



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, March 19, 2018, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Motion by Secretary Steve Acker to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may do so when the agenda item is presented.
4. **Chief's report:** (See packet.)
5. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action.
 - a. **Approval of February 19, 2018 regular meeting minutes.**
 - b. **Approval of February 26, 2018 emergency meeting minutes.**
 - c. **Acceptance of March 19, 2018 correspondence report.**
 - d. **Acceptance of submitted current financial reports.**
6. **Items for discussion and possible action**
 - a. **Introduction of candidate(s) to fill board vacancy. (The board may choose to appoint a candidate at this time.)**
 - b. **Motion by Director Taeger to amend FY 2017-2018 budget: Increase item 86-2170 - Office Expenses by \$1,000.00 to \$2,500.00.**
 - c. **Motion by Director Issel to create a committee to develop an Albion Village Site Plan modification to General Plan for the purpose of integrating public input into Station 810 Zoning use considerations.**
7. **Committee Reports:** (See packet.)
 1. **Long Term Budget Plan - Issel, Taeger**
 2. **Facilities and Apparatus –Issel, Taeger**
 3. **Mendocino Association of Fire Districts – Taeger**
 4. **Strategic planning – Issel, Taeger**
 5. **Litigation – Issel, Taeger**
 6. **Operations – Issel**
 7. **Public Relations– Issel, Taeger**
8. **Directors Discussion:**
 - a. **Potential hiring of part time personnel.**
 - b. **Other**
9. **Adjournment:**

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

Fire Chief's Report, 1 March, 2018, by Ted Williams

• Incident Log

- **2018001403 02/04/2018 0918**
 - MEDICAL BRAVO; 5200 HIGHWAY ONE (Heritage House), LR
 - Consolidated into IC# 1404
- **2018001404 02/04/2018 0924**
 - MEDICAL/TRAFFIC COLLISION; HWY 1, MP 46.25/ANDIRON RD., , LR
 - Scene turned over to CHP, MCSO. Aid provided by MVFD
 - Ted Williams
 - Marshall Brown
 - Michael Rees
 - John Crowningshield (8132)
 - Andrea Pennebaker (8162)
 - Jaime Placido
 - Laurie Starr
 - Steve Wolfe
 - Debbi Wolfe
 - Kenyon Begley
 - Kevin Spring (canceled)
 - Craig Hathaway (canceled)
 - Leslie Hrbacek
 - Maddy Godine
 - On Scene: 0924
 - Available: 1533
- **2018001525 02/07/2018 1426**
 - MEDICAL CHARLIE; 43300 LITTLE RIVER AIRPORT RD, #9, LR
 - Ted Williams
 - Jaime Placido
 - Laurie Starr
 - Andrea Pennebaker
 - Sam Levine
 - On Scene: 1436
 - Available: 1516
- **No Incident Number--Provided mutual aid to Anderson Valley VFD in Boonville while**
 - Returning from Fire Academy
 - Leslie Hrbacek
 - Steve Crowningshield
 - Arrow Pierce
 - Maddie Godine
 - Colton Hendricks
- **2018001672 02/11/2018 1358**
 - PUBLIC ASSIST; 29502 Albion Ridge Rd/30500 Middle Ridge Rd., Albion
 - Marshall Brown
 - Leslie Hrbacek (8130)
 - Laurie Starr

- Kenyon Begley
- Colton Hendricks (8130)
- Andrea Pennebaker
- Available: 1358
- **2018001753 02/13/2018 0836**
 - MEDICAL BRAVO; 30801 MIDDLE RIDGE RD., ALBION
 - Ted Williams
 - David Jones
 - Laurie Starr
 - Andrea Pennebaker
 - On Scene: 0848
 - Available: 0920
- **2018001766 02/13/2018 1545**
 - MEDICAL BRAVO; 43300 LITTLE RIVER AIRPORT RD. #121, LR
 - Ted Williams
 - Arrow Pierce (8132)
 - Citlali Calvillo (8130)
 - Laurie Starr
 - On Scene: 1558
 - Available: 1637
- **2018001856 02/16/2018 0841**
 - VEHICLE FIRE; 3920 HWY 1 (ALBION RIVER INN), LR
 - Ted Williams
 - Andrea Pennebaker (8162)
 - Colton Hendricks (canc)
 - Leslie Hrbacek (canc)
 - Kevin Spring (canc)
 - Michael Rees (canc)
 - Arrow Pierce (canc)
 - Jaime Placido (canc)
 - Laurie Starr (canc)
 - Craig Hathaway (canc)
 - On Scene: 0855
 - Available: 0941
- **2018001857 02/16/2018 0850**
 - PUBLIC ASSIST; 3800 G ROAD N, ALBION
 - Ted Williams
 - Michael Rees (8130 n)
 - Leslie Hrbacek
 - Craig Hathaway
 - Colton Hendricks (canc)
 - Arrow Pierce (8132) (canc)
 - Laurie Starr (canc)
 - On Scene: 0902
 - Available: 0959
- **2018002020 02/20/2018 0200**

- MEDICAL DELTA; 32321 MIDDLE RIDGE RD, TRAILER; ALBION
- Ted Williams
- Marshall Brown
- Michael Rees (8130 n)
- Jaime Placido
- Kenyon Begley
- On Scene: 0225
- Available: 0252
- **2018002149 02/22/2018 1611**
 - MEDICAL DELTA; 43300 LITTLE RIVER AIRPORT RD #121, LR
 - Marshall Brown (8130)
 - Colton Hendricks (8130)
 - Kenyon Begley
 - Laurie Starr
 - Ted Williams (canc)
 - Andrea Pennebaker (canc)
 - Kevin Spring (canc)
 - On Scene: 1629
 - Available: 1642
- **2018002270 02/25/2018 1841**
 - MEDICAL DELTA; 43300 LITTLE RIVER AIRPORT RD #121, LR
 - Marshall Brown (8132)
 - Sam Levine
 - Laurie Starr
 - Colton Hendricks
 - Ted Williams (staged)
 - Citlali Calvillo
 - Jaime Placido
 - On Scene: 1849
 - Available: 1927
- **2018002289 02/26/2018 0353**
 - MEDICAL DELTA; 43300 LITTLE RIVER AIRPORT RD #121, LR
 - Ted Williams
 - Laurie Starr
 - Jaime Placido
 - Marshall Brown (canc)
 - Michael Rees (canc)
 - On Scene: 0411
 - Available: 0431
- **2018002338 02/27/2018 0953**
 - MEDICAL BRAVO; 43300 LITTLE RIVER AIRPORT RD #121, LR
 - Call Canceled, No Medical Merit
 - Michael Rees (8130 n)
 - Laurie Starr
 - On Scene: 1010
 - Available: 1040

- **2018002399 02/28/2018 1635**

- STRUCTURE FIRE, 31151 ALBION RIDGE ROAD, ALBION
- Ted Williams (8190)
- Marshall Brown (8191)
- Michael Rees (8162)
- Andrea Pennebaker (8162)
- Jaime Placido (8181)
- Steve Wolfe
- Debbi Wolfe
- Kevin Spring (8132)
- Kenyon Begley
- Laurie Starr
- Colton Hendricks
- 4 MVFD Firefighters
- On Scene: 1653
- Available: 1924

- **Maintenance**

- Issel and Williams met with the new manager of Pacific Union College's Field Station. Opportunities exist to collaborate on colocation of our water equipment at the Field Station dock, providing for mutual benefit. PUC's dock has excellent channel access and would mitigate a common hurdle of launching at low tide. Discussion about possibilities will continue.



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday, February 19, 2018, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:03 PM by President Issel. Board members Taeger, Acker and Greenberg present, Crowningsheild absent Also present Chief Williams and four members of the public.
2. **Motion by Secretary Steve Acker to adopt agenda.** Agenda approved by a board vote of 4 ayes and 1 absent.
3. **Public communication to the board:** A member of the public noted that people with dial up internet connections have difficulty loading the new District web page.
4. **Chief's report:** (See packet.)
5. **Consent calendar:** (See packet) Approved by a board vote of 4 ayes and 1 absent.
 - a. **Approval of January 15, 2018 regular meeting minutes.**
 - b. **Approval of January 15, 2018 special meeting minutes.**
 - c. **Acceptance of February 19, 2018 correspondence report.**
 - d. **Acceptance of submitted current financial reports.**
6. **Announcement:**
 - a. **Crowningsheild resignation.** (See packet.)
7. **Items for discussion and possible action:**
 - a. **Motion by Director Taeger to adopt Resolution 20180219 changing the election day of the board of directors.** (See packet.) Approved by a board vote of 4 ayes and 1 absent.
 - b. **Motion by Director Issel to act upon Chief's presentation to reduce District emergency response times by obtaining Mendocino Department of Transportation blanket permit to install DOT standard white on green reflective 911 roadway address signs mounted on posts within county right of way, together with proposal for installation within Fire District.** Approved by a board vote of 4 ayes and 1 absent.
8. **Committee Reports:** (See packet.)
 1. **Long Term Budget Plan - Issel, Taeger**
 2. **Facilities and Apparatus –Issel, Taeger**
 3. **Mendocino Association of Fire Districts – Taeger (no report)**
 4. **Strategic planning – Issel, Taeger**
 5. **Litigation – Issel, Taeger**
 6. **Operations – Issel**
 7. **Public Relations– Issel, Taeger**
9. **Directors Discussion:** Directors suggested possible agenda items:
 - a. **Future items.**
 1. **Bylaws revision (resume)**
 2. **Document retention/destruction policy**
 3. **Overall current policy review.**
10. **Adjournment:** Meeting adjourned at 8:05 pm.



Albion Little River Fire Protection District

BOARD OF DIRECTORS EMERGENCY MEETING MINUTES

Monday February 26, 2018, 10:00 AM: Station 810, 33900 West Street (behind Albion Grocery), Albion, California

The meeting was called as an emergency meeting of the Board of Directors of the Albion Little River Fire Protection District for the purpose of considering Resolution 20180226 authorizing overtime and portal to portal pay to expedite overdue compensation to employees for October, 2018 Redwood Complex fire.

- 1. Call to order and determination of a quorum:** Meeting called to order at 10:30am by President Issel. Board members Taeger, Acker and Greenberg present.
- 2. Public communication to the board:** None
- 3. Consideration of and Vote on Resolution No. : 20180226:** Motion by director Greenberg to approve resolution adopted by unanimous vote of board members present.
- 4. Adjournment:** Meeting adjourned 10:40am



Albion-Little River Fire Protection District

Resolution No.: 20180226

Authorizing Overtime and Portal to Portal Pay for Employees

WHEREAS, the Albion-Little River Fire Protection District is a public agency located in the County of, Mendocino, State of California, and

WHEREAS, it is the Albion-Little River Fire Protection District's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Albion-Little River Fire Protection District has in its employ, Fire department response personnel that may include: Fire Chief, Deputy Chief, Assistant Chief, Division Chief, Battalion Chief, Fire Captain, Lieutenant, Engineer, Apparatus Operator, Equipment Operator, Firefighter/Paramedic, Firefighter/EMT, Firefighter, Helicopter Pilot and Dozer Operator; and

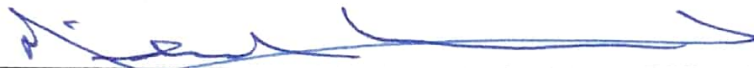
WHEREAS, the Albion-Little River Fire Protection District will compensate its employees portal to portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Albion-Little River Fire Protection District will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW THEREFORE BE IT RESOLVED that the conditions set forth in this resolution, as stated above, take effect upon adoption by the Board of Directors of the Albion-Little River Fire Protection District

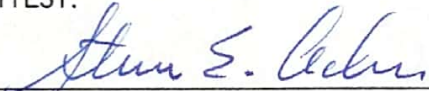
PASSED AND ADOPTED BY A VOTE OF THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT AN EMERGENCY MEETING IN ALBION CALIFORNIA THIS TWENTY SIXTH DAY OF FEBRUARY 2018 **AS FOLLOWS:**

	AYE	NAY	ABSTAIN	ABSENT
Director Acker	X			
Director Greenberg	X			
Director Issel	X			
Director Taeger	X			
Vacant				



Michael Issel, President,
Board of Directors, Albion Little River Fire Protection District

ATTEST:



Steven E Acker, Secretary
Board of Directors, Albion Little River Fire Protection District



**BOARD OF DIRECTORS REGULAR MEETING
MONDAY, MARCH 19, 2018
CORRESPONDENCE REPORT**

- February 15, 2018 - Received packet by USPS from League of women voters of Mendocino County with invitation to 13th annual “meet and greet with your local officials” on Friday March 16 5-7 pm at the Caspar Community Center.
- March 7, 2018 - Received letter by USPS from MC Executive Office with notice of possible action regarding request by Potter Valley Irrigation District to consolidate its district elections with the November statewide general election in even-numbered years.
- March 9, 2018 - Received letter by USPS from James L. Larson Attorney at law with notice of hearing and final report of the Martha Wagner Estate.
- March 12, 2018 - Received letter by USPS from Mendocino County Planning and Building Department with CDP_2017-0042.
- Received letter by USPS from LAFCO with FY 2018-19 budget hearing notice.
- March 15, 2018 - Received letter by USPS from MC Executive Office with notice of possible action regarding request by Albion Little River Fire Protection District to consolidate its district elections with the November statewide general election in even-numbered years.

