

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

Tuesday, October 25, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:**
2. **Public communication to the board:** An opportunity is provided for members of the public to address the board with respect to matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Previous meeting minutes:** The minutes of the September 27, 2011 regular business meeting will be approved and/or revised and approved.
4. **Fire chief's report:** Acting Chief Williams will present a written report of fire department activities.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Resolution authorizing revolving fund:** The board may vote on a resolution to authorize the establishment of a district revolving fund per SB 288, to be implemented January 1, 2012.
 - b. **Fire department member conduct:** The board will review a report of improper conduct of fire department members. The board may vote to take appropriate action.
 - c. **Roles and responsibilities:** The board will continue its discussion of the roles and responsibilities of the district and its board members and the relationship between the district and the volunteer fire department. A proposal or proposals may be introduced to make necessary changes to the district bylaws.
8. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Vehicle committee.**
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, November 29, 2011, 7:30 pm.
11. **Adjournment:**

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

AT

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

Tuesday, September 27, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:32 pm by President Alan Taeger. Present were Board members Rich Riley, Ed Petrykowski, Ken Matheson and Terry Kemp. Ted Williams, Scott Roat, Erica Geer, Marshall Brown, Stacey Weil-dye and Steve Acker represented the Fire Department. Brad Montgomery was also present
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the August 30, 2011 regular business meeting and the September 2, 2011 special meeting were approved by unanimous vote of the Board on a motion by Ken.
4. **Fire chief's report:** by Ted Williams
 - a. **Incident Report:** In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, August 30th, 2011 and today, September 27th, the Albion-Little River Volunteer Fire Department ("department") was dispatched and responded to thirteen incidents consisting of: 9 medical aids and 4 traffic collisions.
 - b. **Fund Raising, Gifts, Service Fees:** The Ledford House Restaurant has announced a "Community Harvest Dinner" to benefit the department. Tony and Lisa Geer of the Ledford will combine community donated ingredients with abalone received from The Department of Fish and Game for a fundraiser dinner on Monday, October 10, 2011, 1600-1930. We anticipate donations from the Hughes' (private) annual cowboy party. At this juncture, financial gain from the 2011 department BBQ has not been calculated.
 - c. **Fire Department Operational Needs:** The department continued brainstorming apparatus specifications and options pertaining to quick attack vehicles.
 - d. **Vehicle Maintenance Report:** I asked Gary at Fort Bragg Diesel to schedule a DOT inspection for engine 8182. Fort Bragg Diesel will drive the vehicle from the station to the shop, a potential benefit to inspection and diagnosis.
5. **Communications to the board:** 9/7/11, Received copy of letter to the board of supervisors from the county clerk-recorder certifying that there were no more nominees than offices to fill for the ALRFPD November 8, 2011 election, including names of nominees, and instruction to appoint nominees in lieu of election. 9/8/11, Received bill from AT&T for long distance services cancelled in June. Alan placed call to AT&T a third time, after doing same in August, to confirm account cancellation. 9/12/11, Alan received invitation to October 8, 2011 Cowboy Party Fundraiser at the Hughes Ranch for Albion Volunteer Fire Department, Mendocino Coast Hospital Foundation, Symphony of the Redwoods, and Mendocino Music Festival. 9/16/11, Received letter from clerk of the board of supervisors with announcement of the appointment of nominees to the ALRFPD board of directors in lieu of election. 9/16/11, Received letter from CSDA president recruiting committee members. 9/18/11, Alan sent email to Acting Chief Williams with a detailed request for fire department information and statistics. 9/20/11, Alan sent email to Acting Chief Williams with a request for a copy of the fire department's policy detailing requirements for member eligibility for fringe benefits. 9/21/11, Alan (and presumably the other board nominees) received letter(s) from clerk of the board of supervisors with certificate(s) of appointment and oath of office to be notarized & returned to the county clerk. 9/22-26/11, Ed and Alan received copies of email correspondence between Bob Schlosser and Joel Davis of Empire Steel Buildings discussing building design details applicable to completion of new fire station shop drawings. 9/26/11, Alan phoned Lloyd Weir, county assistant auditor controller, to follow up his July inquiry

about implementation of SB288 (increase in allowable district revolving fund). The auditor's office has been unable to act because of auditor's extended leave due to illness. 9/26/11, Alan phoned Jeanine Nadel, county counsel, to inquire about SB288 implementation. Jeanine said she would ask the person in her office in charge of auditor's affairs to investigate and respond. 9/27/11, Alan received an email from Ross Walker, deputy county counsel informing that SB288 will be implemented January 1, 2012 and that the district will be contacted for budget information at that time.

6. **Financial report:** Current financial statements for the district will be presented next month as our bookkeeper is out of the country.
7. **Items for consideration and possible action:**
 - a. **New state responsibility area fees:** Still in process and the Governor is involved. On a motion by Ken we will draft a letter to be sent to our Legislators stating that we as a District Board oppose any legislation that adds fees to any properties in the district. The Board approved this unanimously.
 - b. **Gasoline powered vehicle fueling:** The board approved on a motion by Ken that we open a cardlock fueling account that includes a card with a PIN number to fuel gasoline powered apparatus.
 - c. **District vendor accounts:** The board voted unanimously on a motion by Ken that we have separate District and Fire Department accounts at Rossi's and Village Hardware.
 - d. **Roles and responsibilities:** No action taken.
8. **Committee reports:**
 - a. **New fire station committee.** Building design still in process between Welty and associates and Empire Steel Buildings
 - b. **Vehicle committee.** Rich working on our ISO rating. 8182 needs a DOT inspection.
9. **Directors' discussion:** Scott Roat presented a written statement regarding an interaction with a Fire Department member. Scott stated that he only wanted it on record and that no action should be taken at this time.
10. **Next meeting schedule:** Tuesday, October 25, 2011, 7:30 pm.
11. **Adjournment:** Meeting adjourned at 9:30pm.

4. Fire Chief's Report, 25 October, 2011, by Ted Williams

4.a. Incident Report

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, September 27th and today, October 25th, we were dispatched and responded to thirteen incidents consisting of:

- 12 medical aids
- 2 hazardous conditions
- 1 traffic collision
- 1 vehicle fire

4.b. Fund Raising, Gifts, Service Fees

The Ledford House Restaurant "Community Harvest Dinner" generated \$2874.

Donations from the Hughes party are pending tally/confirmation.

At this juncture, financial gain from the 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.

4.c. Fire Department Operational Needs

We continued brainstorming apparatus specifications and options pertaining to quick attack vehicles.

We experienced trouble with the plumbing at station 810. Fort Bragg Electric is scheduled to inspect and estimate necessary work on Wednesday, October 26.

The parking lot at 810 is in need of gravel. Baxman has quoted \$460 for 10 yards and \$823 for 20 yards of base rock. We're waiting on a quote from Big River Rock. An additional expense will be incurred in spreading of the gravel.

4.d. Vehicle Maintenance Report

Engine 8182 is at Fort Bragg Diesel on October 25/26 getting a DOT inspection. Based on the inspection and Gary's overall assessment of the truck, Gary will advise whether we should change fluids.

The next vehicle is scheduled for inspection on Friday, October 27.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING October 25, 2011
COMMUNICATIONS TO THE BOARD

- 9/29/11 Alan calls the board's attention to a letter to the editor in September 29, 2011 Mendocino Beacon from assembly member Wes Chesbro stating his position on the new state fire fees.
- 10/3/11 Alan received a letter from CSDA with a request for board members to fill out a survey.
- 10/3/11 Alan received a telephone call from Laura Carlisle from Alliant Appraisal Services to arrange an appointment for an on-site inspection of our facilities.
- 10/3/11 Alan received a telephone call from Ed Collins of the county auditor's office announcing that they are ready to implement the changes adopted in SB 288 starting January 1, 2012. He said we must pass a resolution per the relevant Government Code and send a copy them to take advantage of the changes.
- 10/4/11 Alan received a request by email from Katya (our bookkeeper) for a letter of recommendation.
- 10/6/11 Received letter from county auditor with final tax roll adjustments. (Auditor removed \$640 from total special tax billings due to low value exemption.)
- 10/9/11 Alan sent a letter of recommendation by email attachment to Katya.
- 10/11/11 Received a letter from US Census Bureau announcing that the district would be receiving the "Government Units Survey (GUS), the first phase of the 2011 Census of Governments (COG)" during the week of October 11, 2011.
- 10/12/11 Alan met with Jeff Faber of Alliant Appraisal Services for district property site inspections.
- 10/18/11 Alan received a fax from CSDA with a request for board members to fill out a survey.
- 10/19/11 Received a mailing from White Nelson Diehl Evens LLP with announcement of schedule of 2011 government tax seminars.
- 10/19/11 Received final notice of delinquent account from ATT long distance account closed in June. (Final payment has been made.)
- 10/19/11 Alan and Ken placed a telephone call to County Counsel Jeanine Nadel to discuss district/fire department issues.
- 10/20/11 Received CSDA membership renewal/update package.
- 10/21/11 Received quarterly investment report from county treasurer.
- 10/21/11 Alan sent a number of emails to County Counsel Jeanine Nadel with documents attached for review.
- 10/24/11 Alan and Ken received email from County Counsel Jeanine Nadel with opinions and advice regarding district/fire department issues.
- 10/24/11 Alan telephoned county board of supervisor's office to inquire about Ken's certificate and oath of office. BOS office put incorrect address on certificate and it was returned to them. They will resend corrected certificate.

10/25/11 letter submitted by Scott Reat.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 10/25/2011	2007-2008	PER 6/30/08	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 10/25/11
CODE #	ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	ESTIMATED	ACTUAL
DESCRIPTION										
REVENUE										
821110 CURRENT SECURED TAX	67,469.00	66,341.10	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	68,149.18	73,566.00	
821120 CURRENT UNSECURED TAX	2,053.00	2,120.79	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,464.78	2,470.00	
821130 SB 813 SUPPLEMENTAL TAX	2,834.00	2,516.55	2,288.00	1,185.54	1,572.00	472.10	569.00	251.07	283.00	330.13
821210 PRIOR SECURED PROPERTY TAX	0.00	331.97	0.00	(417.70)	0.00	(779.89)	0.00	(96.09)	0.00	
821220 PRIOR UNSECURED PROPERTY TAX	106.00	32.41	34.00	99.47	27.00	139.31	114.00	137.03	126.00	
821300 SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,550.00	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	72,008.70	81,920.00	
821600 TIMBER YIELD TAX	486.00	383.82	374.00	303.17	314.00	52.46	71.00	169.29	83.00	
821700 HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.00	0.00	0.26	0.00	1.37	0.00	
824100 INTEREST	9,000.00	13,581.92	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	680.22	650.00	
825481 HOMEOWNER PROPERTY TAX RELIEF	809.00	802.76	803.00	787.54	788.00	778.28	778.00	385.46	771.00	
825490 STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
826140 ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
827500 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
827700 OTHER	0.00	15,394.00	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00	0.00	
827702 INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL REVENUE	157,757.00	181,055.22	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	144,131.01	159,869.00	330.13
FUND BALANCE CARRIED FORWARD	290,000.00	315,157.00	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	280,715.70	280,715.70
TOTAL AVAILABLE FOR APPROPRIATIONS	447,757.00	496,212.22	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	410,008.67	440,584.70	281,045.83
APPROPRIATIONS										
861035 WORKERS COMPENSATION INSURANCE	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	\$6,000.00	5,960.00	\$7,000.00	
862090 CLOTHING & PERSONAL ITEMS	6,000.00	8,009.26	6,000.00	4,130.64	6,000.00	2,124.44	\$12,000.00	4,671.95	\$12,000.00	1,501.65
862060 COMMUNICATIONS	10,000.00	9,162.31	10,000.00	4,247.81	5,000.00	4,918.24	\$5,000.00	4,920.23	\$5,000.00	1,273.98
862101 INSURANCE - GENERAL	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,173.00	8,000.00	
862120 MAINTENANCE - EQUIPMENT	12,000.00	14,820.65	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,938.73	32,000.00	7,386.91
862130 MAINTENANCE - STRUCTURES & GROUNDS	15,000.00	12,013.26	5,000.00	5,526.05	8,000.00	2,866.01	8,000.00	2,551.33	10,000.00	1,106.75
862140 MEDICAL LAB SUPPLIES	6,500.00	5,867.25	8,000.00	5,879.39	8,000.00	3,786.44	6,000.00	3,964.58	6,000.00	1,519.40
862150 MEMBERSHIPS	2,500.00	2,147.00	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	
862170 OFFICE EXPENSE	600.00	566.22	3,000.00	3,071.91	2,000.00	698.41	1,000.00	944.04	1,000.00	155.84
862181 AUDITING & FISCAL SERVICES	5,000.00	1,144.98	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	6,417.50	3,500.00	862.35
862184 ARCHITECT & ENGINEERING SERVICES (811)	2,000.00				15,000.00	14,950.98	0.00	0.00	0.00	
862187 EDUCATION & TRAINING	10,000.00	7,314.27	10,000.00	8,375.36	15,000.00	5,233.03	15,000.00	13,958.14	10,000.00	822.64
862189 PROFESSIONAL & SPECIAL SERVICES - OTHER	1,500.00		1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	488.00	1,500.00	10.00
862210 RENTS & LEASES BUILDINGS & GROUNDS	0.00				100.00		0.00		0.00	
862220 SMALL TOOLS & SUPPLIES	3,500.00	2,754.44	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	1,137.10	4,000.00	
862231 ELECTION SUPERVISION & SERVICES	0.00				400.00	315.05	400.00	400.00	400.00	323.80
862250 TRANSPORTATION & TRAVEL	25,000.00	18,590.52	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	21,925.89	26,000.00	1,622.83
862260 UTILITIES	3,000.00	3,869.94	5,000.00	4,627.18	5,000.00	3,728.73	7,500.00	6,705.67	7,500.00	2,581.53
863113 PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	1,279.02	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	2,000.00	474.62
864350 LAND	0.00						0.00			
864360 STRUCTURES & IMPROVEMENTS	10,000.00	6,409.16	15,000.00	3,546.82	10,000.00	3,154.36	35,000.00	11,635.94	75,000.00	400.00
864370 EQUIPMENT	5,000.00	2,818.09	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	206,500.00	8,845.56
TOTAL APPROPRIATIONS	192,600.00	107,966.37	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,292.97	420,400.00	28,897.86
UNAPPROPRIATED FUNDS (funds balance)	315,157.00	347,520.83	223,981.33	274,994.83	245,591.83	266,653.69	233,630.66	280,715.70	20,184.70	252,147.97
END OF FY 2010-2011 ONE TIME JE CORRECTION IN DISTRICT BOOKS					QB adjustment	45,906.44				
UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS						265,877.66				

