

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

Tuesday, November 30, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:**
2. **Public communication to the board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Previous meeting minutes:** The minutes of the October 26, 2010 regular business meeting will be approved and/or revised and approved.
4. **Fire chief's report:**
  - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire department has responded since the last board meeting, and to note any trends which would suggest a need for changes to the district's and the fire department's planning.
  - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board.
  - c. **Fire department report:** Chief's report on other fire department progress.
  - d. **Fire department operational needs:** Chief's report on department needs.
  - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
  - a. **Monthly business meeting date and time change:** The board may vote to change the date and time of the regular monthly business meeting. Bylaws revision required.
  - b. **Chief candidates:** The board will review candidates for Chief for 2011 submitted by the fire department and vote to accept or reject candidates per article 1017 of the district bylaws.
  - c. **Ambulance membership renewal procedure:** The board may vote to adopt a written ambulance service membership renewal procedure.
  - d. **Station 812 electrical service upgrade & transfer switch:** The board may vote on a motion to replace the existing electrical service panel at the Little River Fire Station and install a transfer switch for emergency power.
8. **Committee reports:**
  - a. **New fire station committee.**
  - b. **Vehicle committee.**
  - c. **Fund raising committee.**
  - d. **Tax assessment committee.**
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, December 28, 2010, 7:30 pm.
11. **Adjournment:**

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

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- ✓ 3. **Previous meeting minutes:** The minutes of the October 26, 2010 regular business meeting will be approved and/or revised and approved. *Ken Man*
4. **Fire chief's report:**
  - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire department has responded since the last board meeting, and to note any trends which would suggest a need for changes to the district's and the fire department's planning.
  - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board.
  - c. **Fire department report:** Chief's report on other fire department progress. *Shower for holidays*
  - d. **Fire department operational needs:** Chief's report on department needs. *FF have SCBA masks fitted.*
  - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance. *med training CONTIN*
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
  - a. **Monthly business meeting date and time change:** The board may vote to change the date and time of the regular monthly business meeting. Bylaws revision required.
  - b. **Chief candidates:** The board will review candidates for Chief for 2011 submitted by the fire department and vote to accept or reject candidates per article 1017 of the district bylaws.
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8. **Committee reports:**
  - a. **New fire station committee.** -
  - b. **Vehicle committee.** *No report*
  - c. **Fund raising committee.** *No report*
  - d. **Tax assessment committee.** →
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, December 28, 2010, 7:30 pm.
11. **Adjournment:** *Ken  
Joint FD - Dist  
→ FSTW Mte.  
Recognition of FF Gate  
ON Dec agenda*

*Wanted to transfer 4 trucks & 1 trailer - 9 total*

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

Tuesday October 26, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:34 pm by President Alan Taeger, attended by board members Rich Riley, Ed Petrykowski, Ken Matheson. Also attending were Ted Williams and Stacey Weil-Dye representing the fire department.
2. **Public communication to the board:** None
3. **Previous meeting minutes:** The minutes of the September 28, 2010 regular business meeting and the October 8, 2010 special meeting were approved with only one change: September 28, 2010 Vehicle Committee Report: Rich ~~sent~~ <sup>sent</sup> a Letter of Renewal Request, not **he will be sending**. With the correction made both minutes were approved by unanimous vote of the board on a motion by Ken.
4. **Fire chief's report:** Presented by Ted Williams in place of Derek Wilson, not in attendance.
  - a. **Incident reports:** 5 traffic incidents, 4 medical aid, 1 fire call, 1 search & rescue Little River.
  - b. **Fund raising, gifts, service fees:** Cowboy Party at Hughes netted donations to the fire department totaling \$4,000.
  - c. **Fire department report:** 1. Asked about REACH, ambulance, CALSTAR renewals for F.F. in budget Oked. 2. Said some vehicle wiring problems needing attention, asked if Gary of F.B. Diesel was person to repair. Told yes, should be on DOT inspection sheets.
  - d. **Fire department operational needs:** Reported problems with 2 repeaters. Believe should be in warranty will check on.
  - e. **Vehicle maintenance report:** Vehicle #8162 back in service. #8163 was to go in shop (F.B. Diesel) as of October 26. Moved back a week for steering problem but drivable. All vehicles in service at this time.
5. **Communications to the board:**
  - a. Quarterly report from county treasurer
  - b. Letter received from Diehl-Evanns Co. re: Tax Seminar.
6. **Financial report:** Current financial statements for the district were presented. There is \$18,000 in the building fund.
7. **Items for consideration and possible action:**
  - a. **Monthly business meeting date and time change:** No action taken at this time. May be brought up again at the November meeting. Bylaws revision required.
  - b. **Procurement procedures policy:** Alan submitted a 7 item procurement policy. After some conversation with fire department representatives and board members, it was approved by unanimous vote of board members present on a motion by Rich.
  - c. **Computer repair authorization:** The board authorized spending up to \$500 for repair if needed on district computer. It was Ok'd by unanimous vote on a motion from Alan.
8. **Committee reports:**
  - a. **Station 811 committee:** Nothing new to report. Waiting for Lee Welty & Schlosser to get together on soils.
  - b. **Vehicle committee:** No report.
  - c. **Fund raising committee:** Ken still looking for people to help with donations.
  - d. **Tax assessment committee:** Ed has a list of people owing tax & will send back to tax assessor for collection.
9. **Directors' discussion:** None.
10. **Next meeting schedule:** Tuesday, November 30, 2010.
11. **Adjournment:** Adjourned at 8:55 PM.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUDGET OVERVIEW WORKSHEET