Albion Little River Fire Protection District

Balance Sheet

As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
District Checking	57,120.67
County Held Funds	270,742.21
Building Fund - Checking	10,602.88
Fire Department - Donations	416,371.59
Total Checking/Savings	<u>754,837.35</u>
Total Current Assets	754,837.35
Fixed Assets	
Accumulated Depreciation	-611,890.00
Building & Improvements	403,552.00
Firefighting Equipment	503,254.00
Land	125,683.00
Total Fixed Assets	<u>420,599.00</u>
TOTAL ASSETS	<u><u>1,175,436.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Bank of the West Credit Card	148.64
Total Credit Cards	<u>148.64</u>
Total Current Liabilities	<u>148.64</u>
Total Liabilities	148.64
Equity	
30000 · Opening Balance Equity	588,887.94
32000 · Retained Earnings	473,130.38
Net Income	113,269.39
Total Equity	<u>1,175,287.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,175,436.35</u></u>

Albion Little River Fire Protection District
Revenue & Expense Detail
 July 2017 through February 2018

11:39 AM

03/07/18

Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Income									
82-1130 · SB813 SUPPLEMENTAL TAX									
Deposit	09/22/2017			Deposit	District		County Held Fu...	342.98	342.98
Deposit	10/27/2017			Deposit	District		County Held Fu...	0.45	343.43
Deposit	11/16/2017			Deposit	District		County Held Fu...	352.19	695.62
Total 82-1130 · SB813 SUPPLEMENTAL TAX								695.62	695.62
82-1210 · PRIOR SECURED TAX									
Check	11/09/2017				District		County Held Fu...	-13.40	-13.40
Total 82-1210 · PRIOR SECURED TAX								-13.40	-13.40
82-4100 · INTEREST INCOME									
Deposit	10/01/2017			Deposit	District		County Held Fu...	870.43	870.43
Total 82-4100 · INTEREST INCOME								870.43	870.43
82-7700 · OTHER									
Deposit	07/13/2017		Surprise Valley Ranc...	sale of surplus ...	District		District Checking	750.00	750.00
Total 82-7700 · OTHER								750.00	750.00
Total Income								2,302.65	2,302.65
Gross Profit								2,302.65	2,302.65
Expense									
86-1014 · MISC EMPLOYEE BENEFITS									
Deposit	09/13/2017		MICHAEL ISSEL	Deposit	District		District Checking	-10.00	-10.00
Deposit	09/13/2017		MICHAEL ISSEL	Deposit	District		District Checking	-45.00	-55.00
Check	10/02/2017	4069	AIR MED CARE NET...	VOID:	District	X	District Checking	0.00	-55.00
Total 86-1014 · MISC EMPLOYEE BENEFITS								-55.00	-55.00
86-1035 · WORKERS COMPENSATION IN									
Check	07/01/2017	10117	Golden State Risk Ma...	7/1/15-7/1/16 ...	District		District Checking	7,314.00	7,314.00
Total 86-1035 · WORKERS COMPENSATION IN								7,314.00	7,314.00
86-2050 · CLOTHING & PERSONAL ITE									
Turnouts									
Check	07/24/2017	10120	Curtis	inv 107125	District:ST		District Checking	2,027.24	2,027.24
Check	07/24/2017	10120	Curtis	inv 108631	District:ST		District Checking	3,945.97	5,973.21
Check	08/08/2017	10135	Curtis	inv 112440	District:ST		District Checking	345.41	6,318.62
Check	08/08/2017	10135	Curtis	inv 114017	District:ST		District Checking	391.57	6,710.19
Check	02/06/2018	10218	Curtis	155219	District		District Checking	907.94	7,618.13
Check	02/06/2018	10218	Curtis	157315	District		District Checking	2,121.71	9,739.84
Check	02/08/2018	10223	Curtis	inv 150382	District		District Checking	160.93	9,900.77
Check	02/27/2018	10229	Curtis	CM9241 Retur...	District		District Checking	-442.39	9,458.38
Total Turnouts								9,458.38	9,458.38
86-2050 · CLOTHING & PERSONAL ITE - Other									
Check	08/08/2017	10135	Curtis	inv 116387	District:ST		District Checking	3,548.76	3,548.76
Bill	09/08/2017	126062	Curtis		District		20000 · Accoun...	364.26	3,913.02
Check	12/20/2017	10188	Curtis	145646	District		District Checking	3,670.90	7,583.92
Check	01/10/2018	10195	Curtis	149386 14981...	District		District Checking	669.78	8,253.70
Check	01/10/2018	10195	Curtis	149386 14981...	District		District Checking	716.19	8,969.89
Check	01/10/2018	10195	Curtis	149386 14981...	District		District Checking	33.23	9,003.12
Check	02/01/2018	10215	Hidden Treasures	Deposit on dut...	District		District Checking	802.00	9,805.12
Check	02/08/2018	10222	Hidden Treasures	Balance due o...	District		District Checking	801.97	10,607.09
Check	02/27/2018	10229	Curtis	Invoice 16211...	District		District Checking	272.37	10,879.46
Check	02/27/2018	10229	Curtis	Ivoice 162772 ...	District		District Checking	932.02	11,811.48
Total 86-2050 · CLOTHING & PERSONAL ITE - Other								11,811.48	11,811.48
Total 86-2050 · CLOTHING & PERSONAL ITE								21,269.86	21,269.86
86-2060 · COMMUNICATIONS									
INTERNET SERVICE									
Comcast									
Check	07/15/2017		Comcast/Xfinity	815530057012...	District		District Checking	85.19	85.19
Check	08/17/2017		Comcast/Xfinity	815530057012...	District		District Checking	85.19	170.38
Check	09/18/2017	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	255.57
Check	10/15/2017	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	340.76
Check	11/15/2017	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	425.95
Check	01/15/2018	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	511.14
Check	01/18/2018	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	596.33
Check	02/20/2018	ACH	Comcast/Xfinity	815530057012...	District		District Checking	85.19	681.52
Total Comcast								681.52	681.52
INTERNET SERVICE - Other									
Check	02/27/2018	10230	Verizon Wireless	Initial billing, in...	District		District Checking	209.93	209.93
Total INTERNET SERVICE - Other								209.93	209.93
Total INTERNET SERVICE								891.45	891.45
TELEPHONE									
ATT									
Check	07/28/2017	ACH	AT&T		District		District Checking	295.36	295.36
Check	08/28/2017	ACH	AT&T	960755417355...	District		District Checking	301.25	596.61
Check	10/26/2017	ACH	AT&T	960755417355...	District		District Checking	346.18	942.79

Albion Little River Fire Protection District
Revenue & Expense Detail
 July 2017 through February 2018

11:39 AM

03/07/18

Accrual Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
Check	12/27/2017	ACH	AT&T		District		District Checking	346.16	1,288.95
Check	01/29/2018	ACH	AT&T		District		District Checking	346.43	1,635.38
Deposit	02/20/2018			960755417355...	District		District Checking	-87.49	1,547.89
Total ATT								1,547.89	1,547.89
ECG									
Check	07/10/2017	ACH	ECG Enhanced Com...	2319611	District		District Checking	15.48	15.48
Check	08/10/2017	ACH	ECG Enhanced Com...	26978621	District		District Checking	15.57	31.05
Total ECG								31.05	31.05
Total TELEPHONE								1,578.94	1,578.94
web design									
Check	07/19/2017	4377	Austin Williams		District		District Checking	400.00	400.00
Check	09/25/2017	ACH	Digital Deployment	Member 75	District		District Checking	75.00	475.00
Check	10/25/2017	ACH	Digital Deployment	Member 75	District		District Checking	75.00	550.00
Check	11/25/2017	ACH	Digital Deployment	Member 75	District		District Checking	75.00	625.00
Check	12/20/2017	10190	Austin Williams		District		District Checking	775.00	1,400.00
Check	12/24/2017	ACH	Digital Deployment	Member 75	District		District Checking	75.00	1,475.00
Check	01/24/2018	ACH	Digital Deployment	Member 75	District		District Checking	75.00	1,550.00
Check	02/24/2018	ACH	Digital Deployment	Member 75	District		District Checking	75.00	1,625.00
Total web design								1,625.00	1,625.00
86-2060 · COMMUNICATIONS - Other									
Credit Card Charge	07/01/2017		Register.com	Website	District		Bank of the We...	49.00	49.00
Credit Card Charge	07/02/2017		SLACK		District		Bank of the We...	79.46	128.46
Credit Card Charge	07/15/2017		Streamline		District		Bank of the We...	75.00	203.46
Credit Card Charge	08/02/2017		SLACK		District		Bank of the We...	64.77	268.23
Credit Card Charge	09/02/2017		SLACK		District		Bank of the We...	72.00	340.23
Credit Card Charge	10/02/2017		SLACK		District		Bank of the We...	86.66	426.89
Check	10/12/2017	EFT	ECG Enhanced Com...	2319611	District		District Checking	15.48	442.37
Credit Card Charge	11/02/2017		SLACK		District		Bank of the We...	152.74	595.11
Check	11/12/2017	EFT	ECG Enhanced Com...	2319611	District		District Checking	15.48	610.59
Credit Card Charge	12/02/2017		SLACK		District		Bank of the We...	111.99	722.58
Check	12/12/2017	EFT	ECG Enhanced Com...	2319611	District		District Checking	15.49	738.07
Credit Card Charge	01/02/2018		SLACK		District		Bank of the We...	148.64	886.71
Check	01/12/2018	EFT	ECG Enhanced Com...	2319611	District		District Checking	15.53	902.24
Credit Card Charge	02/02/2018		SLACK		District		Bank of the We...	148.64	1,050.88
Check	02/12/2018	EFT	ECG Enhanced Com...	2319611	District		District Checking	15.49	1,066.37
Total 86-2060 · COMMUNICATIONS - Other								1,066.37	1,066.37
Total 86-2060 · COMMUNICATIONS								5,161.76	5,161.76
86-2080 · FOOD									
Credit Card Charge	11/18/2017		Frankie's	training	District		Bank of the We...	338.71	338.71
Credit Card Charge	12/05/2017		Frankie's	training	District		Bank of the We...	100.00	438.71
Check	01/15/2018	10210	Michael Rees	Redwood Com...	District		District Checking	33.05	471.76
Check	02/08/2018	10224	Colton Nation	training food	District		District Checking	32.16	503.92
Check	02/08/2018	10225	Maddy Godine	training food	District		District Checking	39.64	543.56
Check	02/27/2018	10233	Colton Nation	training food re...	District		District Checking	57.99	601.55
Total 86-2080 · FOOD								601.55	601.55
86-2101 · INSURANCE GENERAL									
Check	07/01/2017	10117	Golden State Risk Ma...	7/1/15-7/1/16 ...	District		District Checking	7,372.00	7,372.00
Total 86-2101 · INSURANCE GENERAL								7,372.00	7,372.00
86-2120 · MAINTENANCE EQUIPMENT									
Firefighting Equipment									
Check	07/24/2017	10120	Curtis	inv 109068	District:ST		District Checking	2,596.35	2,596.35
Credit Card Charge	12/18/2017	2126646	Amazon.com	blended fuel	District		Bank of the We...	37.57	2,633.92
Credit Card Charge	12/19/2017	7845806	Amazon.com	chain oil	District		Bank of the We...	17.15	2,651.07
Credit Card Charge	12/19/2017	9424228	Amazon.com	trufuel	District		Bank of the We...	55.72	2,706.79
Total Firefighting Equipment								2,706.79	2,706.79
Radio Maintenance									
Credit Card Charge	11/01/2017	0747434	AMAZON MKTPLAC...	batteries	District		Bank of the We...	167.12	167.12
Credit Card Charge	11/05/2017	3722619	AMAZON MKTPLAC...	batteries/charger	District		Bank of the We...	45.98	213.10
Credit Card Charge	11/05/2017	3722619	AMAZON MKTPLAC...	batteries/charger	District		Bank of the We...	68.97	282.07
Credit Card Charge	11/05/2017	3722619	AMAZON MKTPLAC...	antennae	District		Bank of the We...	77.70	359.77
Credit Card Charge	11/05/2017	3722619	AMAZON MKTPLAC...	antenna	District		Bank of the We...	9.77	369.54
Credit Card Charge	11/06/2017	6391424	AMAZON MKTPLAC...	batteries	District		Bank of the We...	183.92	553.46
Credit Card Charge	11/27/2017	2061042	AMAZON MKTPLAC...	batteries	District		Bank of the We...	172.00	725.46
Total Radio Maintenance								725.46	725.46
Vehicle Maintenance									
8162									
Check	07/19/2017	4381	Fort Bragg Diesel Inc		District		District Checking	1,170.64	1,170.64
Check	01/10/2018	10196	Independent Tire	Tire repair 8162	District		District Checking	831.21	2,001.85
Check	01/10/2018	10202	Michael Rees	antenna repair	District		District Checking	7.30	2,009.15
Check	01/15/2018	10210	Michael Rees	small parts	District		District Checking	1.94	2,011.09
Check	01/15/2018	10210	Michael Rees	vehicle mainte...	District		District Checking	15.24	2,026.33
Check	01/15/2018	10210	Michael Rees	vehicle mainte...	District		District Checking	75.84	2,102.17
Check	02/27/2018	10232	Fort Bragg Diesel Inc	Invoice #27320	District		District Checking	4,432.48	6,534.65
Total 8162								6,534.65	6,534.65

