

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS BUSINESS MEETING AGENDA

Wednesday July 25, 2007, 7:30 pm, at Station 810, 32601 Albion Ridge Road, 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. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief will report on incidents during the time subsequent to the last regular meeting.
 - B) **Fund raising, gifts and service fees.** The Fire Chief will report 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.** The Fire Chief will report on other Department progress.
 - D) **Fire Department operational needs.** The Fire Chief will report on Department needs.
4. **Brown Act Compliance.** The Board will discuss the applicability of the Brown Act to e-mail communications and to Board members' attendance at Department meetings, and possible actions to be taken, in order to address any concerns in this respect with regard to the Brown Act.
5. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations. *Investment report, Noted expenses*
6. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.**
 - i. Minutes of the June 27, 2007 meeting, which have not been approved, will be approved or revised and approved.
 - ii. The Board will revisit the paragraph numbered 12 in the minutes of the May 30, 2007 meeting to determine whether or not the tone and statements in the paragraph correctly reflect the Board's determinations at that meeting.
7. **Update on Station 811 Project:** There will be an update on progress on this project. The Board will discuss extension of the District's agreement with WRA, the environmental consultants with respect to the Station 811 property, and approval of WRA's recent change order, which the Board will review, based upon the County's request together with additional charges associated with work required over that anticipated in WRA's original estimate.
 8. **Items for consideration and possible action:**
 - A) **Emergency Response Services Fees.** Josh Latkin will review the Fire Prevention Services Fee Schedule adopted by the District Board in 2005 and the current schedules of surrounding districts, and the law by which these fees are charged, so that the Board may adopt a new salary and fee schedule if the current schedule is not deemed sufficient. Josh Latkin will also report what he has found with respect to any mutual aid agreements to which the District or Department is a party.
 - B) **Disposal of Obsolete Equipment.** Laura Vogelgesang will report on her conversation with a representative of Mendocino County General Services Administration and her recommendation for adoption of a policy.
 - C) **Newsletter.** The Board will consider the Department's newsletter.
9. **Land, buildings and equipment.**
 - A) **Power to 815.** There will be a report on progress.
 - B) **Roof of 810.** There will be a report on progress of the project of tying the façade into the new roof.
 - C) **Fuel storage at Station 812.** Josh Latkin will report on progress on this item.
10. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Insurance - Property Data Collection**
 - B) **Real Estate**
 - C) **Grants**
 - D) **Bylaws**
 - E) **Equipment**
 - F) **Website**
 - G) **Benefits for Firefighters**
11. **Board Directors' reports.** Individual Board members may report. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
12. **Long-Range Planning.** The Board will review the status of its work on review of the Long-Range Plan, including Board members' redrafts of sections of the Long-Range Plan.
13. **Closed Session.** The Board will have a closed session to consider personnel matters involving employment and evaluation of District employees.
14. **Next meeting date and agenda.**
15. **Adjournment.**

*Need to file for office before Aug 10
I'm away next month*

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.

Notes For Bd Mtg 7/23/07

Need authorization to spend more on enviro study for 811.

original est \$4,700.-
paid to date 4,847.14
current billing 1,827.76 - need to pay

Total Billed to date \$6674.90
Add est cost 3,000.-
11,674.90 ± \$12~~00~~

Insurance Property Data Collection

Need values for all property

1. Real Estate
2. Rolling Stock/Floating
3. Buildings + all square footages ^{yr bll}
4. Mobile Equipment

Need current Active Vol. Roster
@ 6/30/07

OK as written July 25 mtg

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
MEETING MINUTES**

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, June 27, 2007, 7:00 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

1. **Call to order and determination of a quorum:** at 7:06 p.m.; attending were Shock, Taeger, Vogelgesang, and Latkin; Chief Seeler, Carolyn Latkin and Sam Levine were also present.
2. **Public communication to the Board:** none
3. **Vacancy on District Board:** Sam Levine was present in order to volunteer to fill the vacancy on the District Board which was created by the resignation of Richard W. Ahrens from the Board. Mr. Levine described his background to the Board, and the Board stated it would vote on appointing a new member to the Board at the end of the meeting.
4. **Treasurer's Report:** Carolyn Latkin distributed the report, and it was accepted. Alan Taeger noted that the workers' compensation insurance bill came in and was within the budgeted amount for this item. The itemized statement for general liability statement is based upon outdated information with respect to the District's equipment, so there may be some adjustment in the billing. In connection with equipment, Alan Taeger reported that a new title is coming with respect to the missing title for one piece of equipment, and the vehicle identification number for the personal watercraft must be supplied in order to correct the title for that piece of equipment.

At this point Carolyn Latkin left the meeting.

5. **Secretary's Report:** Laura Vogelgesang reported that she had supplied to Ms. Bartolomie at the office of the County Clerk - Recorder letters about earlier Board appointments, and information for the upcoming election. An unrecorded copy of a map of the District was attached to the letter regarding the election, and Alan Taeger noted that we need to have a full-size district map with recording information; Laura Vogelgesang will work on getting one. The minutes of the May meeting were approved without revision.
6. **Update on Station 811 Project:** There is nothing new to report.
7. **Long-Range Planning:** We do have a report from the Requirements Committee, which was supplied to Alan Taeger.
8. **Items for Consideration and possible action:**
 - A) **Adoption of Proposed Budget.** The proposed budget was adopted unanimously, and Alan Taeger will send it in the county-approved form to the county.
 - B) **Website changes.** Laura Vogelgesang reported that she had spoken with the webmaster for the county's website and determined that although we could probably have a site within the county's site, the fact that we are not in the county's computer system would lead to delays in posting materials; we would be the first special district to join in the county's site. Laura Vogelgesang recommended that the District have its own web site, and the Board agreed, noting that it should be a fairly simple one in light of the fact that we just wish for "static" information to be easily available to the public and noting that it may be that once the site is set up we will be able to maintain it ourselves.

