



Albion Little River Fire Protection District

REGULAR MEETING AGENDA

Wednesday, July 13, 2016, 6:30 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Motion by Secretary Alan Taeger to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may do so when the agenda item is presented and public comment solicited.
4. **Closed Session:** Conference with Legal Counsel - Anticipated Litigation. Significant exposure to Litigation – One Case. Gov. Code Section 54956.9(d)(2).
5. **Report of action taken in closed session:**
6. **Chiefs report:**
7. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action.
 - a. **Approval of the June 8, 2016 regular meeting minutes.**
 - b. **Approval of the June 16, 2016 special meeting minutes.**
 - c. **Acceptance of the monthly correspondence report.**
 - d. **Acceptance of the May, 2016 financial report.**
8. **Unfinished Business for discussion and possible action:**
 - a. **Disposal of Engine 8181 – Issel/Williams**
 - b. **Grandfathering of Station 810 public access – Roat**
 - c. **Printer/copier leasing –**
 - d. **Friends of Albion Fire status - Issel**
9. **New Items for discussion and possible action:**
 - a. **Federal Surplus Property Reutilization Program renewal – Chief Williams**
 - b. **Annual CAL FIRE assistance by hire agreement renewal – Chief Williams**
 - c. **Possible action to appoint a Project Manager to move all ALFPD Bookkeeping software and records to a VPN-based model such as an Amazon Web Services (AWS), and granting contract bookkeeper full administrative rights, and each Board member Read-Only rights.**
 - d. **Possible action to change meeting location to the Woods.**
 - e. **Skyhawk resignation of board presidency.**
10. **Committee reports:**
 - a. **Compressed air foam system – Issel**
 - b. **Station 811 building modifications – Issel**
 - c. **Apparatus replacement - Issel**
 - d. **Mendocino Association of Fire Districts – Taeger**
 - e. **Parcel tax appeals – Roat, Wolfe**
 - f. **Station 813 easement – Roat**

g. Strategic planning – Issel, Skyhawk

11. Directors Discussion:

- a. Bylaws revisions.
- b. Firefighter status protocols.
- c. Non agenda items of board concern.

12. Adjournment:

Any individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board at 707-937-4022, email: board@albionfire.com or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

Fire Chief's Report, 1 July, 2016, by Ted Williams

• Applications Received

- Leslie Hrbacek (approved by chief)
- Max Hanna (approved by chief)

• Incident Log

• 2016005874 06/03/2016 1320

- WATER RESCUE; HIGHWAY 1, MP 46.5, BUCKHORN COVE, LITTLE RIVER
- MUTUAL AID PROVIDED BY MVFD, 1156
- Ted Williams
- John Oakley
- Michael Rees (IC)
- John Crowningshield
- Arrow Pierce
- Andrea Pennebaker (8130)
- Citlali Calvillo
- Sam Levine
- On Scene: 1411
- Available: 1442

• 2016005896 06/03/2016 1954

- SMOKE CHECK; 32600 MIDDLE RIDGE RD, ALBION
- Michael Rees (8162)
- Andrew Crowningshield (8170)
- On Scene: 2024
- Available: 2040

• 2016006170 06/10/2016 1737

- MEDICAL CHARLIE; 3380 ALBION RIDGE RD (GROCERY), ALBION
- John Crowningshield
- Debbi Wolfe
- Steve Wolfe
- Available: 1814

• 2016006244 06/12/2016 1643

- MEDICAL DELTA; 3674 N. HWY 1, LITTLE RIVER
- Marshall Brown (8130)
- Andrea Pennebaker
- Michael Rees
- Jaime Placido
- Debbi Wolfe
- Steve Wolfe
- John Crowningshield (8132) canceled
- On Scene: 1654
- Available: 1703

• 2016006362 06/15/2016 1346

- PUBLIC ASSISTANCE; HIGHWAY 128/100 N. HIGHWAY 1, ALBION
- Ted Williams
- John Oakley (8162)
- Michael Rees

- On Scene:1406
- Available: 1955
- **2016006382d 06/16/2016 0655**
 - PUBLIC ASSISTANCE; 3800 ALBION RIDGE G ROAD, ALBION
 - Ted Williams
 - Marshall Brown
 - On Scene: 0705
 - Available: 0714
- **2016006570 06/21/2016 0159**
 - MEDICAL ALPHA; 41051 LITTLE RIVER AIRPORT ROAD, LITTLE RIVER
 - Sam Levine
 - Marshall Brown (8132)
 - Jaime Placido
 - On Scene: 0220
 - Available: 0234
- **2016006609 06/21/2016 2154**
 - MEDICAL BRAVO; 33666 ALBION STREET, ALBION
 - Michael Rees
 - On Scene: 2216
 - Available: 2237
- **2016006754 06/25/2016 1853**
 - FIRE, RESIDENTIAL; 2230 HIGHWAY 1, ALBION
 - Ted Williams
 - John Oakley (8190)
 - Andrea Pennebaker (8190)
 - Marshall Brown (8162)
 - Citlali Calvillo (8130)
 - Kevin Spring
 - On Scene: 1908
 - Available: 1914
- **2016006793 06/26/2016 1536**
 - FIRE, WILDLAND; 30000 K ROAD, ALBION
 - Mutual aid provided by CalFire 1154
 - Ted Williams
 - John Oakley (8190)
 - Marshall Brown (8162)
 - Andrea Pennebaker (8162)
 - Andrew Crowningshield (8170, 8192)
 - Steve Crowningshield
 - Citlali Calvillo
 - Kevin Spring
 - Craig Hathaway
 - Debbi Wolfe
 - On Scene: 1551
 - Available: 1813
- **2016006894 06/29/2016 0012**

- MEDICAL BRAVO; 43300 LITTLE RIVER AIRPORT ROAD, #121, LITTLE RIVER
- Sam Levine
- Marshall Brown
- Steve Crowningshield (8132)
- On Scene: ???
- Available: 0033
- **2016006914 06/29/2016 1339**
 - MEDICAL CHARLIE; 3000 ALBION RIDGE B ROAD, ALBION
 - Debbi Wolfe
 - Marshall Brown
 - Andrea Pennebaker (8130)
 - Michael Rees
 - John Crowningshield (8132)
 - Steve Crowningshield
 - On Scene: 1357
 - Available: 1407
- **Maintenance**
 - **Engine 8131**
 - Fort Bragg Diesel repaired code 3 electrical
 - Fort Bragg Diesel replaced failed alternator
 - **Tender 8190**
 - signage completed by Rick's Sign Shop
 - **Tender 8180**
 - signage completed by Rick's Sign Shop

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
REGULAR MEETING MINUTES - Draft

Wednesday June 8, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion CA

1. **Call to Order and determination of a quorum:** Meeting called to order at 7:09 pm by Vice President Michael Issel. Board members Debbi Wolfe and Scott Roat present. Also present were Chief Ted Williams, Bookkeeper Sara Spring, and one member of the public. Absent: Chris Skyhawk and Alan Taeger. Issel stated that in Skyhawk's absence he would chair the meeting, and requested that strategic planning process item 6.f. be pulled out of order to be heard if Consultant Paulson arrives at the meeting. Upon Directors Roat and Wolfe agreement, the agenda was approved unanimously.
2. **Public communication to the board:** None.
3. **Chiefs Report:** 8180 is now in service in Little River. 8181 is in front of 811 awaiting disposition. Discussion on alternative storage locations followed and ultimate disposition by sale or donation of surplus asset. As part of 8181 replacement project, Issel has contacted with vehicle disposal vendors and provided Chief Williams with application form. Chief discussed proposal to adjust the District's agreement with CalFire by reducing the minimum of 4 hours of service before CalFire payments are made, in which Mendocino Fire is also in agreement. The Board consensus recommends Chief propose two hours service to incur a CalFire payment. Chief Williams reported that a payment demand for abalone case is still in the works. Thirteen SCBA's have been ordered, it was decided the old ones will be used for training and firefighters who will not be entering buildings. In response to previous public inquiry about when our map books will be updated to reflect address and road name changes, Ted informed the board that he is waiting for additional future changes before proceeding. Board response was that firefighters can update their maps in the meantime from available County data.
4. **Consent Calendar:** Roat moved approval of Consent Calendar with one correction to the minutes dated Wednesday May 11, 2016. Motion approved unanimously.
5. **Items for Discussion and possible action**
 - a. Issel discussed a finding that 15 year term vehicle financing is difficult and 20 year term even more so. Financing priorities remain as follows: 8181, 8130, 8192, 811 remodels, and a new station, which followed priorities identified by Chief Williams last year. Short discussion ensued regarding new versus used vehicles in which the Board was reminded of previous vehicle cost value analysis demonstrating the True Cost of maintenance verses a new financed vehicle and the variance in incident response functionality. Motion by Roat to direct Chief Williams to provide identification, confirmation, and prioritization of key district vehicle replacement requirements as well as 811 remodel and new station in order to develop Board response in advance of strategic plan development (vehicles 8181,8130,8192, station 811 remodel and new station). Motion passed unanimously
 - b. Discussed under Chief's report.
 - c. 8181 vehicle replacement finance vendor submission progress report: Issel discussed the four different types of funding available: federal, state, private and direct placement. Direct placement tax exempt municipal financing vendors are being solicited, whereas our local Savings Bank is a commercial lender not well configured to respond to special district financing. Noted also was that vehicle cost is going up 3-4%/yr, and interest rates hovering at 1-2%/yr, while the difference in interest rates between new vs. used vehicles ranges 1-2% higher for used vehicles. Discussion followed regarding finance signature authorization, how a down payment would change annual debt service, available carry forward tax reserves, but no motion ensued after budget was discussed and it was determined that vehicles have already been specified, and now it is just a matter of selecting financing vendors. Roat motioned that Issel continue to research financing vendors and explore the option of Savings Bank. Issel will then call a special meeting at which the board will choose best option and authorize purchase of trucks. Motion passed unanimously
 - d. Motion presented by Wolfe in Skyhawk's absence, expressing Skyhawk's desire to remain with our current audit firm. After discussion Wolfe moved to rescind Board action authorizing a Request for

Proposal for financial auditor. Motion passed unanimously. Bookkeeper Spring was then instructed to set an appointment for the next audit.

- e. Motion by Wolfe to adapt policy on Bookkeeper Duties and Responsibilities. After discussion of methodologies to be employed to define the of scope of “extra” work, its associated cost, and the timeliness that such a work product response would be made, the motion passed unanimously.
- f. Roat expressed his surprise at the intended use of 810 as an office, stating he spoke with Robert in the Fort Bragg Planning office, regarding the use of 810 for “public” meetings and was informed that there would need to be a use permits in place, and that applying for one may trigger ADA requirements. Roat then reported a following discussion with Mike Oliphant, building inspector, regarding 810 grandfathered uses. Roat moved that the board abandon pursuit of using 810 for members of the public pending Roat researching grandfathered use of 810. Motion passed unanimously

6. **Committee reports:**

- a. **Compressed Air Foam System:** Issel reported that calibration, and Training are needed, Ted reported more foam is needed and Wolfe asked when calibrating will happen.
- b. **Station 811 building modifications:** Issel reported that we can use the same permit and add a 2 bay building with a pad and land prep for around \$50,000.00. A building that can hold 4 vehicles would be \$72,000.00 about a 20% increase. He foresees the total cost being \$100,000-\$110,000. There was discussion of changing the name from station to garage at 811.
- c. **Parcel Tax Appeals:** Roat had no report. Wolfe stated she has been communicating with the county to correct the tax rolls for the appeals that needed correction and some other errors. Ted spoke of an appeal that was supposed to receive a refund and has not. Wolfe will research what the status is.
- d. **Station 813 easement:** No report
- e. **Measure M Defense:** No report
- f. **Strategic Plan:** Issel reviewed the need of, and solicited signatures for, the Paulson Consulting MOU that accompanies our engagement agreement. Board signatures were supplied in seriatim.

8. **Directors Discussion:**

Development of FY 2017 Budget: Special meeting will be set.

Non agenda items of Board concern:

- **Fundraising:** There is a kayak group that wants to hold a fundraiser for the District.
- **Vehicles:** Sacramento has two Type 1 engines they would like to sell us. Ted and Issel will examine prospect viability. Issel reported consolidation of former ALRFPD logos and subsequent application to 8180 and 8190 door signage by local vendor. Wolfe is working on transferring title on 8180.
- **Friends of Albion Fire:** Wolfe reminded the District of a signed MOU last year stipulating the Board would receive status reports and requested an update. Issel reported his understanding of their group’s present status as “Temporally Suspended”, while expressing the Board’s gratitude for their Grant assistance in receiving our Strategic Planning Grant, together with the notion that the need for hiring a grant writer may be in the District’s future.
- **Meeting adjourned at 10:15 pm**



ALBION LITTLE RIVER FIRE PROTECTION DISTRICT SPECIAL MEETING MINUTES

Thursday June 16, 6:00 PM Albion School, 30400 Albion Ridge Rd, Albion Ca.

The meeting is called as a special meeting of the Board of Directors of the Albion Little River Fire Protection District for the purpose of establishing the annual budget for Fiscal Year 2016-2017. No other business shall be considered at this special meeting.

- 1. Call to order and determination of a quorum:** Meeting called to order 6:15 pm by President Chris Skyhawk. Directors Alan Taeger, Debbi Wolfe, Scott Roat present. Michael Issel absent. Also present Chief Ted Williams, one member of the public. Bookkeeper Sara Spring arrived approximately 7:15 pm.
- 2. Public comment to the Board:** None.
- 3. Determination of the annual budget:** FY 2016-2017 ALRFPD tax funds budget was deliberated by directors present in collaboration with Chief Williams. Planned budget approved by unanimous vote of board members present. Details as attached.
- 4. Adjournment:** 8:26 pm.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 6/16/2016		2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
CODE #	DESCRIPTION	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
		RVSD 4/11/13	PER 6/30/13	RVSD10/10/13	PER 6/30/14	RVSD 5/18/15	PER 6/30/15	RVSD 3/9/16	PER 4/30/16	6/16/16	
REVENUE											
821110	CURRENT SECURED TAX	73,614.00	72,959.35	72,466.00	72,959.35	73,985.00	73,901.91	75,521.00	71,484.19	77,691.00	
821120	CURRENT UNSECURED TAX	2,470.00	2,586.68	2,481.00	2,586.68	2,548.00	2,374.71	2,879.00	2,422.32	2,555.00	
821130	SB 813 SUPPLEMENTAL TAX	28.00	237.29	0.00	237.29	94.00	540.58	370.00	502.33	397.00	
821210	PRIOR SECURED PROPERTY TAX		(127.04)	150.00	(127.04)	0.00	(132.31)	0.00	0.00	0.00	
821220	PRIOR UNSECURED PROPERTY TAX	101.00	61.46	0.00	61.46	75.00	161.72	99.00	72.23	74.00	
821300	SPECIAL TAX (FIRE ASSESSMENTS)	82,080.00	81,880.00	81,880.00	81,880.00	82,880.00	82,880.00	188,000.00	177,462.87	197,000.00	
821600	TIMBER YIELD TAX	125.00	200.02	187.00	200.02	207.00	277.85	210.00	219.14	265.00	
821700	HIGHWAY PROPERTY RENTAL		5.60	0.00	5.60	0.00	0.00	0.00	0.00	0.00	
824100	INTEREST	925.00	923.38	900.00	923.38		666.91	0.00	970.19	1,000.00	
825481	HOMEOWNER PROPERTY TAX RELIEF	770.00	749.34	400.00	749.34	749.00	749.80	750.00	365.08	731.00	
825490	STATE OTHER		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
826140	ELECTION SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
827500	SALE OF FIXED ASSETS		3,550.00	0.00	3,550.00	0.00	0.00	0.00		0.00	
827700	OTHER		3,790.01	0.00	3,790.01	0.00	1,585.98		6,104.48	0.00	
827702	INSURANCE PAYMENT			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	160,113.00	166,816.09	158,464.00	166,816.09	160,538.00	163,007.15	267,829.00	259,602.83	279,713.00	0.00
	FUND BALANCE CARRIED FORWARD	290,231.60	290,231.60	339,377.43	339,377.43	314,934.02	314,934.02	355,709.65	355,709.65	503,948.36	503,948.36
	TOTAL AVAILABLE FOR APPROPRIATIONS	450,344.60	457,047.69	497,841.43	506,193.52	475,472.02	477,941.17	623,538.65	615,312.48	783,661.36	503,948.36
APPROPRIATIONS											
860010	MEASURE M CONTINGENCY									60,000.00	
860011	SPECIAL CONTINGENCY RESERVE									200,000.00	
861014	MISCELLANEOUS EMPLOYEE BENEFITS	21,500.00	-120.00	0.00	(120.00)	0.00	0.00	2,500.00	1,226.00	2,500.00	
861035	WORKERS COMPENSATION INSURANCE	9,000.00	8,452.00	9,000.00	8,452.00	9,342.00	9,342.00	9,097.00	9,097.00	9,340.00	
862050	CLOTHING & PERSONAL ITEMS	55,000.00	38,306.38	30,000.00	11,068.78	18,750.00	1,702.27	15,000.00	2,258.98	20,000.00	
862060	COMMUNICATIONS	4,000.00	2,246.30	4,000.00	5,191.92	4,000.00	3,607.19	4,000.00	2,038.21	4,000.00	
862080	FOOD	1,500.00	472.82	1,500.00	1,650.67	1,500.00	642.60	1,500.00	343.68	1,500.00	
862101	INSURANCE - GENERAL	8,000.00		8,500.00	8,962.00	10,675.00	10,675.00	9,837.00	9,837.00	9,288.00	
862120	MAINTENANCE - EQUIPMENT	45,700.00	14,733.55	30,000.00	21,677.08	20,000.00	20,604.97	40,000.00	28,966.03	40,000.00	
862130	MAINTENANCE - STRUCTURES & GROUNDS	5,500.00	2,554.08	4,500.00	8,629.94	11,000.00	10,928.51	11,000.00	1,877.01	5,000.00	
862140	MEDICAL, LAB SUPPLIES	9,000.00	5,138.71	9,000.00	9,545.78	8,750.00	3,744.18	9,000.00	2,989.13	9,000.00	
862150	MEMBERSHIPS	3,700.00	717.00	3,700.00	1,062.00	1,500.00	765.00	1,500.00	0.00	1,500.00	
862170	OFFICE EXPENSE	3,500.00	2,606.19	3,500.00	1,096.35	1,200.00	484.41	2,600.00	1,124.48	3,500.00	
862181	AUDITING & FISCAL SERVICES	8,000.00	2,427.04	10,850.00	9,864.14	8,500.00	7,408.53	15,000.00	13,507.76	15,000.00	
862184	ARCHITECT & ENGINEERING SERVICES (811)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	
862185	MEDICAL, DENTAL SERVICES	3,500.00	490.00	7,000.00	1,200.44	7,000.00	440.00	2,000.00	350.00	1,500.00	
862187	EDUCATION & TRAINING	10,000.00	2,026.16	8,000.00	11,894.17	10,000.00	3,911.78	10,000.00	4,733.94	10,000.00	
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	4,000.00	1,433.00	3,000.00	2,080.00	2,600.00	720.00	15,000.00	8,001.39	25,000.00	
862210	RENTS & LEASES BUILDINGS & GROUNDS	50.00		50.00	50.00	50.00	50.00	100.00	0.00	54.00	
862220	SMALL TOOLS & SUPPLIES	4,000.00	742.22	2,000.00	1,217.51	2,000.00	1,931.62	9,000.00	2,772.35	9,000.00	
862231	ELECTION SUPERVISION & SERVICES	400.00		400.00	0.00	3,500.00	1,935.15	3,500.00	342.50	500.00	
862250	TRANSPORTATION & TRAVEL	11,000.00	4,927.05	29,500.00	19,517.42	29,000.00	17,243.80	20,000.00	3,890.55	20,000.00	
862260	UTILITIES	6,640.00	3,286.82	6,640.00	4,348.79	5,000.00	4,770.63	5,000.00	3,074.70	6,500.00	
863113	PAYMENTS TO OTHER GOVT AGENCIES	5,300.00	373.21	5,300.00	347.46	4,000.00	1,473.60	2,500.00	1,586.50	2,500.00	
863310	INTEREST									19,000.00	
863311	PRINCIPAL									26,000.00	
864360	STRUCTURES & IMPROVEMENTS	87,000.00	6,475.95	35,000.00	33,700.00	7,000.00	658.19	40,000.00	33.96	0.00	
864370	EQUIPMENT	87,450.00	20,381.78	46,650.00	29,823.05	15,600.00	19,390.91	100,000.00	12,382.56	140,000.00	
	SUSPENSE						(965.85)		930.39		
	RECONCILIATION DISCREPANCIES						767.03				
	TOTAL APPROPRIATIONS	393,740.00	117,670.26	258,090.00	191,259.50	180,967.00	122,231.52	328,134.00	111,364.12	640,662.00	0.00
	UNAPPROPRIATED FUNDS (funds balance)	56,604.60	339,377.43	239,751.43	314,934.02	294,505.02	355,709.65	295,404.65	503,948.36	142,999.36	503,948.36