UPDATED 11/30/2010	2006-2007	PER 6/30/07	2007-2008	PER 6/30/08	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 11/30/10
CODE #	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	ESTIMATED	ACTUAL
DESCRIPTION										
<b>REVENUE</b>										
821110 CURRENT SECURED TAX	61,117.00	63,486.74	67,469.00	66,341.10	72,104.00	67,715.92	74,944.00	67,780.99	72,586.00	
821120 CURRENT UNSECURED TAX	1,916.00	2,127.35	2,053.00	2,120.79	2,074.00	2,330.60	2,322.00	2,483.32	2,405.00	
821130 SB 813 SUPPLEMENTAL TAX	2,237.00	2,985.03	2,834.00	2,516.55	2,288.00	1,136.75	1,572.00	472.10	569.00	142.94
821210 PRIOR SECURED PROPERTY TAX	0.00	(70.95)	0.00	331.97		(244.48)		(779.89)		
821220 PRIOR UNSECURED PROPERTY TAX	103.00	129.57	106.00	32.41	34.00	62.84	27.00	139.31	114.00	
821300 SPECIAL TAX (FIRE ASSESSMENTS)	77,550.00	77,710.00	75,000.00	77,550.00	75,000.00	72,084.30	77,630.00	77,354.00	77,630.00	
821600 TIMBER YIELD TAX	397.00	448.29	486.00	383.82	374.00	279.74	314.00	52.46	71.00	
821700 HIGHWAY PROPERTY RENTAL	0.00	0.39	0.00	0.00				0.26		
824100 INTEREST	3,000.00	13,154.55	9,000.00	13,581.82	10,000.00	5,483.08	10,000.00	1,056.06	1,000.00	217.17
825481 HOMEOWNER PROPERTY TAX RELIEF	806.00	809.12	809.00	802.76	803.00	393.77	788.00	778.28	778.00	
825490 STATE OTHER	0.00	0.00	0.00	0.00						
826140 ELECTION SERVICES	0.00	0.00	0.00	0.00						
827500 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00						
827700 OTHER	0.00	0.00	0.00	15,394.00	76,583.50	77,383.50		5,555.21		
827702 INSURANCE PAYMENT	0.00	0.00	0.00							
<b>TOTAL REVENUE</b>	147,126.00	160,780.09	157,757.00	181,055.22	239,260.50	226,626.02	167,597.00	154,892.10	155,153.00	359.51
<b>FUND BALANCE CARRIED FORWARD</b>			290,000.00	315,157.00	347,520.83	347,520.83	264,846.08	264,846.08	256,504.94	256,504.94
<b>TOTAL AVAILABLE FOR APPROPRIATIONS</b>			447,757.00	496,212.22	586,781.33	574,146.85	432,443.08	419,738.18	411,657.94	256,864.45
<b>APPROPRIATIONS</b>										
861035 WORKERS COMPENSATION INSURANCE	6,000.00	6,208.00	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	\$6,000.00	
862050 CLOTHING & PERSONAL ITEMS	4,000.00	5,575.14	6,000.00	8,722.14	6,000.00	4,130.64	6,000.00	2,124.44	\$12,000.00	355.28
862080 COMMUNICATIONS	5,000.00	5,947.31	10,000.00	9,157.86	10,000.00	4,247.81	5,000.00	4,918.24	\$5,000.00	2,087.77
862101 INSURANCE - GENERAL	6,000.00	5,880.00	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	
862120 MAINTENANCE - EQUIPMENT	28,000.00	11,873.16	12,000.00	14,908.90	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	14,087.57
862130 MAINTENANCE - STRUCTURES & GROUNDS	3,000.00	9,449.71	15,000.00	12,062.46	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	705.57
862140 MEDICAL LAB SUPPLIES	4,000.00	4,550.15	6,500.00	5,753.38	2,800.00	5,944.90	3,000.00	3,786.44	6,000.00	2,104.01
862150 MEMBERSHIPS	0.00	459.67	2,500.00	2,147.00	3,000.00	2,695.00	3,000.00	2,630.00	3,000.00	1,750.00
862170 OFFICE EXPENSE	200.00	398.35	600.00	479.13	7,000.00	3,034.72	2,000.00	698.41	1,000.00	145.19
862181 AUDITING & FISCAL SERVICES	2,000.00	4,169.50	5,000.00	1,625.28	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	3,815.41
862184 ARCHITECT & ENGINEERING SERVICES (811)	0.00	0.00	2,000.00	7,420.27	10,000.00	8,375.36	15,000.00	14,950.98	0.00	
862187 EDUCATION & TRAINING	10,000.00	12,270.50	10,000.00	1,551.00	1,500.00	1,441.89	15,000.00	5,233.03	10,000.00	8,590.31
862189 PROFESSIONAL & SPECIAL SERVICES - OTHER	500.00	1,554.20	1,500.00	1,551.00	1,500.00	1,441.89	1,500.00	1,501.37	1,500.00	
862210 RENTS & LEASES BUILDINGS & GROUNDS	0.00	4.00	0.00	3,173.66	3,500.00	2,381.66	100.00	7,000.00	0.00	
862220 SMALL TOOLS & INSTRUMENTS	3,000.00	4,294.64	3,500.00	3,173.66	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	169.73
862231 ELECTION SUPERVISION & SERVICES	0.00	0.00	0.00	0.00			400.00	315.05	400.00	
862250 TRANSPORTATION & TRAVEL	16,000.00	20,212.59	25,000.00	17,394.64	26,000.00	22,540.45	26,000.00	22,227.44	26,000.00	18,098.79
862280 UTILITIES	3,000.00	3,340.58	3,000.00	3,483.86	5,000.00	4,627.18	5,000.00	3,728.73	5,000.00	3,709.29
863110 PAYMENTS TO OTHER GOVT AGENCIES	1,000.00	2,380.19	3,000.00	285.89	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	399.27
864350 LAND	0.00	0.00	0.00	0.00				0.00	0.00	
864360 STRUCTURES & IMPROVEMENTS	0.00	7,502.14	10,000.00	6,334.16	15,000.00	3,546.82	10,000.00	3,154.36	10,000.00	584.55
864370 EQUIPMENT	3,000.00	27,304.46	5,000.00	2,818.09	205,000.00	204,571.20	12,000.00	12,190.01	10,000.00	3,136.82
<b>TOTAL APPROPRIATIONS</b>	94,700.00	133,374.29	132,600.00	107,917.72	362,800.00	309,300.77	197,000.00	163,233.24	154,900.00	59,741.56
<b>UNAPPROPRIATED FUNDS (funds balance)</b>			315,157.00	347,520.83	223,981.33	264,846.08	235,443.08	256,504.94	256,757.94	197,122.89