At this point, Chief Seeler left the meeting.

- C) **Ethics and Ethics Training.** Board members were reminded of the availability of on-line ethics training to satisfy the requirements of AB 1234, and Alan Taeger reported that he had completed the training and gave his certificate of completion to Laura Vogelgesang for the District's records.
- D) **Mutual aid salary fee schedule.** Chief Seeler had asked that the Board adopt a fee schedule for mutual aid; in the absence of any materials on this from Chief Seeler, Josh Latkin will get copies of fee schedules from other districts and make a recommendation to the Board for a schedule to be adopted. The purpose of this schedule is so that the

ALRVFD, through its chief, may advise the District Board when there is a mutual aid call or any other call with respect to which a claim for services can be made, so that it can be billed and so that the billing will be sufficient from the point of view of any insurance carrier which might be involved in making payment.

E) Complaint Procedure. Laura Vogelgesang recommended, and the Board agreed, that this should await our review of the bylaws, once we have completed our current work on the long-range plan.

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

G) Fire Protection Mitigation Fee. This is an important project and one which is somewhat time-intensive; the Board determined that the Fundraising section of the Long-Range Plan should include a goal of studying this with an eye toward being ready to move forward with implementation by this time next year, and with an eye toward working collaboratively on this with Mendocino Fire Protection District and perhaps other local districts as well. Laura Vogelgesang was asked to be ready with an initial report for the September board meeting.

H) Firefighter Identification. The Board noted that it has no objection to a member in good standing identifying himself or herself as a member of the ALRVFD in advertising materials.

I) Investigation of Possible Donation of Land for Station and Possible Acquisition of Station 810 Property. The Board determined that these two items, on the agenda as separate items, should be addressed together. The Board formed a "Real Estate Committee" composed now of Alan Taeger and Laura Vogelgesang, and they are asked to meet with the Planning Department and be ready to make a report at the August Board meeting.

J) (Agenda Item J was combined with Agenda Item I, above).

K) Disposal of Obsolete Equipment: Laura Vogelgesang reported that she has found nothing in the California statutes or Mendocino ordinances which address disposing of obsolete equipment which was purchased with tax monies, and that she had not yet been able to speak with anyone at the Mendocino General Services Administration on this issue, but will follow up. It appears that the Board should have a resolution, or a provision in the bylaws, setting forth "rules" on this issue for the District, since this is taxpayer property. Carolyn Latkin, as the Board's bookkeeper, does have an inventory of property purchased by the District.

L) Acquisition of Items by Either District or Department: The Board discussed the fact that apparently there has been no formal policy with respect to which, between the District and the Department, buys or pays for items acquired or the cost incurred for services. Historically in this District, the Department does not request permission of the District Board prior to procuring an item of equipment or incurring an expense for services, but then asks for partial or full reimbursement; the Department does not have title to any vehicles or real property. Recently, in connection with acquisition of the rescue vehicle 8132, the Board understands that the Department approved by vote an amount which could be spent, the vehicle was located, it was purchased, and that is the point at which there was first communication about the acquisition between the Department and the District. This is a policy matter which must be addressed in a formal manner; in light of our current work on the Long-Range Plan, we will address this in September, and it may be that this

issue will be addressed in the Long-Range Plan's timeline for acquisitions to meet the Requirements needs of the Department.

M) Personnel Assistance to Department. The Board determined that no assistance to the Department in terms of administration or critical stress management are needed because these needs are being met; however, the Long-Range Plan should address future needs for more maintenance help, anticipating that a paid person to take on responsibilities such as those reflected in the sample job descriptions used by Mendocino Volunteer Fire Department for housekeeping and for office job should probably be a part of the Requirements portion of the plan.

N) LAFCO Special District Representative Vote. The Board determined that it does not now have sufficient knowledge to cast a vote, so will not do so.

9. Land, buildings and equipment:

A) Power to 815: Josh Latkin reported that Jonathan Peakall is working on this. Alan Taeger passed out a map of the District showing the locations and identifying numbers of the District's various stations.

B) Roof of 810: Josh Latkin reported that he has arranged with Firefighter Rob Marcello, who is a licensed contractor, to complete the work to tie in the façade (incorrectly referred to in earlier minutes as the fascia) to the new roof, at a cost for time and materials.

C) Fuel Storage at Station 812: Josh Latkin reported that the new fuel storage tank is at Station 812 and is ready to be hooked up; no slab will be necessary.

D) Repairs Needed to Walk-In Freezer. The freezer has been repaired, and the Board does not believe that this is a District cost

10. Fund-raising, gifts and service fees: In Chief Seeler's absence there was no report.

11. Fire Chief's Report:

A) Incidents. In Chief Seeler's absence there was no report

B) Fire Department Report. In Chief Seeler's absence there was no report.

C) Fire Department Operational Needs. In Chief Seeler's absence there was no report.

12. Committee Reports:

A) Insurance. Alan Taeger reported that he will get a corrected list of equipment, with correct title and vehicle identification number information, to the insurance carrier, GSRMA. In addition, Alan Taeger will look into a health insurance plan which is offered through a special districts association and will report on it in September.

B) Real Estate. There is no report from this newly-created committee.

C) Grants. There is nothing to report, the 2007 SAFER (Staffing for Adequate Fire and Emergency Response) grant program has not been announced.

D) Bylaws. There is no committee yet formed, so there is no report.

E) Equipment. There is no committee yet formed, so there is no report.

F) Website. There is no report.

