

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

FY 2012-2013 OFF-BUDGET EXPENSE APPROVAL

The meeting is called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of review and possible vote on a proposal to provide funds for a firefighter appreciation dinner. No other business shall be considered at this special meeting.

Wednesday, December 12, 2012, 6:45 pm. Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California

6:45-7:00pm: Commences 6:45pm

1. Call to order and determination of a quorum:

Board Members: Rich Riley, Scott Roat, Alan Taeger, Ken Matheson, Ed Petrokowski

Firefighters: Chief Ted Williams, Scott Roat, Brad Montgomery

2. Public communication to the board: No public communications.

3. Items for discussion and possible action: \$3000 budget approved for Christmas dinner for firefighters, Alan moved, Scott seconded, vote 5-0 in favor. *TO COME OUT OF FIRE DEPT DONATION FUND.*

4. Adjournment: 6:58pm

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 624, Albion, CA 95410-0634 as soon as possible before the meeting date.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING AGENDA**

Thursday, March 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery),
Albion, CA

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

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

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

2. **Board of Directors business meeting call to order and determination of a quorum:**
3. **Public communication to the board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
4. **Items for Board Consideration and possible action:**
 - a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
 - b. **FY 2012-2013 budget review and revision:** The Board may vote to add, change, modify or adjust amounts of items in the budget.
 - c. **Duties of Board members:** have been reviewed and are ready for adoption. See attached list of roles and duties. There will be new members assigned to the duties on the list.
 - d. **Board Member vacancy:** Alan Taeger has resigned as a Board Member, leaving a vacancy to be filled as per bylaws and county election rules.
 - e. **Procurement policy revisions:** The board did review and discuss proposed revisions to the district procurement policy to be adopted at the March 14, 2013 regular business meeting.
 - f. **Bylaws revisions:** The board did review and discuss proposed revisions to the district bylaws. to be adopted at the March 14, 2013 regular business meeting.
 - g. **Bookkeeper:** The position is open due to Katya's resignation. The board is seeking a replacement and is still working on description of bookkeeper's duties.
 - h. **Board Clerk:** A position is open and the board is still in process of deciding the duties to be performed by the Board Clerk.
 - i. **Annual Form 700 (Statement of Interests)** Per law, board members must annually file Form 700 with the county office no later than Tuesday, April 2, 2013.
5. **Previous meeting minutes:** The minutes of the special board meeting, December 12, 2012, December 13 2012 regular board meeting, January 10, 2013 regular board meeting, January 23, 2013 board evaluation meeting, February 14, 2013 regular board meeting will be approved and/or revised and approved.

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6. **Board Correspondence:** A report of correspondence to and from the Board since the previous business meeting will be presented.
7. **Financial Report** Current financial statements for the District will be presented.
8. **Committee reports:**
 - a. **New Fire Station Committee**
9. **Director's Discussion:** Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
 - a. **Paid Positions:** Bookkeeper and Board Clerk
 - b. **Paid Vehicle Maintenance Person**
 - c. **Firefighter Reimbursement tax**
 - d. **AB2298** – District liability for firefighter POV response.
10. **Next scheduled regular business meeting:** Thursday, April 11, 2013, 7:00pm
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.

2013

Fire Chief's Report, 14 March, 2013, by Ted Williams

- **Applications received**
- Jake Latham (approved, subject to board review)
- Tony Oakley (approved, subject to board review)

Incident Log

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, February 14th and today, March 14th, we were dispatched and responded to thirteen incidents consisting of 8 medical aids, 1 structure fire, 1 electric lines down, 3 traffic collisions.
- **2013001124 02/14/13 21:12**
- MEDICAL, ALPHA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
- Jeff Anderson
- Sam Levine (Med Group)
- John Crowningshield
- Marshall Brown (IC, R8130)
- Guy Casey
- Margaret Harris
- Cancelled Incoming
- Ted Williams (staged at 810 - board meeting)

2013001232 02/18/12 22:11

- HAZARDOUS CONDITION, AT THE "Y" LITTLE RIVER AIRPORT, AND ALBION LITTLE RIVER RD
- Guy Casey (IC, R8132)

- Ted Williams
- Jeff Anderson
- Brad Montgomery
- Marshall Brown (E8162)
- Jaime Placido (E8170)
- John Crowningshield
- Andrew Crowningshield
- Ben Fienburgh
- Emily Scott
- Sam Levine
- David Linstrom (MFD)
- Margaret Harris Cancelled
- Cancelled Incoming

2013001260 02/19/13 16:18

- MEDICAL, DELTA: 43300 LITTLE RIVER AIRPORT RD, THE WOODS
- ~~SPACE #40~~
- Guy Casey(IC)
- Jeff Anderson
- Brad Montgomery(R8130)
- John Crowningshield(R8132)
- Sam Levine
- Marshall Brown
- Ted Williams
- Scott Roat
- Cancelled Incoming

2013001322 2/21/13 20:41

- Medical Alpha 6020 N Hwy1 Little River
- Ted Williams (IC)
- Sam Levine
- Marshall Brown (8130)
- Brad Montgomery
- Margaret Harris
- Joe Goforth
- Scott Roat
- Steve Wolfe
- Cancelled incoming

2013001342 2/22/13 8:19

- Medical Alpha 43300 LR Airport Road @ Lodge
- Josh Smith
- Sam Levine
- John Crowningshield (8132)
- John Oakley (8130)
- Brad Montgomery
- Ted Williams
- Scott Roat
- Margaret Harris
- Jaime Placido

- Jaime Placido

2013001354 2/23/13 13:05

- Traffic collision Hwy1 MP41
- Brad Montgomery (8130)
- Jeff Anderson
- Steve Wolfe
- Debbi Wolfe
- Marshall Brown (8162)
- Ted Williams (IC)
- Emily Scott
- Jason Hendricks
- Scott Roat (cancelled)
- John Oakley
- Cancelled incoming

2013001358 2/23/13 15:55

- Traffic collision hwy1 mp 41.5
- Brad Montgomery
- Marshall Brown
- Ted Williams
- Tim Gitchel
- Jeff Anderson
- Steve Wolfe
- Jason Hendricks
- Joe Goforth
- Harolde Searles
- John Oakley

- Scott Roat (cancelled)
- Josh Smith
- Jonathan Peakall
- All Cancelled by dispatch