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8163									
Check	07/24/2017	10125	RHOADS AUTO PAR...		District:ST		District Checking	530.98	530.98
Total 8163								530.98	530.98
8171									
Check	01/10/2018	10203	Fort Bragg Diesel Inc	Invoice #27109	District		District Checking	1,083.71	1,083.71
Check	02/27/2018	10232	Fort Bragg Diesel Inc	Invoice #27327	District		District Checking	685.38	1,769.09
Total 8171								1,769.09	1,769.09
8180									
Check	10/13/2017	10163	Fort Bragg Diesel Inc	Invoice #26388	District		District Checking	752.71	752.71
Check	12/06/2017	10181	Fort Bragg Diesel Inc	Invoice #26996	District		District Checking	592.72	1,345.43
Total 8180								1,345.43	1,345.43
8181									
Check	12/11/2017	10184	Independent Tire	Tire repair 8181	District		District Checking	87.75	87.75
Total 8181								87.75	87.75
8190									
Check	11/16/2017	10174	Pace Supply	#104200653	District		District Checking	145.04	145.04
Check	01/10/2018	10199	Andrea Pennebaker	truck wash Re...	District		District Checking	40.00	185.04
Check	02/06/2018	10217	RHOADS AUTO PAR...	756963	District		District Checking	37.91	222.95
Total 8190								222.95	222.95
8192									
Check	01/10/2018	10203	Fort Bragg Diesel Inc	Invoice #27181	District		District Checking	335.00	335.00
Total 8192								335.00	335.00
Total Vehicle Maintenance								10,825.85	10,825.85
86-2120 · MAINTENANCE EQUIPMENT - Other									
Check	08/08/2017	10131	Village Hardware	#113	District		District Checking	52.90	52.90
Check	11/08/2017	10168	Village Hardware	brass utility pull	District		District Checking	15.33	68.23
Check	12/20/2017	10188	Curtis	145646	District		District Checking	69.29	137.52
Total 86-2120 · MAINTENANCE EQUIPMENT - Other								137.52	137.52
Total 86-2120 · MAINTENANCE EQUIPMENT								14,395.62	14,395.62
86-2130 · MAINTENANCE STRUCTURES									
Station 810									
Check	02/06/2018	10220	Village Hardware	Acct #113	District		District Checking	6.15	6.15
Total Station 810								6.15	6.15
Station 812									
Check	11/08/2017	10169	Waste Management	debris box for ...	District		District Checking	327.12	327.12
Check	12/17/2017	4070	David Lindstrom	Bobcat work	District		District Checking	500.00	827.12
Check	02/27/2018	10234	Pace Supply	Replacement ...	District		District Checking	3,217.29	4,044.41
Total Station 812								4,044.41	4,044.41
86-2130 · MAINTENANCE STRUCTURES - Other									
Check	07/24/2017	10126	Rossi's Building Mate...	irrigation suppl...	District		District Checking	139.51	139.51
Check	08/08/2017	10137	Rossi's Building Mate...	1707-134504	District		District Checking	203.46	342.97
Check	11/08/2017	10168	Village Hardware	padlocks	District		District Checking	42.50	385.47
Credit Card Charge	11/26/2017	6318600	Amazon.com	padlocks	District		Bank of the We...	67.54	453.01
Credit Card Charge	12/19/2017	7845806	Amazon.com	key security	District		Bank of the We...	146.94	599.95
Check	01/10/2018	10201	Village Hardware	Acct #113	District		District Checking	32.01	631.96
Check	02/06/2018	10220	Village Hardware	Flats container	District		District Checking	21.25	653.21
Total 86-2130 · MAINTENANCE STRUCTURES - Other								653.21	653.21
Total 86-2130 · MAINTENANCE STRUCTURES								4,703.77	4,703.77
86-2140 · MEDICAL, LAB SUPPLIES									
Gasses									
Eureka Oxygen									
Check	08/29/2017	10142	Eureka Oxygen Co	692715	District		District Checking	117.80	117.80
Check	08/29/2017	10142	Eureka Oxygen Co	693740	District		District Checking	121.56	239.36
Check	09/27/2017	10150	Eureka Oxygen Co	DM00694781	District		District Checking	121.56	360.92
Check	11/08/2017	10170	Eureka Oxygen Co	Invoice DM006...	District		District Checking	121.56	482.48
Check	12/20/2017	10186	Eureka Oxygen Co	DM00697879	District		District Checking	117.80	600.28
Check	12/22/2017	10191	Eureka Oxygen Co	Invoice DM006...	District		District Checking	117.80	718.08
Check	01/10/2018	10205	Eureka Oxygen Co	DM00698913	District		District Checking	124.04	842.12
Check	02/27/2018	10231	Eureka Oxygen Co	January 31, 20...	District		District Checking	127.58	969.70
Total Eureka Oxygen								969.70	969.70
Total Gasses								969.70	969.70
Lab Supplies									
Credit Card Charge	11/27/2017	4265031	AMAZON MKTPLAC...	Oxygen masks	District		Bank of the We...	90.49	90.49
Total Lab Supplies								90.49	90.49
86-2140 · MEDICAL, LAB SUPPLIES - Other									
Check	10/11/2017	10155	Curtis	130405	District		District Checking	20.02	20.02
Credit Card Charge	11/26/2017	6318600	Amazon.com	gloves	District		Bank of the We...	48.16	68.18

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Total 86-2140 · MEDICAL, LAB SUPPLIES - Other								68.18	68.18
Total 86-2140 · MEDICAL, LAB SUPPLIES								1,128.37	1,128.37
86-2150 · MEMBERSHIPS									
Check	11/28/2017	10178	California Special Dis...	Dues 2018	District		District Checking	1,078.00	1,078.00
Total 86-2150 · MEMBERSHIPS								1,078.00	1,078.00
86-2170 · DISTRICT OFFICE SUPPLIE									
late fee									
Check	08/29/2017	10142	Eureka Oxygen Co		District		District Checking	1.77	1.77
Check	10/20/2017	10164	RHOADS AUTO PAR...	Late fee from J...	District:ST		District Checking	7.96	9.73
Total late fee								9.73	9.73
Paper, Ink, Materials									
Check	07/11/2017	ACH	deluxe check charge	Checks Nov St...	District		District Checking	34.19	34.19
Check	07/24/2017	10129	Albion Hardware		District		District Checking	18.34	52.53
Credit Card Charge	07/24/2017		Office Depot		District		Bank of the We...	482.62	535.15
Check	09/12/2017	10145	Office Depot	936998651001	District		District Checking	76.25	611.40
Check	01/24/2018	10213	Alan Taeger	COSTCO	District		District Checking	43.44	654.84
Total Paper, Ink, Materials								654.84	654.84
Postage									
Credit Card Charge	07/14/2017		USPS		District		Bank of the We...	2.03	2.03
Credit Card Charge	07/17/2017		USPS		District		Bank of the We...	2.87	4.90
Credit Card Charge	07/21/2017		USPS	roll of stamps	District		Bank of the We...	49.00	53.90
Credit Card Charge	07/25/2017		USPS	roll of stamps	District		Bank of the We...	0.98	54.88
Check	08/08/2017	10132	USPS	PO Box fee	District		District Checking	52.00	106.88
Credit Card Charge	09/27/2017		USPS		District		Bank of the We...	1.19	108.07
Credit Card Charge	10/02/2017		USPS		District		Bank of the We...	2.03	110.10
Credit Card Charge	10/02/2017		USPS		District		Bank of the We...	1.19	111.29
Credit Card Charge	10/13/2017		USPS		District		Bank of the We...	5.29	116.58
Credit Card Charge	11/16/2017		USPS		District		Bank of the We...	1.19	117.77
Total Postage								117.77	117.77
Printing & Copying Services									
Check	11/08/2017	10166	The Color Mill	digital copying ...	District		District Checking	123.66	123.66
Total Printing & Copying Services								123.66	123.66
Software									
Credit Card Charge	11/09/2017		Kaspersky Total Secu...		District		Bank of the We...	109.99	109.99
Total Software								109.99	109.99
86-2170 · DISTRICT OFFICE SUPPLIE - Other									
Check	11/08/2017	ACH	Savings Bank Of Men...	safe deposit b...	District		District Checking	60.00	60.00
Credit Card Charge	11/14/2017	8273045	AMAZON MKTPLAC...	money drop box	District		Bank of the We...	149.00	209.00
Credit Card Charge	11/26/2017	6318600	Amazon.com	pens	District		Bank of the We...	8.10	217.10
Total 86-2170 · DISTRICT OFFICE SUPPLIE - Other								217.10	217.10
Total 86-2170 · DISTRICT OFFICE SUPPLIE								1,233.09	1,233.09
86-2181 · AUDITING & FISCAL SERVI									
Bank charge									
Check	12/14/2017	wire	Santa Cruz County B...	900482080	District		District Checking	30.00	30.00
Deposit	01/10/2018			Deposit	District		Building Fund - ...	-21.90	8.10
Total Bank charge								8.10	8.10
Bookkeeping Services									
Check	07/19/2017	4067	Sara Spring		District		District Checking	1,010.00	1,010.00
Check	09/12/2017	10147	Rachel Miller Bookke...	1090	District		District Checking	310.00	1,320.00
Check	10/11/2017	10160	Rachel Miller Bookke...	SEPT	District		District Checking	470.00	1,790.00
Check	11/16/2017	10176	Rachel Miller Bookke...	OCT	District		District Checking	130.00	1,920.00
Check	12/06/2017	10182	Rachel Miller Bookke...	NOV	District		District Checking	350.00	2,270.00
Check	01/10/2018	10204	Rachel Miller Bookke...	DEC	District		District Checking	380.00	2,650.00
Check	01/10/2018	10206	Sara Spring	MAY 2017	District		District Checking	330.00	2,980.00
Total Bookkeeping Services								2,980.00	2,980.00
86-2181 · AUDITING & FISCAL SERVI - Other									
Credit Card Charge	07/28/2017		Bank of The West	late fee	District		Bank of the We...	34.34	34.34
Total 86-2181 · AUDITING & FISCAL SERVI - Other								34.34	34.34
Total 86-2181 · AUDITING & FISCAL SERVI								3,022.44	3,022.44
86-2185 · MED AND DENTAL									
Check	01/15/2018	10210	Michael Rees	Rees DMV phy...	District		District Checking	135.00	135.00
Total 86-2185 · MED AND DENTAL								135.00	135.00
86-2187 · EDUCATION & TRAINING									
APPARATUS TRAINING									
Check	11/08/2017	10172	Blake Gardener Phot...	Retainer for ap...	District		District Checking	700.00	700.00
Check	12/13/2017	10185	Blake Gardener Phot...	Balance of con...	District		District Checking	1,500.00	2,200.00
Total APPARATUS TRAINING								2,200.00	2,200.00