ALRFPD Actual / Budget Report - Current Year:4  
7/1/2010 through 6/30/2011 Using Budget 2010-2011

11/27/2010

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Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	0.00	72,586.00	-72,586.00
82-1120-CURRENT UNSECURED TAX	0.00	2,405.00	-2,405.00
82-1130-SB813 SUPPLEMENTAL TAX	141.82	569.00	-427.18
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	114.00	-114.00
82-1300-SPECIAL TAX	0.00	77,630.00	-77,630.00
82-1600-TIMBER TAX	0.00	71.00	-71.00
82-1700-Highway Property Rental	0.00	0.00	0.00
82-4100-INTEREST INCOME	217.17	1,000.00	-782.83
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	778.00	-778.00
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>358.99</b>	<b>155,153.00</b>	<b>-154,794.01</b>
<b>OUTFLOWS</b>			
86-1035-WORKERS COMPENSATION INSUR...	0.00	6,000.00	6,000.00
86-2050-CLOTHING & PERSONAL ITEMS	355.28	12,000.00	11,644.72
86-2060-COMMUNICATIONS			
ATT	1,146.94	0.00	-1,146.94
Comcast	600.73	0.00	-600.73
MCN	30.00	0.00	-30.00
U.S. Cellular	310.10	0.00	-310.10
Other 86-2060-COMMUNICATIONS	0.00	5,000.00	5,000.00
<b>TOTAL 86-2060-COMMUNICATIONS</b>	<b>2,087.77</b>	<b>5,000.00</b>	<b>2,912.23</b>
86-2101-INSURANCE GENERAL	0.00	8,000.00	8,000.00
86-2120-MAINTENANCE EQUIPMENT			
District Office Equipment	0.00	0.00	0.00
Firefighting Equipment	0.00	0.00	0.00
Medical Equipment	0.00	0.00	0.00
Radio Maintenance	7.67	0.00	-7.67
Rescue Equipment	0.00	0.00	0.00
Vehicle Maintenance			
8130	0.00	0.00	0.00
8131	6.81	0.00	-6.81
8132	0.00	0.00	0.00
8162	9,991.73	0.00	-9,991.73
8163	0.00	0.00	0.00
8165	1,399.68	0.00	-1,399.68
8181	1,530.86	0.00	-1,530.86
8182	127.50	0.00	-127.50
8191	0.00	0.00	0.00
8192	0.00	0.00	0.00
PWC & Trailer	0.00	0.00	0.00
Zodiac & Trailer	0.00	0.00	0.00
Other 86-2120-MAINTENANCE EQUIPM...	1,023.32	0.00	-1,023.32
<b>TOTAL Vehicle Maintenance</b>	<b>14,079.90</b>	<b>0.00</b>	<b>-14,079.90</b>
Other 86-2120-MAINTENANCE EQUIPMENT	0.00	30,000.00	30,000.00
<b>TOTAL 86-2120-MAINTENANCE EQUIPME...</b>	<b>14,087.57</b>	<b>30,000.00</b>	<b>15,912.43</b>
86-2130-MAINTENANCE STRUCTURES & G...			
Station 810	46.05	0.00	-46.05
Station 811	239.52	0.00	-239.52