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2016-2017 BUDGET PLANNER**

						PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
86-0010-MEASURE M CONTINGENCY								\$60,000.00
86-0011-SPECIAL CONTINGENCY RESERVE (debt collateral)								\$200,000.00
86-1014-MISCELLANEOUS EMPLOYEE BENEFITS								\$2,500.00
	EMPLOYEE REIMBURSEMENTS						\$2,500.00	
86-1035-WORKERS COMPENSATION INSURANCE								\$9,340.00
	GSRMA FIREFIGHTERS COMPENSATION INSURANCE						\$9,340.00	
86-2050-CLOTHING & PERSONAL ITEMS								\$20,000.00
	FIRE SHELTERS							
	TURNOUTS							
	SCBA MASKS							
	STRUCTURE BOOTS							
	WILDLAND BOOTS							
	WATER GEAR							
	MED BAG							
	RAINGEAR							
	OTHER							
86-2060-COMMUNICATIONS								\$4,000.00
	TELEPHONE							
		ATT						
		ECG						
	INTERNET							
		COMCAST						
	WEBHOSTING							
	OTHER							
86-2080-FOOD								\$1,500.00
	INCIDENT							
	TRAINING							
86-2101-INSURANCE - GENERAL								\$9,268.00
	GSRMA PROPERTY & LIABILITY INSURANCE						\$9,268.00	
86-2120-MAINTENANCE – EQUIPMENT								\$40,000.00
	VEHICLE MAINTENANCE							
		8130						
		8131						
		8132						
		8162						
		8163						

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2016-2017 BUDGET PLANNER**

						PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
	BI-ANNUAL INDEPENDENT AUDIT							
	BOOKKEEPING SERVICES							
	86-2185-MEDICAL, DENTAL SERVICES							\$1,500.00
	FIREFIGHTER IMMUNIZATIONS							
	86-2187-EDUCATION & TRAINING							\$10,000.00
	CPR							
	EMT							
	ADVANCED EMT							
	S 130 WILDLAND AWARENESS							
	S 190 WILDLAND FIREFIGHTING							
	MEALS & FUEL REIMBURSEMENT							
	TRAINING FOOD							
	OTHER							
	86-2189-PROFESIONAL & SPECIAL SERVICES							\$25,000.00
	COUNTY COUNSEL SERVICES						\$25,000.00	
	86-2210-RENTS AND LEASES BUILDINGS AND GROUNDS							\$54.00
	STATION 810 ANNUAL RENT (2011 & 2012)						\$50.00	
	STATION 812 PROPERTY LEASE (MENDO CTY 2021)						\$0.00	
	STATION 815 PROPERTY LEASE (CONSERVATION FUND 2016)						\$4.00	
	-							
	86-2220-SMALL TOOLS & SUPPLIES							\$9,000.00
	BATTERIES							
	MISC. HARDWARE							
	OTHER							
	86-2231-ELECTION SUPERVISION & SERVICES							\$500.00
	COUNTY CLERK - ELECTION SERVICES						\$500.00	
	86-2250-TRANSPORTATION & TRAVEL							\$20,000.00
	WALSH OIL							
	MENDOCINO COAST PETROLEUM (CARDLOCK)							
	CREDIT CARD PURCHASE							
	OTHER							
	86-2260-UTILITIES							\$6,500.00
	PG&E							
	SUBURBAN PROPANE							
	THOMPSON SEPTIC SERVICE							
	ALBION WATER DISTRICT							
	WASTE MANAGEMENT INC.							



**REGULAR MEETING JULY 13, 2016
CORRESPONDENCE REPORT**

- June 25, 2016 -Received letter by USPS from Mendocino LAFCo with notification of adopted final FY 2016-17 LAFCo budget.
-Received package by USPS (redirected from PO Box 101) from Mendocino County Department of Planning and Building Services containing application for Administrative Coastal Development Permit Renewal (CDP 2011-0005) for owner/applicant Van Phillips at 4560 Albion little River Road (APN 123-020-22).
- June 27, 2016 -Received package by USPS addressed to Michael Issel containing signed "Organizational Development & Strategic Planning Proposal Project" document.
- July 5, 2016 -Received letter by USPS from Bank of the West with clarifications regarding credit card account terms.
- July 6, 2016 -Received email from California Debt and Investment Advisory Commission with "Debt Line Newsletter".
- July 7, 2016 -Received email notice of "King County Emergency Medical Services Symposium" September 14, 2016.
- July 8, 2016 -Received letter by USPS from Alliant Insurance Services. Inc. with current certificates of insurance through GSRMA.
-Received package by USPS (addressed to Director Alan Taeger at his residence address) from Cole & Cole, LLP containing "First Amended Verified Petition for Writ of Mandate and Complaint for Declaratory Relief and Refund of Taxes Paid".

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482

Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

CHAIR

Jerry Ward
Public Member

VICE CHAIR

Holly Madrigal
Willits City Council

TREASURER

Doug Hammerstrom
Fort Bragg City Council

MEMBERS

Carre Brown
County Board
of Supervisors

John McCowen
County Board
of Supervisors

Theresa McNerlin
Ukiah Valley Sanitation District

Tony Orth
Brooktrails Community CSD

ALTERNATE MEMBERS

Kevin Doble
Ukiah City Council

Dan Hamburg
County Board
of Supervisors

Carol Rosenberg
Public Member

Angela Silver
Calpella County Water District

Executive Officer
George Williamson

Counsel
Scott Browne

Analyst
Colette Metz

Commission Clerk
Elizabeth Salomone

Regular Meetings

First Monday
of each month
at 9:00 AM
at the Mendocino
County Board
of Supervisors Chambers
501 Low Gap Road

Date: June 23, 2016

To: Mendocino County, Cities, and Independent Special Districts

From: George Williamson, Executive Officer

Subject: Notice Adopted Final FY 2016-17 LAFCo Budget

The Mendocino Local Agency Formation Commission (LAFCo) is responsible under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to adopt a proposed budget by May 1st and a final budget by June 15th. A mandatory review by local funding agencies is required between the two adoption periods. The legislation also specifies the proposed and final budgets shall - at a minimum - be equal to the budget adopted for the previous fiscal year unless LAFCo finds any reduced costs that will nonetheless allow the agency to meet its regulatory and planning duties.

Enclosed is the adopted budget for fiscal year 2016-17, as approved by the Commission at a public hearing during its regular meeting on June 6, 2016.

Copies of all related documents are on file and may be reviewed at the LAFCo office. Please direct comments, questions, and requests to review documents to LAFCo, 200 South School Street, Ukiah, CA 95482; e-mail: eo@mendolafco.org; phone: (707) 463-4470.

**Mendocino Local Agency Formation Commission
Operating Budget**

ACCOUNT #	DESCRIPTION	FY 2015-16 Amended	FY 2016-17 Final
REVENUE			
4000	LAFCO Apportionment Fees	\$125,000.00	\$120,000.00
4030	Application Filing Fees	\$33,900.00	\$30,000.00
4100	Service Charges	\$0.00	\$0.00
4800	Miscellaneous	\$0.00	\$0.00
4910	Interest Income	\$128.00	\$120.00
	Revenue Total	\$159,028.00	\$150,120.00
EXPENSES			
5300	Basic Services (split between sub-accounts)	\$59,000.00	\$0.00
5301	Executive Officer Contract	\$0.00	\$43,000.00
5302	Clerk Contract	\$0.00	\$19,000.00
5500	Rent (split between sub-accounts)	\$0.00	\$0.00
5502	Office Space	\$4,675.00	\$4,800.00
5503	Work Room	\$360.00	\$360.00
5600	Office Expenses (split between sub-accounts)	\$0.00	\$0.00
5601	Office Supplies (petty cash)	\$700.00	\$700.00
5603	Photocopy	\$1,000.00	\$1,000.00
5605	Postage	\$300.00	\$300.00
5607	Office Equipment	\$1,500.00	\$0.00
5700	Internet & Website Costs	\$1,200.00	\$1,200.00
5900	Publication and Legal Notices	\$2,000.00	\$2,000.00
6000	Televising Meetings	\$1,700.00	\$1,700.00
6100	Audit Services	\$3,025.00	\$3,025.00
6200	Bookkeeping	\$4,800.00	\$4,800.00
6300	Legal Counsel	\$6,000.00	\$6,000.00
6400	A-87 Costs County Services	\$2,010.00	\$2,010.00
6500	Insurance-General Liability	\$1,000.00	\$1,000.00
6600	Memberships (CALAFCO/CSDA)	\$2,000.00	\$2,100.00
6740	In-County Travel & Stipends	\$2,000.00	\$4,300.00
6750	Travel & Lodging Expense	\$2,500.00	\$5,000.00
6800	Conferences (Registrations)	\$3,000.00	\$3,000.00
7000	Barraco & Associates MSR Contract	\$6,300.00	\$0.00
7001	MSR Reviews - Admin	\$5,000.00	\$15,000.00
7501	SOI Updates	\$42,000.00	\$39,000.00
9000	Special District Training Support	\$12,000.00	\$0.00
	Operating Expense Total	\$164,070.00	\$159,295.00
8000	Application Filing Expenses	\$33,900.00	\$30,000.00
	Expense Total	\$197,970.00	\$189,295.00
	REVENUE/EXPENSE DIFFERENCE	-\$38,942.00	-\$39,175.00
	<i>(Negative balance indicates use of fund balance)</i>		
	Fund Balance		73,968.00
	<i>(As of April 2016)</i>		
	Reserves Total		\$100,105.41
	<i>(As of December 2015)</i>		

Mendocino LAFCo
200 School Street
Ukiah CA 95482

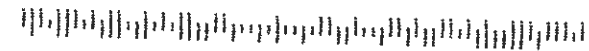
SAN FRANCISCO
CA 940
23 JUN 16
PM 5:1



recd 25 June 16

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

95410-063434





COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET · UKIAH · CALIFORNIA · 95482
 120 WEST FIR STREET · FT. BRAGG · CALIFORNIA · 95437

STEVE DUNNICLIFF, DIRECTOR
 TELEPHONE: 707-234-6650
 FAX: 707-463-5709
 FB PHONE: 707-964-5379
 FB FAX: 707-961-2427
 pbs@co.mendocino.ca.us
 www.co.mendocino.ca.us/planning

June 24, 2016

Planning - Ukiah
 Department of Transportation
 Environmental Health - Fort Bragg
 Building Inspection - Fort Bragg
 Assessor

Air Quality Management
 Department of Forestry/ CalFire
 Department of Fish and Wildlife
 Coastal Commission
 Sherwood Valley Band of Pomo Indians

Redwood Valley Rancheria
 Cloverdale Rancheria
 US Fish & Wildlife Service
 * Albion/Little River Fire District

CASE#: CDPR_2016-0007

DATE FILED: 5/25/2016

OWNER/APPLICANT: VAN PHILLIPS

PROJECT COORDINATOR: JULIA ACKER

REQUEST: One year renewal of CDP 2011-0005, which authorized demolition of the existing 1,200 square-foot single-family residence and construction of a new 4,300 square-foot residence with an attached 630 square-foot garage. Associated development includes construction of a 615 square-foot detached guest cottage, connect to existing well, new on-site septic disposal system, propane tank, driveway development and associated grading and landscaping. No changes to the request. Since the previous renewal architectural construction drawings have been prepared; no changes have been made to the site. The renewal will result in a new expiration date of May 18, 2017.

ENVIRONMENTAL DETERMINATION: Class 1(l)(1) and Class 3 (a)(d)(e)Categorically Exempt

LOCATION: In the Coastal Zone, 0.5± miles north of Albion, on the east side of Highway 1, on the west side of Albion Little River Rd, 0.8± miles north of its intersection with Highway 1, at 4560 Albion Little River Rd (APN 123-020-22).

RESPONSE DUE DATE: July 11, 2016

Attached to this form is information describing the above noted project(s). The County Planning and Building Services Department is soliciting your input, which will be used in staff analysis, and will be forwarded to the appropriate public hearing.

You are invited to comment on any aspect of the proposed project(s). Please convey any requirements or conditions your agency requires for project compliance to the project coordinator at the above address, or submit your comments by email to pbs@co.mendocino.ca.us. Please note the case number and name of the project coordinator with all correspondence to this department.

We have reviewed the above application and recommend the following (please check one):

- No comment at this time.
- Recommend conditional approval (attached).
- Applicant to submit additional information (attach items needed, or contact the applicant directly, copying Planning and Building Services in any correspondence you may have with the applicant)
- Recommend denial (Attach reasons for recommending denial).
- Recommend preparation of an Environmental Impact Report (attach reasons why an EIR should be required).
- Other comments (attach as necessary).

REVIEWED BY:

Signature _____ Department _____ Date _____

OWNER/APPLICANT: VAN PHILLIPS

REQUEST: One year renewal of CDP 2011-0005, which authorized demolition of the existing 1,200 square-foot single-family residence and construction of a new 4,300 square-foot residence with an attached 630 square-foot garage. Associated development includes construction of a 615 square-foot detached guest cottage, connect to existing well, new on-site septic disposal system, propane tank, driveway development and associated grading and landscaping. No changes to the request. Since the previous renewal architectural construction drawings have been prepared; no changes have been made to the site.

The renewal will result in a new expiration date of May 18, 2017.

LOCATION: In the Coastal Zone, approximately 0.5 miles north of Albion, on the east side of Highway 1, on the west side of Albion Little River Road, approximately 0.8 miles north of its intersection with Highway 1, at 4560 Albion Little River Road (APN 123-020-22).

ACREAGE: 21 Acres

GENERAL PLAN: RMR20 **ZONING:** RMR:L-20 **COASTAL ZONE:** YES

EXISTING USES: Residential **SUPERVISORIAL DISTRICT:** 5

TOWNSHIP: **RANGE:** **SECTION:** **USGS QUAD#:** 55

RELATED CASES ON SITE: MS 63-89 created subject parcel; PAC 2-2011- Pre Application Conference for subject parcel; CDP #2011-0005- Subject permit being renewed.

RELATED CASES IN VICINITY:

	ADJACENT GENERAL PLAN	ADJACENT ZONING	ADJACENT LOT SIZES	ADJACENT USES
NORTH:	FL160	FL:L-160	54.53 Acres	Residential/Forest lands
EAST:	RMR20	RMR:L-20	19.91 Acres	Vacant
SOUTH:	RMR20	RMR:L-20	19.1 Acres	Vacant
WEST:	RMR20	RMR:L-20	23.35 Acres	Vacant

REFERRAL AGENCIES:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Planning (Ukiah) | <input type="checkbox"/> Trails Advisory Council | <input type="checkbox"/> CHP |
| <input checked="" type="checkbox"/> Department of Transportation | <input type="checkbox"/> Native Plant Society | <input type="checkbox"/> MTA |
| <input checked="" type="checkbox"/> Environmental Health (FB) | <input type="checkbox"/> State Clearinghouse | <input type="checkbox"/> County Addresser |
| <input checked="" type="checkbox"/> Building Inspection (FB) | <input type="checkbox"/> Caltrans | <input type="checkbox"/> LAFCO |
| <input type="checkbox"/> Emergency Services | <input checked="" type="checkbox"/> CalFire | <input type="checkbox"/> Gualala MAC |
| <input checked="" type="checkbox"/> Assessor | <input checked="" type="checkbox"/> Department of Fish & Game | <input type="checkbox"/> Laytonville MAC |
| <input type="checkbox"/> Farm Advisor | <input checked="" type="checkbox"/> Coastal Commission | <input type="checkbox"/> Westport MAC |
| <input type="checkbox"/> Agriculture Commissioner | <input type="checkbox"/> RWQCB | <input type="checkbox"/> Sierra Club |
| <input type="checkbox"/> Forestry Advisor | <input type="checkbox"/> Division of Mines & Geology | <input type="checkbox"/> School District |
| <input checked="" type="checkbox"/> Air Quality Management District | <input type="checkbox"/> Department of Health Services | <input type="checkbox"/> Sewer District |
| <input type="checkbox"/> ALUC | <input type="checkbox"/> Department of Parks & Recreation | <input type="checkbox"/> Water District |
| <input type="checkbox"/> County Water Agency | <input type="checkbox"/> Department of Conservation | <input checked="" type="checkbox"/> Albion/ Little River-Fire District |
| <input type="checkbox"/> Archaeological Commission | <input type="checkbox"/> Soil Conservation Service | <input type="checkbox"/> Community Svcs |
| <input type="checkbox"/> Sonoma State University | <input type="checkbox"/> Army Corps of Engineers | <input type="checkbox"/> City Planning |
| <input checked="" type="checkbox"/> US Fish & Wildlife Service | <input checked="" type="checkbox"/> Sherwood Valley Band of Pomo Indians | <input checked="" type="checkbox"/> Cloverdale Rancheria |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> Redwood Valley Rancheria | |
| <input type="checkbox"/> Russian River Flood Control/Water Conservation Improvement District | | |

ADDITIONAL INFORMATION:

Parcel has a Farmland Classification Code of "G" - for Grazing land, which is land on which the existing vegetation is suited to the grazing of livestock.