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Type	Date	Num	Name	Memo	Class	Cir	Split	Amount	Balance
CPR									
Check	08/08/2017	10133	MENDOCINO FIRE P...		District		District Checking	72.00	72.00
Check	08/08/2017	10134	Tyler Grinberg		District		District Checking	50.00	122.00
Check	08/08/2017	10136	Sally Swan		District		District Checking	50.00	172.00
Total CPR								172.00	172.00
MEALS & FUEL REIMBURSEMENT									
Check	07/01/2017	4066	SERENA RANDOLPH		District:ST		District Checking	184.34	184.34
Total MEALS & FUEL REIMBURSEMENT								184.34	184.34
S WINDLAND FIREFIGHTING									
Credit Card Charge	11/01/2017	2365013	AMAZON MKTPLAC...	handbook	District		Bank of the We...	122.90	122.90
Total S WINDLAND FIREFIGHTING								122.90	122.90
86-2187 · EDUCATION & TRAINING - Other									
Credit Card Charge	11/01/2017	9570644	AMAZON MKTPLAC...	Hazardous Mat...	District		Bank of the We...	59.98	59.98
Check	12/06/2017	10183	Anderson Valley CSD	ICS 300 class f...	District		District Checking	450.00	509.98
Check	01/12/2018	10209	Mendocino County Fi...	Firefighter Aca...	District		District Checking	1,750.00	2,259.98
Check	02/06/2018	10219	Rossi's Building Mate...	243981	District		District Checking	325.58	2,585.56
Total 86-2187 · EDUCATION & TRAINING - Other								2,585.56	2,585.56
Total 86-2187 · EDUCATION & TRAINING								5,264.80	5,264.80
86-2189 · PROFESIONAL & SPECIAL SERVICES									
District Counsel Services									
Check	02/06/2018	10221	Neary and O'Brien	Station 810 pu...	District		District Checking	1,015.00	1,015.00
Total District Counsel Services								1,015.00	1,015.00
86-2189 · PROFESIONAL & SPECIAL SERVICES - Other									
Check	07/19/2017	4375	Atkinson, Andelson, L...		District		District Checking	1,050.30	1,050.30
Check	07/19/2017	4378	Terry N. Gross	JUN 2017 Serv...	District		District Checking	637.17	1,687.47
Check	09/12/2017	10144	Terry N. Gross	JUL 2017 Serv...	District		District Checking	1,115.60	2,803.07
Check	09/28/2017	4068	Atkinson, Andelson, L...		District		District Checking	158.88	2,961.95
Check	10/11/2017	10159	Terry N. Gross	SEP 2017 Ser...	District		District Checking	541.63	3,503.58
Check	11/08/2017	10167	Terry N. Gross	OCT 2017 Ser...	District		District Checking	292.50	3,796.08
Check	01/10/2018	10194	Adair, Potswald & He...	U40495	District		District Checking	321.25	4,117.33
Check	01/10/2018	10197	Terry N. Gross	Summary judg...	District		District Checking	5,521.40	9,638.73
Check	01/10/2018	10197	Terry N. Gross	online researc...	District		District Checking	1,708.10	11,346.83
Check	01/10/2018	10198	Neary and O'Brien	1942	District		District Checking	490.00	11,836.83
Check	02/08/2018	10227	Terry N. Gross	attend board m...	District		District Checking	185.00	12,021.83
Total 86-2189 · PROFESIONAL & SPECIAL SERVICES - Other								12,021.83	12,021.83
Total 86-2189 · PROFESIONAL & SPECIAL SERVICES								13,036.83	13,036.83
86-2200 · RENT- LEASE EQUIPMENT									
8130 Lease Purchase									
Change Order 8130									
Check	12/14/2017	wire	Santa Cruz County B...	900482080	District		District Checking	4,428.77	4,428.77
Total Change Order 8130								4,428.77	4,428.77
Interest 8130									
Check	08/22/2017	995001	Santa Cruz County B...		District		Building Fund - ...	2,518.49	2,518.49
Check	10/11/2017	10153	Santa Cruz County B...		District		District Checking	2,487.76	5,006.25
Check	12/14/2017	wire	Santa Cruz County B...	900482080	District		District Checking	0.00	5,006.25
Check	01/10/2018	10192	Santa Cruz County B...	900484250	District		District Checking	2,431.09	7,437.34
Total Interest 8130								7,437.34	7,437.34
Principal 8130									
Check	08/22/2017	995001	Santa Cruz County B...		District		Building Fund - ...	4,531.69	4,531.69
Check	10/11/2017	10153	Santa Cruz County B...		District		District Checking	4,562.42	9,094.11
Check	12/14/2017	wire	Santa Cruz County B...	900482080	District		District Checking	0.00	9,094.11
Check	01/10/2018	10192	Santa Cruz County B...	900484250	District		District Checking	4,619.09	13,713.20
Total Principal 8130								13,713.20	13,713.20
Total 8130 Lease Purchase								25,579.31	25,579.31
8181 8191 Lease Purchase									
Change Order 8181 8191									
Check	10/13/2017	10162	Pierce Manufacturing,...	5085726 Invoi...	District		District Checking	5,603.80	5,603.80
Total Change Order 8181 8191								5,603.80	5,603.80
Interest 8181 8191									
Check	07/27/2017	10130	Santa Cruz County B...	900482080	District		District Checking	6,965.52	6,965.52
Check	10/11/2017	10154	Santa Cruz County B...	900482080	District		District Checking	6,819.18	13,784.70
Check	01/10/2018	10193	Santa Cruz County B...	900482080	District		District Checking	6,747.97	20,532.67
Total Interest 8181 8191								20,532.67	20,532.67
Principal 8181 8191									
Check	07/27/2017	10130	Santa Cruz County B...	900482080	District		District Checking	5,534.48	5,534.48
Check	10/11/2017	10154	Santa Cruz County B...	900482080	District		District Checking	5,680.82	11,215.30
Check	01/10/2018	10193	Santa Cruz County B...	900482080	District		District Checking	5,752.03	16,967.33
Total Principal 8181 8191								16,967.33	16,967.33

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Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 8181 8191 Lease Purchase								43,103.80	43,103.80
86-2200 · RENT- LEASE EQUIPMENT - Other									
Check	07/24/2017	10121	Santa Cruz County B...	900482080	District	X	District Checking	0.00	0.00
Check	07/24/2017	10121	Santa Cruz County B...	VOID: GJE, R...	District	X	District Checking	0.00	0.00
Total 86-2200 · RENT- LEASE EQUIPMENT - Other								0.00	0.00
Total 86-2200 · RENT- LEASE EQUIPMENT								68,683.11	68,683.11
86-2231 · ELECTION SUPERVISION & SERVICES									
COUNTY CLERK-ELECTION SERVICES									
Check	09/12/2017	10146	Mendocino County Cl...	not going to el...	District		District Checking	342.50	342.50
Total COUNTY CLERK-ELECTION SERVICES								342.50	342.50
Total 86-2231 · ELECTION SUPERVISION & SERVICES								342.50	342.50
86-2250 · TRANSPORTATION & TRAVEL									
FLEET FUEL									
Check	02/08/2018	10226	Redwood Coast Fuels	inv 0898650	District		District Checking	287.39	287.39
Total FLEET FUEL								287.39	287.39
86-2250 · TRANSPORTATION & TRAVEL - Other									
Check	10/11/2017	10158	Redwood Coast Fuels	1072898	District		District Checking	725.51	725.51
Check	11/16/2017	10175	Redwood Coast Fuels	1073589	District		District Checking	547.36	1,272.87
Check	11/28/2017	10177	Redwood Coast Fuels	1073684	District		District Checking	908.36	2,181.23
Check	01/10/2018	10199	Andrea Pennebaker	lodging Redwo...	District		District Checking	99.90	2,281.13
Check	01/10/2018	10202	Michael Rees	lodging Redwo...	District		District Checking	178.71	2,459.84
Check	01/15/2018	10210	Michael Rees	lodging Redwo...	District		District Checking	178.71	2,638.55
Check	01/15/2018	10210	Michael Rees	lodging Redwo...	District		District Checking	165.39	2,803.94
Check	01/15/2018	10210	Michael Rees	lodging Redwo...	District		District Checking	165.39	2,969.33
Check	01/15/2018	10210	Michael Rees	lodging Redwo...	District		District Checking	109.89	3,079.22
Check	02/08/2018	10226	Redwood Coast Fuels	inv 0898620	District		District Checking	762.54	3,841.76
Total 86-2250 · TRANSPORTATION & TRAVEL - Other								3,841.76	3,841.76
Total 86-2250 · TRANSPORTATION & TRAVEL								4,129.15	4,129.15
86-2260 · UTILITIES									
Albion Water District									
Check	07/24/2017	10124	Albion Mutual Water ...	invoice 1718-01	District		District Checking	135.00	135.00
Check	10/11/2017	10156	Albion Mutual Water ...	VOID: 1719-01	District	X	District Checking	0.00	135.00
Check	10/25/2017	10165	Albion Mutual Water ...	1719-01	District		District Checking	135.00	270.00
Check	01/24/2018	10214	Albion Mutual Water ...	1720-01	District		District Checking	135.00	405.00
Total Albion Water District								405.00	405.00
PG&E									
Check	07/21/2017	ACH	PG&E	0210095100-9	District		District Checking	184.43	184.43
Check	08/17/2017	ACH	PG&E	0210095100-9	District		District Checking	196.45	380.88
Check	10/17/2017	ACH	PG&E	0210095100-9	District		District Checking	166.40	547.28
Check	11/16/2017	ACH	PG&E	0210095100-9	District		District Checking	160.95	708.23
Check	12/16/2017	ACH	PG&E	0210095100-9	District		District Checking	148.20	856.43
Check	01/16/2018	ACH	PG&E	0210095100-9	District		District Checking	142.71	999.14
Check	02/16/2018	ACH	PG&E	0210095100-9	District		District Checking	148.83	1,147.97
Total PG&E								1,147.97	1,147.97
Suburban Propane									
Check	07/19/2017	4383	Suburban Propane	1426-080341	District		District Checking	278.88	278.88
Check	02/27/2018	10235	Suburban Propane	bulk tank rent	District		District Checking	60.00	338.88
Total Suburban Propane								338.88	338.88
Thompson Septic Service									
Check	07/19/2017	4380	Thompson's PortaSe...		District		District Checking	206.64	206.64
Check	08/29/2017	10143	Thompson's PortaSe...	4478	District		District Checking	206.64	413.28
Check	09/27/2017	10151	Thompson's PortaSe...	4717	District		District Checking	206.64	619.92
Check	10/11/2017	10157	Thompson's PortaSe...	4887	District		District Checking	206.64	826.56
Check	11/08/2017	10171	Thompson's PortaSe...	Invoice #5077	District		District Checking	206.64	1,033.20
Check	12/20/2017	10189	Thompson's PortaSe...	Invoice #5242	District		District Checking	206.64	1,239.84
Check	01/10/2018	10200	Thompson's PortaSe...	Invoice #5387	District		District Checking	206.64	1,446.48
Check	02/08/2018	10228	Thompson's PortaSe...	Invoice #5546	District		District Checking	206.64	1,653.12
Total Thompson Septic Service								1,653.12	1,653.12
Waste Management									
Check	07/06/2017	ACH	Waste Management	799-0001196-...	District		District Checking	24.82	24.82
Check	08/08/2017	ACH	Waste Management	2665729-2561-5	District		District Checking	26.58	51.40
Check	11/01/2017	ACH	Waste Management	799-0001196-...	District		District Checking	26.58	77.98
Check	11/30/2017	ACH	Waste Management	799-0001196-...	District		District Checking	26.58	104.56
Check	12/31/2017	ACH	Waste Management	799-0001196-...	District		District Checking	26.58	131.14
Check	01/31/2018	ACH	Waste Management	799-0001196-...	District		District Checking	29.22	160.36
Check	02/28/2018	ACH	Waste Management	799-0001196-...	District		District Checking	26.58	186.94
Total Waste Management								186.94	186.94
86-2260 · UTILITIES - Other									
Check	09/15/2017	ACH	PG&E	0210095100-9	District		District Checking	158.30	158.30
Total 86-2260 · UTILITIES - Other								158.30	158.30

Albion Little River Fire Protection District
Revenue & Expense Detail
 July 2017 through February 2018