## ALRFPD Actual / Budget Report - Current Year:4

7/1/2010 through 6/30/2011 Using Budget 2010-2011

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Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
Station 812	0.00	0.00	0.00
Station 813	0.00	0.00	0.00
Station 815	0.00	0.00	0.00
Other 86-2130-MAINTENANCE STRUCTUR...	420.00	8,000.00	7,580.00
<b>TOTAL 86-2130-MAINTENANCE STRUCTU...</b>	<b>705.57</b>	<b>8,000.00</b>	<b>7,294.43</b>
86-2140-MEDICAL, LAB SUPPLIES	2,104.01	6,000.00	3,895.99
86-2150-MEMBERSHIPS			
CALSTAR	480.00	0.00	-480.00
CSDA	0.00	0.00	0.00
Mendocino Ambulance SVC	790.00	0.00	-790.00
REACH	480.00	0.00	-480.00
Other 86-2150-MEMBERSHIPS	0.00	3,000.00	3,000.00
<b>TOTAL 86-2150-MEMBERSHIPS</b>	<b>1,750.00</b>	<b>3,000.00</b>	<b>1,250.00</b>
86-2170-DISTRICT OFFICE SUPPLIES	145.19	1,000.00	854.81
86-2181-AUDITING & FISCAL SERVICES			
Bi-Annual Independent Audit	2,630.00	0.00	-2,630.00
Bookkeeping Services	1,185.41	0.00	-1,185.41
Other 86-2181-AUDITING & FISCAL SERVI...	0.00	7,000.00	7,000.00
<b>TOTAL 86-2181-AUDITING &amp; FISCAL SER...</b>	<b>3,815.41</b>	<b>7,000.00</b>	<b>3,184.59</b>
86-2187-EDUCATION & TRAINING	8,590.31	10,000.00	1,409.69
86-2189-PROFESIONAL & SPECIAL SERVIC...	0.00	1,500.00	1,500.00
86-2200-RENTS	0.00	0.00	0.00
86-2220-SMALL TOOLS & SUPPLIES	169.73	4,000.00	3,830.27
86-2231-ELECTION SUPERVISION & SERVI...	0.00	400.00	400.00
86-2250-TRANSPORTATION & TRAVEL			
Albion K	304.00	0.00	-304.00
Firefighter Stipends	16,200.00	0.00	-16,200.00
Walsh Oil	1,461.89	0.00	-1,461.89
Other 86-2250-TRANSPORTATION & TRAV...	132.90	26,000.00	25,867.10
<b>TOTAL 86-2250-TRANSPORTATION &amp; TR...</b>	<b>18,098.79</b>	<b>26,000.00</b>	<b>7,901.21</b>
86-2260-UTILITIES			
Albion Water District	270.00	0.00	-270.00
PG&E	2,091.35	0.00	-2,091.35
Suburban Propane	687.04	0.00	-687.04
Thompson Septic Service	536.50	0.00	-536.50
Waste Management	124.40	0.00	-124.40
Other 86-2260-UTILITIES	0.00	5,000.00	5,000.00
<b>TOTAL 86-2260-UTILITIES</b>	<b>3,709.29</b>	<b>5,000.00</b>	<b>1,290.71</b>
86-3113-PAYMNTS TO GOVT AGENCIES	399.27	2,000.00	1,600.73
86-4360-BUILDINGS & IMPROVEMENTS	584.55	10,000.00	9,415.45
86-4370-EQUIPMENT (PURCHASE)			
District Office Equipment	0.00	0.00	0.00
Firefighting Equipment	471.95	0.00	-471.95
Medical Equipment	315.00	0.00	-315.00
Radios	1,110.15	0.00	-1,110.15
Rescue Equipment	0.00	0.00	0.00
Vehicles	0.00	0.00	0.00
Other 86-4370-EQUIPMENT (PURCHASE)	1,241.72	10,000.00	8,758.28
<b>TOTAL 86-4370-EQUIPMENT (PURCHASE)</b>	<b>3,138.82</b>	<b>10,000.00</b>	<b>6,861.18</b>
<b>TOTAL OUTFLOWS</b>	<b>59,741.56</b>	<b>154,900.00</b>	<b>95,158.44</b>
<b>OVERALL TOTAL</b>	<b>-59,382.57</b>	<b>253.00</b>	<b>-59,635.57</b>

Itemized Categories  
10/26/2010 through 11/29/2010 (Cash Basis)

11/27/2010

Page 1

Date	Account	Num	Description	Memo	Amount
<b>EXPENSES</b>					<b>-36,742.67</b>
<b>86-2050-CLOTHING &amp; PERSONAL ITEMS</b>					<b>-355.28</b>
11/14/2010	District C...	3078	Albion LITTLE RIVER ...	reimb for paid CMC Rescue #...	-355.28
<b>86-2060-COMMUNICATIONS</b>					<b>-444.42</b>
<b>ATT</b>					<b>-227.94</b>
11/14/2010	District C...	3075	AT&T	96075541735558	-193.51
11/16/2010	District C...	3081	AT&T	0301538359001	-34.43
<b>Comcast</b>					<b>-135.31</b>
10/28/2010	District C...	3067	Comcast	8155300570034801	-75.36
11/16/2010	District C...	3080	Comcast	8155300570124362	-59.95
<b>U.S. Cellular</b>					<b>-81.17</b>
10/28/2010	District C...	3068	U.S. Cellular	957915514	-81.17
<b>86-2120-MAINTENANCE EQUIPMENT</b>					<b>-11,542.43</b>
<b>Radio Maintenance</b>					<b>-7.67</b>
11/14/2010	District C...	3079	...VILLAGE HARDWARE		-7.67
<b>Vehicle Maintenance</b>					<b>-11,534.76</b>
<b>8131</b>					<b>-6.81</b>
11/14/2010	District C...	3079	...VILLAGE HARDWARE		-6.81
<b>8162</b>					<b>-9,948.77</b>
10/28/2010	County	4080262	Opperman & Sons	#202420062 & S202720003 A...	-9,948.77
<b>8181</b>					<b>-1,530.86</b>
11/18/2010	County	4081743	Fort Bragg Diesel	Invoice #9881 AFP 6464	-1,522.73
11/21/2010	District C...	3086	...VILLAGE HARDWARE		-8.13
<b>Other 86-2120-MAINTENANCE EQUIPMENT:Vehicle Maintenance</b>					<b>-48.32</b>
11/14/2010	District C...	3077	...Rossi's Building Materi...		-48.32
<b>86-2130-MAINTENANCE STRUCTURES &amp; GROUNDS</b>					<b>-46.05</b>
<b>Station 810</b>					<b>-46.05</b>
11/14/2010	District C...	3077	...Rossi's Building Materi...		-25.18
11/14/2010	District C...	3079	...VILLAGE HARDWARE		-20.87
<b>86-2140-MEDICAL, LAB SUPPLIES</b>					<b>-1,020.87</b>
11/9/2010	District C...	3074	Emergency Medical Pr...	#1306416, 1319957 & 1320132	-908.62
11/14/2010	District C...	3076	Matheson Tri-Gas Inc.	#10206 Inv. 01813051	-56.10
11/21/2010	District C...	3084	Eureka Oxygen Co.	DM00610570	-56.15
<b>86-2150-MEMBERSHIPS</b>					<b>-1,750.00</b>
<b>CALSTAR</b>					<b>-480.00</b>
11/24/2010	County	4082431	CALSTAR	Firefighter's benefit AFP 6470	-480.00
<b>Mendocino Ambulance SVC</b>					<b>-790.00</b>
11/24/2010	County	4082637	Mendocino Coast Amb...	Firefighter's benefit AFP 6473	-790.00
<b>REACH</b>					<b>-480.00</b>
11/24/2010	County	4082730	REACH	Firefighter's benefit AFP 6471	-480.00
<b>86-2170-DISTRICT OFFICE SUPPLIES</b>					<b>-8.80</b>
10/28/2010	District C...	3070	...Katsiaryna Gregonis	Postage	-8.80
<b>86-2181-AUDITING &amp; FISCAL SERVICES</b>					<b>-1,074.85</b>
<b>Bi-Annual Independent Audit</b>					<b>-700.00</b>
11/18/2010	County	4081633	Michael A. Celentano	#4096 AFP 6463	-700.00
<b>Bookkeeping Services</b>					<b>-374.85</b>
10/28/2010	District C...	3070	...Katsiaryna Gregonis		-374.85
<b>86-2187-EDUCATION &amp; TRAINING</b>					<b>-353.23</b>
11/24/2010	County	4082379	...Albion LITTLE RIVER ...	medical training & lunch	-353.23
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>					<b>-104.79</b>
10/28/2010	District C...	3069	Rossi's Building Materi...	#11075 wiring & mount for proj...	-38.73