Wildlife and botanical surveys were conducted in association with a Timber Harvest Plan in association with CDP 34-2010 and CDU 4-2010 (on an adjacent parcel).

Biological Update provided by Fred Schuler, dated November 21, 2011, indicates no coastal waters or rare/endangered plants or plant communities present.

Biological Assessment Update provided by Douglas Meekins, dated March 2011, indicates potential for several wildlife species; however no nests or other indications of presence were observed.

ASSESSOR'S PARCEL #: 123-020-22

PROJECT COORDINATOR: JULIA ACKER **PREPARED BY:** JULIA ACKER **DATE:** 6/22/2016

ENVIRONMENTAL DATA
(To be completed by Planner)

COUNTY WIDE		
Yes	No	
	NO	1. Alquist-Priolo Earthquake Fault Zone – Geotechnical Report #GS_____
	NO	2. Floodplain/Floodway Map – Flood Hazard Development Permit #FP_____
	NO / NO	3. Within/Adjacent to Agriculture Preserve / Timberland Production Adjacent to a FL zoned parcel. Agriculture disclosure statement required as part of original CDP.
	NO	4. Within/Near Hazardous Waste Site
	YES	5. Natural Diversity Data Base Several resources have potential to occur on the site.
	NO	6. Airport CLUP Planning Area – ALUC#_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Adjacent to State Forest/Park/Recreation Area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Adjacent to Equestrian/Hiking Trail.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Hazard/Landslides Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Require Water Efficient Landscape Plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. Biological Resources/Natural Area Map.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 42-2011
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Soil Type(s)/Pygmy Soils. Abalobadiah-Bruhel-Vizcaino complex. 30-50% slopes; Quinliven-Ferncreek complex. 2-15% slopes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	14. Wild and Scenic River. Albion River nearby, but not directly adjacent.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	15. Specific Plan Area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	16. State Permitting Required/State Clearinghouse Review
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Oak Woodland Area
COASTAL ZONE		
Yes	No	
	NO	16. Exclusion Map.
	MARGINAL	17. Coastal Groundwater Study Zone.
	YES	18. Highly Scenic Area/Special Communities. Located on the portions of the parcel, outside the Highly Scenic designated area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	19. Land Capabilities/Natural Hazards Map.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20. Habitats/ESHA/Resources Map.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. Appealable Area/Original Jurisdiction Map. East of 1 st public road. Not Highly Scenic
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. LCP Map. Map #18- Albion
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Ocean Front Parcel (Blufftop Geology).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	24. Adjacent to beach/tidelands/submerged land/Public Trust Land.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	25. Noyo Harbor/Albion Harbor.

**COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES**

**120 WEST FIR STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379
Fax: 707-961-2427**

Case No(s) CDPR 2010-0007
Date Filed 5/25/2010
Fee \$ 428.00
Receipt No 1200
Received by JA

Office Use Only

COASTAL DEVELOPMENT PERMIT RENEWAL APPLICATION FORM

Name of Applicant Van L. Phillips	Name of Owner(s) Van L. Phillips	Name of Agent
Mailing Address Post Office Box 2370 Borrego Springs, CA 92004	Mailing Address	Mailing Address
Telephone Number (707) 937-3337	Telephone Number	Telephone Number

Please describe any actions taken to initiate development since issuance of the coastal development permit. List any changes to the property and or structure(s) since CDP issuance.

Architectural construction documents have been prepared; no changes have been made to the site.

Driving Directions

The site is located on the W (N/S/E/W) side of Albion Little River Road (name road) approximately 0.8 miles (feet/miles) N (N/S/E/W) of its intersection with Highway 1 (at Albion River) (provide nearest major intersection).

Assessor's Parcel Number(s) 123-020-22	Date of expiration of issued CDP 5/18/2010
Parcel Size 21.0 <input type="checkbox"/> Square Feet <input checked="" type="checkbox"/> Acres	Street Address of Project 4560 Albion Little River Road Albion, CA 95410

COASTAL DEVELOPMENT PERMIT RENEWAL

APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies that will be reviewing your project proposal. The more detail that is provided, the easier it will be to promptly process your application. Please answer all questions. For those questions, which do not pertain to your project, please indicate "Not Applicable" or "N/A".

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

Construction of a 4,279 sf, two-bedroom single-family residence with attached garage (631 sf) and separate 616 sf accessory structure, including septic system, underground propane tank, grading for structure(s), landscaping, hardscaping and extension of driveway. Well is existing. Existing ~1,200 single-family residence to be removed and existing 1,265 sf garage to remain.

2. If the project is residential, please complete the following:

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	SQUARE FEET PER UNIT
<input checked="" type="checkbox"/> Single Family	1	4,279 sf
<input type="checkbox"/> Mobile Home	_____	_____
<input type="checkbox"/> Duplex/Multifamily	_____	_____

3. Are there existing structures on the property? Yes No
If yes, describe below and identify the use of each structure on the plot plan.

Former residence and garage - former to be removed and latter to be used for storage.

4. Utilities will be supplied to the site as follows:

- A. Electricity
 Utility Company (service exists to the parcel).
 Utility Company (requires extension of services to site: _____ feet _____ miles)
 On Site generation, Specify: _____
 None
- B. Gas
 Utility Company/Tank
 None
- C. Telephone: Yes No

5. Will there be any exterior lighting? Yes No

If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.
Please see attached plans for details

6. What will be the method of sewage disposal?

- Community sewage system, specify supplier _____
 Septic Tank (indicate primary + replacement leachfields on plot plan)
 Other, specify _____

7. What will be the domestic water source?

- Community water system, specify supplier _____
 Well
 Spring
 Other, specify _____

8. Is any grading or road construction planned? Yes No

Estimate the amount of grading in cubic yards ~100 c.y. If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.
Grading plan is being prepared by I. L. Welty and Assoc.
Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).
Level to moderate slope.

9. Will vegetation be removed on areas other than the building sites and roads? Yes No
If yes, explain:

10. Is the proposed development visible from:

- A. State Highway 1? Yes No
B. Park, beach or recreation area? Yes No

If you answered yes to either question, explain.

11. Project Height. Maximum height of structure(s). 28' feet

12. Describe all exterior materials and colors of all structures.

Siding material	Wood, stone, plaster	Color	Please see rendered
Trim material	Wood	Color	elevations for colors
Chimney material	Plaster	Color	(primarily natural wood
Roofing material	Slate and Metal	Color	tones and grey)
Window frame material	Wood	Color	
Door material	Wood	Color	
Fencing material		Color	
Retaining walls material	Stone	Color	
Other exterior materials		Color	

13. Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, rare or endangered plants, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site?

No.

14. If the project is commercial, industrial, or institutional, complete the following:

Total square footage of all structures: _____
 Estimated employees per shift: _____
 Estimated shifts per day: _____
 Type of loading facilities proposed: _____

Will the proposed project be phased? Yes No

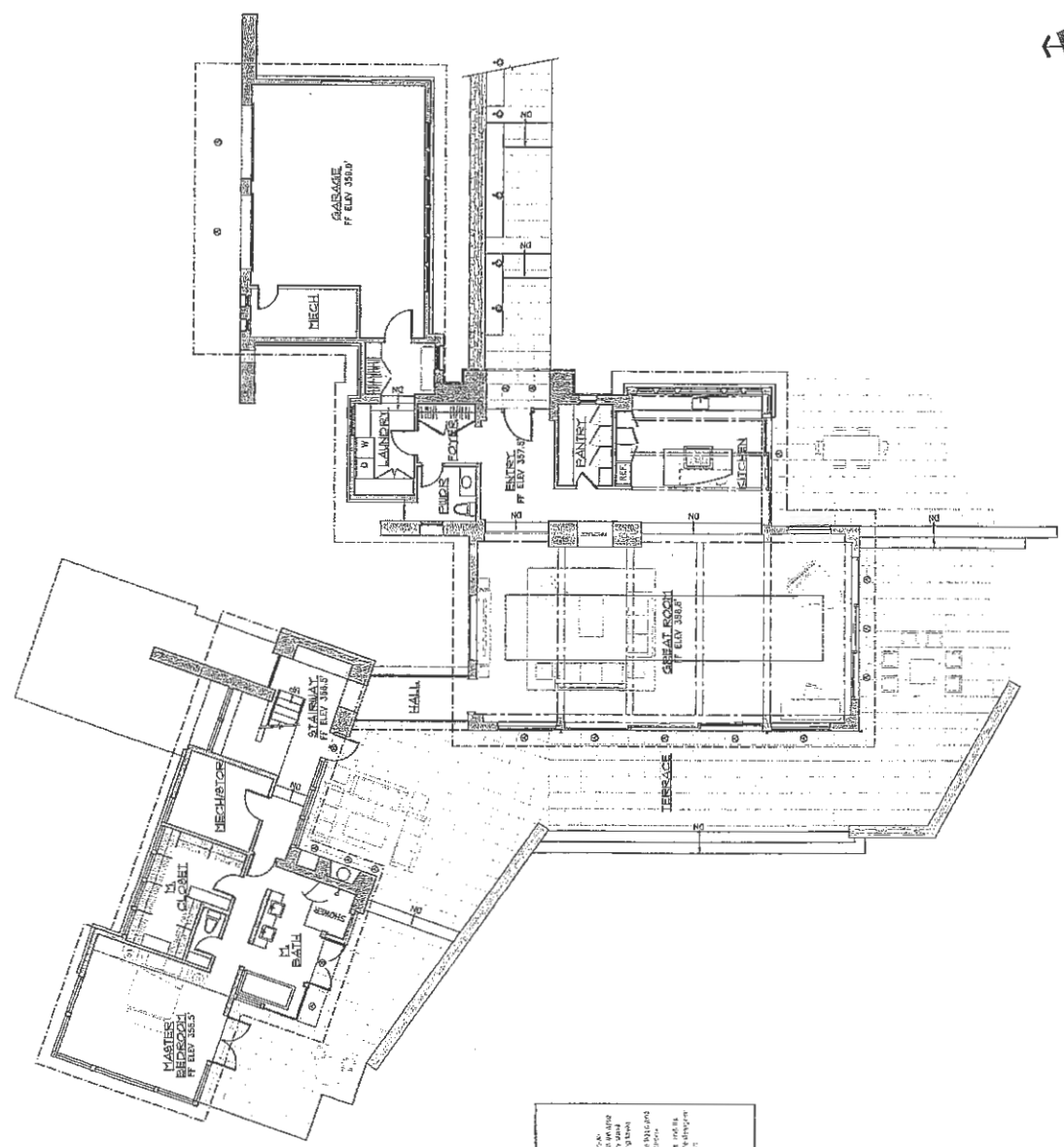
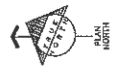
If Yes, explain your plans for phasing.

Parking will be provided as follows:

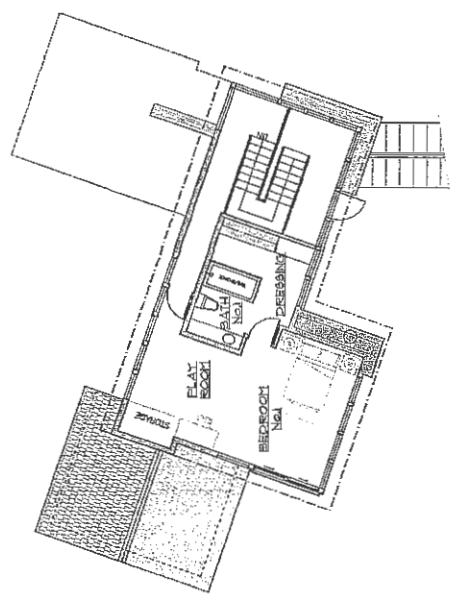
Number of Spaces	Existing _____	Proposed _____	Total _____
Number of standard spaces	_____	Size _____	
Number of handicapped spaces	_____	Size _____	



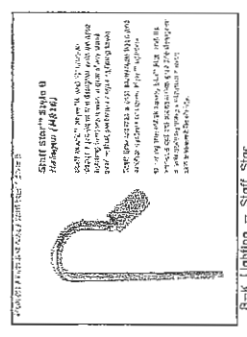
4560 ALBION LITTLE RIVER ROAD
PHILLIPS RESIDENCE – WHITE DEER MOUNTAIN
APN 123-020-22



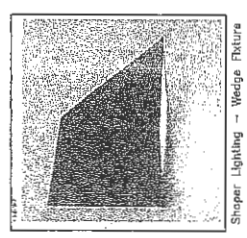
1 MAIN LEVEL FLOOR PLAN
1/8"=1'-0"



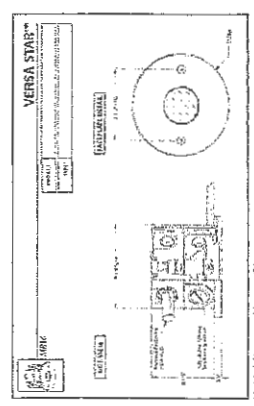
3 UPPER LEVEL FLOOR PLAN
1/8"=1'-0"



C PATH LIGHTS

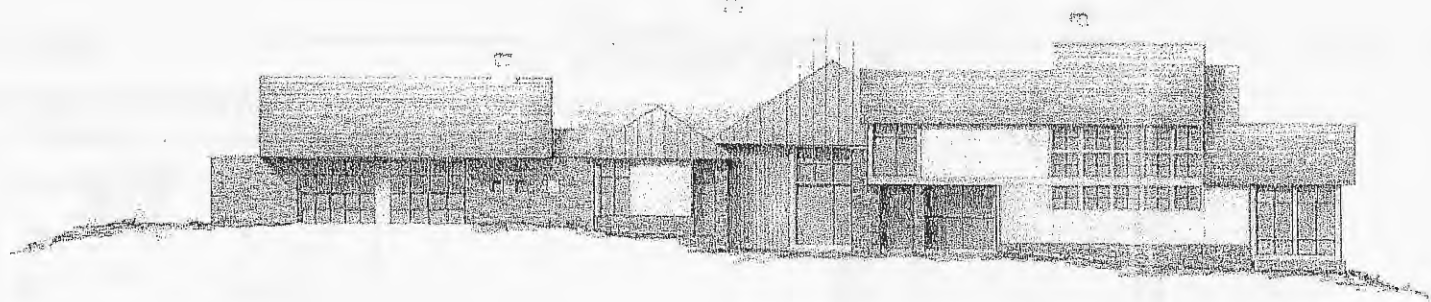


B SURFACE MOUNTED FIXTURE

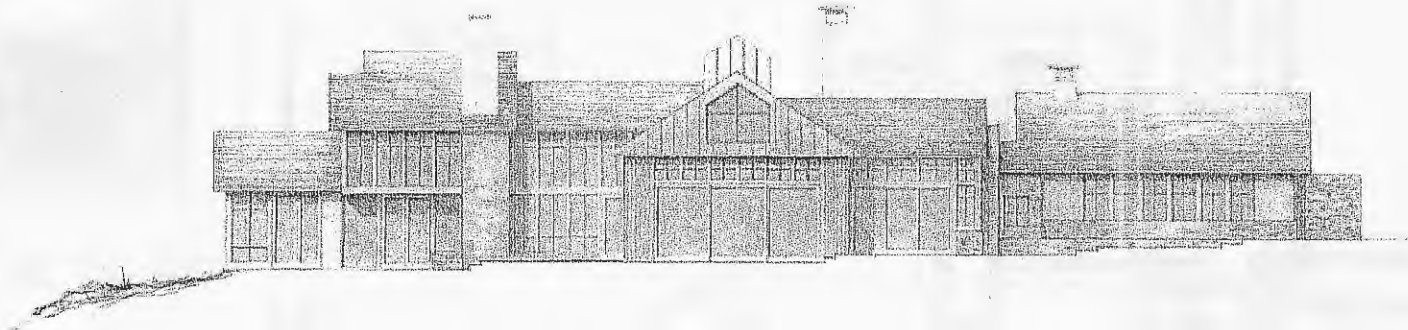


A EAVE SOFFIT DOWN LIGHT TYPE 'A'

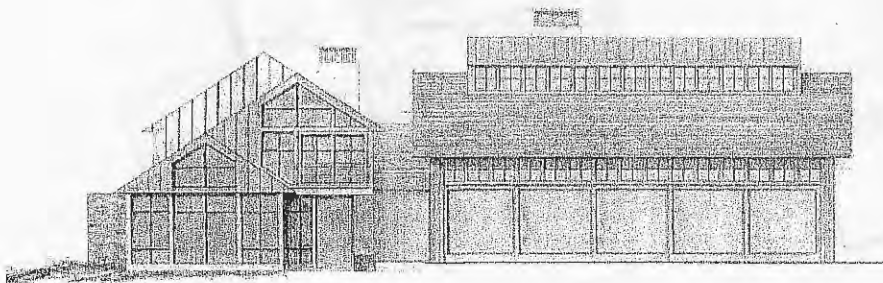
2 LIGHT FIXTURES
NONE



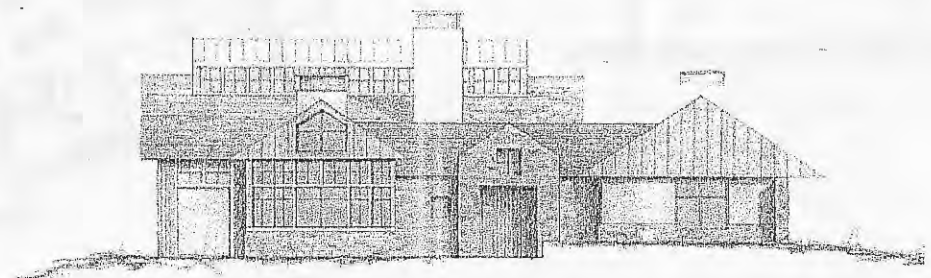
4 NORTH EXTERIOR ELEVATION
A4 1/8" = 1'-0"