Albion Little River Fire Protection District
Profit & Loss Detail
August 30 through October 24, 2011

Type	Date	Num	Name	Memo	Split	Amount
Expense						
86-2050-CLOTHING & PERSONAL ITE						
Check	9/14/2011	0410...	L.N Curtis & Sons	#1214506-00 skirts	County	358.70
Check	9/22/2011	0410...	Albion-Little River Fi...	Vests, tarp, clipboards, ge...	County	1,142.95
Total 86-2050-CLOTHING & PERSONAL ITE						1,501.65
86-2060-COMMUNICATIONS						
ATT						
Check	9/19/2011	3217	AT&T	96075541735558	District Checki...	118.18
Check	10/15/2011	3227	AT&T	96075541735558	District Checki...	215.76
Check	10/21/2011	3233	AT&T	0301538359001	District Checki...	37.67
Total ATT						371.61
Comcast						
Check	9/19/2011	3218	Comcast	8155300570034801	District Checki...	59.95
Check	10/5/2011	3220	Comcast	8155300570034801	District Checki...	77.46
Check	10/21/2011	3234	Comcast	8155300570124362	District Checki...	59.95
Total Comcast						197.36
Total 86-2060-COMMUNICATIONS						568.97
86-2120-MAINTENANCE EQUIPMENT						
Radio Maintenance						
Check	10/5/2011	3223	BearCom	#4052056 Henwood softw...	District Checki...	96.42
Total Radio Maintenance						96.42
Vehicle Maintenance						
8130						
Check	9/5/2011	3211	Walker's Towing	#13125	District Checki...	80.00
Check	9/14/2011	0410...	Sport Chrysler Jeep...	#57477 J020634	County	445.83
Total 8130						525.83
8131						
Check	9/22/2011	0410...	Albion-Little River Fi...	Village Hardware June st	County	72.59
Total 8131						72.59
8192						
Check	9/14/2011	0410...	North Coast Tire	#35198	County	990.47
Total 8192						990.47
Total Vehicle Maintenance						1,588.89
86-2120-MAINTENANCE EQUIPMENT - Other						
Check	10/5/2011	3225	VILLAGE HARDWA...	Aug St.	District Checki...	33.52
Total 86-2120-MAINTENANCE EQUIPMENT - Other						33.52
Total 86-2120-MAINTENANCE EQUIPMENT						1,718.83
86-2130-MAINTENANCE STRUCTURES						
Station 811						
Check	10/13/2011	0410...	Mendocino Property...	6/17-7/28 mowing, edging	County	420.00
Total Station 811						420.00
Station 812						
Check	9/11/2011	3216	Terence Weil-Dye	fence	District Checki...	280.00
Check	9/22/2011	0410...	Albion-Little River Fi...	Fort Bragg Rentall-auger, ...	County	354.11
Total Station 812						634.11
86-2130-MAINTENANCE STRUCTURES - Other						
Check	10/5/2011	3225	VILLAGE HARDWA...	Keys, dust pan	District Checki...	52.64
Total 86-2130-MAINTENANCE STRUCTURES - Other						52.64
Total 86-2130-MAINTENANCE STRUCTURES						1,106.75

Albion Little River Fire Protection District
Profit & Loss Detail
 August 30 through October 24, 2011

Type	Date	Num	Name	Memo	Split	Amount
86-2140-MEDICAL, LAB SUPPLIES						
Check	9/11/2011	3214	Matheson Tri-Gas I...	10206 #03051873	District Checki...	56.10
Check	9/11/2011	3215	Eureka Oxygen Co	#DM00621102 & U94504	District Checki...	265.26
Check	10/13/2011	0410...	Emergency Medical...	#1406793	County	766.44
Check	10/15/2011	3228	Matheson Tri-Gas I...	10206 #03242183	District Checki...	56.00
Check	10/15/2011	3230	Eureka Oxygen Co	DMoo622196	District Checki...	89.00
Total 86-2140-MEDICAL, LAB SUPPLIES						1,232.80
86-2170-DISTRICT OFFICE SUPPLIE						
Gener...	8/31/2011	399RR	Savings Bank Of M...	ck #3197 & 3197 cleared f...	District Checki...	-0.14
Check	9/5/2011	3209	Katsiaryna Gregonis	postage	District Checki...	17.60
Gener...	9/30/2011	409RR	Savings Bank Of M...	check #3215 cleared for le...	District Checki...	-0.01
Check	10/5/2011	3226	Katsiaryna Gregonis	Postage	District Checki...	8.80
Total 86-2170-DISTRICT OFFICE SUPPLIE						26.25
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	9/5/2011	3209	Katsiaryna Gregonis	#37	District Checki...	150.48
Check	10/5/2011	3226	Katsiaryna Gregonis	#38	District Checki...	185.20
Total Bookkeeping Services						335.68
Total 86-2181-AUDITING & FISCAL SERVI						335.68
86-2187-EDUCATION & TRAINING						
Check	9/5/2011	3212	Nathaniel Norling	#031010	District Checki...	150.00
Check	9/22/2011	0410...	Albion-Little River Fi...	Amazon EMT books, EMT ...	County	672.64
Total 86-2187-EDUCATION & TRAINING						822.64
86-2189-PROFESIONAL & SPECIAL S						
Check	10/5/2011	3224	Ed Petrykowski	Reimb for notary services	District Checki...	10.00
Total 86-2189-PROFESIONAL & SPECIAL S						10.00
86-2231-ELECTION SUPERVISION &						
Gener...	10/13/2011	410RR	Mendocino County ...	Mendocino County Clerk R...	County	323.80
Total 86-2231-ELECTION SUPERVISION &						323.80
86-2250-TRANSPORTATION & TRAVEL						
Walsh Oil						
Check	10/15/2011	3229	Walsh Oil	13015 #189189	District Checki...	183.59
Total Walsh Oil						183.59
Total 86-2250-TRANSPORTATION & TRAVEL						183.59
86-2260-UTILITIES						
Albion Water District						
Check	10/15/2011	3231	Albion Mutual Wate...	#1201 Oct-Dec 2011	District Checki...	135.00
Total Albion Water District						135.00
PG&E						
Check	9/5/2011	3208	PG&E	0210095100-9	District Checki...	303.54
Check	10/5/2011	3221	PG&E	0210095100-9	District Checki...	350.16
Total PG&E						653.70
Thompson Septic Service						
Check	9/11/2011	3213	Thompson's PortaS...	#15235	District Checki...	142.90
Check	10/15/2011	3232	Thompson's PortaS...	#15363	District Checki...	97.90
Total Thompson Septic Service						240.80
Waste Management						
Check	10/5/2011	3222	Waste Management	799-0001196-2561-4	District Checki...	30.53
Total Waste Management						30.53
Total 86-2260-UTILITIES						1,060.03
86-3113-PAYMNTS TO GOVT AGENCIE						
Gener...	9/20/2011	408RR	County Check	Refund of corrected LAFC...	District Checki...	-52.73
Total 86-3113-PAYMNTS TO GOVT AGENCIE						-52.73

Albion Little River Fire Protection District
Profit & Loss Detail
 August 30 through October 24, 2011

Type	Date	Num	Name	Memo	Split	Amount
86-4370-EQUIPMENT (PURCHASE)						
Firefighting Equipment						
Check	9/23/2011	3219	Albion-Little River Fi...	Reim for pmnt to Willits Po...	District Checki...	530.37
Total Firefighting Equipment						530.37
Rescue Equipment						
Check	9/14/2011	0410...	Fire Service Specifi...	#6368 Pump	County	7,891.43
Total Rescue Equipment						7,891.43
86-4370-EQUIPMENT (PURCHASE) - Other						
Check	9/5/2011	3210	BearCom	#4042961, 4042605, 4042...	District Checki...	423.76
Total 86-4370-EQUIPMENT (PURCHASE) - Other						423.76
Total 86-4370-EQUIPMENT (PURCHASE)						8,845.56
Total Expense						17,683.82
Net Income						-17,683.82

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

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	0.00	73,566.00	-73,566.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,470.00	-2,470.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	-330.13	283.00	-613.13	-116.7%
82-1220-PRIOR UNSECURED TAX	0.00	126.00	-126.00	0.0%
82-1300-SPECIAL TAX	0.00	77,630.00	-77,630.00	0.0%
82-1600-TIMBER TAX	0.00	83.00	-83.00	0.0%
82-4100-INTEREST INCOME	0.00	650.00	-650.00	0.0%
82-5481-HOMEOWNER PROPERTY TAX	0.00	771.00	-771.00	0.0%
Total Income	-330.13	155,579.00	-155,909.13	-0.2%
Gross Profit	-330.13	155,579.00	-155,909.13	-0.2%
Expense				
86-1035-WORKERS COMPENSATION IN	0.00	7,000.00	-7,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE	1,501.65	12,000.00	-10,498.35	12.5%
86-2060-COMMUNICATIONS				
ATT	771.80			
Comcast	472.18			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	0.00	5,000.00	-5,000.00	0.0%
Total 86-2060-COMMUNICATIONS	1,273.98	5,000.00	-3,726.02	25.5%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Radio Maintenance	96.42			
Vehicle Maintenance				
8130	999.37			
8131	72.59			
8162	984.96			
8192	4,212.37			
Total Vehicle Maintenance	6,269.29			
86-2120-MAINTENANCE EQUIPMENT - Other	1,031.20	32,000.00	-30,968.80	3.2%
Total 86-2120-MAINTENANCE EQUIPMENT	7,396.91	32,000.00	-24,603.09	23.1%
86-2130-MAINTENANCE STRUCTURES				
Station 811	420.00			
Station 812	634.11			
86-2130-MAINTENANCE STRUCTURES - Other	52.64	10,000.00	-9,947.36	0.5%
Total 86-2130-MAINTENANCE STRUCTURES	1,106.75	10,000.00	-8,893.25	11.1%
86-2140-MEDICAL, LAB SUPPLIES	1,519.40	6,000.00	-4,480.60	25.3%
86-2150-MEMBERSHIPS	0.00	3,000.00	-3,000.00	0.0%
86-2170-DISTRICT OFFICE SUPPLIE	155.84	1,000.00	-844.16	15.6%
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	862.35			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	862.35	3,500.00	-2,637.65	24.6%
86-2187-EDUCATION & TRAINING	822.64	10,000.00	-9,177.36	8.2%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2220-SMALL TOOLS & SUPPLIES	0.00	4,000.00	-4,000.00	0.0%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Walsh Oil	1,622.83			
86-2250-TRANSPORTATION & TRAVEL - Other	0.00	26,000.00	-26,000.00	0.0%
Total 86-2250-TRANSPORTATION & TRAVEL	1,622.83	26,000.00	-24,377.17	6.2%
86-2260-UTILITIES				
Albion Water District	270.00			
PG&E	1,333.01			
Suburban Propane	460.47			
Thompson Septic Service	437.00			
Waste Management	81.05			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	2,581.53	7,500.00	-4,918.47	34.4%

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

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
86-3113-PAYMNTS TO GOVT AGENCIE	474.62	2,000.00	-1,525.38	23.7%
86-4360-BUILDINGS & IMPROVEMENT	400.00	10,000.00	-9,600.00	4.0%
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment	530.37			
Rescue Equipment	7,891.43			
86-4370-EQUIPMENT (PURCHASE) - Other	423.76	10,000.00	-9,576.24	4.2%
Total 86-4370-EQUIPMENT (PURCHASE)	<u>8,845.56</u>	<u>10,000.00</u>	<u>-1,154.44</u>	<u>88.5%</u>
Total Expense	<u>28,897.86</u>	<u>158,900.00</u>	<u>-130,002.14</u>	<u>18.2%</u>
Net Income	<u><u>-29,227.99</u></u>	<u><u>-3,321.00</u></u>	<u><u>-25,906.99</u></u>	<u><u>880.1%</u></u>

RESOLUTION No. 111025
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

Whereas California Government Code sections 53952 and 53961 regarding the establishment of a revolving fund by special districts have been revised by the adoption of SB 288 on July 7, 2011, and

Whereas said revisions will become effective January 1, 2012, and

Whereas the Albion Little River Fire Protection District is an independent special district as defined in Government Code Section 56044, and

Whereas the Albion Little River Fire Protection District currently has a revolving fund established per existing code, and

Whereas the revolving fund is necessary for the district to pay its bills in a timely and expeditious manner,

Therefore do we, the board of directors of the Albion Little River Fire Protection District, resolve to provide for the establishment of a revolving fund in accordance with Government Code Section 53952(b) in an amount not to exceed 110% of one-twelfth of the district's adopted budget for that fiscal year to commence on January 1, 2012.

We further resolve that the fund may be used to pay any authorized expenditures of the Albion Little River Fire Protection District, and that the president of the board of directors or the president's appointed board member designate as fiscal officer shall have authority to make disbursements from the fund.

APPROVED, PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT A REGULAR BUSINESS MEETING THIS 25TH DAY OF October, 2011.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

VACANT: _____

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

Attest:

Terry Kemp
Secretary, Board of Directors of the Albion Little River Fire Protection District

RESOLUTION No. 111025
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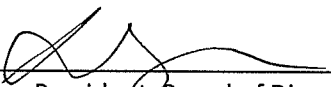
Whereas the revolving fund is necessary for the district to pay its bills in a timely and expeditious manner,

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We further resolve that the fund may be used to pay any authorized expenditures of the Albion Little River Fire Protection District, and that the president of the board of directors or the president's appointed board member designate as fiscal officer shall have authority to make disbursements from the fund.

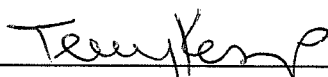
APPROVED, PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT A REGULAR BUSINESS MEETING THIS 25TH DAY OF October, 2011.

AYES: 5
NOES: 0
ABSTAIN: 0
ABSENT: 0
VACANT: 0



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

Attest:



Terry Kemp
Secretary, Board of Directors of the Albion Little River Fire Protection District

October 22, 2011

To the board of directors of the Albion Little River Fire Protection District:

As you are aware, Albion Little River Volunteer Fire Department, Inc. president Scott Roat presented a letter to the board at our September 27, 2011 monthly district business meeting with a statement reporting an assault made on him by a fellow member of the fire department at a fire department vehicle committee meeting held the previous week. This alleged assault was witnessed by a number of other fellow firefighters as well as by a member of the district board. The board acknowledged President Roat's letter and board member Rich Riley acknowledged being present at the incident.

In the days following the district business meeting President Roat called a special meeting of Albion Little River Fire Department, Inc., to be held Thursday, October 6, 2011, to discuss issues with fire department bylaws as they related to succession of office in the position of chief/CEO of the corporation in the case that the elected chief/CEO is unable to serve. President Roat invited district board members to attend this meeting.