Itemized Categories  
10/26/2010 through 11/29/2010 (Cash Basis)

11/27/2010

Page 2

Date	Account	Num	Description	Memo	Amount
11/14/2010	District C...	3079	...VILLAGE HARDWARE		-8.76
11/21/2010	District C...	3086	...Village HARDWARE		-57.30
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>					<b>-16,955.16</b>
<b>Albion K</b>					<b>-128.30</b>
11/16/2010	District C...	3083	ALBION GROCERY	Oct 2010 gas	-128.30
<b>Firefighter Stipends</b>					<b>-16,200.00</b>
11/24/2010	County	4082380	Albion LITTLE RIVER ...	Personal vehicle comp. AFP 6...	-16,200.00
<b>Walsh Oil</b>					<b>-626.86</b>
10/28/2010	County	4080419	WALSH OIL CO.	#182688 AFP 6460	-243.22
11/24/2010	County	4082849	WALSH OIL CO.	#183467 AFP 6472	-383.64
<b>86-2260-UTILITIES</b>					<b>-1,132.92</b>
<b>PG&amp;E</b>					<b>-322.70</b>
11/6/2010	District C...	3073	PG&E	0210095100-9	-322.70
<b>Suburban Propane</b>					<b>-687.04</b>
11/18/2010	County	4082068	SUBURBAN PROPANE	#1426-080341 AFP 6465	-687.04
<b>Thompson Septic Service</b>					<b>-98.30</b>
11/6/2010	District C...	3072	Thompson's Porta Septic#14077		-98.30
<b>Waste Management</b>					<b>-24.88</b>
11/6/2010	District C...	3071	Waste Management	243938025612	-24.88
<b>86-4360-BUILDINGS &amp; IMPROVEMENTS</b>					<b>-170.05</b>
11/21/2010	District C...	3085	Suzy Mikahara	reimb. for food for dinner for ar...	-170.05
<b>86-4370-EQUIPMENT (PURCHASE)</b>					<b>-1,783.82</b>
<b>Firefighting Equipment</b>					<b>-471.95</b>
11/24/2010	County	4082379	...Albion LITTLE RIVER ...	fire shelter	-471.95
<b>Radios</b>					<b>-70.15</b>
11/16/2010	District C...	3082	BearCom	39852529 Icom chrger	-70.15
<b>Other 86-4370-EQUIPMENT (PURCHASE)</b>					<b>-1,241.72</b>
11/24/2010	County	4082399	Beckman Printing & C...	#29407 AFP 6467	-408.36
11/24/2010	County	4082379	...Albion LITTLE RIVER ...	safe, maps	-833.36
<b>TRANSFERS</b>					<b>0.00</b>
<b>District Checking</b>					<b>-3,683.83</b>
11/4/2010	County T...	4080568	County Check	AFP 6462	-1,606.83
11/21/2010	County T...	4081566	County Check	AFP 6466	-2,077.00
<b>County Transfers</b>					<b>3,683.83</b>
11/4/2010	District C... DEP		County Check	AFP 6462	1,606.83
11/21/2010	District C... DEP		County Check	AFP 6466	2,077.00
<b>OVERALL TOTAL</b>					<b>-36,742.67</b>



# Building Fund

## Itemized Categories

10/26/2010 through 11/29/2010 (Cash Basis)

11/27/2010

Page 1

Date	Account	Num	Description	Memo	Tag	Clr	Amount
<b>INCOME</b>							<b>200.53</b>
<b>Donations</b>							<b>200.00</b>
11/23/2010	Checking	DEP	DEPOSIT	J. Mastin ck# 1030			200.00
<b>Interest Inc</b>							<b>0.53</b>
10/29/2010	Checking	ATM	Savings Ban...	Interest earned		R	0.53
<b>OVERALL TOTAL</b>							<b>200.53</b>