2013001495 3/1/13 17:27

- MEDICAL, CHARLIE: 44551 LITTLE RIVER AIRPORT RD
- Guy Casey (IC R8310)
- Jeff Anderson
- Brad Montgomery
- Margaret Harris
- Sam Levine
- Ted Williams
- Incoming Cancelled
- John Oakley (cancelled)

2013001528 3/2/2013 22:14

- 32321 MIDDLE RIDGE RD, ALBION
- MEDICAL, CHARLIE;
- Brad Montgomery (IC)
- Ted Williams
- Marshall Brown
- Tim Gitchel (8132)
- Margaret Harris
- John Crowningshield
- Andrea Pennebaker

- Jeff Anderson

20130011594 3/4/13 11:56

- 3520 Albion Ridge Rd "D" Rd.
- Medical Alpha
- Guy Casey (8132)
- Ted Williams
- Marshall Brown
- Brad Montgomery (8165)
- John Crowningshield
- Margaret Harris
- Cancelled incoming

2013006449 03/09/2013 18:35

- MED, TRAFFIC COLLISION; HWY 1 MP 047.25
- Harolde Searles (IC)
- John Oakley (8132)
- Emily Scott
- Sam Levine
- Ted Williams (8162)
- Tim Gitchel
- Steve Wolfe
- Debbi Wolfe
- Jonathan Peakall
- Brad Montgomery (cancelled)
- cancelled incoming

- CHP ordered us to cancel air ambulance and clear scene prior to tow arrival

2013001717 03/09/13 05:46

- 44635 Little River Airport Rd
- Medical Charlie
- Jaime Placido
- Sam Levine
- Scott Roat
- Ted Williams
- Guy Casey (8132)
- Andrea Pennebaker
- John Crowningshield (8130)
- Brad Montgomery (8165)

2013001731 03/09/2013 17:55

- residential structure fire, fully involved at dispatch
- 8162, 8165, 8163, 8191, 8192, 8131, 8130, 8132, 8170
- structure A a loss at arrival.
- stopped spread, saved structure B.
- pumped water from pond.
- initial estimate, 0.3429 meter of 1400 square meters pond drop / 126,818 gallons.
- delivered 7400 gallons from station apparatus to scene
- refilled SCBA bottles at scene with compressor
- Corners of the Mouth provided food for firefighters free of charge.
- MCSO at scene.

-
- Brad Montgomery (first on scene, IC, ops)
 - Ted Williams (IC)
 - Jonathan Peakall
 - Scott Roat
 - Harolde Searles
 - Jaime Placido
 - Sam Levine
 - Guy Casey
 - Ben Fienburgh
 - Jason Hendricks
 - Erica Geer
 - Steve Wolfe
 - Debbi Wolfe
 - John Crowingshield
 - Andrew Crowningshield
 - Michael Rees
 - Josh Smith
 - Andrea Pennebaker
 - Joe Goforth

Training Completed:

- **02/16/2013 – ALRFPD Water Rescue – Tim Gitchel –Station 810
ALRFPD**
- Jeff Anderson, Guy Casey, Tim Gitchel, Erica Geer

02/19/2013 – CVFD SCBA Drills – Station 820 CVFD (3 Hours)

02/19/2013 – CVFD SCBA Drills – Station 820 CVFD (3 Hours)

- Marshall Brown, Guy Casey, Andrew Crowningshield, Margaret Harris, Brad Montgomery

02/19/2013 – EMT Class - Nat Noorling (Paramedic) - MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe

02/21/2013 – EMT Class - Nat Noorling (Paramedic) - MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe

02/21/2013 – Water Sources/Apparatus Placement – Brown/Montgomery - Station 810 ALRFPD (2 Hours)

- Marshall Brown, John Crowningshield, Joe Goforth, Joey Goforth, Margaret Harris, Sam Levine, Brad Montgomery, John Oakley, Scott Roat, Josh Smith, Ted Williams, Debbi Woods, M. Woods.

02/23/2013 – ALRFPD Cliff Rescue – Searles – Station 810 ALRFPD (2 Hours)

- Anderson, Brown, J. Crowningshield, Goforth, Montgomery, Searles, Williams.

02/26/2013 – EMT Class - Nat Noorling (Paramedic) - Station 840 MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe

02/28/2013 - EMT Class - Nat Noorling (Paramedic) - Station 840 MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe

02/28/2013 – Hazardous Materials Training – Brown/Montgomery – Station 810 ALRFPD (2 Hours)

- Jeff Anderson, Marshall Brown, John Crowningshield, Joe Goforth, Joey Goforth, Margaret Harris, Jake Latham, Sam Levine, Brad Montgomery, John Oakley, Scott Roat, Harolde Searles, Josh Smith, Ted Williams, Steve Wolfe.

03/05/2013 – EMT Class - Nat Noorling (Paramedic) - Station 840 MVFD (4 Hours)

- Casey, A. Crowingshield, Hendricks, Lopez, Pennebaker, Placido, Rees, Scott, Debbi Wolfe.

03/07/2013 - EMT Class - Nat Noorling (Paramedic) - Station 840 MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe.

03/07/2013 – Engineering Training – Brown/Montgomery – Station 811 ALRFPD (3 Hours)

- Marshall Brown, Jaime Crowningshield, Andy Gitchel, Tim Gitchel, Jake Latham, Sam Levine, Brad Montgomery, John Oakley, Tony Oakley, Scott Roat, Ted Williams, Steve Wolfe, Debbi Woods.

03/09/2013 – Auto Extrication Training – Montgomery/Placido – Station 812 ALRFPD (3 Hours)

- Guy Casey, Ben Feinburgh, Erica Geer, Andrea Pennebaker, Brad Montgomery, Tony Oakley

03/12/2013 - EMT Class - Nat Noorling (Paramedic) - Station 840 MVFD (4 Hours)

- Guy Casey, Andrew Crowingshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe.

03/12/2013 - CVFD SCBA Drills – Station 820 CVFD (3 Hours)

- Brad Montgomery (Provided SCBA compressor / Fog Machine Support)

Development

Development

- Pacific Reefs Water District (PRWD) approved the Albion Little River Fire Protection District Draft Agreement presented at PRWD's November 2012 meeting. This will allow the department to train at Pacific Reefs.
- Debbi Wolfe submitted a funding request to Rotary for upgrades to our water rescue equipment.
- Due to the fire district taking over the annual BBQ this year, we believe it will be more of an open house, possibly with fire equipment demonstrations, without alcohol.

