

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

Thursday, June 14, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
7:00-8:00pm (longer if necessary)

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

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

2. **Board of Directors business meeting call to order and determination of a quorum:**
3. **Public communication to the Board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
4. **Items for Board consideration and possible action relevant to fire department operations.**
 - a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of one or more current volunteer firefighter applicants for employment, appointment of one or more probationary volunteer firefighters to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
 - b. **FY 2011-2012 budget review and revision:** The Board will review recommended changes to the current FY budget. The Board may vote to add, change, modify or adjust amounts of items in the current FY budget.
5. **Previous meeting minutes:** The minutes of the May 10, 2011 regular business meeting and the May 21, 2012 special FY 2012-2013 budget development meeting will be approved and/or revised and approved.
6. **Communications to the Board:** Communications to the Board will be presented.
7. **Financial report:** Current financial statements for the District will be presented.
8. **Other items for consideration and possible action:**
 - a. **Bylaws amendments:** The Board will review, discuss, and vote on proposed District bylaws amendments presented at the May 10, 2012 regular business meeting.
 - b. **FY 2012-2013 budget:** The board may vote to amend and/or adopt a proposed FY 2012-2013 budget developed at a special budget meeting held May 21, 2012.
9. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Parcel tax committee.**
10. **Directors' discussion:** Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
11. **Next scheduled regular business meeting:** Regular business meeting scheduled for Thursday, July 12, 2012, 7:00 pm cancelled and adjourned to the next scheduled regular business meeting, 7:00 pm, August 9, 2012.
12. **Adjournment:**

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

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admission independent study student

*Bill - New Little
July 12th*

*admission member
study student*

*Talk to Edie about the
course of public works*

Fire Chief's Report, 14 June, 2012, by Ted Williams (DRAFT)

- Purchases (noteworthy, not exhaustive)
 - (9) NRS water rescue life vests
 - (1) NRS water rescue helmet
 - Capstan winch - 50cc Honda, 1 ton capacity (cliff rescue)
 - (2) Cardiac Science AED batteries @ \$299/each
 - (2) Santamedical Pulse Oximeters
 - Boat kill switch set with Lanyard
 - book: Wildland Firefighting Practices
 - book: Firefighter's Handbook on Wildland Firefighting
 - Whistles for water rescue
 - (3) backboards (patient packaging)
 - (3) Emergency Care 12th edition (EMT course book)
- Incident Log
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, May 10th and today, June 14th, we were dispatched and responded to eleven incidents consisting of 6 medical aid, 2 traffic collisions, 1 water rescue (self extricated from seaweed), 1 residential fire alarm (false), .
 - **2012003033 05/10/2012 23:09:29 MEDICAL, DELTA**
 - 30520 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC, 9142 to MCDH)
 - Andrea Pennebaker
 - Brad Montgomery
 - Erica Geer
 - Emily Scott
 - Jaime Placido
 - John Oakley
 - Guy Casey (assisted in back of 9142 in route to MCDH)
 - Marshall Brown
 - Scott Roat
 - **2012003159 05/15/2012 20:43:31 MEDICAL, DELTA**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Jaime Placido (8130)
 - Ted Williams (IC)
 - Erica Geer
 - Andrea Pennebaker
 - Debbi Wolfe
 - Steve Wolfe
 - Sam Levine
 - Adam Matthews
 - Marshall Brown
 - Brad Montgomery
 - John Crowningshield
 - Andrew Crowningshield
 - Guy Casey (Cancelled)
 - **2012003217 05/18/2012 11:30:00 MEDICAL, DELTA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR
 - Medic called 1144
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Sam Levine
 - Citlali Calvillo
 - Erica Geer
 - Guy Casey
 - **2012003219 05/18/2012 12:31:36 MEDICAL, ECHO**
 - 6850 N HWY 1 ,LITR (buck horn cove 55 yom cpr)
 - Medic called 1144
 - recovery
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Erica Geer
 - Guy Casey
 - Michael Rees
 - Citlali Calvillo
 - Sam Levine

- Scott Roat
 - Jaime Placido (ocean, swimmer)
- **2012003268 05/20/2012 13:48:30 MTC**
 - 6500 N HWY 1 ,LITR
 - driver removed vehicle from ditch and left scene. non injury. cancelled.
 - Brad Montgomery (IC, RP)
 - Ted Williams (cancelled)
 - Josh Smith (cancelled)
 - Guy Casey (Cancelled)
- **2012003313 May 22, 2012 1:40:16 PM PDT MED, TRAFFIC COLLISION**
 - HWY 128 MP 003.25
 - motorcycle down
 - CalStar cancelled by Medic
 - Andrea Pennebaker (IC, 8130)
 - Ted Williams (IC, 8181)
 - Joe Goforth
 - Guy Casey (Med Group)
 - Harolde Searles (8132)
 - Debbi Wolfe (first on scene)
 - Steve Wolfe (first on scene)
 - Sam Levine
 - Tim Gitchel
 - Scott Roat (traffic ops)
 - Guy Casey (Med Group)
- **2012003453 May 26, 2012 5:28 PM PDT MED, TRAFFIC COLLISION**
 - 5000 N HWY 1 / 33000 FROG POND RD
 - Scott Roat (IC,RP)
 - Brad Montgomery (IC)
 - Ted Williams (R8130)
 - Tim Gitchel
 - Steve Wolfe
 - Debbie Wolfe
 - Marshall Brown (E8181)
 - Andrea Pennebaker
 - Guy Casey
 - Jamie Placido
- **2012003470 May 27, 2012 7:08 PM PDT FIRE, RESIDENTIAL ALARM**
 - 2200 N HWY 1
 - Ted Williams (IC)
 - Brad Montgomery (WT8192)
 - Scott Roat
 - Marshall Brown (E8170)
 - John Oakley
 - Jamie Placido (E8181)
 - Dennis Sweet
 - Tim Gitchel
 - Sam Levine
 - Jason Hendricks (R8130)
 - Guy Casey (Staged at 812 with 8191 if needed)
- **2012003477 May 27, 2012 11:06 AM PDT MED - WATER RESCUE**
 - 5520 N HWY 1
 - mutual aid from Mendocino Fire requested
 - Marshall Brown (IC, R8130)
 - John Oakley (Med Group)
 - Brad Montgomery
 - Ted Williams
 - Tim Gitchel (WRB8195)
 - Adam Matthews
 - Andrew Crowningshield (WRB8196)
 - Jamie Placido
 - Jonathan Peakall (R8132)
 - Guy Casey
 - Dennis Sweet
- **2012003758 May June 8th, 2012 3:29AM PDT MEDICAL, CHARLIE**
 - 41241 LITTLE RIVER AIRPORT RD ,LITR

- Marshall Brown (IC, Med Group, R8131)
- Guy Casey
- Brad Montgomery (R8132)
- Ted Williams
- Jamie Placido
- Citlali Calvillo
- **2012003868 June 11th, 2012 6:41PM PDT MED, TRAFFIC COLLISION**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Scott Roat (IC)
 - Ted Williams
 - Marshall Brown (E8170)
 - Andrew Crowningshield
 - Debbie Wolfe
 - Steven Wolfe
 - Josh Smith
 - Citlali Cavillo
 - Dennis Sweet
 - Erica Geer (R8130)
 - Andrea Pennebaker
 - Guy Casey
 - Jamie Placido (E8181)
 - Harolde Searles (R8132)
 - Tim Gitchel
 - Brad Montgomery

Training Completed:

- 05/17/2012 - Wildland Preparedness (medical) - Nat Norling at 810 (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Jason Hendricks, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/24/2012 - Wildland Theory – Ayster & CalFire (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, John Oakley, Jamie Placido, ??? Rees, Scott Roat, Harold Searles, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/31/2012 - Woods Walk-through - Otis Tucker (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/02/2012 - Water Rescue @ Mendocino Fire (4 hours)
 - Erica Geer, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
- 06/07/2012 - Wildland, Pump & Roll, Cutting Line - CalFire (3 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Scott Roat, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/09/2012 - 8170 Engineering, Nozzle (3 hours)
 - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Tim Gitchel, Adam Matthews
- 06/12/2012 - Evacuation Drill at the Woods - Marshall Brown / Fran Tucker (4 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Sam Levine, Jesse Martin, John Oakley, Andrea Pennebaker, Jamie Placido, Scott Roat, Emily Scott, Harold Searles, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- community water sources (portable pumps, drafting, location, protocol)
- cliff rescue (Harolde Searles to lead)
- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$424 from Scott Roat's participation at the Little River Inn concert series on May 11.
- **Development:**
 - Ted renamed, formatted, saved as PDF and posted 307 district documents to the website. contains minutes, agendas, meeting packets, bylaws, and related documents. Meeting documents date back to 2006. Additional years will be added with an intention of publishing the entire archive from district formation to present. A

gallery of 2012 training sessions was also added to the website. An Amazon S3 account was established for hosting. This effort delayed other tasks.

- We continue to search for a water tender.
- A Middle Ridge water source with standpipe and estimated one million gallons of water has been offered for our use to Andrea Pennebaker. Strategic use of community water sources is something we should develop. The board should consider an agreement/policy with water source owners. We should add sources to our maps and train on using such sources.
- Brad Montgomery received the Honda compressor for the compressed air foam system. The project is progressing. Brad is currently immersed in design, assembly and fabrication.
- Joe Goforth has priced water tanks. We are working on a plan to make best use of the 2012-2013 water tank budget category.
- Greg Andree painted station 811 per previous agreed parameters. He discovered a lack of flashing, but was able to execute on an appropriate remedy. We tendered the first payment (one half of total).
- Brad completed the transfer of the river boat and trailer. The district has received title and these vehicles have been added to our GSRMA insurance policy.
- We continue to search for a second water rescue shipping container.
- John Oakley delivered the second set of oxygen cylinders to Ukiah oxygen for hydro-testing.
- Andrew Crowningshield and Marshall Brown assembled and tested the K12FD ventilation saw.
- Ted migrated the callsheets to an online format. This alleviates the need to type sheets each month while improving accuracy. It also allows firefighters who were cancelled in route to add their names from home. Firefighters can also text or call Ted or Marshall with their additions.
- Brad Montgomery has webbing cut (hose tending, hasty harness, etc) and ready to issue along with rescue wrenches.
- We had a large evacuation training at the Woods retirement community, conducted largely by Marshall Brown and Otis Tucker (previous Albion-Little River firefighter). A drill was set up in which a pending wildland fire scenario required resident evacuation. Numerous residents participated. Volunteers went door to door and alerted residents, who left their homes and congregated at the Club House; Lodge residents were also evacuated. Numerous firefighters attended, lending support, management, apparatus and was available for discussion. The training served to familiarize Albion Fire with Woods infrastructure and identify some future needs, and served to familiarize Woods residents and staffs with emergency procedures.
- Steve Acker presented a check for \$20,000 to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender.
- Ken McNair from LN Curtis sized fourteen firefighters for structure turnouts. Color will be yellow. Names will be as individual firefighters prefer (goal of avoiding ambiguity). Order total is approximately \$25k.
- Wildland gear has been inventoried and an order has been assembled. Approximately \$15k.
- We have agreed to allow Albion Little River Fire Department, Inc. to hold the annual fundraising BBQ at station 812 on July 14. Erica is commandeering BBQ and doing a great job. She has site cleared, bands booked, wine donated, is working on fliers, etc. Scott Roat wrote an article that appeared in the paper that seems to be garnering good response and we hope will draw additional attendees. Debbi Wolfe is active with donation letters and solicitation of business donations.
- It was decided that gym flooring would impede SCBA training opportunities at station 811. Alternative flooring might be considered.

Small Engines Maintenance

- **Portable pumps**
 - oil changed to 10w30 synthetic
 - neodymium magnets attached to drain plugs

Vehicle Maintenance

- **Boat 8195**
 - The motor is still not running as it should. Better from service.
- **River Boat 8196**
 - Tim Gitchel took it on the water. No known issues.
- **Rescue 8132**
 - Alternator replaced (again)
- **MiniPumper 8165**
 - Backfires. The Navarro crew is regularly responding 8165 to incidents and trainings. We need to move towards housing a more capable vehicle on Navarro Ridge.
- **Engine 8162**
 - Driver rear axle seal repaired.
 - Burnt wiring bypassed (by FB Diesel).
 - \$15k estimate on wiring harness replacement, plus labor (not executing)
- **Engine 8170**
 - Foam system tested successful

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

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

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

Attachments

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL MEETING - BUDGET

The meeting was called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of preparing a proposed budget for FY 2012-2013. No other business was considered at this special meeting.

Friday, May 21, 2012, 6:00 pm. Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California

1. **Call to order and determination of a quorum.** Meeting called to order by President Alan Taegar at 6:03pm. Board members present were Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp. Chief Ted Williams, Brad Montgomery and Erica Geer represented the Fire Department.
2. **Public communication to the Board.** None.
3. **Budget Proposal.** The Board discussed and developed a proposed budget for FY 2012-2013 with the assistance of Chief Ted Williams, Brad Montgomery and Erica Geer. The proposed budget developed at this meeting and subsequent proposed revisions (if any) will be presented for approval at the June 14, 2012 regular business meeting.
4. **Adjournment.** Meeting adjourned at 8:36pm.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING JUNE 14, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 5/23/12 Alan received by hand delivery from Erica a letter from Oliver Seeler requesting copious quantities of District records. The letter was sent by certified mail addressed to "Board of Directors, Albion-Little River Fire Protection District" and sent to Albion Little River Volunteer Fire Department, Inc. mailing address. Erica, who receives ALRVFD, Inc. mail signed for the letter on May 22, 2012.
- 5/23/12 Alan sent email to county counsel Jeanine Nadel seeking advice on how to proceed with Oliver Seeler's public records request. Ms Nadel responded by email.
- 5/23/12 Alan sent a letter by mail to GSRMA with information about and a copy of the signed resolution to provide workers compensation insurance to non-firefighter volunteers adopted at the May 10, 2012 regular business meeting.
- 5/24/12 Alan sent a letter by certified mail to Oliver Seeler in response to his public records request with an estimate and a request for a deposit for recoverable costs for production of requested records and 14 days from receipt of deposit to deliver the requested records, balance of costs due upon delivery.
- 5/24/12 Alan received by email from Ted pdf copies of signed bid and valid certificate of insurance for painting of Station 811.
- 5/29/12 Received a letter by mail from Oliver Seeler containing accusations of unlawful response by the board to his request for copies of public records accompanied, under protest, by a check for the requested deposit for public records production.
- 5/30/12 Alan sent an email to county counsel Jeanine Nadel to request comment on Oliver Seeler's accusations in his letter of 5/29/12. Ms. Nadel responded by email.
- 6/1/12 Alan received at Station 810 a signed bid for painting Station 811 from Greg Andre Painting with a price not to exceed \$5,625.00
- 6/1/12 Alan received at Station 810 a letter forwarded by Erica from Marsha Regan, the person contracted previously by ALRVFD, Inc. to clean stations 810 & 811, with requested information about the work she does, her rates, and frequency of service. Also included were invoices for service in April and May, 2012.
- 6/1/12 Received letter by mail from Mendocino County Auditor/Controller with estimated FY 2012-2013 county tax revenues.
- 6/4/12 Received annual insurance bill from GSRMA by mail with attached notice of implementation of a payroll audit process beginning in the 2012-2013 program year.
- 6/4/12 Alan received at Station 810 end-of-month joint checking account reconciliation reports from the district bookkeeper.
- 6/7/12 Noted article by Scott Roat in the Mendocino Beacon.
- 6/8/12 Alan sent a package by mail (COD) to Oliver Seeler containing copies of requested public records and a letter detailing total charges.
- 6/8/12 Alan and Ed received and email from Bob Schlosser stating that the structural calcs had arrived from the metal building manufacturer.
- 6/11/12 Received check from Oliver Seeler for postal COD balance due for public records request.
- 6/11/12 Received form letter by mail from Fletcher & Co., CPAs, Sacramento, CA requesting to be placed on independent audit bidders list.
- 6/12/12 Received AT&T customer service record by mail for 707 937 4766 (Station 810) showing rates and services for this number.
- 6/13/12 Received CD and billing statement by mail for the annual parcel tax report from the Mendocino County Assessor's Office.
- 6/13/12 Received by mail CSDA 2012 Board elections ballot and election information.

5/14/12 *CDP app.*

8:34 PM
 06/11/12
 Accrual Basis

Albion Little River Fire Protection District Profit & Loss Detail May 10 through June 13, 2012

Type	Date	Num	Name	Memo	Amount
Income					
82-7700-OTHER					
Gene...	5/28/2012	477		Donation from ALRFD Ck#2499 towards p...	20,000.00
Gene...	6/2/2012	478		Deposit for public records copies Ck#2410 ...	150.00
Total 82-7700-OTHER					20,150.00
Total Income					20,150.00
Gross Profit					20,150.00
Expense					
86-1035-WORKERS COMPENSATION IN					
Check	6/7/2012	0412...	Golden State Risk Man...	ALBILIT Jul 2012-2013	7,775.00
Total 86-1035-WORKERS COMPENSATION IN					7,775.00
86-2050-CLOTHING & PERSONAL ITE					
Credit...	5/22/2012		Rescue Source	#102408 Flex coil	84.54
Check	5/31/2012	0412...	L.N Curtis & Sons	#1235476-00 Fire shelters	3,300.71
Check	5/31/2012	0412...	Makela's Boots & Sadd...	#10412 Fire stormer	452.50
Check	6/4/2012	3411	Cascade Fire Equipment	#44147	960.53
Check	6/7/2012	3412	Ted Williams	Reimb. Amazon Flashlight 102-6150375-8...	90.66
Gene...	6/7/2012	479R	Ted Williams	Reverse of GJE 479 - For CHK 3313 void...	-90.66
Total 86-2050-CLOTHING & PERSONAL ITE					4,798.28
86-2060-COMMUNICATIONS					
ATT					
Check	5/12/2012	3398	AT&T	96075541735558	192.42
Total ATT					192.42
Comcast					
Check	5/19/2012	3401	Comcast	8155300570124362	67.46
Check	5/28/2012	3403	Comcast	8155300570034801	80.46
Total Comcast					147.92
86-2060-COMMUNICATIONS - Other					
Check	5/10/2012	ETF	ECG Enhanced Comm...	2319611	12.74
Total 86-2060-COMMUNICATIONS - Other					12.74
Total 86-2060-COMMUNICATIONS					353.08
86-2101-INSURANCE GENERAL					
Check	6/7/2012	0412...	Golden State Risk Man...	ALBILIT Jul 2012-2013	8,341.00
Total 86-2101-INSURANCE GENERAL					8,341.00
86-2120-MAINTENANCE EQUIPMENT					
Rescue Equipment					
Credit...	5/20/2012		Super Bright LED's, Inc	#1337559418-19182 Light for shipping con...	72.15
Credit...	5/23/2012		The Sportsman's Guide	#90437851 Jumper cable, circuit breaker f...	156.86
Total Rescue Equipment					229.01
Vehicle Maintenance					
8132					
Check	6/10/2012	3420	Rhoades Auto Parts	#1130 May strmnt	490.16
Total 8132					490.16
PWC & Trailer 8198					
Credit...	5/18/2012		Amazon.com	#00293624936364219 Kill Switch Keys	5.00
Total PWC & Trailer 8198					5.00
Zodiac & Trailer 8195					
Credit...	5/18/2012		Amazon.com	#00293624936364219 Kill Switch Keys	5.00
Check	6/10/2012	3420	Rhoades Auto Parts	#1130 May strmnt	14.30
Total Zodiac & Trailer 8195					19.30

Albion Little River Fire Protection District
Profit & Loss Detail
May 10 through June 13, 2012

Type	Date	Num	Name	Memo	Amount
Vehicle Maintenance - Other					
Check	5/14/2012	3399	Sunset Printing	#64614 Reflective numbers	544.62
Total Vehicle Maintenance - Other					544.62
Total Vehicle Maintenance					1,059.08
Total 86-2120-MAINTENANCE EQUIPMENT					1,288.09
86-2130-MAINTENANCE STRUCTURES					
Station 810					
Check	5/24/2012	0412...	Mendocino Coast Wate...	5/3/12	2,073.60
Check	6/4/2012	3410	Marsha A. Regan	Cleaning	247.50
Total Station 810					2,321.10
Station 811					
Check	6/4/2012	3410	Marsha A. Regan	Cleaning	78.75
Check	6/7/2012	3413	Greg Andree Painting	Deposit	2,812.50
Total Station 811					2,891.25
Total 86-2130-MAINTENANCE STRUCTURES					5,212.35
86-2140-MEDICAL, LAB SUPPLIES					
Check	5/12/2012	3396	Eureka Oxygen Co	#DM00629802	93.80
Check	6/7/2012	3412	Ted Williams	Remb. Amazon Pulse Oximeter 102-94160...	83.07
Gene...	6/7/2012	479R	Ted Williams	Reverse of GJE 479 -- For CHK 3313 void...	-83.07
Check	6/10/2012	3415	Matheson Tri-Gas Inc.	10206 #04801381	62.30
Total 86-2140-MEDICAL, LAB SUPPLIES					156.10
86-2150-MEMBERSHIPS					
CALSTAR					
Check	6/10/2012	3419	CALSTAR	Membership Jaime Placido	30.00
Total CALSTAR					30.00
Mendocino Ambulance SVC					
Check	6/10/2012	3418	Mendocino Coast Amb...	Membership Jaime Placido	45.00
Total Mendocino Ambulance SVC					45.00
REACH					
Check	6/10/2012	3417	REACH	Membership Jaime Placido	25.00
Total REACH					25.00
Total 86-2150-MEMBERSHIPS					100.00
86-2170-DISTRICT OFFICE SUPPLIE					
Credit...	5/12/2012		Staples	#9228031716 Printer cartridges, clasp env...	116.87
Credit...	5/17/2012		Amazon.com	#10266614759606617 Printer Cartridge	12.71
Credit...	5/17/2012		Amazon.com	#10288607350671448 Hanging Folders	14.15
Check	6/2/2012	3407	Sam Levine	Reimb. Costco Office supplies	32.31
Check	6/2/2012	3408	Alan Taeger	Reimb. Sage's #11844, postage	38.06
Total 86-2170-DISTRICT OFFICE SUPPLIE					214.10
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	6/2/2012	3409	Katsiaryna Gregonis	#46	328.19
Total Bookkeeping Services					328.19
Total 86-2181-AUDITING & FISCAL SERVI					328.19
86-2187-EDUCATION & TRAINING					
Check	5/12/2012	3394	Nathaniel Norling	#031014 Med training 2/16/12	150.00
Credit...	5/19/2012		Amazon.com	#10303529455111466 Book	113.14
Credit...	5/19/2012		Amazon.com	#10356365843318636 Handbook	61.94
Check	5/28/2012	3404	Nathaniel Norling	#031017 Med Training 05/17/12	150.00
Check	5/31/2012	0412...	Brenda Howard	4/7/12 CPR, Frist Aid Class	700.00
Total 86-2187-EDUCATION & TRAINING					1,175.08
86-2250-TRANSPORTATION & TRAVEL					
Walsh Oil					
Check	5/24/2012	0412...	Walsh Oil	13015 #193393	880.31
Total Walsh Oil					880.31