To recap the issues at hand - Chief/CEO, Jeff Wall, announced on August 18, 2011 that he would be taking an indefinite leave of absence from the fire department for medical reasons. On August 28, 2011 Albion Little River Volunteer Fire Department, Inc. held a special meeting to acknowledge Chief Wall's leave and choose a member to fill the vacated position. At that meeting Assistant Chief Ted Williams was elected to serve as chief on a motion passed by a majority of the members present. However, the language of the motion passed seems to intentionally limit the authority of the position elected and also does not address the corporate CEO aspect of the position. The fact that the CEO position was not addressed at that August 28 meeting and that there were no written procedures in the bylaws for succession of the position of chief under the presented conditions became a concern to President Roat and others in the fire department when they examined the fire department bylaws. After researching the bylaws and consulting the fire department's legal counsel President Roat determined that the convening of another special meeting on October 6 was needed.

District board members Ken Matheson and Alan Taeger attended this meeting. There were thirteen fire department members in attendance. Assistant Chief Oliver Sealer, Assistant Chief Stacey Weil-Dye, Captain Terrence Weil-Dye, and Captain Jonathon Peakall entered the meeting room together at the last minute before commencement of the meeting and immediately commanded control of the meeting. President Roat was not allowed by these members to conduct the meeting. When he tried to convene with an opening statement he was immediately shouted down, with Captain Peakall standing and shouting that the district board members present should be expelled from the meeting, making a motion without recognition from the chair and calling for a vote. A vote was conceded and the membership voted against the motion, whereupon the district board members were allowed to remain at the meeting.

The meeting lasted three hours, during which time President Roat was never able to read his opening statement. His attempts were completely overridden by continuous disruption, including yelling and swearing at President Roat without abatement by the four above named fire department officers. Other fire department members who attempted to ask questions or restore order were shouted down by the four in the same manner. At various times Assistant Chief Sealer or Captain Peakall stood, leaned and pointed fingers and threatened other members, including President Roat. At another time Assistant Chief Sealer turned to Acting Chief Williams and told him he had better withdraw his name as candidate

for chief now or face not having any support in the future. At another point in the meeting, when President Roat attempted to gavel the meeting to order Captain Weil-Dye got up from his chair, walked around the table to where the president was sitting and physically removed the gavel from the president's hands, taking it back to his own seat, whereupon Secretary Erica Geer got up and retrieved the gavel from Captain Weil-Dye. This process of harassment and intimidation went on throughout the meeting. President Roat and Secretary Geer persistently tried to maintain order without success.

In the end the belligerents got their way. What passed for discussion was mostly a monologue from Assistant Chief Sealer with statements such as one about operations being a "well-oiled machine", and that the membership at large should listen to the will of the "senior membership". When the discussion was steered back to the issue of the opinions and advice of the volunteer fire department counsel, Jone Lemos, that the election of a chief/CEO was legally imperative and should be completed as soon as possible, elections in December notwithstanding, Assistant Chief Sealer stated that the corporate board didn't really have any authority. He said that the volunteer fire department was only incorporated as a means to collect tax deductible donations and that the corporate board was written into the bylaws as a legal necessity only and that the corporate officers didn't really have any authority, and that if they did, the department needed to consider revising its bylaws.

The arguments made against electing a chief/CEO started with the emotional statement from Assistant Chief Weil-Dye that electing a chief would be throwing Chief Wall under the school bus, showing him disrespect for trying to replace him while he was is out on a medical leave of absence. Others exclaimed that Chief Wall was still their chief, even if he was away, and that he had not taken a leave of absence. It was fine with these persons that the fire department would be run by the three assistant chiefs together, "with two out of three chiefs to be in agreement with any chief's actions". Chief Sealer proposed that if Chief Wall was not able to return in time to stand election in December that all of the membership should decline to run for the office, thereby leaving the office open for the coming year while the "two out of three" assistant chiefs oversee the fire department until Chief Wall might be able to resume his duties. Assistant Chief Williams asked who had the responsibility for the fire department. Assistant Chief Sealer answered that it was Chief Wall, showing that Assistant Chief Sealer was willing to assert all the authority and leave all the responsibility to the absent chief. Assistant Chief Sealer asserted that this arrangement worked well during the absence of Chief Wilson. Assistant Chief Sealer then spoke of the "dangerous situation" concerning the decline in fire department membership.

Another fire department member, appealing for order, spoke of the overall decline of the fire department during Chief Wilson's long absence, how things were not getting done, bills were not being paid, communications among fire department members was weak. He was quickly attacked by the belligerents with shouting and cursing. Captain Peakall stood and leaned over the table pointing his finger at this person and shouted insults.

The intense harassment and intimidation we observed at this meeting were severe violations of both fire department and district bylaws. The behavior of the belligerents was reprehensible to say the least. In fact, neither of the district board members present has ever been at a more violent meeting of any kind. People who should be professionals exhibited the most unprofessional, uncontrolled behavior imaginable. Officers, who should be examples of calm and reason to the rest of the membership and the public at large, even under the most stressful conditions, demonstrated an unimaginable viciousness and lack of self-control. Unfortunately, the bylaws of the district and those of Albion Little River Volunteer Fire Department, Inc. are both lacking in prescribed actions to be taken regarding this behavior. Both documents decry uncivil conduct and promise remedy but neither has a workable

discipline procedure. The only remedy available in the fire department bylaws is expulsion. While we believe that expulsion is justifiable for these four members based on their continued uncivil, uncooperative behavior, there is no mechanism for hearing their defense, and in any case, the rest of the remaining fire department membership has been successfully intimidated to the point of not being able to call a vote for the belligerents' expulsion as is prescribed in fire department bylaws.

We feel that the board has little other option but to condemn the above described behavior in the strongest terms and demand that it stop immediately. If these persons cannot conduct themselves in a professional manner and work calmly and rationally with their fellow firefighters at a meeting, let alone at an emergency scene they should not be putting other firefighters and the public at large at risk of their behavior.

We therefore recommend that the board pass a motion to make the following statement:

October 18
"We condemn in the strongest terms the behavior exhibited at the special meeting of the Albion Little River Fire Department, Inc. on ~~August 18~~, 2011 by (the four people named above) and censure them individually, and further demand that all fire department members follow the fire department and district bylaws regarding conduct. We encourage the fire department to address the issue under its bylaws. The fire department cannot function if its members treat each other derisively and uncooperatively."

Respectfully submitted,

s/ Alan Taeger

s/ Ken Matheson

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

October 25, 2011

Report to the Board of Directors of the Albion Little River Fire Protection District from the Committee to Write a Draft Agreement Between the Albion Little River Volunteer Fire Department, Inc. and the Albion Little River Fire Protection District.

At the September 27, 2011 regular business meeting of the board of directors of the Albion Little River Fire Protection District, with consensus from the board, Board Member Ken Matheson volunteered to join President Alan Taeger to form a committee to write a draft agreement between the fire department and the district.

Ken and Alan talked and began to investigate the potential agreement. One of the first things we discovered in looking at district archives was a pair of opinions written by Deputy County Counsel Frank Zotter in November, 1998 (#98-973, #98-975). It seems that this was written during one of a number of times over the years that the board has tried to reach a written agreement with the fire department.

When Alan and Ken investigated these issues in February (upon our inquiry) an opinion from County Counsel Jeanine Nadel (#11-0142) indicated that the district could lawfully contract with the fire department. However, one of the Zotter opinions from 1998 (#98-975) contradicts that opinion. This opinion contains a reference to Fire Protection District Law of 1987 [Health and Safety Code Section 13861, subdivision (f)] which states that the board is empowered to "enter into and perform all necessary contracts pursuant to Article 53 (commencing with section 20810) of Part 3 of Division 2 of the Public Contract Code." Section 20811 of that code states that "a district may contract with **any other public agency** for fire protection services...". Albion Little River Volunteer Fire Department, Inc. is a private non-profit corporation, not a public agency. The Zotter opinion goes on to state that "the district, as an entity, cannot formally contract with a private corporation such as Albion Little River Volunteer Fire Department, Inc.". The law referenced by Zotter in 1998 is still in place today (please see the reference in your manual).

Ken and Alan then began to pursue the other options developed in our research begun in February. At that time we identified three alternative options:

- ~ 1. Form an agreement of some kind with Mendocino FPD.
- ~ 2. Form an agreement of some kind with CalFire.
- ~ 3. Re-organize Albion Little River Fire Protection District so that the district hires volunteers directly so the district can directly oversee fire department personnel and procedures.

Ken and Alan met with CalFire personnel at Howard Forest in February and discovered that even a minimum contract with CalFire would cost at least \$500,000 per year and maybe more.

Ken and Alan met with two Mendocino FPD board members and Chief Hervilla the week before last at Mendocino Fire Department. None of the ideas we presented to them seemed feasible. All solutions involved a lot more work for Mendocino Fire Department, and there would be many issues between the districts that seem insurmountable. In the end, they said that they could be of little help to us except to be aware of our current situation and be alert to provide mutual aid.

This leaves us with option #3.

For many years the board has tried to reconcile and accommodate the assertion of members of Albion Little River Volunteer Fire Department, Inc. that their organization is an independent body that donates its services to the district and is not subject to direction by the district board and whose members are independent contractors, not in the employ of the district and therefore not subject to review or evaluation by the board. This notion is continuously contradicted by the facts on the ground:

1. The district contracts for and provides complete liability and workers compensation insurance for all members of the Albion Little River Volunteer Fire Department, Inc. Workers compensation insurance is only available to employees. Our insurance carrier representative has been puzzled by the reports of our arrangement with the fire department, but they require us to provide a fire department roster and they consider those people to be employees of the district.
2. The district provides fringe benefits to members of the Albion Little River Volunteer Fire Department, Inc., including family memberships in one land based ambulance company and two air ambulance companies and annual stipends to be paid to each member. These stipends alone have presented the district with a continuing dilemma of how to distribute the stipends without appearing to employ the individuals. Our bookkeeper, our auditor, county counsel, and the State Controller's Office all insist that volunteers serving the district are district employees. That we continue to pretend otherwise makes the district no less liable. It is even possible that the district could suffer consequences from improper filing of state reports.
3. Albion Little River Volunteer Fire Department, Inc. is a 501c3 corporation incorporated to raise tax deductible funds for the benefit of the district. The legal structure of this organization is as a fund raising group. The members of this group have no corporate authority as a fire fighting organization.
4. Albion Little River Fire Protection District is governed by California Health and Safety Code Section 13800, also known as the Fire Protection District Law of 1987. Section 13802(e) defines employees as follows: {"**Employee**" means any personnel of a district, including any regular or call firefighter hired and paid on a full-time or part time basis, or **any volunteer firefighter**. "Employee" also includes any person who assists in the provision of any authorized emergency duty or service at the request of a person who has been authorized by the district board to request this assistance from other persons.}

Alan and Ken met last Wednesday to consult on revisions to the district bylaws so that we could bring the fire department directly into the district and properly account for district volunteer (and potential other) employees. This would change the district to an organization more like Mendocino's and most other fire districts in the state. By revising our district bylaws we can end the ongoing controversies about whether or not the volunteer firefighters are our employees, as well as issues of organization and procedure. We will also be able to exercise our legal responsibilities and have control of the duties of our office.

Please examine our proposed bylaws changes in the draft document (to be presented at our October 25, 2011 regular business meeting). We have reviewed, edited, and reformatted the entire document to make it consistent in form and terminology and have modified the mission and policy statements to reflect the proposed changes.

We recommend adoption of these bylaws changes at our November 29, 2011 regular business meeting.

Respectfully submitted,

S/ Alan Taeger

S/ Ken Matheson

Alan Taeger

From: Jeanine B. Nadel <nadelj@co.mendocino.ca.us>
Sent: Monday, October 24, 2011 10:18 AM
To: Alan Taeger; ken@mcn.org
Subject: ALRFD

Good Morning,


I have had a chance to review the prior memos from this office and I do agree with the conclusion stated in the memo relating to contracting. When we first discussed this issue the goal was to maintain a relationship with the Department. In my attempt to work with bringing the District and Department together, I did not adequately consider the Public Contracts Code Section. Therefore, the District may not formally "contract" for actual services with the Department. (Which makes no sense to me as public entities in general can contract with non-profit corporations). That does not mean however that the District can't enter into some type of agreement/ MOU with respect to relationship issues, document sharing etc. (Which is where I was attempting to go). The Department can continue to serve the District but the volunteers are considered employees of the District. (They always have been in this case as you have been paying workers compensation benefits). The Department can also have its own rules for its members. In addition the District can enter into a mutual aid agreement with any private firm or corporation. I apologize for any inconvenience/confusion this may have caused. Given the continued disruption it appears that the option for a healthy relationship with the very Department that serves you is not likely especially with the current make up of individuals involved. The law does allow you to contract with Cal Fire, or another Districts as I have previously stated. Again, those options do not appear to be viable at this time.

Health and Safety Code Section 13861 allows you to establish and enforce rules and regulations for the administration, operation, and maintenance of the services listed in Section 13862 (fire protection, rescue, emergency medical, HazMat, and Ambulance), so even if the District continues to work with the Department it should consider adopting District protocols and policies in this regard.

I have reviewed your bylaws and the following are my comments:

✓ 1. Page 2, Policy Statement: I would recommend that you leave some language in there regarding your relationship with the Fire Department. While the District is definitely in the drivers seat it doesn't appear that the Department is going away anytime soon. Working together may be a possibility in the future. So I suggest something like this: 1. Employ necessary personnel to provide services to the District and to the extent possible establish a working relationship with established volunteer emergency response agencies within the District. Keep in mind that it is not a Gift of Public Funds when the District receives a reasonable and measurable benefit in return for the use in the public interest of its facilities and equipment.

✓ 2. Page 5 1005 #2 Delete the reference to pg. 11 Rev Brown Act and add at the end of the sentence(Government Code Section 54953.3(b)).

3. Page 9 Section 5. Add at the end of the first sentence "and in accordance with the provisions of the Ralph M. Brown Act (Government Code Section 54950 et. seq) 

Re Personnel Section I would clarify that the volunteer firefighter positions are not subject to any compensation (or if they are then clarify if there is going to be a stipend of some sort). The same goes for the Chief, is it compensated or not. You could add something to the effect that the Board will determine whether the position is subject to compensation and will set the amount of compensation.

Those are my thoughts. Again, think about whether you want to "throw the baby out with the bath water" it is a small community as you know and there are many Districts that have good working relationships with their non-profit Fire Departments. You may want to leave the door open (a little). I am around all day today so feel free to call me if you have any questions. Tomorrow is a BOS day, but I can generally respond by e-mail. I want you ready for your board meeting tomorrow night.