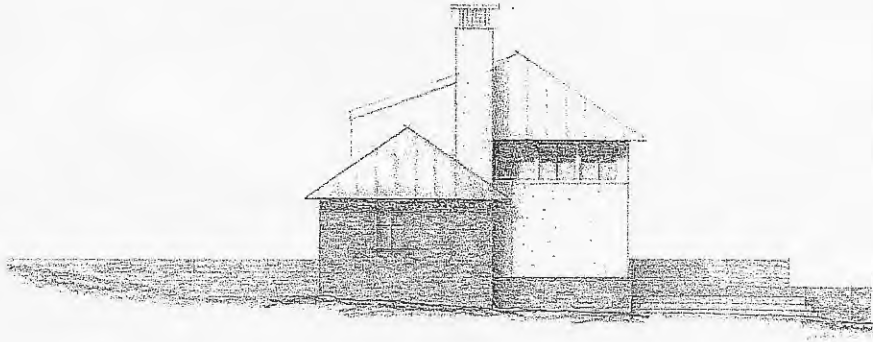
3 SOUTH EXTERIOR ELEVATION
A4 1/8" = 1'-0"



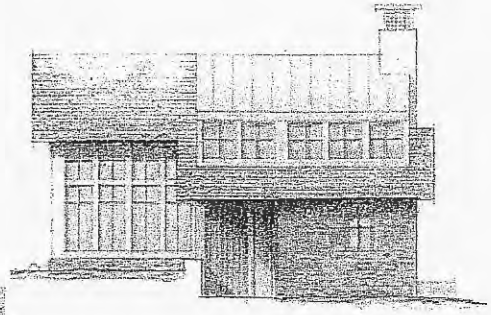
2 WEST EXTERIOR ELEVATION
A4 1/8" = 1'-0"



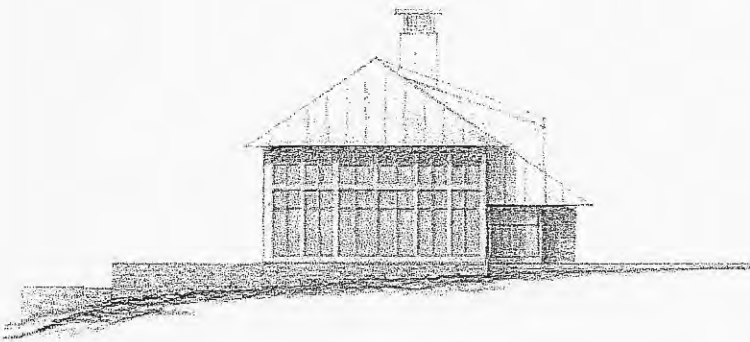
1 EAST EXTERIOR ELEVATION
A4 1/8" = 1'-0"



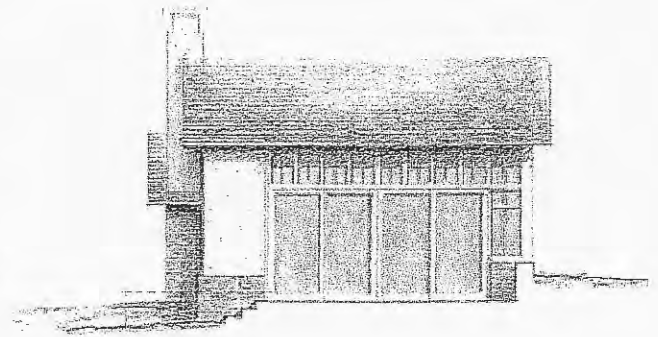
10 NORTH ELEVATION
A5 $1/8" = 1'-0"$



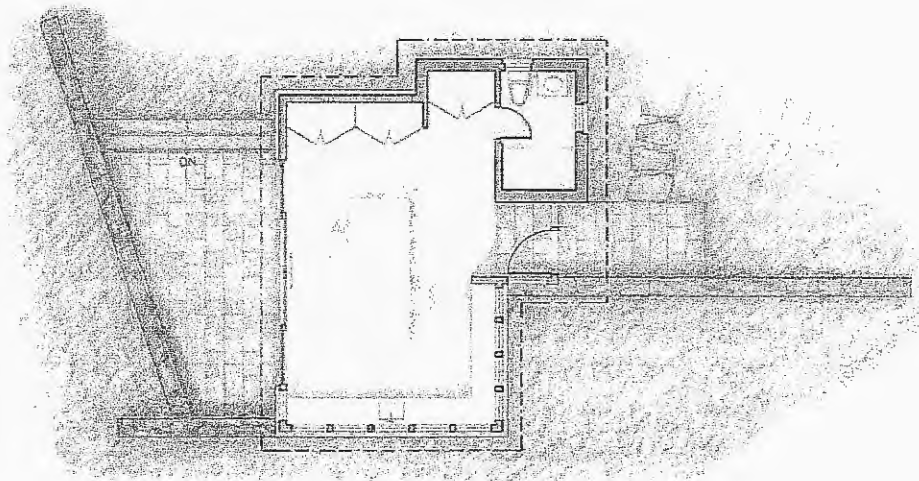
8 EAST ELEVATION
A5 $1/8" = 1'-0"$



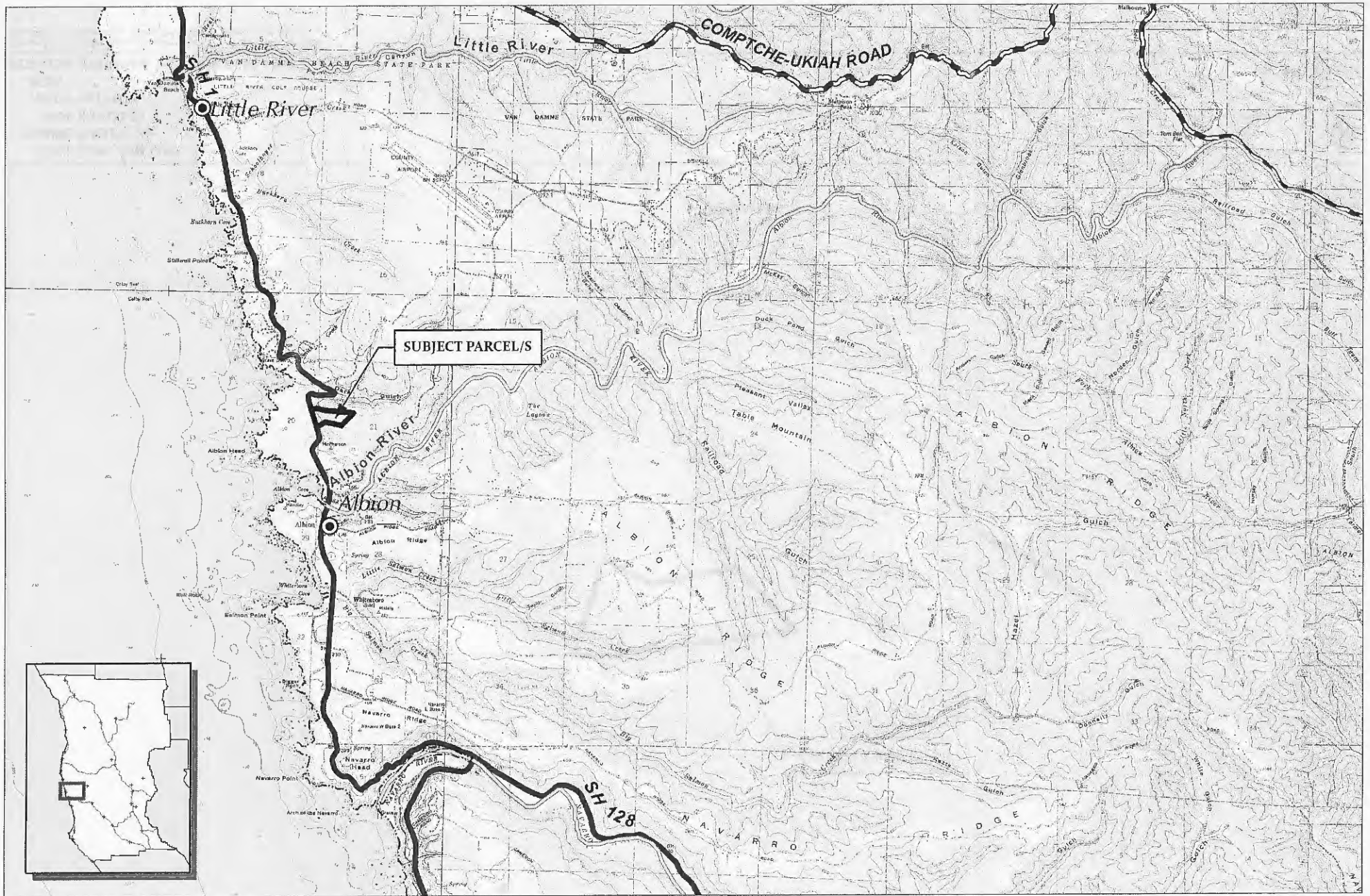
9 SOUTH ELEVATION
A5 $1/8" = 1'-0"$



7 WEST ELEVATION
A5 $1/8" = 1'-0"$

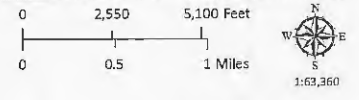


6 ACCESSORY BUILDING FLOOR PLAN
A5 $1/8" = 1'-0"$



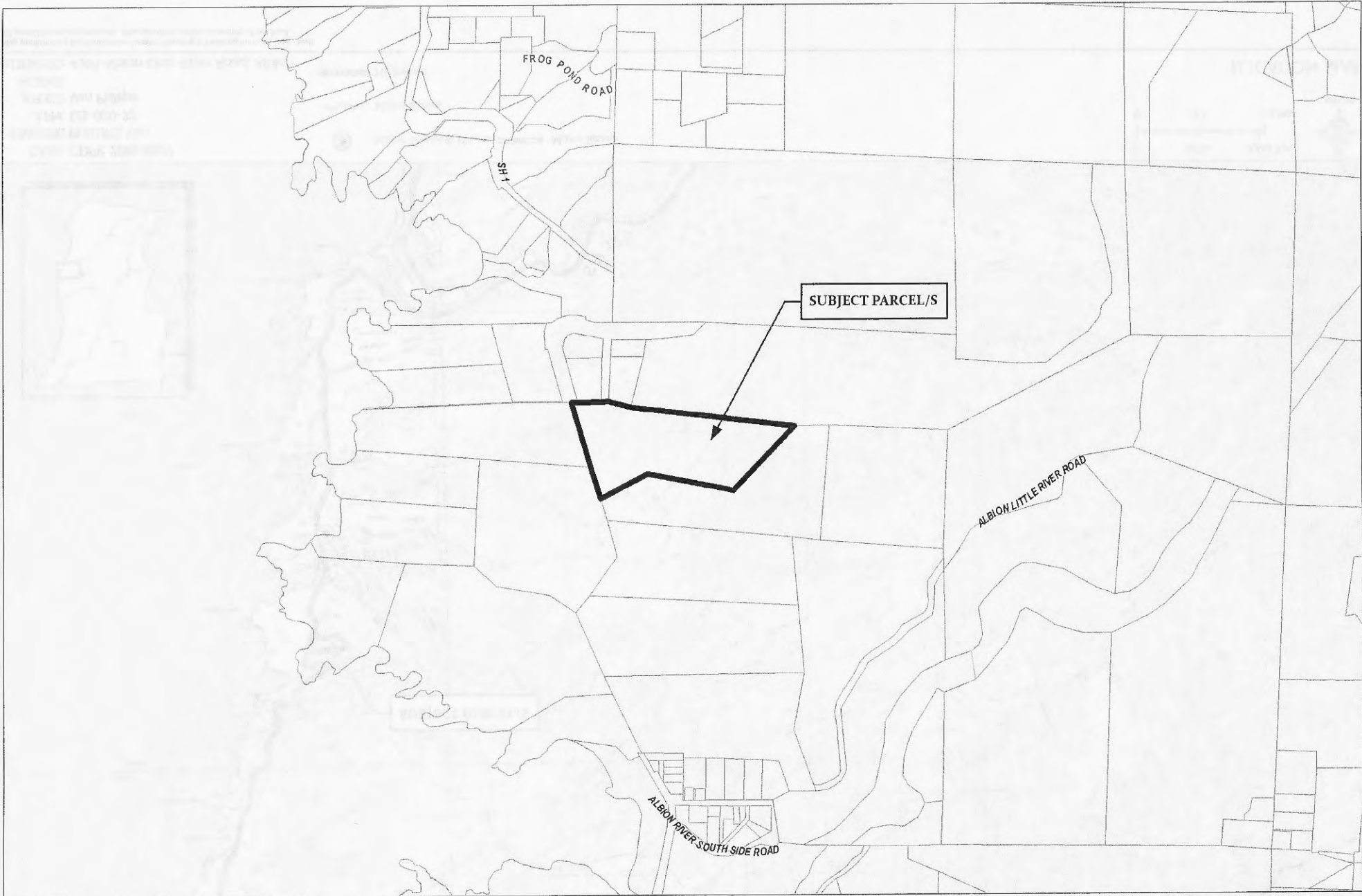
CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
 APN: 123-020-22
 APLCT: Van Phillips
 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion

- Major Towns & Places
- Major Roads
- Major Rivers
- Highways



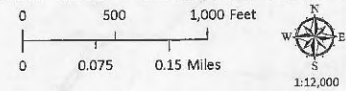
LOCATION MAP

Map produced by the Mendocino County Planning & Building Services, June, 2016
 All spatial data is approximate. Map provided without warranty of any kind.



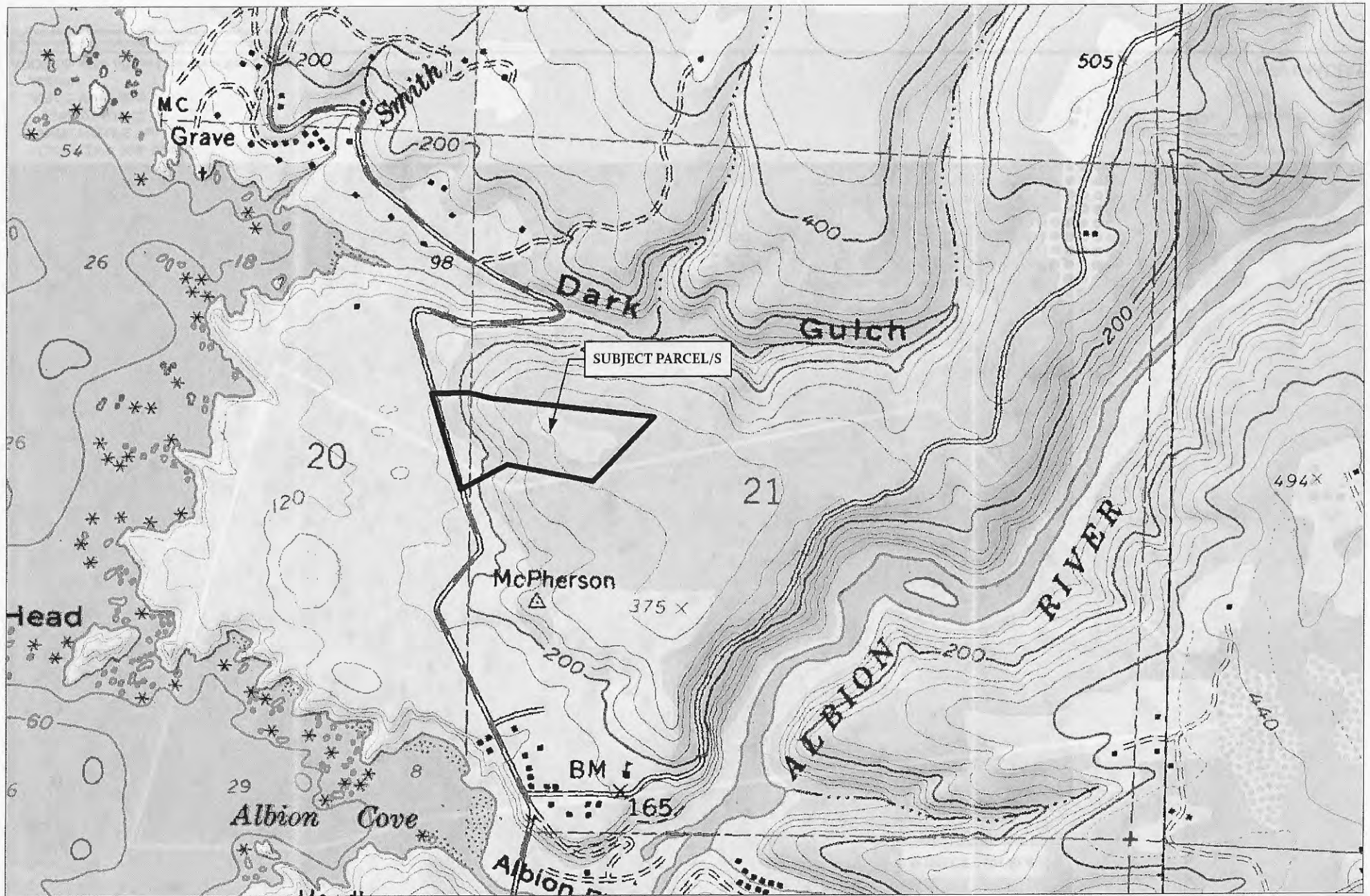
CASE: CDPR 2016-0007
OWNER: PHILLIPS, Van
APN: 123-020-22
APLCT: Van Phillips
AGENT:

ADDRESS: 4560 Albion Little River Road, Albion

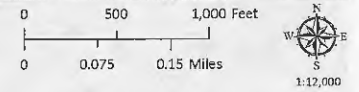


VICINITY MAP

Map produced by the Mendocino County Planning & Building Services, June, 2016
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 OWNER: PHILLIPS, Van
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TOPOGRAPHIC MAP
 CONTOUR INTERVAL IS 40 FEET

Map produced by the Mendocino County Planning & Building Services, June, 2016
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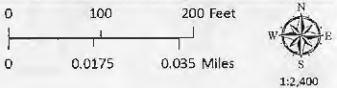
SUBJECT PARCEL/S