Albion Little River Fire Protection District
Profit & Loss Detail
 May 10 through June 13, 2012

Type	Date	Num	Name	Memo	Amount
86-2250-TRANSPORTATION & TRAVEL - Other					
Check	6/10/2012	3416	Mendocino Coast Petro...	#00910	2.00
Total 86-2250-TRANSPORTATION & TRAVEL - Other					2.00
Total 86-2250-TRANSPORTATION & TRAVEL					882.31
86-2260-UTILITIES					
Albion Water District					
Check	5/12/2012	3395	Albion Mutual Water C...	#1258 Apr- June 2012	135.00
Total Albion Water District					135.00
PG&E					
Check	5/12/2012	3397	PG&E	0210095100-9	187.02
Check	6/2/2012	3406	PG&E	0210095100-9	212.20
Total PG&E					399.22
Thompson Septic Service					
Check	6/10/2012	3414	Thompson's PortaSepti...	#16095	142.95
Total Thompson Septic Service					142.95
Waste Management					
Check	5/28/2012	3402	Waste Management	799-0001196-2561-4	32.04
Total Waste Management					32.04
Total 86-2260-UTILITIES					709.21
86-4370-EQUIPMENT (PURCHASE)					
Firefighting Equipment					
Credit...	5/15/2012		Northern Tool + Equip...	#34365714 Air Compressor	1,699.99
Total Firefighting Equipment					1,699.99
Rescue Equipment					
Credit...	5/18/2012		Amazon.com	#00292395636501012 To be refunded	37.91
Credit...	5/18/2012		Amazon.com	#00279867102232231 PFD with Pockets	46.36
Credit...	5/18/2012		Amazon.com	#00292395636501012 To be refunded	125.54
Credit...	5/18/2012		Amazon.com	#00292395636501012 To be refunded	99.44
Credit...	5/18/2012		Amazon.com	#00292395636501012 To be refunded	240.50
Credit...	5/18/2012		Amazon.com	#00220209671410609 Knives	340.40
Credit...	5/18/2012		Amazon.com	#00260177327794620 Portable Winch for ...	1,436.84
Total Rescue Equipment					2,326.99
86-4370-EQUIPMENT (PURCHASE) - Other					
Credit...	5/25/2012		Northwest River Supplies	#D7066A NRS Rapid Rescuer	1,759.14
Credit...	5/25/2012		Northwest River Supplies	#D7066A NRS Rapid Rescuer shipping	40.62
Check	5/28/2012	3405	Steven L. Wolfe	Reimb. Hawkins Traffic Safety Supply #15...	50.03
Total 86-4370-EQUIPMENT (PURCHASE) - Other					1,849.79
Total 86-4370-EQUIPMENT (PURCHASE)					5,876.77
Total Expense					37,209.56
Net Income					-17,059.56

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 6/14/2012		2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 6/14/12	2012-2013	
CODE #	DESCRIPTION	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	RVSD 5/10/12	ACTUAL	ESTIMATED	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	68,310.27	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	2,560.33	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		28.00	
821210	PRIOR SECURED PROPERTY TAX	0.00		0.00		0.00		0.00			
821220	PRIOR UNSECURED PROPERTY TAX	34.00	99.47	27.00	139.31	114.00	167.78	126.00	105.56	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	76,855.20	77,920.00	
821600	TIMBER YIELD TAX	374.00	303.17	314.00	52.46	71.00	198.28	83.00	169.40	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	1,205.85	925.00	
825481	HOMEOWNER PROPERTY TAX RELIEF	803.00	787.54	788.00	778.28	778.00	770.92	771.00	384.63	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		20,329.00		
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	181,548.91	155,953.00	
	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	300,436.87	
	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	473,076.34	456,389.87	
	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	7,000.00	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	51,000.00	26,781.77	31,300.00	
862060	COMMUNICATIONS	10,000.00	4,247.81	5,000.00	4,918.24	5,000.00	5,107.38	5,000.00	4,039.67	3,800.00	
862101	INSURANCE - GENERAL	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,000.00	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	36,700.00	
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	10,138.00	5,500.00	
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	
862150	MEMBERSHIPS	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	1,906.00	3,700.00	
862170	OFFICE EXPENSE	3,000.00	3,071.91	2,000.00	698.41	1,000.00	954.94	1,500.00	1,611.88	1,500.00	
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	
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	
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	
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	10.00	1,500.00	
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	
862231	ELECTION SUPERVISION & SERVICES			400.00	315.05	400.00		400.00	323.80	400.00	
	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	
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	
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	1,602.18	5,300.00	
864360	STRUCTURES & IMPROVEMENTS	15,000.00	3,546.62	10,000.00	3,154.36	35,000.00	11,613.74	75,000.00	532.20	87,000.00	
864370	EQUIPMENT	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	37,313.30	87,450.00	
	TOTAL APPROPRIATIONS	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	406,525.00	172,639.47	354,340.00	358,090
	UNAPPROPRIATED FUNDS (funds balance)	223,981.33	274,994.83	245,591.83	266,653.69	233,630.66	291,527.43	56,547.73	300,436.87	102,049.87	
	UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS										

2/15/12
1/20/12
10,000

1,250

Ken

358,090
102,049.87

0-8

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

06/13/12

Accrual Basis

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	68,310.27	73,566.00	-5,255.73	92.9%
82-1120-CURRENT UNSECURED TAX	2,560.33	2,470.00	90.33	103.7%
82-1130-SB813 SUPPLEMENTAL TAX	-26.69	283.00	-309.69	-9.4%
82-1210-PRIOR SECURED TAX	-31.20			
82-1220-PRIOR UNSECURED TAX	105.56	126.00	-20.44	83.8%
82-1300-SPECIAL TAX	76,855.20	81,920.00	-5,064.80	93.8%
82-1600-TIMBER TAX	169.40	83.00	86.40	204.1%
82-1700-Highway Property Rental	10.26			
82-4100-INTEREST INCOME	1,205.85	650.00	555.85	185.5%
82-5481-HOMEOWNER PROPERTY TAX	384.63	771.00	-386.37	49.9%
82-7700-OTHER	20,329.00			
82-7702-INSURANCE PAYMENT	11,676.30	11,676.30	0.00	100.0%
Total Income	181,548.91	171,545.30	10,003.61	105.8%
Gross Profit	181,548.91	171,545.30	10,003.61	105.8%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	12,900.00			
86-1014-MISC EMPLOYEE BENEFITS - Other	0.00	18,000.00	-18,000.00	0.0%
Total 86-1014-MISC EMPLOYEE BENEFITS	12,900.00	18,000.00	-5,100.00	71.7%
86-1035-WORKERS COMPENSATION IN	7,775.00	7,000.00	775.00	111.1%
86-2050-CLOTHING & PERSONAL ITE	26,781.77	51,000.00	-24,218.23	52.5%
86-2060-COMMUNICATIONS				
ATT	2,247.69			
Comcast	1,709.05			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	52.93	5,000.00	-4,947.07	1.1%
Total 86-2060-COMMUNICATIONS	4,039.67	5,000.00	-960.33	80.8%
86-2101-INSURANCE GENERAL	8,341.00	8,000.00	341.00	104.3%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	128.61			
Medical Equipment	682.64			
Radio Maintenance	207.04			
Rescue Equipment	263.40			
Vehicle Maintenance				
8130	2,778.18			
8131	84.15			
8132	2,131.32			
8162	1,777.77			
8163	2,134.36			
8170	296.45			
8182	1,398.83			
8191	350.07			
8192	4,297.01			
PWC & Trailer 8198	20.44			
Zodiac & Trailer 8195	885.40			
Vehicle Maintenance - Other	1,973.26			
Total Vehicle Maintenance	18,127.24			
86-2120-MAINTENANCE EQUIPMENT - Other	1,162.64	37,000.00	-35,837.36	3.1%
Total 86-2120-MAINTENANCE EQUIPMENT	20,571.57	37,000.00	-16,428.43	55.6%
86-2130-MAINTENANCE STRUCTURES				
Station 810	5,253.96			
Station 811	4,010.50			
Station 812	660.61			
86-2130-MAINTENANCE STRUCTURES - Other	212.93	14,000.00	-13,787.07	1.5%
Total 86-2130-MAINTENANCE STRUCTURES	10,138.00	14,000.00	-3,862.00	72.4%
86-2140-MEDICAL, LAB SUPPLIES	9,751.15	10,500.00	-748.85	92.9%

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

06/13/12

Accrual Basis

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
86-2150-MEMBERSHIPS				
CALSTAR	390.00			
CSDA	616.00			
Mendocino Ambulance SVC	575.00			
REACH	325.00			
86-2150-MEMBERSHIPS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 86-2150-MEMBERSHIPS	1,906.00	3,000.00	-1,094.00	63.5%
86-2170-DISTRICT OFFICE SUPPLIE	1,611.88	1,500.00	111.88	107.5%
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	3,229.87			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	3,229.87	3,500.00	-270.13	92.3%
86-2185-MED AND DENTAL	1,451.00	5,000.00	-3,549.00	29.0%
86-2187-EDUCATION & TRAINING	9,265.06	10,000.00	-734.94	92.7%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2210-RENT LEASES	104.00	125.00	-21.00	83.2%
86-2220-SMALL TOOLS & SUPPLIES	652.28	4,000.00	-3,347.72	16.3%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Albion K	283.56			
Walsh Oil	7,263.92			
86-2250-TRANSPORTATION & TRAVEL - Other	432.81	8,000.00	-7,567.19	5.4%
Total 86-2250-TRANSPORTATION & TRAVEL	7,980.29	8,000.00	-19.71	99.8%
86-2260-UTILITIES				
Albion Water District	540.00			
PG&E	2,980.08			
Suburban Propane	1,125.97			
Thompson Septic Service	1,355.30			
Waste Management	358.10			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	6,359.45	7,500.00	-1,140.55	84.8%
86-3113-PAYMNTS TO GOVT AGENCIE	1,602.18	6,500.00	-4,897.82	24.6%
86-4360-BUILDINGS & IMPROVEMENT	532.20	75,000.00	-74,467.80	0.7%
86-4370-EQUIPMENT (PURCHASE)				
Computer Equipment	198.98			
Firefighting Equipment	5,811.72			
Medical Equipment	512.45			
Radios	13,118.20			
Rescue Equipment	10,485.47			
86-4370-EQUIPMENT (PURCHASE) - Other	7,186.48	130,000.00	-122,813.52	5.5%
Total 86-4370-EQUIPMENT (PURCHASE)	37,313.30	130,000.00	-92,686.70	28.7%
Total Expense	172,639.47	406,525.00	-233,885.53	42.5%
Net Income	8,909.44	-234,979.70	243,889.14	-3.8%

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2012-2013 BUDGET PLANNER**

	PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
<u>86-1014-MISCELLANEOUS EMPLOYEE BENEFITS</u>			\$21,000.00
ANNUAL FIREFIGHTER STIPENDS		\$21,000.00	
<u>86-1035-WORKERS COMPENSATION INSURANCE</u>			\$9,000.00
GSRMA FIREFIGHTERS COMPENSATION INSURANCE		\$9,000.00	
<u>86-2050-CLOTHING & PERSONAL ITEMS</u>			\$31,300.00
FIRE SHELTERS		\$4,000.00	
TURNOUTS		\$12,500.00	<i>34,800.</i>
SCBA MASKS		\$0.00	
STRUCTURE BOOTS		\$1,400.00	
WILDLAND BOOTS		\$3,200.00	
WATER GEAR		\$2,000.00	
MED BAG		\$1,700.00	
RAINGEAR		\$3,500.00	
OTHER		\$3,000.00	
<u>86-2060-COMMUNICATIONS</u>			\$3,800.00
ATT		\$2,200.00	<i>4,000.</i>
COMCAST		\$1,600.00	
MCN		\$0.00	
OTHER		\$0.00	
<u>86-2101-INSURANCE - GENERAL</u>			\$8,000.00
GSRMA PROPERTY & LIABILITY INSURANCE		\$8,000.00	
<u>86-2120-MAINTENANCE – EQUIPMENT</u>			\$36,700.00
VEHICLE MAINTENANCE		\$33,000.00	
8130	\$5,000.00		
8131	\$2,000.00		
8132	\$2,000.00		
8162	\$4,000.00		
8163	\$2,000.00		
8165	\$2,000.00		
8170	\$4,000.00		
8181	\$2,000.00		
8191	\$2,000.00		
8192	\$4,000.00		
8195 ZODIAC & TRAILER	\$1,000.00		
8198 PWC & TRAILER	\$500.00		
8196 RIVER BOAT	\$500.00		
OTHER VEHICLE	\$2,000.00		
RADIO MAINTENANCE		\$1,200.00	
MEDICAL EQUIPMENT		\$2,000.00	

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2012-2013 BUDGET PLANNER**

	PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
RESCUE EQUIPMENT		\$500.00	
FIREFIGHTING EQUIPMENT		\$0.00	
DISTRICT OFFICE EQUIPMENT		\$0.00	
<u>86-2130-MAINTENANCE – STRUCTURES AND GROUNDS</u>			\$5,500.00
STATION 810		\$1,500.00	
STATION 811		\$500.00	
STATION 812		\$2,000.00	
GRAVEL	\$2,000.00		
STATION 813		\$0.00	
STATION 815		\$0.00	
MOWING		\$1,000.00	
OTHER		\$500.00	
<u>86-2140-MEDICAL, LAB SUPPLIES</u>			\$9,000.00
LAB SUPPLIES		\$7,000.00	
GASSES		\$2,000.00	
<u>86-2150-MEMBERSHIPS</u>			\$3,700.00
CSDA		\$700.00	
MENDOCINO AMBULANCE SVC		\$1,000.00	
REACH		\$1,000.00	
CALSTAR		\$1,000.00	
<u>86-2170-DISTRICT OFFICE SUPPLIES</u>			\$1,500.00
POSTAGE		\$150.00	
SOFTWARE		\$250.00	
PAPER, INK, MATERIALS		\$1,000.00	
OTHER		\$100.00	
<u>86-2181-AUDITING & FISCAL SERVICES</u>			\$8,000.00
BI-ANNUAL INDEPENDENT AUDIT		\$4,000.00	
BOOKKEEPING SERVICES		\$4,000.00	
<u>86-2185-MEDICAL, DENTAL SERVICES</u>			\$3,500.00
FIREFIGHTER IMMUNIZATIONS		\$3,500.00	
<u>86-2187-EDUCATION & TRAINING</u>			\$10,000.00
CPR		\$1,000.00	
EMT		\$0.00	
ADVANCED EMT		\$0.00	
S 130 WILDLAND AWARENESS		\$0.00	
S 190 WILDLAND FIREFIGHTING		\$0.00	
MEALS & FUEL REIMBURSEMENT		\$0.00	
TRAINING FOOD		\$0.00	

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2012-2013 BUDGET PLANNER**

	PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
OTHER		\$9,000.00	
<u>86-2189-PROFESIONAL & SPECIAL SERVICES</u>			\$1,500.00
COUNTY COUNSEL SERVICES		\$1,500.00	
<u>86-2210-RENTS AND LEASES BUILDINGS AND GROUNDS</u>			\$50.00
STATION 810 ANNUAL RENT (2011 & 2012)		\$50.00	
STATION 812 PROPERTY LEASE (MENDO CTY 2021)		\$0.00	
STATION 815 PROPERTY LEASE (CONSERVATION FUND 2016)		\$0.00	
<u>86-2220-SMALL TOOLS & SUPPLIES</u>			\$4,000.00
BATTERIES		\$500.00	
MISC. HARDWARE		\$500.00	
OTHER		\$3,000.00	
<u>86-2231-ELECTION SUPERVISION & SERVICES</u>			\$400.00
COUNTY CLERK - ELECTION SERVICES		\$400.00	
<u>86-2250-TRANSPORTATION & TRAVEL</u>			\$11,000.00
WALSH OIL		\$9,000.00	
MENDOCINO COAST PETROLEUM (CARDLOCK)		\$2,000.00	
CREDIT CARD PURCHASE		\$0.00	
OTHER		\$0.00	
<u>86-2260-UTILITIES</u>			\$6,640.00
PG&E		\$3,000.00	
SUBURBAN PROPANE		\$1,200.00	
THOMPSON SEPTIC SERVICE		\$1,500.00	
ALBION WATER DISTRICT		\$540.00	
WASTE MANAGEMENT INC.		\$400.00	
<u>86-3113-PAYMENTS TO OTHER GOVT AGENCIES</u>			\$5,300.00
COUNTY AUDITOR - TAX COLLECTION/ALLOCATION		\$1,200.00	
LAFCO - DUES		\$500.00	
COUNTY ASSESSOR - TAX ASSESSMENT REPORT		\$100.00	
FIREFIGHTER BACKGROUND CHECK		\$3,500.00	
<u>86-4360-BUILDINGS AND IMPROVEMENTS</u>			\$87,000.00
STATION 810		\$0.00	
STATION 811		\$81,000.00	
NEW STATION	\$75,000.00		
WATER TANK	\$6,000.00		
STATION 812		\$6,000.00	
WATER TANK	\$6,000.00		
STATION 813		\$0.00	

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2012-2013 BUDGET PLANNER**

	PROJECTED ITEM COSTS	SUB- CATEGORY	CATEGORY TOTALS
STATION 815		\$0.00	
<u>86-4370-EQUIPMENT (PURCHASE)</u>			\$87,450.00
VEHICLES		\$50,000.00	
RADIOS		\$5,000.00	
FIREFIGHTING EQUIPMENT		\$29,800.00	
SCBAs	\$12,000.00		
BLOWER	\$1,600.00		
HOSE	\$4,000.00		
NOZZLES	\$3,500.00		
LADDERS	\$2,000.00		
HELMET LIGHTS	\$5,200.00		
SCENE LIGHTING	\$1,500.00		
MEDICAL EQUIPMENT		\$2,650.00	
SUCTION	\$450.00		
BACKBOARDS	\$1,000.00		
TRACTION SPLINT	\$1,200.00		
RESCUE EQUIPMENT		\$0.00	
DISTRICT OFFICE EQUIPMENT		\$0.00	
OTHER EQUIPMENT		\$0.00	
	TOTAL BUDGETED EXPENSES		\$354,340.00

**Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410**

May 23, 2012

Golden State Risk Management Authority
P. O. Box 706
Willows, CA 95988

The board of directors of the Albion Little River Fire Protection District, at their regular scheduled business meeting held May 10, 2012, passed a resolution to provide workers compensation insurance to non- firefighter volunteers. Please find enclosed copy of the resolution.

Sincerely,

Alan Taeger, president
Albion Little River Fire Protection District
ataeger@mcn.org
707 937 0154 office/home
707 489 3052 cell

enclosure

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

PROVIDING WORKERS COMPENSATION INSURANCE TO AUTHORIZED DISTRICT
NON-FIREFIGHTER VOLUNTEERS

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

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

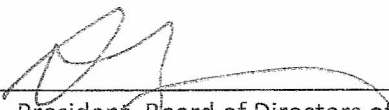
Whereas the Board of Directors of the Albion Little River Fire Protection District has considered the desirability of providing workers' compensation insurance coverage to non-firefighter volunteers who are authorized to provide services to the District; and

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

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


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

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



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

Attest:



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

Greg Andree Painting

33786 East Ln., Albion, Ca 95410
Cell: 759-4333
707-937-4605
http://www.gregandreepainting.com



Albion Fire Department (Albion ridge fire house)


Estimate: Wash all surfaces with fomas house cleaner.
Scrape sand and prime bare wood as required
Caulk and spackle as required
Paint two top coats body color and trim color (your choice)
with Benjamin Moore Aura exterior paint

Total Estimated cost Labor and materials \$ 5625.00

Sincerely yours,

Greg Andree Painting

Estimate is the final bid \$5625.00 will not exceed this amount

05/24/2012 X 

Progress payments as follows:

Half due after wash, prep, and 1st top coats \$2812.50

Final due with completion of project \$2812.50

Work to begin first week in June 2012.

Work to end 7 to 10 working days as weather permits.

Greg Andree Painting

33796 East Ln ,Albion, Ca 95410
C.a Lic #899300
707-937-4605
gregandrepainting@gmail.com



Albion Fire Department (Albion ridge fire house)

Estimate : Wash all surfaces with Jomax house cleaner.
Scrape ,sand and prime bare wood as required
Caulk and spackle as required
Paint two top coats body color and trim color(your choice)
with Benjamin Moore Aura exterior paint
Benjamin Moore Aura Exterior Paint with Color Lock® Technology

Total Estimated cost Labor and materials \$ 5625.00

Sincerely yours,

Greg Andree Painting

Estimate is the final bid \$5625.00 will not exceed this amount



Progress payments as follows

Half due after wash ,prep, and 1st top coats \$2812.50

Final due with completion of project \$2812.50

Work to begin first week in june 2012.