13. Board Directors' Reports: Alan Taeger turned over one of the keys to the District's safe deposit box at Savings Bank of Mendocino to Laura Vogelgesang as Board Secretary.

14. Appointment to Fill Board Vacancy: After discussion of whether or not the appointment should be postponed until the July meeting to allow possibly further response from the community, Sam Levine was appointed by unanimous vote to fill the vacancy.

15. Next meeting date and agenda: The next meeting will be the regular meeting, scheduled for Wednesday, July 25, 2007 at 7:30 p.m. at Station 810.

16. Adjournment: at 9:40 p.m.

Laura J. Vogelgesang, Secretary

Attention Jim Shock:

CC: Alan Taeger, Josh Latkin, Laura Vogelgesang

I am writing to you about the following paragraph in the May 30th District Board meeting minutes:

Board Directors' Reports: A draft of the newsletter which has been prepared for printing and mailing in connection with the barbeque was available. In light of the fact that the newsletter purports to be from the District Board as well as from the Department, the Auxiliary and ALERT, and the fact that the District is expected to pay the costs of the publication and mailing of the newsletter, the District Board will request that any future newsletter be available for review and comment by the District Board prior to the time the newsletter is sent out for printing.

As I am responsible for the inception, creation and distribution of the newsletter I would like to take a moment and respond to the above paragraph.

I must take exception to the implication that the Board was not given ample time for comment and review of the newsletter. For months leading up to the printing and distribution of this newsletter, I brought copies of the current (to the moment) draft of the newsletter to every meeting I attended to share with anyone who was interested – always mentioning that I would appreciate any help and/or feedback. I brought the newsletter to every business or officer's meeting and to the Long Range Plan meetings. I also brought copies to Volunteer Relations and Community Relations Committees and gave them to Board members present at those meetings. I even emailed you, asking for advice on May 15th but never heard back from you. I could only conclude that you, and the Board, had no input you desired to make.

On May 30th I dropped off a draft of the newsletter at the Board Meeting (along with letters and drawings from the Albion Grammar School children) for the Board to review and comment on, but once again, never heard a word. In fact, the above paragraph from the meeting minutes is the only word at all that I have received from the Board in regards to the newsletter.

I understand that if the Board is going to have it's name attached to the newsletter and possibly help fund it, then they would like to have time to review it thoroughly prior to its printing. I think that is fair enough. This is the first time that something like this has been done in the ALRFPD, so any kinks will have to be worked out. Good two-way communication will be key to having this be a successful collaborative venture.

There are factual errors in the paragraph from the minutes as well. As far as I have been made aware, the Board has never agreed to pay for the newsletter. If the Board has indeed discussed and approved the funding we have another communication issue, as I was never informed.

I must also object to the preemptory tone of the paragraph. Not only does it imply that I made insufficient efforts to keep the board apprised of my work, but it offers no thanks or appreciation of any kind for my efforts. As a volunteer spending hours of my own time doing quality work for the board, I expect at least a little common courtesy in exchange. It is difficult to remain inspired when the only feedback one receives for hard work is negative. If the Board expects to manage volunteers successfully, they need to adopt a positive management style.

If the Board would like to remain associated with the newsletter, I expect a timely official communication from the Board explicitly stating so. If I do not receive any communications to the contrary, I will assume that the Board DOES NOT wish to be associated with the newsletter. In this case, I will inform the public that the ALRFP District Board has nothing to do with the project.

Sincerely,
Stacey Weil-Dye

Itemized Categories for Monthly Meeting:50

6/27/2007 through 7/22/2007 (Cash Basis)

7/24/2007

Page 1

Date	Account	Num	Description	Memo	Amount
EXPENSES					-4,765.00
86-2050-CLOTHING					-2,113.72
7/1/2007	District Che...	2412	W.S. Darley & Co.	#0000754431	-178.62
7/1/2007	District Che...	2414	...Gall's Inc.	5891444701...	-681.12
7/8/2007	District Che...	2419	...Cascade Fire Equipment Co.		-363.64
7/8/2007	District Che...	2420	Rescue Source	#060276	-185.85
7/21/2007	District Che...	2424	...**VOID**Cascade Fire Equipm...		0.00
7/21/2007	District Che...	2426	Cascade Fire Equipment Co.	#3007	-126.94
7/21/2007	District Che...	2428	...ALBION LITTLE RIVER FIRE ...	ERF #51	-91.11
7/21/2007	District Che...	2431	...Gall's Inc.		-486.44
86-2060-COMMUNICATIONS					-211.99
7/21/2007	District Che...	2425	AT&T	4 phone lines	-151.69
7/21/2007	District Che...	2427	...ALBION LITTLE RIVER FIRE ...	ERF #50	-24.50
7/21/2007	District Che...	2430	AT&T	030 153 835...	-35.80
86-2120-MAINTENANCE EQ					-600.10
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-19.57
7/8/2007	District Che...	2417	Rossi's	#11075	-5.57
7/8/2007	District Che...	2419	...Cascade Fire Equipment Co.		-11.00
7/8/2007	District Che...	2421	...Bruce Jenkins	ERF #49	-14.96
7/8/2007	District Che...	2422	ALBION LITTLE RIVER FIRE ...	ERF#48	-528.97
7/21/2007	District Che...	2424	...**VOID**Cascade Fire Equipm...		0.00
7/21/2007	District Che...	2431	...Gall's Inc.		-20.03
86-2130-MAINTENANCE STRUCTURES					-107.86
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-27.73
7/21/2007	District Che...	2427	...ALBION LITTLE RIVER FIRE ...	ERF #50	-80.13
86-2140-MED SUPPLIES					-255.84
7/1/2007	District Che...	2414	...Gall's Inc.	5892076201...	-165.64
7/21/2007	District Che...	2429	Aeris	#10107130	-90.20
86-2187-ED AND TRAINING					-255.51
7/1/2007	District Che...	2413	Fire Protection Publications	Inv. #516700	-166.40
7/21/2007	District Che...	2428	...ALBION LITTLE RIVER FIRE ...	ERF #51	-89.11
86-2220-SM TOOLS					-115.54
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-9.55
7/21/2007	District Che...	2431	...Gall's Inc.		-105.99
86-2250-TRANSPORTATION					-207.27
7/8/2007	District Che...	2415	Albion K Incorporated	#142	-195.57
7/8/2007	District Che...	2421	...Bruce Jenkins	ERF #49	-11.70
86-2260-UTILITIES					-175.62
7/8/2007	District Che...	2418	Empire Waste Management	666-000065...	-22.16
7/8/2007	District Che...	2423	PG&E	#021009510...	-153.46
86-4370-EQUIPMENT					-721.55
OVERALL TOTAL					-4,765.00