SH 1

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

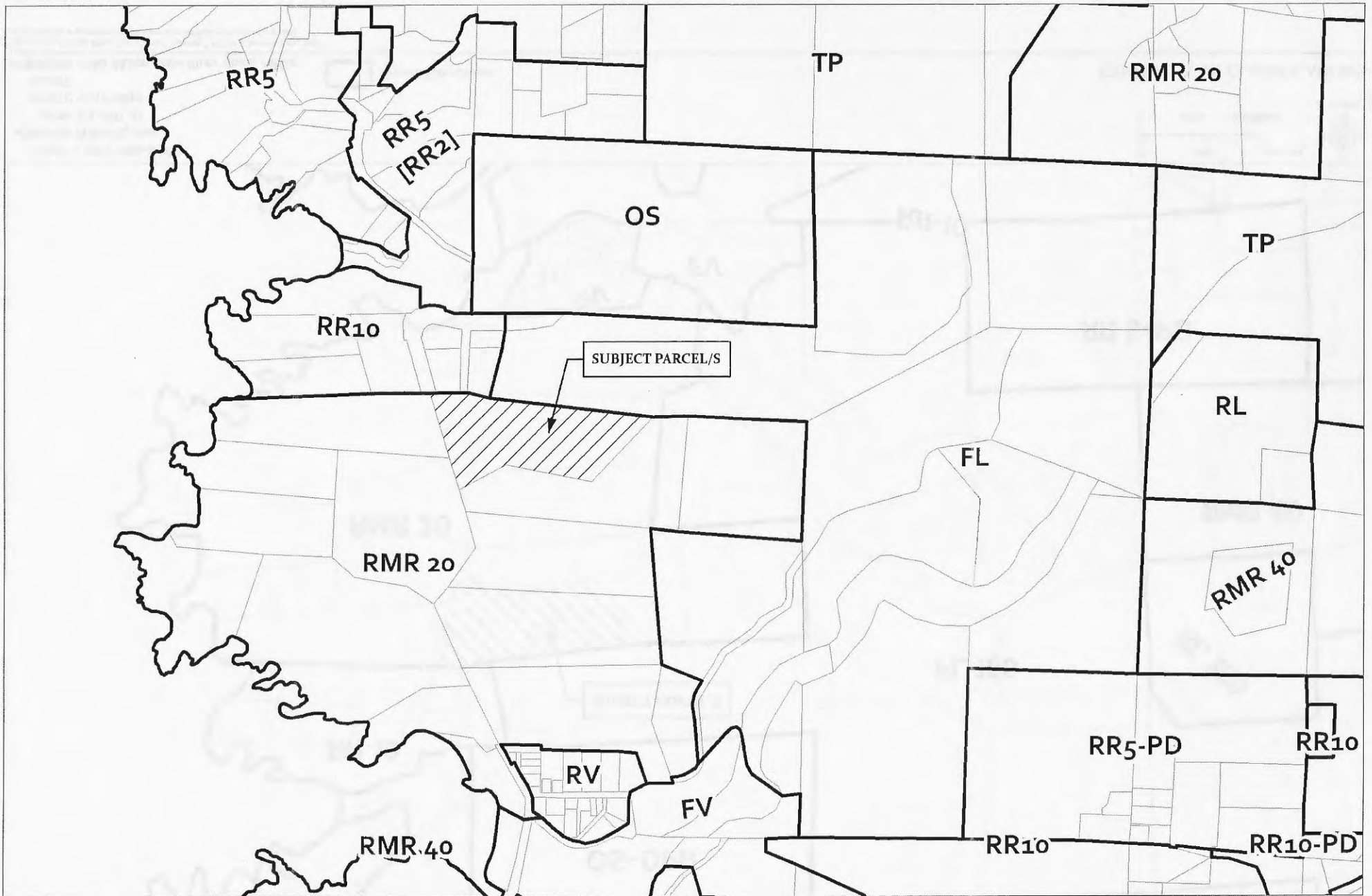
CASE: CDPR 2016-0007
OWNER: PHILLIPS, Van
APN: 123-020-22
APLCT: Van Phillips
AGENT:
ADDRESS: 4560 Albion Little River Road, Albion

Public Roads



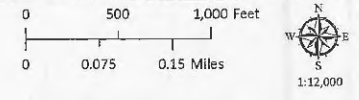
ESRI IMAGERY

Map produced by the Mendocino County Planning & Building Services, June, 2016
All spatial data is approximate. Map provided without warranty of any kind.



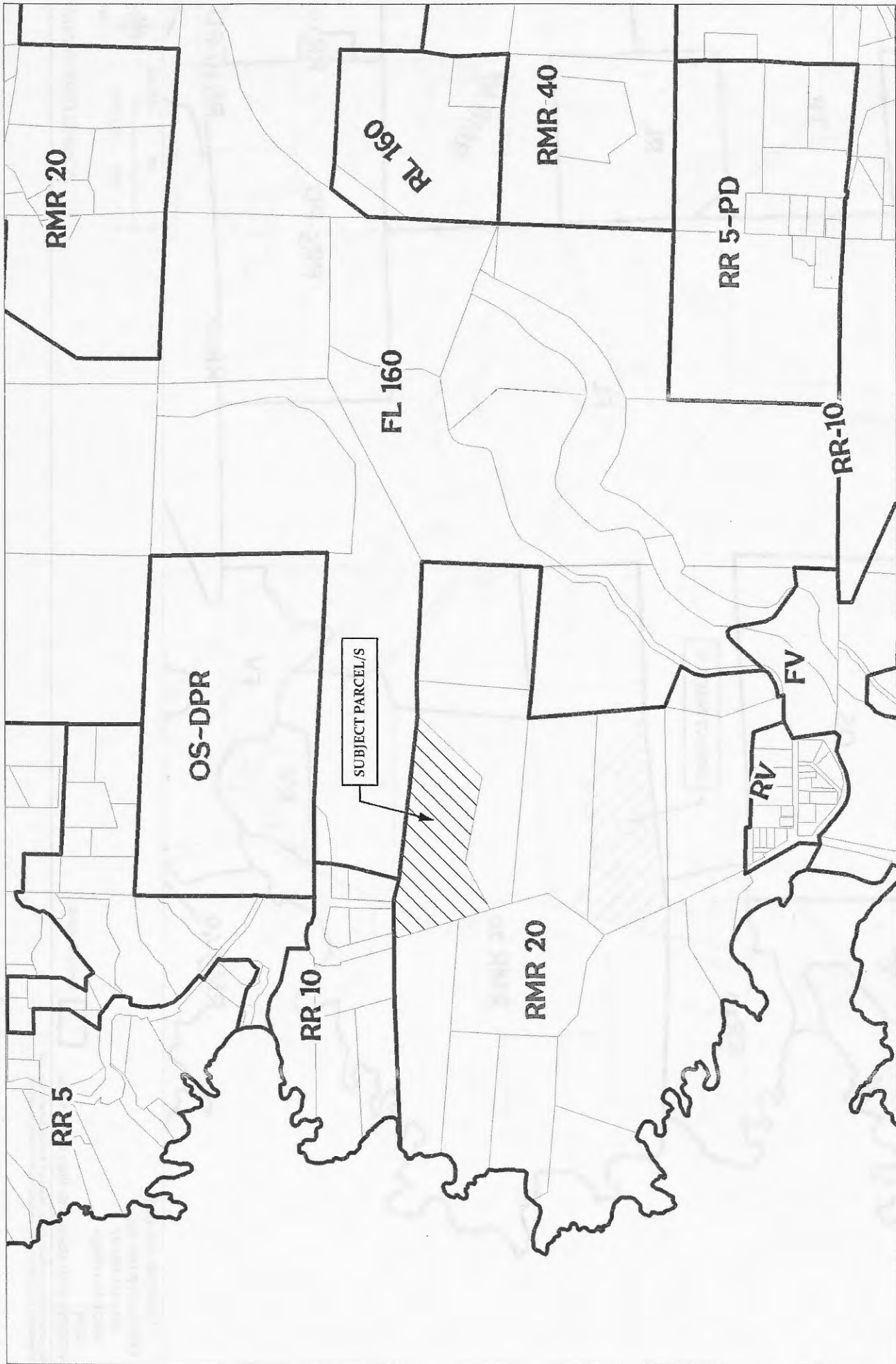
CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
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 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion

 Zoning Districts



ZONING DISPLAY MAP

Map produced by the Mendocino County Planning & Building Services, June, 2016
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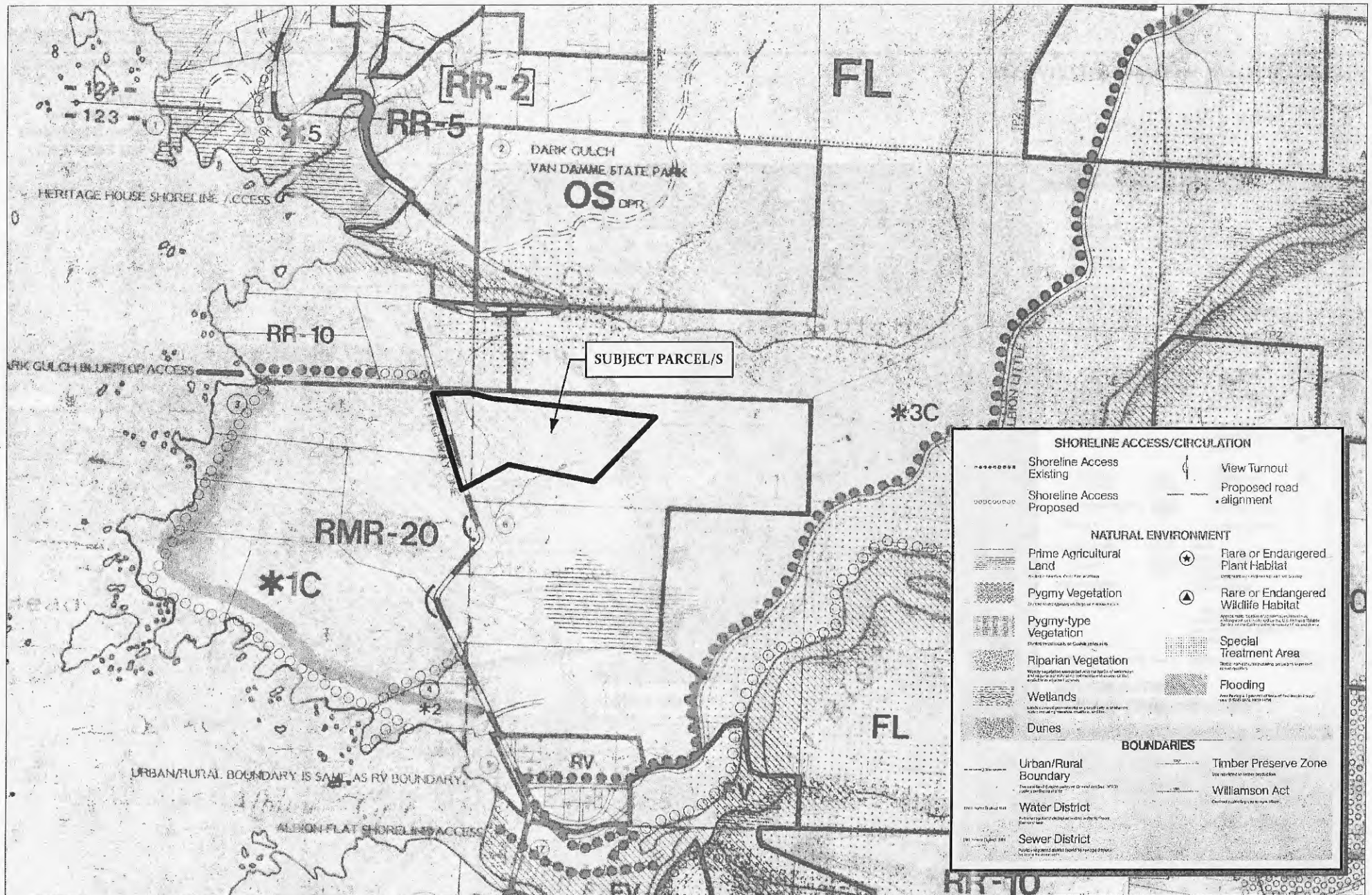


GENERAL PLAN CLASSIFICATIONS

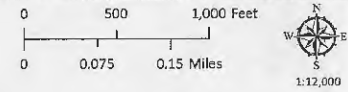
General Plan Classes

CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
 APN: 123-020-22
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 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion

Map produced by the Mendocino County Planning & Building Services, June, 2016. All spatial data is approximate. Map provided without warranty of any kind.



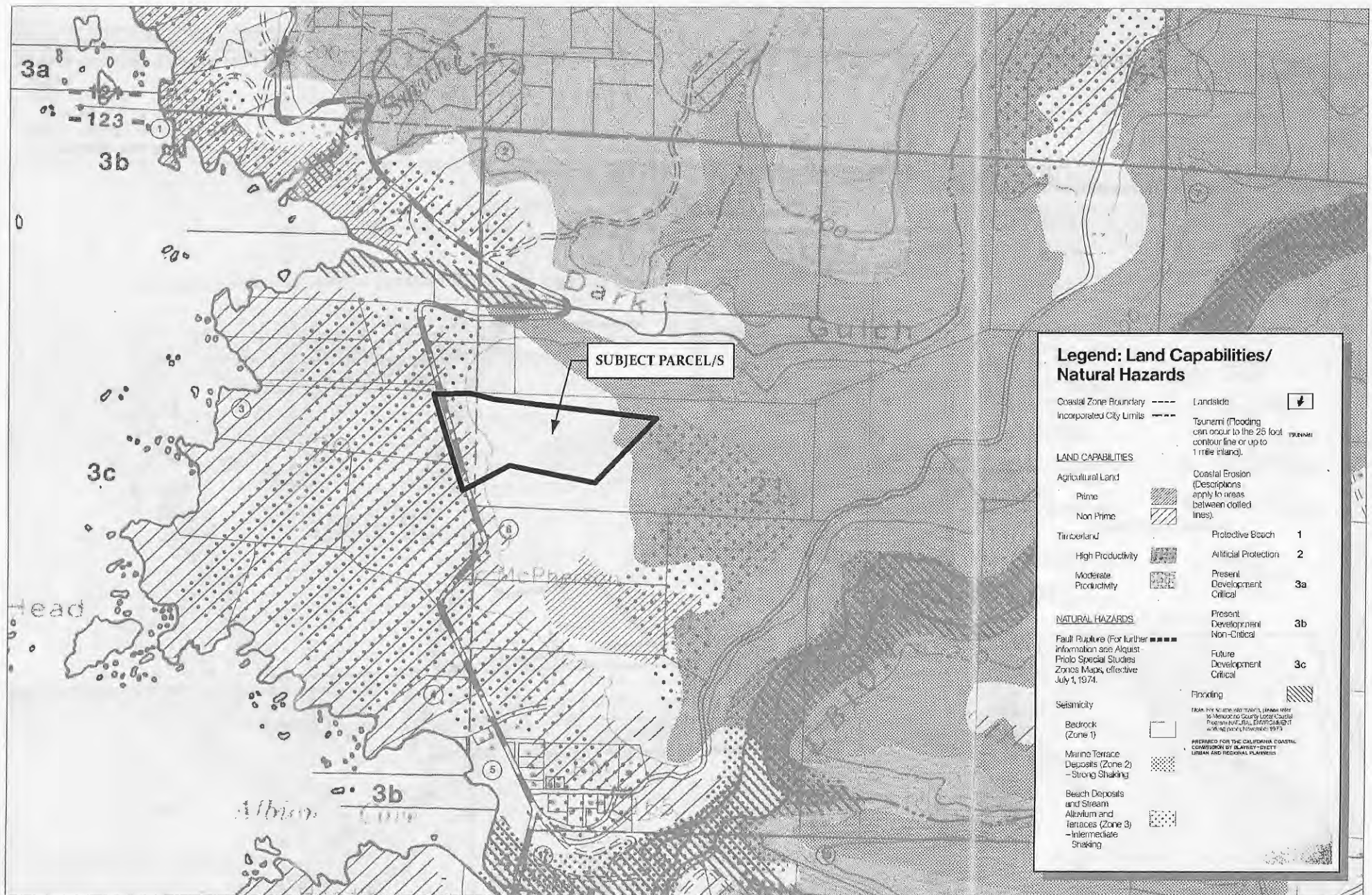
SHORELINE ACCESS/CIRCULATION			
	Shoreline Access Existing		View Turnout
	Shoreline Access Proposed		Proposed road alignment
NATURAL ENVIRONMENT			
	Prime Agricultural Land		Rare or Endangered Plant Habitat
	Pygmy Vegetation		Rare or Endangered Wildlife Habitat
	Pygmy-type Vegetation		Special Treatment Area
	Riparian Vegetation		Flooding
	Wetlands		
	Dunes		
BOUNDARIES			
	Urban/Rural Boundary		Timber Preserve Zone
	Water District		Williamson Act
	Sewer District		



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 OWNER: PHILLIPS, Van
 APN: 123-020-22
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 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion

LCP LAND USE MAP 18: ALBION

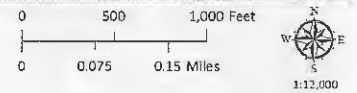
Map produced by the Mendocino County Planning & Building Services, June, 2016
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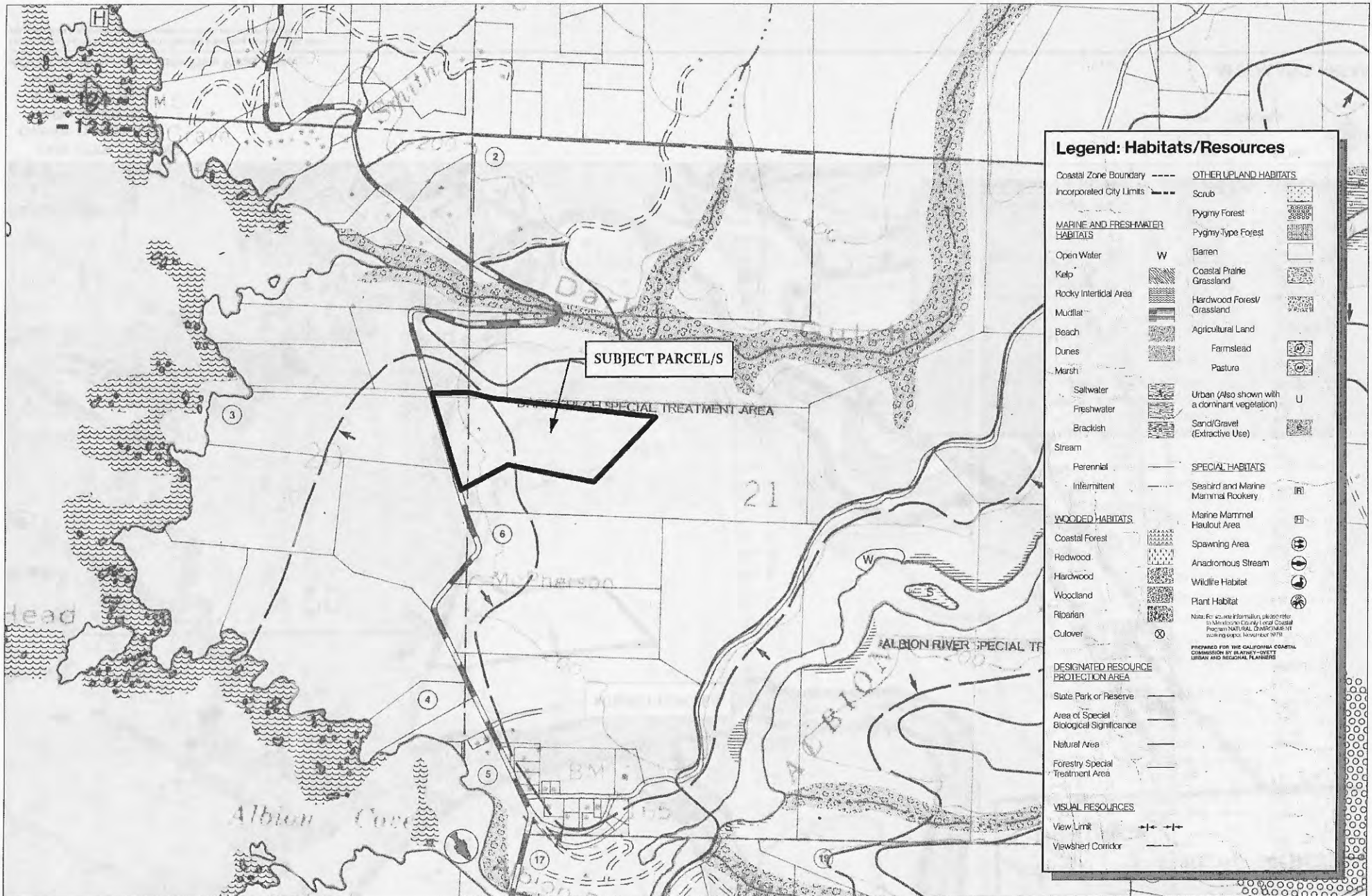
CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
 APN: 123-020-22
 APLCT: Van Phillips
 AGENT:

ADDRESS: 4560 Albion Little River Road, Albion

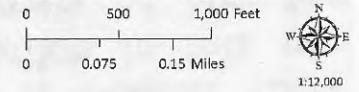
Map produced by the Mendocino County Planning & Building Services, June, 2016
 All spatial data is approximate. Map provided without warranty of any kind.