Work to end 7 to 10 working days as weather permits

rec'd 1 Jun 12
A

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

June 4, 2012

Marsha Regan
P. O. Box 772
Albion, CA 95410

Dear Ms Regan,

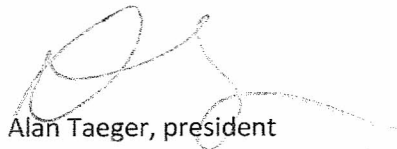
Thank you for your detailed and descriptive letter regarding the work you do to maintain the Albion fire stations. We appreciate the work you have done and are glad to know who has been responsible for keeping these stations tidy. I have received your invoices for April and May along with your letter and have authorized payment by our bookkeeper. You should receive payment in the next few days.

As you may know, the fire department has recently reorganized to operate within Albion Little River Fire Protection District. From now on please send all bills and invoices regarding fire station maintenance or any other fire department related correspondence directly to the district mailing address shown above. The bills will be paid to you directly by the District.

If you have any questions about this change, or if I can be of any other assistance to you, please feel free to contact me. Please continue to use Erica or Chief Williams as contact persons for the normal course of your work for us.

Thanks again. We look forward to your continuing service.

Sincerely,



Alan Taeger, president
Albion Little River Fire Protection District
ataeger@alrfd.org
707 937 0154 office/home
707 489 3052 cell

Hi Erica,

Here is my bill for April & May & also
description of what I do. I hope this is
OK - if not let me know 684-9228

Thank you

Wendy

From : Mirsha Regan
P.O. Box 772
Albion Ca 95410
707-684-9228

To : Albion/Little River Fire Department.

Hello and I have been asked to write a description of what I do at the Fire Department. I have been cleaning now for a couple of years. Arrangements were made by Captain Derek Wilson. I clean the Department up Albion Ridge (Blue Fire House) as well as the one behind Albion Grocery ONCE every other week. I bring all of the cleaning supplies & equipment & I charge \$15.00 per hour.

Blue Fire House · Sweep walkway leading to stairs
Sweep or Vacuum stair case
Dust everything up stairs
Vacuum upstairs
Take out trash
Take "stuff" to dump if needed

Fire House
Sweep floors in garage leading to doors.
Scrub down shower / Dust in Shower room
Sweep & Mop Shower Room

Oliver

Clean the bathroom - toilet, sink, mirror
sweep & mop bathroom

Check refig for old food - discard if needed
wash out shelves if needed.

Wipe outside of Proiz; down

Remove everything from counters and wash down
counters & microwave, stove's oven. |

Pick up loose trash. Take trash out.

Dust everything inside.

Put loose items away.

Scrub out all chairs that are around tables
& then stack them

Scrub down tables

Scrub kitchen sinks.

Vacuum floors

mop floors

Replace chairs around tables

All of above is done each time I clean.

I also have washed windows, washed cupboards
and straightened out cupboards & shelves as needed.

Washed walls & taken things to dump if needed.

IF you have any questions for me or any special
requests please feel free to contact me.

Thank You

Marsden Reynolds



COUNTY OF MENDOCINO
MEREDITH FORD
AUDITOR – CONTROLLER
501 Low Gap Road, Rm 1080
Ukiah, CA 95482
Ph: (707) 463-4388
FAX: (707) 467-2503
e-mail: auditor@co.mendocino.ca.us

May 30, 2012

District: Albion Little River Fire

To: District Board of Directors
From: Lucy Simonson, Accountant
Re: Estimated 2012-13 Tax Revenue

The following are this office's estimates of taxes to be paid to your district, for the 2012-13 fiscal year. The Assessor is currently estimating a reduction in assessed valuation of less than 1%, but this is only an estimate. The actual value reduction could be more or less, but we have no way of predicting at this time.

Current Secured	\$ <u>73,614</u>
Current Unsecured	<u>2,470</u>
Homeowner Exemption	<u>770</u>
SB813 Supplemental	<u>28</u>
Prior Unsecured	<u>101</u>
Timber Tax	<u>125</u>
Total	\$ <u><u>77,108</u></u>

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

**Special District Budget Worksheet
Fiscal Year 2012/13**

District Name: _____

Fund Number: _____

Total estimated revenue for 2012/13 _____

Add estimated Fund Balance @ 6/30/12 _____

Total available for appropriation in 2012/13 _____

(Appropriations must not exceed this amount)

Estimated Revenue

821110 Current Secured Tax _____

821120 Current Unsecured Tax _____

821130 Supplemental Roll Tax _____

821220 Prior Unsecured Tax _____

821300 Special Tax (Fire Assessments) _____

821600 Timber Yield Tax _____

821700 Highway Property Rental _____

824100 Interest _____

824110 Endowment Fund Interest _____

824200 Rents & Concessions _____

825481 Homeowners Property Tax Relief _____

825490 State Other _____

825670 Federal Other _____

826199 Emergency Response Fee _____

826501 Benefit Assessment _____

827500 Sale of Fixed Assets _____

827600 Other Sales _____

827700 Other Income _____

827702 Insurance & Premium Returns _____

827707 Donations _____

827802 Operating Transfer In _____

Total Estimated Revenue _____

Please return to Auditor-Controller by August 31, 2012

**Special District Budget Worksheet
Fiscal Year 2012/13**

Appropriations

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

Please return to Auditor-Controller by August 31, 2012

**Special District Budget Worksheet
Fiscal Year 2012/13**

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

Submitted by: _____

Date: _____

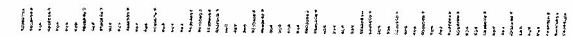
**COUNTY OF MENDOCINO
AUDITOR - CONTROLLER**

501 Low Gap Rd., RM 1080
Ukiah, CA 95482

rec'd 15 JUN 12

Albion Little River Fire District
PO Box 634
Albion CA 95410

9541080634 8005



GOLDEN STATE
RISK MANAGEMENT AUTHORITY

Account No.: ALBILIT
Policy Period: 07-01-2012 to 07-01-2013
Annual Pav Plan

Customer Service
For Information on Your Account Visit: www.gsrma.org
Mail Payments to: GSRMA PO Box 706 Willows, CA 95988
Mail All Other Inquiries to: GSRMA PO Box 706 Willows, CA 95988
Phone: 530-934-5633 Fax: 530-934-8133

Prepared For: Albion-Little River Fire Protection District
Attn: Accounts Payable
PO Box 634
Albion, CA 95410

Billing Cycle and Payment Information				
Statement Date	Payment Terms	Delinquent After	To Pay in Full	Amount Due This Invoice
06/01/2012	Due and Payable Upon Receipt.	07/16/2012	\$16,116.00	\$16,116.00

BILLING INFORMATION

	Previous Balance	0.00
07/01/2012	Workers Compensation Contribution	7,775.00
07/01/2012	General Liability Contribution	4,183.00
07/01/2012	Auto Contribution	2,568.00
07/01/2012	Property Contribution	1,556.00
07/01/2012	Watercraft Contribution	320.00
07/01/2012	Pollution Contribution	41.00
07/01/2012	Crime Bond Contribution	6.00
07/01/2012	GL Dividend	-333.00
	New Balance	16,116.00

861035
A

9,347.00 862101
A

Important Information

Please make all checks payable to: Golden State Risk Management Authority
To ensure proper credit, be sure to write your account number on your check.

Prepared For: Albion-Little River Fire Protection District

Mail this payment coupon along with a check or money order payable to:

Golden State Risk Management Authority
PO Box 706
Willows, CA 95988



Payment Information	
Account Number:	ALBILIT
Invoice Number:	GS1207100059
Payment Due Date:	07/01/2012
Minimum Due:	\$16,116.00
To Pay in Full:	\$16,116.00
Amount Paid:	\$ _____

GOLDEN STATE

RISK MANAGEMENT AUTHORITY

Innovative programs, personalized service

June 1, 2012

Dear GSRMA Member:

Per GSRMA Board action in May (please refer to the policy attached), we will be implementing a new payroll audit, or look-back, process beginning in the 2012-2013 program year.

Currently, we base your next year's contribution amounts on last year's total payroll. This has worked well in the past as members' payrolls changed in a similar fashion and the process was easy for our members to manage. However, with individual members' payrolls fluctuating, sometimes significantly, over the last few years, contribution amounts are not adequately reflecting the relative level of risk each member carries. In fact, our excess workers' compensation carrier has implemented a payroll audit process where they verify our original estimates against our actual amounts collected and charge or credit us based on the difference. As a result, for the 2012-2013 fiscal year, we are implementing a payroll & contribution look back process as well.

During the data collection process, members are asked for their total payroll for the most recent complete fiscal year as well as their estimated payroll for the upcoming year. So, for example, during the 2013-2014 data collection process, members will report their actual payroll for 2012-2013. The difference, from what the member originally estimated for 2012-2013 and the actual amount provided after-the-fact, will be used to calculate either an additional charge or a credit for the recently completed year. Members will be notified of the difference and, unless requested by the member, the amount will be applied to their next year's contribution invoice – in this example, the 2014-2015 invoices.

Since we are just beginning the implementation of this process, it will be more than a year before it affects members' total paid contribution. The 2012-2013 fiscal year will be the first year audited with adjustments being applied to the 2014-2015 invoices.

We appreciate your patience and welcome your feedback as we more fully develop this process. If you have questions or concerns, please contact our Director of Finance, Rick Krepelka at (530) 934-5633 or rkrepelka@gsrma.org.

Sincerely,



Scott Schimke, ARM
Risk Manager

Golden State Risk Management Authority

Payroll Audit Policy Workers' Compensation and Liability Programs

Adopted: May 9, 2012

POLICY

Member contribution for the Workers' Compensation and Liability Programs are based on estimated payroll prior to the beginning of the program year. Following the end of the program year, the contribution will be recalculated based on a member's actual payroll.

Proof of actual payroll amounts may be provided through their board or year-end financials for the program year, copies of governmental reporting forms (e.g. CA DE-9 or Fed 941) for the covered period or a signed member report. A penalty may be assessed on members not reporting actual payroll within 60 days of the end of the program year.

As a result of the reported actual, members may owe additional contribution or have return contribution due.

Once the payroll audit process is complete, staff will communicate the results to the members and, as appropriate, each member will be allowed to select which recovery/payment method they would like to use.

If return contribution is due to the member, the member may receive a check for the return contribution or have a credit applied toward their next renewal contribution.

If additional contribution is due to GSRMA from the member, the member may pay the additional contribution or it will be added to their next renewal contribution.

If a member does not select a preferred method, the extra contribution credit or debit will be applied to their next renewal contribution by default.

Albion Little River Fire Protection District

Reconciliation Detail

District Checking, Period Ending 05/31/2012

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,938.65
Cleared Transactions						
Checks and Payments - 23 items						
Check	4/25/2012	3381	Emergency Medical...	X	-971.03	-971.03
Check	4/25/2012	3379	Theron Miller	X	-190.00	-1,161.03
Check	4/25/2012	3382	Ted Williams	X	-131.00	-1,292.03
Check	4/25/2012	3380	HHS Public Healt...	X	-106.00	-1,398.03
Check	4/30/2012	3386	Nathaniel Norling	X	-150.00	-1,548.03
Check	4/30/2012	3384	Comcast	X	-80.46	-1,628.49
Check	4/30/2012	3385	Waste Management	X	-32.04	-1,660.53
Check	5/1/2012	3387	Katsiaryna Gregonis	X	-249.18	-1,909.71
Check	5/1/2012	3388	Alan Taeger	X	-37.50	-1,947.21
Check	5/7/2012	3390	Witmer Publc Safe...	X	-554.17	-2,501.38
Check	5/7/2012	3391	Village Hardware	X	-160.77	-2,662.15
Check	5/7/2012	3393	Thompson's PortaS...	X	-97.95	-2,760.10
Check	5/7/2012	3392	Matheson Tri-Gas I...	X	-60.50	-2,820.60
Check	5/7/2012	3389	Rhoades Auto Parts	X	-11.76	-2,832.36
Check	5/10/2012	ETF	ECG Enhanced Co...	X	-12.74	-2,845.10
Check	5/12/2012	3398	AT&T	X	-192.42	-3,037.52
Check	5/12/2012	3397	PG&E	X	-187.02	-3,224.54
Check	5/12/2012	3394	Nathaniel Norling	X	-150.00	-3,374.54
Check	5/12/2012	3395	Albion Mutual Wate...	X	-135.00	-3,509.54
Check	5/12/2012	3396	Eureka Oxygen Co	X	-93.80	-3,603.34
Check	5/14/2012	3399	Sunset Printing	X	-544.62	-4,147.96
Check	5/16/2012	3400	Bank of The West	X	-5,561.35	-9,709.31
Check	5/19/2012	3401	Comcast	X	-67.46	-9,776.77
Total Checks and Payments					-9,776.77	-9,776.77
Deposits and Credits - 3 items						
Transfer	5/3/2012	0412...	County Check	X	3,975.15	3,975.15
Transfer	5/24/2012	0412...	County Check	X	1,943.64	5,918.79
Transfer	5/24/2012	0412...	County Check	X	3,539.58	9,458.37
Total Deposits and Credits					9,458.37	9,458.37
Total Cleared Transactions					-318.40	-318.40
Cleared Balance					-318.40	6,620.25
Uncleared Transactions						
Checks and Payments - 6 items						
Check	2/12/2012	3313	Ted Williams		-173.73	-173.73
Check	4/25/2012	3383	James B Montgomery		-419.26	-592.99
Check	5/28/2012	3404	Nathaniel Norling		-150.00	-742.99
Check	5/28/2012	3403	Comcast		-80.46	-823.45
Check	5/28/2012	3405	Steven L. Wolfe		-50.03	-873.48
Check	5/28/2012	3402	Waste Management		-32.04	-905.52
Total Checks and Payments					-905.52	-905.52
Deposits and Credits - 1 item						
Transfer	5/31/2012	0412...	County Check		5,561.35	5,561.35
Total Deposits and Credits					5,561.35	5,561.35
Total Uncleared Transactions					4,655.83	4,655.83
Register Balance as of 05/31/2012					4,337.43	11,276.08
New Transactions						
Checks and Payments - 6 items						
Check	6/2/2012	3409	Katsiaryna Gregonis		-328.19	-328.19
Check	6/2/2012	3406	PG&E		-212.20	-540.39
Check	6/2/2012	3408	Alan Taeger		-38.06	-578.45
Check	6/2/2012	3407	Sam Levine		-32.31	-610.76
Check	6/4/2012	3411	Cascade Fire Equip...		-960.53	-1,571.29
Check	6/4/2012	3410	Marsha A. Regan		-326.25	-1,897.54
Total Checks and Payments					-1,897.54	-1,897.54
Total New Transactions					-1,897.54	-1,897.54
Ending Balance					2,439.89	9,378.54

Albion Little River Fire Protection District
Reconciliation Summary
District Checking, Period Ending 05/31/2012

	<u>May 31, 12</u>
Beginning Balance	6,938.65
Cleared Transactions	
Checks and Payments - 23 items	-9,776.77
Deposits and Credits - 3 items	9,458.37
Total Cleared Transactions	<u>-318.40</u>
Cleared Balance	<u>6,620.25</u>
Uncleared Transactions	
Checks and Payments - 6 items	-905.52
Deposits and Credits - 1 item	5,561.35
Total Uncleared Transactions	<u>4,655.83</u>
Register Balance as of 05/31/2012	<u>11,276.08</u>
New Transactions	
Checks and Payments - 6 items	-1,897.54
Total New Transactions	<u>-1,897.54</u>
Ending Balance	<u>9,378.54</u>

The Renaissance of the Albion-Little River Fire Department

Submitted by
Scott Roat,

President, Albion-Little River Fire Department

On Nov. 16, 2011, in the middle of the night, a page alerted firefighters that Mallory House was burning. Albion Fire responded and worked through the night and into the morning. Just 48 hours later, the pagers blared again, to alert us to another structure fire — this time at a private residence on Navarro Ridge.

In both cases, we requested mutual aid from Mendocino Fire, whose expertise, manpower and equipment helped us to save both structures. As the dust settled, Albion Chief Ted Williams and I looked at our skeleton crew and wondered how we would fare as a fire department.

When I took office in 2011, I had little idea of what would follow — the chain of events that has likely impacted hundreds of lives, and led to a renaissance for our small coastal fire department.

It began in mid-2011 when the department suddenly needed to fill the Chief/CEO position to comply with state laws of incorporation. Just two weeks from a regular business meeting wherein a general election could be



Back row, from left, Josh Smith, Tim Gitchel, Scott Roat, Brad Montgomery, Guy Casey, Jaime Placido, Ted Williams, Joe Goforth and Dave Ayster. Middle row, Marshall Brown, Dennis Sweet, Citlali Werner, Andrew Crowningshield, John Crowningshield, Chadwick Thompson, Steve Wolfe, Steve Acker and Erica Geer. Front row, Harolde Searles, Emily Scott, Adam Mathews, Debbi Wolfe, Michael Rees, Sam Levine, Meghan Frend and Andrea Pennebaker. Not pictured: Andy Gitchel, Jason Hendricks, John Oakley, Kristine Hendricks, Jonathon Peakall, Chris Johnson and Jesse Martin. Derek Magdalik photo.

held, three members stepped down. Left with just about a dozen members, a dangerously low number, we realized we were going to face some challenges.

What do they say, baptism by fire? Over the next six months we would fight seven structure and two vehicle fires, a record number historically. Over the previous decade, I estimate we fought two and a-half structure fires (that half being a shed), and an unknown number of vehicle fires; firefighters had to learn fast.

With the increased number of incidents, a strong camaraderie developed, changing the core tone of the department, and so our membership grew and grew. The roster has now climbed to over 30, with no end in sight. We're welcoming back accomplished firefighters who've returned due to the positive new climate.

Astoundingly, we are now among the largest volunteer fire departments on the Mendocino and Sonoma coasts. While our numbers are high, we can't yet boast the years of dedicated service, commitment and experience of some of our neighbors. For example, the average duration of service in the Fort Bragg Fire Department is 15 years,

See ALRVFD on Page 16

ALRVFD

From Page 15

with one member serving a respectable 51 years. It's our hope that what we're building will continue to grow long past our tenure.

Paramedic Nat Norling has been training our firefighters for some time. He says where only two or three firefighters might have showed just last year, these days trainings are always full of eager firefighters. Indeed, almost any present day gathering of firefighters packs our small firehouse and has us looking for chairs.

We've seen the same increase in respondents to calls. Last year, some alpha level medical incidents would have two or three firefighters responding. These days, it seems to be eight or more firefighters to less catastrophic calls, and en masse to the larger ones.

With any fire department, the need for training is a constant. Since our renaissance began, our trainings have taken a different timbre. CAL FIRE has agreed to conduct trainings, bringing their highly-honed skills and expertise to train our members. Additionally, we are working more closely with neighboring departments to cross-train, something that seldom happened before the reorganization.

In this short period, we've had five firefighters attend the Fire Academy, a very serious time commitment and perhaps the best training resource available. These members have brought their skills back to fellow firefighters and the community.

Nine firefighters completed a four-day firefighter's driver's license endorsement class provided by the Ukiah Valley Fire Department, thereby providing a greater number of drivers for our apparatus. Historically, the

ratio of drivers has been low due to the complexity of getting this endorsement. At the same time, CAL FIRE has arranged for a USDA Forest

been especially supportive in this transition.

A key ingredient in this transition was our strong district board comprised of three

**51st Annual ALRVFD Barbecue
Saturday, July 14 from noon to 4
p.m. at the picnic grounds by Little
River Airport**

Service engine to be loaned indefinitely to the department, providing us with additional engine response.

Including a certified marine mechanic, another nine firefighters have bolstered a fading water rescue team and regularly meet for additional trainings building a core group.

As part of this renaissance, there is a new harmony among firefighters, neighboring departments, the district board, the hospital/ambulance crew, and the community at large. Mendocino Fire has

ex-firefighters, a nurse and a retired school superintendent, whose quick response to the situation was pivotal.

All parties have worked very, very hard in this transition, but there have been so many more things that have come together to make this renaissance possible, most unforeseen, many intangible. It seems to have taken on its own momentum.

At that critical juncture in the autumn of last year, we could not have foreseen all the elements of this rebirth. We are

proud of how far we've come in just six months. Special thanks to the community for the flood of good wishes, new members, and continued support during this time.

Come to our 51st annual barbecue on Saturday, July 14 from noon to 4 p.m. at the picnic grounds by Little River Airport. Say hi and meet our new firefighters. If you can't make it, please help us with your financial support as we gear and train these new firefighters. Perhaps you'd like to join, or just learn more about the

department. In every case, we'd love to see you.

If you want to know more about what's happened, visit www.albionfire.com; it contains public documents and many photos of trainings, etc.

Despite the success, we are still very much in the process. There is still much to discover and we are learning rapidly. We're resolved to meet the challenges we face both on and off scene, and stay the course to grow into a seasoned emergency response team.

It is a great honor to serve our community.

follow us on
twitter
@MendocinoBeacon

YOU'RE INVITED TO OUR 47TH ANNUAL

Alan Taeger

From: Robert Schlosser <schlosser@lsndesign.com>
Sent: Friday, June 08, 2012 1:44 PM
To: Alan Taeger; Ed Petrykowski; lee@ilwely.com
Subject: Albion Firestation

Gentlemen,

The new structural calcs arrived today. The drawings are not here yet, but last time they came a few days apart. We might actually have a completed set of shop drawings before too long.

Bob

Robert Schlosser

Leventhal Schlosser Newberger Architects

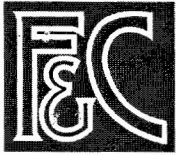
435 North Main Street

Fort Bragg, CA 95437

(707) 961-0911

Fax (707) 961-0912

schlosser@lsndesign.com



**FECHTER
& COMPANY**
Certified Public Accountants

**Craig R. Fechter, CPA
Scott A. German, CPA**

June 7, 2012

****AUTO**ALL FOR AADC 940
Director of Finance
Albion-Little River Fire Protection
PO Box 634
Albion, CA 95410-0634

710



To Whom it May Concern:

I am interested in performing the District's annual independent audit. Please let me know how to either submit a bid on the audit or have my firm placed on the bidders list for when the audit comes up for bid.