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 86-2260 · UTILITIES								3,890.21	3,890.21
86-3113 · PAYMENTS TO GOVT AGENCIES									
COUNTY ASSESSOR-TAX ASSESSMENT									
Check	01/24/2018	10212	MENDOCINO COUN...	Tax collection f...	District		District Checking	1,542.88	1,542.88
Total COUNTY ASSESSOR-TAX ASSESSMENT								1,542.88	1,542.88
LAFCO-DUES									
Check	07/19/2017	4379	Mendocino County A...	FY 2017/2018 ...	District		District Checking	60.00	60.00
Check	07/24/2017	10128	LAFCO	Invoice #828	District		District Checking	297.04	357.04
Total LAFCO-DUES								357.04	357.04
Total 86-3113 · PAYMENTS TO GOVT AGENCIES								1,899.92	1,899.92
86-4360 · BUILDINGS & IMPROVEMENT									
STATION 810									
Check	12/04/2017	10180	Ward Levy Appraisal ...	Commercial A...	District		District Checking	4,000.00	4,000.00
Total STATION 810								4,000.00	4,000.00
Total 86-4360 · BUILDINGS & IMPROVEMENT								4,000.00	4,000.00
86-4370 · EQUIPMENT (PURCHASE)									
Firefighting Equipment									
HOSE									
Bill	07/01/2017	105765	Curtis		District		20000 · Accoun...	254.29	254.29
Bill	07/01/2017	108588	Curtis		District		20000 · Accoun...	2,943.73	3,198.02
Total HOSE								3,198.02	3,198.02
NOZZLES									
Bill	08/08/2017	118973	Curtis		District		20000 · Accoun...	920.19	920.19
Total NOZZLES								920.19	920.19
SCBA									
Check	08/08/2017	10135	Curtis	Inv 11477	District		District Checking	33,049.08	33,049.08
Total SCBA								33,049.08	33,049.08
Firefighting Equipment - Other									
Check	07/24/2017	10127	The Color Mill	Run book	District:ST		District Checking	1,114.53	1,114.53
Check	08/29/2017	10141	Golden State EmERGE...	W1001194	District		District Checking	2,422.69	3,537.22
Bill	09/15/2017	127404	Curtis		District		20000 · Accoun...	3,284.76	6,821.98
Credit Card Charge	12/12/2017	8671433	Amazon.com	ear protection	District		Bank of the We...	43.62	6,865.60
Credit Card Charge	12/12/2017	8671433	Amazon.com	chaps	District		Bank of the We...	179.85	7,045.45
Total Firefighting Equipment - Other								7,045.45	7,045.45
Total Firefighting Equipment								44,212.74	44,212.74
Medical Equipment									
Credit Card Charge	09/22/2017		AMAZON MKTPLAC...	foldable alumin...	District		Bank of the We...	257.39	257.39
Credit Card Charge	09/25/2017		AMAZON MKTPLAC...	traction splint	District		Bank of the We...	619.99	877.38
Credit Card Charge	11/27/2017	7320221	AMAZON MKTPLAC...		District		Bank of the We...	740.43	1,617.81
Total Medical Equipment								1,617.81	1,617.81
Radios									
Credit Card Charge	07/26/2017		P&W		District		Bank of the We...	2,099.50	2,099.50
Credit Card Charge	10/26/2017		P & W	paggers	District		Bank of the We...	2,099.50	4,199.00
Credit Card Charge	11/16/2017		Precision Wireless	paggers	District		Bank of the We...	2,014.64	6,213.64
Total Radios								6,213.64	6,213.64
86-4370 · EQUIPMENT (PURCHASE) - Other									
Bill	07/01/2017	104149	Curtis		District		20000 · Accoun...	151.28	151.28
Credit Card Charge	07/03/2017		AMAZON MKTPLAC...		District		Bank of the We...	149.82	301.10
Bill	07/10/2017	112725	Curtis		District		20000 · Accoun...	17.94	319.04
Credit Card Charge	07/26/2017		AMAZON MKTPLAC...		District		Bank of the We...	126.40	445.44
Credit Card Charge	07/26/2017		AMAZON MKTPLAC...		District		Bank of the We...	135.90	581.34
Credit Card Charge	07/27/2017		Cascade Fire Equipm...		District		Bank of the We...	149.25	730.59
Credit Card Charge	07/30/2017		AMAZON MKTPLAC...		District		Bank of the We...	144.56	875.15
Check	08/08/2017	10135	Curtis	Inv 110970	District		District Checking	561.39	1,436.54
Check	08/08/2017	10135	Curtis	Inv 113641	District		District Checking	17.62	1,454.16
Total 86-4370 · EQUIPMENT (PURCHASE) - Other								1,454.16	1,454.16
Total 86-4370 · EQUIPMENT (PURCHASE)								53,498.35	53,498.35
Total Expense								222,105.33	222,105.33
Net Income								-219,802.68	-219,802.68

**Albion Little River Fire Protection District
Revenue & Expense Budget vs. Actual**

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03/07/18

Accrual Basis

July 2017 through February 2018

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Income				
82-1110 - CURRENT SECURED TAX	0.00	77,691.00	-77,691.00	0.0%
82-1120 - CURRENT UNSECURED TAX	0.00	2,555.00	-2,555.00	0.0%
82-1130 - SB813 SUPPLEMENTAL TAX	695.62	397.00	298.62	175.2%
82-1210 - PRIOR SECURED TAX	-13.40			
82-1220 - PRIOR UNSECURED TAX	0.00	74.00	-74.00	0.0%
82-1300 - SPECIAL TAX	0.00	191,000.00	-191,000.00	0.0%
82-1600 - TIMBER TAX	0.00	265.00	-265.00	0.0%
82-4100 - INTEREST INCOME	870.43	2,200.00	-1,329.57	39.6%
82-5481 - HOMEOWNER PROPERTY TAX	0.00	731.00	-731.00	0.0%
82-7700 - OTHER	750.00	0.00	750.00	100.0%
Total Income	2,302.65	274,913.00	-272,610.35	0.8%
Gross Profit	2,302.65	274,913.00	-272,610.35	0.8%
Expense				
86-1014 - MISC EMPLOYEE BENEFITS	-55.00	1,500.00	-1,555.00	-3.7%
86-1035 - WORKERS COMPENSATION IN	7,314.00	7,314.00	0.00	100.0%
86-2050 - CLOTHING & PERSONAL ITE				
Raingear	0.00	0.00	0.00	0.0%
Turnouts	2,748.19			
86-2050 - CLOTHING & PERSONAL ITE - Other	8,262.72	15,000.00	-6,737.28	55.1%
Total 86-2050 - CLOTHING & PERSONAL ITE	11,010.91	15,000.00	-3,989.09	73.4%
86-2060 - COMMUNICATIONS				
INTERNET SERVICE				
Comcast	681.52	0.00	681.52	100.0%
INTERNET SERVICE - Other	209.93	0.00	209.93	100.0%
Total INTERNET SERVICE	891.45	0.00	891.45	100.0%
TELEPHONE				
ATT	1,547.89	0.00	1,547.89	100.0%
ECG	31.05	0.00	31.05	100.0%
Total TELEPHONE	1,578.94	0.00	1,578.94	100.0%
web design	1,625.00			
86-2060 - COMMUNICATIONS - Other	1,066.37	5,000.00	-3,933.63	21.3%
Total 86-2060 - COMMUNICATIONS	5,161.76	5,000.00	161.76	103.2%
86-2080 - FOOD	601.55	1,000.00	-398.45	60.2%
86-2101 - INSURANCE GENERAL	7,372.00	7,372.00	0.00	100.0%
86-2120 - MAINTENANCE EQUIPMENT				
Firefighting Equipment	110.44	0.00	110.44	100.0%
Radio Maintenance	725.46			
Vehicle Maintenance				
8131	0.00	0.00	0.00	0.0%
8162	6,534.65	0.00	6,534.65	100.0%
8171	1,769.09	0.00	1,769.09	100.0%
8180	1,345.43			
8181	87.75			
8190	222.95	0.00	222.95	100.0%
8192	335.00			
8199 Jet Ski	0.00	0.00	0.00	0.0%
Total Vehicle Maintenance	10,294.87	0.00	10,294.87	100.0%
86-2120 - MAINTENANCE EQUIPMENT - Other	137.52	25,000.00	-24,862.48	0.6%
Total 86-2120 - MAINTENANCE EQUIPMENT	11,268.29	25,000.00	-13,731.71	45.1%
86-2130 - MAINTENANCE STRUCTURES				
Station 810	6.15	0.00	6.15	100.0%
Station 811	0.00	0.00	0.00	0.0%
Station 812	4,044.41	0.00	4,044.41	100.0%
Station 813	0.00	0.00	0.00	0.0%
Station 815	0.00	0.00	0.00	0.0%
86-2130 - MAINTENANCE STRUCTURES - Other	653.21	7,000.00	-6,346.79	9.3%
Total 86-2130 - MAINTENANCE STRUCTURES	4,703.77	7,000.00	-2,296.23	67.2%
86-2140 - MEDICAL, LAB SUPPLIES				
Gasses				
Eureka Oxygen	969.70	0.00	969.70	100.0%
Total Gasses	969.70	0.00	969.70	100.0%
Lab Supplies	90.49			
86-2140 - MEDICAL, LAB SUPPLIES - Other	68.18	6,000.00	-5,931.82	1.1%
Total 86-2140 - MEDICAL, LAB SUPPLIES	1,128.37	6,000.00	-4,871.63	18.8%
86-2150 - MEMBERSHIPS				
CSDA	0.00	0.00	0.00	0.0%
86-2150 - MEMBERSHIPS - Other	1,078.00	1,000.00	78.00	107.8%
Total 86-2150 - MEMBERSHIPS	1,078.00	1,000.00	78.00	107.8%
86-2170 - DISTRICT OFFICE SUPPLIE				
late fee	1.77			
Paper, Ink, Materials	654.84	0.00	654.84	100.0%
Postage	117.77	0.00	117.77	100.0%
Printing & Copying Services	123.66			
Software	109.99			
86-2170 - DISTRICT OFFICE SUPPLIE - Other	217.10	1,500.00	-1,282.90	14.5%
Total 86-2170 - DISTRICT OFFICE SUPPLIE	1,225.13	1,500.00	-274.87	81.7%
86-2181 - AUDITING & FISCAL SERVI				
Bi-Annual Independent Audit	0.00	0.00	0.00	0.0%
Bookkeeping Services	2,980.00	0.00	2,980.00	100.0%
86-2181 - AUDITING & FISCAL SERVI - Other	34.34	7,000.00	-6,965.66	0.5%
Total 86-2181 - AUDITING & FISCAL SERVI	3,014.34	7,000.00	-3,985.66	43.1%
86-2185 - MED AND DENTAL				
Firefighter Immunization	0.00	0.00	0.00	0.0%
86-2185 - MED AND DENTAL - Other	135.00	1,500.00	-1,365.00	9.0%

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Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