ALRFPD Actual / Budget Report - Current Year:4

7/1/2007 through 6/30/2008 Using Budget 2007-2008

7/24/2007

Page 1

Category Description	7/1/2007 Actual	Budget	6/30/2008 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	67,469.00	-67,469.00
82-1120-CURRENT UNSECURED TAX	0.00	2,053.00	-2,053.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,834.00	-2,834.00
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	486.00	-486.00
82-4100-INTEREST INCOME	0.00	9,000.00	-9,000.00
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	809.00	-809.00
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	0.00	157,757.00	-157,757.00
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	2,113.72	6,000.00	3,886.28
86-2060-COMMUNICATIONS	211.99	5,000.00	4,788.01
86-2090-HOUSEHOLD EXP	0.00	200.00	200.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	600.10	12,000.00	11,399.90
86-2130-MAINTENANCE STRUCTURES	107.86	10,000.00	9,892.14
86-2140-MED SUPPLIES	255.84	3,000.00	2,744.16
86-2150-MEMBERSHIPS	0.00	500.00	500.00
86-2170-OFFICE SUP	0.00	200.00	200.00
86-2181-AUDITS	0.00	5,000.00	5,000.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
86-2187-ED AND TRAINING	255.51	10,000.00	9,744.49
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	115.54	2,000.00	1,884.46
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	207.27	20,000.00	19,792.73
86-2260-UTILITIES	175.62	3,000.00	2,824.38
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	300.00	300.00
86-4360-BUILDINGS AND IMPROVEMENTS	0.00	5,000.00	5,000.00
86-4370-EQUIPMENT	721.55	5,000.00	4,278.45
TOTAL OUTFLOWS	4,765.00	103,700.00	98,935.00
OVERALL TOTAL	-4,765.00	54,057.00	-58,822.00

ALRFPD Year to Date Budget Report - YTD:6

7/1/2007 through 7/24/2007 Using Budget 2007-2008

7/24/2007

Page 1

Category Description	7/1/2007 Actual	Budget	7/24/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	4,352.84	-4,352.84
82-1120-CURRENT UNSECURED TAX	0.00	132.45	-132.45
82-1130-SB813 SUPPLEMENTAL TAX	0.00	182.84	-182.84
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	6.84	-6.84
82-1300-SPECIAL TAX	0.00	4,838.71	-4,838.71
82-1600-TIMBER TAX	0.00	31.35	-31.35
82-4100-INTEREST INCOME	0.00	580.65	-580.65
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	52.20	-52.20
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	0.00	10,177.88	-10,177.88
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	387.10	387.10
86-2050-CLOTHING	2,113.72	387.10	-1,726.62
86-2060-COMMUNICATIONS	211.99	322.58	110.59
86-2090-HOUSEHOLD EXP	0.00	12.91	12.91
86-2101-INSURANCE	0.00	387.10	387.10
86-2120-MAINTENANCE EQ	600.10	774.19	174.09
86-2130-MAINTENANCE STRUCTURES	107.86	645.16	537.30
86-2140-MED SUPPLIES	255.84	193.55	-62.29
86-2150-MEMBERSHIPS	0.00	32.26	32.26
86-2170-OFFICE SUP	0.00	12.91	12.91
86-2181-AUDITS	0.00	322.58	322.58
86-2184-ARCH ENG	0.00	129.03	129.03
86-2185-MED AND DENTAL	0.00	64.51	64.51
86-2187-ED AND TRAINING	255.51	645.16	389.65
86-2189-PROF AND SPEC	0.00	96.77	96.77
86-2220-SM TOOLS	115.54	129.03	13.49
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	207.27	1,290.33	1,083.06
86-2260-UTILITIES	175.62	193.55	17.93
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	19.35	19.35
86-4360-BUILDINGS AND IMPROVEMENTS	0.00	322.58	322.58
86-4370-EQUIPMENT	721.55	322.58	-398.97
TOTAL OUTFLOWS	4,765.00	6,690.33	1,925.33
OVERALL TOTAL	-4,765.00	3,487.55	-8,252.55

Itemized Categories for Monthly Meeting:50

6/27/2007 through 7/22/2007 (Cash Basis)

