

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING AGENDA

Thursday, November 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm (longer if necessary)

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

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

2. **Board of Directors business meeting call to order and determination of a quorum:**
3. **Public communication to the Board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
4. **Items for Board consideration and possible action:**
 - a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
 - b. **"Assistance by Hire" agreement with Cal Fire:** The Board will review and discuss current "Assistance by Hire" agreement with Cal Fire and may vote to ratify current agreement.
 - c. **Agreements and contracts policy:** The board will review a proposed policy for authorizing the chief to enter the district into agreements and contracts. Proposed policy is to be considered for revision/adoption at the December 13, 2012 regular business meeting.
 - d. **Special Tax billing of low assessed value parcels:** The Board will review a proposed policy for the District to bill property owners of parcels of low assessed value (not currently taxed by the county) for assessed special district tax. Proposed policy is to be considered for revision/adoption at the December 13, 2012 regular business meeting.
 - e. **Facilities use insurance:** The board will review a proposed revision to the existing facilities use policy that adds language requiring proof of insurance from non-district users of District facilities. Proposed policy is to be considered for revision/adoption at the December 13, 2012 regular business meeting.
5. **Previous meeting minutes:** The minutes of the October 11, 2011 regular business meeting will be approved and/or revised and approved.
6. **Board Correspondence:** A report of correspondence to and from the Board since the previous business meeting will be presented.
7. **Financial report:** Current financial statements for the District will be presented.
8. **Committee reports:**
 - a. **New fire station committee.**
9. **Directors' discussion:** Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
 - a. **District email addresses for Board members:**
 - b. **District calendar:**
 - c. **Board clerk recruitment/appointment:**
 - d. **Duties and authority of the chief:**
10. **Next scheduled regular business meeting:** Thursday, December 13, 2012, 7:00 pm.
11. **Adjournment:**

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

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING AGENDA

5 Ted. scBA masks
L Marshall - med stuff
Training specialties part 3

Thursday, November 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm (longer if necessary)

Ends water training 2
Party 1

1. Fire department operations meeting.

- a. Roll call.
- b. Chief's Report: Chief Williams will present a written report of fire department operations.
- c. Review and discussion of chief's report.
- d. Other fire department business.
- e. Adjournment. 7:30

4 Brad mid report
tank
SCBA compressor etc

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

4:42
Nancy Barker
Barker

2. Board of Directors business meeting call to order and determination of a quorum: No Ed

3. Public communication to the Board: An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.

4. Items for Board consideration and possible action:

Jack Phillips prop. R.iah
Scott
W. Thoma

- a. Fire department personnel: The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
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7. Financial report: Current financial statements for the District will be presented.

8. Committee reports:

- a. New fire station committee. No report -

9. Directors' discussion: Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.

- a. District email addresses for Board members:
- b. District calendar:
- c. Board clerk recruitment/appointment:
- d. Duties and authority of the chief:

Barbary ✓

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stipends
→ possible

Ted will prepare
1yr schedule

adj 9:44

Fire Chief's Report, 8 November, 2012, by Ted Williams

- **Applications received**
 - Jake Phillips (approved by chief, pending board review)
- **Applications withdrawn**
 - Jeff Wall
- **Resignations (changed availability / location)**
 - Meghan Frend
 - Kristine Hendricks
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, October 11th and today, November 8th, we were dispatched and responded to thirteen incidents consisting of 1 wild land fire and 12 medical aids. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football games.
 - **2012007542 10/14/2012 12:06**
 - MEDICAL, DELTA; 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams
 - Guy Casey (8130)
 - Margaret
 - Brad Montgomery
 - Andrea Pennebaker
 - Andrew Crowningshield(R8132)
 - Emily Scott
 - John Crowningshield
 - Sam Levine
 - Marshall Brown
 - cancelled incoming
 - **2012007410 10/14/2012 14:38**
 - FIRE, WILDLAND; 41301 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (8162)
 - John Oakley (8192)
 - Brad Montgomery (8191)
 - Marshall Brown
 - Guy Casey
 - Tim Gitchel
 - Andy Gitchel
 - Joe Goforth (8163)
 - Sam Levine (8132)
 - Andrew Crowningshield
 - Jaime Placido (8170)
 - Andrea Pennebaker
 - Erica Geer
 - Scott Roat
 - Jonathan Peakall
 - **10/21/12 1200**
 - NO MEU
 - EMT At Pop Warner Football Games In Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Sam Levine (EMT)
 - **201207624 10/21/2012 15:08**
 - MEDICAL At Timber Wolf Field, Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Football Player Injured
 - Sam Levine (IC, Med Gp)
 - Brad Montgomery (UTL)
 - **2012007662 10/22/2012 20:45**
 - MEDICAL CHARLIE 30101 Albion Ridge Rd.
 - Erica Geer (IC)
 - Margaret Harris
 - Marshal Brown
 - Guy Casey (Med Group)
 - Brad Montgomery
 - John Oakley (8130)
 - Tim Gitchel
 - Ted Williams

- Emily Scott
 - Scott Roat (cancelled)
- **2012007714 10/24/12 16:54**
 - MEDICAL ALPHA 3721 Albion Ridge Rd.
 - Brad Montgomery
 - Emily Scott
 - Marshal Brown
 - Guy Casey (8130 MedGroup)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Cancelled incoming
- **201207752 10/26/12 09:30**
 - MEDICAL CHARLIE 43300 Little River Airport Road Room #514
 - Ted Williams
 - Marshal Brown
 - Guy Casey (8130)
 - Margaret Harris
 - Sam Levine
 - Andrea Pennebaker
 - Cancelled incoming
- **2012007780 10/27/12 09:33**
 - Medical Alpha 43300 Little River Airport Rd. space #104
 - Sam Levine
 - Jaime Placido
 - Marshall Brown
 - Andrea Pennebaker
 - Ted Williams
 - Brad Montgomery (8132)
 - Margaret Harris
 - Guy Casey Cancelled
 - Cancelled incoming
- **2012007815 10/29/12 08:07**
 - MEDICAL CHARLIE; THE WOODS, RM 514 @ 43300 Little River Airport Rd
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Andrea Pennebaker
 - Ted Williams
 - Brad Montgomery (8132)
 - Scott Roat
 - Jaime Placido (cancelled)
 - Guy Casey (Cancelled)
 - Cancelled incoming
- **2012007821 10/29/2012 12:08**
 - MEDICAL, CHARLIE; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Ted Williams
 - Brad Montgomery
 - Joe Goforth
 - Jaime Placido (8132)
 - Andrea Pennebaker
 - Guy Casey
- **2012007842 10/30/2012 08:07**
 - MEDICAL, CHARLIE: THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - FALSE ALARM, MED ALERT ACCIDENTAL ACTIVATION
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Scott Roat
 - Brad Montgomery (8132-cancelled)
 - Marshall Brown (cancelled)
 - Ted Williams (cancelled)
 - Guy Casey (cancelled)
- **2012007873 10/31/2012 17:16**
 - MEDICAL, DELTA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE

- Ted Williams (IC)
- Guy Casey (8132)
- Brad Montgomery
- Margaret Harris
- Sam Levine
- Scott Roat
- Marshall Brown
- Andrea Pennebaker
- John Oakley (cancelled)
- Tim Gitchel (cancelled)
- cancelled incoming
- **11/03/12 (Will call Calfire for numbers -Marshall)**
 - MEDICAL (CHARLIE)
 - 28270 Albion Ridge Road
 - Ted Williams (Med Group)
 - Joe Goforth
 - Andrea Pennebaker
 - Marshall Brown (R8130)
 - Harolde Searles
 - Guy Casey (Canceled)
 - Brad Montgomery (Canceled)
- **2012 NO MEU, 11/4/12 11:45**
 - MUTAL AID, MENDOCINO FD, EMT AT POP WARNER FOOTBALL GAMES
 - Sam Levine (EMT, IC)
 - Andrea Pennebaker
- **2012008050 11/08/12 05:17**
 - MEDICAL, CHARLIE; 41241 LITTLE RIVER AIRPORT RD ,LITR ;
 - Ted Williams (IC)
 - Brad Montgomery
 - Guy Casey
 - Jamie Placido (R8130)
 - Andrea Pennebaker
 - Sam Levine (Med Group)
 - Marshall Brown
 - Erica Geer (Canceled)
 - Scott Roat (Canceled)
- **2012008054 11/08/12 08:49**
 - MEDICAL, BRAVO; 34250 PACIFIC REEFS RD ,ALBI ;
 - Ted Williams (IC, R8130)
 - Brad Montgomery
 - Guy Casey (Med Group)
 - Erica Geer
 - Andrea Pennebaker
 - Harolde Searles
 - Marshall Brown (E8162)
 - Scott Roat
 - Michael Rees

Training Completed:

- **10/18/2012 - Rapid Trauma Assesment - Nat Norling (paramedic) (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **10/25/2012 - Pump Didactic - (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Harolde Searles, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/01/2012 - Communications (2.5 hours)**
 - Marshall Brown, Guy Casey, Erica Geer, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jake Phillips, Jaime Placido, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **Station Maintenance**
 - **812 new water tank**
 - Plumbing hardware has been acquired to tie tanks together with a 3" draft hose.
 - **811 new water tank**

- A 1" pipe will be tied into the "fill" plumbing so that when the tower tank is full, the overflow will fill the ground tank until it is shut off by a float valve.
- The extra 5000 gallons will be available through a 2.5" NST fitting on a 3" ball valve, similar to filling from tanks at 812.
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Out of service.
 - Installed:
 - High ratio rocker arms, valve cover gaskets, headers, dual exhaust, new spark plugs, wires, and air filter
 - Remaining:
 - Code3 wiring, new upgraded electronics, centrifugal advance and vacuum advance controls for the distributor, new polyurethane front leaf spring bushings, and eventually a bench seat for staffing 3 as well as alloy wheels.
 - Bench seat and 5 alloy wheels with nearly new tires have been donated along with a positraction for the front differential.
 - **8132 SCBA compressor**
 - Breathing air compressor has arrived.
 - Pressure relief was accidentally set to 2500 psi and the auto shut down set at 2216. Returning the pressure relief valve to have it set to 5000psi. The manufacturer will be sending it back along with a couple fittings required to plumb in the four fill whips. Brad will adjust the pressure shutdown to 4500 psi when the relief valve is arrives.

**CAL FIRE/MEU
AND
Albion/Little River Fire
Department**

LOCAL GOVERNMENT

**“ASSISTANCE BY HIRE”
2012
AGREEMENT #ALR-12**

SECTION 1 - PROGRAM PURPOSE

The Mendocino Unit (MEU) of CAL FIRE desires to have a program that allows the immediate utilization of local government fire fighting resources for augmentation to State forces when a need arises. These procedures provide direction for CAL FIRE Incident Commanders and cooperating agencies for utilization of local resources on CAL FIRE SRA incidents.

Besides meeting a mandated and legislative response within a home jurisdiction that has dual state/local responsibility, local government resources routinely arrive on a CAL FIRE incident in one of two ways:

1. Cal EMA MUTUAL AID REQUESTS: Placed through California Emergency Management Agency under the California Fire Assistance Agreement, these can be made by any agency and may be reimbursable. This policy does not address established guidelines for these requests.
2. CAL FIRE "ASSISTANCE BY HIRE" REQUESTS: Routinely will be for "immediate need" (Code 3) and of short duration to CAL FIRE's watershed mission without use of the Statewide Mutual Aid System. "Assistance by Hire Request" responses under these procedures will be reimbursed when the IC makes the decision to hire the resource, using the start of hour 4 as a guide. Reimbursement will then be retroactive back to hour 1. *NOTE: Reimbursement will not routinely be made for fires within a local government's jurisdiction.*

CAL FIRE's Incident Commander shall solely determine when the above condition is met. Until such determination has been made, local resources are considered to be meeting their response obligation or assisting another local agency through local "mutual aid". Local government resources are not hired until advised by the Incident Commander that they have been hired. The IC will get a request number from the ECC for each resource hired and also advise ECC of the time of hire.

Requests which are placed directly by CAL FIRE for augmentation to CAL FIRE's watershed fire suppression forces during times of state resource drawdown are also considered "Assistance by Hire" for the purposes of these procedures. A CAL FIRE incident and request number will always identify these requests. Assignments will normally be of longer duration than initial attack, with reimbursement starting from time of dispatch.

Typically these requests can be for:

- CAL FIRE station coverage.
- Participation as part of a Local Government Type III engine strike team or task force within the Mendocino Unit.
- Use on SRA Emergency Incidents.