I would also like a copy of the District's latest fiscal audit; I am conducting a study of the disclosures reported on the audited financial statements of special districts. Please forward a copy of the annual audit report to me at either address below:

cfechter@fechtercpa.com

or

Fechter & Company, CPAs
1870 Avondale Avenue, Suite 4
Sacramento, CA 95825
916-244-0116 (fax)

Thank you for your attention to these matters. Please give me a call at (916) 333-5360 if you have questions!

Regards,

Craig R. Fechter, CPA

FECHTER & COMPANY, CPAs
1870 AVONDALE AVENUE, SUITE 4
SACRAMENTO, CALIFORNIA 95825

PRSRT STD
U.S. POSTAGE
PAID
SACRAMENTO, CA
PERMIT NO. 837

read 11/2/12

CUSTOMER SERVICE RECORD

Account Number 707 937 4766



Rec'd 12 Jan 12

June 4, 2012

For questions about:

o AT&T California customer service

800-750-2355 or (800) 750-2355

6304.2.17.4318 1 AT 0.374 j




ALBION LITTLE RIVER
FIRE DEPT
PO BOX 634
ALBION CA 95410-0634

THIS IS NOT A BILL. NO PAYMENT REQUIRED.



CUSTOMER SERVICE RECORD

Measured Rate Business Service	ACCOUNT NUMBER 707 937 4766 180 N 4 BILL DATE JUNE 4, 2012
	BILL NAME ALBION LITTLE RIVER
	Account is Part of Summary Bill 960 755 4173

ITEM	QTY	DESCRIPTION	AMOUNT	ACTIVITY DATE
AT&T CALIFORNIA PRODUCTS AND SERVICES AT&T Affiliate Charges May Apply - See Affiliate Bill Page Discount Pricing May Apply - Please See Your Bill section Your Service Is Located at: 3380 Albion Ridge Rd (Bldg 2) Albn INDIVIDUAL LINE(S) 707 937 4766				
1	1	Measured Rate Business Service Your Long Distance Carrier is Excel Telecommunications, Inc. Your Local Toll Carrier is Excel Telecommunications, Inc.	28.00	12-18-79
2	1	Federal Universal Service Fee	.97	01-20-12
3	1	Call Waiting	9.05	01-11-95
4	1	Delayed Call Forwarding Calls Forwarded to: 937-4022 Num of Rings Before C Forward 4	4.05	05-30-96
5	1	Federal Subscriber Line Charge	4.40	01-01-98
6	1	Number Portability Svc Charge		04-12-99
SUBTOTAL			\$48.47	
WHITE PAGE LISTING(S) DIRECTORY: PRIMARY Your Listing Is Not Published				
7		Your Listing Is Not Published	1.25	07-06-88

x = Exempt from Billing Surcharge
H = Federal Tax

E = Tax Exempt
PT = All Taxes

CUSTOMER SERVICE RECORD

Measured Rate Business Service

ACCOUNT NUMBER 707 937 4766 180 N 4
 BILL DATE JUNE 4, 2012

ITEM	QTY	DESCRIPTION	AMOUNT	ACTIVITY DATE
1	1	<p>CALLING CARD(S) PROVIDED BY AT&T CALIFORNIA</p> <p>CALLING CARD(S)</p> <p>The Cards Below are Mailed to:</p> <p>ALBION LITTLE RIVER FIRE DEPT ALBION CA</p> <p>Number User</p>	95410	03-11-91
		707 937 4766		





COUNTY OF MENDOCINO
 DEPARTMENT OF PLANNING AND BUILDING SERVICES
 120 WEST FIR STREET · FORT BRAGG · CALIFORNIA · 95437

Telephone 707-964-5379
 FAX 707-961-2427
 www.co.mendocino.ca.us/planning

June 12, 2012

Planning-Ukiah
 DOT
 Environmental Health
 Building Inspection (FB)

Assessor
 Dept of Fish & Game
 US Fish & Wildlife Service
 Coastal Commission

Albion/Little River Fire District

***CASE#:** CDP #7-2012
OWNER: Marcos Aban
REQUEST: Construct 2,132 ft² single family residence with an attached 676 ft² garage (total structural size of 2808 ft²) with a maximum height of 20 feet. Construct 576 ft² guest cottage, and ~ 720 ft² boat storage/workshop. Associated developments include installation of a driveway, septic system, 3000 gal. water storage tanks, and hook-up to utilities.

APPEALABLE AREA: Yes

LOCATION: In the coastal zone, ~1.6 mi north of Albion, on the east side of Highway one, approx. 0.15 mi east of its intersection with Andiron Road (private). Located at 49801 Andiron Road, APN: 121-040-24.

***PROJECT COORDINATOR:** Abbey Stockwell

RESPONSE DUE DATE: June 27, 2012

***PLEASE NOTE THE CASE NUMBER AND NAME OF PROJECT COORDINATOR WITH ALL CORRESPONDENCE TO THIS DEPARTMENT.**

Attached to this form is information describing the above noted project(s). The County Department of Planning and Building Services is soliciting your input, which will be used in staff analysis. If we do not receive a response within fifteen (15) days, we will assume no response is forthcoming.

You are invited to comment on any aspect of the proposed project(s). Please address any concerns or recommendations on environmental considerations and specific information regarding permits you may require to the project coordinator at the above address.

REVIEWED BY: Name _____ Department _____ Date _____

_____ No Comment _____ Comment to follow

_____ Comments attached or Below

ENVIRONMENTAL DATA
(To be completed by Planner)

ENVIRONMENTAL DATA		
Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. CDP Exemption or CDP Exclusion.
<input type="checkbox"/>	<input type="checkbox"/>	2. LUP Map Number. 18
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Blufftop Parcel.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Highly Scenic Area: East of Hwy 1.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Adjacent to State Forest/Park/Recreation Area.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Within/Adjacent to Agriculture Preserve or Timberland Production.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Within Mendocino Historic Preservation District: Zone A or B:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Alquist-Priolo Earthquake Fault Zone (Manchester to Gualala).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Floodplain/Floodway Map.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Natural Diversity Data Base.
<input type="checkbox"/>	<input type="checkbox"/>	11. ESHA – Riparian, Wetland, Rare Plants, Sand Dunes, Pygmy Vegetation/Soils.
<input type="checkbox"/>	<input type="checkbox"/>	12. Building Envelopes/Buffer Zones.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Geotechnical Hazards: Coastal Bluff, >20% Slopes.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Coastal Groundwater Study Zone: MWR
<input type="checkbox"/>	<input type="checkbox"/>	15. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 49-12 Moderate,
CEQA Status: _____		

ADDITIONAL INFORMATION:

COASTAL DEVELOPMENT PERMIT REVIEW SHEET

STANDARD

ADMINISTRATIVE

MODIFICATION

CDP # 7-2012 (Aban)

USE PERMIT

VARIANCE

DATE FILED: 4.4.12

Updated fee: 5.24.12

APPEALABLE AREA: YES NO HSA

GOV'T CODE DATE:

OWNER/APPLICANT: Marcos Aban

REQUEST: Construct 2,132 ft² single family residence with an attached 676 ft² garage (total structural size of 2808 ft²) with a maximum height of 20 feet. Construct 576 ft² guest cottage, and ~ 720 ft² boat storage/workshop. Associated developments include installation of a driveway, septic system, 3000 gal. water storage tanks, and hook-up to utilities.

LOCATION: In the coastal zone, ~1.6 mi north of Albion, on the east side of Highway one, approx. 0.15 mi east of its intersection with Andiron Road (private). Located at 49801 Andiron Road, APN: 121-040-24

STREET ADDRESS: 49801 Andiron Road

APN: 121-040-24

GENERAL PLAN: RR=5

ZONING: RR:L-5

PARCEL SIZE: ~3.13 acres

EXISTING USES: pump house

SUPERVISORIAL DISTRICT: 5

TOWNSHIP:

RANGE:

SECTION:

USGS QUAD#:

RELATED CASES: CDP 50-2008

PERMITS ON HOLD PENDING CDP:

REFERRAL AGENCIES:

Planning (Ukiah)

Coastal Commission

Sewer District

Environmental Health (FB)

Caltrans

Water District

Building Inspection (FB)

Northwest Information Center

Fire District - Alb- LR

Transportation

Department of Fish & Game

Community Svcs

MHRB

Department of Parks & Recreation

City Planning

Assessor

RWQCB

School District

County Water Agency

US Fish & Wildlife Service

Air Quality Management District

Army Corps of Engineers

ALUC

Trails Advisory Council

Gualala Municipal Advisory Council

Native Plant Society

Friends of Schooner Gulch

Point Arena City Hall

ADDITIONAL INFORMATION:

ASSESSOR'S PARCEL #:

PROJECT COORDINATOR: Abbey Stockwell

PREPARED BY: AS

DATE: 6.7.12

COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES
790 SOUTH FRANKLIN STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379

Case No(s) 7-2012
CDF No(s) _____
Date Filed _____
Fee \$ _____
Receipt No. _____
Received by _____

Office Use Only

COASTAL DEVELOPMENT PERMIT APPLICATION FORM

Name of Applicant <u>MARCOS ABAN</u>	Name of Owner(s) <u>MARCOS ABAN</u>	Name of Agent
Mailing Address <u>221 N. HARRISON ST FORT BRAGG, CA 95437</u>	Mailing Address <u>221 N. HARRISON ST FORT BRAGG, CA. 95437</u>	Mailing Address
Telephone Number <u>707-972-8790</u>	Telephone Number <u>707-972-8790</u>	Telephone Number

Project Description:
2132 SF SINGLE FAMILY RESIDENCE WITH 676 SF ATTACHED GARAGE,
520 SF GUEST COTTAGE, 720 SF DETACHED SHOP, NEW DRIVEWAY,
INSTALL SEPTIC SYSTEM, INSTALL 3000 GAL. WATER STORAGE TANK,
INSTALL UNDERGROUND UTILITIES.

Driving Directions
The site is located on the S (N/S/E/W) side of ANDIRON RD. (name road)
approximately 1000 (feet/miles) E (N/S/E/W) of its intersection with
HIGHWAY 1 (provide nearest major intersection).

Assessor's Parcel Number(s)
121-040-24

Parcel Size <u>3.13</u> <input type="checkbox"/> Square Feet <input checked="" type="checkbox"/> Acres	Street Address of Project <u>49801 ANDIRON RD LITTLE RIVER, CA. 95456</u> Please note: Before submittal, please verify correct street address with the Planning Division in Ukiah.
---	---

COASTAL DEVELOPMENT PERMIT APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies who 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. 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. *BUILD SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE, BUILD 520 SF. GUEST HOUSE, BUILD 720SF SHOP. INSTALL SEPTIC SYSTEM, INSTALL PROPANE TANK, INSTALL 3000 GAL. WATER STORAGE TANK, INSTALL NEW DRIVEWAY TO SHOP+HOUSE (APRX 300'), INSTALL UNDERGROUND UTILITIES TO ALL STRUCTURES.*

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	<i>3 (HOUSE, SHOP, LOTAGE)</i>	<i>2808, 720, 520</i>
<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.
EXISTING PUMP HOUSE

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.
DOWNCAST & SHIELDED LIGHTING ON ALL STRUCTURES PER PLANS.

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 240 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.

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

FLAT GROUND

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). 20 feet

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

ALL STRUCTURES TO HAVE SLATE GRAY COMPOSITION SHINGLES, HARDI PLANK SIDING PAINTED COASTAL GREY WITH WHITE TRIM. REDWOOD DECKS AND RAILINGS.

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 _____



COUNTY OF MENDOCINO

PLOT PLAN BUILDING INSPECTION DIVISION

JOB ADDRESS 47801 ANDERSON RD.

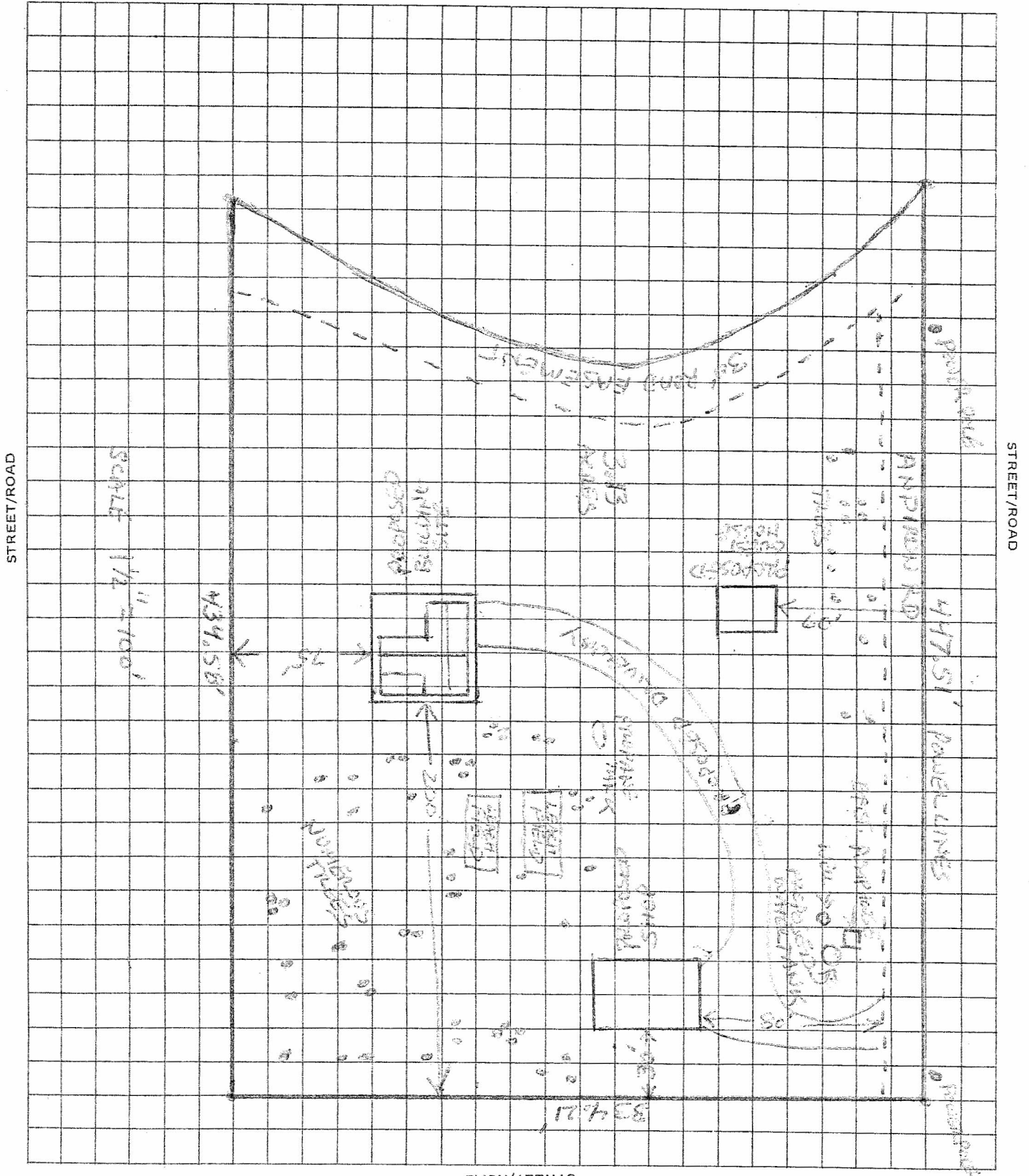
ASSESSOR'S PARCEL NO. 121-040-24

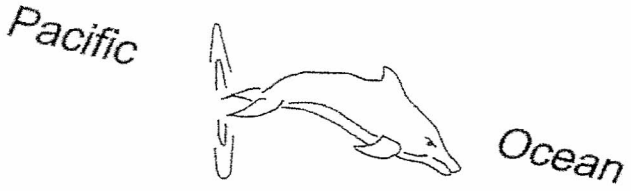
APPLICATION NO.

TOWN or COMMUNITY LITTLE RIVER CA,

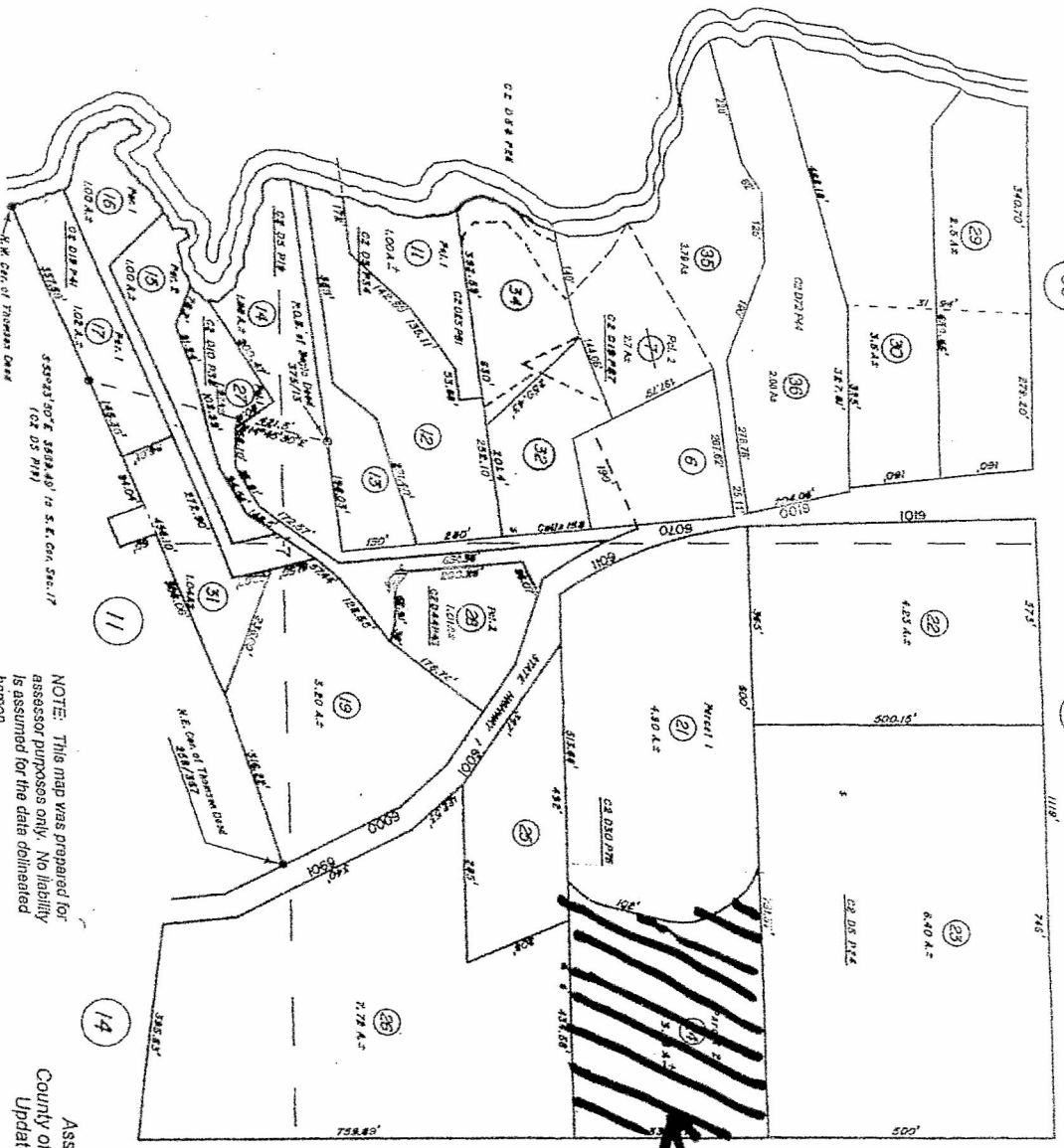
OWNER'S (LEGAL) NAME MARCOS ABAN

Show all buildings, structures, mobile homes, septic tanks and leach fields, wells, streams, lakes, roads, streets, alleys, retaining wells, fences, easements, electrical power poles, and any other improvements and indicate all distances between. Specify whether existing or proposed. Draw to and show scale. Indicate orientation with a North Arrow.





PARCEL MAPS
 C2 D18 P38
 C2 D19 P41
 C2 D19 P87
 C2 D30 P75
 C2 D44 P43
 C2 D23 P51



Por. of Sec. 17 T.16 N. R.17 W. M.D.B.&M.