7/24/2007

Page 1

Date	Account	Num	Description	Memo	Amount
EXPENSES					-4,765.00
86-2050-CLOTHING					-2,113.72
7/1/2007	District Che...	2412	W.S. Darley & Co.	#0000754431	-178.62
7/1/2007	District Che...	2414	...Gall's Inc.	5891444701...	-681.12
7/8/2007	District Che...	2419	...Cascade Fire Equipment Co.		-363.64
7/8/2007	District Che...	2420	Rescue Source	#060276	-185.85
7/21/2007	District Che...	2424	...**VOID**Cascade Fire Equipm...		0.00
7/21/2007	District Che...	2426	Cascade Fire Equipment Co.	#3007	-126.94
7/21/2007	District Che...	2428	...ALBION LITTLE RIVER FIRE ...	ERF #51	-91.11
7/21/2007	District Che...	2431	...Gall's Inc.		-486.44
86-2060-COMMUNICATIONS					-211.99
7/21/2007	District Che...	2425	AT&T	4 phone lines	-151.69
7/21/2007	District Che...	2427	...ALBION LITTLE RIVER FIRE ...	ERF #50	-24.50
7/21/2007	District Che...	2430	AT&T	030 153 835...	-35.80
86-2120-MAINTENANCE EQ					-600.10
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-19.57
7/8/2007	District Che...	2417	Rossi's	#11075	-5.57
7/8/2007	District Che...	2419	...Cascade Fire Equipment Co.		-11.00
7/8/2007	District Che...	2421	...Bruce Jenkins	ERF #49	-14.96
7/8/2007	District Che...	2422	ALBION LITTLE RIVER FIRE ...	ERF#48	-528.97
7/21/2007	District Che...	2424	...**VOID**Cascade Fire Equipm...		0.00
7/21/2007	District Che...	2431	...Gall's Inc.		-20.03
86-2130-MAINTENANCE STRUCTURES					-107.86
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-27.73
7/21/2007	District Che...	2427	...ALBION LITTLE RIVER FIRE ...	ERF #50	-80.13
86-2140-MED SUPPLIES					-255.84
7/1/2007	District Che...	2414	...Gall's Inc.	5892076201...	-165.64
7/21/2007	District Che...	2429	Aeris	#10107130	-90.20
86-2187-ED AND TRAINING					-255.51
7/1/2007	District Che...	2413	Fire Protection Publications	Inv. #516700	-166.40
7/21/2007	District Che...	2428	...ALBION LITTLE RIVER FIRE ...	ERF #51	-89.11
86-2220-SM TOOLS					-115.54
7/8/2007	District Che...	2416	...VILLAGE HARDWARE		-9.55
7/21/2007	District Che...	2431	...Gall's Inc.		-105.99
86-2250-TRANSPORTATION					-207.27
7/8/2007	District Che...	2415	Albion K Incorporated	#142	-195.57
7/8/2007	District Che...	2421	...Bruce Jenkins	ERF #49	-11.70
86-2260-UTILITIES					-175.62
7/8/2007	District Che...	2418	Empire Waste Management	666-000065...	-22.16
7/8/2007	District Che...	2423	PG&E	#021009510...	-153.46
86-4370-EQUIPMENT					-721.55
OVERALL TOTAL					-4,765.00

ALRFPD Actual / Budget Report - Current Year:4

7/1/2007 through 6/30/2008 Using Budget 2007-2008

7/24/2007

Page 1

Category Description	7/1/2007 Actual	- Budget	6/30/2008 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	67,469.00	-67,469.00
82-1120-CURRENT UNSECURED TAX	0.00	2,053.00	-2,053.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,834.00	-2,834.00
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	486.00	-486.00
82-4100-INTEREST INCOME	0.00	9,000.00	-9,000.00
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	809.00	-809.00
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	0.00	157,757.00	-157,757.00
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	- 2,113.72	6,000.00	3,886.28
86-2060-COMMUNICATIONS	211.99	5,000.00	4,788.01
86-2090-HOUSEHOLD EXP	0.00	200.00	200.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	600.10	12,000.00	11,399.90
86-2130-MAINTENANCE STRUCTURES	107.86	10,000.00	9,892.14
86-2140-MED SUPPLIES	255.84	3,000.00	2,744.16
86-2150-MEMBERSHIPS	0.00	500.00	500.00
86-2170-OFFICE SUP	0.00	200.00	200.00
86-2181-AUDITS	0.00	5,000.00	5,000.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
86-2187-ED AND TRAINING	255.51	10,000.00	9,744.49
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	115.54	2,000.00	1,884.46
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	207.27	20,000.00	19,792.73
86-2260-UTILITIES	175.62	3,000.00	2,824.38
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	300.00	300.00
86-4360-BUILDINGS AND IMPROVEMENTS	0.00	5,000.00	5,000.00
86-4370-EQUIPMENT	721.55	5,000.00	4,278.45
TOTAL OUTFLOWS	4,765.00	103,700.00	98,935.00
OVERALL TOTAL	-4,765.00	54,057.00	-58,822.00

Albion/Little River Fire Dept.

July 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
				12 Business meeting 1930 @ 810		14 BBQ Breakfast & setup 0900 @ 812 BBQ 1400-1800
8	9	10	11		13	
15	16	17	18	19	20	21
22	23	24	25 <i>Board Mtg 7:30pm</i>	26 KED, C-spline, Backboards 1900 @ 810	27	28
29	30	31 Officer's meeting 1900 @811				



C O U N T Y O F M E N D O C I N O

TREASURER-TAX COLLECTOR

501 LOW GAP ROAD #1060

UKIAH, CA 95482-4498

PHONE: (707) 463-4321

FAX: (707) 463-4166

July 13, 2007

TO: Mendocino County Investment Pool Participants

FROM: Shari Schapmire⁵⁵, Treasurer-Tax Collector

SUBJECT: June 30, 2007 - Investment Report

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of June 30, 2007. The investments have been made in accordance with the Investment Policy, which was originally approved by the Investment Oversight Committee and accepted annually by the Board of Supervisors, and are permitted investments according to current California law.

Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. Therefore funds are invested in such a manner that money will always be available, without risk of trading loss, to pay normal cash requirements.