Vehicle Maintenance

- **Work below completed by Brad Montgomery**
- **Engine 8163**

- Throttle cable repaired, air leak repaired
- Two diesel portable pumps on order
- Tire regrooving and conversion to "open shoulder" now possible
- SCBA compressor dialed in better, plan changed for location- back of 32 on sliding rack.

Mini-Pumper 8165

- Replaced damaged mufflers
- fixed vexing ignition wiring and vacuum leak
- cooling system flush and fill
- new thermostat and radiator cap
- Hardware for inlet plumbing fabrication acquired - discovered reducer on outlet- should upsize from 1.5" to 2" to eliminate restriction.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 1/10/2013	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 9/30/12	2012-2013	PER 3/10/13	
CODE #	DESCRIPTION	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	RVSD 6/4/12	ACTUAL	RVSD 10/11/12	ACTUAL
	REVENUE										
821110	CURRENT SECURED TAX	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	72,754.79	73,566.00	72,407.07	73,614.00	39,360.40
821120	CURRENT UNSECURED TAX	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00	2,586.21	2,470.00	2,432.36
821130	SB 813 SUPPLEMENTAL TAX	2,288.00	1,185.54	1,572.00	472.10	569.00	298.57	283.00	11.09	28.00	(296.16)
821210	PRIOR SECURED PROPERTY TAX	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00	(181.08)		
821220	PRIOR UNSECURED PROPERTY TAX	34.00	99.47	27.00	139.31	114.00	167.78	126.00	279.96	101.00	
821300	SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.00	81,920.00	82,640.00	81,880.00	44,834.00
821600	TIMBER YIELD TAX	374.00	303.17	314.00	52.46	71.00	198.28	83.00	208.16	125.00	150.43
821700	HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.26	0.00	1.37	0.00	10.26		8.68
824100	INTEREST	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00	1,705.00	925.00	641.68
825481	HOMEOWNER PROPERTY TAX RELIEF	803.00	787.54	788.00	778.28	778.00	770.92	771.00	769.26	770.00	383.23
825490	STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
826140	ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
827500	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
827700	OTHER	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00		20,471.26		815.89
827702	INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	11,676.30	11,676.30		
	TOTAL REVENUE	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	171,545.30	192,583.49	159,913.00	88,330.51
	FUND BALANCE CARRIED FORWARD	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43	291,527.43	290,231.60	290,231.60
	TOTAL AVAILABLE FOR APPROPRIATIONS	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	463,072.73	484,110.92	450,144.60	378,562.11
	APPROPRIATIONS										
861014	MISCELLANEOUS EMPLOYEE BENEFITS							18,000.00	12,900.00	21,000.00	20,972.00
861035	WORKERS COMPENSATION INSURANCE	6,000.00	5,407.00	7,000.00	5,183.00	6,000.00	5,960.00	8,000.00	7,775.00	9,000.00	
862050	CLOTHING & PERSONAL ITEMS	6,000.00	4,130.64	6,000.00	2,124.44	12,000.00	4,671.95	69,000.00	42,443.15	55,000.00	42,348.87
862060	COMMUNICATIONS	10,000.00	4,247.81	5,000.00	4,918.24	5,000.00	5,107.38	5,000.00	4,297.71	4,000.00	2,883.94
862080	FOOD									1,500.00	692.85
862101	INSURANCE - GENERAL	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,500.00	8,341.00	8,000.00	
862120	MAINTENANCE - EQUIPMENT	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	37,000.00	20,571.57	45,700.00	15,540.66
862130	MAINTENANCE - STRUCTURES & GROUNDS	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	14,000.00	12,950.50	5,500.00	3,253.32
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	7,637.42
862150	MEMBERSHIPS	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	2,006.00	3,700.00	717.00
862170	OFFICE EXPENSE	3,000.00	3,071.91			1,000.00	954.94	1,750.00	1,611.88	3,000.00	2,965.66
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	3,089.14
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	1,006.00
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	4,663.13
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	1,500.00	1,662.80	1,500.00	1,433.00
862210	RENTS & LEASES BUILDINGS & GROUNDS			100.00		0.00		125.00	104.00	50.00	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	904.05
862231	ELECTION SUPERVISION & SERVICES			400.00	315.05	400.00		400.00	323.80	400.00	
862250	TRANSPORTATION & TRAVEL	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	20,676.41	8,000.00	7,980.29	11,000.00	6,255.49
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	4,088.59
863113	PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	6,500.00	1,657.18	5,300.00	1,488.36
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	6,475.95
864370	EQUIPMENT	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	38,013.43	87,450.00	20,404.28
	TOTAL APPROPRIATIONS	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	426,275.00	193,879.32	390,240.00	148,869.71
	UNAPPROPRIATED FUNDS (funds balance)	223,981.33	274,994.83	245,591.83	266,653.69	233,630.66	291,527.43	36,797.73	290,231.60	59,904.60	231,692.40
	UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS				265,877.66						

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
MONTHLY
FUNDS BALANCE SUMMARY**

DATE	3/10/2013				
FUND	PREVIOUS BALANCE	CHANGES IN PREVIOUS PERIOD	INCOME	EXPENSE	CURRENT BALANCE
TAX REVENUE FUND	\$238,527.68	\$656.84		\$6,178.44	\$231,692.40
FIRE DEPARTMENT FUND (DONATIONS)	\$35,731.94		\$654.00		\$36,385.94
BUILDING FUND CHECKING	\$5,208.77		\$0.20		\$5,208.97
BUILDING FUND SAVINGS	\$13,564.39				\$13,564.39
TOTAL FUNDS BALANCE	\$293,032.78				\$286,851.70