SECTION 2 - "ASSISTANCE BY HIRE" RESPONSES

Local departments shall contact their local CAL FIRE MEU Hired Equipment Coordinator or Battalion Chief to request participation in the Mendocino Assistance By Hire Program. Department apparatus included in the program are required to be under agreement prior to utilization. This agreement shall be renewed if there is a change in the OES Salary Survey rate submitted or when CAL FIRE MEU makes a base rate change.

TIME KEEPING: It will be the responsibility of the local government apparatus officer to assure the appropriate timekeeping Form 297 (shift ticket), for his/her apparatus and personnel is completed. As these will routinely be short duration assignments, CAL FIRE staff assigned to the incident will be responsible for compiling, auditing and processing timekeeping and payment documentation.

SAFETY EQUIPMENT: Personnel shall have all mandated watershed personal protective clothing (PPE) when on wildland incidents. This equipment, along with structural safety clothing/equipment must accompany each individual when on assignment for augmentation during drawdown periods. A second set of wildland clothing is recommended. All participating personnel **MUST** fully meet CAL OSHA Title 8 Section 5144 by being clean-shaven to provide SCBA facemask seal. Additionally, all participating personnel **MUST** have fully complied with Federal OSHA 29CFR1910.134 Respiratory Protection (fit test) Standard within the past year.

TRAINING: Personnel shall successfully complete a basic wildland fireline safety-training course that meets or exceeds CAL FIRE's basic safety training, at the least. All apparatus operators shall have the appropriate driver's license for the apparatus operated. It will be the assisting department's responsibility to maintain records of the above training and licensing.

APPARATUS CONDITION: Apparatus must be in good mechanical condition and be able to sustain a long hard run or arduous line assignments. Apparatus may be safety compliance inspected (DOT standards) by a qualified CAL FIRE inspector each year.

APPARATUS LIABILITY: CAL FIRE assumes no liability for any damages to any local government equipment. No local government official or fire department may obligate the state to financial liability.

APPARATUS REPAIRS: The assisting department is responsible for normal repairs to and from an incident. Loss or damage to local agency apparatus or support equipment occurring on an incident shall be reported immediately through chain of command to the incident finance section to ensure proper documentation and investigation. Minor damage that is caused by the incident or operating conditions may be reimbursed by CAL FIRE and documented on a Form ME-107. Major damage will be addressed through the California Victim Compensation and Government Claims Board procedures. Driver negligent damage is the responsibility of the assisting department. Any inspections will be documented on a Form ME-15.

COMMUNICATIONS: It is the responsibility of the assisting agency to ensure the apparatus has adequate communications capability. Personnel and apparatus which cannot adequately and effectively communicate with other resources on the incident may be released and not paid.

STAFFING: Authorized staffing levels:

- **Fire Engines:** Type 1 engines will have at least 3 person effective staffing, with 1 company officer, 1 apparatus officer and 1 firefighter. Type 3 engines are to have at least 3 person staffing with 1 company Officer and two firefighters. All other type engines will have a minimum of 2 person staffing. There will be only one (1) Company Officer compensated as THE apparatus' sole operator; all others are firefighters, regardless of their rank in their department. *The assisting department has the option of adding one additional firefighter per engine.*
- **Water Tenders:** Staffing may vary with CAL FIRE's request. Staffing for initial attack shall be 1 apparatus operator with or without a firefighter. For extended operations (exceeding 16 hours) a relief operator is required.
- **Overhead Support:** Staffing shall be 1 firefighter with a shift not to exceed 16 hours. For extended operations (exceeding 16 hours) a relief firefighter is required. Trained firefighters with full PPE will be required due to potential for line assignments. The duties would include but not be limited to fireline delivery of food, drinks, ice and supplies.

NOTE: Only CAL FIRE requested and agreed to equipment and staffing shall be reimbursed.

FIREFIGHTING EQUIPMENT AND SUPPLIES: The assisting local department is responsible for loss or damage to its own firefighting equipment and tools. If hose is damaged and verified by the CAL FIRE line supervisor, CAL FIRE may replace it with like kind. Items such as fuses, rations, drinking water, radio and headlamp batteries,

chainsaw, portable pump and drip torch fuel, and Class A foam that were consumed under CAL FIRE direction will be replaced by CAL FIRE when these items consumed are documented on an OF-315 (Incident Replacement Form). Apparatus may obtain fuel at no charge from a CAL FIRE incident base, documented on Form AO-78a with incident number, for the amount of fuel used while under CAL FIRE's control. Personnel on apparatus assigned to station coverage may obtain meals at the CAL FIRE facility, documented on the meal sheet with names, dates and incident numbers, at no cost to the personnel.

SECTION 3 - RATES AND REIMBURSEMENT

PERSONNEL RATES: Personnel rates will be based on the current OES Salary Survey on file with the MEU Unit at time of dispatch. If a department does not have an established OES Salary Survey, its personnel will be reimbursed based on the CFAA Personnel Base Rate stated on the April 16, 2012 CAL EMA letter. Battalion Chief and below shall be paid at time and one-half, including the current administrative rate, using the following formula:

Average Hourly Rate x 1.5 x 10% (current administrative rate) = Hourly Rate

Chief Officers above Battalion Chief level shall be paid portal to portal at straight time unless the agency certifies, in writing, its rate of pay is different than straight time. To receive payment at the average actual rate or other than straight time for Chief Officers above the rank of Battalion Chief, an approved copy of the salary survey or agreement, signed by a CAL FIRE Chief Officer, must be attached to the pay package. Identify the employee/s receiving the "average actual rate" on the invoice. If the salary survey or agreement is not attached to the pay package, reimbursement will be at the standard base rate.

FIRE ENGINE MODULE RATES: A single unit "module" per hour rate will be calculated for each engine utilizing the current OES Rate Letter (based on engine GPM –see Exhibit A: Rate Schedule) combined with the personnel rate (as described above). Departments will supply copies of their salary survey as annually submitted to Cal EMA when signing the MEU Local Agreement. The combined module rate will be what is compensated for the engine use. The module will be reimbursed for the total hours documented on the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day. Modules on station coverage assignments will be compensated for the length of the assignments (portal-to-portal).

NOTE: These rates apply to any ICS engine type. Normally, CAL FIRE will hire ICS Type 3 engines. During periods of resource drawdown it may be necessary to hire other ICS engine types. The rate calculation is the same for all engine types.

WATER TENDER MODULE RATES: A single unit "module" per hour rate will be calculated for each water tender utilizing the current OES Rate (based on water tender

GPM –see Exhibit A: Rate Schedule) combined with the personnel rate (as described above). The module will be reimbursed for the total hours documented on the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day.

OVERHEAD SUPPORT MODULE RATES: The daily rate will be calculated for each vehicle utilizing the current OES Rate Letter (based on vehicle type – see Exhibit A: Rate Schedule) combined with the personnel rate (as described above).

PAYMENT: A CAL FIRE 93 will be used to pay the assisting department. It will have as attachments a copy of the MEU Local Agreement, Form 297 (Shift Ticket), CAL FIRE-20 and STD-204 Payee Data Record if a vendor number is not already on file. In addition, an ME-107 and ME-15 may be attached as required.

NON-PAYMENT: CAL FIRE cannot reimburse for apparatus that has been assigned under the Federal or State Excess Property Programs. These apparatus are "on loan" and remain the property of the "lending" level of government. Nor can CAL FIRE reimburse for resources assigned to local departments by the Cal EMA.

SECTION 4 - DOCUMENTATION INSTRUCTIONS – MEU Local Agreement

CAL FIRE MEU Hired Equipment Coordinators or Battalion Chief will complete the MEU Local Agreement. The assisting department's chief will provide a copy of the current OES Salary Survey and verify the Engine GPM so the hourly rate for each listed fire engine may be calculated and entered on the MEU Local Agreement. Water tender tank size will be verified in order to enter the correct water tender rate on the MEU Local Agreement. The agreement number shall be the fire department's 3-letter identifier followed by the last 2 digits of the year that the agreement was written or updated. The CAL FIRE employee completing the MEU Local Agreement and the assisting/local department's Chief will sign the agreement. A copy will go to the MEU Operations Chief's file. The assisting department's chief will receive a copy of the agreement and these procedures. It is the responsibility of the assisting department's chief to ensure compliance with all provisions of this agreement.

Engine Modules Rates

<u>Unit</u>	<u>(3:0 Staffing)</u>	<u>(4:0 Staffing)</u>
Type I Engine Module 8181	\$161.39 /hr.	\$188.52 /hr.
Type I Engine Module 8182	\$161.39 /hr.	\$188.52 /hr.
Type III Engine Module 8162	\$151.39 /hr.	\$178.52 /hr.
Type III Engine Module 8163	\$151.39 /hr.	\$178.52 /hr.
Type III Engine Module 8165	\$151.39 /hr.	\$178.52 /hr.

Overhead Support Module Rates (Utility Vehicle Daily Rates)

Rates will be paid according to the Equipment daily rate and the hourly rate of the personnel assigned. After four (4) hours the full daily rate per utility shall apply.

Utility 8130 Van	\$109.00 Daily
Utility 8132 ¾ Ton	\$96.00 Daily

Water Tender Module Rates

<u>Unit</u>	<u>(1:0 Staffing)</u>	<u>(2:0 Staffing)</u>
Water Tender Module 8191	\$97.13 /hr.	\$124.26 /hr.
Water Tender Module 8192	\$97.13 /hr.	\$124.26 /hr.

Personnel Hourly Rates

Fire Chief	\$33.13 /hr.
Assistant Chief	\$33.13 /hr.
Company Officer	\$27.13 /hr.
Firefighter	\$27.13 /hr.



April 16, 2012

TO: CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCY RESPONDERS

SUBJECT: "AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES"

Dear Chief:

The following reimbursement rates apply to responses under the terms and conditions of the Agreement for Local Government Fire and Emergency Assistance (*The California Fire Assistance Agreement*) for the period beginning April 1, 2012.

Personnel Base Rates: These rates ONLY apply if your agency does NOT have rates on file.

- Overhead at or above Strike Team/Task Force Leader: **\$20.08** per hour .
- Engine Company and Overhead at or below Strike Team/Task Force Leader (Trainee): **\$16.44** per hour.

NOTE: Base Rates are shown at straight time, but will be reimbursed at an overtime rate of time and a half.

Apparatus Rates:

There is a 16-hour maximum allowable charge per 24-hour period from time of dispatch.

<u>GPM</u>	<u>Hourly</u>
0001-1000	\$70.00
1001-1250	\$80.00
1251-1500	\$85.00
1501-2000+	\$90.00

Support Equipment Rates:

Government Owned Vehicles:

Sedan	\$47.00 per day
Pickup	\$86.00 per day
Van	\$109.00 per day
SUV	\$96.00 per day
Other	\$96.00 per day (3/4 ton & above)

POV Rate:

Privately Owned Vehicles:

\$0.555 per mile

Default Administrative Rate: 10.00 %

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
AGREEMENTS AND CONTRACTS POLICY**

Proposed policy to be submitted for review and discussion at the November 8, 2012 regular business meeting and to be considered for revision/adoption at the December 13, 2012 regular business meeting.

It is the policy of the Albion Little River Fire Protection District that the chief is authorized by the board of directors to negotiate and enter the District into agreements and contracts with government and private entities in furtherance of District goals and objectives, subject to state public contract law and ~~ratification by a majority vote~~ of the board of directors.

review.

*at a regular business
me*

DRAFT

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
SPECIAL DISTRICT TAX BILLING POLICY**

Proposed policy to be submitted for review and discussion at the November 8, 2012 regular business meeting and to be considered for revision/adoption at the December 13, 2012 regular business meeting.

It is the policy of the Albion Little River Fire Protection District to directly bill property owners for assessed special district taxes not collected by the County of Mendocino.

Withdraw prep.

