road by volunteers from the Fire Department, District Board, and members of the community at large, including residents of the district and others outside the district. Architectural assistance has been donated by Bob Schlosser of the firm of Leventhal & Schlosser, and site engineering donated by Lee Welty of the firm of Welty & Associates. Basic plans were developed at that time, incorporating ideas discussed during the development of the Long Range Plan. Minimal drawings, sketches and elevations were prepared to begin the permit process. Almost immediately the project hit roadblocks. To make a long story short, building on the parcel at D Road is subject to Coastal Commission approval and the parcel is almost half wetlands. Normal minimum building setback from wetlands has been 50 feet. If we were to follow the norm we would be able to build on a 2500 SF area in the center of the half of the parcel that is not wetlands. The existing building is entirely within the wetlands setback area. So far, the time and money that has been spent on this project has been spent for environmental studies and engineering to mitigate the wetlands condition. The hearing scheduled, now postponed, could give us the answer to the question - Can we build anything here at all? If history is a guide, our chances are slim to none.

It is for that reason that the district has been quiet about this project. With the odds so overwhelmingly against us it we felt it would be counterproductive to promote the project at this stage. We did not want to try to sell something to the community that we can't deliver.

Various people have investigated the possibility of alternate locations over the years, including during the 2 ½ years I have been a board member, but no viable alternate location has surfaced. That is why we have pursued the D Road location against all odds. If we could overcome this obstacle, we could concentrate on other things such as those that pertain to how the building will look when driving by.

We want approval from the community for what we plan to do. When you came to our January business meeting we heard your concerns and our building committee arranged two meetings to discuss them with you. The committee also postponed the planning department hearing so that we could incorporate changes if warranted. We want to be able to proudly promote a sound project. The total annual revenue to the district from all taxes, including the special parcel tax is approximately \$160,000. This and the donations to the fire department through the various fund raisers is all the money we have. This is not enough to keep up with our equipment replacement needs, let alone build a new fire station. The district will need the help and generous donations of many in the district to build this station and if the project goes forward the district is prepared to investigate financing. But we still have a ways to go. If we had a more optimistic outlook there would have been more buzz. If things go our way with our proposed reduced setbacks, we can get back to the point of adjusting the aesthetics. That will be just one aspect of many that still need to be considered. If we get that far I will definitely seek input from everyone possible for the final product. I don't think it is yet time for public meetings. There will be plenty of notice given for as many public meetings as are necessary in order to involve everyone who wants to be involved once we know our efforts will have some practical use.

BTW - This project is for a footprint of 8400 SF (including the existing building) on a 51,000 SF lot. In what way is it a "large scale development?"

Local Agency Formation Commission of Mendocino County—LAFCO

200 S. School St.
Ukiah, CA 95482
707 463 4470

To: District Boards of Directors and General Managers, Mayors, City Councils and City Managers, Board of Supervisors, Clerk of the Board of Supervisors/Clerk of City Select Committee, and CEO of Mendocino County

Subject: Public Hearing for Proposed Budget for Fiscal Year 2009-2010

Date: March 6, 2009

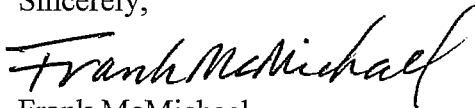
.....

Enclosed are the Notice of Public Hearing and the Commission's Proposed Budget for Fiscal Year 2009-2010. The Executive Committee met in February to develop a Proposed Budget for FY 09-10; the Committee recommended budget provided for no overall increases for the budget. Their recommendation was considered by the Commission at its annual workshop in March. After review of the Executive Committee's Proposed Budget, the Commission agreed that there was no need for an increase in this year's budget over last year's budget. Except for minor changes in Line Items, this budget is essentially the same as the past three year's budget. The Proposed Budget for this year is \$75 less than last year's budget which was \$275 less than the previous year's budget. This will be the fourth year in a row that the budget has remained essentially the same.

The Commission will consider the Proposed Budget for adoption at its first public hearing at its next regular meeting, April 6, 2009. The Commission will adopt the Final Budget at a public hearing at its regular meeting on May 4, 2009. The Notice of Public Hearing and Final Budget will be mailed to you for that meeting, as well.

Please contact me if you have any questions.