In accordance with instructions from the County Grand Jury Auditor, the market value of the investments includes the market value of the investments and prepaid interest which was paid at the time the investments were purchased. The Market value of the investments is provided by Union Bank of California acting in the capacity of "safekeeping agent" for the investments.

If you have any questions regarding this report or the investments reported, please do not hesitate to contact me.

INVESTMENTS OF MENDOCINO COUNTY

QUARTER ENDING - JUNE 30, 2007

INVESTMENT	COST	PAR VALUE	MARKET VALUE	COUPON RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
CERTIFICATES OF DEPOSIT:							
CITI BANK C.D.	\$ 10,000,000	\$ 10,000,000	10,000,000	5.31%	6/6/2007	09/06/07	68
BARCLAYS BANK PLC NY Y.C.D.	\$ 10,000,000	\$ 10,000,000	10,000,000	5.31%	5/31/2007	08/31/07	62
CREDIT INDUST. ET.COMM.N.Y. Y.C.D.	\$ 13,000,000	\$ 13,000,000	13,000,000	5.30%	04/30/07	07/31/07	31
SUMITOMO MITSUI NY Y.C.D.	\$ 10,000,000	\$ 10,000,000	10,000,000	5.33%	06/29/07	07/31/07	31
HBOS TREASURY SERVICES N.Y. Y.C.D	\$ 10,000,000	\$ 10,000,000	10,000,000	5.30%	04/16/07	07/17/07	17
LOCAL AGENCY INVESTMENT FUND							
COUNTY FUND	\$ 18,000,000	18,000,000	18,000,000	5.24%	N/A	N/A	1
UNION BANK SWEEP ACCOUNT							
	\$ 573,239	573,238	573,238	5.25%	N/A	N/A	1
COMMERCIAL PAPER							
COAST ASSET CORP. C.P.	\$ 9,954,017	\$ 10,000,000	9,959,100	5.34%	06/29/07	07/30/07	30
MEDIUM TERM NOTES							
GE CAP. CORP. F.R. M.T.N.	\$ 6,009,642	6,000,000	6,007,200	5.46%	04/19/07	10/21/10	1209
SUN LIFE FIN. GLOBAL F.R.M.T.N.	\$ 2,015,821	2,000,000	2,003,260	5.32%	08/15/05	07/06/10	1102
HSBC FIN. CORP. F.R.M.T.N.	\$ 6,030,564	6,000,000	6,024,960	5.46%	04/20/07	05/10/10	1045
LIBERTY LIGHT U.S. CAPITAL F.R.M.T.N.	\$ 3,000,774	3,000,000	2,997,180	5.43%	12/27/06	11/16/09	870
LIBERTY LIGHT U.S. CAPITAL F.R.M.T.N.	\$ 5,001,350	5,000,000	4,995,300	5.43%	01/12/07	11/16/09	870
EATON COPR. F.R.M.T.N.	\$ 8,001,672	8,000,000	7,993,200	5.29%	04/30/07	08/10/09	772
GOLDMAN SACHS GROUP F.R.M.T.N.	\$ 5,006,270	5,000,000	5,003,800	5.44%	04/03/07	06/23/09	724
MORGAN STANLEY F.R.M.T.N.	\$ 5,007,485	5,000,000	5,006,400	5.49%	12/27/06	02/09/09	590
BANK OF AMERICA CORP. SENIOR	\$ 5,039,301	5,000,000	5,017,250	5.54%	02/28/06	02/01/09	582
SLM CORP. F. R. M.T. N.	\$ 5,013,875	5,000,000	4,922,950	5.56%	04/30/07	01/26/09	576
JEFFERSON PILOT LIFE FUNDING TR	\$ 5,009,340	5,000,000	5,000,550	4.48%	12/19/05	06/02/08	338
TREASURIES							
AGENCIES							
FHLB CAPPED FLOATING NOTE	\$ 4,997,500	5,000,000	4,990,150	4.57%	03/09/04	01/23/09	573
TOTAL INVESTMENTS	141,660,849	141,573,238	141,494,538				

**SPECIAL DISTRICT BUDGET WORKSHEET
FISCAL YEAR 2007-2008**

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 3410

*Mailed
7/18/07*

TOTAL ESTIMATED REVENUE FOR 2007-2008 \$157,757.00

ESTIMATED FUND BALANCE AS OF 6/30/07 \$290,000.00

TOTAL AVAILABLE FOR APPROPRIATIONS IN 2007-2008 \$447,757.00
(Appropriations must not exceed this amount)

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$67,469.00
821120	CURRENT UNSECURED TAX	\$2,053.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,834.00
821220	PRIOR UNSECURED TAX	\$106.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$486.00
824100	INTEREST	\$9,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$809.00

TOTAL ESTIMATED REVENUE **\$157,757.00**

APPROPRIATIONS

SALARY & BENEFITS

861035 WORKERS COMPENSATION INSURANCE \$6,000.00

TOTAL SALARY & BENEFITS **\$6,000.00**

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$5,000.00
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$12,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$10,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$3,000.00
862150	MEMBERSHIPS	\$500.00
862170	OFFICE EXPENSE	\$200.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862184	ARCHITECT & ENGINEERING SERVICES (811)	\$2,000.00
862185	MEDICAL, DENTAL SERVICES	\$1,000.00
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$2,000.00
862250	TRANSPORTATION & TRAVEL	\$20,000.00
862260	UTILITIES	\$3,000.00

TOTAL SERVICES & SUPPLIES **\$87,200.00**

**SPECIAL DISTRICT BUDGET WORKSHEET
FISCAL YEAR 2007-2008**

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$300.00
864360	STRUCTURES & IMPROVEMENTS	\$5,000.00
864370	EQUIPMENT	\$5,000.00
TOTAL APPROPRIATIONS		\$103,500.00

SUBMITTED BY: _____


Alan Taeger, Treasurer, ALRFPD Board of Directors

DATE: _____

7/15/07

MEREDITH J. FORD
Auditor-Controller



LLOYD B. WEER
Assistant
Auditor-Controller

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

May 17, 2007

District: Albion-Little River Fire

To: District Board of Directors

From: Meredith Ford, Auditor-Controller

Re: Estimated 2007/08 Tax Revenue

The following are this office's estimates of taxes to be paid to your district, for the 2007/08 fiscal year.