DRAFT

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT POLICY FOR USE OF DISTRICT FACILITIES BY NON FIREFIGHTER GROUPS OR INDIVIDUALS

Proposed revised policy to be submitted for review and discussion at the November 8, 2012 regular business meeting and to be considered for revision/adoption at the December 13, 2012 regular business meeting:

Policy for use of District facilities by groups or individuals other than firefighters and the District Board:

1. The District **Board** will establish and maintain a District Master Calendar and List of Approved Users of District facilities.
2. All users (group and individual) of District facilities must be approved by majority vote of the board of directors and be listed on the District maintained list of approved users, including name of organization, name of responsible representative, address, and contact information.
 - a. All persons with authorized access to District facilities must be registered on the District maintained list of approved users.
 - i. Access authority remains under control of the District and must be surrendered upon completion of use or departure, or on demand by the chief or Board.
 - ii. Individuals granted access authorization must agree not to allow access to District facilities by unauthorized groups or individuals (including duplicating of keys for or sharing of access codes with unauthorized persons). Persons with access authorization found violating this agreement are subject to loss of access authorization.
3. **Prior to approval by the board of directors applicants for use of District facilities must provide the District with certificates of general liability insurance for a minimum of \$1,000,000.00 as follows:**
 - a. **The District shall be named as additional insured including the following language: "The Albion Little River Fire Protection District, its officials, officers, employees, and volunteers are named in all liability policies described above as insured's as respects: A) activities performed by the District by or on behalf of the named insured; B) products or completed operations of the named insured; and C) premises owned, leased, or used by the named insured."**
 - b. **A "Certificate of Insurance" including the above language naming the District as additional insured shall be submitted to: Albion Little River Fire Protection District, P. O. Box 634, Albion, CA 95410.**
4. All users of District facilities must register scheduled use on the Master Calendar, coordinated with the chief or chief's appointed officer.
5. The **Board District** will provide each approved user (group or individual) printed copies of District bylaws, policies, and contact information for reference.
6. Non-District owned equipment used or stored by groups or individuals at District facilities is not covered for damage or loss by District insurance, whether on or off District premises.

11 Oct 12 phone
GSRMA Dan - 10:30am
@ mtg will call back -
INS - Sender lunch

need cert of INS.

returned call 1:45p

THE CITY OF CRESCENT CITY REQUESTS THE FOLLOWING INSURANCE WHEN USING A CITY FACILITY OR CITY OWNED PROPERTY

GENERAL LIABILITY INSURANCE POLICY

Policy shall be for a minimum of \$1,000,000.

The City of Crescent City shall be named as an additional insured on this policy. This language contained therein should be: the city of Crescent City, its officials, officers, employees and volunteers are named in all liability policies described above as insured's as respects: A) activities performed by the City by or on behalf of the named insured, B) products or completed operations of the named insured, and C) premises owned, leased or used by the named insured.

A "Certificate of Insurance" listing the City of Crescent City as an additional insured shall be submitted to:

FINANCE DEPARTMENT
CITY OF CRESCENT CITY
377 J STREET
CRESCENT CITY, CA 95531

If you have any questions, please contact City Hall at (707) 464-9506 ext. 226.

The certificate must come directly from your insurance carrier. Your insurance agent may fax us the certificate at (707) 465-4405, provided the hard copy follow by mail.

Once the certificate is received, your application for use of City Facilities will be processed for approval.

npd

BUSINESS MEETING MINUTES

Thursday, October 11, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting called to order at 7:05 pm.**
 - a. **Roll call:** Firefighters present – Chief Williams, Brad Montgomery, Erica Geer, Marshall Brown, Guy Casey, Tim Gitchel, Harold Searles, Andre Pennebaker, Margaret Harris, Loren Lopez, Debi Wolfe, Steve Wolfe, Dave Ayster, Scott Roat, Andy Gitchel, Sam Levine, Adam Mathews, Steve Acker, and Andrew Crowningshield.
 - b. **Chief's Report:** See attached.
 - c. **Review and discussion of chief's report:** General discussion and review of chief's report.
 - d. **Other fire department business:** Brad discussed SCBA system; Ted discussed Hughes party redux, water storage tanks purchase, and possible EMT class; Erica discussed training schedule.
 - e. **Adjourned:** 7:45 pm.
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 7:50 pm by President Alan Taeger. Board members Ed Petrykowski, Rich Riley, Ken Matheson present. One board seat vacant.
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action:**
 - a. **Board vacancy:** Four candidates presented themselves for consideration for appointment to the vacant board position: Nick Tinling, Jim Culp, Sam Levine, and Scott Roat. Candidates were interviewed individually and Scott Roat was appointed by majority vote of the board of directors.
 - b. **Fire department personnel:** Chief Williams recommended the promotion of probationary firefighters Andrea Pennebaker, Tim Gitchel, and Guy Casey to regular firefighter status. The members of the board of directors voted unanimously to accept the recommendations on a motion by Rich.
 - c. **Personnel compensation for Cal Fire responses:** The Board tabled its review and discussion of current "Assistance by Hire" agreement with Cal Fire as negotiation with Cal Fire continues. A policy for compensation of District personnel for Cal Fire-compensated responses introduced at the September 13, 2012 regular business meeting was discussed and adopted as presented by unanimous vote of the board of directors on a motion by Rich.
 - d. **FY 2012-2013 budget review and revision:** The board of directors voted unanimously on a motion by Alan to increase the budget for Office Supplies by \$1,000.00.
 - e. **Fire Department Fund:** The board of directors voted unanimously on a motion by Alan to approve a proposal to establish a checking account for the purpose of holding, disbursing and accounting for funds other than county-monitored tax revenue funds.
 - f. **Facilities use application:** The board reviewed and voted unanimously on a motion by Alan to approve the application of the Albion Little River Fire Auxiliary to use district facilities per new facilities use policy.
5. **Previous meeting minutes:** The minutes of the September 13, 2011 regular business meeting and the September 23, 2012 special meeting were approved by unanimous vote of the board of directors on a motion by Rich.
6. **Board Correspondence:** See attached summary.
7. **Financial report:** Current financial statements for the District were presented.
8. **Committee reports:**
 - a. **New fire station committee:** New station plans remain with Lee Welty who reports that he will try to proceed with foundation engineering by the end of October.
 - b. **Parcel tax committee:** No report
9. **Directors' discussion:** None.
10. **Next scheduled regular business meeting:** Thursday, November 8, 2012, 7:00 pm.
11. **Adjourned:** 9:26 pm.

Attachments

Fire Chief's Report, 11 October, 2012, by Ted Williams

- o **Applications received**
 - Jeff Wall (requires board review)
- o **Purchases (noteworthy, not exhaustive)**
 - SCBA compressor
 - Will deliver approximately 10 cfm max (8cfm real world delivery). Heavy breathing FF uses about 2.5 cfm. Auto shutdown and auto condensate will allow operator to attach bottles and walk away with unit shutting down when bottles reach full.
 - Compressor is a maxair 90
 - auto condensate drains
 - CAF 247 filtration upgrade (larger filters, reduced maintenance cost)
 - electric start Honda engine
 - total of four cga347 fill whips (high pressure SCBA)
 - Carbon Monoxide/moisture meters
 - (2) 5,000 gallon water tanks (stations 811 & 812)

- **Received**
 - structure turnouts
 - gloves
 - SCBA masks
 - (3) AED batteries @ \$918
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, September 13th and today, October 11th, we were dispatched and responded to eight incidents consisting of 1 wild land fire (mutual aid to Comptche), 1 water rescue (mutual aid to Elk), 4 medical aid and 2 traffic collisions. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football game.
 - **2012006594 09/14/2012 22:36**
 - MED, TRAFFIC COLLISION
 - 2128 N HWY 1 / 33998 NAVARRO RIDGE RD
 - Ted Williams (UTL)
 - Erica Geer (8130, UTL)
 - Jaime Placido (UTL)
 - Jesse Martin (UTL)
 - Guy Casey (UTL)
 - Brad Montgomery (8163)
 - CalFire (IC)
 - Steve Wolfe (first)
 - Debbi Wolfe (first)
 - Sam Levine
 - Lauren Lopez
 - Scott Roat
 - CHP
 - cancelled incoming
 - **2012006956 09/14/2012 22:51**
 - MED, TRAFFIC COLLISION; HWY 128 MP 006.00
 - Erica Geer (8130)
 - Ted Williams (IC)
 - Jaime Placido
 - Jesse Martin
 - Guy Casey
 - Sam Levine
 - cancelled incoming
 - Scott Roat (cancelled)
 - Lauren Lopez (cancelled)
 - Brad Montgomery (cancelled)
 - Steve Wolfe (cancelled)
 - Debbi Wolfe (cancelled)
 - MSCO
 - **NO MEU, 9/16/12, 12:00, FOOTBALL FIELD, FORT BRAGG**
 - MUTUAL AID TO FORT BRAGG FD: EMT REQUIRED FOR GAMES
 - Sam Levine (EMT, IC)
 - Andrea Pennebaker
 - **2012006670 09/17/2012 12:57**
 - MED - WATER RESCUE; NAVARRO BEACH
 - Mutual Aid to Elk Fire
 - cancelled by USCG
 - Ted Williams
 - Brad Montgomery
 - Andrea Pennebaker
 - Guy Casey (Responded with Chief 7102 from ELK)
 - Steve Wolfe
 - Adam Matthews
 - Harolde Searles
 - Michael Rees
 - John Oakley
 - **2012006766 09/20/2012 18:15**
 - MEDICAL, BRAVO
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Sam Levine
 - Ted Williams

- Marshall Brown
- Guy Casey
- Brad Montgomery
- Andrea Pennebaker
- John Crowningshield
- Andrew Crowningshield
- Jaime Placido
- cancelled incoming
- **2012006780 09/21/12 12:08**
 - MEDICAL, CHARLIE
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE
 - Sam Levine (IC, Med Grp)
 - Andrea Pennebaker
 - Ted Williams(8132)
 - Guy Casey(8130)
 - Brad Montgomery
 - Scott Roat
 - Joe Goforth
 - cancelled incoming
- **2012007057 09/30/12 23:36**
 - MEDICAL, ALPHA; 26900 ALBION RIDGE RD ,ALBI
 - Ted Williams (R8130)
 - Brad Montgomery
 - Andrea Pennebaker
 - Guy Casey (Med Group)
 - Marshall Brown (IC)
 - cancelled incoming
- **2012007075 10/01/12 14:53**
 - FIRE, WILDLAND, COMPTCHE
 - Ted Williams (8192)
 - Brad Montgomery (8163)
 - Jaime Placido (8191)
 - Guy Casey
 - 8191: staffed with Jaime Placido & Brad Montgomery
 - 8192: staffed with Ted Williams & Guy Casey
 - 8163: staged at station 820 for Comptche and/or Albion incident
- **2012007111 10/02/12 16:08**
 - MEDICAL, CHARLIE
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Ted Williams
 - Marshall Brown
 - Brad Montgomery
 - Jaime Placido
 - Scott Roat
 - Andrea Pennebaker
 - John Oakley
 - Guy Casey
 - Sam Levine
 - Joe Goforth
 - Andrew Crowningshield
 - Emily Scott
 - cancelled incoming

Training Completed:

- **09/20/2012 - Scenarios - Nat Norling (paramedic) (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- **09/27/2012 - SCBA - drags, procedures, obstacle course (2.5 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Jaime Placido, Michael Rees, Emily Scott, Ted Williams, Debbi Wolfe, Steve Wolfe
- **10/04/2012 - Extrication w/Jaws (3 hours)**