Sincerely,



Frank McMichael
Executive Officer

Notice of Public Hearing

In accordance with Sections 56660, 56153 and 56381 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, notice is hereby given that the Local Agency Formation Commission of Mendocino County will hold a public hearing to be held Monday, April 6, 2009 at 10:00 AM or soon thereafter at the City of Ukiah Council Chambers, 300 Seminary Ave. Ukiah, CA to consider adoption of the FY 2009-2010 Proposed Budget.

Persons wishing to comment may do so at the hearing. For purposes of review by the public, a copy of the FY 2009-2010 Proposed Budget is available at the LAFCO office, 200 S. School St., Ukiah, CA or it may be viewed or downloaded from the LAFCO website www.mendolafo.org.

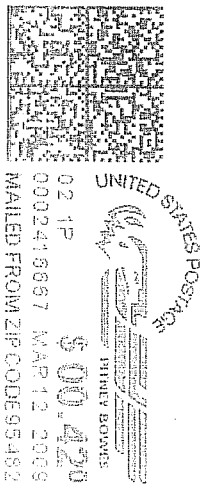
Signed
Frank McMichael
Executive Officer

**Commission Proposed Budget
Fiscal Year 2009-2010**

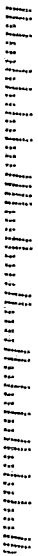
	Line Item	Detail Description	Amount Budgeted	
1	862150	CALAFCO Membership	775.00	
2	862150	CSDA Membership	775.00	
3	862101	General Liability Insurance--CSDA	3,000.00	
4	862181	Audit Services	3,000.00	
5	862182	Website—DSL	2,000.00	
6	862060	Communications	1,000.00	
7	862184	Engineering and Plan Services--GIS	2,000.00	
8	862194	A-87 Costs (County Services)	2,800.00	
9	862183	Commission Counsel	4,000.00	
10	862189	Contract Services Office & Staff	99,812.32	
11	862239	Special Dept. Expense	1,000.00	
12	862250	In County Commissioner Travel	1,000.00	
13	862280	ADA Compliance	0.00	
14	862253	Out of County Conferences	6,000.00	
15	862190	Publication and Legal Notices	1,000.00	
16	862189	56425 and 56430 Mandates [Sphere of Influence (SOI) and Municipal Service Reviews (MSR)]	57,040.00	
17	860010	Appropriation for Contingency	7,000.00	
18	869991	Legal Reserve	0.00	
19	860011	General Reserve	3,000.00	
20	Total apportionment Budget FY 09-10			195,202.32
21	Total to be apportioned for revenues			195,202.32
22	Apportionment for County-Cities-Districts			65,067.44
23	Fiscal Year 08-09 Comparison			
24	Total Budgeted FY 08-09			225,277.32
25	Fund Balance Carryover FY 08-09			00.00
26	Total Apportionment Budget FY 08-09			195,552.32
27	Apportionment for County-Cities-Districts FY 08-09			65,092.44
28	Reserve Commitment to Budget			
29	Reserve Commitment to SOI/MSR Mandated Process FY 09-10			30,000.00
30	Total Budgeted FY 09-10 For SOI/MSR Mandates			87,040.00
31	Total Budgeted FY 09-10			225,202.32
32	Balance of Reserves From Prior Fiscal Years			
33	Legal Reserves			20,000.00
34	Service Review Reserves			15,000.00
35	Operational Reserves			97,000
36	Total			132,000

LAFCO of Mendocino County
200 S. School St.
Ukiah, CA 95482

Board of Directors
Albion/Little River FPD
P.O. Box 634
Albion, Ca 95410



SEALING 44 8005



1002 - Board Makeup and Employment of Bookkeeper

1002.10

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. Any reference in these Bylaws, Policies and Procedures to the "Chairman" is to the President. Any reference in these Bylaws, Policies and Procedures to the "Treasurer" is to the President

1002.20

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.

1002.30

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.

1002.40

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

1002.50

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 1002.60 below.

1002.60

In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the Board maintains a checking account or accounts and hereby authorizes any bookkeeper employed by the Board from time to time in accordance with California Health and Safety Code Section 13854 to draw checks on any checking account maintained by the Board which shall be signed by two persons, one of whom may be the bookkeeper and the other of whom shall in that event be a member of the Board who is not related to the bookkeeper, or shall be signed by two members of the Board.

passed 8 Apr 09

APPOINTMENT AND REMOVAL OF FIRE CHIEF

Procedure for appointment of Fire Chief by Board of Directors:

1. Department submits names of candidates to Board of Directors at the meeting prior to annual department election.
2. Board accepts or rejects candidate(s) based on criteria of qualifications.
Qualifications for Fire Chief:
 - Experience in department activities
 - Ability to perform duties
 - Desire to fill position
3. If all candidates are rejected with cause, this process shall be repeated until candidate(s) acceptable to the Board of Directors are approved.
4. After the department elects a Fire Chief, he or she shall be officially appointed by the Board of Directors at the following regular Board meeting. It is understood that the Fire Chief is serving with the consent of the Board in the interim.
5. The Fire Chief shall serve until the next annual Department election.