06 02

104-011
 R/R
 Z

121-04

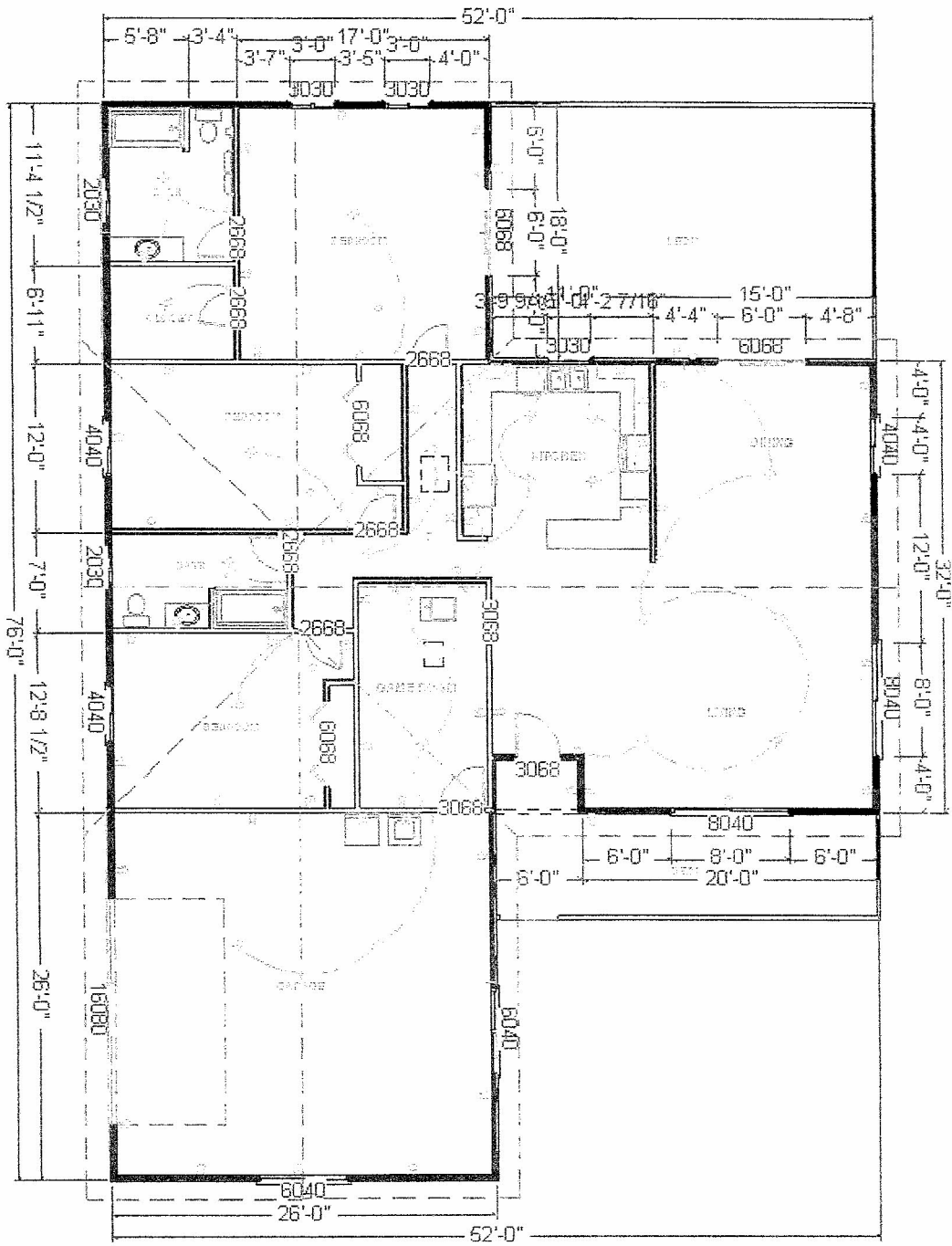


PARCEL

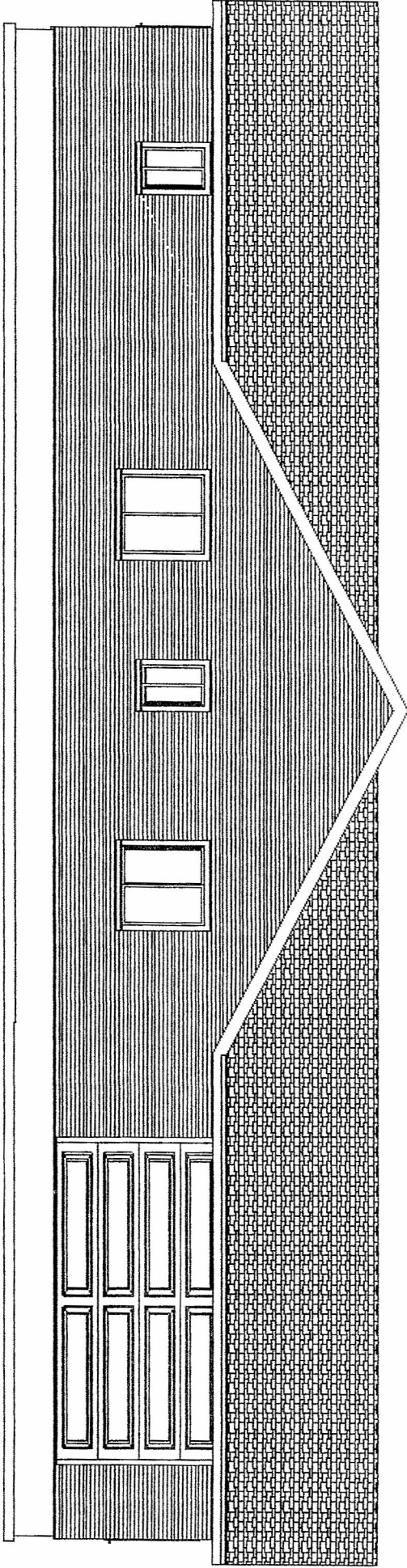
NOTE: This map was prepared for assessor purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map
 County of Mendocino, Calif.
 Updated April, 2005