- Marshall Brown, Guy Casey, Andrew Crowningshield, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Jaime Placido, Michael Rees, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
 - **10/06/2012 - Water Rescue / Boat @ Mendocino Fire (4 hours)**
 - Tim Gitchel, Jaime Placido
- **Training planned:**
 - Critical Incident Stress Management, Oct. 19-21 in Comptche
 - multiple firefighters interested
 - SCBA incorporation in most trainings once the compressor is installed.
 - Community water source drafting.
- **Fund Raising, Gifts, Service Fees:**
 - The fire department participated in the Hughes private cowboy party. Setup was completed in record time with approximately twenty-six firefighters assisting. Donations totaled \$2,875. Our share of the raffle was \$331.15. Additionally, ALRVFD Inc provided \$1,000 seed funding for the event, with direction that any refund be donated to the district. The district will receive a seed refund of \$948.74. Thank you cards were sent to donors. Suzy Kitahara donated approximately one week of labor (planning, coordination, food preparation) to help the fire department maintain its involvement in the event.
- **Development:**
 - Firefighters cleaned 2750 feet of hose and restocked engines to meet local needs as well as strike team requirements. The 2.5" supply line was replaced with 3" supply in forward lay. Spare supply line stocked in rolls in center compartment.
 - We are continuing to investigate feasibility of holding an EMT course. It appears an Mendocino Office of Education / ROP path might allow us to hold a class on the coast at \$270 per student. Ted has been working on details with Nat Norling and Rich Young (Mendocino Fire, RN).
 - We went 8191, 8192 and 8163 to the Flynn fire in Comptche. 8191 and 8192 shuttled approximately 27,000 gallons of water to engines on the fire. Ted and Jeff Schlafer are working on district reimbursement paperwork.
 - As agreed at the September regular meeting, problematic 2" portable pumps were traded with Brad Montgomery for more reliable high pressure multioutlet (75"/1"/1.5" portable pump and 1.5" draft hose).
 - Our district 707 937 4022 has been configured to use Google Voice. Messages are delivered to Alan Taeger. Alan will forward as appropriate.
 - Our department 707 937 0888 has been ported to Google Voice. Messages are delivered to Ted. Ted will forward as appropriate. Now that the 0888 number has been secured for department use, we will begin a campaign of marking all district property with "call if found" labels.
 - Ted has had initial discussions with John Johansen and Larry Pond regarding hydrant installation at the village (take advantage of 4" plumbing). Ted and Scott will follow up by meeting with the Albion Mutual Water Company at their regular meeting. Increased water flow would help with both actual firefighting and ISO/insurance ratings.
 - Debbi Wolfe is regularly submitting our call log to the newspaper (Mendocino Beacon). Our deadline for updating callsheets is noon Sunday. Ted has confirmed proper call log language with Mendocino County Counsel / Terry Gross.
- **Station Maintenance**
 - We purchased 10 yards of gravel for station 810, 5 yards of gravel for station 811 and 5 yards of gravel for station 813.
 - Sherry Glaser has suggested we clean the roof of station 813.
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Remains out of service.
 - Parts have arrived.
 - Defective smog pump manifolds removed.
 - Headers installed.
 - High ratio rocker arms, and exhaust remain to be tidied up.
 - Five alloy wheels with nearly new rubber and possibly a factory positraction for the dana 60 front have been donated.
 - Gear ratio identification required to ascertain practicality of positraction installation.
 - **Engine 8162**
 - Scheduled to visit Fort Bragg Diesel when parts arrive to repair oil leak.
 - Engine power is expected to increase as turbo boost pressure is leaking into the crank case. The new gasket will redirect it into the cylinders.
 - Dump tank attached.
 - **Engine 8170**
 - Now has a lightweight 2.5hp 1.5" portable pump and draft hose in the drivers rear compartment and a full compliment of wildland hose.
 - 2.5" structure attack hose has been replaced by 1.75" structure attack hose in upper storage.
 - Strike team ready.
 - **Engine 8181**
 - In service for special operations only.
 - Currently has virtually no hose. To be stocked with old cotton jacket hose from station 812.

- All urethane hose was pulled to properly stock 8162.
- Dump tank is onboard.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING October 11, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 9/13/12 Alan received donation checks of \$50.00 each from Peter Temple and Rita Crane from Erica.
- 9/17/12 Alan completed and returned 2012 Multi-county agency biennial notice of verification of conflict of interest code compliance.
- 9/17/12 Board members and Chief Williams received email from Terry Kemp stating that she was moving out of district and would no longer be eligible to serve on the board, resigning her position.
- 9/18/12 Alan Received email from Jeff Wall requesting a meeting with the board regarding Jeff's request for return to active duty. Alan responded by email on 9/20/12.
- 9/19/12 Received email from county counsel Terry Gross as follow-up to Station 813 eviction issue. She recommends we establish a memorandum of understanding among all parties.
- 9/20/12 Alan posted "Notice of Vacancy" regarding the vacancy on the board at the usual locations.
- 9/21/12 Alan sent announcements of the board vacancy to the Mendocino Beacon, radio station KOZT and MCN announce listserve by email. Ted posted the notice on the website.
- 9/21/12 Received order confirmation from AT&T for call forwarding service for the district office telephone (937-4022).
- 9/23/12 Received voicemail from Nancy Banker of the "Woodlanders" with a request to present a donation check to the district at a photo op. Alan contacted Nancy by phone 9/24/12 and arranged to greet them at the district November 8, 2012 regular business meeting to accept their donation.
- 9/25/12 Alan met with four Auxiliary members and received an application from them for use of District facilities.
- 9/28/12 Received letter from county auditor-controller with notice that 5 district parcels eligible for special tax assessment will not be billed due to low value exemption, reducing estimated special tax revenue by \$200.00.
- 10/9/12 Alan received letter from White, Nelson, Diehl, & Evans LLP, CPAs with brochure/announcement of their 2012 Government Tax Seminars.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING November 8, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 10/12/12 Received Notice by USPS from county planning department of approval of renaming of Road 21.
- 10/12/12 Received solicitation by USPS from Pehling & Pehling, CPAs for audit services.
- 10/12/12 Received \$50 donation and letter of appreciation by USPS from Dorothy and Robert Ayres.
- 10/12/12 Received \$100 donation and letter of appreciation by USPS in memory of Beth Ryan from Cove Norvell and Lorraine Ardaiz.
- 10/13/12 Received CSDA membership renewal notice and invoice.
- 10/13/12 Received \$175 donation and letter of appreciation by USPS from Robin Curry & Mitchel Sprague.
- 10/17/12 Alan sent a notice of appointment of Scott Roat to the board of directors to the county registrar of voters by USPS.
- 10/22/12 Alan sent notarized certificate of appointment and oath of office for Scott Roat to county registrar of voters by USPS.
- 10/24/12 Received second notice of notice of email delivery only of quarterly county investment report by USPS. Alan faxed a response to email reports to board@albionfire.com.
- 11/1/12 Alan sent notice by USPS to county auditor reporting revision to FY 2012-2013 budget.
- 11/1/12 Received notice by USPS of planned electrical outage on November 5, 2012 from PG&E.
- 11/3/12 Alan sent an email to Terry Gross, county counsel's office, with questions regarding district billing of special tax assessed but not collected by the county.
- 11/7/12 Received email response from Terry Gross, county counsel's office referring Alan's questions to the new county counsel, Thomas Parker.

11/8/12 \$1100 donation



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
860 NORTH BUSH ST. • UKIAH • CALIFORNIA • 95482

Telephone 707-463-4281
FAX 707-463-5709
pbs@co.mendocino.ca.us
www.co.mendocino.ca.us/planning

October 1, 2012

TO: ELECTIONS/CLERK
SHERIFF/ATTN: 911
PLANNING & BUILDING SERVICES
INFORMATION SERVICES: Leif Farr
ENVIRONMENTAL HEALTH
DEPARTMENT OF TRANSPORTATION
CAL FIRE ECC/ATTN: Unit Chief
LITTLE RIVER FIRE DISTRICT
LITTLE RIVER POST OFFICE
PACIFIC GAS AND ELECTRIC COMPANY.

FROM: RUSSELL FORD, Cartographer Planner/Address Coordinator

SUBJECT: Approval of Road 21, Little River

By Minute Order dated September 25th, 2012, the Board of Supervisors officially adopted 'Road 21' as the name of a private road off Little River-Airport Road in Little River, replacing 'Little River K Road'. Current situs numbers will remain with the new road name.

<u>APN/Owner</u>	<u>Existing Address</u>	<u>New Address</u>
121-080-16/Macdonald	6301 Little River K Road	6301 Road 21
121-080-12/Blett	6651 Little River K Road	6651 Road 21
121-080-11/Ramsey	6701 Little River K Road	6701 Road 21


Please contact this office if you have any questions or concerns regarding this notice.

DEPARTMENT OF PLANNING
& BUILDING SERVICES
MENDOCINO COUNTY
860 NORTH BUSH STREET
UKIAH, CALIFORNIA 95482

Rec'd 11 Oct 12

Albion/Little River Fire Dept.
PO Box 101
Albion, CA 95410



UNITED STATES POSTAGE

PITNEY BOWES
02 1M \$ 00.45⁰
0004269845 OCT 02 2012
MAILED FROM ZIP CODE 95482

Pehling & Pehling, CPAs

An Accountancy Corporation



October 10, 2012

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

12-10-12P12:50 RCVD

To Whom It May Concern:

Pehling & Pehling CPAs is a small firm dedicated to providing audit services to small and medium sized government agencies and nonprofits in Northern California. We audit several different fire districts and feel that by focusing on this demographic we are given a greater understanding of the unique aspects and challenges that affect these clients.

Pehling & Pehling, CPAs invites you to consider our services for your next audit. We are committed to providing positive audit experience at competitive rates. We invite you to consider our services for your next audit. We are confident that you will be very satisfied with our services. For more information, or to request a bid, please call Zach Pehling at (707) 279-4259.

Sincerely,

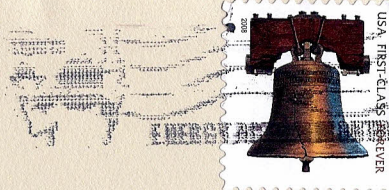
A handwritten signature in black ink, appearing to read 'Zach Pehling', located below the word 'Sincerely,'.

Zach Pehling, CPA

Pehling & Pehling CPAs
2888 Marina View Dr
Kelseyville, CA 95451

OAKLAND CA 946

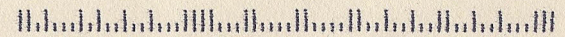
11 OCT 2012 PM 8 L



12-10-12P12:50 RCVD

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

95410063494



**Albion Little River Fire Protection District
P. O. Box 634, Albion, CA 95410
707 937-4022**

October 17, 2012

Katrina Bartolomie
Assistant Registrar of Voters
County of Mendocino
501 Low Gap Road, Room 1020
Ukiah, CA 95482

Dear Katrina,

The Albion Little River Fire Protection District Board of Directors has, by majority vote, appointed Scott Roat, a registered voter residing within the District, to the position of Member of the Board of Directors to fill the unexpired term left vacant by the resignation of Terry Kemp (effective September 17, 2012) per Government Code Section 1780(a) at a duly noticed regular business meeting at the Albion Village Fire Station on Thursday, October 11, 2012. Notarized notice of appointment and Oath of Office will follow.

Appointee: Scott Roat
33090 Frog Pond Road
Little River, CA 95456

If you have any questions please contact me.

Thank you,



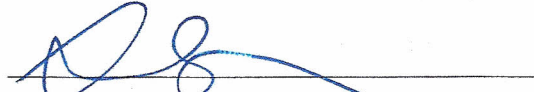
Alan Taeger, president, board of directors
ataeger@mcn.org
707 937 0154

CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

STATE OF CALIFORNIA)
) ss
COUNTY OF MENDOCINO)


I, Alan Taeger, president of the board of directors of the Albion Little River Fire Protection District, County of Mendocino, State of California, hereby certify that at a regular business meeting of said District, held at Albion, CA in said County, on the 11th day of October, 2012, Scott Roat was appointed to the office of Member of the Board of the Albion Little River Fire Protection District to fill the unexpired term of Terry Kemp as appears by the records of said Albion Little River Fire Protection District now in my custody.

IN WITNESS WHEREOF, I hereunto affix my hand and seal of said Albion Little River Fire Protection District this 17th day of October, 2012.


Alan Taeger, president, board of directors

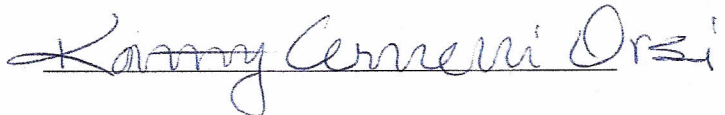
STATE OF CALIFORNIA)
) ss
COUNTY OF MENDOCINO)

I, Scott Roat, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.


Scott Roat
33090 Frog Pond Road
Little River, CA 95456

Subscribed and sworn to before me, this 18th day of October, 2012, proved to me on the basis of satisfactory evidence to be the person who appeared before me.





*Mailed to registrar of voters
22 Oct 12*



COUNTY OF MENDOCINO

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

Shari L. Schapmire
Treasurer-Tax Collector

faxed 24 Oct 12 4:13pm

SECOND NOTICE

DATE: OCTOBER 22, 2012
TO: MENDOCINO COUNTY POOL PARTICIPANTS
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR
RE: QUARTERLY INVESTMENT REPORT

12-10-24P03:18 RCVD

IN AN EFFORT TO BE MORE EFFICIENT, WE PLAN TO E-MAIL THE ENCLOSED REPORT TO ALL INTERESTED POOL PARTICIPANTS IN THE FUTURE. IF YOU WOULD LIKE TO CONTINUE TO RECEIVE THE QUARTERLY INVESTMENT REPORT, PLEASE COMPLETE THE FOLLOWING:

NAME OF ENTITY

Albion Little River FPD

E-MAIL ADDRESS

board@albionfire.com

(LIST AS MANY E-MAIL ADDRESSES AS NECESSARY FOR YOUR AGENCY)

PLEASE RETURN TO THE ADDRESS LISTED ABOVE.

THANK YOU!