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Accrual Basis

July 2017 through February 2018

	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Total 86-2185 · MED AND DENTAL	135.00	1,500.00	-1,365.00	9.0%
86-2187 · EDUCATION & TRAINING				
APPARATUS TRAINING	2,200.00			
CPR	172.00			
MEALS & FUEL REIMBURSEMENT	0.00	0.00	0.00	0.0%
S WINDLAND FIREFIGHTING	122.90			
86-2187 · EDUCATION & TRAINING - Other	2,585.56	7,500.00	-4,914.44	34.5%
Total 86-2187 · EDUCATION & TRAINING	5,080.46	7,500.00	-2,419.54	67.7%
86-2189 · PROFESSIONAL & SPECIAL SERVICES				
COUNTY COUNSEL SERVICES	0.00	0.00	0.00	0.0%
District Counsel Services	1,015.00			
86-2189 · PROFESSIONAL & SPECIAL SERVICES - Other	12,021.83	41,000.00	-28,978.17	29.3%
Total 86-2189 · PROFESIONAL & SPECIAL SERVICES	13,036.83	41,000.00	-27,963.17	31.8%
86-2200 · RENT- LEASE EQUIPMENT				
8130 Lease Purchase				
Change Order 8130	4,428.77			
Interest 8130	7,437.34			
Principal 8130	13,713.20			
Total 8130 Lease Purchase	25,579.31			
8181 8191 Lease Purchase				
Change Order 8181 8191	5,603.80			
Interest 8181 8191	20,532.67			
Principal 8181 8191	16,967.33			
Total 8181 8191 Lease Purchase	43,103.80			
86-2200 · RENT- LEASE EQUIPMENT - Other	0.00	89,000.00	-89,000.00	0.0%
Total 86-2200 · RENT- LEASE EQUIPMENT	68,683.11	89,000.00	-20,316.89	77.2%
86-2210 · RENT & LEASES	0.00	50.00	-50.00	0.0%
86-2220 · SMALL TOOLS & SUPPLIES				
BATTERIES	0.00	0.00	0.00	0.0%
MISC. HARDWARE	0.00	0.00	0.00	0.0%
86-2220 · SMALL TOOLS & SUPPLIES - Other	0.00	0.00	0.00	0.0%
Total 86-2220 · SMALL TOOLS & SUPPLIES	0.00	0.00	0.00	0.0%
86-2231 · ELECTION SUPERVISION & SERVICES				
COUNTY CLERK-ELECTION SERVICES	342.50			
86-2231 · ELECTION SUPERVISION & SERVICES - Other	0.00	500.00	-500.00	0.0%
Total 86-2231 · ELECTION SUPERVISION & SERVICES	342.50	500.00	-157.50	68.5%
86-2250 · TRANSPORTATION & TRAVEL				
FLEET FUEL				
Eel River Fuels	0.00	0.00	0.00	0.0%
FLEET FUEL - Other	287.39			
Total FLEET FUEL	287.39	0.00	287.39	100.0%
86-2250 · TRANSPORTATION & TRAVEL - Other	3,841.76	15,000.00	-11,158.24	25.6%
Total 86-2250 · TRANSPORTATION & TRAVEL	4,129.15	15,000.00	-10,870.85	27.5%
86-2260 · UTILITIES				
Albion Water District	405.00	0.00	405.00	100.0%
PG&E	1,147.97	0.00	1,147.97	100.0%
Suburban Propane	338.88	0.00	338.88	100.0%
Thompson Septic Service	1,653.12	0.00	1,653.12	100.0%
Waste Management	186.94			
86-2260 · UTILITIES - Other	158.30	6,000.00	-5,841.70	2.6%
Total 86-2260 · UTILITIES	3,890.21	6,000.00	-2,109.79	64.8%
86-3113 · PAYMENTS TO GOVT AGENCIES				
COUNTY ASSESSOR-TAX ASSESSMENT	1,542.88	0.00	1,542.88	100.0%
COUNTY AUDITOR-TAX COLLECTION	0.00	0.00	0.00	0.0%
LAFCO-DUES	357.04			
86-3113 · PAYMENTS TO GOVT AGENCIES - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-3113 · PAYMENTS TO GOVT AGENCIES	1,899.92	3,500.00	-1,600.08	54.3%
86-4360 · BUILDINGS & IMPROVEMENT				
STATION 810	4,000.00			
STATION 811	0.00	0.00	0.00	0.0%
86-4360 · BUILDINGS & IMPROVEMENT - Other	0.00	40,000.00	-40,000.00	0.0%
Total 86-4360 · BUILDINGS & IMPROVEMENT	4,000.00	40,000.00	-36,000.00	10.0%
86-4370 · EQUIPMENT (PURCHASE)				
Firefighting Equipment				
HOSE	3,198.02	0.00	3,198.02	100.0%
NOZZLES	920.19			
SCBA	33,049.08			
Firefighting Equipment - Other	5,930.92			
Total Firefighting Equipment	43,098.21	0.00	43,098.21	100.0%
Medical Equipment	1,617.81			
Radios	6,213.64			
Vehicles				
8162				
CAFS	0.00	0.00	0.00	0.0%
Total 8162	0.00	0.00	0.00	0.0%
Total Vehicles	0.00	0.00	0.00	0.0%
86-4370 · EQUIPMENT (PURCHASE) - Other	1,454.16	100,000.00	-98,545.84	1.5%
Total 86-4370 · EQUIPMENT (PURCHASE)	52,383.82	100,000.00	-47,616.18	52.4%
Total Expense	207,404.12	388,736.00	-181,331.88	53.4%
Net Income	-205,101.47	-113,823.00	-91,278.47	180.2%

**Albion Little River Fire Protection District
Donations Revenue & Expense Detail**

July 2017 through February 2018

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03/07/18

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
82-7705 - Donations									
BBQ									
Deposit	09/13/2017		Albion-Little River Fir...	Deposit	FD Donati...		Fire Department...	11,219.26	11,219.26
Total BBQ								11,219.26	11,219.26
Business									
Deposit	07/31/2017		Savings Bank Of Men...	7/05	FD Donati...		Fire Department...	100.00	100.00
Deposit	07/31/2017		MacCallum Propertie...	7/18	FD Donati...		Fire Department...	1,500.00	1,600.00
Deposit	10/02/2017		Mendocino Coast Ho...	Deposit	FD Donati...		Fire Department...	1,500.00	3,100.00
Deposit	11/27/2017		LITTLE RIVER INN	Concert proce...	FD Donati...		Fire Department...	910.00	4,010.00
Deposit	11/27/2017		Mendocino Theatre C...	Deposit	FD Donati...		Fire Department...	143.00	4,153.00
Deposit	12/26/2017		Conservation Fund	Deposit	FD Donati...		Fire Department...	500.00	4,653.00
Total Business								4,653.00	4,653.00
Individual									
Deposit	07/31/2017		Lavery Murray	7/12	FD Donati...		Fire Department...	400.00	400.00
Deposit	07/31/2017		RECYCLE PROGRAM	7/18	FD Donati...		Fire Department...	63.59	463.59
Deposit	07/31/2017		RECYCLE PROGRAM	7/18	FD Donati...		Fire Department...	23.47	487.06
Deposit	07/31/2017		RECYCLE PROGRAM	7/13	FD Donati...		Fire Department...	59.89	546.95
Deposit	07/31/2017		RECYCLE PROGRAM	7/13	FD Donati...		Fire Department...	43.15	590.10
Deposit	07/31/2017		Mary Rose Kaczorow...	7/17	FD Donati...		Fire Department...	25.00	615.10
Deposit	07/31/2017		John & Salina Gilmore	7/17	FD Donati...		Fire Department...	50.00	665.10
Deposit	07/31/2017		Stephen Drake	7/17	FD Donati...		Fire Department...	100.00	765.10
Deposit	07/31/2017		LITTLE RIVER INN	7/19	FD Donati...		Fire Department...	525.00	1,290.10
Deposit	07/31/2017		Mary G Snodgrass	7/19	FD Donati...		Fire Department...	30.00	1,320.10
Deposit	07/31/2017		RECYCLE PROGRAM	7/27	FD Donati...		Fire Department...	37.40	1,357.50
Deposit	07/31/2017		RECYCLE PROGRAM	7/27	FD Donati...		Fire Department...	39.65	1,397.15
Deposit	07/31/2017		RECYCLE PROGRAM	7/27	FD Donati...		Fire Department...	98.35	1,495.50
Deposit	07/31/2017		JEANNETTE RASKER	7/31	FD Donati...		Fire Department...	35.00	1,530.50
Deposit	07/31/2017			7/11	FD Donati...		Fire Department...	2,810.00	4,340.50
Deposit	08/04/2017		Hal & Sidra Stone	Deposit	FD Donati...		Fire Department...	500.00	4,840.50
Deposit	08/08/2017		RECYCLE PROGRAM	Deposit	FD Donati...		Fire Department...	59.01	4,899.51
Deposit	08/14/2017		RECYCLE PROGRAM	Deposit	FD Donati...		Fire Department...	9.01	4,908.52
Deposit	08/14/2017		RECYCLE PROGRAM	Deposit	FD Donati...		Fire Department...	55.90	4,964.42
Deposit	09/12/2017		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	4,999.42
Deposit	09/12/2017		Doug Nunn	Deposit	FD Donati...		Fire Department...	40.00	5,039.42
Deposit	09/13/2017		Martha Wagner Estate	Deposit	FD Donati...		Fire Department...	150,000.00	155,039.42
Deposit	09/27/2017		Rene Roberts	Deposit	FD Donati...		Fire Department...	100.00	155,139.42
Deposit	09/29/2017		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	155,174.42
Deposit	10/10/2017		Lynda Reed	Deposit	FD Donati...		Fire Department...	500.00	155,674.42
Deposit	10/13/2017		Sandra Berrigan	Deposit	FD Donati...		Fire Department...	25.00	155,699.42
Deposit	10/20/2017		THE WOODLANDERS	Deposit	FD Donati...		Fire Department...	5,000.00	160,699.42
Deposit	10/25/2017		Mitchell Sprague	Deposit	FD Donati...		Fire Department...	50.00	160,749.42
Deposit	10/25/2017		Dennis Johnson	Deposit	FD Donati...		Fire Department...	200.00	160,949.42
Deposit	10/30/2017		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	160,984.42
Deposit	11/06/2017		Albion-Little River Fir...	Deposit	FD Donati...		Fire Department...	101.88	161,086.30
Deposit	11/27/2017		Meredythe G and Cla...	Family Fund of...	FD Donati...		Fire Department...	1,000.00	162,086.30
Deposit	11/27/2017		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	162,121.30
Deposit	12/14/2017		Leona Walden	Deposit	FD Donati...		Fire Department...	30.00	162,151.30
Deposit	12/19/2017		Steven L. Wolfe	Deposit	FD Donati...		Fire Department...	1,000.00	163,151.30
Deposit	12/20/2017		Louise Mariana	Deposit	FD Donati...		Fire Department...	70.00	163,221.30
Deposit	12/20/2017		Howard & Sharon Lau	Deposit	FD Donati...		Fire Department...	150.00	163,371.30
Deposit	12/26/2017		Holiday Phelan-Johns...	Deposit	FD Donati...		Fire Department...	1,000.00	164,371.30
Deposit	12/29/2017		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	164,406.30
Deposit	12/29/2017		Leslie White & Barton...	Deposit	FD Donati...		Fire Department...	150.00	164,556.30
Deposit	12/29/2017		John & Kathryn Hughes	Deposit	FD Donati...		Fire Department...	1,000.00	165,556.30
Deposit	12/29/2017		Steven & Deborah Fa...	Deposit	FD Donati...		Fire Department...	1,500.00	167,056.30
Deposit	01/02/2018		Hal & Sidra Stone	Deposit	FD Donati...		Fire Department...	500.00	167,556.30
Deposit	01/02/2018		MICHAEL ISSEL	Deposit	FD Donati...		Fire Department...	1,000.00	168,556.30
Deposit	01/04/2018		Rene Roberts	Deposit	FD Donati...		Fire Department...	700.00	169,256.30
Deposit	01/12/2018		Lisa Orselli or Bob Ro...	Deposit	FD Donati...		Fire Department...	2,000.00	171,256.30
Deposit	01/29/2018		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	171,291.30
Deposit	02/27/2018		JEANNETTE RASKER	Deposit	FD Donati...		Fire Department...	35.00	171,326.30
Deposit	02/27/2018		Linda K Wolfe	Deposit	FD Donati...		Fire Department...	25.00	171,351.30
Total Individual								171,351.30	171,351.30
Total 82-7705 - Donations								187,223.56	187,223.56
Total Income								187,223.56	187,223.56
Gross Profit								187,223.56	187,223.56
Expense									
BBQ									
Credit Card Charge	07/13/2017		Mendocino Beacon	charged to dist...	FD Donati...		Bank of the We...	201.20	201.20
Credit Card Credit	08/22/2017		Mendocino Beacon		FD Donati...		Bank of the We...	-201.20	0.00
Total BBQ								0.00	0.00
Donation expenditures									
Check	01/11/2018	2001	Bank of The West	Scene lighting ...	FD Donati...		Fire Department...	954.77	954.77
General Journal	01/24/2018	88					Paper, Ink, Mat...	34.19	988.96
Total Donation expenditures								988.96	988.96
Total Expense								988.96	988.96
Net Income								186,234.60	186,234.60

Albion Little River Fire Protection District

Building Fund Register

As of February 28, 2018

11:41 AM

03/07/18

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Building Fund - Checking							10,633.80
Check	07/31/2017		deluxe check charge		Paper, Ink, Mat...	-34.19	10,599.61
Deposit	07/31/2017			Interest	82-4100 · INTE...	0.45	10,600.06
Check	08/22/2017	995001	Santa Cruz County B...		-SPLIT-	-7,050.18	3,549.88
Deposit	08/31/2017			Interest	82-4100 · INTE...	0.35	3,550.23
Transfer	09/13/2017			Funds Transfer	Fire Departmen...	7,050.18	10,600.41
Deposit	09/29/2017			Interest	82-4100 · INTE...	0.27	10,600.68
Deposit	10/31/2017			Interest	82-4100 · INTE...	0.45	10,601.13
Deposit	11/30/2017			Interest	82-4100 · INTE...	0.44	10,601.57
Check	12/31/2017			Service Charge	86-2181 · AUDI...	-10.95	10,590.62
Deposit	12/31/2017			Interest	82-4100 · INTE...	0.45	10,591.07
Deposit	01/10/2018			Deposit	Bank charge	21.90	10,612.97
Check	01/31/2018			Service Charge	Bank charge	-10.95	10,602.02
Deposit	01/31/2018			Interest	82-4100 · INTE...	0.45	10,602.47
Deposit	02/28/2018			Interest	82-4100 · INTE...	0.41	10,602.88
Total Building Fund - Checking						-30.92	10,602.88
TOTAL						-30.92	10,602.88

ALRFPD Active Committee Reports

19 March 2018 Regular Business Meeting

Task Descriptions	Chair - Members
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Operations

Issel - Taeger

- No significant changes to report from 19 February 2018 public Committee Report

Long Term Budget Plan

Issel - Williams

- No significant changes to report from 19 February 2018 public Committee Report
- Quarterly Increased TCJA Interest Obligation Imposed on ALRFPD is \$266.59

Facilities & Apparatus

Issel - Williams

- No significant changes to report from 19 February 2018 public Committee Report
- District Vehicle Placement Plan is complete.
- Station 810: A Draft Presentation Sales Contract to acquire Station 810 property has been presented to sellers Anderson Properties. Findings' resulting from a full review of Mendocino County Environmental Health Division Albion Grocery HMBP/UST file offers strong indication by California Regional Water Control Board there exists no necessity to undertake a Phase One Environmental Report.
- 8192 Tender: SS Tank Exchange to 8190 Tender is presently underway in preparation for Surplus Sale anticipated in March or April.