LCP LAND CAPABILITIES & NATURAL HAZARDS

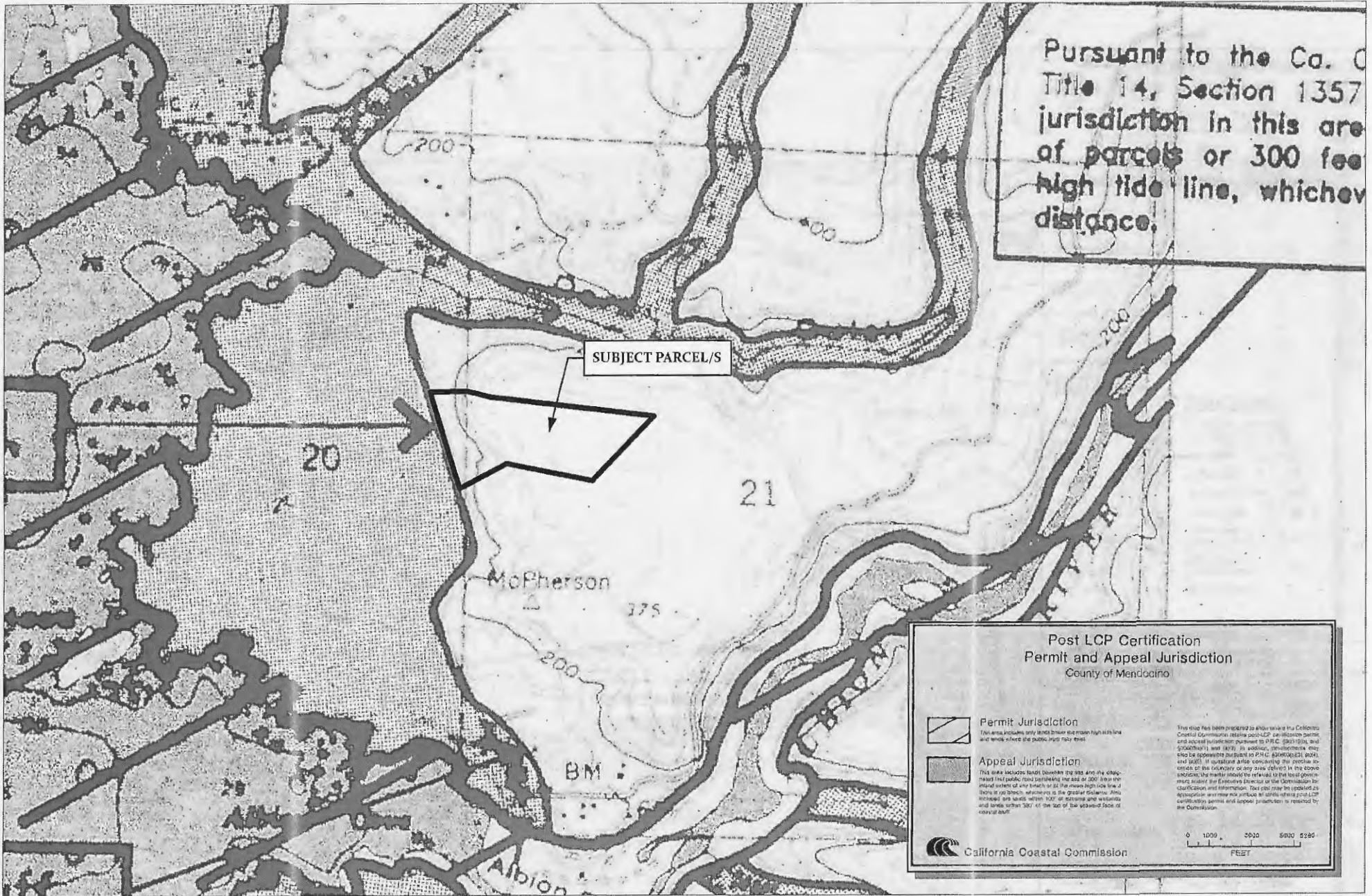


CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
 APN: 123-020-22
 APLCT: Van Phillips
 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion



LCP HABITATS & RESOURCES

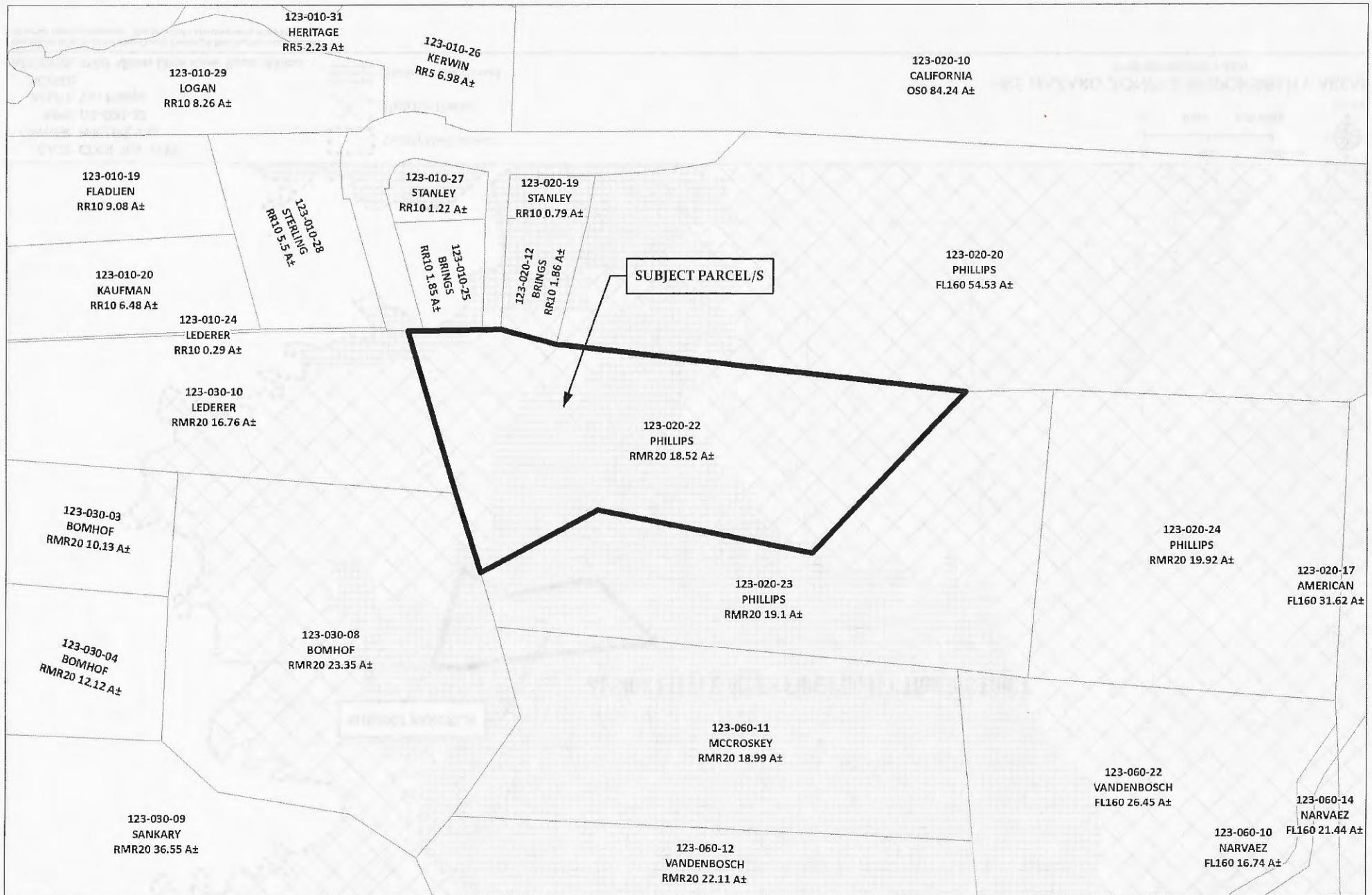
Map produced by the Mendocino County Planning & Building Services, June, 2016
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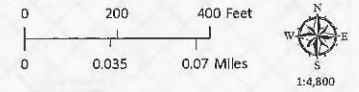
CASE: CDPR 2016-0007
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 AGENT:
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Map produced by the Mendocino County Planning & Building Services, June, 2016
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APPEALABLE AREAS

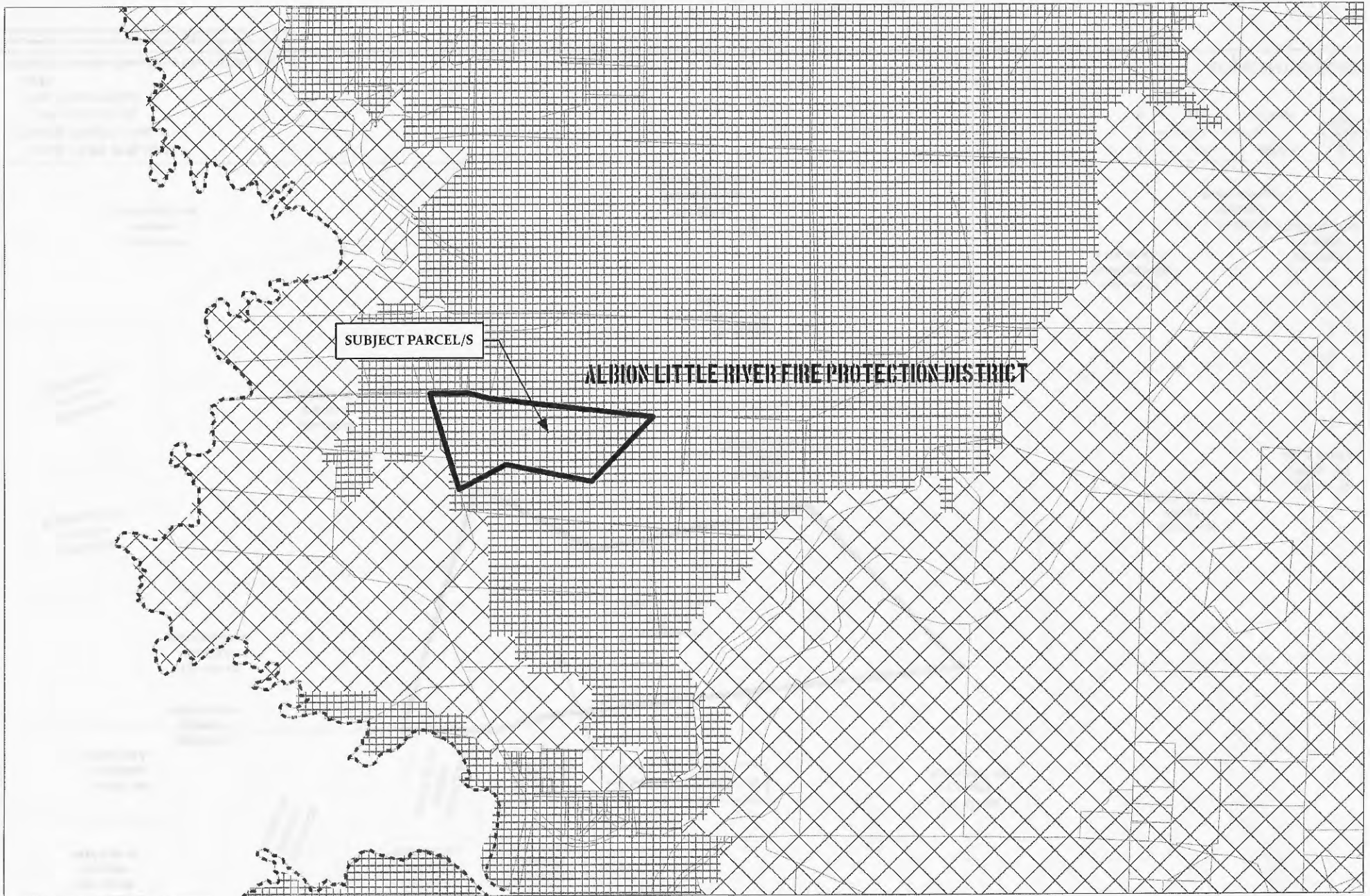


CASE: CDPR 2016-0007
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ADJACENT PARCELS

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SUBJECT PARCEL/S

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

CASE: CDPR 2016-0007




OWNER: PHILLIPS, Van

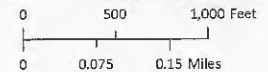
APN: 123-020-22

APLCT: Van Phillips

AGENT:

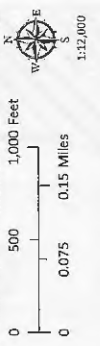
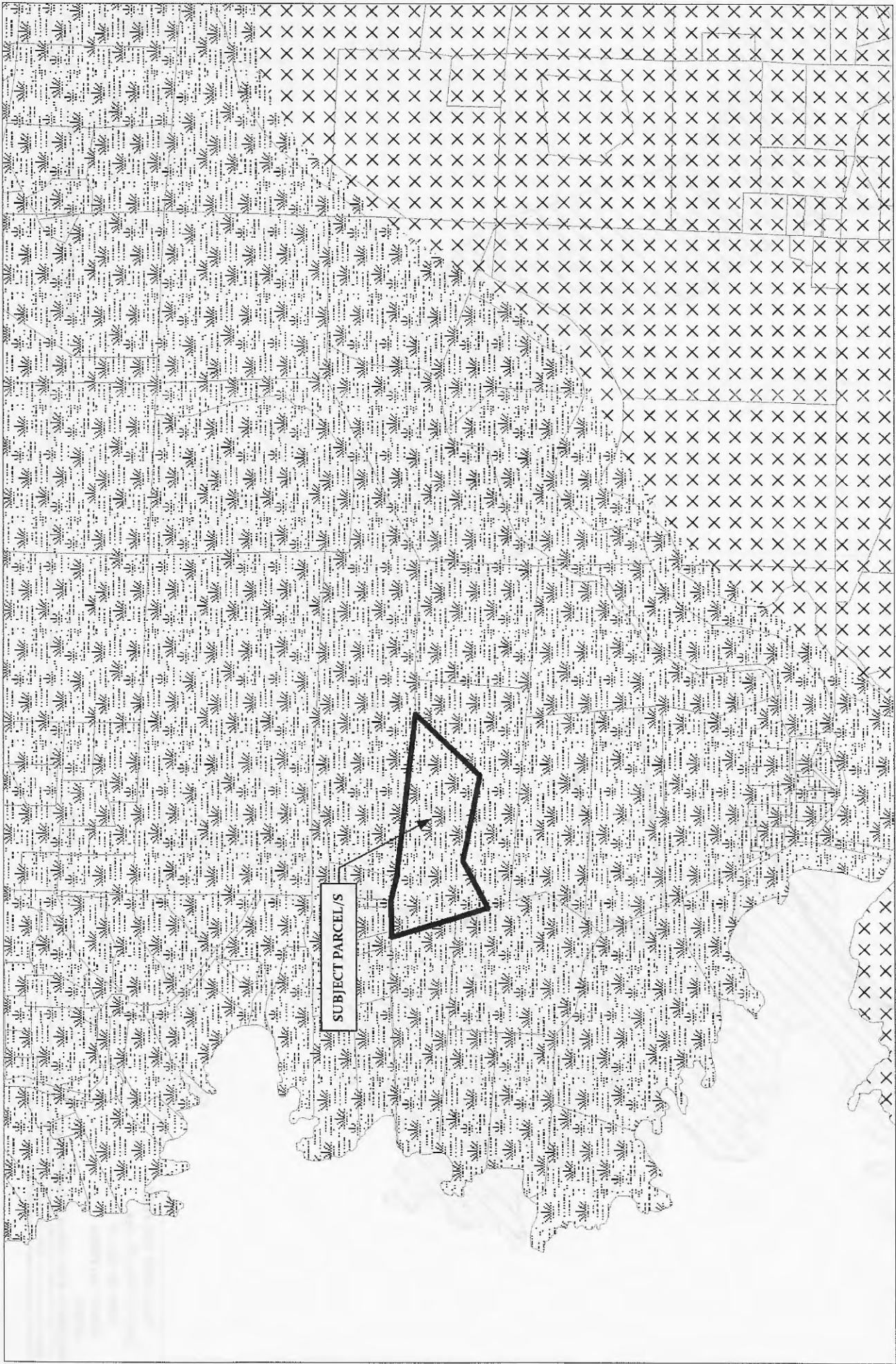
ADDRESS: 4560 Albion Little River Road, Albion