MENDOCINO COUNTY
TREASURER-TAX COLLECTOR
501 LOW GAP ROAD #1060
UKIAH, CA 95482-4498



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

12-10-24P03:18 RCVD

9541080634 8005



ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
P. O. Box 634, ALBION, CA 95410
707 937-4022

November 1, 2012

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

Please find enclosed board approved revised budget for FY 2012-2013 showing an increase of \$1,000.00 in category 862170 Office Expense (to \$3,000.00).

Please contact me if you have any questions.

Thank you.



Alan Taeger, president, board of directors
ataeger@mcn.org

enclosure

ALRFPD REVISED BUDGET FISCAL YEAR 2012-2013

DISTRICT NAME: ALBION LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2012-2013 \$160,113.00

FUND BALANCE AS OF 6/30/12 \$290,644.89

TOTAL AVAILABLE FOR APPROPRIATIONS IN 2012-2013 **\$450,757.89**

(Appropriations must not exceed this amount)

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$73,614.00
821120	CURRENT UNSECURED TAX	\$2,470.00
821130	SB 813 SUPPLEMENTAL TAX	\$28.00
821220	PRIOR UNSECURED TAX	\$101.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$82,080.00
821600	TIMBER TAX	\$125.00
824100	INTEREST	\$925.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$770.00

TOTAL ESTIMATED REVENUE **\$160,113.00**

APPROPRIATIONS

SALARY & BENEFITS

861014	MISCELLANEOUS EMPLOYEE BENEFITS	\$21,000.00
861035	WORKERS COMPENSATION INSURANCE	\$9,000.00

TOTAL SALARY & BENEFITS **\$30,000.00**

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$55,000.00
862060	COMMUNICATIONS	\$4,000.00
862080	Food	\$1,500.00
862101	INSURANCE - GENERAL	\$8,000.00
862120	MAINTENANCE - EQUIPMENT	\$45,700.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,500.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$9,000.00
862150	MEMBERSHIPS	\$3,700.00
862170	OFFICE EXPENSE	\$3,000.00
862181	AUDITING & FISCAL SERVICES	\$8,000.00
862185	MEDICAL, DENTAL SERVICES	\$3,500.00
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESSIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862210	RENTS & LEASES BUILDINGS & GROUNDS	\$50.00
862220	SMALL TOOLS & INSTRUMENTS	\$4,000.00
862231	ELECTION SUPERVISION & SERVICES	\$400.00
862250	TRANSPORTATION & TRAVEL	\$11,000.00
862260	UTILITIES	\$6,640.00

TOTAL SERVICES & SUPPLIES **\$180,490.00**

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$5,300.00
864360	STRUCTURES & IMPROVEMENTS	\$87,000.00
864370	EQUIPMENT	\$87,450.00

TOTAL APPROPRIATIONS **\$390,240.00**

EXCESS OF ESTIMATED REVENUE OVER/UNDER APPROPRIATIONS **-\$230,127.00**

FY 2012-2013 revised budget approved by unanimous vote of the board at the October 11, 2012 regular business meeting.

Submitted by Alan Taeger, president

October 30, 2012

**An Important Notice of a
Planned Electric Service
Interruption in Your Area**

001659

ALBION LITTLE RIVER FIRE DISTRICT
PO BOX 634
ALBION, CA 95410-0634*We will 1 Nov 12
4:00 pm*

Dear Valued Customer,

PG&E will be temporarily interrupting your electric service in order to safely perform the following work in your area:

Replace pole and transformer

The planned electric service interruption affects the following vicinity or property address:

Navarro Ridge Road in AlbionAlthough we will do our best to minimize the length of the service interruption, please be prepared to be without electric service on the following date(s) and **estimated timeframe(s)**:**Monday, November 5, 2012 from 9:00 AM to 4:30 PM**

We will make every effort to complete the work as scheduled, however, unsafe weather conditions or an unforeseen emergency may force us to cancel the work on the scheduled day. In such a case, we may be unable to notify you in advance of the cancellation.

We greatly appreciate your cooperation and thank you for your patience. If you have any questions or concerns, please contact me at the number below. For general questions about your PG&E service, call our 24-hour customer service center at **1-800-743-5000**.DIANA VAN DUZER
Planned Outage Coordinator
(707) 445-5593

(See Reverse)

Para ayuda en español por favor llame al 1-800-660-6789

It is important to note the following:

- **Landlords or property owner with tenant(s):** If any tenant receives electric service through a common meter and the PG&E bill is in your name, it is your responsibility to notify the tenant(s).
- **Homeowner's Association or property management company:** Please do not distribute this notice to association members or tenants. This notice is to alert you of the planned outage that will impact one or more of your meters. All affected PG&E customers living in the vicinity of this planned outage will receive a separate notice.
- **Customers:** Cancellation of work at the last minute without notice to you can occur. This would occur due to unsafe weather conditions or an unforeseen emergency. In such event, a new notice will be provided to you at a later date.

GENERATOR AND SOLAR SAFETY NOTICE: Unless installed by a licensed electrician, standby or portable generators should not be connected to your electric service panel. This is to ensure that electricity from your generator does not accidentally "backfeed" to energize PG&E's power lines and injure utility employees. For more information, call us or visit www.pge.com/generator or www.pge.com/solar.

FAILURE TO INSTALL A STANDBY GENERATOR SAFELY AND PROPERLY COULD ENDANGER UTILITY EMPLOYEES, THE PUBLIC, YOU AND YOUR PROPERTY.

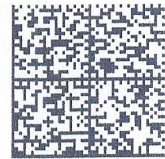
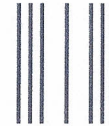
Here are a few recommendations to help minimize any inconvenience to you during an electric service interruption:

- If you rely on **life support devices** you may want to consider the following:
 - Install an Uninterruptible Power Supply on the necessary life support equipment.
 - Obtain small portable oxygen tanks as back-up.
 - Find alternate shelter at a location not affected by the outage.
- **Water:** If your **water supply** is provided from a pump, you will likely be without water during the duration of the outage. You may want to have bottled water available.
- **Computers** and other **electronic equipment** are particularly sensitive to electric power outages. We recommend unplugging this equipment before the outage period. You should also consider installing a surge protector on sensitive equipment.
- **Cordless phones** will not operate during an electric power outage.
- **Automatic garage doors** require electricity. It is recommended you remove your vehicle prior to the outage.
- **Security systems, clocks, irrigation timers,** and similar equipment will likely require resetting after the outage is completed.
- Have on hand battery-powered **flashlights** with fresh batteries.
- **Food Safety:** During any outage, keep the doors of your refrigerator and freezer closed to help keep food fresh. The U.S. Department of Agriculture states that your freezer should keep food frozen for at least 24 hours, and that refrigerated food should stay safe for up to four hours. If the outage is expected to last longer, you should take additional measures now to prepare. This includes filling a few empty liter-size plastic bottles with water and freezing them, putting them into the refrigerator the day of the outage to keep food cool. As always, before you prepare or eat food that was refrigerated or frozen, check it carefully for signs of spoilage. More information can be found at www.fsis.usda.gov.



**Pacific Gas and
Electric Company®**

Post Office Box 997310
Sacramento, CA 95899-7310



61-0521
PITNEY BOWES
US POSTAGE
\$00.45
OCT 30 2012
ZIP 95605
02 1T
3002174

**Planned Shutdown in Your Area
OPEN IMMEDIATELY**



*head North
4:00pm*

9541080634 8005



Alan Taeger

From: Terry Gross <grosst@co.mendocino.ca.us>
Sent: Wednesday, November 07, 2012 7:12 PM
To: Thomas Parker; Alan Taeger
Subject: Re: special district tax

Hello Alan,
I am forwarding your message to the new County Counsel Thomas Parker, for reassignment.
Terry

Terry N. Gross, Deputy County Counsel
County of Mendocino
Administration Center
501 Low Gap Road, Rm 1030
Ukiah, California 95432
Phone (707) 463-4446
Fax (707) 463-4592
grosst@co.mendocino.ca.us

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>>> "Alan Taeger" <ataeger@mcn.org> 11/3/2012 12:55 PM >>>
Hi Terry,

I'm writing you assuming you are still responding to inquiries from Albion Little River FPD. If not, would you please pass this on to whomever in your office can answer our questions. Thank you.

In 2002 the voters of the Albion Little River Fire Protection District agreed to a parcel tax to support district emergency services. The district created an ordinance to assess taxes due. The county collects the assessed special taxes with property tax billings and distributes the revenue to the district along with the district's share of property and other taxes. Parcels under \$1,000 assessed valuation have low or no county property taxes due and are not billed by the county. Some of these low assessed value parcels in our district still qualify for the special district tax assessment. To date the owners of these parcels have never been billed for this tax assessment.

Questions:

1. Can the district bill property owners directly for the uncollected assessed special district tax?
2. If we can set up a direct billing system for these parcels can we assess a late payment penalty?
3. What, if anything, does the board need to do to establish the proposed billing other than write and properly adopt a policy to do that?

We appreciate your assistance in this matter.

Alan Taeger, president, board of directors
Albion Little River Fire Protection District
ataeger@mcn.org

707 937 0154 office/home
707 489 3052 cell

Albion Little River Fire Protection District
Profit & Loss Detail
October 11 through November 7, 2012

Type	Date	Num	Name	Memo	Amount
Expense					
86-2050-CLOTHING & PERSONAL ITE					
Check	10/17/2012	3514	L.N Curtis & Sons	#1245896-02 wildland gloves	214.83
Check	10/28/2012	3521	L.N Curtis & Sons	#1245896-04 Gear bags	287.53
Check	11/4/2012	3523	L.N Curtis & Sons	#1246903-00 Pants	183.32
Check	11/7/2012	3526	Beckman Printing & Co...	#32861	398.39
Check	11/7/2012	3529	L.N Curtis & Sons	wildfire hat	260.04
Total 86-2050-CLOTHING & PERSONAL ITE					1,344.11
86-2060-COMMUNICATIONS					
INTERNET SERVICE					
Comcast					
Check	10/17/2012	3510	Comcast	8155300570124362	67.46
Check	10/28/2012	3518	Comcast	8155300570034801	80.46
Total Comcast					147.92
Total INTERNET SERVICE					147.92
TELEPHONE					
ATT					
Check	10/17/2012	3509	AT&T	96075541735558	135.90
Total ATT					135.90
ECG					
Check	10/16/2012	EFT	ECG Enhanced Comm...	2319611	13.13
Total ECG					13.13
Total TELEPHONE					149.03
Total 86-2060-COMMUNICATIONS					296.95
86-2120-MAINTENANCE EQUIPMENT					
Radio Maintenance					
Check	11/1/2012	0413...	Aircomm	Replacement of defective	836.65
Total Radio Maintenance					836.65
Vehicle Maintenance					
8162					
Credit...	10/22/2012		B&B Industrial Supply	#164980 aluminum for scene light brackets	27.42
Total 8162					27.42
8165					
Credit...	10/18/2012		Summit Racing	#5862152 exhaust system kit, muffler	197.75
Total 8165					197.75
Total Vehicle Maintenance					225.17
Total 86-2120-MAINTENANCE EQUIPMENT					1,061.82
86-2130-MAINTENANCE STRUCTURES					
Station 810					
Check	10/28/2012	3520	Greewood Aggregates ...	#2068 Gravel	307.97
Total Station 810					307.97
Station 811					
Check	10/28/2012	3520	Greewood Aggregates ...	#2068 Gravel	153.98
Total Station 811					153.98
Station 812					
Check	10/17/2012	3513	Village Hardware	#113 Sept Stmnt Caulk, nails	7.60
Total Station 812					7.60
Station 813					
Check	10/28/2012	3520	Greewood Aggregates ...	#2068 Gravel	153.98
Total Station 813					153.98
Total 86-2130-MAINTENANCE STRUCTURES					623.53

Albion Little River Fire Protection District
Profit & Loss Detail
 October 11 through November 7, 2012