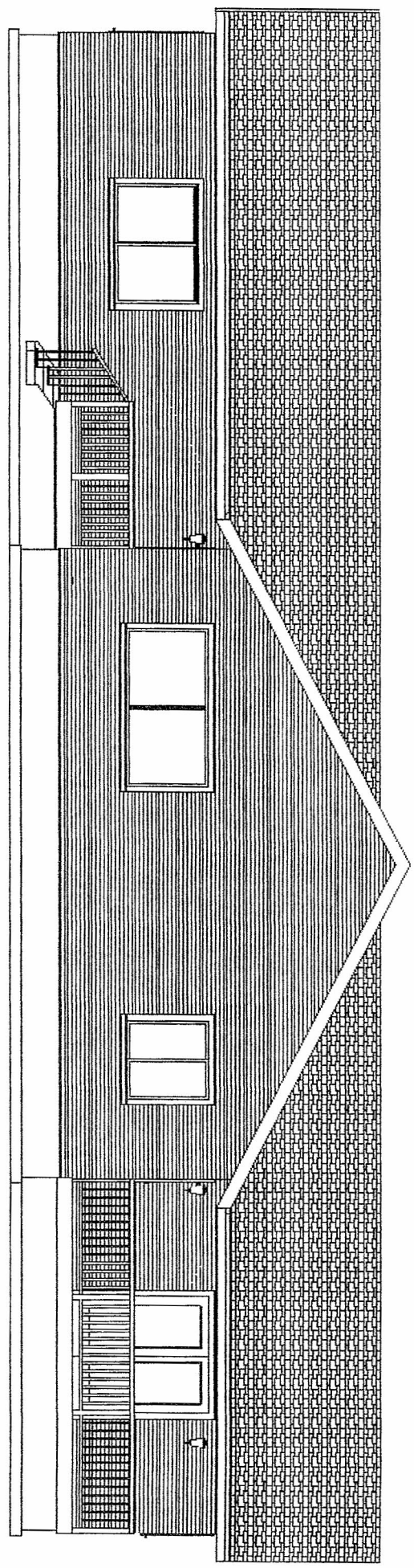
FLOOR PLAN

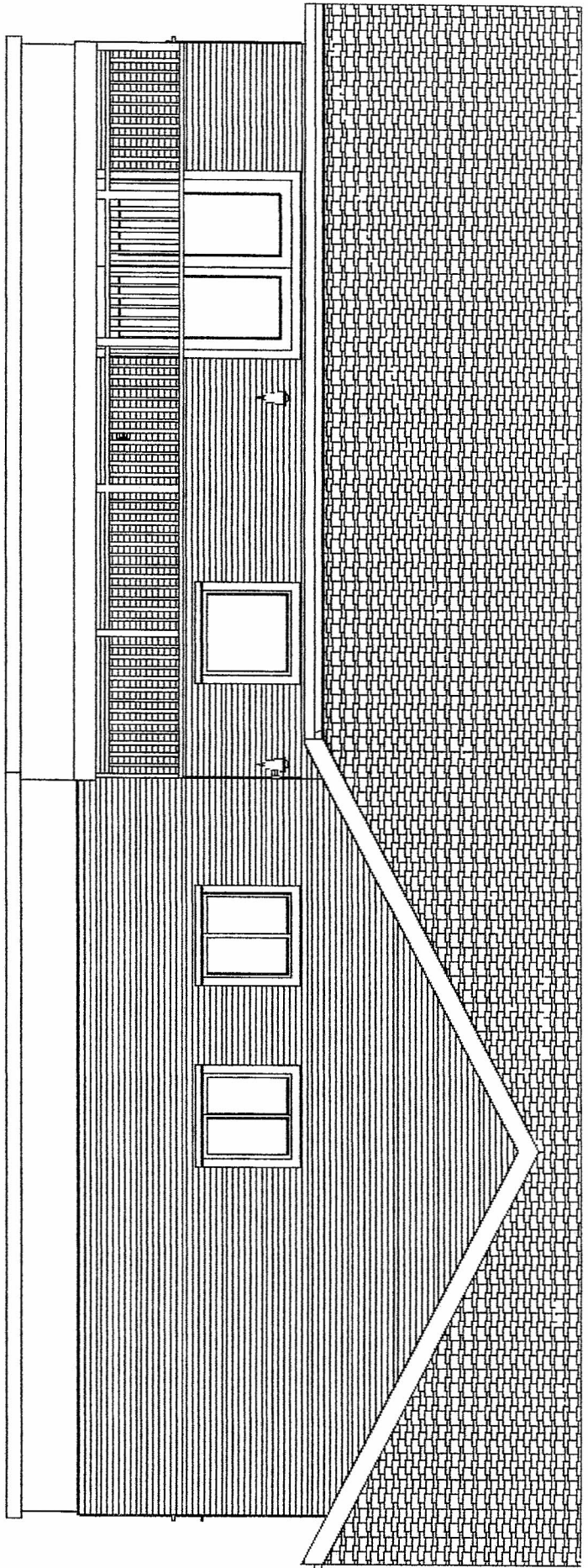


NORTH ELEVATION



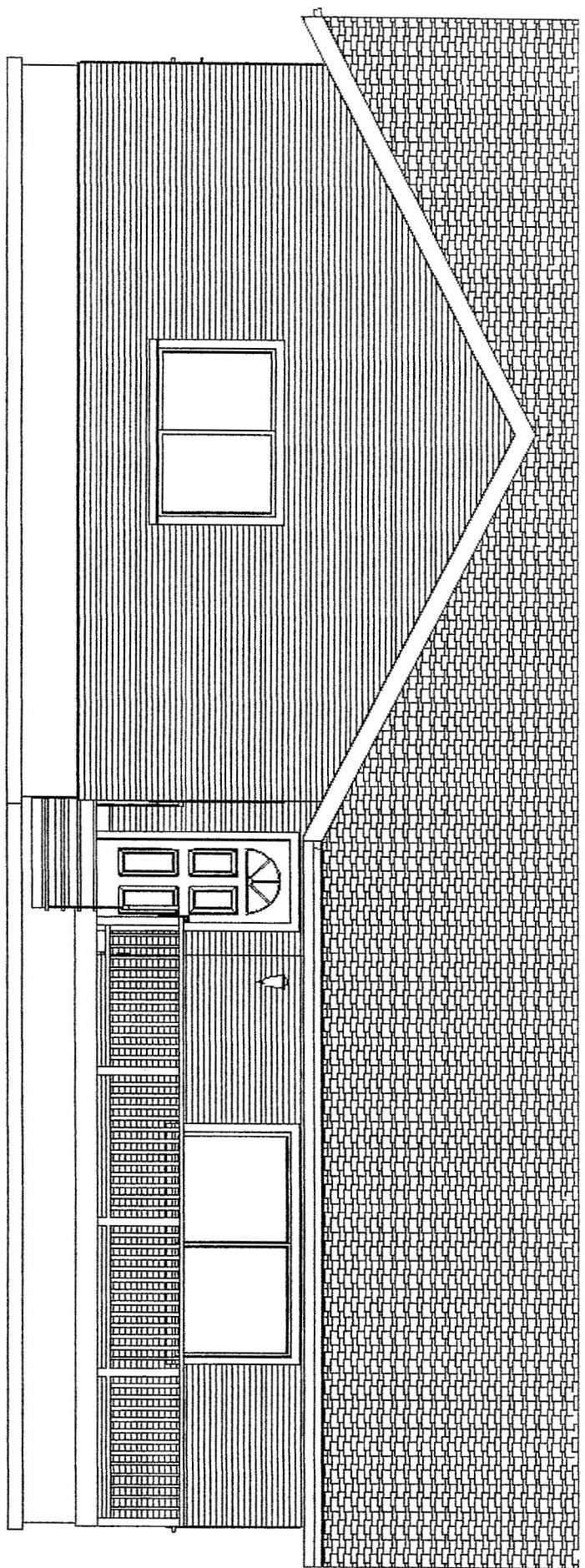
SOUTH ELEVATION



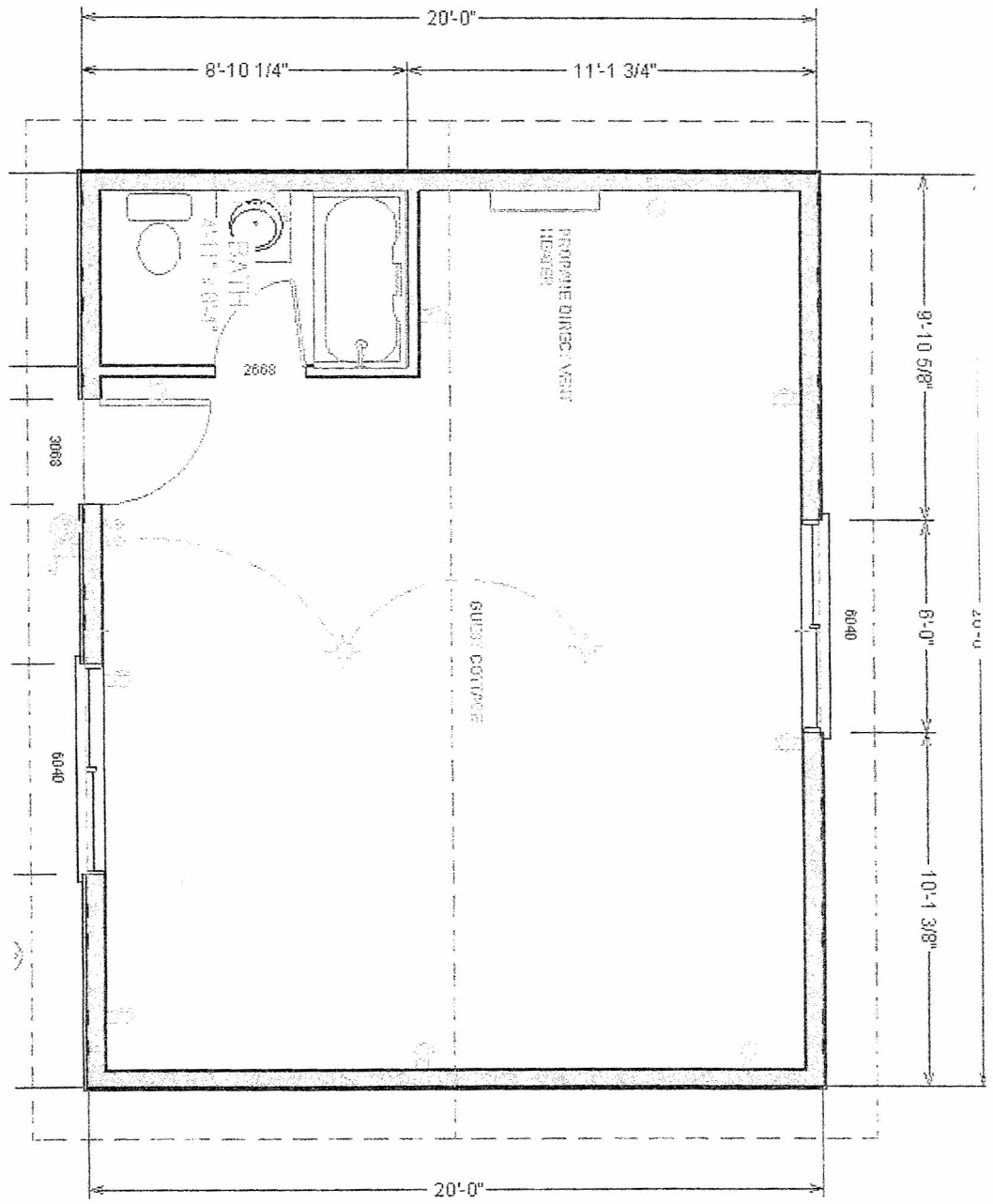


EAST ELEVATION

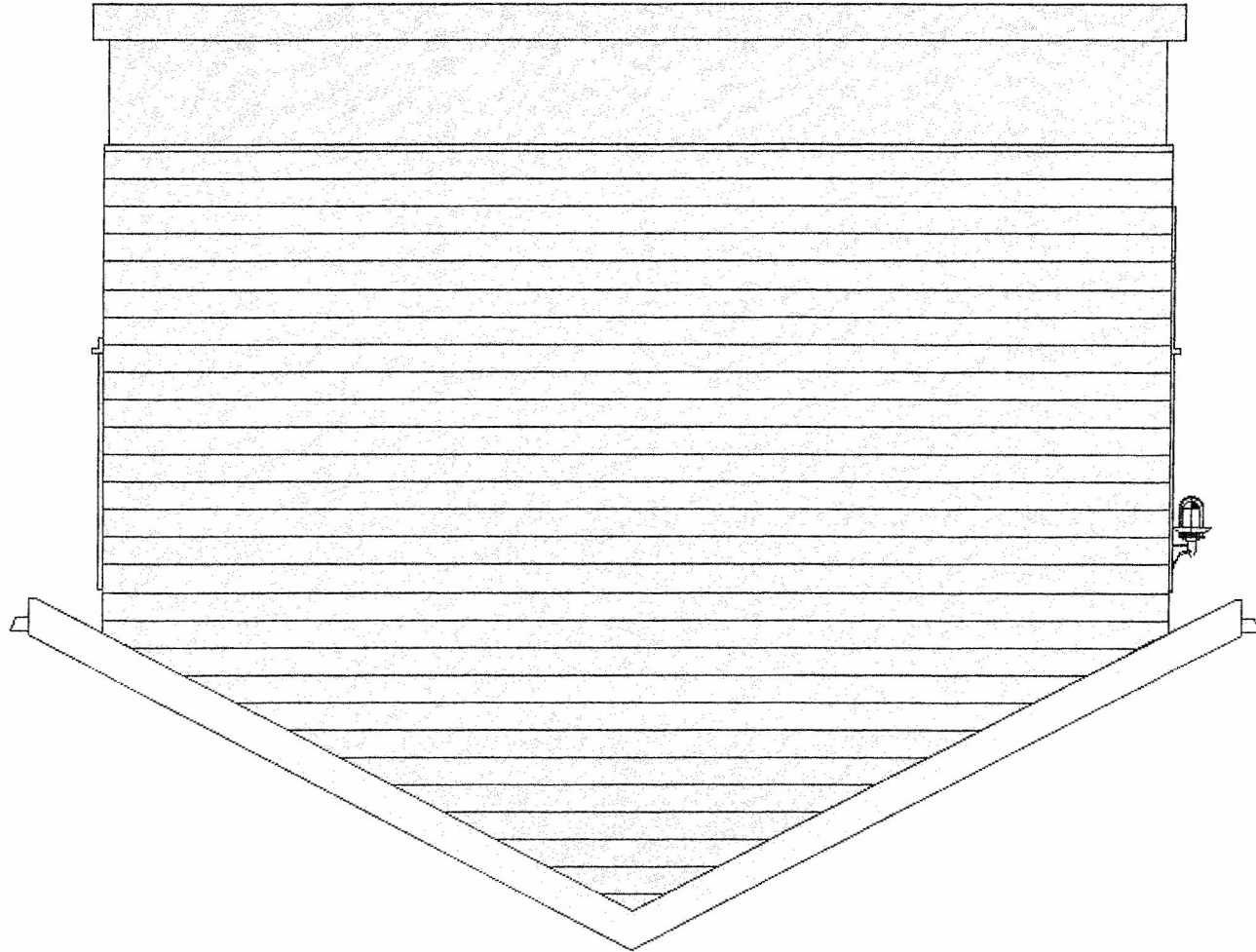
WEST ELEVATION

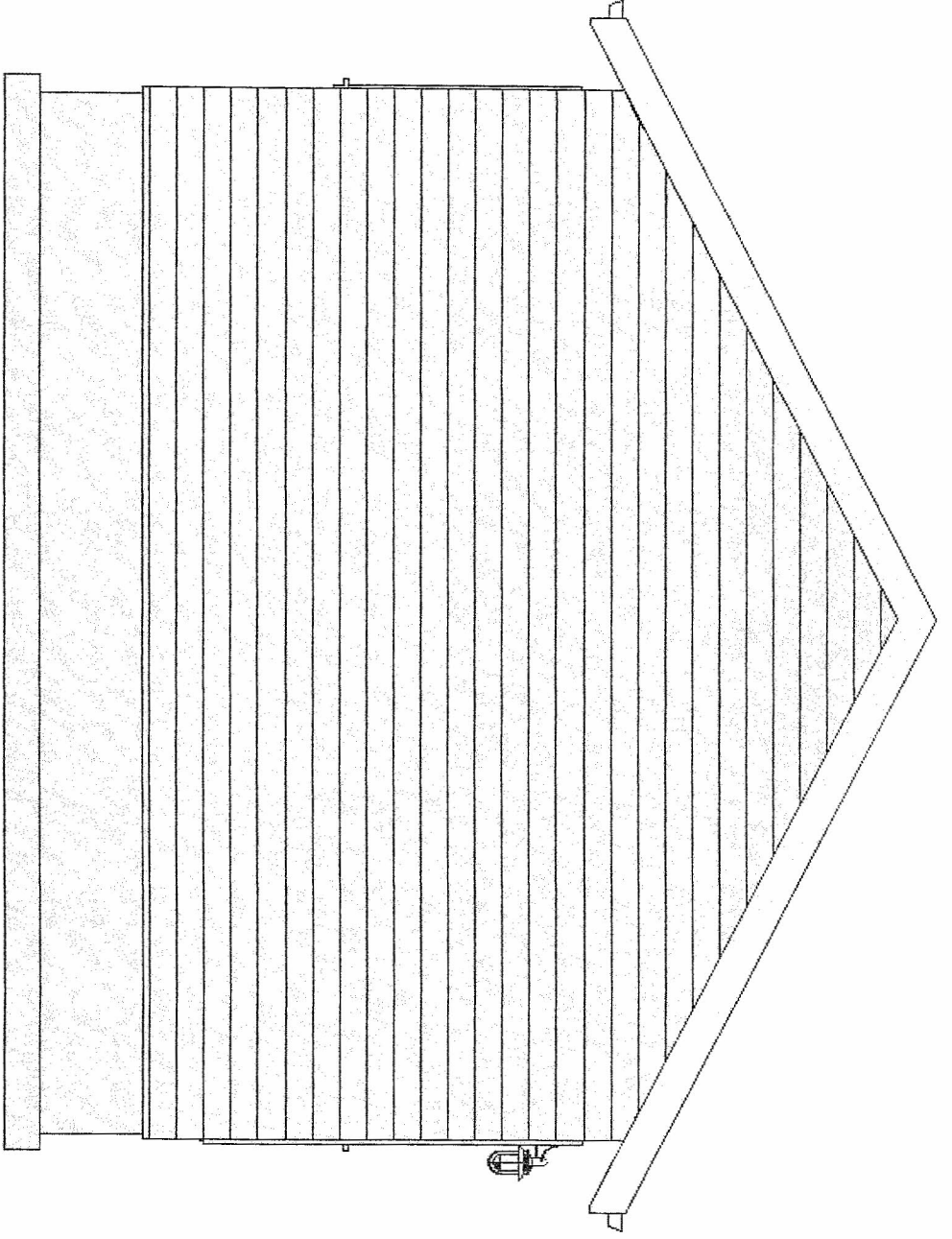


GUEST COTTAGE FLOOR PLAN



NORTH ELEVATION GUEST COTTAGE



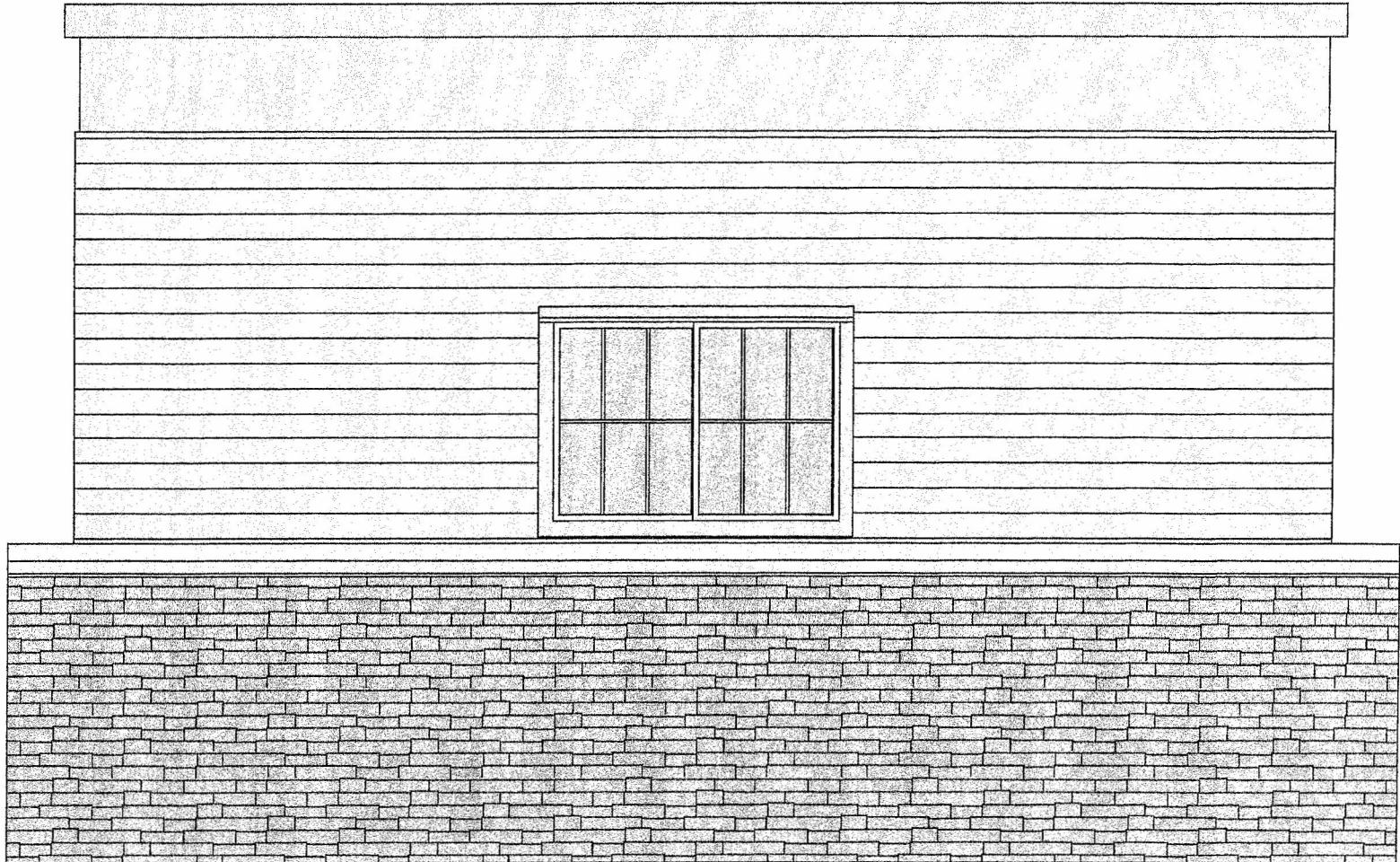


SOUTH ELEVATION GUEST COTTAGE

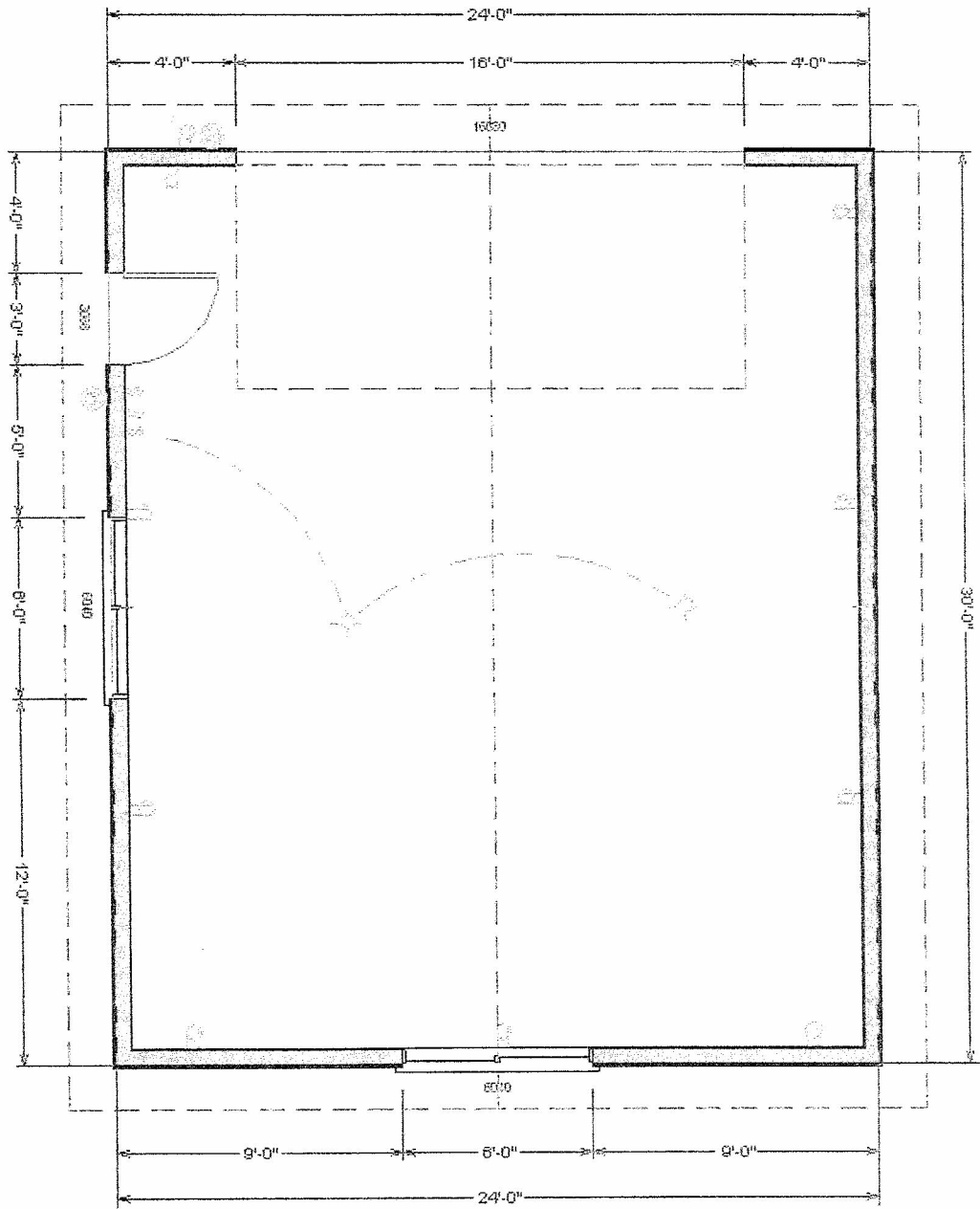
EAST ELEVATION GUEST COTTAGE



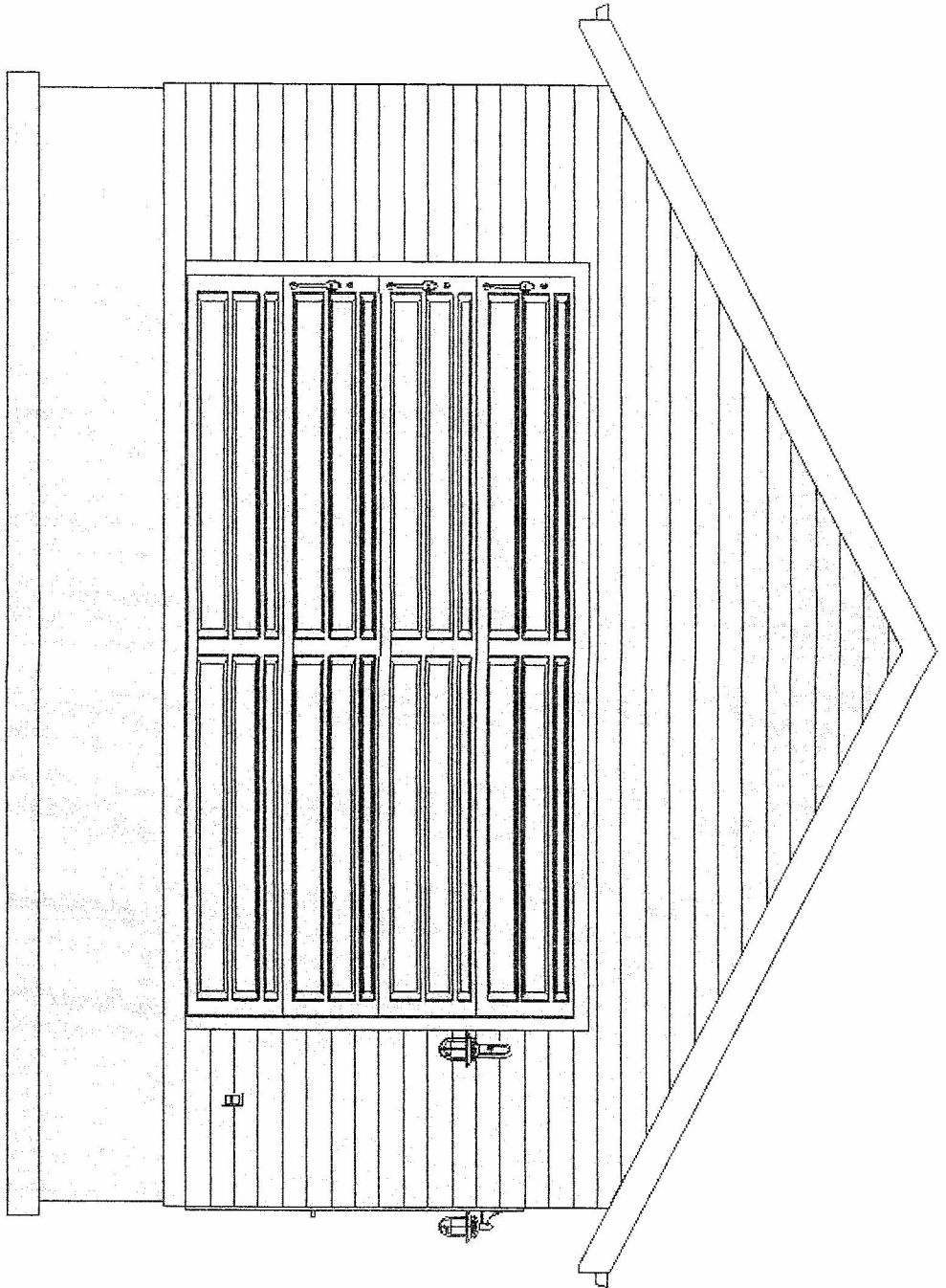
WEST ELEVATION GUEST COTTAGE

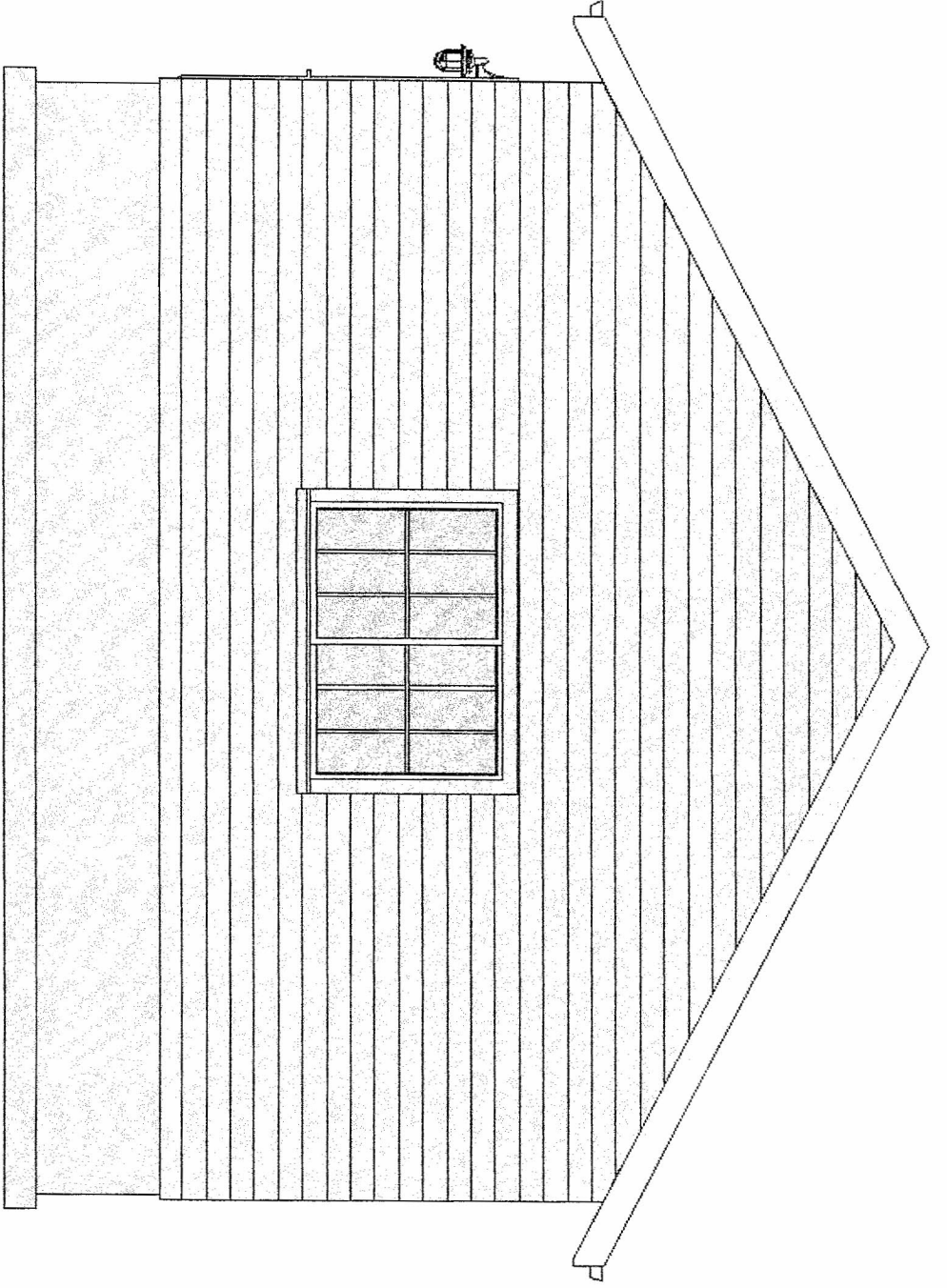


FLOOR PLAN SHEET



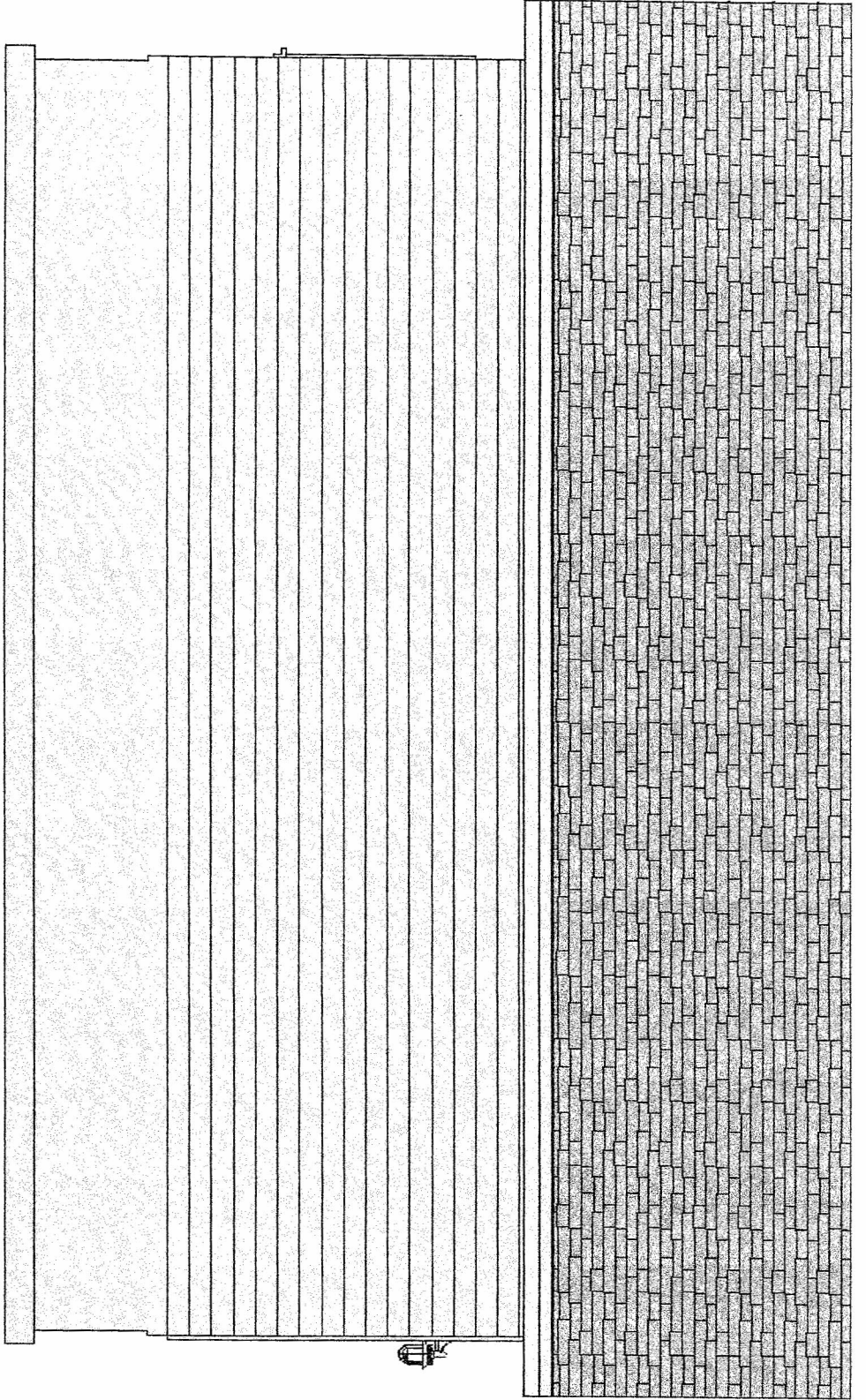
WEST ELEVATION SHOP



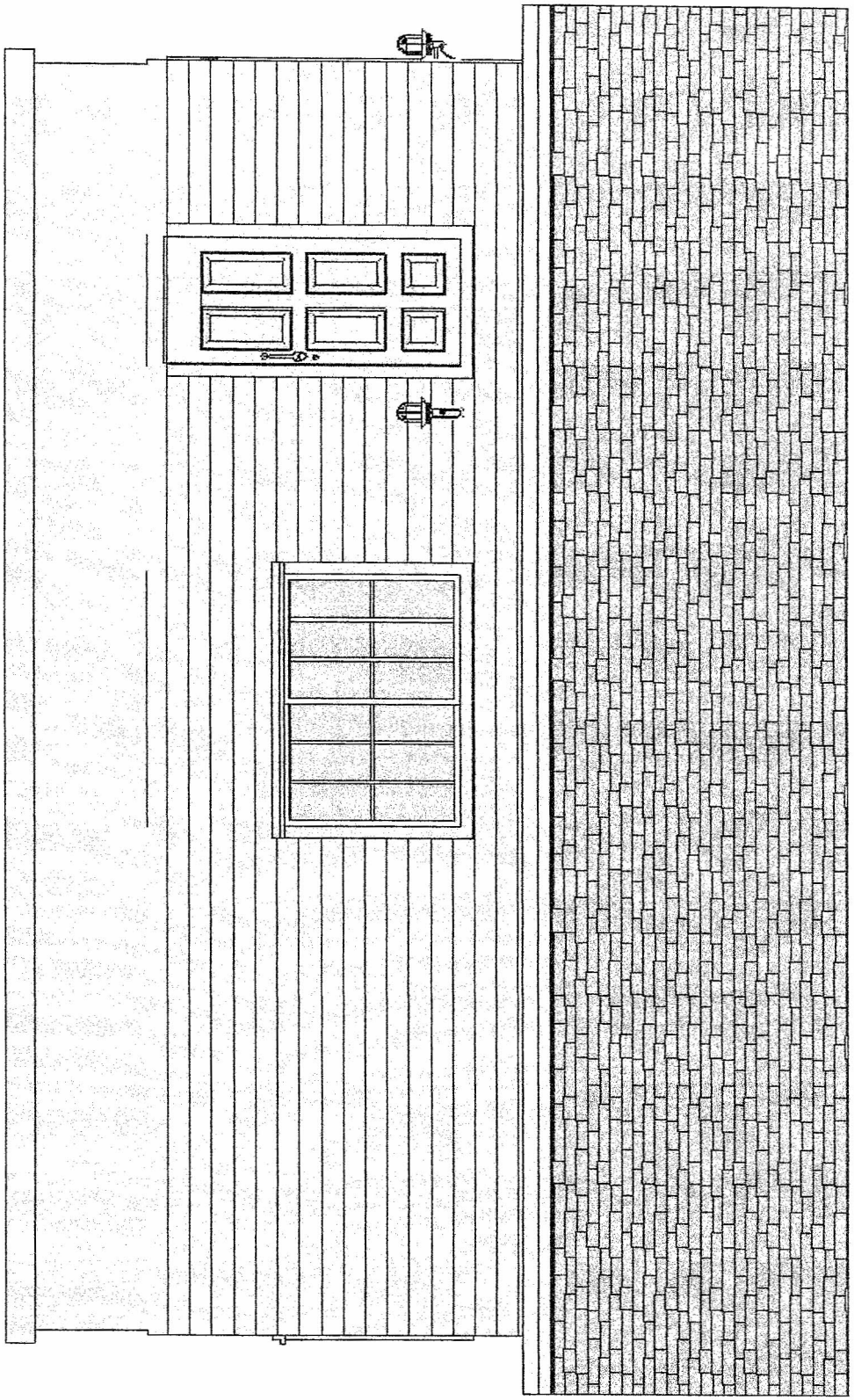


SOUTH ELEVATION SHED

EAST ELEVATION SHOP



WEST ELEVATION SHOP



In order to keep our database as up to date as possible, and bill your membership dues correctly, please take a moment to complete the following information and fax this to the CSDA Office at **916-442-7889**.