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

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Alan Taeger

From: Steven Acker <sacker@mcn.org>
Sent: Saturday, October 22, 2011 9:42 PM
To: Steve Acker; Harold Searles; Oliver Seeler; Marshall Brown; Chris Johnson; Scott Roat; Erica Geer; Ted Williams; Terence Weil-Dye; Mark Anderson; John Crowingshield; Stacey Weil-Dye; Jonathan Peakall; andrew.crowingshield; indian_football_player63@yahoo.com; Jason.Hendricks@att.net; jessicaalexisfriedland@gmail.com; mike.kitahara; Alan Taeger; Ed Petrykowski; Ken Matheson; Richard Riley; Terry Kemp
Subject: Fire Department

Firefighters and District Board members,

A series of events have taken place in the Albion Little River Volunteer Fire Department over the past month or so that I believe are not good for the smooth functioning of the organization. This started with Jeff Wall going on medical leave, or stepping down, depending on your viewpoint. The three assistant Chiefs took on the Chief duties and shared them. Scott, as President of the Fire Dept. board of directors, after talking with the Fire Dept. attorney believed that the Three Chiefs arrangement is not legal or in line with our bylaws. The Fire Department Board then appointed an interim Chief to act until the next business meeting. This was met with outrage from some members of the department. The disagreement led to a special meeting being called in order to elect a Chief.

At this meeting, held on October 6th, the presence of two members of the District was loudly objected to. A vote was taken and the majority voted to have them stay. Scott called the meeting to order and was immediately challenged by several members. Throughout the meeting Scott was repeatedly, contemptuously shouted down and was not allowed to conduct any business. There was general disrespect for Scott, and a kind of ugly mob rule. There was a total disregard for any process.

This upset me greatly. No human being should be treated the way Scott was at this meeting, but especially not a member of the department. If there is disagreement there should be enough respect for the process and for each other to work things out in a civil manner. After this meeting, I found myself in a dilemma. I have made a commitment to be a firefighter and now treasurer, but I wondered whether I could continue in an organization that would tolerate this behavior.

At the next Department business meeting, held on October 13th, Scott attempted to have an election for Chief, to fill the role until the next regular election, on advice from the department's attorney. Once again this was met with objection, since there is ongoing disagreement about whether or not a chief on indefinite medical leave can legally function as chief. Also the argument was made that the department has an agreement with the District, to nominate in November and have the election in December. The election did not take place. There was still an air of disrespect for Scott and a general contempt for the District, but behavior was better, probably due to the presence of two sheriffs.

The Albion Little River Volunteer Fire Department has problems, and to ignore them and just go on with business as usual is not acceptable to me.

1) The Department's relationship with the District is bad and needs to be addressed. 2) There is distrust of the Department's Corporate Board, and confusion about its role.

3) There are assumptions about established customs, but not all members are aware of those customs.

4) In my opinion we don't have a Chief and we need one.

All of these problems are solvable, but there is a disregard of the Robert's Rules and process, which exist to help an organization deal with problems or unusual situations.

All of us are volunteers—the Fire dept as a whole; the Dept corporate officers; the Fire District Board members—and we all have roles to play, ranging from dealing with emergencies to administering the taxpayers money in order to do so. The community depends on us. It seems to me that in whatever capacity we serve, we can do it best as a united group.

Steve Acker



Scott Roat <wingwood@gmail.com>

Tonight

Scott Roat

<scott@mendocinorealestate.net>

To: terry kemp <kiwanisqueen@yahoo.com>

Sat, Oct 15, 2011 at 10:20

AM

Hi Terry, thanks for asking -

A member called me an hour beforehand saying I'd better step down. Tough meeting again, though not brutal - asked the Sheriff to be there, which is the only reason it remained civil. Was nevertheless stonewalled on an exact set of directions handed to us by Jone Lemos that morning - they voted down an election and Ted's appointment as Chief is expired and we now have zero Chief. (Note: that members opposed to following our attorney's advice failed to attend the scheduled meeting with Jone that happened earlier that day - guess they didn't want to hear what she had to say?) No discussion of topics based on their merit - just a sort of overriding argumentative tone and alignment with things that simply aren't so - because it suits some sort of advantage for them; that green shirt is blue and the more I say it the more it will be so. Exhibited a stark disregard for Jeff Wall, on one hand - as they stick him with full liability for the Department by claiming he's Chief, but shout loudly that we don't care about him and are throwing him under a bus! Younger members do like Jeff and that is carrying some weight for them. Attorney points and wishes of Board ignored, even when presented. With no Chief, I asked who to present Brad's application to, and witnessed Oliver acting as Chief when he sweetly reviewed and accepted and then signed in front of everyone, as the Chief would, the app. Capitulated for District Board requests for documents, but said you can come get them yourselves - hardly cooperative or professional. We are an out of hand rogue operation with no ability to conduct ourselves in a meeting room, and I've experienced similar behavior in the field. Historically, many good members have left. In my opinion, you've got a bully team running the show and, again my opinion, they do not have much respect for fellow members or the community at large.

3 Oct 11 Phone

County Auditors office
called → Ed Collins - underlord
Need resolution of the
board authorizing
1109 of 12 operating budget

Alan Taeger

From: Ross Walker <walkerr@co.mendocino.ca.us>
Sent: Tuesday, September 27, 2011 10:54 AM
To: ataeger@mcn.org
Cc: Lloyd Weer
Subject: SB 288

Mr. Taeger,

Jeanine Nadel has asked me to contact you regarding the above referenced bill. It was adopted July 7, 2011 and will become effective on January 1, 2012. It amends Government Code sections 53952 and 53961. The Auditor's office will be contacting you regarding budget information that must be provided by the District.

If you have any questions, please feel free to contact me.

Ross Walker

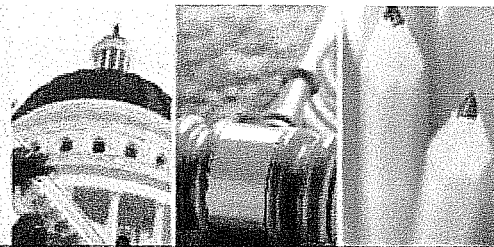
**Ross Walker, Deputy
Mendocino County Counsel Office
501 Low Gap Road, Rm 1030, Ukiah, CA 95482
Telephone (707) 463-4446 Fax (707) 463-4592
walkerr@co.mendocino.ca.us**

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CSDA e-NEWS

A proud California Special Districts Alliance partner.



California Special Districts Association
Delivering value to special districts

CSDA Sponsored Legislation Signed Into Law

CSDA's sponsored legislation, Senate Bill 288 (Negrete McLeod) was signed into law by Governor Jerry Brown on Thursday, July 7 after passing through the legislature unanimously.

SB 288 applies to independent special districts that choose to utilize the county treasurer as the treasurer of the district. Most of these districts are currently limited to a 35 year-old \$1,000 revolving fund to pay district expenditures for ongoing operations.

Similar to existing authority vested in mosquito abatement and vector control districts and public cemetery districts, SB 288 authorizes all other independent special districts to establish a revolving fund in an amount not to exceed 110 percent of one-twelfth of a district's adopted budget for that fiscal year. Providing more consistency throughout the enabling acts that govern special districts will improve flexibility and reduce confusion.

For more information regarding SB 288, please visit CSDA's [Grassroots Action Center](#).

[California Special Districts Association](#) | 1112 I Street | Suite 200 | Sacramento, CA 95814 | 877.924.CSDA (2732)

A Proud California Special Districts Alliance Partner

*spoke w/ Lloyd - auditor's office 10:50am 26 sept -
spoke w/ Jeanine 26 Sept 11:am - she says
she will ask person in her office to consult w/ auditor
& expedite.*

auditor out sick - long term possibly. He will try to consult.



**California Special
Districts Association**
Districts Stronger Together

Dear CSDA Member

In an effort to keep CSDA's communications as valuable to you as possible, we have developed this brief survey. Please take a moment to fill out the survey and let us know what about our communications with you is working and what we could be doing better. As a member of CSDA, we work hard to keep you informed on all of the important Legislative issues, educational workshops and member benefits. It is important we make sure we are doing this to the best of our ability.

I encourage you to make copies of this survey to distribute to board members and other staff members - the more information we have on how to serve you best, the better! You can mail this hard copy back or feel free to save yourself the postage and fax it back to CSDA at 916.442.7889, attn: Nicole Dunn.

You may also take the survey online by entering this link into your web browser:

<http://csda.informz.net/survistapro/s.asp?id=6599>

Feel free to contact CSDA Communication Specialist Nicole Dunn anytime with any questions at 800.924.CSDA (2732)

We look forward to receiving your district's responses.

Sincerely,

Neil McCormick
CSDA Executive Director



**California Special
Districts Association**
Districts Stronger Together

Name: _____
 Title: _____
 District: _____

6/23/11

COMMUNICATION SURVEY

Please rank the top three CSDA communications most valuable to you.

- | | |
|--|--|
| _____ California Special District magazine | _____ Standalone Education Alert emails |
| _____ CSDA website – csda.net | _____ CSDA Annual Report |
| _____ CSDA e-News | _____ Social Media (Facebook, Twitter, Apps, etc.) |
| _____ Standalone Legislative Alert emails | _____ Event brochures – Annual Conference, SDL, etc. |

Are you satisfied with CSDA's overall communications in terms of each of the following?

- Quality of information: Yes No
- Relevance to your district: Yes No
- Timeliness of information: Yes No

If you are not satisfied, what could we be doing better?

How would you rate the frequency of CSDA communications?

- | | | | |
|--|--|--------------------------------------|---------------------------------------|
| • California Special District magazine: | <input type="checkbox"/> Not frequent enough | <input type="checkbox"/> About right | <input type="checkbox"/> Too frequent |
| • CSDA e-News: | <input type="checkbox"/> Not frequent enough | <input type="checkbox"/> About right | <input type="checkbox"/> Too frequent |
| • Standalone Legislative/Education e-blasts: | <input type="checkbox"/> Not frequent enough | <input type="checkbox"/> About right | <input type="checkbox"/> Too frequent |
| • Fax blasts: | <input type="checkbox"/> Not frequent enough | <input type="checkbox"/> About right | <input type="checkbox"/> Too frequent |

How often do you visit the CSDA website?

- Daily Weekly Monthly A few times a year or less

For what do you use the CSDA website?

- | | | | | |
|--|-------------------------------------|---------------------------------------|-----------------------------------|--------------------------------|
| • Legislative information: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |
| • Education info/registration for workshops: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |
| • Members Only section: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |
| • Meeting minutes and information: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |
| • Bookstore: | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |
| • Other: _____ | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Seldomly | <input type="checkbox"/> Never |

How many individuals from your Board of Directors and management-level staff use smartphones?

- Few of the board members/staff
 Approximately half of the board members/staff
 Most of the board members/staff

Is there anything you would like to see improved/added to CSDA communication tools to make it a better resource?

**FEEL FREE TO COPY THIS SURVEY AND DISTRIBUTE TO YOUR BOARD AND ANY DESIRED STAFF MEMBERS.
 RETURN TO CSDA AT 916.442.7889 OR MAIL: 1112 I STREET, SUITE 200 SACRAMENTO, CA 95814**

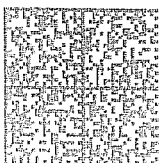


California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

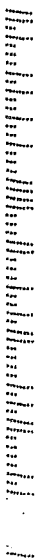
A proud California Special Districts Alliance partner

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



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MAILED FROM ZIP CODE 95814
PRIMEV BONES
\$ 000.440
SEP 29 2011
UNITED STATES POSTAGE

5541 0 5



GUS-ADV-L1
(09-2011)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

SEQ001-64230



**ALBION-LITTLE RIVER
FIRE PROTECTION DISTRICT
ATTN: AUDITOR-CONTROLLER
PO BOX 101
ALBION CA 95410-0101**

Dear Government Official:

We would like to request your help in an important effort being undertaken by the U.S. Census Bureau. During the week of October 11, 2011, you will receive the Government Units Survey (GUS), the first phase of the 2011 Census of Governments (CoG).

The Government Units Survey is the only source of nationwide, comprehensive information on official counts of local government units in the United States. The survey collects the location, characteristics, and limited financial data about every local government. The information we collect from the GUS and the CoG will provide a comprehensive look at the economic activities of America's governments. These data serve as building blocks for the calculation of the government sector of our nations Gross Domestic Product and are vitally important.

If you have any questions concerning this effort, or if you do not receive the Government Units Survey prior to October 24, please contact the Governments Division of the U.S. Census Bureau at govs.gus@census.gov or 1-888-202-2691.

Thank you for your time and assistance in this endeavor.

Sincerely,

William G. Bostic, Jr.
Associate Director for Economic Programs
U.S. Census Bureau

Alliant

Jeffrey Faber

Appraiser
Alliant Appraisal Services

Alliant Insurance Services, Inc.
2465 Campus Drive
First Floor
Irvine, CA 92612
jfaber@alliantinsurance.com

(805) 296-8721 MOBILE
(949) 260-5001 FAX
CA Insurance License No. 0C36861

Underwriting
Claims Services
Third-Party Administration
Loss Control
Appraisal
Human Resources Consulting

www.alliantinsurance.com

Alliant

phone 90:05

Oct 12 2pm

Alliance for GSRMA


Laura Carlisle
Firedist appraiser

on site insp. 1/2 hr

949 260 5033

returned call 3:05 pm

811 - Jeff Faber
only bldg appraiser



THE MENDOCINO BEACON
A Coast Paper For Coast People Since 1877
Sharon DiMauro, Publisher
Connie Korbel, Editor
Terri Parks, Office Manager
Antonio Garcia, Circulation Manager
 450 N. Franklin St., Fort Bragg, CA 95437
 964-5642 • Fax: 964-0424 • Email: beacon@mcn.org

IN OUR OPINION

YOUR #1 SOURCE

The theme for the 2011 National Newspaper Week, Oct. 2-8, is "Newspapers — the number one source for local news" couldn't be more appropriate than this year. The Mendocino Beacon and the Advocate-News continue to be the only source for comprehensive reporting and images of news and important events that impact life on the North Coast.

As we look around the newsroom at the varied Page 1 editions hanging on the walls, 2011 began early with news events that no one would ever have expected would become national — even world — concerns. There was the news that our sister city Otsuchi was devastated, an earthquake that reached our shores close to home a fugitive

Fight fire fee

EDITOR — I have strongly criticized a proposed new fire fee on homeowners in State Responsibility Areas (SRAs). Rural homeowners in a SRA would be required to pay \$175 for their homes, plus extra fees on other structures, in addition to a fee based on the acreage of land, which could add up to \$3,000 per year for some cattle ranchers and other resource land owners. In a letter to Assembly Budget Committee Chairman Bob Blumenfeld, I called the fees "grossly inequitable to rural residents."