Mendocino Association of Fire Districts

Issel - Taeger

- Report presented elsewhere in Agenda packet

Litigation

Issel - Greenberg

- No significant changes to report from 19 February 2018 public Committee Report

Strategic Planning

Issel - Surles & Williams

- No significant changes to report from 19 February 2018 public Committee Report

Policy & Ordinance

Issel - Acker & Taeger

- No significant changes to report from 19 February 2018 public Committee Report

Fundraising & Donations

Issel - Greenberg

- No significant changes to report from 19 February 2018 public Committee Report
- Negotiations transferring Circa Bequest Disposition to an Auction Service continues.
- New website transition to www.albionfire.com is made.
- Draft donation policy development continues and is continued for board consideration in April timeframe.

Board Member Search Committee

Issel

- Board search committee review of respondents to Notice of Board Vacancy is complete. Introduction of candidates to be made at 19 March 2018 business meeting for possible action.

Budgetary Planning Notification

The Tax Cut and Jobs Act (the "TCJA") was signed into law by President Donald Trump on December 22, 2017. Effective January 1, 2018, the TCJA lowered the maximum corporate tax rate from 35% to 21%.

The lowering of the corporate tax rate reduces the investor's pretax yield for tax-exempt debt obligations.

In anticipation of a change in the federal corporate tax rate by Congress, Holman Capital Corporation included language in its standard lease purchase agreement to increase the tax-exempt rate and restore the lessor and/or its assignee back to its original pre-tax yield on the last vehicle acquisition – Rescue 8131. By virtue of fortune, this pre-tax yield restoration language was omitted in our earlier lease purchase agreement for Tender 8191 and Pumper 8181 vehicles.

Revised Lease Purchase Payment Schedule Effective January 1, 2018 Due to the "Change in the Maximum Federal Corporate Tax Rate as Required in the Tax Cuts and Jobs Act of 2017 for our new emergency Rescue 8131 vehicle:

Initial Interest Rate:	3.70 %	Initial Interest Component:	\$66,139.04
Revised Interest Rate:	4.4970%	Revised Interest Component:	\$78,935.65
Total Increased TCJA Interest Obligation Imposed on ALRFPD			\$12,796.61
Quarterly Increased TCJA Interest Obligation Imposed on ALRFPD			\$ 266.59

Albion Little River Fire Protection District Equipment Lease-Purchase Agreement Dated April 27, 2017

Revised Rental Payment Schedule Effective January 1, 2018 Due to the Change in the Maximum Federal Corporate Tax Rate as Required in the Tax Cuts and Jobs Act of 2017.


Revised Interest Rate: 4.4970%

Payment Number	Due Date	Revised Total Rental Payment Due	Revised Interest Component	Principal Component	Concluding Payment
0	4/27/2017				
1	7/27/2017	\$ 7,050.18	\$ 2,518.49	\$ 4,531.69	\$ 275,770.05
2	10/27/2017	\$ 7,050.18	\$ 2,476.58	\$ 4,573.60	\$ 271,059.24
3	1/27/2018	\$ 7,201.65	\$ 2,585.74	\$ 4,615.91	\$ 266,304.85
4	4/27/2018	\$ 7,565.29	\$ 2,906.68	\$ 4,658.61	\$ 261,506.48
5	7/27/2018	\$ 7,556.01	\$ 2,854.31	\$ 4,701.70	\$ 256,663.73
6	10/27/2018	\$ 7,546.64	\$ 2,801.45	\$ 4,745.19	\$ 251,776.19
7	1/27/2019	\$ 7,537.18	\$ 2,748.10	\$ 4,789.08	\$ 246,843.43
8	4/27/2019	\$ 7,527.64	\$ 2,694.26	\$ 4,833.38	\$ 241,865.05
9	7/27/2019	\$ 7,518.01	\$ 2,639.92	\$ 4,878.09	\$ 236,840.62
10	10/27/2019	\$ 7,508.29	\$ 2,585.08	\$ 4,923.21	\$ 231,769.71
11	1/27/2020	\$ 7,498.48	\$ 2,529.73	\$ 4,968.75	\$ 226,651.90
12	4/27/2020	\$ 7,488.58	\$ 2,473.87	\$ 5,014.71	\$ 221,486.75
13	7/27/2020	\$ 7,478.60	\$ 2,417.50	\$ 5,061.10	\$ 216,273.82
14	10/27/2020	\$ 7,468.52	\$ 2,360.60	\$ 5,107.92	\$ 211,012.66
15	1/27/2021	\$ 7,458.33	\$ 2,303.17	\$ 5,155.16	\$ 205,702.85
16	4/27/2021	\$ 7,448.07	\$ 2,245.22	\$ 5,202.85	\$ 200,343.91
17	7/27/2021	\$ 7,437.70	\$ 2,186.73	\$ 5,250.97	\$ 194,935.41
18	10/27/2021	\$ 7,427.24	\$ 2,127.69	\$ 5,299.55	\$ 189,476.87
19	1/27/2022	\$ 7,416.68	\$ 2,068.11	\$ 5,348.57	\$ 183,967.85
20	4/27/2022	\$ 7,406.02	\$ 2,007.98	\$ 5,398.04	\$ 178,407.87
21	7/27/2022	\$ 7,395.27	\$ 1,947.30	\$ 5,447.97	\$ 172,796.46
22	10/27/2022	\$ 7,384.42	\$ 1,886.05	\$ 5,498.37	\$ 167,133.14
23	1/27/2023	\$ 7,373.47	\$ 1,824.24	\$ 5,549.23	\$ 161,417.43
24	4/27/2023	\$ 7,362.41	\$ 1,761.85	\$ 5,600.56	\$ 155,648.85
25	7/27/2023	\$ 7,351.25	\$ 1,698.89	\$ 5,652.36	\$ 149,826.92
26	10/27/2023	\$ 7,339.99	\$ 1,635.34	\$ 5,704.65	\$ 143,951.13
27	1/27/2024	\$ 7,328.62	\$ 1,571.21	\$ 5,757.41	\$ 138,021.00
28	4/27/2024	\$ 7,317.15	\$ 1,506.48	\$ 5,810.67	\$ 132,036.01
29	7/27/2024	\$ 7,305.57	\$ 1,441.15	\$ 5,864.42	\$ 125,995.66
30	10/27/2024	\$ 7,293.90	\$ 1,375.23	\$ 5,918.67	\$ 119,899.43
31	1/27/2025	\$ 7,282.10	\$ 1,308.69	\$ 5,973.41	\$ 113,746.81
32	4/27/2025	\$ 7,270.20	\$ 1,241.53	\$ 6,028.67	\$ 107,537.28
33	7/27/2025	\$ 7,258.18	\$ 1,173.75	\$ 6,084.43	\$ 101,270.32
34	10/27/2025	\$ 7,246.06	\$ 1,105.35	\$ 6,140.71	\$ 94,945.39
35	1/27/2026	\$ 7,233.84	\$ 1,036.32	\$ 6,197.52	\$ 88,561.94
36	4/27/2026	\$ 7,221.48	\$ 966.64	\$ 6,254.84	\$ 82,119.46
37	7/27/2026	\$ 7,209.02	\$ 896.32	\$ 6,312.70	\$ 75,617.38
38	10/27/2026	\$ 7,196.44	\$ 825.35	\$ 6,371.09	\$ 69,055.16
39	1/27/2027	\$ 7,183.75	\$ 753.73	\$ 6,430.02	\$ 62,432.23
40	4/27/2027	\$ 7,170.94	\$ 681.44	\$ 6,489.50	\$ 55,748.05

Payment Number	Due Date	Revised Total Rental Payment Due	Revised Interest Component	Principal Component	Concluding Payment
41	7/27/2027	\$ 7,158.01	\$ 608.48	\$ 6,549.53	\$ 49,002.03
42	10/27/2027	\$ 7,144.96	\$ 534.85	\$ 6,610.11	\$ 42,193.62
43	1/27/2028	\$ 7,131.80	\$ 460.54	\$ 6,671.26	\$ 35,322.22
44	4/27/2028	\$ 7,118.51	\$ 385.54	\$ 6,732.97	\$ 28,387.26
45	7/27/2028	\$ 7,105.09	\$ 309.84	\$ 6,795.25	\$ 21,388.16
46	10/27/2028	\$ 7,091.55	\$ 233.45	\$ 6,858.10	\$ 14,324.31
47	1/27/2029	\$ 7,077.89	\$ 156.35	\$ 6,921.54	\$ 7,195.13
48	4/27/2029	\$ 7,064.09	\$ 78.53	\$ 6,985.56	\$ -
Grand Totals		\$ 351,205.25	\$ 78,935.65	\$ 272,269.60	

ACKNOWLEDGED:

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
as Lessee

By: 
 Name: Michael Issel
 Title: Board President

Date: 4 March 2018



**California Regional Water Quality Control Board
North Coast Region
Geoffrey M. Hales, Chairman**



Matt Rodriguez
Secretary for
Environmental Protection

www.waterboards.ca.gov/northcoast
5550 Skylane Boulevard, Suite A, Santa Rosa, California 95403
Phone: (877) 721-9203 (toll free) • Office: (707) 576-2220 • FAX: (707) 523-0135

Edmund G. Brown Jr.
Governor

November 1, 2011

Mr. Douglas Hendricks
Albion Grocery
P.O. Box 280
Albion, CA 95410-0280

Dear Mr. Hendricks:

Subject: **No Further Action**

Site: Albion Grocery, 3380 Albion Ridge Road, Albion, Case No. 1TMC314

This letter confirms the completion of a site investigation and corrective action for the underground storage tanks located at the above-described location. Thank you for your cooperation throughout this investigation. Your willingness and promptness in responding to our inquiries concerning the former underground storage tanks are greatly appreciated.

Based on information in the above-referenced file and with the provision that the information provided to this agency was accurate and representative of site conditions, this agency finds that the site investigation and corrective action carried out at your underground storage tanks site is in compliance with the requirements of subdivisions (a) and (b) of Section 25296.10 of the Health and Safety Code and with corrective action regulations adopted pursuant to Section 25299.3 of the Health and Safety Code and that no further action related to the petroleum releases at the site is required.

This notice is issued pursuant to subdivision (g) of Section 25296.10 of the Health and Safety Code. Please contact Craig Hunt of my staff at (707) 576-2220 if you have any questions regarding this matter.