Type	Date	Num	Name	Memo	Amount
86-2140-MEDICAL, LAB SUPPLIES					
Gasses					
Eureka Oxygen					
Check	10/17/2012	3515	Eureka Oxygen Co	DM00634274	98.60
Total Eureka Oxygen					<u>98.60</u>
Total Gasses					<u>98.60</u>
Total 86-2140-MEDICAL, LAB SUPPLIES					98.60
86-2170-DISTRICT OFFICE SUPPLIE					
Paper, Ink, Materials					
Credit...	10/19/2012		Staples	#9232910619 office supplies	74.14
Credit...	10/22/2012		Costco.com	#501892120 HP OfficeJet Pro 8600 Printer	198.63
Check	11/7/2012	3527	Mendo Litho	#10/5/12 cardstock & envelopes	73.15
Total Paper, Ink, Materials					<u>345.92</u>
Total 86-2170-DISTRICT OFFICE SUPPLIE					345.92
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	11/4/2012	3525	Katsiaryna Gregonis	#51	243.10
Total Bookkeeping Services					<u>243.10</u>
Total 86-2181-AUDITING & FISCAL SERVI					243.10
86-2189-PROFESIONAL & SPECIAL S					
→ Check	11/4/2012	3524	Mark A. Clementi, Ph.D.	#10-25-12 Jeff Wall evaluation	785.00
Total 86-2189-PROFESIONAL & SPECIAL S					<u>785.00</u>
86-2220-SMALL TOOLS & SUPPLIES					
BATTERIES					
Check	11/7/2012	3528	Rossi's Building Materi...	#1210-130987 & 1210-140329	41.93
Total BATTERIES					<u>41.93</u>
Total 86-2220-SMALL TOOLS & SUPPLIES					41.93
86-2250-TRANSPORTATION & TRAVEL					
FLEET FUEL					
Walsh Oil					
Check	10/28/2012	3519	Walsh Oil	13015 #196062	354.16
Total Walsh Oil					<u>354.16</u>
FLEET FUEL - Other					
Check	10/17/2012	3512	Timothy Donald Gitchel	Reimb. for gas for 8198 Albion Grocery 10/...	60.40
Total FLEET FUEL - Other					<u>60.40</u>
Total FLEET FUEL					<u>414.56</u>
Total 86-2250-TRANSPORTATION & TRAVEL					414.56
86-2260-UTILITIES					
PG&E					
Check	10/28/2012	3517	PG&E	0210095100-9	223.12
Total PG&E					<u>223.12</u>
Waste Management					
Check	10/28/2012	3516	Waste Management	799-0001196-2561-4	37.16
Total Waste Management					<u>37.16</u>
Total 86-2260-UTILITIES					260.28

Albion Little River Fire Protection District

Profit & Loss Detail

October 11 through November 7, 2012

Type	Date	Num	Name	Memo	Amount
86-4360-BUILDINGS & IMPROVEMENT					
STATION 811					
WATER TANK					
Credit...	10/22/2012		Friedmans	#34122856 plumbing	426.10
Check	11/1/2012	0413...	Pace Supply	#021681500 & 021681495	2,731.62
Check	11/4/2012	3522	Pace Supply	#021690261	195.14
Total WATER TANK					3,352.86
Total STATION 811					3,352.86
STATION 812					
WATER TANK					
Check	11/1/2012	0413...	Pace Supply	#021681500 & 021681495	2,731.62
Check	11/4/2012	3522	Pace Supply	#021690261	195.13
Check	11/7/2012	3528	Rossi's Building Materi...	Plumbing	46.34
Total WATER TANK					2,973.09
Total STATION 812					2,973.09
Total 86-4360-BUILDINGS & IMPROVEMENT					6,325.95
86-4370-EQUIPMENT (PURCHASE)					
Firefighting Equipment					
HOSE					
Check	11/7/2012	3529	L.N Curtis & Sons	hose	1,139.25
Total HOSE					1,139.25
SCBA COMPRESSOR					
Credit...	10/18/2012		Max Air	#5583 part 1	4,973.00
Total SCBA COMPRESSOR					4,973.00
Total Firefighting Equipment					6,112.25
Radios					
Check	11/1/2012	0413...	Aircomm	#56842	418.32
Total Radios					418.32
Total 86-4370-EQUIPMENT (PURCHASE)					6,530.57
Total Expense					18,372.32
Net Income					-18,372.32

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 11/8/2012		2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 9/30/12	2012-2013	PER 11/08/12
CODE #	DESCRIPTION	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	RVSD 6/14/12	ACTUAL	RVSD 10/11/12	ACTUAL
REVENUE											
821110	CURRENT SECURED TAX	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	72,754.79	73,566.00	72,407.07	73,614.00	
821120	CURRENT UNSECURED TAX	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00	2,586.21	2,470.00	
821130	SB 813 SUPPLEMENTAL TAX	2,288.00	1,185.54	1,572.00	472.10	569.00	298.57	283.00	11.09	28.00	(329.90)
821210	PRIOR SECURED PROPERTY TAX	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00	(181.08)		
821220	PRIOR UNSECURED PROPERTY TAX	34.00	99.47	27.00	139.31	114.00	167.78	126.00	279.96	101.00	
821300	SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.00	81,920.00	82,640.00	81,880.00	
821600	TIMBER YIELD TAX	374.00	303.17	314.00	52.46	71.00	198.28	83.00	208.16	125.00	
821700	HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.26	0.00	1.37	0.00	10.26		
824100	INTEREST	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00	1,705.00	925.00	
825481	HOMEOWNER PROPERTY TAX RELIEF	803.00	787.54	788.00	778.28	778.00	770.92	771.00	769.26	770.00	
825490	STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
826140	ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
827500	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
827700	OTHER	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00		20,471.26		450.00
827702	INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	11,676.30	11,676.30		
	TOTAL REVENUE	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	171,545.30	192,583.49	159,913.00	120.10
	FUND BALANCE CARRIED FORWARD	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43	291,527.43	290,231.60	290,231.60
	TOTAL AVAILABLE FOR APPROPRIATIONS	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	463,072.73	484,110.92	450,144.60	290,351.70
APPROPRIATIONS											
861014	MISCELLANEOUS EMPLOYEE BENEFITS							18,000.00	12,900.00	21,000.00	
861035	WORKERS COMPENSATION INSURANCE	6,000.00	5,407.00	7,000.00	5,183.00	6,000.00	5,960.00	8,000.00	7,775.00	9,000.00	
862050	CLOTHING & PERSONAL ITEMS	6,000.00	4,130.64	6,000.00	2,124.44	12,000.00	4,671.95	69,000.00	42,443.15	55,000.00	37,866.04
862060	COMMUNICATIONS	10,000.00	4,247.81	5,000.00	4,918.24	5,000.00	5,107.38	5,000.00	4,297.71	4,000.00	1,623.15
862080	FOOD									1,500.00	472.82
862101	INSURANCE - GENERAL	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,500.00	8,341.00	8,000.00	
862120	MAINTENANCE - EQUIPMENT	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	37,000.00	20,571.57	45,700.00	9,470.34
862130	MAINTENANCE - STRUCTURES & GROUNDS	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	14,000.00	12,950.50	5,500.00	1,951.73
862140	MEDICAL, LAB SUPPLIES	8,000.00	5,879.39	8,000.00	3,786.44	6,000.00	4,023.78	10,500.00	9,751.15	9,000.00	3,304.29
862150	MEMBERSHIPS	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	2,006.00	3,700.00	
862170	OFFICE EXPENSE	3,000.00	3,071.91			1,000.00	954.94	1,750.00	1,611.88	3,000.00	2,059.57
862181	AUDITING & FISCAL SERVICES	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	6,803.25	3,500.00	3,229.87	8,000.00	1,904.37
862184	ARCHITECT & ENGINEERING SERVICES (811)			15,000.00	14,950.98	0.00		0.00			
862185	MEDICAL, DENTAL SERVICES							5,000.00	1,451.00	3,500.00	490.00
862187	EDUCATION & TRAINING	10,000.00	8,375.36	15,000.00	5,233.03	15,000.00	13,773.08	10,000.00	9,265.06	10,000.00	1,066.16
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	1,500.00	1,662.80	1,500.00	881.00
862210	RENTS & LEASES BUILDINGS & GROUNDS			100.00		0.00		125.00	104.00	50.00	
862220	SMALL TOOLS & SUPPLIES	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	1,107.12	4,000.00	652.28	4,000.00	636.99
862231	ELECTION SUPERVISION & SERVICES			400.00	315.05	400.00		400.00	323.80	400.00	
862250	TRANSPORTATION & TRAVEL	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	20,676.41	8,000.00	7,980.29	11,000.00	3,342.61
862260	UTILITIES	5,000.00	4,627.18	5,000.00	3,728.73	7,500.00	6,570.41	7,500.00	6,359.45	6,640.00	2,511.83
863113	PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	6,500.00	1,657.18	5,300.00	373.21
864360	STRUCTURES & IMPROVEMENTS	15,000.00	3,546.62	10,000.00	3,154.36	35,000.00	11,813.74	75,000.00	532.20	87,000.00	6,325.95
864370	EQUIPMENT	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	38,013.43	87,450.00	11,602.83
865380	INTRAFUND TRANSFERS										
865802	OPERATING TRANSFER OUT (TAX REFUND)										200.00
	TOTAL APPROPRIATIONS	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	426,275.00	193,879.32	390,240.00	86,082.89
	UNAPPROPRIATED FUNDS (funds balance)	223,981.33	274,994.83	245,591.83	266,653.69	233,630.66	291,527.43	36,797.73	290,231.60	59,904.60	204,268.81
	UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS				265,877.66						

Albion Little River Fire Protection District

Budget vs. Actual

July 2012 through June 2013

11/07/12

Accrual Basis

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	0.00	73,614.00	-73,614.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,470.00	-2,470.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	-329.90	28.00	-357.90	-1,178.2%
82-1220-PRIOR UNSECURED TAX	0.00	101.00	-101.00	0.0%
82-1300-SPECIAL TAX	0.00	82,080.00	-82,080.00	0.0%
82-1600-TIMBER TAX	0.00	125.00	-125.00	0.0%
82-4100-INTEREST INCOME	0.00	925.00	-925.00	0.0%
82-5481-HOMEOWNER PROPERTY TAX	0.00	770.00	-770.00	0.0%
82-7700-OTHER	450.00			
Total Income	120.10	160,113.00	-159,992.90	0.1%
Gross Profit	120.10	160,113.00	-159,992.90	0.1%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	0.00	21,000.00	-21,000.00	0.0%
Total 86-1014-MISC EMPLOYEE BENEFITS	0.00	21,000.00	-21,000.00	0.0%
86-1035-WORKERS COMPENSATION IN	0.00	9,000.00	-9,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE				
Fire Shelters	69.94	4,000.00	-3,930.06	1.7%
Med Bag	664.07	1,700.00	-1,035.93	39.1%
Raingear	0.00	3,500.00	-3,500.00	0.0%
SCBA Masks	0.00	3,500.00	-3,500.00	0.0%
Structure Boots	504.26	1,400.00	-895.74	36.0%
Turnouts	0.00	12,500.00	-12,500.00	0.0%
Water Gear	0.00	2,000.00	-2,000.00	0.0%
Wildland Boots	2,161.71	3,200.00	-1,038.29	67.6%
86-2050-CLOTHING & PERSONAL ITE - Other	34,466.06	23,200.00	11,266.06	148.6%
Total 86-2050-CLOTHING & PERSONAL ITE	37,866.04	55,000.00	-17,133.96	68.8%
86-2060-COMMUNICATIONS				
INTERNET SERVICE				
Comcast	672.14	1,600.00	-927.86	42.0%
Total INTERNET SERVICE	672.14	1,600.00	-927.86	42.0%
TELEPHONE				
ATT	736.55	2,200.00	-1,463.45	33.5%
ECG	79.33			
Total TELEPHONE	815.88	2,200.00	-1,384.12	37.1%
WEBHOSTING	74.00	200.00	-126.00	37.0%
86-2060-COMMUNICATIONS - Other	61.13			
Total 86-2060-COMMUNICATIONS	1,623.15	4,000.00	-2,376.85	40.6%
86-2080-FOOD				
Incident Food	454.02			
Training Food	18.80			
Total 86-2080-FOOD	472.82			
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	170.94			
Medical Equipment	0.00	2,000.00	-2,000.00	0.0%
Radio Maintenance	902.25	1,200.00	-297.75	75.2%
Rescue Equipment	865.53	500.00	365.53	173.1%