*Building Fund* Balance Sheet - As of 11/29/2010  
As of 11/29/2010 (Cash Basis)

11/29/2010

Page 1

Account	11/29/2010 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Checking	5,200.53
Savings	13,170.84
<b>TOTAL Cash and Bank Accounts</b>	<b>18,371.37</b>
<b>TOTAL ASSETS</b>	<b>18,371.37</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0.00</b>
<b>EQUITY</b>	<b>18,371.37</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>18,371.37</b>

# ALRFPD BUDGET EXPENSE CATEGORIES

## 86-1035-WORKERS COMPENSATION INSURANCE

## 86-2050-CLOTHING & PERSONAL ITEMS

## 86-2060-COMMUNICATIONS

ATT  
COMCAST  
MCN  
US CELLULAR

## 86-2101-INSURANCE - GENERAL

## 86-2120-MAINTENANCE – EQUIPMENT

VEHICLE MAINTENANCE  
8130  
8131  
8132  
8162  
8163  
8165  
8181  
8182  
8191  
8192  
ZODIAC & TRAILER  
PWC & TRAILER  
OTHER VEHICLE  
RADIO MAINTENANCE  
MEDICAL EQUIPMENT  
RESCUE EQUIPMENT  
FIREFIGHTING EQUIPMENT  
DISTRICT OFFICE EQUIPMENT  
OTHER EQUIPMENT MAINTENANCE

## 86-2130-MAINTENANCE – STRUCTURES AND GROUNDS

STATION 810  
STATION 811  
STATION 812  
STATION 813  
STATION 815

## 86-2140-MEDICAL, LAB SUPPLIES

## 86-2150-MEMBERSHIPS

CSDA  
MENDOCINO AMBULANCE SVC  
REACH  
CALSTAR

## 86-2170-DISTRICT OFFICE SUPPLIES

## 86-2181-AUDITING & FISCAL SERVICES BI-ANNUAL INDEPENDENT AUDIT BOOKKEEPING SERVICES

## 86-2187-EDUCATION & TRAINING

## 86-2189-PROFESIONAL & SPECIAL SERVICES

## 86-2220-SMALL TOOLS & SUPPLIES

## 86-2231-ELECTION SUPERVISION & SERVICES

## 86-2250-TRANSPORTATION & TRAVEL

WALSH OIL  
ALBION K  
FIREFIGHTER STIPENDS

## 86-2260-UTILITIES

PG&E  
SUBURBAN PROPANE  
THOMPSON SEPTIC SERVICE  
ALBION WATER DISTRICT  
WASTE MANAGEMENT INC.

## 86-3113-PAYMENTS TO OTHER GOVT AGENCIES

## 86-4360-BUILDINGS AND IMPROVEMENTS

STATION 810  
STATION 811  
STATION 812  
STATION 813  
STATION 815

## 86-4370-EQUIPMENT (PURCHASE)

VEHICLES  
RADIOS  
FIREFIGHTING EQUIPMENT  
MEDICAL EQUIPMENT  
RESCUE EQUIPMENT  
DISTRICT OFFICE EQUIPMENT  
OTHER EQUIPMENT

## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROPOSED AMBULANCE MEMBERSHIP RENEWAL PROCEDURE

The purpose of this written procedure is to ease the process and improve the timeliness of renewal of annual family membership subscriptions to Mendocino Coast Ambulance Support, Reach Air Ambulance Service, and Calstar Air Ambulance Service for qualified members of the Albion Volunteer Fire Department per **Ambulance Membership Subscription Benefits for Firefighters Policy** adopted by the board of directors June 27, 2007 at their regular business meeting.

1. Subscription renewal notices should be mailed to the fire department to the attention of the person in charge of making the list of the names and addresses of the qualified subscribers (default – Chief).
2. Subscription renewal notices, along with Chief approved list of names and addresses of qualified subscribers should then be placed in board president's box at Station 810 as soon as possible. (The funds have been appropriated and approved per policy during the annual FY budget process. There is no need to get further approval at a board meeting.)
3. Subscription renewal notices and Chief approved list of names and addresses will then be reviewed by the board president who will sign district approval and present them to the district bookkeeper for requisition to the county for payment.
4. It is understood that time is of the essence for these membership renewals and that the renewals must be returned with payment well before the expiration of the current membership period. However, the process of requisition of county checks can take up to two weeks (especially around holidays) from the time the district mails the requisition to the county to the time we receive the checks from the county. All checks requisitioned from the county are returned to the district by mail for distribution.
5. As soon as the district receives the checks from the county they will be mailed to the appropriate agencies along with the membership renewal information.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
AMBULANCE MEMBERSHIP SUBSCRIPTION BENEFITS FOR FIREFIGHTERS  
POLICY**

Excerpt of approved minutes of board of directors regular business meeting June 27, 2007:

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

## **ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY**

The purpose of this policy is to ease the processing of authorized payment of District funds to qualified creditors with maximum transparency and accountability.

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) should be billed directly to the District.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget code before being delivered to the president of the board of directors for his/her signature of approval. The president of the board will then present the approved invoice to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (\$1,000 vehicle maintenance & safety certification+ \$1,000 vehicle repair) not itemized in the annual budget must be approved by vote of the board on an agenda item for consideration at a regular or special meeting.
6. Any commitment of District funds not included in the approved annual FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to the fire department or any individual upon signed approval of the president of the board of presented (copies of) original receipt(s) showing who was paid for what by whom and how, with the chief's signature of approval and assigned budget code. (ERF form can be useful for this.)