As a member who represents large areas of State Responsibility Areas, these bills would be economically devastating to many of the constituents I represent. I find it inequitable to charge someone who inhabits a one-room cabin or mobile home on the North Coast the same fee that would be charged to someone living in a million dollar home in the Southern California hills.

I will voice my opposition and encourage my colleagues to vote against this onerous legislation at the Assembly Budget Committee hearing at the state Capitol.

Assemblymember Wesley Chesbro

**Wheatley and Rosemary Allen
Mendocino**

Thrifty move

EDITOR — Our MCDH Hospice Thrift Store is moving to a new and wonderful location in the Boatyard Shopping Center, facing Highway 1. We are all really excited; we actually have the key! We will have both the furniture and our regular Thrift Store under one roof, which means that we will be able to extend our hours. Our grand opening day will be Saturday, Oct. 15. Come and help us celebrate. If you've ever thought of volunteering, this would be a great time, as we will need extra volunteers. Since our "humble" beginnings, over two years ago; everyone has worked very hard to make our thrift store a success. We want to thank all of our dedicated family of volunteers who have made this possible and of course, many thanks to all who have thought of Hospice when donating their unneeded items. Hope to see you in our new home.

**Arlene Case
Hospice**

Writer's group

EDITOR — I am looking to form a

value of their money?

The United States is a very different country from what it was coming out of the Great Depression and the Second World War. An element of betrayal, which existed and operated even before the death of Franklin Roosevelt, has become so common that it pops out in the babble of a politician in the act of attempting to get himself elected. He took it for granted that he was in the company of cronies and said something so blatantly plutocratic as to expose what he really stands for: Inflation reduces the value of money, thereby empowering those who have more than enough to avoid the deprivations caused by inflation.

**Scott Croghan
Mendocino**

U.S. needs work

EDITOR — I was happy to read of President Obama's recent efforts to increase taxes upon the wealthiest people in the U.S. and his statement that this is not a class war, it is just math. That's right. This is a key issue for our nation right now: In this time of economic (and other) difficulties, we need a bigger contribution from those people who...



**California Special
Districts Association**
Districts Stronger Together

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We look forward to receiving your district's responses.

Sincerely,

Neil McCormick
CSDA Executive Director



California Special Districts Association
Districts Stronger Together

Name:

Title:

District:

COMMUNICATION SURVEY

Please rank the top three CSDA communications most valuable to you.

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- CSDA website - csda.net
- CSDA e-News
- Standalone Legislative Alert emails
- Standalone Education Alert emails
- CSDA Annual Report
- Social Media (Facebook, Twitter, Apps, etc.)
- Event brochures - Annual Conference, SDLD, etc

Are you satisfied with CSDA's overall communications in terms of each of the following?

- Quality of information: Yes No
- Relevance to your district: Yes No
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If you are not satisfied, what could we be doing better?

.....

.....

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- Few of the board members/staff
- Approximately half of the board members/staff
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Is there anything you would like to see improved/added to CSDA communication tools to make it a better resource?

.....

.....



Mendocino County Auditor-Controller
501 Low Gap Road, Room 1080
Ukiah, CA 95482
Ph: (707) 463-4382
Fax: (707) 467-2503

Albion-Little River Fire

P. O. Box 634
Albion, CA 95410

The Original Posting listed below is the amount posted on the 2011-12 Mendocino County Tax Roll per your request. Also listed is the total amount removed for those parcels which receive a Low Value Exemption. A Low Value Exemption is granted by order of the Board of Supervisors on parcels with a value less than \$1,000 because the cost of producing bills for such parcels is more than the amount billed. The Balance Billed amount is the amount on which apportionments for this fiscal year will be based.

Apportionments are done three times each year. The first apportionment is done on December 10 and will be 55% of the billed amount. The second apportionment will be done on April 10 and will be 38% of the billed amount. The final apportionment of 7% to be done on June 30 will be reduced by the amount of any corrections, year end cancels or transfers to the unsecured roll. Collection fees will be deducted from each apportionment based on the same percentage schedule.

Original Posting	Removed For LVE	Balance Billed
\$83,280.00	(\$640.00)	\$82,640.00

If your district has assessments removed due to LVE, attached is a list of those parcels for your review. Please note we leave these assessments on your list each year, in case the value does at some point increase to more than \$1,000.

If you have any questions regarding your assessments, please feel free to contact Lucy Simonson at the above number.

AUT-310-005 RUN DATE: 09-29-11

* LOW VALUE EXCEPTN REGAP *

RUN TIME: 2:42 PM

PAGE 1

COUNTY OF MENDOCINO
AUDITOR - TAXES

CODE	DESCRIPTION	COUNT	UNITS	AMOUNT
10	SD HUMBOLDT HOSPITAL	1		129.00
11	FORT BRAGG RURAL FIRE	50		979.48
12	LONG VALLEY FIRE	3		140.00
17	FORT BRAGG FIRE	20		360.00
20	BROOKTRAILS WATER	12		360.00
22	BROOKTRAILS SEMER	9		450.00
24	BROOKTRAILS FIRE	13		520.00
26	UKIAH VALLEY FIRE	1		50.00
28	RV/CALPELLA FIRE	18		735.00
29	LITTLE LAKE FIRE	35		4,620.00
30	UKIAH VLY FIRE MEAS B	1		10.00
37	SAMEL VALLEY FIRE	2		110.00
41	ANDERSON VALLEY CSD	20		756.00
42	REDWOOD COAST FIRE	1		275.00
44	ALBION LITTLEVR FIRE	15		640.00
50	COAST LIFE SUPPORT	20		1,470.00
56	WILSON AGT REPLACEMENT	1		6.66
	GRAND TOTAL	222		11,603.14

COUNTY OF MENDOCINO
AUDITOR-TAXES

AUT-310-005 RUN DATE: 09-28-11 * DIRECT ASSESSMENT LOW VALUE EXCEPTIONS * RUN TIME: 2:42 PM PAGE 4

PARCEL NBR	AREA CODE	AMOUNT	DIR CD	DESCRIPTION
007-292-01-00	004-001	120.00	29	LOW VALUE EXEMPTION
036-185-02-00	153-004	60.00	29	LOW VALUE EXEMPTION
037-260-03-00	153-004	60.00	29	LOW VALUE EXEMPTION
038-252-18-00	153-004	120.00	29	LOW VALUE EXEMPTION
103-190-17-01	153-004	60.00	29	LOW VALUE EXEMPTION
103-190-24-01	153-004	180.00	29	LOW VALUE EXEMPTION
104-050-09-00	153-004	60.00	29	LOW VALUE EXEMPTION
104-062-10-00	153-004	120.00	29	LOW VALUE EXEMPTION
105-020-05-00	153-004	60.00	29	LOW VALUE EXEMPTION
105-110-03-00	153-004	60.00	29	LOW VALUE EXEMPTION
108-110-07-00	153-004	60.00	29	LOW VALUE EXEMPTION
108-132-19-00	153-004	60.00	29	LOW VALUE EXEMPTION
108-140-07-00	153-004	180.00	29	LOW VALUE EXEMPTION
108-160-11-00	153-004	60.00	29	LOW VALUE EXEMPTION
108-200-08-00	153-003	60.00	29	LOW VALUE EXEMPTION
178-260-78-00	154-006	10.00	30	LOW VALUE EXEMPTION
048-200-53-00	154-019	53.00	37	LOW VALUE EXEMPTION
048-200-54-00	154-019	55.00	37	LOW VALUE EXEMPTION
026-090-16-05	053-008	36.00	41	LOW VALUE EXEMPTION
026-110-05-05	053-008	36.00	41	LOW VALUE EXEMPTION
026-110-10-05	053-008	36.00	41	LOW VALUE EXEMPTION
026-130-05-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-130-15-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-150-11-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-150-30-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-160-08-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-200-16-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-270-22-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-280-20-00	053-008	36.00	41	LOW VALUE EXEMPTION
026-292-13-00	053-002	36.00	41	LOW VALUE EXEMPTION
026-292-31-00	053-002	36.00	41	LOW VALUE EXEMPTION
046-031-32-01	053-002	36.00	41	LOW VALUE EXEMPTION
046-031-36-01	053-002	36.00	41	LOW VALUE EXEMPTION
046-070-24-00	053-008	36.00	41	LOW VALUE EXEMPTION
046-130-26-00	053-008	36.00	41	LOW VALUE EXEMPTION
046-140-20-01	053-002	36.00	41	LOW VALUE EXEMPTION
046-200-73-00	053-008	36.00	41	LOW VALUE EXEMPTION
049-310-15-00	053-002	72.00	41	LOW VALUE EXEMPTION
132-200-17-01	103-005	275.00	42	LOW VALUE EXEMPTION
121-120-18-00	104-011	40.00	46	LOW VALUE EXEMPTION
121-310-41-00	104-011	40.00	46	LOW VALUE EXEMPTION
121-430-71-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-050-03-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-050-28-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-200-05-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-210-18-00	104-011	80.00	46	LOW VALUE EXEMPTION
123-210-39-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-210-15-00	104-011	40.00	46	LOW VALUE EXEMPTION
123-210-16-00	104-011	40.00	46	LOW VALUE EXEMPTION

COUNTY OF MENDOCINO
AUDITOR - TAXES

AUT-310-005 RUN DATE: 09-28-11 * DIRECT ASSESSMENT LOW VALUE EXCEPTIONS * RUN TIME: 2:42 PM PAGE 3

PARCEL NBR	AREA	CODE	AMOUNT	DIR CD	DESCRIPTION
123-280-14-00	104-014	104-014	40.00	46	LOW VALUE EXEMPTION
126-040-07-00	104-014	104-014	40.00	46	LOW VALUE EXEMPTION
126-060-06-00	104-014	104-014	40.00	46	LOW VALUE EXEMPTION
126-060-15-00	104-014	104-014	40.00	46	LOW VALUE EXEMPTION
129-010-10-00	104-014	104-014	40.00	46	LOW VALUE EXEMPTION
027-082-10-00	052-000	052-000	50.00	50	LOW VALUE EXEMPTION
027-443-14-05	052-011	052-011	50.00	50	LOW VALUE EXEMPTION
132-200-17-01	103-005	103-005	292.00	50	LOW VALUE EXEMPTION
132-310-05-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-06-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-07-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-08-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-09-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-10-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-11-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-12-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-13-00	103-009	103-009	50.00	50	LOW VALUE EXEMPTION
132-310-14-00	103-005	103-005	50.00	50	LOW VALUE EXEMPTION
133-110-05-00	103-005	103-005	144.00	50	LOW VALUE EXEMPTION
133-110-06-00	103-005	103-005	50.00	50	LOW VALUE EXEMPTION
141-080-27-00	052-002	052-002	50.00	50	LOW VALUE EXEMPTION
143-050-09-00	052-002	052-002	50.00	50	LOW VALUE EXEMPTION
144-100-01-00	052-002	052-002	50.00	50	LOW VALUE EXEMPTION
144-100-02-00	052-002	052-002	50.00	50	LOW VALUE EXEMPTION
144-130-32-00	052-002	052-002	50.00	50	LOW VALUE EXEMPTION
047-080-30-00	154-147	154-147	6.66	56	LOW VALUE EXEMPTION

TOTAL 222



COUNTY OF MENDOCINO

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

Shari L. Schapmire
Treasurer-Tax Collector

DATE: OCTOBER 19, 2011
TO: MENDOCINO COUNTY POOL PARTICIPANTS
FROM: *Shari L. Schapmire*
SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR
SUBJECT: INVESTMENT REPORT – SEPTEMBER 30, 2011

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of September 30, 2011. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. The market value of the investments is provided by Union Bank of California acting in the capacity of "safekeeping agent" for the investments.

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

Due to the current financial environment, interest apportionment rates continue to be at historically low rates and will more than likely continue that way until well into 2012. As everyone is aware, financial markets have been difficult on many levels for the past several years; unfortunately, challenges are even greater today given the volatility and uncertainty within markets recently. If you have any questions regarding this report or the investments reported, please do not hesitate to contact me directly.