Current Secured	\$ <u>67,469</u>
Current Unsecured	<u>2,053</u>
Homeowner Exemption	<u>809</u>
SB813 Supplemental	<u>2,834</u>
Prior Unsecured	<u>106</u>
Timber Tax	<u>486</u>
Total	\$ <u>73,757</u>

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

Special District Budget Worksheet
Fiscal Year 2007/08

District Name: Albion-Little River Fire

Fund Number: 3410

Total estimated revenue for 2007/08 _____

Add estimated Fund Balance @ 6/30/07 _____

Total available for appropriation in 2007/08 _____

(Appropriations must not exceed this amount)

Estimated Revenue

821110 Current Secured Tax _____

821120 Current Unsecured Tax _____

821130 Supplemental Roll Tax _____

821220 Prior Unsecured Tax _____

821300 Special Tax (Fire Assessments) _____

821600 Timber Yield Tax _____

821700 Highway Property Rental _____

824100 Interest _____

824110 Endowment Fund Interest _____

824200 Rents & Concessions _____

825481 Homeowners Property Tax Relief _____

825490 State Other _____

825670 Federal Other _____

826199 Emergency Response Fee _____

826501 Benefit Assessment _____

827500 Sale of Fixed Assets _____

827600 Other Sales _____

827700 Other Income _____

827702 Insurance & Premium Returns _____

827707 Donations _____

827802 Operating Transfer In _____

Total Estimated Revenue _____

Please return to Auditor-Controller by August 31, 2007

**Special District Budget Worksheet
Fiscal Year 2007/08**

Appropriations

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

Please return to Auditor-Controller by August 31, 2007

**Special District Budget Worksheet
Fiscal Year 2007/08**

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

Total Appropriations	=====

Excess of Estimated Revenue over/(under) Appropriations	=====

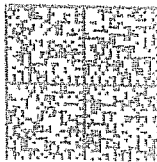
Submitted by: _____

Date: _____

COUNTY OF MENDOCINO
AUDITOR - CONTROLLER
501 Low Gap Rd., RM 1080
Ukiah, CA 95482

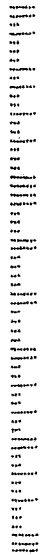
Albion-Little River Fire District
PO Box 634
Albion CA 95410

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FIRST CLASS



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MAY 12 2001

9541080634 6305



**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
MEETING MINUTES**

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, July 25, 2007, 7:30 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

1. **Call to order and determination of a quorum:** at 7:30 p.m.; attending were Shock, Taeger, Vogelgesang, Latkin and Levine; Bruce Jenkins, Chief Seeler, Stacey Weil-Dye, and Ed Petrykowski were also present.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
 - A) **Incident reports.** Chief Seeler reported incidents, and noted that he is investigating the possibility of an EMT at The Woods in light of the increasing call volume from The Woods; Laura Vogelgesang remarked that the Fire Protection District Law of 1987 allows a district to create service zones, and will investigate and report to the Board. Chief Seeler noted that there is a part of the Navarro Grade which is "dead" to the Department's radio communications and said he is looking into remedying this situation.
 - B) **Fund raising, gifts and service fees.** Chief Seeler reported that the final figures on revenue from the barbeque are not in yet, and that attendance was moderate; he noted that Josh Latkin is reviewing service fees.
 - C) **Fire Department report.** Chief Seeler announced that he would not seek or accept the position of Chief of the Albion-Little River Volunteer Fire Department, Inc., for 2008. Chief Seeler also announced that he would also not be an Assistant Chief, but would take a different role and would not be going away. Chief Seeler noted further that the Department has a new intern, Diana Garcia, who lives on Albion Ridge.
 - D) **Fire Department operational needs.** Chief Seeler reported that all equipment is working and that he is pleased in general with morale in the Department.
4. **Brown Act Compliance.** The Board discussed the fact that e-mail communications among a majority of the members of the Board may constitute a "meeting" within the meaning of the Brown Act, so that other than communications which are permitted (such as adding items to a proposed agenda) the members of the Board should exercise caution.

Chief Seeler delivered a letter to the Board stating "the Department's concern regarding potential Brown Act violations by the District Board. The presence of a board majority (three members) at the July business meeting of the Department presented the appearance of such a violation." The letter states that "no more than two members of the Board will be allowed to attend any business meeting of the department." The Board noted that Department members who are members of the Board must be in a position to attend Department meetings, and that interruption of communication between the members of the Department and the members of the Board which was intended to be fostered by attendance of a Board member at Department meetings was also of concern. After noting that this issue had been considered in connection with appointment of a second Department member as a member of the District Board and that the Board had concluded that there would be no violation of the Brown Act so long as Board members in attendance at a Department meeting did not communicate with one another, the Board determined that it must request guidance from County Counsel and resolve this issue in order to avoid any appearance of impropriety. There will not be three Board members in attendance at the August business meeting of the Department.

5. **Treasurer's Report:** The budget report was distributed for Carolyn Latkin in her absence, and it was accepted. Alan Taeger noted that an annual investment report had been received from the County; the District's funds are all in cash funds, which earn approximately 5% annually.