Albion Little River Fire Protection District

11/07/12

Budget vs. Actual

Accrual Basis

July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
Vehicle Maintenance				
8130	0.00	5,000.00	-5,000.00	0.0%
8131	528.56	2,000.00	-1,471.44	26.4%
8132	-402.80	2,000.00	-2,402.80	-20.1%
8162	1,987.94	4,000.00	-2,012.06	49.7%
8163	0.00	2,000.00	-2,000.00	0.0%
8165	546.25	2,000.00	-1,453.75	27.3%
8170	1,757.48	4,000.00	-2,242.52	43.9%
8181	34.31	2,000.00	-1,965.69	1.7%
8191	0.00	2,000.00	-2,000.00	0.0%
8192	312.15	4,000.00	-3,687.85	7.8%
8195 ZODIAC & TRAILER	961.79	10,000.00	-9,038.21	9.6%
8196 RIVER BOAT & TRAILER	52.46	500.00	-447.54	10.5%
8198 PWC & Trailer	0.00	500.00	-500.00	0.0%
Vehicle Maintenance - Other	683.46	2,000.00	-1,316.54	34.2%
Total Vehicle Maintenance	6,461.60	42,000.00	-35,538.40	15.4%
86-2120-MAINTENANCE EQUIPMENT - Other	1,070.02			
Total 86-2120-MAINTENANCE EQUIPMENT	9,470.34	45,700.00	-36,229.66	20.7%
86-2130-MAINTENANCE STRUCTURES				
Mowing	0.00	1,000.00	-1,000.00	0.0%
Station 810	601.05	1,500.00	-898.95	40.1%
Station 811	666.07	500.00	166.07	133.2%
Station 812				
Gravel	371.74	2,000.00	-1,628.26	18.6%
Station 812 - Other	144.68			
Total Station 812	516.42	2,000.00	-1,483.58	25.8%
Station 813	153.98			
86-2130-MAINTENANCE STRUCTURES - Other	14.21	500.00	-485.79	2.8%
Total 86-2130-MAINTENANCE STRUCTURES	1,951.73	5,500.00	-3,548.27	35.5%
86-2140-MEDICAL, LAB SUPPLIES				
Gasses				
Eureka Oxygen	686.14	1,000.00	-313.86	68.6%
Matheson Tri-Gas	248.60	1,000.00	-751.40	24.9%
Total Gasses	934.74	2,000.00	-1,065.26	46.7%
Lab Supplies	2,361.55	7,000.00	-4,638.45	33.7%
86-2140-MEDICAL, LAB SUPPLIES - Other	8.00			
Total 86-2140-MEDICAL, LAB SUPPLIES	3,304.29	9,000.00	-5,695.71	36.7%
86-2150-MEMBERSHIPS				
CALSTAR	0.00	1,000.00	-1,000.00	0.0%
CSDA	0.00	700.00	-700.00	0.0%
Mendocino Ambulance SVC	0.00	1,000.00	-1,000.00	0.0%
REACH	0.00	1,000.00	-1,000.00	0.0%
Total 86-2150-MEMBERSHIPS	0.00	3,700.00	-3,700.00	0.0%
86-2170-DISTRICT OFFICE SUPPLIE				
Paper, Ink, Materials	857.21	1,000.00	-142.79	85.7%
Postage	326.68	150.00	176.68	217.8%
Software	85.89	250.00	-164.11	34.4%
86-2170-DISTRICT OFFICE SUPPLIE - Other	789.79	600.00	189.79	131.6%
Total 86-2170-DISTRICT OFFICE SUPPLIE	2,059.57	2,000.00	59.57	103.0%
86-2181-AUDITING & FISCAL SERVI				
Bi-Annual Independent Audit	57.03	4,000.00	-3,942.97	1.4%
Bookkeeping Services	1,847.34	4,000.00	-2,152.66	46.2%
Total 86-2181-AUDITING & FISCAL SERVI	1,904.37	8,000.00	-6,095.63	23.8%
86-2185-MED AND DENTAL				
Firefighter Immunization	382.00	3,500.00	-3,118.00	10.9%
86-2185-MED AND DENTAL - Other	108.00			
Total 86-2185-MED AND DENTAL	490.00	3,500.00	-3,010.00	14.0%

Albion Little River Fire Protection District
Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
86-2187-EDUCATION & TRAINING				
CPR	0.00	1,000.00	-1,000.00	0.0%
86-2187-EDUCATION & TRAINING - Other	1,066.16	9,000.00	-7,933.84	11.8%
Total 86-2187-EDUCATION & TRAINING	1,066.16	10,000.00	-8,933.84	10.7%
86-2189-PROFESIONAL & SPECIAL S				
COUNTY COUNSEL SERVICES	96.00	1,500.00	-1,404.00	6.4%
86-2189-PROFESIONAL & SPECIAL S - Other	785.00			
Total 86-2189-PROFESIONAL & SPECIAL S	881.00	1,500.00	-619.00	58.7%
86-2210-RENT LEASES				
STATION 810 ANNUAL RENT	0.00	50.00	-50.00	0.0%
Total 86-2210-RENT LEASES	0.00	50.00	-50.00	0.0%
86-2220-SMALL TOOLS & SUPPLIES				
BATTERIES	41.93	500.00	-458.07	8.4%
MISC. HARDWARE	327.50	500.00	-172.50	65.5%
86-2220-SMALL TOOLS & SUPPLIES - Other	267.56	3,000.00	-2,732.44	8.9%
Total 86-2220-SMALL TOOLS & SUPPLIES	636.99	4,000.00	-3,363.01	15.9%
86-2231-ELECTION SUPERVISION &				
COUNTY CLERK-ELECTION SERVICES	0.00	400.00	-400.00	0.0%
Total 86-2231-ELECTION SUPERVISION &	0.00	400.00	-400.00	0.0%
86-2250-TRANSPORTATION & TRAVEL				
FLEET FUEL				
CREDIT CARD CHARGE	505.54			
MENDOCINO COAST PETROLEUM	101.48	2,000.00	-1,898.52	5.1%
Walsh Oil	2,662.06	9,000.00	-6,337.94	29.6%
FLEET FUEL - Other	60.40			
Total FLEET FUEL	3,329.48	11,000.00	-7,670.52	30.3%
86-2250-TRANSPORTATION & TRAVEL - Other	13.13			
Total 86-2250-TRANSPORTATION & TRAVEL	3,342.61	11,000.00	-7,657.39	30.4%
86-2260-UTILITIES				
Albion Water District	270.00	540.00	-270.00	50.0%
PG&E	1,212.16	3,000.00	-1,787.84	40.4%
Suburban Propane	417.31	1,200.00	-782.69	34.8%
Thompson Septic Service	436.80	1,500.00	-1,063.20	29.1%
Waste Management	175.56	400.00	-224.44	43.9%
Total 86-2260-UTILITIES	2,511.83	6,640.00	-4,128.17	37.8%
86-3113-PAYMNTS TO GOVT AGENCIE				
COUNTY ASSESSOR-TAX ASSESSMENT	0.00	100.00	-100.00	0.0%
COUNTY AUDITOR-TAX COLLECTION	0.00	1,200.00	-1,200.00	0.0%
FIREFIGHTER BACKGROUND CHECK	61.00	3,500.00	-3,439.00	1.7%
LAFCO-DUES	312.21	500.00	-187.79	62.4%
86-3113-PAYMNTS TO GOVT AGENCIE - Other	0.00			
Total 86-3113-PAYMNTS TO GOVT AGENCIE	373.21	5,300.00	-4,926.79	7.0%
86-4360-BUILDINGS & IMPROVEMENT				
STATION 811				
NEW STATION	0.00	75,000.00	-75,000.00	0.0%
WATER TANK	3,352.86	6,000.00	-2,647.14	55.9%
Total STATION 811	3,352.86	81,000.00	-77,647.14	4.1%
STATION 812				
WATER TANK	2,973.09	6,000.00	-3,026.91	49.6%
Total STATION 812	2,973.09	6,000.00	-3,026.91	49.6%
Total 86-4360-BUILDINGS & IMPROVEMENT	6,325.95	87,000.00	-80,674.05	7.3%

Albion Little River Fire Protection District
Budget vs. Actual
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment				
BLOWER	0.00	1,600.00	-1,600.00	0.0%
CAFS system	359.69			
HELMET LIGHTS	0.00	5,200.00	-5,200.00	0.0%
HOSE	1,683.08	4,000.00	-2,316.92	42.1%
LADDERS	0.00	2,000.00	-2,000.00	0.0%
NOZZLES	0.00	3,500.00	-3,500.00	0.0%
SCBA COMPRESSOR	4,973.00	12,000.00	-7,027.00	41.4%
SCENE LIGHTING	0.00	1,500.00	-1,500.00	0.0%
Firefighting Equipment - Other	800.60			
Total Firefighting Equipment	7,816.37	29,800.00	-21,983.63	26.2%
Medical Equipment				
BACKBOARDS	546.22	1,000.00	-453.78	54.6%
SUCTION	0.00	450.00	-450.00	0.0%
TRACTION SPLINT	0.00	1,200.00	-1,200.00	0.0%
Total Medical Equipment	546.22	2,650.00	-2,103.78	20.6%
Radios	1,176.29	5,000.00	-3,823.71	23.5%
Rescue Equipment	1,039.44			
Vehicles	0.00	50,000.00	-50,000.00	0.0%
86-4370-EQUIPMENT (PURCHASE) - Other	1,024.51			
Total 86-4370-EQUIPMENT (PURCHASE)	11,602.83	87,450.00	-75,847.17	13.3%
86-5802-OPERATING TRANSFER OUT	200.00			
Total Expense	86,082.89	387,740.00	-301,657.11	22.2%
Net Income	-85,962.79	-227,627.00	141,664.21	37.8%

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, November 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order 19:00.
 - a. **Roll Call:** Firefighters present - Erica Geer, Chief Ted Williams, Scott Roat, Joe Goforth, Jaime Placido, Tim Gitchel, Andrew Crowningshield, Ben Feinberg, Brad Montgomery, Marshall Brown, Andrea Pennebaker, Margaret Harris, Lauren Lopez, Michael Rees, Steve Acker, John Crowningshield, Guy Casey, Sam Levine Steve Wolfe, Debbie Wolfe.
 - b. **Chief's report:** See attached.
 - c. **Review and discussion of chief's report:**
 - d. **Other fire department business:**
 - e. **Adjournment:** 19:42.
2. **Board of Directors business meeting call to order and determination of a quorum:** Board meeting called to order 19:50 by President Taeger. Board members Alan Taeger, Rich Riley, Ken Matheson and Scott Roat present, Ed Petrykowski absent.
3. **Public communication to the Board:** Rick and Nancy Banker presented the district with a check for \$1,000.00 as a donation from "The Woodlanders" (The woods non-profit fund raising association). Rick Banker took publicity photos of Nancy presenting the check to President Taeger and Chief Williams. Nancy also informed the district that Fran and Otis Tucker would be retiring soon from their positions as manager and maintenance supervisor of The Woods.
4. **Items for Board consideration and possible action:**
 - a. **Fire Department Personnel:** Jake Phillips accepted as probationary firefighter by a vote of 4-0 on a motion by Riley.
 - b. **"Assistance by Hire" agreement with Cal Fire:** Rich Riley noted that 8170 is a federally owned truck on loan to the district and questioned whether the district would be able to bill for services of the vehicle under terms of the agreement. Chief Williams was given the task to follow up with Jeff Schlaffer of CalFire to work out details. Williams is also to ask Comptche Fire about reimbursement for services provided. Agreement ratified by a vote of 4-0 on a motion by Scott (Note: Scott is an official board member. Oath of office was notarized, sent to county, with all steps now complete. Scott: "glad to be here").
 - c. **Agreements and contracts policy:** President Taeger presented a proposal for consideration of a policy for the board to authorize the chief to enter into agreements and contracts subject to ratification by the Board. Ken Matheson suggested instead we use an agenda item for review. Taeger proposed changing policy language from "ratification" to "review". Proposed policy to be considered for revision/adoption at the December 13, 2012 regular business meeting.
 - d. **Special Tax billing of low assessed value parcels:** The Board reviewed a proposed special district tax billing policy presented by President Taeger by request of Chief Williams during the October 11, 2012 regular business meeting. Ken Matheson, special tax committee chairman reported a letter from the county tax collector's office saying 5 parcels we had billed for were valued so low (under \$1,000) that county would not send bill. Ted asked can we bill them ourselves. Yes we can. Ken reviewed tax rolls again, and says there are five (or six?), more parcels that are under \$1000, but are not assessed the special tax for other reasons (the zoning, use of parcel, range land,). Alan withdrew proposal after discussion, not worth the effort to collect \$200.
 - e. **Facilities use insurance:** Proposed revision to existing facilities use policy adding language that requires proof of insurance from non-district users of district facilities reviewed and discussed. Our insurance provider wants \$1,000,000 certificate from other users. Redwood Coast Seniors, who serve lunch at Station 810 on Fridays, will probably be able to comply, auxiliary unknown? No changes during meeting. Policy revision to be on agenda for vote at the December 13, 2012 regular business meeting.
5. **Previous meeting minutes:** Reviewed minutes. No changes proposed. Approved by vote of 4-0.
6. **Board correspondence:** See attached.
7. **Financial report:** Current financial statements for the district were presented.
8. **Committee reports:**
 - a. **New fire station committee:** Committee chairman Ed Petrykowski asked if Alan Taeger had heard from fire station foundation engineer Lee Welty. Alan replied that he had not. Ed said he spent a lot of time with Lee and reported that Lee said he hoped to have news of progress by end of November.
 - b. **Vehicle committee (not on agenda):** Committee Chairman Rich Riley reported that he was concerned that there have been no official DOT vehicle safety inspections on our equipment this year to date. Assistant Chief Brad Montgomery reported that some vehicles had had DOT inspection by CalFire. Brad to follow up. Chief Williams to ask Jeff Schlaffer about performance of further Cal Fire conducted inspections on district equipment.
9. **Directors' discussion:** President Taeger announced that new checking accounts have been established at Savings Bank of Mendocino County. District bank accounts no longer uses county tax ID (Ted found wrong FEIN had been used by the district). The new Fire Department Fund checking account can be used for fundraising income and expenditures. President Taeger asked Chief Williams to assess and prepare the firefighters' annual stipend. Checks must be must be issued before next business meeting. Chief Williams said he would have the assessment ready by November 23. He said he would prorate, try to be fair. The stipend is partial compensation not reimbursement. Assessment to be based on calendar year to date, excluding month of December. There will be no review by the board. Chief Williams will send the completed list to President Taeger for approval before checks are issued. Scott Roat announced that he had received the offer of a pool table to be donated to the district and expressed a desire to place it upstairs at Station 811. President Taeger would like the firefighters to