9:25 PM
03/10/13
Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
February 11 through March 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
Expense						
86-2050-CLOTHING & PERSONAL ITE						
Turnouts						
Credit...	2/21/2013		Southern Thread	Sewing thread	District	25.06
Credit...	2/22/2013		Southern Thread	refund	District	-7.86
Total Turnouts						17.20
86-2050-CLOTHING & PERSONAL ITE - Other						
Check	2/18/2013	3660	L.N Curtis & Sons	#1256797-00 PPE	District	1,671.28
Total 86-2050-CLOTHING & PERSONAL ITE - Other						1,671.28
Total 86-2050-CLOTHING & PERSONAL ITE						1,688.48
86-2060-COMMUNICATIONS						
INTERNET SERVICE						
Comcast						
Check	2/28/2013	3666	Comcast	8155300570124362	District	67.48
Check	3/5/2013	3669	Comcast	8155300570034801	District	82.48
Total Comcast						149.96
Total INTERNET SERVICE						149.96
TELEPHONE						
ATT						
Check	2/18/2013	3659	AT&T	96075541735558	District	158.19
Total ATT						158.19
ECG						
Check	2/16/2013	EFT	ECG Enhanced Comm...	2319611	District	14.83
Total ECG						14.83
Total TELEPHONE						173.02
Total 86-2060-COMMUNICATIONS						322.98
86-2080-FOOD						
Credit...	2/11/2013		ALBION GROCERY	Training food	District	43.55
Credit...	2/11/2013		Frankie's	Training food	District	127.97
Credit...	2/11/2013		Mendocino Market	Training food	District	17.10
Total 86-2080-FOOD						188.62
86-2120-MAINTENANCE EQUIPMENT						
Firefighting Equipment						
Credit...	2/11/2013		Fort Bragg Rent-All	#802697	District	85.24
Total Firefighting Equipment						85.24
Total 86-2120-MAINTENANCE EQUIPMENT						85.24
86-2130-MAINTENANCE STRUCTURES						
Station 810						
Check	3/10/2013	3674	Marsha A. Regan	#576673	District	75.00
Total Station 810						75.00
Station 811						
Check	3/10/2013	3674	Marsha A. Regan	#576673	District	90.00
Total Station 811						90.00
Station 813						
Check	2/28/2013	3667	Steven L. Wolfe	Reimb. For Solid Waste of Willits #12033 ...	District	61.00
Total Station 813						61.00
86-2130-MAINTENANCE STRUCTURES - Other						
Check	3/10/2013	3678	Rossi's Building Materi...	#1302-192676 & 1302-195291	District	51.71
Total 86-2130-MAINTENANCE STRUCTURES - Other						51.71
Total 86-2130-MAINTENANCE STRUCTURES						277.71

Albion Little River Fire Protection District
Profit & Loss Detail
February 11 through March 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
86-2140-MEDICAL, LAB SUPPLIES						
Gasses						
Check	2/18/2013	3663	Eureka Oxygen Co	DM00638432	District	101.72
Total Eureka Oxygen						101.72
Check	3/6/2013	3671	Matheson Tri-Gas Inc.	10206 #06477656	District	61.10
Total Matheson Tri-Gas						61.10
Total Gasses						162.82
86-2140-MEDICAL, LAB SUPPLIES - Other						
Credit...	2/28/2013		Amazon.com	#10442667046960222 Blood Pressure Cuffs	District	209.97
Credit...	2/28/2013		Amazon.com	#10444871290531439	District	61.50
Total 86-2140-MEDICAL, LAB SUPPLIES - Other						271.47
Total 86-2140-MEDICAL, LAB SUPPLIES						434.29
86-2170-DISTRICT OFFICE SUPPLIE						
Paper, Ink, Materials						
Credit...	2/18/2013		Amazon.com	#10261630367469047 Paper	District	7.19
Total Paper, Ink, Materials						7.19
Total 86-2170-DISTRICT OFFICE SUPPLIE						7.19
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	2/28/2013	3668	Katsiaryna Gregonis	#55	District	350.00
Total Bookkeeping Services						350.00
Total 86-2181-AUDITING & FISCAL SERVI						350.00
86-2185-MED AND DENTAL						
Firefighter Immunization						
Check	3/6/2013	3670	Mendocino Coast Clinics	01/21 & 02/11 Jaime, 02/15 Emily	District	263.00
Total Firefighter Immunization						263.00
Total 86-2185-MED AND DENTAL						263.00
86-2187-EDUCATION & TRAINING						
EMT						
Check	2/24/2013	3664	Mendocino County Offi...	#130221 EMT fee for A. Crowningshield, L....	District	550.00
Total EMT						550.00
MEALS & FUEL REIMBURSEMENT						
Check	2/18/2013	3661	Marshall Brown	Reimb.for structure fire training juice	District	31.97
Total MEALS & FUEL REIMBURSEMENT						31.97
Total 86-2187-EDUCATION & TRAINING						581.97
86-2220-SMALL TOOLS & SUPPLIES						
Check	3/10/2013	3678	Rossi's Building Materi...	#1302-192676 & 1302-195291	District	67.83
Total 86-2220-SMALL TOOLS & SUPPLIES						67.83
86-2250-TRANSPORTATION & TRAVEL						
FLEET FUEL						
Check	3/10/2013	3675	Eel River Fuels, Inc.	706 #195352	District	181.52
Total Eel River Fuels						181.52
Check	2/24/2013	3665	Walsh Oil	13015 #198238	District	219.56
Total Walsh Oil						219.56
Total FLEET FUEL						401.08
Total 86-2250-TRANSPORTATION & TRAVEL						401.08

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 03/10/13
 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 February 11 through March 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
86-2260-UTILITIES						
PG&E						
Check	3/10/2013	3673	PG&E	0210095100-9	District	181.85
Total PG&E						<u>181.85</u>
Suburban Propane						
Check	3/10/2013	3677	Suburban Propane	1426-080341 tank rent	District	60.00
Total Suburban Propane						<u>60.00</u>
Thompson Septic Service						
Check	3/10/2013	3676	Thompson's PortaSepti...	#17121	District	153.05
Total Thompson Septic Service						<u>153.05</u>
Total 86-2260-UTILITIES						394.90
86-3113-PAYMNTS TO GOVT AGENCIE						
COUNTY AUDITOR-TAX COLLECTION						
Check	2/18/2013	3662	MENDOCINO COUNT...	2011-12 property tax allocation	District	1,115.15
Total COUNTY AUDITOR-TAX COLLECTION						<u>1,115.15</u>
Total 86-3113-PAYMNTS TO GOVT AGENCIE						<u>1,115.15</u>
Total Expense						<u>6,178.44</u>
Net Income						<u><u>-6,178.44</u></u>