[Dues categories can be found at www.csdanet.net→About CSDA→CSDA Transparency→Dues Schedule]

District Name: _____

Annual Operating Budget: \$ _____

*[Annual operating budget is defined as "the district's total operating revenue/income as of June 30, 2012."
Reported budget should not include grants or pass-throughs.]*

Please print your name: _____

Please fax to 916-442-7889.
Thank you.



REGION THREE



*Seat A - term
ends 2015*

**CSDA BOARD OF DIRECTORS
ELECTION 2012**

*All Fields Must Be Completed for ballot to be counted.
(Please vote for only one.)*

Vincent Ferrante
Moss Landing Harbor District

** incumbent*

Signature: _____ Date: _____

Member District: _____

Must be received by 5pm, August 3, 2012. CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814



**California Special
Districts Association**
Districts Stronger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2012 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Region for Seat A. Each of CSDA's six (6) regional divisions has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your geographic region. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its region.

We have enclosed the candidate statements for each candidate who submitted one. Please vote for **only one** candidate to represent your region in Seat A and be sure to sign, date and fill in your member district information (*in some regions, there may only be one candidate*). If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 3, 2012**.

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2012 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Charlotte Lowe toll-free at 877.924.CSDA or charlottel@csla.net with any questions.

May 30, 2012

CSDA

Candidate Statement Region 3 (Seat A)

1112 I Street, Suite 200

Sacramento, CA 95814

Vince Ferrante, Commissioner Moss Landing Harbor District

I am well qualified for this position, having served as an elected official on the Moss Landing Harbor District Board of Harbor Commissioners since 2003, running unopposed as an incumbent in the last two elections. I am currently serving as the Board Secretary.

I have served on the following committees: Live Aboard, Budget and I chair the Personnel and Finance Committee. I represent the MLHD at the Monterey Special District Association, where I am the Past Secretary-Treasurer. I also served on the committee for the 20th CSDA State Conference held in Monterey, Ca. For the past several years, I have served on the CSDA Membership, Fiscal, Education and By-Laws Committees.

I was appointed to the Monterey County Overall Economic Development Commission by the Monterey County Board of Supervisors.

I have completed the CSDA Special District Governance Academy in Governance Foundations, Setting Direction/Community Leadership, Board's Role in Finance and Fiscal Accountability and Board's Role in Human Resources.

I am very experienced in budgeting, project management, report preparation, public speaking, legislative issues and participate in the SDA of Monterey County. I believe my dedication to Special Districts makes me an excellent choice to represent local government agencies' interests at CSDA.

Sincerely,

Vincent C. Ferrante

Commissioner Moss Landing Harbor District



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner

rec'd 13 June 12

Alan Taeger
Albion-Little River Fire Protection District
PO Box 805
Albion, CA 95410

95410+0805



California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

REGION 3

Oliver Seeler
P.O. Box 447
Albion CA 95410

May 14, 2012

Board of Directors
Albion - Little River Fire Protection District
P.O. Box 101
Albion CA 95410

Directors:

Pursuant to California Government Code §6250-6268 etc. I herewith formally request copies of the following records in your possession:

1. Minutes of all board of directors meetings, regular and otherwise, between January 1, 2011 and today's date;
2. Agendas of all board of directors meetings between January 1, 2011 and today's date;
3. All ordinances, resolutions, proclamations and any other such documents relating to actions taken by the board of directors between January 1, 2011 and today's date;
4. All written policies extant as of today's date and all communications and actions relating to such policies generated between January 1, 2011 and today's date;
5. All communications and actions in whatever format relating to the appointment and/or employment of any persons to any positions between January 1, 2011 and today's date;
6. All communications and actions in whatever format relating to the reorganization in 2011-2012 of the Albion - Little River Volunteer Fire Department, Inc.
7. All communications and actions in whatever format relating to the district's "condemnation and censure" of Albion - Little River Volunteer Fire Department, Inc. firefighters in 2011;
8. All communications on any subject relating to the district or the fire department sent by director Alan Taeger to multiple recipients including but not limited to firefighters of the Albion - Little River Volunteer Fire Department, Inc.;
9. All documents relating to the election or appointment and status of current district directors including but not limited to conflict of interest statements and status of ethics training;
10. All communications between January 1, 2011 and today's date to or from LAFCO, the Mendocino County Board of Supervisors, CALFIRE, CALOSHA and any other supervisory or related agencies;

11. All documents relating to the transfer of monies from the Albion Little River Fire Department Auxiliary to the district;

12. The lease or rental agreement between the district and the owner of the Station 810 property;

13. Any and all insurance policies held by the district.

I expect that pursuant to the above cited code these copies will be provided within ten days of your receipt of this request. Copies in electronic format may be sent to me at the email address oseeler@gmail.com. Printed copies may be mailed to the address provided at the head of this letter or can be picked up if a time and location is provided via email.

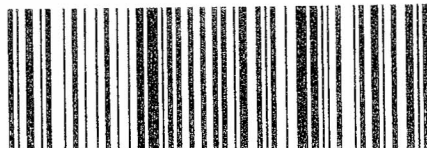
Thank you.

A handwritten signature in black ink that reads "Oliver Seeler". The signature is written in a cursive style with a long, sweeping underline.

Oliver Seeler
Chief (Retired), ALRVFD, Inc.

Cc: Various

Oliver Seeler
P.O. Box 447
Albion CA 954210



7010 1060 0001 4636 7772



1000



95410

U.S. POSTAGE
PAID
ALBION, CA
95410
MAY 14 2012
AMOUNT

\$5.75
00015721-03

Board of Directors
Albion-Little River Fire Protection District
P.O. Box 101
Albion CA 95410

5-19
6-2

*- Erica signed & rec'd
22 May 12*

*Alme rec'd from B. Lee
23 May 12*

Alan Taeger

From: Jeanine B. Nadel <nadelj@co.mendocino.ca.us>
Sent: Wednesday, May 23, 2012 4:46 PM
To: Alan Taeger
Subject: Re: Oliver Seeler

This is a Public Records request. Under the law you are required to respond within 10 days. Given the voluminous amount of documentation requested you can request an additional 14 days. You need to send him a letter no later than tomorrow and state that "due to the voluminous amount of documentation and delay in forwarding the request to the District you will be providing a response within 14 days. Then you need to pull together all documents regardless of whether they are on the website or not and make copies. You may charge for copies. The County charges 10 cents a page. Hopefully, the District has a resolution for charging such fees. If not, you should do one. In the meantime, the code does say you can charge for the copying. In reviewing the PRA I do not see any exceptions to the documents requested and therefore you will be required to produce. If you need any further help let me know. I will be here until June 21st.

JEANINE B. NADEL, County Counsel
Mendocino County Counsel Office, Administration Center
501 Low Gap Rd., Rm. 1030, Ukiah, CA 95482
Direct line: (707) 463-4449, Main Office Line: (707) 463-4446, Fax: (707) 463-4592
Email: nadelj@co.mendocino.ca.us

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>>> "Alan Taeger" <ataeger@rvcn.org> 5/23/2012 3:22 PM >>>
Hi Jeanine,

I received the attached letter from Oliver Seeler today, hand delivered by Erica Geer, secretary of Albion Little River Volunteer Fire Department, Inc. Mr. Seeler's letter was mailed by certified mail addressed to Albion Little River Fire Protection District at the post office box for ALRVFD, Inc. Erica, who checks mail for the non-profit, signed for the letter and notified me by email and phone to arrange to meet and give it to me today. The District uses its own p. o. box and does not normally receive mail at the non-profit's p. o. box.

I'm sending you a copy of the letter for review at the same time I am distributing it to the rest of the board because I feel we should ask if you have any advice before we proceed with a response. I know this is a busy time of transition for you but compliance with Mr. Seeler's requests could severely tax available District volunteer time resources if we are to accede to each of them. We have the records. Some of the information he requests is available on our website. The rest would have to be gathered, copied, and sent. We have a section in our bylaws regarding document preparation and postal charges. Can we bill him for estimated charges in advance? If he wants all copies in all formats there will be many pages and megabytes. Do we have to do the work and hope he pays us?

I await and appreciate your earliest consideration and response to this urgent matter.

Yours,

Alan Taeger, president
Albion Little River Fire Protection District
707 937 0154 office/home
707 489 3052 cell

Oliver Seeler
P.O. Box 447
Albion CA 95410

May 14, 2012

Board of Directors
Albion - Little River Fire Protection District
P.O. Box 101
Albion CA 95410

Directors:

Pursuant to California Government Code §6250-6268 etc. I herewith formally request copies of the following records in your possession:

- Binder*
- ✓ 1. Minutes of all board of directors meetings, regular and otherwise, between January 1, 2011 and today's date;
 - ✓ 2. Agendas of all board of directors meetings between January 1, 2011 and today's date;
 - ✓ 3. All ordinances, resolutions, proclamations and any other such documents relating to actions taken by the board of directors between January 1, 2011 and today's date;
 - ✓ 4. All written policies extant as of today's date and all communications and actions relating to such policies generated between January 1, 2011 and today's date;
 - ✓ 5. All communications and actions in whatever format relating to the appointment and/or employment of any persons to any positions between January 1, 2011 and today's date;
 - ~~✓~~ 6. All communications and actions in whatever format relating to the reorganization in 2011-2012 of the Albion - Little River Volunteer Fire Department, Inc. *N/A*
 - ✓ 7. All communications and actions in whatever format relating to the district's "condemnation and censure" of Albion - Little River Volunteer Fire Department, Inc. firefighters in 2011;
 8. All communications on any subject relating to the district or the fire department sent by director Alan Taeger to multiple recipients including but not limited to firefighters of the Albion - Little River Volunteer Fire Department, Inc.;
 9. All documents relating to the election or appointment and status of current district directors including but not limited to conflict of interest statements and status of ethics training; *thumb drive + binder*
 - ✓ 10. All communications between January 1, 2011 and today's date to or from LAFCO, the Mendocino County Board of Supervisors, CALFIRE, CALOSHA and any other supervisory or related agencies;

✓ 11. All documents relating to the transfer of monies from the Albion Little River Fire Department Auxiliary to the district;

12. The lease or rental agreement between the district and the owner of the Station 810 property;

13. Any and all insurance policies held by the district.

None
thumbdrive

I expect that pursuant to the above cited code these copies will be provided within ten days of your receipt of this request. Copies in electronic format may be sent to me at the email address oseeleer@gmail.com. Printed copies may be mailed to the address provided at the head of this letter or can be picked up if a time and location is provided via email.

Thank you.



Oliver Seeler
Chief (Retired), ALRVFD, Inc.

Cc: Various

ALBION
ALBION, California
954109700
0567830411 -0099
05/25/2012 (707)937-0667 12:39:17 PM

Sales Receipt		
Product Description	Sale Unit Qty Price	Final Price
ALBION CA 95410 Zone-0		\$0.45
First-Class Letter		
0.70 oz.		
Expected Delivery: Sat 05/26/12		
Return Rcpt (Green Card)		\$2.35
Certified		\$2.95
Label #:	70101060000146367550	
Issue PVI:		===== \$5.75
Total:		===== \$5.75

Paid by:
Cash \$20.00
Change Due: -\$14.25

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

Bill#: 1000100114122
Clerk: 01

All sales final on stamps and postage
Refunds for guaranteed services only
Thank you for your business

HELP US SERVE YOU BETTER

Go to: <https://postalexperience.com/Pos>

TELL US ABOUT YOUR RECENT
POSTAL EXPERIENCE

YOUR OPINION COUNTS

Customer Copy



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Lilbourn Little River FPD
POB 634
Albion, CA 95410

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Oliver Seeler
POB 447
Albion, CA 95410

2. Article Number
(Transfer from service label)

7010 1060 0001 4636 7550

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee

B. Received by (Printed Name) OLIVER SEELER
C. Date of Delivery 5-26-12

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

7010 1060 0001 4636 7550

Oliver Seeler

Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410

May 25, 2012

Oliver Seeler
P. O. Box 447
Albion, CA 95410

Mr. Seeler,

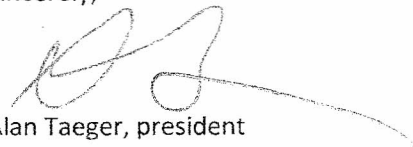
The District has received your Public Records request. The District has a provision in its bylaws for preparing copies of public documents for members of the public (see enclosed).

We estimate the cost of providing the requested documents to exceed \$200.00. Due to the voluminous amount of documentation requested we will be able to provide a response within 14 days of receiving a deposit of \$150.00, balance to be calculated on completion of copying and due on delivery of documents.

Alternately, the District will make the documents available at the District office at a time mutually agreed upon for you to provide your own copies from your own service or equipment.

Please direct all future correspondence with the District to the District mailing address.

Sincerely,



Alan Taeger, president

enclosure

1013

DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District publication open to the public, at a nominal charge of .15 cents per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and 15 cents for each page after that.
3. Any constituent wishing the mailing of meeting notices is to notify the district in writing, annually. He or she must cover the costs for providing notices for the year in the amount of \$12.00 or leave 12 stamped, self-addressed envelopes at the District office to cover the mailings.
4. Any constituent wishing the mailing of any reports, documents, or agendas will supply a stamped self-addressed envelope, or the cash equivalent, sufficient to guarantee post office delivery of the same.

The above fees are based on machine use costs, clerical time, and material costs. These charges are subject to change due to cost changes.

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for 1013.30 and 1013.40 above.

1014

NEPOTISM

1. It is the policy of the Albion-Little River Fire Protection District to seek the best possible candidate through the appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments if the following standards are met:
 - a. No employee or member of the Board will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employee status, or interest of a close relative.
 - b. For the purpose of this policy, "close relative" means husband, wife, mother, father, son, daughter, sister, brother, niece, nephew, mother/father in law, sister/brother in law, and son/daughter in law. Such matters will be referred to the Personnel Committee of the Board of Directors.
 - c. When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required to all appointing levels. The objective of this review will be to assure equity to all members of the department.

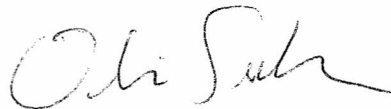
Oliver Seeler
P.O. Box 447
Albion CA 95410

May 29, 2012

Board of Directors
Albion - Little River Fire Protection District
P.O. Box 634
Albion CA 95410

Directors:

1. Enclosed find my check for the \$150.00 "deposit" you have demanded before undertaking to comply with California Government Code Sections 6520-6268 etc., to wit my formal request recieved by you in writing on May 22, 2012 for copies of specified public records in the possession of the Albion - Little River Fire Protection District.
2. This advance "deposit" payment is made under protest. I view your demand as an attempt to subvert the provisions of the above referenced code sections and/or as an attempt to discourage me from pursuing my legal rights, there being no reasonable reason for you to make such a demand, especially of a local taxpaying resident property owner of 40 years, and to whom you still have a pending financial obligation.
3. Regarding your references to District policy #1013 and the "Brown Act," neither are relevant to this request which was made not under the Brown Act but rather under the much more recent cited code sections, commonly called the California Public Records Act (CPRA). I suggest that you familiarize yourself with your legal obligations under CPRA, as I will be standing on my right to demand that you meet them. At the least you should know that the time allotted in the law for compliance began at the time you received the request, May 22, 2012, not whenever you receive this advance payment.



Oliver Seeler
Chief (Retired) ALRVFD, Inc.

Enclosure: Check # 2410

Cc: Various

Oliver Seeler
Post Office Box 447
Albion, CA 95410 USA

BOARD OF DIRECTORS
ALBION - LITTLE RIVER FIRE PROTECTION DISTRICT
P.O. BOX 634
ALBION, CA
95410

buy local produce
reuse bags



forever

Alan Taeger

From: Jeanine B. Nadel <nadelj@co.mendocino.ca.us>
Sent: Wednesday, May 30, 2012 11:56 AM
To: Alan Taeger
Subject: Re: Mr. Seeler

Well he is wrong as you "responded" within the 10 days in accordance with the PRA. Your response was to request additional time and payment. I am sorry you have to deal with this.

JEANINE B. NADEL, County Counsel
Mendocino County Counsel Office, Administration Center
501 Low Gap Rd., Rm. 1030, Ukiah, CA 95482
Direct line: (707) 463-4449, Main Office Line: (707) 463-4446, Fax: (707) 463-4592
Email: nadelj@co.mendocino.ca.us

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>>> "Alan Taeger" <ataeger@mca.org> 5/30/2012 11:52 AM >>>
Hi Jeanine,

Please see attached response from Mr. Seeler. We have begun the process of copying the requested documents.

Alan Taeger, president
Albion Little River Fire Protection District
707 937 0154 office/home
707 489 3052 cell

**Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410**

June 8, 2012

Oliver Seeler
P. O. Box 447
Albion, CA 95410

Mr. Seeler,

The District has prepared copies of District records per your public records request.

Please note:

1. Item #6 of your request does not pertain to the business of Albion Little River Fire Protection District.
2. Regarding item #12 of your request, there is no current written rental agreement for rental of the Station 810 property.

Document preparation and postage charges:

Work up fee plus five pages of copies -	\$ 5.00
1812 additional pages of copies @ \$.15/page	\$ 271.80
Estimated postage and COD charges	<u>\$ 15.46</u>
 Total charges	 \$ 292.26
 Received deposit check #2410 May 29, 2012	 <u>\$ -150.00</u>
 Balance due C. O. D.	 \$ 142.26

Sincerely,


Alan Taegen, president

enclosure

Seeler page count

emails 835 pages on disk
other docs 21
898
1,817 pgs total

workup fee + 5 pgs \$5.00
1812 pgs @ .15 271.80
Total copy fees \$276.80

133
392
241
132
898 } From Archives

head dep 5/29/12 130.-
~~130.-~~
Bal dep 126.80
postage COD chgs 15.17
141.97

Bal due copies	126.80	
est postage	9.56	} 15.46
CAD	5.90	
	<hr/>	
	142.26	

ALBION
 ALBION, California
 954109700
 0567830411 -0099
 06/08/2012 (707)937-0667 04:12:51 PM

Sales Receipt		Final
Product Description	Sale Qty Unit Price	Price
ALBION CA 95410 Zone-0		\$9.56
Parcel Post		
10 lb. 6.8 oz.		
Expected Delivery: Mon 06/11/12		
COD		\$8.70
COD Amount :	\$142.26	
Insurance Amount :	\$0.00	
Label #:	M419763928	
Issue PVI:		\$18.26
Total:		\$18.26

Paid by:
 MasterCard \$18.26
 Account #: XXXXXXXXXXXXX9556
 Approval #: 073076
 Transaction #: 512
 23 903471480

Save this receipt as evidence of insurance. For information regarding domestic insurance, visit our website at usps.com/insurance/postoffice.htm

Order stamps at usps.com/shop or call 1-800-Stamp24. Go to usps.com/clicknship to print shipping labels with postage. For other information call 1-800-ASK-USPS.

Get your mail when and where you want it with a secure Post Office Box. Sign up for a box online at usps.com/poboxes.