In order for the Board of Directors to Remove the Fire Chief, at least one of the following conditions must exist::

1. There must be a petition of a majority of regular Department members to the Board of Directors at a regular meeting.
2. The Board must be informed, in writing, of a serious misapplication of the policies, regulations, rules. or procedures of the Albion-Little River Fire District or Department..

If either of the above conditions exist, the Board shall call a special meeting to discuss the allegations with the Fire Chief. If after this discussion, a majority of Board members feels that removal of the Fire Chief should be considered, ~~the meeting shall become a closed session~~ **the Board may call a properly noticed and agendized special closed session to discuss the removal in accordance with Govt. Code 54957(b)(2) "As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session..."**.

It shall require a 4/5 majority of the Board of Directors to dismiss the Fire Chief.

1018
SPECIAL ANNUAL ~~CLOSED~~ EVALUATION SESSION

1017

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

(Page 3 – Proposed Bylaws Revision 2/25/09)

JEANINE B. NADEL
COUNTY COUNSEL

FRANK ZOTTER, JR.
CHIEF DEPUTY

DEPUTY COUNTY COUNSELS

SANDRA L. APPLIGATE
JULIE S. WERBEL
DOUGLAS L. LOSAK
TERRY N. GROSS



OFFICE OF THE
COUNTY COUNSEL

ADMINISTRATION CENTER
501 LOW GAP ROAD, RM. 1030
UKIAH, CA 95482

TELEPHONE:
(707) 463-4446

FAX NUMBER:
(707) 463-4592

CYNTHIA T. MONTESONTI
LEGAL SERVICES MANAGER

December 17, 2007

TO: Albion Little River Fire Protection District
Board of Directors

FROM: Jeanine B. Nadel, County Counsel

RE: Op. #07-1204 Request for Opinion – Employee Issue

You have asked for an opinion regarding the following question:

QUESTION:

Are the volunteers and Fire Chief “employees” for purposes of the Brown Act closed session exemption?

ANSWER:

Yes as to the Fire Chief. No as to the volunteers unless the District Board appoints and supervises the volunteers.

ANALYSIS:

As you know, fire districts are governed by the Fire Protection District Law of 1987. (Health and Safety Code § 13800 et. Seq.)

Section 13802 defines employee for purpose of the act as “any personnel of a district, including regular or on call firefighter hired and paid on a full-time or part-time basis, or any volunteer firefighter.”

Section 13861, subdivision (d) states that among the Board’s powers are to “appoint necessary employees, to define their qualifications and duties and to provide a pay schedule for performance of their duties.”

December 17, 2007

Page 2

The District Board as the appointing authority, has adopted a procedure for the appointment and removal of the Fire Chief. Both decisions can be made in appropriately noticed and agendized closed session discussions.

Government Code § 54957(4) allows the "local agency to hold closed session hearings, regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session."

FIRE CHIEF:

The Fire Chief is considered an employee for purposes of this section (See 54957(b)(4)).

The proper way to agendized the closed session item is as follows:

CLOSED SESSION Govt. Code § 54954.5(e)
PUBLIC EMPLOYMENT: Title - Fire Chief
EVALUATION: Title - Fire Chief
DISCIPLINE/DISMISSAL RELEASE

The portion of your procedures relating to removal of the Fire Chief that states the meeting "becomes a closed session" once you discuss removal, is improper under the law. I recommend that you delete that section, and instead, state that the Board will convene in a properly noticed and agendized closed session to discuss the removal.

I also have concerns with #2 of the removal condition as it implies that another volunteer or member of the public can make a complaint or inform the Board in writing of a serious misapplication of the policies, regulations or rules. If this is the case, then the Chief would have the right to request that the discussion be held in open session. (See Govt. Code § 54957(b)(2). "As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session...")

VOLUNTEERS:

While the volunteers are considered employees for purposes of the Fire District Act, the District's policies require the Chief to recruit, train, supervise and evaluate them. Therefore, the District Board would not have a basis to discuss the "employment status of any volunteer," as the board is not the appointing or supervising authority. The District Board can, as part of its evaluation of the Chief, discuss his/her recruitment, training and supervision of the volunteers.