-  County Fire Districts
-  High Fire Hazard
-  Moderate Fire Hazard



FIRE HAZARD ZONES & RESPONSIBILITY AREAS
STATE RESPONSIBILITY AREA

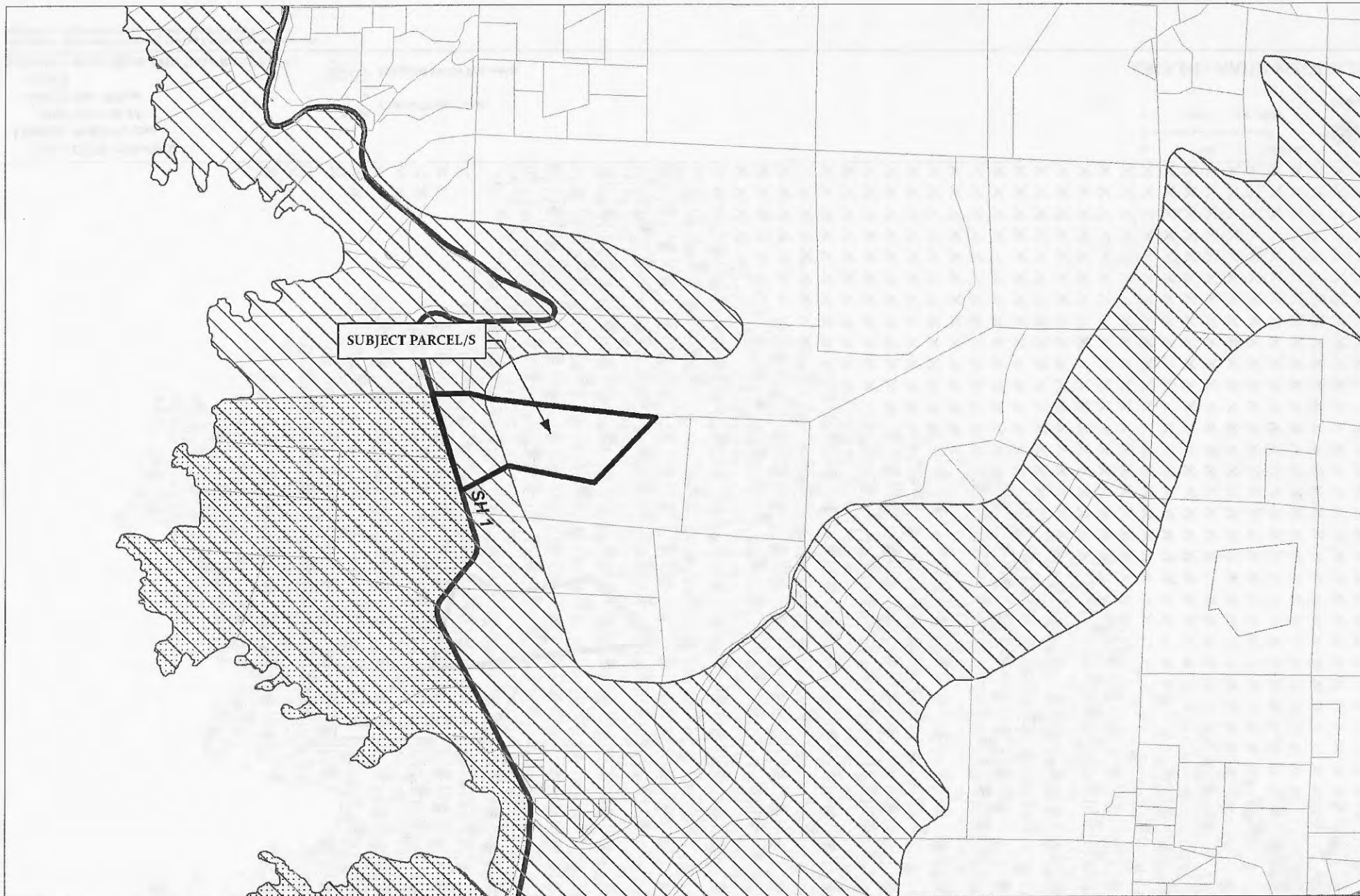
Map produced by the Mendocino County Planning & Building Services, June, 2016
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GROUND WATER RESOURCES

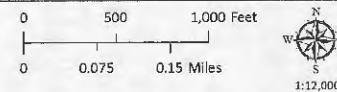
CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
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 ADDRESS: 4560 Albion Little River Road, Albion

Map produced by the Mendocino County Planning & Building Services, June, 2016
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CASE: CDPR 2016-0007
 OWNER: PHILLIPS, Van
 APN: 123-020-22
 APLCT: Van Phillips
 AGENT:
 ADDRESS: 4560 Albion Little River Road, Albion

- Tree Removal Area
- Highly Scenic Area
- Highly Scenic Area (Conditional)
- Highways



HIGHLY SCENIC & TREE REMOVAL AREAS

Map produced by the Mendocino County Planning & Building Services, June, 2016
 All spatial data is approximate. Map provided without warranty of any kind.

Organizational Development & Strategic Planning Project Proposal

Prepared for
Albion Little River Fire Protection District (ALRFPD)
Chris Skyhawk, Executive Director
PO Box 634, Albion, CA 95410
(707) 937-4295
board@albionfire.com
www.albionfire.com

By
Heather Paulsen Consulting
PO Box 1552, Fort Bragg, CA 95437
(707) 397-0567
HPaulsen.PMP@gmail.com
www.hpaulsenconsulting.com

April 20, 2016

Purpose of Project:

ALRFPD seeks to conduct a series of two workshops to build organizational capacity and to develop a Strategic Plan for ALRFPD. The services of a neutral Facilitator are sought to gather data, plan and conduct two workshops, develop a decision-making methodology with the ALRFPD Board of Directors, and deliver a comprehensive Strategic Plan based on input from the Board and a wide array of Key Stakeholders. The Strategic Plan is intended to be a living document to guide the decisions of the ALRFPD Board and the actions of the ALRFPD organization. The Facilitator is expected to partner with an assigned ALRFPD Steering Committee whose purpose is to ensure a successful outcome for this project.

This brief document outlines the Facilitator's proposed process, and when signed by both parties, serves as the formal Agreement for this engagement.

Scope of Project:

This project will consist of the following phases/activities:

- *Initial Data Collection:* Facilitator will work with the Steering Committee to gather required ALRFPD data to be used in development of the two workshops. This includes development of a list of key stakeholders and a communications plan to keep key stakeholders informed throughout the project. The Steering Committee will review and suggest revisions to the interview and questionnaire content developed by Facilitator, and will schedule interviews and/or deliver questionnaires to key stakeholders. Interviews will be conducted by Facilitator, and all questionnaires shall be returned directly to Facilitator.
- *Data Review and Workshop Planning:* Steering Committee will review data compiled and analyzed by Facilitator, and work with Facilitator to develop workshop agendas based, in part, on this data. Steering Committee will coordinate with Facilitator to invite key stakeholders to workshops and assure their attendance.
- *Workshop #1, Organizational Development & Decision-Making Models:* This workshop will focus primarily on the Board of Directors and focus on team building and developing agreement on decision-making models to be used in the future to ensure that the Board's decisions "stick." Flipchart notes and votes from the workshop will be compiled by Facilitator into a Summary Report that will be delivered to and discussed with the Steering Committee.
- *Workshop #2, Strategic Plan Development:* This workshop will involve the Board of Directors and a broader set of key stakeholders, and will result in development of a shared vision and mission for ALRFPD, a SWOT analysis, and measurable goals and objectives. This information will be crafted into a Strategic Plan by the Facilitator, to be reviewed and revised by the Steering Committee. Following revision, the Facilitator and Steering Committee will present the Strategic Plan to the Board of Directors.

Deliverables:

- Facilitator will prepare aggregate **results and analysis of Interviews and Questionnaires** completed by the Board and Key Stakeholders.
- Facilitator will facilitate an **Organizational Development Workshop and Summary Report** focused on the ALRFPD Board's teamwork and developing a decision-making model to ensure that Board decisions "stick."

- Facilitator will facilitate a **Strategic Planning Workshop** involving Board members and additional Key Stakeholders, the outcomes of which will be:
 - **Shared vision and mission** for ALRFPD
 - Identification of ALRFPD's strengths, weaknesses, opportunities and threats (**SWOT analysis**)
 - **Strategic Plan** with clear, measurable objectives
- Presentation of **final Strategic Plan** to ALRFPD Board of Directors.

Assumptions:

- Mike Issel will serve as ALRFPD's project manager and principal point of contact for Facilitator for the duration of this project.
- The ALRFPD Steering Committee, in coordination with Facilitator, will schedule all project activities, identify Key Stakeholders, schedule interviews with and/or distribute Questionnaires to Key Stakeholders, reserve appropriate facilities for workshops, and ensure Key Stakeholder attendance at designated meetings.
- Facilitator will partner with Steering Committee to develop interview and questionnaire content to ensure that data collected is relevant to ALRFPD's desired outcomes.
- Facilitator will engage the services of a co-facilitator (at Facilitator's expense) to assist with running the workshops.
- Facilitator shall be permitted to list ALRFPD as a client on Facilitator's website.

Timeline:

This project will begin in April 2016, with specific dates to be determined by the Steering Committee and Facilitator once the project begins:

Major Activities*	Participants	Approximate Timeline
Project Kick-Off Meeting	Steering Committee, Facilitator	4/2016
Interviews and-or Questionnaires with Key Stakeholders	Facilitator, Board members, Key Stakeholders	4/2016 – 5/2016
Review of Aggregate Data from Interviews & Questionnaires	Steering Committee, Facilitator	5/2016
Organizational Development / Decision-Making Workshop	Board, Facilitator (& selected key stakeholders?)	6/2016
Review Results of Org. Dev. Workshop	Steering Committee, Facilitator	6/2016
Strategic Planning Workshop	Board, Steering Committee, Key Stakeholders, Facilitator	7/2016
Review Draft Strategic Plan	Steering Committee, Facilitator	8/2016
Strategic Plan Presentation	Board, Steering Committee, Facilitator	9/2016
Project Closure & Next Steps	Steering Committee, Facilitator	9/2016

*Additional Steering Committee meetings may be scheduled as needed.

Budget and Terms:

The Facilitator's fee for this project is \$5000, payable as invoiced by Facilitator on the following schedule:

Initial Payment	\$1500	Due upon execution of Agreement
Second Payment	\$1500	Due upon completion of Org. Dev. Workshop
Final Payment	\$2000	Due upon presentation of Strategic Plan to Board

A Change Order is required to perform extra or changed work that is outside the scope of this Agreement. All approved Change Orders will be billed on a time and materials basis at a rate of \$125/hour.

If ALRFPD or Facilitator cancels this project prior to scheduled completion, without cause or for convenience, ALRFPD will be responsible for payment of invoices reflecting work accomplished up to the date of termination.

Facilitator is covered by insurance for all its operations, including automobile, professional liability and general liability insurance. Facilitator shall maintain certificates of insurance, and can provide copies of relevant policies if needed.

Signature Block:

This Project Proposal serves as the formal project Agreement upon signature by an authorized representative of ALRFPD and the Facilitator, effective on the date of the final signature.



ALRFPD Authorized Representative

Date: 20 April, 2016



Heather Paulsen, Facilitator

Date: 6/23/16

June 27, 2016



6 / 724 *****AUTO**MIXED AADC 945
COMPANY Albion Little Rvr Fpd
PO BOX 634
ALBION CA 95410-0634

REF: Commercial Card Agreement with ALBION LITTLE RVR FPD

A review of our Commercial Card program showed that certain cross-collateralization provisions of the Commercial Card Agreement (the "Agreement") between [COMPANY NAME] (the "Company") and Bank of the West (the "Bank") included language which could be interpreted to mean that the Company's obligations under the Agreement are secured by, among other assets, real property of the Company. Please be advised that the Bank did not intend any provision of the Agreement to grant to Bank a security interest in the Company's real property or improvements constructed on such real property.


Except as set forth hereafter, the Bank disclaims and releases any security interest in any of the Company's real property or improvements constructed on such real property as collateral for the Company's obligations under the Agreement. Notwithstanding the foregoing, to the extent that the obligations secured by the provisions of a deed of trust or mortgage executed by the Company in favor of the Bank includes the Company's obligations under the Agreement, such security interest is not disclaimed or released hereby. The Bank's intention is to disclaim and release any grant of a security interest in the Company's real property and improvements constructed on such real property arising solely under the provisions of the Agreement. Nothing herein shall affect in any manner the provisions of or the security interests granted under any deed of trust or mortgage executed by the Company in favor of the Bank.

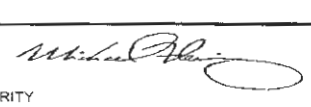
Additionally, the Bank clarifies that payments of rebates are based on a calendar year. Rebates are paid within 60 days after the end of each calendar year based on the total Net Purchasing Volume requirements attained for each calendar year, and no rebates are paid during any calendar year in which the Agreement is terminated at any time other than at the end of such calendar year.

Please let me know if you have any questions.

Sincerely,

James Hahn
BankCard Center
1-866-683-9893
Bank of the West

GSRMA-03	CO	CERTIFICATE OF COVERAGE	06/24/2016			
Primary Insurance Provided by Golden State Risk Management Authority P.O. Box 706 Willows, CA 95988-0706		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED and/or requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage/Policies must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
GSRMA MEMBER: ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT PO BOX 634 ALBION, CA 95410		COVERAGE AFFORDED BY A - Golden State Risk Management Authority				
		COVERAGE AFFORDED BY B -				
		COVERAGE AFFORDED BY C -				
		COVERAGE AFFORDED BY D -				
Coverages THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE/POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS/POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS/POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
ENT LTR	TYPE OF COVERAGE	POLICY #	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	MEMBER'S SELF-INSURED RETENTION/ DEDUCTIBLE	LIMITS
A	WORKERS' COMPENSATION <input checked="" type="checkbox"/> WORKERS' COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	JPA 0038	07/01/2016	07/01/2017	\$0	WORKERS' COMPENSATION: \$ 300,000 EMPLOYERS LIABILITY: \$ 300,000
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE	JPA 0038	07/01/2016	07/01/2017	\$ 0	\$ 250,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY	JPA 0038	07/01/2016	07/01/2017	\$ 0	\$ 250,000
A	CRIME <input checked="" type="checkbox"/> EMPLOYEE THEFT-PER LOSS <input checked="" type="checkbox"/> DEPOSITORS FORGERY OR ALTERATION <input checked="" type="checkbox"/> THEFT, DISAPPEARANCE AND DESTRUCTION <input checked="" type="checkbox"/> COMPUTER AND FUNDS TRANSFER FRAUD	JPA 0038	07/01/2016	07/01/2017	\$ 2,500	\$ 25,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE <input checked="" type="checkbox"/> BOILER AND MACHINERY <input checked="" type="checkbox"/> TERRORISM	JPA 0038	07/01/2016	07/01/2017	\$ 1,000 \$ 25,000 \$ 250 Comp \$ 500 Coll \$ 1,000	ALL RISK: \$5,000 FLOOD: \$25,000 AUTO (ACV): \$10,000 AUTO (RCV): PER POLICY BOILER AND MACHINERY: \$5,000
Description of Operations/Locations/Vehicles/Special Items: AS RESPECTS EVIDENCE OF COVERAGE ONLY.						
Certificate Holder FOR THE PURPOSE OF EVIDENCE ONLY C/O ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT P.O. BOX 634 ALBION, CA 95410			Cancellation SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGES/POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

GSRMA-03	CO	CERTIFICATE OF COVERAGE	06/24/2016			
CSAC Excess Insurance Authority C/O ALLIANT INSURANCE SERVICES, INC. P.O. BOX 6450 NEWPORT BEACH, CA 92658-6450 PHONE (949) 756-0271 / FAX (619) 699-0901 LICENSE #0C36861		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.				
		IMPORTANT: If the certificate holder is an ADDITIONAL INSURED and/or requesting a WAIVER OF SUBROGATION, the Memorandums of Coverage/Policies must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).				
		COVERAGE AFFORDED BY A - See attached schedule of insurers				
MEMBER: Golden State Risk Management Authority P.O. Box 706 Willows, CA 95988-0706		COVERAGE AFFORDED BY B - CSAC Excess Insurance Authority				
GSRMA MEMBER: ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT		COVERAGE AFFORDED BY C - National Union Fire Insurance Company of Pittsburgh, PA (AIG)				
Coverages THIS IS TO CERTIFY THAT THE MEMORANDUMS OF COVERAGE/POLICIES LISTED BELOW HAVE BEEN ISSUED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE MEMORANDUMS/POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH MEMORANDUMS AND POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
ENT LTR	TYPE OF COVERAGE	MEMORANDUM # /POLICIES	COVERAGE EFFECTIVE DATE (MM/DD/YYYY)	COVERAGE EXPIRATION DATE (MM/DD/YYYY)	MEMBER'S SELF-INSURED RETENTION/ DEDUCTIBLE	LIMITS
A	WORKERS' COMPENSATION <input checked="" type="checkbox"/> WORKERS' COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	See attached for insurers policy numbers	07/01/2016	07/01/2017	\$ 300,000	WORKERS' COMPENSATION: Statutory EMPLOYERS LIABILITY: \$5,000,000
B	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE	EIA-PE 16 EL-63	07/01/2016	07/01/2017	\$ 250,000	Difference between \$1,000,000 and the Member's Self-Insured Retention
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY	EIA-PE 16 EL-63	07/01/2016	07/01/2017	\$ 250,000	Difference between \$1,000,000 and the Member's Self-Insured Retention
C	CRIME	014255741	06/30/2015	06/30/2017	\$25,000	\$ 10,000,000 Per Occurrence \$ 5,000,000 Per Occurrence excess of \$10,000,000
B	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> FLOOD <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE (ONLY IF SCHEDULED) <input checked="" type="checkbox"/> BOILER AND MACHINERY <input checked="" type="checkbox"/> TERRORISM TERRORISM LIMIT IS SHARED BY ALL MEMBERS IN ALL TOWERS ALL OTHER LIMITS ARE SHARED PER TOWER	EIA PPR 16-19	03/31/2016	03/31/2017	\$ 5,000 \$ 25,000 \$10,000 PER POLICY \$ 5,000	\$25,000,000 PER OCC ALL RISK \$25,000,000 PER OCC ANNUAL AGG. LIMIT APPLIES TO FLOOD AUTO PHYS. DAMAGE DED. (ACV) AUTO PHYS. DAMAGE DED. (RCV) \$25,000,000 PER ACCIDENT BOILER & MACHINERY LIMIT
Description of Operations/Locations/Vehicles/Special Items: AS RESPECTS EVIDENCE OF COVERAGE ONLY.						
Certificate Holder FOR THE PURPOSE OF EVIDENCE ONLY C/O ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT P.O. BOX 634 ALBION, CA 95410			Cancellation SHOULD ANY OF THE ABOVE DESCRIBED MEMORANDUMS OF COVERAGES/POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE MEMORANDUMS OF COVERAGE/POLICIES PROVISIONS.			
			AUTHORIZED REPRESENTATIVE  CSAC EXCESS INSURANCE AUTHORITY			

**CSAC EXCESS INSURANCE AUTHORITY
EXCESS WORKERS' COMPENSATION PROGRAM
2016/2017 SCHEDULE OF INSURERS**

Golden State Risk Management Authority (GSRMA) member agencies

PROVIDER	MEMORANDUM/POLICY NUMBER	LIMIT
CSAC Excess Insurance Authority	EIA-PE 16 EWC-02	<p>Workers' Compensation: \$50,000,000 each accident/each employee for disease</p> <p>(Difference between \$50,000,000 and the individual member's retention)</p> <p>Employers' Liability: \$5,000,000 each accident/each employee for disease</p> <p>(Difference between \$5,000,000 and the individual member's retention)</p>
Liberty Insurance Corporation	EW7-641-444785-016	<p>Statutory each accident/ each employee for disease excess of \$50,000,000</p>



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PROVIDE US WITH A GENERAL EMAIL ADDRESS AND THE CERTIFICATE
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CSAC-EIA-CERTS@ALLIANT.COM

AND WE WILL GLADLY SEND YOU YOUR FUTURE CERTIFICATES VIA
EMAIL.