Sincerely,

Original signed by

Catherine Kuhlman
Executive Officer

111121 12511 AlbionGrocery_NFA

California Environmental Protection Agency

Recycled Paper

Meeting Notes

Mendocino County Association of Fire Districts

10:00 am Wednesday February 21, 2018, #23

at the Anderson Valley CSD, 14281 Hwy 128, Boonville, CA

MEETING - Introductions and Attendees:

Ralph Santos (BTCSD), Kathleen McKenna (AVCSD), Michael Schaeffer (CCSD), Tony Orth (BTCSD), Joe Sutphin (FBFPA), Linda Talso (RVCFD), Will Emerson (Bell Springs), John Allison (WFPC), Michelle Schnitzius (LLFPD), Chris Wilkes (LLFPD), Denise Rose (BTCSD), Theresa Gowan (Medstar), Sally Swan (MFPD), Rebecca Golly RCFPD), Bill Knapp (WFPC), Andres Avila (AVCSD), Jenifer Bazzani (UVFPD), Tricia Harreschou (PVCSD), Alan Taeger (ALRFPD), Lucien Long (ECSD), Ben MacMillan (ECSD)

Unable to attend: Dave Roderick (HFPD)

Invited Guests: Ruth Valenzuela - Assembly Member Woods' Ukiah office (unable to attend), Carmel Angelo (County CEO), John McCowen (5th District Supv)

CONTINUING and NEW BUSINESS ITEMS:

1.) Carmel Angelo (County CEO) attended our meeting gave a detailed presentation about the current County and CVEMS situation. She described CVEMS role in developing protocols, oversight of EMS services, certification, and also identified State EMS requirements. Coastal Valleys has done a very good job in establishing and oversight of protocols. However, as Mendocino County's LEMSA, their lack of participation in the Redwood Fire emergency was not acceptable. Questions were also raised about the lack of progress on the ambulance EOA. Contact with Sonoma County to seek assurances that CVEMS would continue to service our County's needs led to the discovery that CVEMS is working full time on an ambulance EOA in the greater Santa Rosa area, while ignoring ours. Sonoma County clearly is the priority.

Ms Angelo posed questions about alternative ways (models) to obtain satisfactory LEMSA oversight – possibly combining with another agency, establishing an in-County agency, etc. When asked how much we're currently paying for CVEMS, Angelo replied with a \$170,000 number (which doesn't directly tie to the existing contract). A small work group including Fire representatives and Theresa Gowan has created.

Differing opinions about the CVEMS & County's relationship were not simplified. Supv McCowen expressed his displeasure the Coastal Valleys' performance (lack there of ...).

2.) The first meeting of the re-constituted ad hoc with MCAFD hasn't been scheduled at the time of this meeting. (It was subsequently held on March 7 and included Tony Orth, Andres Avila, Chris Wilkes in the meeting with McCowen and Hamburg).

3.) Further discussions about the definition of "local fire agency" occurred. McCowen continues to express problems with a definition which does not include tax-based funding. Only Whale Gulch doesn't seem to fit his restrictive interpretation. More work is needed here.

4.) A population study group to work out population number allocations/discrepancies/compromises has now been created: Denise Rose, Will Emerson, and Steve Acker (ALRFPD). Steve was just confirmed as the third member and he apparently has access to GIS and census numbers.

5.) Short term benefits from current County cannabis taxes appear quite dim.

6.) CalFire's newly developed CAD dispatch map books were distributed to those agencies that hadn't already picked up their copies. CalFire is hoping our agencies will provide feedback/corrections for tuning these maps and feature names.

7.) County Counsel has presented bills to local districts that re-adjusted their election cycles to match recently passed State requirements. Comptche is questioning this billing.

FOLLOW-UP ITEMS FOR NEXT MEETING:

1. Cannabis tax allocation formula
2. Local Fire Agency definition
3. Population subgroup feedback
4. ad hoc meetings update
5. LEMSA

NEXT MEETING:

10:00am Wednesday
April 18, 2018
Anderson Valley CSD

Adjourned: 12:10pm



Albion Little River Fire Protection District

March 15, 2018

Projected annual costs and budget implications of creating two part-time paid positions:

1. Direct cost:
 - a. Office manager @ \$35/hour – 30 hours/month = \$12,600.00 + 15% overhead = \$14,490.00.
 - b. Maintenance person @ \$35/hour – 30 hours/month = \$12,600.00 + 15% overhead = \$14,490.00.
 - c. Total direct annual cost = \$28,980.00
2. 15% overhead includes worker compensation insurance, employer portion of SSI and disability insurance.

Current FY budget for fiscal services (bookkeeper) is \$7,000.00. Under current working arrangement with bookkeeper cost is ~\$350.00/month = ~\$4,200.00 annual. More will be required next year for bi-annual audit both for bookkeeper time and auditor.

From: Liz Smith
To: ataeger@mcn.org
Subject: Albion-Little River FPD - Contribution Rate
Date: Tuesday, March 13, 2018 9:52:34 AM

Hi Alan,

Thanks for calling yesterday regarding possible staff changes at the district. The estimated rate for Workers' Compensation for 18/19 is 6.5%; therefore \$24,000 extra in payroll would be approximately \$1,452.

This addition would also increase the district's liability contribution by approximately \$792 (\$24,000 * 3.3%).

Additionally, each volunteer firefighter on the district roster will cost roughly \$325 per volunteer for WC coverage.

We are hoping to have contribution letters for 2018/19 sent out to our members by the end of March. Please be on the lookout for that.

I hope this helps with your inquiry. Should you have further questions, please give us a call.

Liz Smith
Member Services Coordinator
Golden State Risk Management Authority
PO Box 706 Willows, CA 95988
(530) 934-5633 fax (530) 934-8133
www.gsrma.org

This email and all attachments to it are for the sole use of the intended recipient(s) and may contain proprietary information of Golden State Risk Management Authority. This email may also contain information which is confidential or which is protected from disclosure by privilege. Any unauthorized use, disclosure or distribution of this email and its attachments is prohibited. If you are not the intended recipient, let us know by reply email and then erase and destroy all electronic or other copies of this message.

**Chart of the Duties of the Members of the Board of Directors of the Albion Little River Fire Protection District
as of March, 2018**

DIRECTOR

President - Issel

DUTIES

Plan, schedule, and preside at all board meetings.
Designate an interim chair-person to serve during absence.
Appoint district fiscal officer.
Appoint committees.
Determine whether to place a public request item on agenda.
Perform duties as community liason, including communication with media and public; coordination of fundraising and fundraisers.
Coordinate vehicle issues - acquisition, disposal, licencing.
Coordinate/oversee building projects.
Coordinate insurance matters - liability, worker's comp., vehicle and property.
Oversee vehicle and property maintenance.
Coordinate facilities use.

Vice President - Greeberg

Serve as interim president if no interim president is appointed.

Secretary - Acker

Preside at board meetings if president and vice president absent.
Prepare agendas for all meetings in cooperation with president.
Post agendas for all meetings.
Collect, collate, distribute necessary meeting materials to board members a minimum of 72 hours before meetings and provide printed agenda and other necessary materials (board packet) for board members, firefighters, and the public at meetings.
Record, prepare and distribute meeting minutes.
Sign attestation to ordinances, resolutions, and appointments.

Fiscal Officer - Taeger

Retrieve mail from district PO Box.
Log incoming mail in district mail logbook, notify recipient by email of attached scan or mail placed in his/her box at Station 810.
Log, Scan and Post invoices and statements received to Chief's or responsible board member email, mail box at Station 810 or Dropbox as appropriate.
Log, scan and post other mail as appropriate.
Respond to district correspondence not directed to others as needed.
County clerk-recorder contact person.
Prepare attestation to ordinances, resolutions and appointments.
Update district files and records.
Monitor and coordinate board member legal compliance [membership certification; ethics, Brown Act, and harrassment training; conflict of interest statements (Form 700); etc.].
Monitor and coordinate board members election, terms of office, resignations and appointments with candidates, board members and county elections office.

Publish and post appropriate legal notices.
Monitor and direct or respond to emails addressed to info@albionfire.com & invoice@albionfire.com.
Post agendas, board packets, minutes, financial reports, documents to district website.
Oversee bookkeeper's activities.
Receive approved invoices and statements, confirm accuracy of assigned budget category and budget compliance, write checks and post payment as required.

Receive, record and deposit financial donations to the district, record donor information, prepare monthly donations report.
Prepare and send donation thankyou note/receipt response.
Forecast, review, manage and report budget.
Prepare and send annual Special District Financial Transactions Report
Report changes to current FY budget to county auditor.
Coordinate, oversee bi-annual independent audit.
County auditor contact person.
Oversee/review special parcel tax.
Prepare and present annual special parcel tax and Prop 172 funds distribution report (December).
County tax collector contact person.

Board Member 5

DUTIES OF OTHERS

Chief

Review, approve, and deliver invoices and other bills to fiscal officer.
Prepare and post monthly Chief's report.

Bookkeeper

Reconcile district accounts.
Prepare disbursement requests from county held funds.
Prepare monthly financial reports.
Participate in preparation of bi-annual independent audit.

**Draft Chart of Duties of the Board of Directors of Albion Little River Fire Protection District
Including (Paid) Office Manager**

DIRECTOR	DUTIES
President - Issel	<p>Plan, schedule, and preside at all board meetings. Designate an interim chair-person to serve during absence. Appoint district fiscal officer. Appoint committees. Determine whether to place a public request item on agenda. Perform duties as community liason, including communication with media and public; coordination of fundraising and fundraisers. Coordinate vehicle issues - acquisition, disposal, licencing. Coordinate/oversee building projects. Coordinate insurance matters - liability, worker's comp., vehicle and property. Oversee vehicle and property maintenance. Coordinate facilities use.</p>
Vice President - Greeberg	<p>Serve as interim president if no interim president is appointed.</p>
Secretary - Acker	<p>Preside at board meetings if president and vice president absent. Prepare agendas for all meetings in cooperation with president. Post agendas for all meetings. Collect, collate, distribute necessary meeting materials to board members a minimum of 72 hours before meetings and provide agenda and other necessary materials (board packet) for board members, firefighters, and the public at meetings. Record, prepare and distribute meeting minutes. Sign attestation to ordinances, resolutions, and appointments. County clerk-recorder contact person.</p>
Fiscal Officer - Taeger	<p>County auditor contact person. County tax collector contact person. Oversee bookkeeper's activities. Review payments and sign checks. Forecast, review, manage and report budget. Coordinate, oversee bi-annual independent audit. Oversee/review special parcel tax. Prepare and present annual special parcel tax and Prop 172 funds distribution report (December).</p>
Board Member 5	
DUTIES OF OTHERS	
Chief	<p>Review, approve, and deliver invoices and other bills to fiscal officer. Prepare and post monthly Chief's report.</p>
Bookkeeper	<p>Reconcile district accounts. Prepare disbursement requests from county held funds. Prepare monthly financial reports. Participate in preparation of bi-annual independent audit.</p>
Office Manager	<p>Retrieve mail from district PO Box. Log incoming mail in district mail logbook, notify recipient by email of attached scan or mail placed in his/her box at Station 810. Log, Scan and Post invoices and statements received to Chief's or responsible board member email, mail box at Station 810 or Dropbox as appropriate. Log, scan and post other mail as appropriate. Respond to district correspondence not directed to others as needed. Print agendas, board packets, and other meeting materials as required for meetings. Prepare attestation to ordinances, resolutions and appointments. Update district files and records. Monitor and coordinate board member legal compliance [membership certification; ethics, Brown Act, and harrassment training; conflict of interest statements (Form 700); etc.]. Monitor and coordinate board members election, terms of office, resignations and appointments with candidates, board members and county elections office.</p> <p>Publish and post appropriate legal notices. Monitor and direct or respond to emails addressed to info@albionfire.com & invoice@albionfire.com. Monitor and direct or respond to telephone messages. Post agendas, board packets, minutes, financial reports, documents to district website. Receive approved invoices and statements, confirm accuracy of assigned budget category and budget compliance, write checks and post payment as required.</p> <p>Receive, record and deposit financial donations to the district, record donor information, prepare monthly donations report. Prepare and send donation thankyou note/receipt response. Prepare and send annual Special District Financial Transactions Report Report changes to current FY budget to county auditor.</p>

Draft Chart of Duties of District Maintenance Person

1 Coordinate all activities with District Chief

2 Maintain Neatness and Appearance of All District Buildings and Grounds

Keep all premises mowed, cleared of debris, and fire safe.
Keep all building floors clean by sweeping and mopping as necessary.
Maintain cleanliness of bathroom at Station 810 at all times.
Maintain cleanliness and fire safety of all building roofs.
Organize storage of district equipment (active and surplus).
Eliminate clutter in meeting and work areas.
Make necessary minor carpentry, plumbing and electrical repairs.
Empty trash containers as needed and coordinate with trash pickup.
Report maintenance and safety issues beyond scope of work to Chief immediately.

3 Maintain Response Readiness of all District Apparatus

On a regular basis (frequency to be determined):
Start and run each apparatus to operating temperature.
Check all lights on apparatus.
Check fluid levels.
Check battery charge levels.
Wash each apparatus.
Report maintenance and safety issues beyond scope of work immediately.