December 17, 2007

Page 3

Finally, I have reviewed all of the District's Policies and Procedures and note that § 1017 "Special Annual Closed Session" is also slightly flawed. The District Board cannot hold a closed session to "critique board performance."

I will be happy to schedule a Brown Act, Public Records Act and Ethics training with your Board at a location and time convenient to the Board. The training is free and takes approximately two hours. Please contact Cyndi Montesonti to schedule the training.

If you have any other questions, please do not hesitate to contact me.

JBN/ctm

cc: Laura J. Vogelgesang, Board Secretary

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.**

MISSION STATEMENT

The mission of the District is to provide oversight of numerous resources allocated for the provision of 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. Perpetuate close working and financial relationships with established volunteer emergency response agencies within the District.
3. Support and promote the operations of the volunteer agencies providing emergency services within the District.

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.

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

Wednesday, April 08, 2009, 7:30 pm, at Station 810, 33900 West Street, Albion, CA

Special Note: The regularly scheduled business meeting slated for March 25, 2009 was cancelled at the last minute due to a lack of quorum. That meeting was rescheduled for the time and place represented in these minutes.

1. **Call to order and determination of a quorum.** Called to order at 7:40pm with Directors Rich Riley, Alan Taeger, Ed Petrykowski, Terry Kemp and Dan Sitts present along with Derek Wilson, Dave Ayster and Janie Tate.
2. **Public communication to the Board.** Janie stated that too many meetings take away from volunteer's time.
3. **Previous Meeting Minutes.** Minutes of the February 25, 2008 regular meeting and the March 19, 2009 special meeting, were unanimously approved.
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** Report presented to secretary with 2 water rescues, 7 medical calls, 2 fire calls and 2 traffic calls.
 - B) **Fund raising, gifts and service fees.** Nothing to Report
 - C) **Fire Department report.** Training on the new SCBAs is complete and the SCBAs are now in service.
 - D) **Fire Department operational needs.** EMT training fees will increase. Meetings with Calfire coming that will assess this year's costs and training. Derek would like to set date for District Budget meeting. It was agreed to have meeting on May 13 at 7:30 pm.
 - E) **Vehicle maintenance report.** David Ayster stated that 8182 is at Fort Bragg Diesel. 8182 has new steering box and other needed parts are being made. Truck 8173 is now 8163 and has passed DOT inspection but needs water pump. Dave will look for another mechanic so more repairs can get done. Truck 8131 got new tire on rear. Truck 8185, now in Oliver's driveway, needs to be off the books. Surplus fuel tank at station 812 needs to be removed. Derek Wilson will consult fire department and report back to board their wishes for method of disposal of these properties and estimates of their value.
5. **Communications to the Board.** Received letter from League of Women Voters Announcing that Brown act training is available. Terry will attend. Received letter from Golden State RMA with announcement that our estimated insurance rates for next fiscal year show little increase. Received annual report from California Special Districts Association.
6. **Financial Report.** Alan Presented Budget Overview. Budget item for Small Tools is over budget. Alan will check Small Tools and certain Equipment budget items coding for accuracy.
7. **Board Appointment.** The Board announced the appointment of Terry Kemp as a new Board Member.
8. **Items for consideration and possible action**
 - A) Dan made a motion to deny a citizen's proposal to make immediate changes to the 811 project. The motion was unanimously approved.
 - B) Proposed changes to District Bylaws originally presented to the Board on February 25, 2009 were unanimously approved.
 - C) The 811 project will be presented to the public by newspaper and post office announcement. Alan made a motion that the Board should present the 811 project to the community when the Board knows from planning and building that the project can proceed. The motion was unanimously approved.
 - D) Alan presented an additional proposed change to the District Bylaws for review (see attached). This proposal is to be voted on for approval at the next business meeting.
9. **Committee reports:**
 - A) **Station 811 report.** None at this time.
 - B) **Vehicle Committee.** Harvey Chess will help write grants for equipment acquisition.
 - C) **District Office.** Now has broadband at 811 for office computing.
10. **Board Directors' reports.** Alan pursuing ISO information and contacts.
11. **Next meeting April 29, 2009 at 7:30pm, Station 810.**
12. **Adjournment 9:15pm.**

(Minutes approved by unanimous vote of board members present at April 29, 2009 regular business meeting.)