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

TREASURER-TAX COLLECTOR

501 LOW GAP ROAD #1060

UKIAH, CA 95482-4498

PHONE: (707) 463-4321

FAX: (707) 463-4166

**INVESTMENTS OF MENDOCINO COUNTY
(QUARTER ENDING - SEPTEMBER 30, 2011)**

INVESTMENT	CUSIP NUMBER	AMORTIZED COST VALUE	PAR VALUE	MARKET VALUE	COUPON RATE	PURCHASE DATE	MATURITY DATE	DAYS TO MATURITY
CERTIFICATES OF DEPOSIT:								
BANK OF MONTREAL	06366WJB1	\$ 5,000,000	\$ 5,000,000	\$ 5,011,400	0.91%	09/12/11	09/12/14	1078
CREDIT AGRICOLE	22532XBQ0	\$ 5,000,000	\$ 5,000,000	\$ 4,995,800	1.30%	05/03/11	05/06/14	949
BANK OF MONTREAL	06366US33	\$ 5,000,000	\$ 5,000,000	\$ 4,997,050	0.54%	05/12/11	05/13/13	591
BARCLAYS BANK	06740MVL4	\$ 5,000,000	\$ 5,000,000	\$ 5,023,000	1.03%	02/07/11	02/07/13	496
BARCLAYS BANK	06738U5H8	\$ 5,000,000	\$ 5,000,000	\$ 5,001,900	0.98%	11/30/09	11/30/12	427
NORDEA BANK	65556QTX1	\$ 8,000,000	\$ 8,000,000	\$ 8,044,080	0.99%	11/12/09	11/13/12	410
BANK OF NOVA SCOTIA	06417DT54	\$ 5,004,660	\$ 5,000,000	\$ 5,004,660	0.52%	08/25/11	10/01/12	365
BANK OF NOVA SCOTIA	06417DZA6	\$ 3,004,749	\$ 3,000,000	\$ 3,008,670	0.59%	09/06/11	08/09/12	314
SVENSKA HANDELSBANKEN	86959BHK4	\$ 5,001,870	\$ 5,000,000	\$ 5,002,900	0.42%	08/26/11	03/29/12	181
NORINCHUKIN BANK	65602QLE5	\$ 5,000,000	\$ 5,000,000	\$ 4,999,800	0.31%	09/21/11	11/21/11	52
SUMITOMO BANK	86562EFS2	\$ 5,000,067	\$ 5,000,000	\$ 5,000,100	0.27%	08/24/11	10/12/11	12
LOCAL AGENCY INVESTMENT FUND		\$ 50,000,000	\$ 50,000,000	\$ 50,000,000	0.37%	N/A	N/A	1
UNION BANK SWEEP ACCOUNT		\$ 153,182	\$ 153,182	\$ 153,182	0.01%	N/A	N/A	1
CALIFORNIA ASSET MANAGEMENT PROGRAM		\$ 33,000,000	\$ 33,000,000	\$ 33,000,000	0.12%	N/A	N/A	1
MEDIUM TERM NOTES:								
ABBEY NATIONAL	002799AH7	\$ 4,022,733	\$ 4,000,000	\$ 3,810,920	1.87%	05/03/11	04/25/14	938
METLIFE INSTITUTIONAL	59157BAF9	\$ 5,032,922	\$ 5,000,000	\$ 4,993,850	1.21%	04/18/11	04/14/14	927
PRINCIPAL LIFE FUNDING	74254PPF3	\$ 4,245,094	\$ 4,270,000	\$ 4,184,643	0.45%	12/23/10	11/08/13	770
PRICOA GLOBAL	74153WBJ7	\$ 2,954,266	\$ 3,000,000	\$ 2,966,610	0.46%	11/18/09	09/27/13	728
CREDIT SUISSE USA INC.	225434AP4	\$ 4,980,987	\$ 5,000,000	\$ 4,961,050	0.54%	12/18/09	04/12/13	560
J P MORGAN CHASE	46623EJA8	\$ 6,354,881	\$ 6,348,000	\$ 6,347,492	0.93%	05/12/10	02/26/13	515
NAT. BANK OF AUSTRALIA	6325COBA8	\$ 4,994,551	\$ 5,000,000	\$ 5,004,950	0.78%	05/12/10	01/08/13	466
WESTPAC CORP	9612EOAX5	\$ 5,021,735	\$ 5,000,000	\$ 5,021,735	0.87%	08/25/11	10/23/12	389
SUNTRUST BANK	86787EAL1	\$ 3,969,738	\$ 4,000,000	\$ 3,991,840	0.37%	04/18/08	05/21/12	234
GE CAP. CORP.	36962G2M5	\$ 8,952,431	\$ 9,000,000	\$ 9,004,320	0.41%	04/18/08	04/10/12	193
WELLS FARGO	92976WAK2	\$ 3,939,784	\$ 4,000,000	\$ 4,005,440	0.41%	02/09/09	03/01/12	153
PRICOA GLOBAL	74153WBN8	\$ 1,989,117	\$ 2,000,000	\$ 1,996,660	1.14%	09/01/09	01/30/12	122
MORGAN STANLEY	61746BCX2	\$ 3,985,776	\$ 4,000,000	\$ 3,982,840	1.64%	11/18/09	01/09/12	101
CHECKBOOK		\$ 13,769,282	\$ 13,769,282	\$ 13,769,282				
CHECKS / CASH ON HAND		\$ 1,149,410	\$ 1,149,410	\$ 1,149,410				
TOTAL TREASURY POOL		\$ 214,527,236	\$ 214,689,874	\$ 214,433,584				

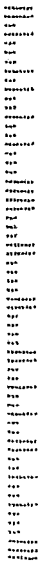
Prepared By:
Shari Schapmire, Treasurer
October 11, 2011

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

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



9541080 1 8035



2011 GOVERNMENT TAX SEMINAR

Diehl, Evans & Company, LLP has merged with White, Nelson & Co., LLP to form White Nelson Diehl Evans LLP (“WNDE”). WNDE is pleased to present its annual Government Tax Seminar. The 2011 program will address recent federal and California tax developments affecting California governmental agencies, including cities, counties, redevelopment agencies, water districts, special districts and government-related nonprofit corporations. It will be presented from 9:00 a.m. to 3:00 p.m. and will qualify for five hours of government continuing education credit with the California State Board of Accountancy. Each attendee will receive a copy of the **2011 Government Tax Manual**.

The program will be presented at four locations as follows:

<u>Lakewood</u>	<u>Ontario</u>	<u>Irvine</u>	<u>San Francisco</u>
Thursday, December 1 Centre @ Sycamore Plaza 5000 Clark Avenue Lakewood, CA 90712 (562) 866-9771, ext 2801	Monday, December 5 Doubletree Hotel 222 N. Vineyard Ave Ontario, CA 91764 (909) 937-0900	Wednesday, December 7 Orange Co Fire Authority 1 Fire Authority Road Irvine, CA 92602 (714) 573-6304	Tuesday, December 13 The Westin Hotel SFO 1 Old Bayshore Hwy Millbrae, CA 94030 (650) 692-3500

The seminar will be presented by Mr. Bill Morgan, CPA, and will focus on **new developments** affecting the following government-related tax topics:

- Employee vs. Independent Contractor
- Expense Reimbursement Plans
- Fringe Benefits Related to Autos
- Group-Term Life Insurance
- Workers Compensation Benefits
- Disability Benefits Programs
- Accident and Health Plans
- Cafeteria Plans
- Educational Assistance Programs
- Working Condition Fringe Benefits

- De Minimis Fringe Benefits
- Transportation Fringe Benefits
- Deferred Compensation Plans
- Accrued Vacation/Sick Leave Benefits
- Employer “Pick-Up” of Pension Contributions
- Supplemental Wages
- Form W-2 Reporting
- Form W-4 Reporting
- Form 1099 Reporting
- Social Security and Medicare Reporting

The cost of this seminar is **\$275.00** per person, which includes the *2011 Government Tax Manual*, a continental breakfast, beverages and a luncheon buffet. Seminar attendees will be responsible for all parking charges. If you are interested in attending one of the seminars, please complete and return the enclosed registration form. All checks should be made payable to “White Nelson Diehl Evans LLP.”

You may order the *2011 Government Tax Manual* separately for a cost of **\$175.00**, which includes applicable sales tax. A separate order form is attached for the manual only.

For more information regarding the seminar, please contact Ms. Luiza Kuehn at (949) 399-0600.

2011 NEW TAX DEVELOPMENTS

The 2011 Government Tax Seminars will include extensive coverage of the following new developments or topics:

American Jobs Act of 2011:

- President Obama has introduced the “American Jobs Act of 2011”. This program will analyze how the proposed legislation, if enacted into law, will affect governmental agencies.

Dealing with an IRS Audit:

- The IRS is currently auditing a number of California public agencies. The 2011 program will discuss why an agency might be chosen for audit, what issues the IRS is targeting, how to deal with an IRS examination and the its new “Voluntary Worker Classification Settlement Program”.

Independent Contractor v. Employee:

- The program will include a discussion of special legislation which allows certain recreational instructors to be classified as independent contractors, as well as current case law affecting the classification of independent contractors v. employees.

Health Care Bills:

- The 2011 program will include the status of the Health Care Bills in the U.S. court system, what provisions of the law are effective in 2011 (or will be effective in 2012, if the U.S. Supreme Court does not overturn the law), and what information must be reported by employers to the government and to employees.

Accident and Health Plans:

- Various court cases and IRS rulings will be analyzed regarding the taxation of medical expense reimbursement plans, disability income plans and domestic partner benefits. Also, the nondiscrimination rules affecting accident and health plans will be explained.

Working Condition Fringe Benefits:

- The program will cover the new IRS guidelines on the taxation of cell phones and related telecommunications equipment provided to employees.

Taxation of Pension Contributions by Employees:

- In 2011, many government employees were required to contribute greater amounts toward their pension contributions, including the “employer’s portion” of the pension contribution. This year’s program will discuss the federal and California income tax consequences of such contributions, as well as the effect of such contributions on Social Security and Medicare taxes.

WHITE NELSON DIEHL EVANS LLP

REGISTRATION FORM
2011 GOVERNMENT TAX SEMINAR

Name of Governmental Agency: _____

Names of Persons Attending: _____

Total Cost of Seminar: ____ persons at \$275.00 per person = \$ _____

Session Desired (Check One):

Lakewood
Thursday, December 1 _____

Ontario
Monday, December 5 _____

Irvine
Wednesday, December 7 _____

San Francisco
Tuesday, December 13 _____

Please mail this form and your check to:

White Nelson Diehl Evans LLP
2011 Government Tax Seminar
5 Corporate Park, Suite 100
Irvine, CA 92606-5165

Contact Information:

Ms. Luiza Kuehn
Phone: 949-399-0600
Fax: 949-399-0610
E-mail: luizak@diehlevans.com

CANCELLATION AND REFUND POLICY

In connection with each program, White Nelson Diehl Evans LLP is required to provide guarantees regarding the expected number in attendance. Payments must be made in accordance with these guarantees. Accordingly, the final date for cancellation and refund of any registration fee will be five business days before the date of the seminar.

WHITE NELSON DIEHL EVANS LLP

SEPARATE ORDER FORM FOR 2011 GOVERNMENT TAX MANUAL
(FOR THOSE NOT ATTENDING THE SEMINAR)

Number of Manuals Desired _____

Cost per Manual _____ x \$175.00

Total Cost for Manuals \$ _____

Contact Information:

Name: _____

Title: _____

Governmental Agency: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

E-mail: _____

Please mail this form and your check to:

White Nelson Diehl Evans LLP
2011 Government Tax Manual
5 Corporate Park, Suite 100
Irvine, CA 92606-5165

Contact Information:

Ms. Luiza Kuehn
Phone: 949-399-0600
Fax: 949-399-0610
E-mail: luizak@diehlevans.com

Anticipated shipping date for the *2011 Government Tax Manual*: December 15, 2011



WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

White, Nelson & Co. LLP and Diehl, Evans & Company, LLP are pleased to announce their merger. The combined firm, White Nelson Diehl Evans LLP (WNDE), will operate from the White Nelson headquarters in Irvine beginning December 1, and have additional offices in Carlsbad and Escondido. WNDE will have over 120 employees, making it one of the largest accounting firms headquartered in Orange County.

Office Locations:

2875 Michelle Drive, Suite 300, Irvine, CA 92606

2965 Roosevelt Street, Carlsbad, CA 92008

613 W. Valley Parkway, Suite 330, Escondido, CA 92025

24 Oct 11 12:20 pm

Called BOS re: Kevin

Carr + oath -

Was returned - m/s address
Christie? said will
re-send to correct address.

Alan Taeger

From: terence weildye <weildye@yahoo.com>
Sent: Monday, October 24, 2011 7:50 AM
To: Alan Taeger; Alan Taeger
Subject: Maintenance

Alan-

I have not heard back from you and I am wondering what the status of the drain is at station 810. I noticed there was a new no-hub on the exterior, however the sign remains on the washing machine. I need a response from you as to our ability to use the facilities at the fire station.

While we are on the subject there are a couple other items that as president of the district board would fall under your jurisdiction.

I am not sure the back up generator is functioning at station 810. When it was installed it was scheduled to cycle on Thursday night so that we would hear it during training. That has not been the case for some time. As we are nearing the winter storm season it would be prudent to ensure adequate preparations. Could you investigate and report back to the department your findings? While you are in there, I heard from another board member that you are an electrician familiar with such devices. Could you please write up a maintenance sheet, one that would describe any routine maintenance, how to test serviceability and how to manually activate the generator in an emergency? One page would be great, then we could laminate and post it near by.

The next seasonal issue is gravel, station 810 has always been in need, station 811 could definitely use some rock and a good scraping. 812 is not so bad, a box scraper could probably handle it. As a courtesy to the residents of 813 a load of gravel and a blade would go a long way for positive public relations.

I am still curious as to your involvement with the fire department. There has been talk about more cooperation. Your presence, then Ed at the next meeting I thought was a good step in the right direction. Maybe a space could be allotted at our meetings where you could present your current projects and matters such as these could be presented properly. Anything you can do to help the department is greatly appreciated. It seems a bit excessive to expect active fire fighters to take any more of their time attending district meetings when it is just as easy for you to assign a board member to attend department meetings.

I would like to hear your thoughts on this matter. There was talk of a board/ department committee, but that has yet to be manifested. One thing we can do without is more committees. I feel as if we all focus on the nuts and bolts of responding to emergencies all of the political posturing will wither away and we can rest easy knowing we have done the best we can.

Let me know what you are able to handle.

Thanks-
T

Terence Weil-Dye

Vision Construction

ca Tisc #800761

capt 8113 ALRVFD

707.357.1110

PO box 645

Albion, CA 95410

weildye@yahoo.com



California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: (916) 442-7887 Fax: (916) 442-7889
 Toll-Free Phone: (877) 924-2732

First Invoice

Albion-Little River Fire Protection District
PO Box 634
Albion, CA 95410-0634

Membership ID: 3268
 RM-Regular Member

(Please note if address correction needed.)

2012 Membership Dues		616.00
	Total	616.00

Full payment due no later than January 1, 2012

Thank you for your membership in the California Special Districts Association. We appreciate your prompt payment.

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organization. The nondeductible portion of your dues is estimated to be 8%.

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

REMITTANCE STUB
 (Please Return)

3268	RM-Regular Member	2012 Membership Dues	616.00
		Total	616.00

Albion-Little River Fire Protection District
 PO Box 634
 Albion, CA 95410-0634

CREDIT CARD PAYMENTS - may be submitted by mail or by fax to (916) 442-7889

CIRCLE TYPE: [VISA] [MC] [AMEX] [DISCOVER]	EXP: _____
CARDHOLDER NAME: _____	AMOUNT: _____
CARD NUMBER _____	AUTH SIGNATURE: _____
CC BILLING ADDRESS (IF DIFFERENT): _____	

District Information Correction Form

Please review all information below, correct any errors and fill in any blanks. Then either return the corrected version with your dues payment or fax to CSDA at 916.442.7889. Thank you!

Albion-Little River Fire Protection District

ID#3268

Physical Address:

Phone: (707) 937-0154

Albion-Little River Fire Protection District
PO Box 634
Albion, CA 95410-0634

E-Mail: ataeger@mcn.org

Mailing Address:

Login: alrfd68
Password: 326800

County or Counties Served: Mendocino

(Please include all counties that your district's boundaries fall wholly or partially within.)

Operating Budget: \$ 160,000.00

(Operating Budget is the district's total operating income/revenue as of 6/30/2011.)

District Contacts:

Please review and revise the information below to include all of the following that apply to your district: 2012 board members, general manager/administrator, financial officer, HR manager, board secretary, and legal counsel. Attach additional sheets if necessary. Please help keep our communication costs down by including email addresses whenever possible.

*Including board members' **HOME** or alternate mailing addresses helps ensure quick delivery of the California Special District magazine and other important materials, and keeps the district's office from getting unnecessary copies of our mailings.*

Name: Ms. Katya Gregonis

Title: District Bookkeeper

Address: PO Box 579

City: Albion **Zip:** 95410

Phone (707) 937-3326 **Fax**

Email: katya.gregonis@gmail.com

Home Address **Work Address**

Name: Ms. Terry Kemp

Title: Secretary

Address: PO Box 356

City: Littleriver **Zip:** 95456

Phone (707) 937-0154 **Fax**

Email: kiwanisqueen@yahoo.com

Home Address **Work Address**

Name: Mr. Kenneth Matheson

Title: Director

Address: PO Box 377

City: Littleriver **Zip:** 95456

Phone (707) 937-0154 **Fax**

Email: ken@mcn.org

Home Address **Work Address**

District Information Correction Form

Please review all information below, correct any errors and fill in any blanks. Then either return the corrected version with your dues payment or fax to CSDA at 916.442.7889. Thank you!