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

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
82-1110 CURRENT SECURED TAX	39,360.40	73,614.00	-34,253.60	53.5%
82-1120-CURRENT UNSECURED TAX	2,432.36	2,470.00	-37.64	98.5%
82-1130-SB813 SUPPLEMENTAL TAX	-296.16	28.00	-324.16	-1,057.7%
82-1220-PRIOR UNSECURED TAX	0.00	101.00	-101.00	0.0%
82-1300-SPECIAL TAX	44,834.00	82,080.00	-37,246.00	54.6%
82-1600-TIMBER TAX	150.43	125.00	25.43	120.3%
82-1700-Highway Property Rental	8.68			
82-4100-INTEREST INCOME	641.68	925.00	-283.32	69.4%
82-5481-HOMEOWNER PROPERTY TAX	383.23	770.00	-386.77	49.8%
82-7700-OTHER	815.89			
Total Income	88,330.51	160,113.00	-71,782.49	55.2%
Gross Profit	88,330.51	160,113.00	-71,782.49	55.2%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	20,972.00	21,272.00	-300.00	98.6%
Total 86-1014-MISC EMPLOYEE BENEFITS	20,972.00	21,272.00	-300.00	98.6%
86-1035-WORKERS COMPENSATION IN				
86-2050-CLOTHING & PERSONAL ITE				
Fire Shelters	69.94	4,000.00	-3,930.06	1.7%
Med Bag	762.82	1,700.00	-937.18	44.9%
Raingear	0.00	3,500.00	-3,500.00	0.0%
SCBA Masks	0.00	3,500.00	-3,500.00	0.0%
Structure Boots	812.57	1,400.00	-587.43	58.0%
Turnouts	142.14	12,500.00	-12,357.86	1.1%
Water Gear	0.00	2,000.00	-2,000.00	0.0%
Wildland Boots	2,396.70	3,200.00	-803.30	74.9%
86-2050-CLOTHING & PERSONAL ITE - Other	38,164.70	23,200.00	14,964.70	164.5%
Total 86-2050-CLOTHING & PERSONAL ITE	42,348.87	55,000.00	-12,651.13	77.0%
86-2060-COMMUNICATIONS				
INTERNET SERVICE				
Comcast	1,267.90	1,600.00	-332.10	79.2%
Total INTERNET SERVICE	1,267.90	1,600.00	-332.10	79.2%
TELEPHONE				
ATT	1,348.16	2,200.00	-851.84	61.3%
ECG	132.75			
Total TELEPHONE	1,480.91	2,200.00	-719.09	67.3%
WEBHOSTING				
86-2060-COMMUNICATIONS - Other	74.00	200.00	-126.00	37.0%
Total 86-2060-COMMUNICATIONS	2,883.94	4,000.00	-1,116.06	72.1%
86-2080-FOOD				
86-2101-INSURANCE GENERAL	692.85	1,500.00	-807.15	46.2%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	256.18			
Medical Equipment	0.00	2,000.00	-2,000.00	0.0%
Radio Maintenance	2,699.85	1,200.00	1,499.85	225.0%
Rescue Equipment	865.53	500.00	365.53	173.1%
Vehicle Maintenance				
8130	75.47	5,000.00	-4,924.53	1.5%
8131	528.56	2,000.00	-1,471.44	26.4%
8132	-327.33	2,000.00	-2,327.33	-16.4%
8162	4,956.21	4,000.00	956.21	123.9%
8163	0.00	2,000.00	-2,000.00	0.0%
8165	1,423.46	2,000.00	-576.54	71.2%
8170	1,757.48	4,000.00	-2,242.52	43.9%
8181	34.31	2,000.00	-1,965.69	1.7%
8191	0.00	2,000.00	-2,000.00	0.0%
8192	312.15	4,000.00	-3,687.85	7.8%
8195 ZODIAC & TRAILER	1,152.85	10,000.00	-8,847.15	11.5%
8196 RIVER BOAT & TRAILER	52.46	500.00	-447.54	10.5%

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03/10/13

Accrual Basis

Albion Little River Fire Protection District

Profit & Loss Detail

February 11 through March 10, 2013

Type	Date	Num	Name	Memo	Class	Amount
Income						
82-7700-OTHER						
Deposit	2/13/2013	2772		Glenn Peterson & Charlotte Graydon	FD Donations	25.00
Deposit	2/18/2013	2418		Les Waldman	FD Donations	300.00
Deposit	2/18/2013	1166		Scott Roat	FD Donations	314.00
Deposit	2/18/2013	2696		Doris Hammer	FD Donations	15.00
Total 82-7700-OTHER						<u>654.00</u>
Total Income						<u>654.00</u>
Gross Profit						<u>654.00</u>
Expense						<u> </u>
Net Income						<u><u>654.00</u></u>