Minutes approved by unanimous vote of the board of directors at the December 13, 2012 regular business meeting.

discuss, how will it affect the use of the space for other purposes. Discussion ensued about floor plan, exercise, training consequences. Assistant Chief Montgomery said space needed around pool table to make it useful. President Taeger doesn't see practicality of making a "man cave" or "lounge". Scott Roat wants to build team camaraderie. Rich Riley stated that the pool table is not a good or bad idea but should be what the firefighters want. Chief Williams stated that he will work on the outline of a postcard to the community to keep them informed of the districts changes and activities.

- a. **District email addresses for board members:** Board members were polled for interest in personal district email address. No one expressed interest except President Taeger. Board members all expressed interest in being added to the firefighter email list in order to follow operations activities. The following district email addresses have been established for board use: board@albionfire.com (mail to this address will be forwarded to all board members and Chief Williams); alan@albionfire.com (submitted to organizations doing business with the district for direct contact with President Taeger); info@albionfire.com (for general inquiries, district contact. Listed on website. Forwards to Chief Williams and President Taeger.
- b. **District calendar:** President Taeger stated that the public should have access to the district calendar. Chief Williams will add calendar events and publish to web.
- c. **Board clerk recruitment/appointment:** President Taeger suggested that the district find a volunteer, who is willing to sit and take minutes, help prepare meeting materials, do some filing, take some work off President Taeger. The necessary work of the board is hard to spread it among board members. Scott Roat is the only member willing to consider taking the office of Secretary. President Taeger said he would be Secretary if he wasn't president. Chief Williams took meeting notes for this meeting, Scott Roat was to clean language. Discussion to continue.
- d. **Duties and authority of the chief:** Alan asked if there had ever been a delineation of the duties of the chief. No one knew. Alan will research for future discussion.

10. **Next scheduled regular business meeting:** Thursday, December 13, 2012, 7:00 pm.

11. **Adjournment:** Meeting adjourned: 9:44 pm.

Attachments

Fire Chief's Report, 8 November, 2012, by Ted Williams

- **Applications received**
 - Jake Phillips (approved by chief, pending board review)
- **Applications withdrawn**
 - Jeff Wall
- **Resignations (changed availability / location)**
 - Meghan Frend
 - Kristine Hendricks
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, October 11th and today, November 8th, we were dispatched and responded to thirteen incidents consisting of 1 wild land fire and 12 medical aids. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football games.
 - **2012007542 10/14/2012 12:06**
 - MEDICAL, DELTA; 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams
 - Guy Casey (8130)
 - Margaret
 - Brad Montgomery
 - Andrea Pennebaker
 - Andrew Crowningshield(R8132)
 - Emily Scott
 - John Crowningshield
 - Sam Levine
 - Marshall Brown
 - cancelled incoming
 - **2012007410 10/14/2012 14:38**
 - FIRE, WILDLAND; 41301 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (8162)
 - John Oakley (8192)
 - Brad Montgomery (8191)
 - Marshall Brown
 - Guy Casey
 - Tim Gitche
 - Andy Gitche
 - Joe Goforth (8163)
 - Sam Levine (8132)
 - Andrew Crowningshield
 - Jaime Placido (8170)

Minutes approved by unanimous vote of the board of directors at the December 13, 2012 regular business meeting.

- Andrea Pennebaker
- Erica Geer
- Scott Roat
- Jonathan Peakall
- **10/21/12 1200**
 - NO MEU
 - EMT At Pop Warner Football Games In Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Sam Levine (EMT)
- **201207624 10/21/2012 15:08**
 - MEDICAL At Timber Wolf Field, Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Football Player Injured
 - Sam Levine (IC, Med Gp)
 - Brad Montgomery (UTL)
- **2012007662 10/22/2012 20:45**
 - MEDICAL CHARLIE 30101 Albion Ridge Rd.
 - Erica Geer (IC)
 - Margaret Harris
 - Marshal Brown
 - Guy Casey (Med Group)
 - Brad Montgomery
 - John Oakley (8130)
 - Tim Gitchel
 - Ted Williams
 - Emily Scott
 - Scott Roat (cancelled)
- **2012007714 10/24/12 16:54**
 - MEDICAL ALPHA 3721 Albion Ridge Rd.
 - Brad Montgomery
 - Emily Scott
 - Marshal Brown
 - Guy Casey (8130 MedGroup)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Cancelled incoming
- **201207752 10/26/12 09:30**
 - MEDICAL CHARLIE 43300 Little River Airport Road Room #514
 - Ted Williams
 - Marshal Brown
 - Guy Casey (8130)
 - Margaret Harris
 - Sam Levine
 - Andrea Pennebaker
 - Cancelled incoming
- **2012007780 10/27/12 09:33**
 - Medical Alpha 43300 Little River Airport Rd. space #104
 - Sam Levine
 - Jaime Placido
 - Marshall Brown
 - Andrea Pennebaker
 - Ted Williams
 - Brad Montgomery (8132)
 - Margaret Harris
 - Guy Casey Cancelled
 - Cancelled incoming
- **2012007815 10/29/12 08:07**
 - MEDICAL CHARLIE; THE WOODS, RM 514 @ 43300 Little River Airport Rd
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Andrea Pennebaker
 - Ted Williams
 - Brad Montgomery (8132)

- Scott Roat
- Jaime Placido (cancelled)
- Guy Casey (Cancelled)
- Cancelled incoming
- **2012007821 10/29/2012 12:08**
 - MEDICAL, CHARLIE; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Ted Williams
 - Brad Montgomery
 - Joe Goforth
 - Jaime Placido (8132)
 - Andrea Pennebaker
 - Guy Casey
- **2012007842 10/30/2012 08:07**
 - MEDICAL, CHARLIE: THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - FALSE ALARM, MED ALERT ACCIDENTAL ACTIVATION
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Scott Roat
 - Brad Montgomery (8132-cancelled)
 - Marshall Brown (cancelled)
 - Ted Williams (cancelled)
 - Guy Casey (cancelled)
- **2012007873 10/31/2012 17:16**
 - MEDICAL, DELTA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE
 - Ted Williams (IC)
 - Guy Casey (8132)
 - Brad Montgomery
 - Margaret Harris
 - Sam Levine
 - Scott Roat
 - Marshall Brown
 - Andrea Pennebaker
 - John Oakley (cancelled)
 - Tim Gitchel (cancelled)
 - cancelled incoming
- **11/03/12 (Will call Calfire for numbers -Marshall)**
 - MEDICAL (CHARLIE)
 - 28270 Albion Ridge Road
 - Ted Williams (Med Group)
 - Joe Goforth
 - Andrea Pennebaker
 - Marshall Brown (R8130)
 - Harolde Searles
 - Guy Casey (Canceled)
 - Brad Montgomery (Canceled)
- **2012 NO MEU, 11/4/12 11:45**
 - MUTAL AID, MENDOCINO FD, EMT AT POP WARNER FOOTBALL GAMES
 - Sam Levine (EMT, IC)
 - Andrea Pennebaker
- **2012008050 11/08/12 05:17**
 - MEDICAL, CHARLIE; 41241 LITTLE RIVER AIRPORT RD ,LITR ;
 - Ted Williams (IC)
 - Brad Montgomery
 - Guy Casey
 - Jamie Placido (R8130)
 - Andrea Pennebaker
 - Sam Levine (Med Group)
 - Marshall Brown
 - Erica Geer (Canceled)
 - Scott Roat (Canceled)
- **2012008054 11/08/12 08:49**
 - MEDICAL, BRAVO; 34250 PACIFIC REEFS RD ,ALBI ;
 - Ted Williams (IC, R8130)
 - Brad Montgomery

- Guy Casey (Med Group)
- Erica Geer
- Andrea Pennebaker
- Harolde Searles
- Marshall Brown (E8162)
- Scott Roat
- Michael Rees

Training Completed:

- **10/18/2012 - Rapid Trauma Assessment - Nat Norling (paramedic) (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **10/25/2012 - Pump Didactic - (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Harolde Searles, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/01/2012 - Communications (2.5 hours)**
 - Marshall Brown, Guy Casey, Erica Geer, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jake Phillips, Jaime Placido, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **Station Maintenance**
 - **812 new water tank**
 - Plumbing hardware has been acquired to tie tanks together with a 3" draft hose.
 - **811 new water tank**
 - A 1" pipe will be tied into the "fill" plumbing so that when the tower tank is full, the overflow will fill the ground tank until it is shut off by a float valve.
 - The extra 5000 gallons will be available through a 2.5" NST fitting on a 3" ball valve, similar to filling from tanks at 812.
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Out of service.
 - Installed:
 - High ratio rocker arms, valve cover gaskets, headers, dual exhaust, new spark plugs, wires, and air filter
 - Remaining:
 - Code3 wiring, new upgraded electronics, centrifugal advance and vacuum advance controls for the distributor, new polyurethane front leaf spring bushings, and eventually a bench seat for staffing 3 as well as alloy wheels.
 - Bench seat and 5 alloy wheels with nearly new tires have been donated along with a positraction for the front differential.
 - **8132 SCBA compressor**
 - Breathing air compressor has arrived.
 - Pressure relief was accidentally set to 2500 psi and the auto shut down set at 2216. Returning the pressure relief valve to have it set to 5000psi. The manufacturer will be sending it back along with a couple fittings required to plumb in the four fill whips. Brad will adjust the pressure shutdown to 4500 psi when the relief valve is arrives.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING November 8, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 10/12/12 Received Notice by USPS from county planning department of approval of renaming of Road 21.
- 10/12/12 Received solicitation by USPS from Pehling & Pehling, CPAs for audit services.
- 10/12/12 Received \$50 donation and letter of appreciation by USPS from Dorothy and Robert Ayres.
- 10/12/12 Received \$100 donation and letter of appreciation by USPS in memory of Beth Ryan from Cove Norvell and Lorraine Ardaiz.
- 10/13/12 Received CSDA membership renewal notice and invoice.
- 10/13/12 Received \$175 donation and letter of appreciation by USPS from Robin Curry & Mitchel Sprague.
- 10/17/12 Alan sent a notice of appointment of Scott Roat to the board of directors to the county registrar of voters by USPS.
- Minutes approved by unanimous vote of the board of directors at the December 13, 2012 regular business meeting.

- 10/22/12 Alan sent notarized certificate of appointment and oath of office for Scott Roat to county registrar of voters by USPS.
- 10/24/12 Received second notice of notice of email delivery only of quarterly county investment report by USPS. Alan faxed a response to email reports to board@albionfire.com.
- 11/1/12 Alan sent notice by USPS to county auditor reporting revision to FY 2012-2013 budget.
- 11/1/12 Received notice by USPS of planned electrical outage on November 5, 2012 from PG&E.
- 11/3/12 Alan sent an email to Terry Gross, county counsel's office, with questions regarding district billing of special tax assessed but not collected by the county.
- 11/7/12 Received email response from Terry Gross, county counsel's office referring Alan's questions to the new county counsel, Thomas Parker.
- 11/8/12 Received \$1,100 donation and letter of appreciation by USPS from the children of Ignace Yakoushkin (Mark, Marion, and Karin) with thanks for the response to the fire at their father's home on Airport Road.