Name: Mr. Ed Petrykowski **Title:** Director
Address: PO Box 261 **City:** Albion **Zip:** 95410
Phone (707) 937-5489 **Fax:** **Email:** petrykowski@comcast.net
Home Address [] **Work Address** []

Name: Mr. Richard Riley **Title:** Vice President
Address: PO Box 446 **City:** Mendocino **Zip:** 95460
Phone (707) 937-0689 **Fax:** **Email:** eriley@mcn.org
Home Address [] **Work Address** []

Name: Mr. Alan Taeger **Title:** President
Address: PO Box 805 **City:** Albion **Zip:** 95410
Phone (707) 937-0154 **Fax** (866) 559-9687 **Email:** ataeger@mcn.org
Home Address [] **Work Address** []



October 6, 2011

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

Dear Mr. Taeger:

You may have noticed that CSDA recently changed our logo with the addition of a new tagline, ***Districts Stronger Together***. Membership in CSDA does indeed bring special districts together, resulting in stronger representation at the Capitol, greater opportunities for information sharing and connection with peers, and increased member benefits. **This year more than 60 new members have joined the association** – the highest recruitment numbers we've seen since 2005 - and our value to our members has never been greater.

In the current troubled economic times, we are positioned even better than ever to help you fulfill your district's goals. How do we do this?

- By representing all special districts to minimize the risk of political interference from outside groups that can adversely affect your district;
- Providing high-quality education programs to help you stay inspired and find new ideas that work;
- Offering unique services such as professional development for managers, staff, and board members that help to promote strong governance, operational excellence, and the optimal financial performance of your district;
- Promoting the creation of county and regional chapters to give you opportunities to meet and learn from peers in your area;
- Providing access to a range of project financing services and risk management options to give your district affordable access to critical funding, insurance, and other mission-critical support.

Your support and participation through membership provides CSDA with the opportunity and resources to be the voice for **your** district, and all special districts across the state. Enclosed is an invoice for your 2012 membership dues. With your investment you can rest assured that we will continue to strengthen our advocacy efforts on your behalf, keep you apprised of critical information, and maintain the quality and level of services that you have come to expect from CSDA.

Special Renewal Bonus: *Renew your CSDA membership before January 1, 2012 and receive access to on-demand AB 1234 Ethics Compliance Training through February 29, 2012. This access gives you and others in your district the required Ethics Training for FREE – just for renewing!*

Your continued support is essential in keeping special districts moving forward. CSDA is your association!

Best regards,

Neil McCormick
Executive Director

Enclosures

California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
t: 916.442.7887
f: 916.442.7889
www.csda.net

A proud California Special Districts Alliance partner

Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
toll-free: 800.537.7790
f: 916.231.4111

CSDA Finance Corporation
1112 I Street, Suite 200
Sacramento, CA 95814
toll-free: 877.924.CSDA (2732)
f: 916.442.7889



California Special Districts Association

Districts Stronger Together

Major Accomplishments for Special Districts in 2011

Districts Stronger Together

The past year has been a banner year for membership growth. So far in 2011, more than **60 new members** – independent special districts, other local government agencies and supporting vendors/service providers – joined the ranks of CSDA. In the current economic and political climate, our members recognize how important it is to add their voice to that of the special district community as a whole.

Your district's dues investment and participation ensures CSDA can continue to enhance member services and increase advocacy efforts on your behalf. As the updated CSDA logo proclaims, districts truly are stronger together!

Great news! Your 2012 invoice reflects no dues increase beyond the regular annual cost of living adjustment!

Legislative Issues – Our Top Priorities

CSDA - Protecting District Funds

- Secured critical amendments to **California Forward's** state-local restructuring proposal to safeguard against arbitrary consolidation of special districts or top-down reallocation of property tax dollars. Their planned November 2012 initiative will focus on performance-based budgeting and "community action plans" that would allow local entities to partner on shared services with a mechanism for voluntary revenue sharing.
- **Sponsored SB 288**, which takes effect January 1, 2012 and could save thousands of dollars for special districts that utilize the county treasurer as their district treasurer. SB 288 allows these districts to establish **larger revolving funds**, which will increase flexibility, eliminate costly warrant fees and reduce chronic late charges.
- Ensured that legislation on redevelopment agencies (RDAs) did not eliminate pass-through payments to special districts or otherwise jeopardize existing **property tax revenue**.

CSDA – Maintaining & Protecting Local Control

- Testified in a series of legislative hearings investigating the **efficiency and responsiveness** of special districts; Advocated against insupportable committee recommendations, which were not approved. A subsequent Legislative Analyst's Office (LAO) report will review special districts and CSDA has submitted key examples, analyses, and other background demonstrating the value of districts.
- Successfully negotiated an agreement on municipal bankruptcy legislation that preserves local control and **emergency fiscal protection**. As amended, AB 506 provides a mediation process with the option to file for federal bankruptcy following a majority vote of the local board.
- Led special districts in responding to a package of nearly two dozen bills aimed at **transparency and accountability**. Opposed duplicative and costly mandates while promoting proactive local approaches. Facilitated members in achieving an over 98% compliance rate on new public compensation reports.

CSDA - Your Voice at the Table when Important Discussions are Taking Place

- As the legislature has appointed a rare interim conference committee on **pension reform**, CSDA kept members informed and began gathering feedback on the myriad of pension proposals in preparation for significant statewide reform efforts.
- Formed the **Public Works Coalition** with schools, counties, cities and others in order to effectively and strategically confront legislation targeting crucial contracting rights; took a leading role in opposition to SB 293, which would cap contract retentions.
- Represented members on bills impacting **labor, retirement and workers' compensation**, such as SB 931, which jeopardized districts' right to legal counsel and was pulled by its author following significant grassroots opposition.

CSDA - Uniting All Special Districts

- Established the **Special Districts Caucus** to bring together associations representing special districts to share information and coordinate efforts on major issues facing the special district community.
- Grew participation in **Special Districts Legislative Days (SDLD)**, a dynamic two-day legislative conference that featured State Treasurer Bill Lockyer, state legislators and a new roundtable session with CSDA Partners, CalPERS, California Forward, and the FPPC.
- **Don't miss the 2012 SDLD May 16-17 in Sacramento!**

New Education Opportunities Launched

More than 130 board secretaries and clerks gathered in Monterey on March 3-4, 2011 for CSDA's 1st **Annual Special District Board Secretary/Clerk Conference**. The conference, co-sponsored by Special District Risk Management Authority (SDRMA), was specifically designed for district staff with two full days of education on all major areas related to the Board Secretary/Clerk's responsibilities.

In addition, CSDA continued to provide **high quality, informative workshops and webinars** with over 50 training opportunities. New topics were developed to assist our members, including rate setting, media relations and more.

The **2011 CSDA Annual Conference & Exhibitor Showcase**, held October 10-13, 2011 in Monterey, drew nearly 500 special district officials and staff. Breakout sessions provided attendees with valuable information and tools to take back to their districts. Nationally renowned speakers shared insights on "The Power of Great Relationships," "The Three Keys to Leadership" and "Inspiring High-Passion and High Performance at All Levels of Your Organization."

Save the date! 2012 CSDA Annual Conference & Exhibitor Showcase coming to San Diego, September 24-27!

Taking It Local – Chapters

With the help of the California Special Districts Alliance Partners, CSDA increased local outreach efforts, supporting the activities of current local chapters and encouraging the development of new ones. The recently launched Gold Country Regional Chapter is a group of special districts that find the opportunities for local training and networking in rural areas are of great value. Other outreach included locations in Fresno and Humboldt counties.

Providing More Value to Membership

In partnership with Bank of the West, CSDA introduced the new **District Purchasing Card** for CSDA members. The card is designed to help districts streamline their procurement process, manage costs and improve cash flow, while increasing the potential for rebates by aggregating the spend of participating districts.

In addition, CSDA was pleased to announce three newly developed online resources for our members:

- **Sample Documents Library** - Online repository for hundreds of documents relevant to special district governance and operations. The documents, submitted by CSDA members, can be searched by keyword and downloaded for the district's use.
- **CSDA Exchange** - Online marketplace for members to advertise surplus equipment, technology, supplies and other unwanted items for sale or donation. Districts that are looking for a particular used item can also post a free ad.
- **RFP Clearinghouse** - CSDA members can now post open RFPs and RFQs free of charge. Listings are open to public viewing to maximize exposure to CSDA Business Affiliate members and outside companies alike.

Improved Communications

CSDA's bi-monthly magazine, *California Special District*, brings even more relevant and interesting information to our readers with the addition of several new articles. Now each edition includes "What CSDA is Watching" - a summary of current legislative bills; "Community Connections" - examples of how districts can strengthen community ties; "Manager to Manager" - a Q&A for GMs; and "Movers and Shakers" – keeping readers up-to-date on staff and board members in the special district community.

CSDA continued to reach members with key information through our Facebook and Twitter pages. An increasing number of members log on to these sites and click to "like" and "follow" the California Special Districts Association.

California Special Districts Alliance: Your District's Premier Resource

The collaborative partnership between CSDA, the CSDA Finance Corporation and the Special District Risk Management Authority (SDRMA) brings the best in resources, products and services to special districts. Throughout the year, these three entities worked together to identify and implement special projects of particular benefit to districts, projects like the new Board Secretary/Clerk Conference, the expansion of our local chapter network, and educational outreach to rural areas.

In 2011, the **CSDA Finance Corporation** responded to inquiries from districts of all types and sizes, providing advice as well as funding for a broad range of needs. By mid-October, the CSDA Finance Corporation had facilitated financings totaling **more than \$33 million**, including refinancings, funding for capital improvement projects, land acquisitions and equipment purchases, and counterparty services.

SDRMA celebrated their **25th anniversary** this year while continuing their focus on providing special districts with the most cost-effective risk management solutions possible, including property/liability coverage, workers' compensation and health benefits. In addition, to assist their members during these difficult economic times, SDRMA's Board of Directors kept rates flat for property/liability and adopted the 2011 WCIRB rate recommendations for workers' compensation for program year 2011-12.



Benefits of CSDA Membership

Your Voice in the Capitol

CSDA is the one association that provides a strong voice for all special districts in California. CSDA's legislative advocate and in-house legislative staff review and monitor every bill introduced into legislation for its potential impact on California's special districts.

- **Collaboration** - CSDA participates in a number of coalitions and working groups to ensure that special districts have a strong voice in state and local government decision making such as California Forward and the Special District Caucus.
- **Revenue Protection** - CSDA works hard each year to protect special district revenues.
- **Timely Legislative Updates** - CSDA keeps you informed by sending out crucial legislative updates on a weekly basis via the *CSDA e-News*. If immediate action is necessary, separate Legislative Alerts will be sent with deadline notifications.
- **Legislative Committee** - The Legislative Committee is comprised of representatives from a wide variety of district types. These volunteers help with the development of CSDA's legislative agenda; review, direction and assist with legislative and public policy issues.
- **Online Grassroots Action Center** – This center is intended to provide special district representatives with up-to-date information regarding ongoing advocacy efforts in Sacramento and across California. The articles and featured sections will equip districts with tools necessary for joining together in effective grassroots organization.
- **Online Legislative Access Services** – Tools and resources at your fingertips: Bill tracking, Legislators directory, press kits, free legislative publications and more.
- **Special Districts Legislative Days** - CSDA's annual Special Districts Legislative Days provides updated information on legislation and public policy as well as coordinates legislative visits for your board and staff.

Educate your Board & Staff

CSDA is the only association that offers educational opportunities designed specifically for districts of all sizes and types. CSDA members enjoy significant savings on these offerings.

- **Special District Leadership Academy** – CSDA's Leadership Academy is the recognized leader in governance training for district directors and trustees, endorsed by eight other special district associations.
- **Annual Conference & Exhibitor Showcase** – CSDA brings together leading subject and policy experts, business partners and vendors for educational and networking opportunities for board members and staff.
- **CSDA's Special District Board Secretary/Clerk Certificate Program™ & Conference** – CSDA's newest conference program providing all aspects of training for these important roles.
- **Board Member Training** – CSDA offers this unique workshop designed by special districts for special districts to provide both the new and seasoned board member a solid understanding of the role of a board member and the laws by which a board member must abide.
- **Workshops and Webinars** – CSDA offers over 50 training opportunities throughout California designed to enhance the knowledge-base of your district's directors and staff. CSDA's webinars are designed as a convenient, cost-effective solution to providing education for district staff and elected officials. The webinars are a collaborative effort among the partners in the California Special Districts Alliance.
- **Ethics AB 1234 Compliance Training** - Required training available on DVD. This training kit provides a self-study option for district members who cannot travel to formal classes. Tests are graded and compliance certificates are then distributed from the CSDA office.

(see reverse for more benefits)

Stay Connected & Informed

CSDA provides a myriad of benefits to help your special district stay apprised of the issues and changes affecting your district.

- **California Special District magazine** – CSDA's bi-monthly magazine, *California Special District*, helps keep your district informed with the most current news from across the state. Feature articles in the magazine offer critical information regarding and affecting special districts.
- **CSDA e-News** – CSDA's weekly email publication keeps your special district up-to-date with weekly legislative updates, current CSDA educational offerings, and other time sensitive material important to your district's operations.
- **CSDA Website & Members Only Section** – CSDA's Members Only Section houses online tools and information useful to any and every special district. Features include:
 - Comprehensive legislative information that affects your district
 - Membership tools allowing you to register for events and order publications
 - Contact information for other CSDA district members
 - Sample Documents Library
 - Volunteer Opportunities
 - CSDA Exchange (online marketplace)
 - Buyers Guide
 - RFP/RFQ Clearinghouse
- **Listserv** – CSDA's email Listserv provides a convenient, fast and easy way for CSDA members to discuss issues of importance to special districts, share relevant information, and get answers to questions from those most qualified to answer: people who have been through the same experiences.
- **Facebook** - Stay up to date by liking the CSDA Facebook page.
- **Twitter** – Real time notifications via twitter. (@specialdistrict)

Enjoy Enhanced Benefits & Services

- **Discounts on Publications** – CSDA members receive significant savings on various publications offered through CSDA's online Bookstore. In addition to receiving discounts on printed publications, select publications are available FREE to members through the Members Only Section of the website.
- **Free Legal Advice** – CSDA offers each member **one hour** of free legal advice each year to help in resolving any legal issue or question. CSDA's legal counsel has been representing special districts for many years and is well versed in helping special districts in a variety of areas.
- **Value Added Benefits** – Our Endorsed Affiliates program matches CSDA members with Business Affiliates who have gone through an extensive review process to gain the endorsement of CSDA and offer discounted services to CSDA members. In addition to the Endorsed Affiliates program, CSDA also provides many value added benefits to help you save money.