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

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
86-2210-RENT LEASES				
STATION 810 ANNUAL RENT	50.00	50.00	0.00	100.0%
Total 86-2210-RENT LEASES	<u>50.00</u>	<u>50.00</u>	<u>0.00</u>	<u>100.0%</u>
86-2220-SMALL TOOLS & SUPPLIES				
BATTERIES	41.93	500.00	-458.07	8.4%
MISC. HARDWARE	421.50	500.00	-78.50	84.3%
86-2220-SMALL TOOLS & SUPPLIES - Other	440.62	3,000.00	-2,559.38	14.7%
Total 86-2220-SMALL TOOLS & SUPPLIES	<u>904.05</u>	<u>4,000.00</u>	<u>-3,095.95</u>	<u>22.6%</u>
86-2231-ELECTION SUPERVISION & COUNTY CLERK-ELECTION SERVICES				
	0.00	400.00	-400.00	0.0%
Total 86-2231-ELECTION SUPERVISION &	<u>0.00</u>	<u>400.00</u>	<u>-400.00</u>	<u>0.0%</u>
86-2250-TRANSPORTATION & TRAVEL				
FLEET FUEL				
CREDIT CARD CHARGE	505.54			
Eel River Fuels	748.59	2,000.00	-1,251.41	37.4%
Walsh Oil	4,927.83	9,000.00	-4,072.17	54.8%
FLEET FUEL - Other	60.40			
Total FLEET FUEL	<u>6,242.36</u>	<u>11,000.00</u>	<u>-4,757.64</u>	<u>56.7%</u>
86-2250-TRANSPORTATION & TRAVEL - Other	13.13			
Total 86-2250-TRANSPORTATION & TRAVEL	<u>6,255.49</u>	<u>11,000.00</u>	<u>-4,744.51</u>	<u>56.9%</u>
86-2260-UTILITIES				
Albion Water District	405.00	540.00	-135.00	75.0%
PG&E	1,916.08	3,000.00	-1,083.92	63.9%
Suburban Propane	477.31	1,200.00	-722.69	39.8%
Thompson Septic Service	1,026.75	1,500.00	-473.25	68.5%
Waste Management	263.45	400.00	-136.55	65.9%
Total 86-2260-UTILITIES	<u>4,088.59</u>	<u>6,640.00</u>	<u>-2,551.41</u>	<u>61.6%</u>
86-3113-PAYMNTS TO GOVT AGENCIE				
COUNTY ASSESSOR-TAX ASSESSMENT	0.00	100.00	-100.00	0.0%
COUNTY AUDITOR-TAX COLLECTION	1,115.15	1,200.00	-84.85	92.9%
FIREFIGHTER BACKGROUND CHECK	61.00	3,500.00	-3,439.00	1.7%
LAFCO-DUES	312.21	500.00	-187.79	62.4%
86-3113-PAYMNTS TO GOVT AGENCIE - Other	0.00			
Total 86-3113-PAYMNTS TO GOVT AGENCIE	<u>1,488.36</u>	<u>5,300.00</u>	<u>-3,811.64</u>	<u>28.1%</u>
86-4360-BUILDINGS & IMPROVEMENT				
STATION 811				
NEW STATION	0.00	75,000.00	-75,000.00	0.0%
WATER TANK	3,352.86	6,000.00	-2,647.14	55.9%
STATION 811 - Other	150.00			
Total STATION 811	<u>3,502.86</u>	<u>81,000.00</u>	<u>-77,497.14</u>	<u>4.3%</u>
STATION 812				
WATER TANK	2,973.09	6,000.00	-3,026.91	49.6%
Total STATION 812	<u>2,973.09</u>	<u>6,000.00</u>	<u>-3,026.91</u>	<u>49.6%</u>
Total 86-4360-BUILDINGS & IMPROVEMENT	<u>6,475.95</u>	<u>87,000.00</u>	<u>-80,524.05</u>	<u>7.4%</u>
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment				
BLOWER	0.00	1,600.00	-1,600.00	0.0%
CAFS system	359.69			
HELMET LIGHTS	0.00	5,200.00	-5,200.00	0.0%
HOSE	3,831.38	4,000.00	-168.62	95.8%
LADDERS	0.00	2,000.00	-2,000.00	0.0%
NOZZLES	0.00	3,500.00	-3,500.00	0.0%
SCBA COMPRESSOR	9,930.32	12,000.00	-2,069.68	82.8%
SCENE LIGHTING	0.00	1,500.00	-1,500.00	0.0%
Firefighting Equipment - Other	800.60			
Total Firefighting Equipment	<u>14,921.99</u>	<u>29,800.00</u>	<u>-14,878.01</u>	<u>50.1%</u>

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

	<u>Jul '12 - Jun 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Medical Equipment				
BACKBOARDS	546.22	1,000.00	-453.78	54.6%
SUCTION	0.00	450.00	-450.00	0.0%
TRACTION SPLINT	0.00	1,200.00	-1,200.00	0.0%
Total Medical Equipment	546.22	2,650.00	-2,103.78	20.6%
Radios	2,849.62	5,000.00	-2,150.38	57.0%
Rescue Equipment	1,061.94			
Vehicles	0.00	50,000.00	-50,000.00	0.0%
86-4370-EQUIPMENT (PURCHASE) - Other	1,024.51			
Total 86-4370-EQUIPMENT (PURCHASE)	20,404.28	87,450.00	-67,045.72	23.3%
Total Expense	146,869.71	390,512.00	-243,642.29	37.6%
Net Income	-58,539.20	-230,399.00	171,859.80	25.4%

- Discussion of adding positions to distribute workload.
- Division places too much on Secretary and President – decision to revisit to distribute tasks to share equally.
- Consideration of adding part time position to aide in this regard.

10. Next scheduled regular business meeting: Thursday, January 10th, 2013, 7:00 pm.

11. Adjournment: 9:35pm

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 624, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, January 10, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

Meeting Commenced: 7:15pm

1. Fire department operations meeting.

a. Roll call.

Board Members: Rich Riley, Scott Roat, Ed Petrowski, Alan Taeger; Ken Matheson absent
Firefighters: Chief Ted Williams, Brad Montgomery, Scott Roat, Sam Levine, Marshall Brown, Erica Geer, Harold Searles, Tim Gitchel, Steve Wolfe, Chris Johnson, Margaret Harris; (nine members attending EMT training)

b. Chief's Report: Chief Williams will present a written report of fire department operations.

c. Review and discussion of chief's report. See attached.

d. Other fire department business.

- attendance light – 9 firefighters attending EMT class
- purpose of BBQ discussion, evaluation of it as ongoing benefit
- training goals and schedule discussed by Marshall Brown, the new Training Officer

e. Adjournment: 7:55pm

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

2. Board of Directors business meeting call to order and determination of a quorum:

Call to order by President Alan Taeger at 8:00pm.

Board Members present: Rich Riley, Scott Roat, Ed Petrowski; Ken Matheson absent

3. Public communication to the Board: None presented.

4. Items for Board consideration and possible action:

a. Fire department personnel: No new personnel recommended.

b. FY 2012-2013 budget review and revision: Increase for Miscellaneous Employee Benefits (#861014): adjust to \$21,500 (a \$500 increase); Alan motioned, Rich seconded, vote 4-0 in favor.

c. Facilities Use Application: Board review of one or more facilities use application(s) per current facilities use policy. No action taken at this time.

5. Previous meeting minutes: Minutes of the December 12, 2012 special meeting and the December 13, 2012 approved 4-0 in favor.

6. Board Correspondence: See attached list.

7. Financial report: Distributed, no changes made.

8. Committee reports:

a. New fire station committee.

Discussion of status, Ed Petrowski and Sam Levine to check with Lee Welty on plans and status of encroachment permit. No further progress at this time.

9. Directors' discussion:

Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund-raising, firefighter benefits.

a. Duties of board members.

- Role of Officers – Alan distributed a sheet of proposed duties of Board Members (see attached), discussion to be continued.

- All in favor of pursuing Board Clerk position to aide in tasks.

10. Next scheduled regular business meeting: Thursday, February 14, 2013, 7:00 pm.

11. Adjournment: 9:34pm

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 624, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION SESSION

SPECIAL MEETING MINUTES
January 23, 2013

The board of directors' special annual evaluation meeting of the Albion Little River Fire Protection District is directed in district bylaws to be held on the third Wednesday of January to "critique board performance of the past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year". No other business shall be considered at this special meeting.

The special annual evaluation session scheduled for Wednesday, January 16, 2013 has been adjourned to the following Wednesday (January 23, 2013 at 10:00am) by the president of the board of directors.