Bill #: 1000100119840
 Clerk: 01

All sales final on stamps and postage
 Refunds for guaranteed services only
 Thank you for your business

HELP US SERVE YOU BETTER

Go to: <https://postalexperience.com/Pos>

TELL US ABOUT YOUR RECENT
 POSTAL EXPERIENCE

YOUR OPINION COUNTS

Customer Copy



COD

Retain at Mailing Post Office

Check and Enter Amount (If Applicable)	Amount
<input type="checkbox"/> Special Handling	
<input type="checkbox"/> Return Receipt	
<input type="checkbox"/> Restricted Delivery	
COD Fee \$10	
Postage \$10.6	
Postmark	



PS Form 3816, December 1994
 Copy 4 - Mailing P.O.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS

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1000 - Establishment	1110 - Board Meeting Agenda
1010 - Mission Statement	1120 - Conflict of Interest
1020 - Board Member Duties and Responsibilities	1130 - Public Complaints
1030 – Limitations of Authority	1140 - Procurement
1040 - Board Makeup	1150 - Document Preparation Charges
1050 – Employment of Bookkeeper	1160 - Nepotism
1060 - Membership in Associations	1170 - Harassment
1070 - Committees of the Board	1180 - Discrimination
1080 - Minutes of Board Meetings	1190 - Personnel
1090 - Communication and Correspondence	1200 - Special Annual Evaluation Session
1100 - Board Meetings	2000 - Adoption/Amendment of Bylaws

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

(06/12)

1000 - ESTABLISHMENT

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

1010 - MISSION STATEMENT

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

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

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

1020 - BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

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

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17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

1030 - LIMITATIONS OF AUTHORITY

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

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

1040 - BOARD MAKEUP

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

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

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

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

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

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

1050 - EMPLOYMENT OF BOOKKEEPER

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

1060 - MEMBERSHIP IN ASSOCIATIONS

1. The directors of the Board may hold membership and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and will look upon such memberships as opportunity for in-service training.
2. Albion-Little River Fire Protection District Directors may be active members of the Albion Little River Fire Department.

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1070 - COMMITTEES OF THE BOARD OF DIRECTORS

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

1080 - MINUTES OF BOARD MEETINGS

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

1090 - COMMUNICATION AND CORRESPONDENCE

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

1100 - BOARD MEETINGS

Purpose

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

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five- member District board. If informal rules are used they should observe the following basic principles:
 - i. The majority decides.
 - ii. The minority has a right to be heard.
 - iii. Only one main motion may be considered at any given time.
 - iv. Members have a right to know at all times what the immediately pending motion is.
 - v. Official action can be taken only in meetings properly called, and with a quorum of members present.
 - vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time- consuming process of making amendments to

reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

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

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

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

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

3. Precedence of ordinary motions

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

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

4. Special Motions

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

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

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

5. Conducting the Meeting

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

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

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

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

- b. **The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should

"step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.

- c. **Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. **The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:
 - i. An exact statement of motions passed.
 - ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
 - iii. All referrals, postponements and appeals.
 - iv. Motions not passed, and amendments, may or may not be entered.

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

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

- e. **Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.
- f. **Ordinances and Resolutions:**
 - i. **An ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"

- ii. **A resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
- iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

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

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

6. **BOARD MEETING SCHEDULE:**

- a. **Regular meetings** of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.
- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1110 - BOARD MEETING AGENDA

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

1120 - CONFLICT OF INTEREST

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

APPENDIX A

Designated Positions:

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

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1130 - PUBLIC COMPLAINTS

1. It is the desire of The Board of Directors that public complaints are resolved at the lowest possible administrative level, and that the methods for resolution of complaints are logical and systematic.
2. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state or federal statute that has adversely affected the individual.
3. The method of resolving complaints will be as follows:

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- a. The individual with a complaint will first discuss the matter with the Fire Chief (or a designated responsible staff member) with the objective of resolving the matter informally.
- b. If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief (or other responsible staff member) a written complaint may be filed with the Board of Directors. This must be done within (10) days of receiving the Chief Officer's (or other responsible staff member's) decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and use the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

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

1140 - PROCUREMENT

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

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

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(one authorized signature will be required). Each board member and the district bookkeeper will be authorized signers.

4. Expenditure authority within budget:

- a. The Chief of the District or his/her designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
- b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.

5. Expenditure authority for items not budgeted or for amounts in excess of budget allowance: Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1150 - DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

The above fees are based on machine use costs, clerical time, and material costs. These charges are subject to change due to cost changes.

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for items 3 and 4 above.

1160 - NEPOTISM

1. It is the policy of the Albion-Little River Fire Protection District to seek the best possible candidate through the appropriate search procedures. There will be no bars to appointment of close relatives in any staff category in the same or different departments if the following standards are met:
 - a. No employee or member of the Board will vote, make recommendations, or in any way participate in decisions about any personnel matter that may directly affect the selection, appointment, promotion, termination, other employee status, or interest of a close relative.
 - b. For the purpose of this policy, "close relative" means husband, wife, mother, father, son, daughter, sister, brother, niece, nephew, mother/father in law, sister/brother in law, and son/daughter in law. Such matters will be referred to the Personnel Committee of the Board of Directors.
 - c. When an individual is considered for appointment in a department in which an immediate family member is already assigned, review of this fact will be required to all appointing levels. The objective of this review will be to assure equity to all members of the department.

1170 - HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from

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discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.

2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1180 - DISCRIMINATION

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

1190 - PERSONNEL

1. **EMPLOYMENT:** The District may employ personnel from time to time according to Health and Safety Code Section 13861 "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."
 - a. Paid employees compensation and benefits will be set by the District board of directors.
 - b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the District not subject to regular compensation and benefits. However, the District board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.
 - c. All employees of the District shall be insured by District provided workers' compensation insurance.
 - d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District's active duty roster, or on the official roster of another participating agency.
2. **HIRING:**
 - a. District residents 18 years old or older may apply for employment with the district.
 - b. Non-resident applications for employment may be accepted upon the chief's recommendation.
 - c. Employment positions include the position of volunteer firefighter.

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

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.
- i. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a. Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.

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

5. APPOINTMENT AND REMOVAL OF THE CHIEF:

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

6. DISCIPLINARY ACTION:

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.
- b. Grounds for discipline include but are not limited to: discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the

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conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

7. GRIEVANCES:

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

1200 - SPECIAL ANNUAL EVALUATION SESSION

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

2000 - ADOPTION/ AMENDMENT OF BYLAWS

- 1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for

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consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.

2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting during which the amendment or policy is to be considered.


REVISION PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING JUNE 14, 2012 AS FOLLOWS:

AYES: 4

NOES: 0

ABSTAIN: 0

ABSENT: 1



Alan Taeger
President, Albion Little River Fire Protection District

Attest:



Terry Kemp
Secretary, Albion Little River Fire Protection District

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, June 14, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting.** Called to order at 7:04pm
 - a. **Roll call.** Firefighters present: Chief Ted Williams, Debbie Wolfe, Steve Wolfe, Citlali Werner, Guy Casey, Scott Roat, Emily Scott, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer. Members of the public: Vicki Conrad and Andy Kreamer
 - 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.** Focus on wild land training, doing a walkthrough of Heritage house property and the upcoming BBQ.
 - e. **Adjournment.** 7:40pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 7:43pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson and Terry Kemp. Ed Petrykowski was absent.
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action relevant to fire department operations.**
 - a. **Fire department personnel:** None were reviewed at this time.
 - b. **FY 2011-2012 budget review and revision:** The Board approved the following changes to the FY 2011-2012 budget by unanimous vote of board members present on a motion by Ken: Category 86-1035 (Workers Compensation Insurance) - increase by \$1,000.00 to \$8,000.00; Category 86-2050 (Clothing and Personal Items) – increase \$18,000.00 to \$69,000.00; Category 86-2101 (Insurance – General) – increase by \$500.00 to \$8,500.00; Category 86-2170 (Office Expense) – increase \$250.00 to \$1,750.00.
5. **Previous meeting minutes:** The minutes of the May 10, 2011 regular business meeting and the May 21, 2012 special FY 2012-2013 budget development meeting were approved unanimously on a motion by Ken.
6. **Communications to the Board:** Correspondence to and from the Board since the previous business meeting were presented. See attached.
7. **Financial report:** Current financial statements for the District were presented.
8. **Other items for consideration and possible action:**
 - a. **Bylaws amendments:** The Board reviewed, discussed, and voted unanimously on a motion by Ken to adopt proposed District bylaws amendments as presented at the May 10, 2012 regular business meeting.
 - b. **FY 2012-2013 budget:** The board voted unanimously to adopt the 2012-2013 budget developed at the special budget meeting held May 21, 2012 as amended on a motion by Alan.
9. **Committee reports:**
 - a. **New fire station committee.** No report
 - b. **Parcel tax committee:** No report
10. **Directors' discussion:** None.
11. **Next scheduled regular business meeting:** Meeting scheduled for Thursday, July 12, 2012, 7:00 pm. Cancelled and adjourned to the August 9, 2012 regular business meeting.
12. **Adjournment:** Meeting adjourned at 9:24pm

Fire Chief's Report, 14 June, 2012, by Ted Williams

- **Purchases (noteworthy, not exhaustive)**
 - (9) NRS water rescue life vests
 - (1) NRS water rescue helmet
 - Capstan winch - 50cc Honda, 1 ton capacity (cliff rescue)
 - (2) Cardiac Science AED batteries @ \$299/each
 - (2) Santamedical Pulse Oximeters
 - Boat kill switch set with Lanyard
 - book: Wildland Firefighting Practices
 - book: Firefighter's Handbook on Wildland Firefighting
 - Whistles for water rescue
 - (3) backboards (patient packaging)
 - (3) Emergency Care 12th edition (EMT course book)
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, May 10th and today, June 14th, we were dispatched and responded to eleven incidents consisting of 6 medical aid, 2 traffic collisions, 1 water rescue (self extricated from seaweed), 1 residential fire alarm (false), .
 - **2012003033 05/10/2012 23:09:29 MEDICAL, DELTA**
 - 30520 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC, 9142 to MCDH)
 - Andrea Pennebaker

Minutes approved by unanimous vote of the board of directors at the August 9, 2012 regular business meeting.

- Brad Montgomery
- Erica Geer
- Emily Scott
- Jaime Placido
- John Oakley
- Guy Casey (assisted in back of 9142 in route to MCDH)
- Marshall Brown
- Scott Roat
- **2012003159 05/15/2012 20:43:31 MEDICAL, DELTA**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Jaime Placido (8130)
 - Ted Williams (IC)
 - Erica Geer
 - Andrea Pennebaker
 - Debbi Wolfe
 - Steve Wolfe
 - Sam Levine
 - Adam Matthews
 - Marshall Brown
 - Brad Montgomery
 - John Crowningshield
 - Andrew Crowningshield
 - Guy Casey (Cancelled)
- **2012003217 05/18/2012 11:30:00 MEDICAL, DELTA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR
 - Medic called 1144
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Sam Levine
 - Citlali Calvillo
 - Erica Geer
 - Guy Casey
- **2012003219 05/18/2012 12:31:36 MEDICAL, ECHO**
 - 6850 N HWY 1 ,LITR (buck horn cove 55 yom cpr)
 - Medic called 1144
 - recovery
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Erica Geer
 - Guy Casey
 - Michael Rees
 - Citlali Calvillo
 - Sam Levine
 - Scott Roat
 - Jaime Placido (ocean, swimmer)
- **2012003268 05/20/2012 13:48:30 MTC**
 - 6500 N HWY 1 ,LITR
 - driver removed vehicle from ditch and left scene. non injury. cancelled.
 - Brad Montgomery (IC, RP)
 - Ted Williams (cancelled)
 - Josh Smith (cancelled)
 - Guy Casey (Cancelled)
- **2012003313 May 22, 2012 1:40:16 PM PDT MED, TRAFFIC COLLISION**
 - HWY 128 MP 003.25
 - motorcycle down
 - CalStar cancelled by Medic
 - Andrea Pennebaker (IC, 8130)
 - Ted Williams (IC, 8181)
 - Joe Goforth
 - Guy Casey (Med Group)
 - Harolde Searles (8132)
 - Debbi Wolfe (first on scene)
 - Steve Wolfe (first on scene)
 - Sam Levine

- Tim Gitchel
 - Scott Roat (traffic ops)
 - Guy Casey (Med Group)
- **2012003453 May 26, 2012 5:28 PM PDT MED, TRAFFIC COLLISION**
 - 5000 N HWY 1 / 33000 FROG POND RD
 - Scott Roat (IC,RP)
 - Brad Montgomery (IC)
 - Ted Williams (R8130)
 - Tim Gitchel
 - Steve Wolfe
 - Debbie Wolfe
 - Marshall Brown (E8181)
 - Andrea Pennebaker
 - Guy Casey
 - Jamie Placido
- **2012003470 May 27, 2012 7:08 PM PDT FIRE, RESIDENTIAL ALARM**
 - 2200 N HWY 1
 - Ted Williams (IC)
 - Brad Montgomery (WT8192)
 - Scott Roat
 - Marshall Brown (E8170)
 - John Oakley
 - Jamie Placido (E8181)
 - Dennis Sweet
 - Tim Gitchel
 - Sam Levine
 - Jason Hendricks (R8130)
 - Guy Casey (Staged at 812 with 8191 if needed)
- **2012003477 May 27, 2012 11:06 AM PDT MED - WATER RESCUE**
 - 5520 N HWY 1
 - mutual aid from Mendocino Fire requested
 - Marshall Brown (IC, R8130)
 - John Oakley (Med Group)
 - Brad Montgomery
 - Ted Williams
 - Tim Gitchel (WRB8195)
 - Adam Matthews
 - Andrew Crowningshield (WRB8196)
 - Jamie Placido
 - Jonathan Peakall (R8132)
 - Guy Casey
 - Dennis Sweet
- **2012003758 May June 8th, 2012 3:29AM PDT MEDICAL, CHARLIE**
 - 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Marshall Brown (IC, Med Group, R8131)
 - Guy Casey
 - Brad Montgomery (R8132)
 - Ted Williams
 - Jamie Placido
 - Citlali Calvillo
- **2012003868 June 11th, 2012 6:41PM PDT MED, TRAFFIC COLLISION**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Scott Roat (IC)
 - Ted Williams
 - Marshall Brown (E8170)
 - Andrew Crowningshield
 - Debbie Wolfe
 - Steven Wolfe
 - Josh Smith
 - Citlali Cavillo
 - Dennis Sweet
 - Erica Geer (R8130)
 - Andrea Pennebaker
 - Guy Casey

- Jamie Placido (E8181)
- Harolde Searles (R8132)
- Tim Gitchel
- Brad Montgomery

Training Completed:

- 05/17/2012 - Wildland Preparedness (medical) - Nat Norling at 810 (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Jason Hendricks, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/24/2012 - Wildland Theory – Ayster & CalFire (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, John Oakley, Jamie Placido, ??? Rees, Scott Roat, Harold Searles, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/31/2012 - Woods Walk-through - Otis Tucker (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/02/2012 - Water Rescue @ Mendocino Fire (4 hours)
 - Erica Geer, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
- 06/07/2012 - Wildland, Pump & Roll, Cutting Line - CalFire (3 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Scott Roat, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/09/2012 - 8170 Engineering, Nozzle (3 hours)
 - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Tim Gitchel, Adam Matthews
- 06/12/2012 - Evacuation Drill at the Woods - Marshall Brown / Fran Tucker (4 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Sam Levine, Jesse Martin, John Oakley, Andrea Pennebaker, Jamie Placido, Scott Roat, Emily Scott, Harold Searles, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- community water sources (portable pumps, drafting, location, protocol)
- cliff rescue (Harolde Searles to lead)
- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$424 from Scott Roat's participation at the Little River Inn concert series on May 11.

• Development:

- Ted renamed, formatted, saved as PDF and posted 307 district documents to the website. <http://albionfire.com> contains minutes, agendas, meeting packets, bylaws, and related documents. Meeting documents date back to 2006. Additional years will be added with an intention of publishing the entire archive from district formation to present. A gallery of 2012 training sessions was also added to the website. An Amazon S3 account was established for hosting. This effort delayed other tasks.
- We continue to search for a water tender.
- A Middle Ridge water source with standpipe and estimated one million gallons of water has been offered for our use to Andrea Pennebaker. Strategic use of community water sources is something we should develop. The board should consider an agreement/policy with water source owners. We should add sources to our maps and train on using such sources.
- Brad Montgomery received the Honda compressor for the compressed air foam system. The project is progressing. Brad is currently immersed in design, assembly and fabrication.
- Joe Goforth has priced water tanks. We are working on a plan to make best use of the 2012-2013 water tank budget category.
- Greg Andree painted station 811 per previous agreed parameters. He discovered a lack of flashing, but was able to execute on an appropriate remedy. We tendered the first payment (one half of total).
- Brad completed the transfer of the river boat and trailer. The district has received title and these vehicles have been added to our GSRMA insurance policy.
- We continue to search for a second water rescue shipping container.
- John Oakley delivered the second set of oxygen cylinders to Ukiah oxygen for hydro-testing.
- Andrew Crowningshield and Marshall Brown assembled and tested the K12FD ventilation saw.
- Ted migrated the callsheets to an online format. This alleviates the need to type sheets each month while improving accuracy. It also allows firefighters who were cancelled in route to add their names from home. Firefighters can also text or call Ted or Marshall with their additions.
- Brad Montgomery has webbing cut (hose tending, hasty harness, etc) and ready to issue along with rescue wrenches.

- We had a large evacuation training at the Woods retirement community, conducted largely by Marshall Brown and Otis Tucker (previous Albion-Little River firefighter). A drill was set up in which a pending wildland fire scenario required resident evacuation. Numerous residents participated. Volunteers went door to door and alerted residents, who left their homes and congregated at the Club House; Lodge residents were also evacuated. Numerous firefighters attended, lending support, management, apparatus and was available for discussion. The training served to familiarize Albion Fire with Woods infrastructure and identify some future needs, and served to familiarize Woods residents and staffs with emergency procedures.
- Steve Acker presented a check for \$20,000 to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender.
- Ken McNair from LN Curtis sized fourteen firefighters for structure turnouts. Color will be yellow. Names will be as individual firefighters prefer (goal of avoiding ambiguity). Order total is approximately \$25k.
- Wildland gear has been inventoried and an order has been assembled. Approximately \$15k.
- We have agreed to allow Albion Little River Fire Department, Inc. to hold the annual fundraising BBQ at station 812 on July 14. Erica is commandeering BBQ and doing a great job. She has site cleared, bands booked, wine donated, is working on fliers, etc. Scott Roat wrote an article that appeared in the paper that seems to be garnering good response and we hope will draw additional attendees. Debbi Wolfe is active with donation letters and solicitation of business donations.
- It was decided that gym flooring would impede SCBA training opportunities at station 811. Alternative flooring might be considered.

Small Engines Maintenance

- **Portable pumps**
 - oil changed to 10w30 synthetic
 - neodymium magnets attached to drain plugs

Vehicle Maintenance

- **Boat 8195**
 - The motor is still not running as it should. Better from service.
- **River Boat 8196**
 - Tim Gitchel took it on the water. No known issues.
- **Rescue 8132**
 - Alternator replaced (again)
- **MiniPumper 8165**
 - Backfires. The Navarro crew is regularly responding 8165 to incidents and trainings. We need to move towards housing a more capable vehicle on Navarro Ridge.
- **Engine 8162**
 - Driver rear axle seal repaired.
 - Burnt wiring bypassed (by FB Diesel).
 - \$15k estimate on wiring harness replacement, plus labor (not executing)
- **Engine 8170**
 - Foam system tested successful

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING JUNE 14, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 5/23/12 Alan received by hand delivery from Erica a letter from Oliver Seeler requesting copious quantities of District records. The letter was sent by certified mail addressed to "Board of Directors, Albion-Little River Fire Protection District" and sent to Albion Little River Volunteer Fire Department, Inc. mailing address. Erica, who receives ALRVFD, Inc. mail signed for the letter on May 22, 2012.
- 5/23/12 Alan sent email to county counsel Jeanine Nadel seeking advice on how to proceed with Oliver Seeler's public records request. Ms Nadel responded by email.
- 5/23/12 Alan sent a letter by mail to GSRMA with information about and a copy of the signed resolution to provide workers compensation insurance to non-firefighter volunteers adopted at the May 10, 2012 regular business meeting.
- 5/24/12 Alan sent a letter by certified mail to Oliver Seeler in response to his public records request with an estimate and a request for a deposit for recoverable costs for production of requested records and 14 days from receipt of deposit to deliver the requested records, balance of costs due upon delivery.
- 5/24/12 Alan received by email from Ted pdf copies of signed bid and valid certificate of insurance for painting of Station 811.
- 5/29/12 Received a letter by mail from Oliver Seeler containing accusations of unlawful response by the board to his request for copies of public records accompanied, under protest, by a check for the requested deposit for public records production.

Minutes approved by unanimous vote of the board of directors at the August 9, 2012 regular business meeting.

- 5/30/12 Alan sent an email to county counsel Jeanine Nadel to request comment on Oliver Seeler's accusations in his letter of 5/29/12. Ms. Nadel responded by email.
- 6/1/12 Alan received at Station 810 a signed bid for painting Station 811 from Greg Andre Painting with a price not to exceed \$5,625.00
- 6/1/12 Alan received at Station 810 a letter forwarded by Erica from Marsha Regan, the person contracted previously by ALRVFD, Inc. to clean stations 810 & 811, with requested information about the work she does, her rates, and frequency of service. Also included were invoices for service in April and May, 2012.
- 6/1/12 Received letter by mail from Mendocino County Auditor/Controller with estimated FY 2012-2013 county tax revenues.
- 6/4/12 Received annual insurance bill from GSRMA by mail with attached notice of implementation of a payroll audit process beginning in the 2012-2013 program year.
- 6/4/12 Alan received at Station 810 end-of-month joint checking account reconciliation reports from the district bookkeeper.
- 6/7/12 Noted article by Scott Roat in the Mendocino Beacon.
- 6/8/12 Alan sent a package by mail (COD) to Oliver Seeler containing copies of requested public records and a letter detailing total charges.
- 6/8/12 Alan and Ed received and email from Bob Schlosser stating that the structural calcs had arrived from the metal building manufacturer.
- 6/11/12 Received check from Oliver Seeler for postal COD balance due for public records request.
- 6/11/12 Received form letter by mail from Fletcher & Co., CPAs, Sacramento, CA requesting to be placed on independent audit bidders list.
- 6/12/12 Received AT&T customer service record by mail for 707 937 4766 (Station 810) showing rates and services for this number.
- 6/13/12 Received CD and billing statement by mail for the annual parcel tax report from the Mendocino County Assessor's Office.
- 6/13/12 Received by mail CSDA 2012 Board elections ballot and election information.
- 6/14/12 Received Coastal Development Permit Application report (CDP #7-2012, Marcos Alban) for review and comment.