[This policy adopted by unanimous vote of the Board of Directors October 26, 2010.]



## COUNTY OF MENDOCINO

---

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

*Shari L. Schapmire*  
*Treasurer-Tax Collector*

---

DATE: OCTOBER 7, 2010  
TO: MENDOCINO COUNTY POOL PARTICIPANTS  
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR  
SUBJECT: INVESTMENT REPORT – SEPTEMBER 30, 2010

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of September 30, 2010. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. The market value of the investments is provided by Union Bank of California acting in the capacity of "safekeeping agent" for the investments.

Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. With this obligation in mind, the pool remains extremely liquid in light of the continuing budget issues that are surrounding the State of California. Liquidity needs severely impact investment types; therefore, the pool is weighted in the Local Agency Investment Fund (LAIF) and the California Asset Management Program (CAMP). Funds in both LAIF and CAMP are accessible with same-day notice.

Due to the current financial environment, interest apportionment rates are at a historically low rate and will more than likely continue that way for the next several months. Our next Mendocino County Treasury Pool Roundtable Discussion Group meeting will be held in January 2011 – more information to follow. If you have any questions regarding this report or the investments reported, please do not hesitate to contact me.



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

TREASURER-TAX COLLECTOR

501 LOW GAP ROAD #1060

UKIAH, CA 95482-4498

PHONE: (707) 463-4321

FAX: (707) 463-4166

**INVESTMENTS OF MENDOCINO COUNTY  
(QUARTER ENDING - SEPTEMBER 30, 2010)**

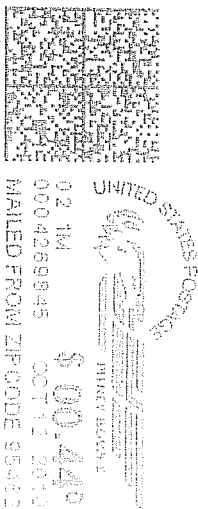
INVESTMENT	AMORTIZED COST VALUE	PAR VALUE	MARKET VALUE	COUPON RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
CERTIFICATES OF DEPOSIT:							
BARCLAYS BANK	\$ 5,000,000	\$ 5,000,000	\$ 5,015,650	1.31%	11/30/09	11/30/12	792
NORDEA BANK	\$ 8,000,000	\$ 8,000,000	\$ 7,991,520	1.15%	11/12/09	11/13/12	775
NATIXIS N.Y.	\$ 6,000,000	\$ 6,000,000	\$ 6,026,100	1.03%	04/21/08	04/21/11	203
BARCLAYS BANK	\$ 5,000,000	\$ 5,000,000	\$ 4,999,150	0.16%	02/05/10	02/07/11	130
LOCAL AGENCY INVESTMENT FUND	\$ 50,000,000	\$ 50,000,000	\$ 50,000,000	0.49%	N/A	N/A	1
UNION BANK SWEEP ACCOUNT	\$ 484,278	\$ 484,278	\$ 484,278	0.07%	N/A	N/A	1
CALIFORNIA ASSET MANAGEMENT	\$ 12,000,000	\$ 12,000,000	\$ 12,000,000	0.23%	N/A	N/A	1
COMMERCIAL PAPER:							
MEDIUM TERM NOTES:							
PRICOA GLOBAL	\$ 2,908,533	\$ 3,000,000	\$ 2,947,320	0.75%	11/18/09	09/27/13	1093
CREDIT SUISSE USA INC.	\$ 4,961,975	\$ 5,000,000	\$ 4,962,850	0.55%	12/18/09	04/12/13	925
J P MORGAN CHASE	\$ 6,361,762	\$ 6,348,000	\$ 6,372,503	1.19%	05/12/10	02/26/13	880
NAT. BANK OF AUSTRALIA	\$ 4,990,010	\$ 5,000,000	\$ 5,003,350	0.91%	05/12/10	01/08/13	831
SUNTRUST BANK	\$ 3,929,388	\$ 4,000,000	\$ 3,906,480	0.61%	04/18/08	05/21/12	599
GE CAP. CORP.	\$ 8,889,006	\$ 9,000,000	\$ 8,955,630	0.42%	04/18/08	04/10/12	558
WELLS FARGO	\$ 3,819,352	\$ 4,000,000	\$ 3,987,400	0.70%	02/09/09	03/01/12	518
PRICOA GLOBAL	\$ 1,967,350	\$ 2,000,000	\$ 1,985,860	1.33%	09/01/09	01/30/12	487
MORGAN STANLEY	\$ 3,935,992	\$ 4,000,000	\$ 3,976,080	1.65%	11/18/09	01/09/12	466
MERRILL LYNCH	\$ 6,711,711	\$ 6,830,000	\$ 6,823,648	1.56%	08/10/09	07/25/11	298
GE CAP. CORP.	\$ 6,000,643	\$ 6,000,000	\$ 6,001,140	0.41%	04/19/07	10/21/10	21
TREASURIES:							
AGENCIES:							
<b>TOTAL INVESTMENTS</b>	<b>\$ 140,960,000</b>	<b>\$ 141,662,278</b>	<b>\$ 141,438,959</b>				

Prepared By:  
Shari Schapmire, Treasurer  
September 7, 2010



**Mendocino County**  
Treasurer-Tax Collector  
501 Low Gap Road, Room 1060  
Ukiah, CA 95482-4498

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



95410801

1 8025102



**Alan Taeger**

**From:** Neil McCormick <neilm@cda.net>  
**Sent:** Tuesday, November 30, 2010 4:44 PM  
**To:** ataeger@mcn.org  
**Subject:** CSDA Legislative Alert: Controller's Compensation Disclosure Deadlines Announced  
**X-MSK:** Off

If you are on a mobile device or want to view this as a web page, please [click here](#).  
To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.