6. Secretary's Report:

A) Communications to the Board. Laura Vogelgesang reported that she had received a memorandum from County Counsel offering training on the Brown Act and ethics, among other topics, free of charge, and she was asked to work on arranging a date and time for this training.

B) Minutes.

- i. Minutes of the June 27, 2007 meeting were approved without revision.
- ii. The Board heard comments with respect to paragraph numbered 12 in the minutes of the May 30, 2007 meeting and with respect to some of its actions. The Board determined that the minutes of this July meeting should reflect that the Board addressed the issue which had been raised (that is, the tone and statements in the paragraph in question), that the Board thinks that the newsletter which was mailed to District residents was excellent, and that it thanks Stacey Weil-Dye for all of her work which was really well done.

Laura Vogelgesang noted that she had received from Sam Levine the certification of his completion of ethics training as required by AB 1234.

7. Update on Station 811 Project: Laura Vogelgesang reported that WRA Environmental Consultants have requested approval of a change order in connection with the scope of their work on the station site, in response to a request from the Planning Department. Alan Taeger noted that the Board has been invoiced for fees of approximately \$7,000 by WRA at this point in connection with the original estimate of \$5,700, and that changes and increased scrutiny were to be expected. The Board agreed unanimously to pay the current invoice and to approve payment of additional invoices in connection with the change order up to \$5,000 (the amount estimated for the additional services described in the change order) and to authorize Laura Vogelgesang as Secretary to sign the change order and to secure a fully-executed copy for the District's records and to request that WRA amend its records to reflect that its work is for the District rather than for the Department.

8. Items for Consideration and possible action:

A) Emergency Response Services Fees. Josh Latkin distributed copies of the District's 2005 resolution and fee schedule, Anderson Valley CSD Fire Department's salary schedule and billing ordinance, Long Valley Fire Protection District's 2007 fee and billing resolutions, and Mendocino Fire Protection District's 2007 resolution to increase the schedule of fees for services which includes the increased fees. The Board determined that the District's charges should be in line with those charged by Mendocino and perhaps should be higher, and should be determined based upon an hourly charge and any portion of an hour. Chief Seeler was asked to be prepared to make a recommendation at the August Board meeting with respect to fees. Laura Vogelgesang was asked to get a copy of the ordinance referred to in the District's 2005 resolution, so that at the August meeting the Board may adopt a new schedule and taken any further necessary action to implement the new schedule.

B) Disposal of Obsolete Equipment. Laura Vogelgesang reported on her telephone conversation with the manager of General Services for Mendocino County, and the Board determined that if the Department wishes to dispose of any equipment, the appropriate Department personnel should make and deliver to the Board a list of any items which had an initial acquisition cost equal to or greater than \$500 and specifying with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list. The Board determined that Items with an initial acquisition cost of less than \$500 may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law.

C) Newsletter. Stacey Weil-Dye indicated the Department's plan to publish a newsletter twice a year, and distributed a breakdown of the costs known to her of the initial newsletter. The Board agreed to participate in the writing and reviewing of any future newsletter, agreed to pay no more than \$1,500 of the cost of the next newsletter, and

determined that it would assign responsibility for involvement in this process by a member of the Board at its August meeting.

9. Land, buildings and equipment:

A) Power to 815: Chief Seeler reported that Jonathan Peakall continues to work on this. PG&E had, two to three months ago, indicated that the process would take two to three months.

B) Roof of 810: There was nothing to report.

C) Fuel Storage at Station 812: There was nothing to report.

10. Committee Reports:

A) Insurance. Alan Taeger reported that he has in hand a duplicate title document for the vehicle for which the title document was missing. He reported that the insurance company wants information on the value and other details with respect to the property insured, and distributed a list of vehicles owned by the District and used by the Department. He solicited the assistance of Chief Seeler in filling in information which is missing from this list, and in determining values of the real estate including the one piece of real property and its improvements owned by the District, and improvements owned by the District which are located on real property owned by others. Chief Seeler said that he would get the information with respect to real property and improvements to Alan Taeger within the next week or so in order to accommodate the insurance company's time requirement, and Alan Taeger stated he would obtain the information required with respect to the value of vehicles from Mike Kitahara.

B) Real Estate. There is no report.

C) Grants. There is nothing to report.

D) Bylaws. There is no committee yet formed, so there is no report.

E) Equipment. The secretary was advised that there is no such committee.

F) Website. There is no report.

G) Benefits for Firefighters. With respect to the Board's determination to provide family memberships for firefighters in the air and ground ambulance services, Chief Seeler advised the Board that firefighters have questioned why they had not been consulted about what benefits they might like to receive. The Board noted that provision of membership in the ambulance service has been under discussion by the Board for some time and that the possibility of provision of that benefit, and membership in the air ambulance services, had been raised by Department members both at and outside Department meetings.

11. Board Directors' Reports: Josh Latkin, on behalf of Carolyn Latkin as the District's bookkeeper, distributed a list of vehicles owned by the District. Jim Shock noted that he will not be at the August meeting and will be away most of the month of August and requested that Alan Taeger act as chair in his absence, and Alan Taeger agreed to do so. Jim Shock further reported that Dean Watson, the Zone 4 Battalion Chief, is working on a training for District boards. Finally, Jim Shock reported that Mendocino Rotary is now in a grant-making period and needs to be advised by the Department of a specific item for the purchase of which it would like to receive a grant.

At this point because of the lateness of the hour the Board determined by consensus that the meeting should conclude.

12. Long Range Planning: Deferred until the August 2007 meeting.

13. Next meeting date and agenda: The next meeting will be the regular meeting, scheduled for Wednesday, August 29, 2007 at 7:30 p.m. at Station 810.

14. Adjournment: at 10:20 p.m.

Laura J. Vogelgesang, Secretary