Meeting Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California

1. Call to order and determination of a quorum: 10:25am

Called to order by President Alan Taeger.

Board members present: Rich Riley, Scott Roat, Ed Petrykowski, Ken Matheson.

Others present: Chief Ted Williams.

2. Public communication to the Board. None provided.

3. Annual Evaluation.

President Alan Taeger opened the discussion thanking Board Members for their work over the past year. We are evolving – the operational side/ firefighters are more organized. There is a more secure environment and better training in all areas, better protective gear and turnouts. We have better qualified firefighters, making for a safer community. Morale is very good, we now have a full Department of over 30 members.

One of the problem areas still is equipment funding – we should work on a mechanism to better communicate specific financial needs to the community. We have the same budget we had with a much smaller Department. Another problem area is cost of vehicle maintenance. We need someone from the community to be in charge of fundraising. We have a couple of possible candidates offering assistance.

The paperwork has become more extensive and we are in need of an Administrative Assistant and/or part-time Board Clerk. The record requirements become more involved every year. We are in the process of redefining Board Members' roles and duties and spreading out the workload. Previously the required paperwork was mainly done by two Board members – we are trying to spread it out so all five members are involved. We are always working on image and public approval.

President Alan Taeger will be leaving the Board as of February 28, 2013 after many productive years of excellent service. He will be missed.

4. Adjournment: 11:55am

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 624, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, February 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm: Commence 7:04pm

1. Fire department operations meeting.

a. Roll call.

Board Members: Rich Riley, Scott Roat, Alan Taeger, Ken Matheson; Ed Petrowski absent
Firefighters: Firefighters: Chief Ted Williams, Brad Montgomery, Scott Roat, Sam Levine, Marshall Brown, John Oakley, Erica Geer, Harold Searles, Tim Gitchel, Guy Casey, Josh Smith, Jeff Anderson, Margaret Harris; (nine members attending EMT training)
Guests: Athena Anderson, Lisa Montgomery + child

b. Chief's Report: See attached.

- Athena wants to strengthen relationship between The Woods and fire department, planning upcoming walkthrough

- discussion of benefits/faults of BLS ambulance service, Sam to develop 3-5 year financial plan

c. Review and discussion of chief's report.

d. Other fire department business.

- debrief of carbon monoxide call, SOGs, addl training

- discussed introducing "floating" identifier for incidents

- med items inventoried

- merits of BBQ and how to handle revisited; BBQ committee proposed

- Rich Riley attended car club meeting of North Coast Rodders on 2/12 to discuss possibilities of incorporating car show with BBQ event; to be explored as future possibility

- Guy Casey recommended course offered by Mendocino Fire on Code 2 driving on emergency response

e. Adjournment: 8:00pm

2. Board of Directors business meeting call to order and determination of a quorum:

Call to order by President Alan Taeger at ~~8:35pm~~

Board Members present: Rich Riley, Scott Roat, Ken Matheson; Ed Petrowski absent

Commencement: 8:10pm

3. Public communication to the Board: None presented.

4. Items for Board consideration and possible action:

a. **Fire department personnel:** Jeff Anderson presented by Chief Ted Williams for probationary firefighter status; Board Members accepted nomination 4-0 in favor.

b. **FY 2012-2013 budget review and revision:** No changes.

c. **Procurement policy revisions:** Procurement policy revisions reviewed, to be voted on at March 14th regular meeting.

d. **Bylaws revisions:** Bylaws revisions presented for adoption and reviewed, to be voted on at March 14th regular meeting.

e. **Increase in Bookkeeper tasks:** The board will continue to review district bookkeeper duties. Katya will possibly stay on as bookkeeper. Financial meeting with Katya, Ken and Ted to be scheduled.

f. **Board Clerk:** Rich moved to adopt a board clerk position, Ken seconds. Vote 4-0 in favor. Position announcement language reviewed and discussed; minor changes made for clarity.

5. **Previous meeting minutes:** On the March 14th regular meeting the December 13th regular and 12th special meeting minutes to be revisited and re-approved; January 10th regular and 23rd special meeting minutes be reviewed and approved.

6. Board Correspondence:

- GSMRA loss incentive program

- Alan Taeger proffers resignation, effective date 2.28.13

- Alan to transfer all material, files, etc to existing Board members

- addl Bown Act training available by Tom Parker, County Counsel on March 4th

- see attached list for additional correspondence

7. Financial report:

- Financial report distributed to Board members.

- Transition discussed; all reports, backups to be turned over to Board as part of Taeger resignation.

- No changes

8. Committee reports:

a. **New fire station committee.** Welty OKd plans and in hands of draftsman, encroachment permit renewed; as part of multiple bid process, John Shandel submitted \$21,000 estimate to asphalt front driveway and parking area for Station 811; will pursue additional vendors to bid project.

9. Directors' discussion:

Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund-raising, firefighter benefits.

a. Duties of board members.

- List of duties distribution from prior month's meeting still under review.

b. LAFCO Municipal Service Review.

- notice of review to occur on the 20th.

c. Discussion of AB2298 impact on District /Firefighter response and liability

- Driver's Insurance and District Liability

- insurance coverage triggered at moment pager goes off

- proof of personal insurance policy and driver's license a minimum requirement for all members

- Topic to be revisited at next regular meeting

10. Next scheduled regular business meeting: Thursday, March 14, 2013, 7:00 pm.

11. Adjournment: 10:30pm

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 624, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MARCH 14, 2013
CORRESPONDENCE WITH THE BOARD OF DIRECTORS

Partial list – all I could get

- 2/18/13 Received letter from League of Women Voters of Mendocino County : invitation to its seventh annual Meet and Greet Your Elected Officials reception Friday 3/15, 5-7 pm Caspar Community Center.
- 2/25/13 email from Alan Taeger re District office phone number (707-937-4022) call forwarded to him. He would like to know how we want to handle this now that he is resigning.
- 2/28/13 Notice of Vacancy. In accordance with Section 1780 of the Government Code, effective 2/28/2013 there is a vacancy on the District Board due to Alan Taeger's resignation. The District will fill this vacancy by appointment within 60 days after the effective date of vacancy, but no sooner than 15 days after vacancy is posted.
- 2/28/13 President Alan Taeger's resignation sent to county Board Clerk, along with his form 700 (Conflict of Interest), leaving board per county rules and election law.
- 3/4/2013 A (PSA) Public Service Announcement advertising Board vacancy will be aired on local radio station KOZT, also will appear in local paper The Beacon March 14.