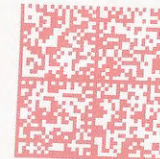
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Fellow ALRFPD Board Members:

It is with regret that I am informing you that I will be stepping aside as Board President effective at the conclusion of our Board Meeting on July 13, 2016. I will chair the meeting and near its conclusion I will facilitate the Board in appointing a member to serve out the term.

As you are aware I have had medical issues for months and I was unable to attend our regular meeting in June. Although I do not have anything that is by any means life-threatening, on advice of my health care practitioner I must devote more of my energy and time into resolving these persistent issues.

I will continue to serve as a Board member. I am excited to be participating in Strategic Planning and Measure M defense. I am also encouraged, among other things, by the movement that our Board has made toward station renovation and the acquisition of new vehicles. I want to continue to support these vital efforts.

We have a very talented group of people and I expect we will accomplish great things together.

Sincerely,
Chris Skyhawk

ALRFPD Steering Committee Kick-Off Meeting

5:00pm Monday, 27 June @ Station 810
33900 West Street, Albion - located Behind Albion Grocery Store

Participants: Facilitator: Heather Paulsen
Members Present: Chris Skyhawk, Mike Issel, Ted Williams
Greg Schellhase, Carolyn Latkin

Draft Agenda

- I. Introductions – Self-introductions were made around the table, and included details about individuals’ backgrounds and length of involvement with ALRFPD.

I.a. – (New agenda item added) Purpose of Steering Committee. Document reviewed and discussed. The Steering Committee’s purpose is to steer the project’s processes to success; we do not focus on content. Content development will occur only when Key Stakeholders are present and able to provide input.
- II. Project Goals – Overview (flowchart of project Phases I, II and III) – Flowchart document reviewed and discussed in detail. Phase I should include respondents from all 3 ridges within ALRFPD’s boundaries, as they are distinct communities with distinct needs/opinions. We may do a combination of paper and electronically-distributed questionnaires. For Phase II we discussed a need to also include documentation of decision-making processes.
- III. Roles & Responsibilities – RACI Chart reviewed and discussed in detail. (R=Responsible, A=Accountable, C=Consulted, I=Informed)
- IV. Identify Stakeholders – Draft list of Key Stakeholders was reviewed and discussed (this “starter list” includes only Board members and Steering Committee members at this point). We will elaborate this list at our next Steering Committee meeting. For example, we should include people in the district who have called 9-1-1.
- V. Review/Revise Stakeholder Communication Plan – Communication Plan document was reviewed and discussed. This will help us to ensure that all Key Stakeholders are aware and informed of the project’s progress.

- VI. Tentative Timeline – set dates for Phases of project – Timeline will be specified as we move forward. We discussed a target date of October 2016 for completion of the Strategic Plan document.
- VII. Next Steps/Next Meeting Dates – Our Steering Committee will meet either 7/22/16 (1st choice) or 7/15/16 at 10:00 a.m. The main agenda items will be: elaborate our list of Key Stakeholders, and review/revise the Questionnaires to be distributed to our Board and Key Stakeholders.
- VIII. Adjourn – Meeting adjourned at approximately 7:10 p.m.

ALRFPD Strategic Planning Project Board Report

June 2016

Submitted by: Heather Paulsen, Facilitator/Consultant

Background

In April 2016, ALRFPD received a grant from The Community Foundation of Mendocino County to engage in an organizational development and strategic planning process. ALRFPD retained the services of Heather Paulsen Consulting to facilitate two workshops and to produce a Strategic Plan document in partnership with ALRFPD.

The first workshop is to focus on organizational development with the ALRFPD Board, and the second workshop is to engage the Board and a broad group of stakeholders to develop a Strategic Plan for ALRFPD. The Strategic Plan is to be a “living” document that will be used to guide future decisions and that can support ALRFPD’s grant seeking efforts and maintain compliance with requirements set forth by ALRFPD’s insurers. Prior to the workshops, a set of questions will be sent to key stakeholders to ensure broad input into the Strategic Plan.

A monthly Status Report (this document) will be provided to the ALRFPD Board each month by Heather Paulsen Consulting, via ALRFPD’s designated project manager, Michael Issel.

Project Status – June 2016

A project kick-off meeting was held with the project’s Steering Committee on June 27, 2016. Participants were: Chris Skyhawk, Michael Issel, Ted Williams, Greg Schellhase and Carolyn Latkin. The following items were discussed (please see attachments for full details):

- Purpose of a Steering Committee
- Project Goals – Overview
- Project Roles & Responsibilities/RACI Chart
- Stakeholder Identification
- Stakeholder Communication Plan
- Tentative Timeline
- Next Steps

We are working to add two additional members to the Steering Committee (Chuck Greenberg and Rod Lorimer), and are working to find a next meeting date that will work for all Steering Committee members in July.

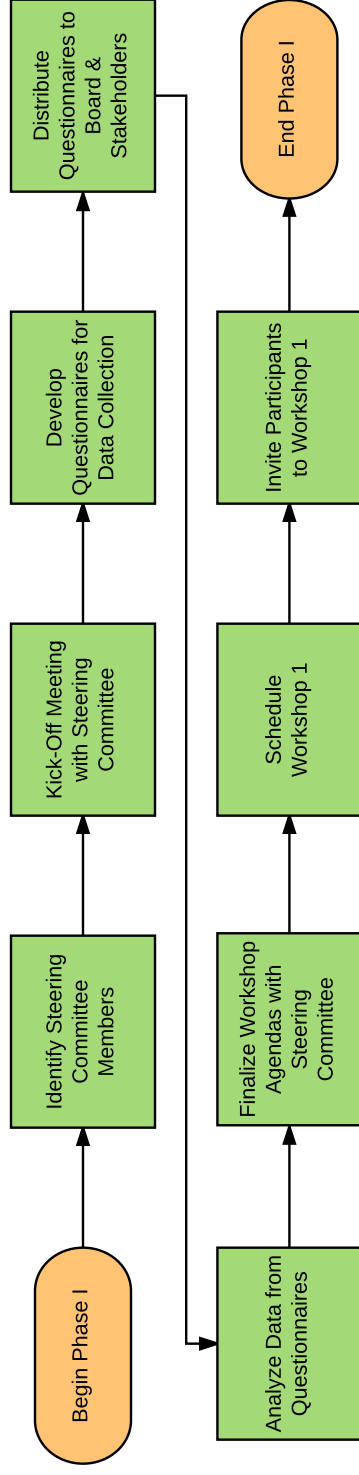
During the next Steering Committee meeting, we will elaborate our list of key stakeholders and finalize the Questionnaires that will be sent to the stakeholders.

Attachments to this Status Report:

- Steering Committee meeting minutes, 6/27/16
- Purpose of a Steering Committee
- Project Overview (flowchart)
- Project Roles & Responsibilities/RACI Chart
- Communication Plan & Stakeholder List

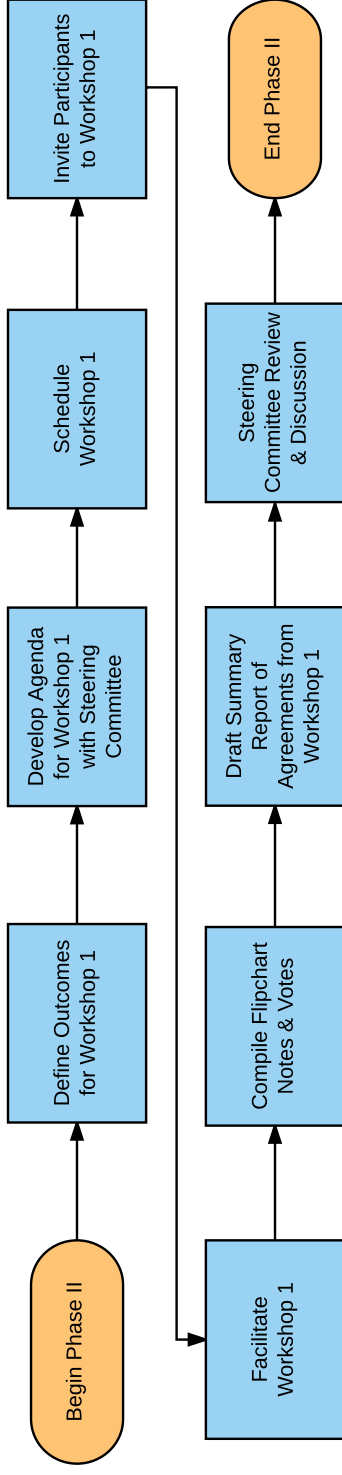
Phase I:
Includes extensive planning and data collection for our workshop series.

- Questionnaire 1 is designed for Board members and will focus on organizational culture, team work, decision making, and a Board SWOT. Relates to Phase II/Workshop 1.
- Questionnaire 2 is designed for Board members and other Stakeholders and will focus on ALRFPD's vision, services and SWOT. Relates to Phase III/Workshop 2.



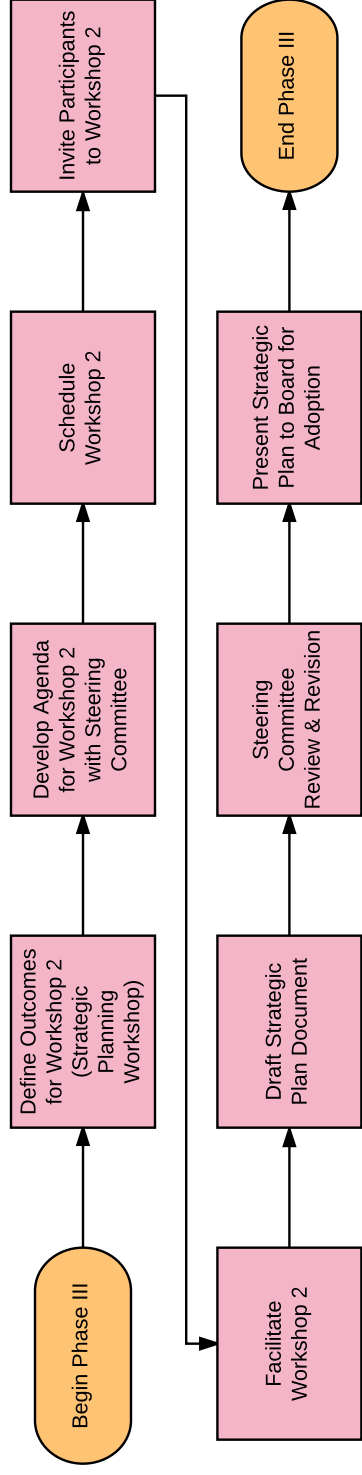
Phase II:
Includes our first Workshop, focused on organizational development and decision-making agreements. Workshop will include discussion of:

- Organizational culture
- Internal decision-making
- Decision models for making decisions that 'stick'
- Team building
- Leadership Styles



Phase III:
Includes the Strategic Planning Workshop, the outcome of which will be a 'living' Strategic Plan document, including:

- Prioritized goals/objectives
- Mission/Vision
- Resources, relationships
- Capabilities
- Measurable outcomes



Communication Plan

Activity/ Tool	Target/ Distribution List	Description/ Purpose	Owner	Frequency	Distribution Vehicle	Internal/ External	Comments
Letter of Commitment	Board	Gain project buy-in, clearly describe project groundrules	Facilitator	Once, before project start date	E-mail to Board President, VP	Internal	Signed by all 5 Board members
Project Charter	All Stakeholders	Clearly describe project scope and gain buy-in	Facilitator	Once, before project start date	Hardcopy, E-mail and posted to project DropBox.	Internal & External	Charter must be signed off by Board President & Project Manager
Project Kick-Off	Steering Committee	Communicate plans and stakeholder roles/responsibilities.	Facilitator	Once, on project start date	Meeting	Internal & External	All Steering Committee Members to participate
Status Reports	Steering Committee, Board Members, Key Stakeholders	Update stakeholders on progress of project.	Facilitator	Monthly, in time for Board Meetings	E-mail to Board President, VP	Internal & External	
Steering Committee Meetings	Steering Committee, Facilitator(s)	To review detailed plans (tasks, assignments and action items), status reports, identify and communicate potential project risks and issues	Facilitator	At least monthly, schedule TBD (more often if needed)	Meeting	Internal	
Change Orders	Project Manager, Project Sponsor, Facilitator(s)	Request for change to budget, schedule or scope	Project Manager/ Project Sponsor	As needed	Change Order Request Form	Internal & External	Change Orders with formal approval are required for changes over \$xx in value
Summary Reports (2)	Steering Committee (and possibly Board Members)	Review outcomes of data analysis, decision-making workshop	Facilitator	Following data analysis and Workshop 1	Meeting	Internal & External	
Draft Strategic Plan	Steering Committee	Review draft Strategic Plan, revise as needed	Facilitator	Once, following Strategic Planning Workshop2	E-mail distribution, followed by in-person meeting	Internal & External	
Final Strategic Plan	Steering Committee, Board Members, Key	Review document, revise and/or adopt (Board)	Facilitator	Once, at Board meeting following Strategic	Board Meeting	Internal & External	

ALRFPD Strategic Planning Project, 2016

	Stakeholders			Planning Workshop2			
Project Closure	Steering Committee, Key Stakeholders	To celebrate project success, and document lessons learned	Facilitator	Once, at project end	Meeting	Internal & External	

Stakeholder ID list

Name	Title & Affiliation	Contact Info	Communication	Distribution Vehicle	Comments
Chris Skyhawk	Project Sponsor; Board President; Steering Committee Member	hawkwork@mcn.org cell: office:	Project Proposal, Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
Michael Issel	Project Manager, Board Vice-President; Steering Committee Member	michael_issel@pacbell.net Cell: Office: PO Box 894, Albion, CA 95410	Project Proposal, Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
Alan Taeger	Board Secretary		Project Proposal, Summary Reports, Strategic Plan	Board meetings, Board communications	
Debbi Wolfe	Board Fiscal Officer		Project Proposal, Summary Reports, Strategic Plan	Board meetings, Board communications	
Scott Roat	Board Member		Project Proposal, Summary Reports, Strategic Plan	Board meetings, Board communications	
Ted Williams	ALRFPD Fire Chief, Steering Committee Member	ted@ted.net	Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
Greg Schellhase	Steering Committee Member	gregschellhase@comcast.net , 937-2172, The Woods, Little River, CA 95456	Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
Carolyn Latkin	Steering Committee Member	clatkin@gmail.com , 937-5633, PO Box 123, Albion, CA 95410	Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
Chuck Greenberg	Steering Committee Member	chuckg@mcn.org , 937-2418, PO Box 490, Little River, CA 95456	Status Reports, Summary Reports, Workshop Agendas, Strategic Plan, Project Kick-Off and Closure	E-mail for written updates. Meetings as necessary.	
	Grantwriting group				
	Auxiliary volunteers				
	Volunteer Firefighters				

ALRFPD Strategic Planning Project, 2016

	Residents				
	EMTs?				
	Other VFDs?				
	9-1-1 Callers				

Purpose of a Steering Committee

- Steering the project to successful conclusion
- Focus is on process, NOT content
- Sets tone for cooperation for project participants
- Represents stakeholders who do not sit on the committee
- Ensures equality in decision-making (meets needs of majority of stakeholders)
- Obtains project support/agreement from stakeholders
- Decision-maker when conflict issues arise: political, legal, organizational, technical, etc.
- Develops operating charter formalizing project's roles and responsibilities
- Develops project-level vision and goals
- Manages project scope with consultant
- Manages costs/project budget
- Manages project operational and political issues and risks
- Coordinates with related projects and programs, if applicable
- Resolves project obstacles
- Communicates to the stakeholders (workshop invitations, etc.)

RACI Chart

R=Responsible
 A=Accountable
 C=Consulted
 I=Informed

Task #	Task Description	Facilitator	Steering Committee	Board	Other Stakeholders	
1	Project Kick-Off	A	R	C	I	
2	Develop Questionnaires	R	C	I	I	
3	Distribute Questionnaires	A	R	I	I	
4	Collect Questionnaires	A	R			
5	Analyze Questionnaires	R/A	I	I	I	
6	Develop Agenda for Workshop 1	R	C/A	I	I	
7	Invite Participants to Workshop 1	A	R	R	I	
8	Conduct Workshop 1	R	R/A	R	I	
9	Summary Report from Workshop 1	R	C/A	I	I	
10	Develop Agenda for Workshop 2	R	C/A	I	I	
11	Invite Participants to Workshop 2	A	R	R	I	
12	Conduct Workshop 2	R	R/A	R	C	
13	Draft Strategic Plan Document	R	R/A	C	I	
14	Final Strategic Plan Document	R	R/A	R	I	
15						
16						
17						