## Legislative Alert

*A proud California Special Districts Alliance partner*

CSDA  
Providing value for special districts



### Compensation Disclosure Deadlines Announced

The Office of State Controller John Chiang has provided CSDA with the following information in an effort to best inform special districts on the latest compensation disclosure requirements:

#### Reporting Groups and Estimated Deadlines

Last month, the Controller started reaching out to independent special districts within California to report their salary and compensation information. To facilitate the reporting and processing of this information, the State Controller's Office has divided the approximately 2,800 independent special districts into four groups and scheduled a corresponding reporting deadline for each group.

- Group 1: December 13, 2010
- Group 2: January 14, 2011
- Group 3: March 7, 2011
- Group 4: April 4, 2011

To determine which one of the four groups your special district has been assigned, the State Controller's Office has provided a link to a listing of all independent special districts and their corresponding deadline. *Please be advised that the reporting deadlines for groups two, three, and four are estimated dates only and may be subject to change:*

[http://www.sco.ca.gov/Files-ARD-Local/LocRep/Spec\\_Dist\\_Group\\_Assignment.pdf](http://www.sco.ca.gov/Files-ARD-Local/LocRep/Spec_Dist_Group_Assignment.pdf)

#### Background

Controller Chiang recently launched a new reporting requirement for all local government agencies – the Local Government Salary and Compensation Report.

According to the Controller's Office, this report is designed to enhance government transparency in the belief that availability of all public compensation information will help taxpayers understand how their tax dollars are being spent at all levels of government. As such, the State Controller's Office has begun collecting salary and compensation information from local government agencies. Currently, this information is available on the Controller's website for all city

and county employees and elected officials.

Instructions for preparing and submitting the compensation report were sent to the first group of independent special districts several weeks ago and a follow-up informational package was sent last week. The first group of districts consists of fire, police, transit, and waste. **The reporting deadline for the first group is December 13, 2010.**

*Note: If your district is in the first group and you have not received the materials mentioned above, please click the following link: [http://www.sco.ca.gov/ard\\_locinstr\\_lgcomp\\_forms.html](http://www.sco.ca.gov/ard_locinstr_lgcomp_forms.html).*

#### **CSDA Transparency Resources**

For all of the latest transparency related information and tools, visit CSDA's transparency resources webpage. Simply log in at [www.csdanet.net](http://www.csdanet.net) and click on "Transparency Resources," located under the Legislative Resources section.

California Special Districts Association | 1112 I Street | Suite 200 | Sacramento, CA 95814

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

Tuesday, November 30, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** meeting called to order at 7:34pm by President Alan Taeger, attended by board members Rich Riley, Ken Matheson and Terry Kemp. Also attending were Chief Derek Wilson, Ted Williams and Brad Montgomery representing the fire department
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the October 26, 2010 regular business meeting were approved by unanimous vote of the board.
4. **Fire chief's report:**
  - a. **Incident reports:** 4 medical, 4 traffic accidents and 1 fire call.
  - b. **Fund raising, gifts, service fees:** thank you for the stipend checks for the firefighters
  - c. **Fire department report:** All fire fighters have had their SBCA masks fitted properly. Medical trainings are being done by the Fort Bragg ambulance crew. Things are slowing down during the Holidays.
  - d. **Fire department operational needs:** Medical supplies.
  - e. **Vehicle maintenance report:** 8163 is still in the shop with a steering issue. 8132 is the next priority. 8162 still needs a steering knuckle and 8131 needs servicing.
5. **Communications to the board:**
  - a. Received quarterly investment report from the County Auditor.
  - b. Received CSDA annual membership renewal request.
  - c. Received letter from CSDA with an alert regarding new state controller's office mandated firefighter compensation reporting requirements.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
  - a. **Monthly business meeting date and time change:** This will be placed on next months meeting agenda while we await a recommendation from the fire department.
  - b. **Chief candidates:** Ted Williams and Derek Wilson are the candidates nominated by the fire department for Chief. The board discussed candidates' qualifications and voted unanimously on a motion by Ken to accept their candidacies per article 1017 of the district bylaws.
  - c. **Ambulance membership renewal procedure:** This will be moved to next month's agenda while we await advice from the fire department.
  - d. **Station 812 electrical service upgrade & transfer switch:** This will be moved to next month's agenda so that Alan can research the project.
8. **Committee reports:**
  - a. **New fire station committee** Ed and Alan hosted dinner with the fire station project architects and engineer to discuss the plan for the firehouse and attempt to stimulate progress on building permit acquisition.
  - b. **Vehicle committee.** See chief's report above.
  - c. **Fund raising committee.** No report.
  - d. **Tax assessment committee.** Now that we have learned how it is done we need to wait until next year to update the tax rolls since this year's tax bills have already been mailed to the property owners.
9. **Directors' discussion:** Ken discussed the importance of incorporating the fire department members appointed to the fire station committee into the fire station building committee activities as soon as possible and recommended we place recognition of the joint committee on the December agenda.
10. **Next meeting schedule:** Tuesday, December 28, 2010, 7:30 pm.
11. **Adjournment:** Meeting adjourned at 8:55 pm.

Minutes approved as presented by unanimous vote of the board at the December 28, 2010 regular business meeting.