3/13/2013 EMAIL FROM JOHN HILL (PACIFIC AREA WATER DIST. (PACWD) SEE ABOVE

League of Women Voters Of Mendocino County

Post Office Box 1128, Fort Bragg CA 95437 (707) 937-4952

February 18, 2013

Mr. Richard Riley
Board of Directors
Albion-Little River Fire Protection District
Post Office Box 634
Albion CA 95410

Dear Rich:

The League of Women Voters cordially invites you to its seventh annual "Meet and Greet Your Elected Officials" reception on Friday, March 15 from 5 to 7 p.m. This year's event is being held at the Caspar Community Center located at 15051 Caspar Road in Caspar.

Over 60 local, county, state, and national elected officials have been invited. This is an excellent opportunity for the public and community leaders to meet their elected officials in an informal, non-political setting. As in the past, there will be no agenda, or speeches; just time for face-to-face conversation.

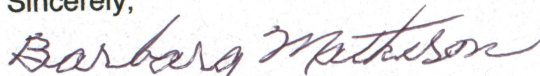
We do emphasize that this is not a political rally; however, if you have any materials pertaining to your organization there will be a table provided in the hallway to display these materials.

This event is free and open to the public. Wine and hor d'oeuvres will be served.

To help us plan, please RSVP by March 10 to either
Barbara Matheson, - email: ken@mcn.org (707) 937-5164, or
Jane Person - email: janeperson@hotmail.com (707) 964-6351

We hope to "Meet and Greet" you March 15.

Sincerely,



Barbara Matheson, Event Chairperson
League of Women Voters - Mendocino County

Alan Taeger ataeger@mcn.org

7 mins ago

I just went in to my Google Voice account and am reminded that it is not part of the district Google account, it's one I set up to use with my email address, so the call forwarded number will need to be changed. I'm sure Ted will know how to set it up. A

From: Alan Taeger [mailto:ataeger@mcn.org]

Sent: Monday, February 25, 2013 8:22 AM

To: board@albionfire.com

Subject: 937 4022

Hi everyone,

The official district office phone number (707 937 4022) is hard wired to Station 811 through an account with ATT. We have been encouraging all people with official business with the district to use this number to contact any district official. Calls to that number are currently automatically call forwarded to a district Google Voice account phone number which answers and plays a message, then records a voice message from the caller. As is now configured, that voice message is emailed to me and I forward it to whomever it is pertinent. I have the ability to receive and forward emails from wherever I am so that worked well while I was a board member. The email sent contains a link to the voice recording and a text conversion which may or may not make sense depending on various voice recognition challenges.

The question here is: How would you like the calls handled going forward? The quickest and simplest message distribution would be to send voice messages to board@albionfire.com. That way everyone would receive all messages all the time. This might have the benefits of one less human hand necessary to get the message to the right person and increase capability of board member awareness and oversight of district business. I don't believe that the volume of calls to that number is high enough to overly aggravate anyone's email inbox, and it might help people cover for one another fielding calls. Just my thought on the matter, there are any number of other ways you could set it up.

Let me know what you'd like to do. Meanwhile, I'll keep forwarding.....

Albion Little River Fire Protection District

Board of Directors

Notice of Vacancy

In accordance with Section 1780 of the Government Code, the Board of Directors of the Albion Little River Fire Protection District (the District Board) announces that effective on February 28, 2013, there is a vacancy on the District Board. The District Board will fill this vacancy by appointment within 60 days after the effective date of the vacancy, but not sooner than 15 days after the vacancy is posted.

Any person interested in filling this vacancy should notify the District Board by mail to the Albion-Little River Fire Protection District, P.O. Box 634, Albion, CA 95410 or e-mail to ken@mcn.org and/or attend the April 11 meeting of the District Board. An applicant must be a registered voter and a resident of the Albion-Little River Fire Protection District.

Dated: February 28, 2013

By: Richard Riley, Board President

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE**

Date Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Taeger Alan

1. Office, Agency, or Court

Agency Name
Albion Little River Fire Protection District

Division, Board, Department, District, if applicable Your Position
Board of Directors Director (member of the board)

▶ If filing for multiple positions, list below or on an attachment.

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of _____
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of _____
- Other **Special District**

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2012, through _____
- Leaving Office:** Date Left 02 / 28 / 2013

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

March 4, 2013

PSA

There is a vacancy on the board of directors of the Albion-Little River Fire Protection District, and the District Board members request that residents of the District who are registered to vote consider volunteering to serve on the District Board.

The Albion-Little River Fire Protection District was formed in 1962. Presently there are over 30 active firefighters on the force. Excellent training is provided for all the firefighters. All of our vehicles are well maintained and are ready for service. The moral of the department is at an all time high. Because of our excellent firefighters we are able to complete our mission which is to provide oversight of numerous resources allocated for the provision of protection of life and property in the District against threats from structural and wild land fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

An elected five-member district board governs the District. Alan Taeger resigned as a member of the District Board on February 28, 2013; the remaining board members have 60 days (or, until April 29, 2013) in which to appoint a successor to serve the position until the next election in November 2013. The members of the District Board attend regular monthly meetings, as well as work on various district projects between meetings. Board members make decisions about budgeting and spending of district revenues and serve without compensation.

If you would like to become involved in this community endeavor, please call board president Richard Riley 937-0689 and plan to attend the April 11 District Board meeting. Be prepared to tell the District Board about yourself. The meeting will begin at 7:30 p.m. at Station 810 behind the Albion Grocery.

John Hall johnh@kcsn.net

3 hours ago

Cc: ted@albionfire.com, info@albionfire.com, board@albionfire.com, jrasker1@gmail.com, Df

Hi Ted,

Pacific Reefs Water District (PRWD) approved the Albion Little River Fire Protection District (ALRFPD) Draft Agreement presented at our November 2012 meeting. We did have a few concerns such as Larry Miller attending night training exercises. Ideally they can be scheduled as to not run too late into the evening.

Here are the following conditions we would like to be included in the Agreement:

Larry Miller who manages PRWD water system will be the main contact for the ALRFPD and will be present during most of the training exercises. Efforts will be made to schedule any night time training exercises to allow Larry Miller to attend said exercise to it's conclusion.

All training exercises will be arranged and confirmed by Larry Miller prior to start of training exercises.

Prior to the first training exercise, an initial walk through with Larry Miller to take place with ALRFPD which will include-