Exclusive Programs Offered through the California Special Districts Alliance

CSDA members have access to exclusive programs offered by our California Special Districts Alliance Partners.

- **CSDA Finance Corporation** – visit www.csdafinance.net for tax-exempt municipal financing
- **Special District Risk Management Authority (SDRMA)** – visit www.sdrma.org for cost-effective Workers' Compensation, Property & Liability and Health Coverages

Hardworking & Dedicated Staff

CSDA staff members are fully motivated and working hard to represent you and ensure your success as a special district. CSDA's staff is focused on member services; we're here for you!

California Special Districts Association
t: 916.442.7887 / f: 916.442.7889 / toll-free: 877.924.CSDA / www.csda.net
A proud California Special Districts Alliance partner.

CSDA Value-Added Benefits (cont.)

PROVIDER/CONTACT		MEMBER BENEFIT	BENEFIT SUMMARY
RFP/RFQ POSTING	RFP Clearinghouse www.csda.net	FREE Posting	Post and view open RFPs and RFQs. Listings are also included in the weekly e-News to maximize exposure of your project.
FORMS, POLICIES and DOCUMENTS	CSDA Sample Document Library www.csda.net	FREE	Submitted by special districts, the CSDA Sample Document Library houses forms and documents as a reference for your district. Some categories include: Accounting & finance, agenda samples, bylaws, contracts, & letters of appreciation.
RISK MANAGEMENT	SDRMA (800) 537-7790 www.sdrma.org	Property/Liability, Workers' Compensation and Health Benefits	SDRMA's primary objective is to serve as a single resource to meet all of the risk management needs of members. Our current programs include Property and Liability coverage, Workers' Compensation, Health Benefits and MemberPlus Services.
JOB SEARCH	SpecialDistrictCareers.com	50% Discount	An interactive career center offering an expanded job board for special districts and other local governments throughout California. Not only does the career center offer the capability to post jobs, but also the capability to post and download resumes, and offers discounts for multiple postings.
TRAVEL	Statewide Travel Program Bahia Abdallah (916) 376-3990 bahia.abdallah@dgs.ca.gov	Various Discounts	Developed in partnership with the State of California, the CSDA Statewide Travel & Fuel Card program gives special district business travelers access to discounted, unrestricted, fully refundable airfares, discounted car rental fees and automatic travel insurance.
DISCOUNTED PURCHASING	U.S. Communities www.uscommunities.org	Assorted Discounts	U.S. Communities provides a national purchasing forum for local and state government agencies by pooling the purchasing power of over 87,000 public agencies.
PROFESSIONAL WEBSITE	WebCentrics (800) 914-8010 www.WebCentrics.com	Free Website, 50% Discount on Monthly Services	WebCentrics is a leading provider of website and database management services for businesses and professionals. The service includes a professional website, hosting, email, search engine marketing and many more tools for effective website and database management.

Be sure to check out other member benefits online at www.csda.net.

For more information on these programs, please contact each company at the source provided.



California Special
Districts Association
Districts Stronger Together

CSDA Value-Added Benefits

Questions? Contact CSDA
877.924.CSDA (2732)
www.csda.net

	PROVIDER/CONTACT	MEMBER BENEFIT	BENEFIT SUMMARY
CREDIT CARD, PURCHASING CARD	Bank of the West Government Banking (866) 588-1358 www.csda.net/card	Potential cash rebates, better expense management through monitoring capabilities.	CSDA is partnering with Bank of the West to launch the CSDA District Purchasing Card program specifically for CSDA member districts. Our goal is to help your district find ways to manage and report spending while providing your employees with convenient tools to make necessary purchases. The Purchasing Card can be used for vendor payments, travel expenses, online purchases, utility bills and much more. In addition to potential cash rebates, other benefits may include: improved cash flow through increased float, lowered costs by reducing check writing, better expense management through enhanced monitoring capabilities. And, a portion of the rebates earned by the CSDA and its members may be contributed to the scholarship funds of the CSDA and member districts. Subject to credit approval. Member FDIC.
PUBLICATIONS and REFERENCE MATERIALS	CSDA Bookstore www.csda.net	20-50% Discount	CSDA members receive significant savings on various publications offered through the CSDA Bookstore. Some of these publications include: CSDA Sample Policy Handbook, Open & Public V: A User's Guide to the Ralph M. Brown Act, Special District Reserve Guidelines and Robert's Rules of Order.
ONLINE MARKETPLACE	CSDA Exchange www.csda.net	FREE Ad Posting	The CSDA Exchange is an online marketplace for members to advertise surplus equipment, technology, supplies, etc. CSDA Members can post items at no charge. Ads are automatically listed for 30 days, however, users may repost an ad after it expires.
FINANCING	CSDA Finance Corporation (877) 924-2732 www.csdafinance.net	Access to Cost Effective Tax-Exempt Financing	CSDA Finance Corporation is a non-profit public benefit corporation established to help special districts and other public agencies through the use of innovative and efficient financing programs. Our mission is to provide members with competitively priced financing of major capital projects, equipment purchases and real estate acquisitions.
INVESTING	CalTRUST (888) 422-8778 www.caltrust.org	Stable Option for Investment of District Funds	The Investment Trust of California (CalTRUST) is a program established by public agencies in California for the purpose of pooling and investing local agency funds. CalTRUST offers several account options to provide participating agencies with a convenient method of pooling funds- now including a new money market fund.
FIRST AID, SAFETY PRODUCTS, SERVICES, UNIFORMS and DOCUMENT MANAGEMENT	Cintas First Aid and Safety (877) 973-2811	Various Discounts	In addition to the 20% discount on all regularly priced first aid/safety products, Cintas extends a 20% discount on Document Management Services (shredding, storage, imaging) and 15% on Uniform Rental and Facility Cleaning Services. Discounts are available to all CSDA members not already serviced by a Cintas branch in their local markets.
VEHICLE RENTAL	Enterprise Holdings, Inc. (916) 787-4733 www.enterpriseholdings.com	Government Rates	The State of California has awarded Enterprise Holdings, Inc. a contract for commercial car rentals. Enterprise Holdings has passed along this benefit to CSDA members. You can now use the below code to get discounts for business and personal rentals. When renting from Enterprise & National, use code XZCA000 with PIN# CAL.
HUMAN RESOURCES	Employee Relations (800) 716-7773 www.erelations.com	20% Discount	This program provides local government with pre-screening employment background investigations, drug testing and employee hotline services to help reduce liability for negligent hire or negligent retention of employees.
GASB 45 FUNDING RETIREE BENEFITS	PARS (800) 540-6369 xt. 135 www.pars.org	GASB 45 Trust and Services for OPEB	The Special Districts GASB 45 Trust Program, administered by PARS (Public Agency Retirement Services), assists special districts of all sizes and types in addressing the requirement of GASB 45.

(see reverse for more value added benefits)

CARMEL J. ANGELO
Chief Executive Officer
Clerk of the Board



CONTACT INFORMATION
501 Low Gap Road • Room 1010
Ukiah, California 95482
TELEPHONE: (707) 463-4221
FAX: (707) 463-7237
Email: bos@co.mendocino.ca.us
Web: www.co.mendocino.ca.us/bos

COUNTY OF MENDOCINO
BOARD OF SUPERVISORS
501 Low Gap Road • Room 1010
Ukiah, California 95482

September 13, 2011

RE: New Appointment

Thank you for your interest in serving your community, and congratulations on your recent appointment to a Mendocino County Board of Supervisors' Board and/or Commission.

Enclosed is your original *Certificate of Appointment and Oath of Office*. Please sign before a Notary Public, Clerk of the Board, or Mendocino County Supervisor. If you wish to sign the original Oath of Office before the Clerk, please call (707) 463-4441 to schedule an appointment and bring photo identification with you.

Prior to serving on the Board, or continuing to serve if this is a reappointment, the notarized original must be returned to Susan M. Ranochak, County Clerk, 501 Low Gap Road, Room 1020, Ukiah, California, 95482.

Important: *You do not have a legal vote on the Board or Commission until your completed Oath of Office is on file with the County Clerk.*

Again, we thank you for your contribution to the community.

Clerk of the Board Staff

Enclosures: Certificate of Appointment & Oath of Office

Mailed 26 Oct 11

THE BOARD OF SUPERVISORS

CARRE BROWN
First District

JOHN MCCOWEN
Second District

JOHN PINCHES
Third District

KENDALL SMITH
Fourth District

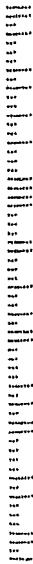
DAN HAMBURG
Fifth District



BOARD OF SUPERVISORS
COUNTY OF MENDOCINO
501 Low Gap Road, Room 1010
Ukiah, CA 95482

Alan Taeger
P.O. Box 805
Albion, CA 95410

95410805 8008



AD markup

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS, POLICIES AND PROCEDURES

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ESTABLISHMENT

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

MISSION STATEMENT

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

POLICY STATEMENT

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

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

BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

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

Limitations of Authority

1. Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.
2. Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

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BOARD MAKEUP AND EMPLOYMENT OF BOOKKEEPER

1. The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law". In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary. Officers of the Board shall be elected annually by the Board members at the December business meeting. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law. ~~Any reference in these Bylaws, Policies and Procedures to the "Chairman" is to the President. Any reference in these Bylaws, Policies and Procedures to the "Treasurer" is to the President.~~
2. The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
3. The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.
4. It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.
5. The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with 1002.60 below.
6. In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board maintains a checking account or accounts and hereby authorizes any bookkeeper employed by the Board from time to time in accordance with California Health and Safety Code Section 13854 to draw checks on any checking account maintained by the Board which shall be signed by two persons, one of whom may be the bookkeeper and the other of whom shall in that event be a member of the Board who is not related to the bookkeeper, or shall be signed by two members of the Board.

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MEMBERSHIP IN ASSOCIATIONS

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

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COMMITTEES OF THE BOARD OF DIRECTORS

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

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MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio tape recordings of the meeting can be erased (pg. 11 Rev. Brown Act 4/1/94) *add code*
3. ~~Typed~~ Printed copies of ~~highlights~~ minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Fire Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

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COMMUNICATION AND CORRESPONDENCE

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

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CONDUCTING BOARD MEETINGS

Purpose

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

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five-member District board. If informal rules are used they should observe the following basic principles:
 - i. The majority decides.
 - ii. The minority has a right to be heard.
 - iii. Only one main motion may be considered at any given time.

- iv. Members have a right to know at all times what the immediately pending motion is.
- v. Official action can be taken only in meetings properly called, and with a quorum of members present.
- vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time-consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

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

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

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

- a. **To reconsider a vote** (must be at same session).
- b. **To rescind a previous action.**
- c. **To amend a motion already adopted.**
- d. **To amend the bylaws** (usually requires notice and 2/3 vote).
- e. **To appeal** (only when no motion is pending).
- f. **To recess** (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).
- g. **To adjourn** (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. **To amend** changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. **To refer** is used to send a main motion to a committee for study and report back and is debatable and amenable.

- j. To postpone** delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate** requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate** also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.
- m. To adjourn** is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order** calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion** removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules** sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

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

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

4. Special Motions

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

f. To rescind

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

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

5. Conducting the Meeting

add code ref Meetings of the Board of Directors will be conducted by the Presiding Officer consistent with the policies of the District. Willful disruption of any meeting of the Board of Directors will not be permitted. Disruptions will be grounds for the Chairman Presiding Officer to clear the room of the person or persons causing the disruption.

a. Order of Business: A systematic plan for considering items at meetings should be included in a district's rules of order. This is usually called the order of business, agenda or calendar. A convenient order of business is:

- i. Presentation of minutes.
- ii. Reports of officers and committees.
- iii. Unfinished Business.
- iv. New Business.

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

b. The Chairman: The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should "step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient

fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.

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

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

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

- e. Voting:** The chairman should state the motion before asking for a vote. A **unanimous** vote means all members did vote, and voted the same way. This is somewhat different than **general consent**, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The **voice vote** is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a **show of hands**. A **roll call vote** is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may **change** his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.

f. Ordinances and Resolutions:

- a. An **ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
- b. A **resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
- c. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

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

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

6. BOARD MEETINGS SCHEDULE:

- a. **Regular meetings** of the Board of Directors will be held on the last Tuesday of each calendar month at 7:30 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board Chairman President or a majority of the members any member of the Board.
 - i. All Directors, ~~the Fire Department~~ Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.
- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

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BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board Chairman President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the Chairman President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

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

1010

CONFLICT OF INTEREST

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

1011

PUBLIC COMPLAINTS

1. It is the desire of The Board of Directors that public complaints are resolved at the lowest possible administrative level, and that the methods for resolution of complaints are logical and systematic.
2. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, or state or federal statute that has adversely affected the individual.
3. The method of resolving complaints will be as follows:
 - a. The individual with a complaint will first discuss the matter with the Fire Chief (or a designated responsible staff member) with the objective of resolving the matter informally.
 - b. If the individual filing the complaint is not satisfied with the disposition of the matter by the Fire Chief (or other responsible staff member) a written complaint may be filed with the Board of Directors. This must be done within (10) days of receiving the Chief Officer's (or other responsible staff member's) decision. The Board may consider the matter at the next regular meeting, or call a special meeting. The Board will expeditiously resolve the matter. In making the final decision, the Board may conduct conferences, hear testimony, and use the transcripts of written documentation. A written decision from the Board may be requested by the individual filing the complaint.

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

1012

PROCUREMENT

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

1. The following two processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check issued from district checking account.
 - b. Payment by County of Mendocino Auditor-Controller issued check.

2. **Purchase authority is defined as the maximum amount of funds that can be obligated by an individual or an entity.** Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to a specific level. Fund obligation above that level rests with the Board of Directors. In addition, good business practices require that fund obligation above a certain level take advantage of competition in the marketplace.
3. **In compliance with the above, the following is the Albion-Little River Fire Protection District policy:**
 - a. **Checking Account:** A checking account shall be established for the purpose of hand writing checks directly to the recipient from a revolving fund. Each check will require two signatures. Each Board Member and the district bookkeeper shall be authorized signers of this account.
 - b. **County of Mendocino Auditor-Controller:** The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. A list of vouchers will be put on the agenda for Board approval. This will normally be done as a consent item. The treasurer of the board is responsible for the accuracy and completeness of the voucher list. Vouchers will be written only for board approved budget items (two signatures will be required). Each board member and the district bookkeeper will be authorized signers.
4. **Expenditure authority within budget:**
 - a. The Fire Chief of the District or his designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
 - b. The Fire Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority over for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the district directors shall constitute the granting of authority to the board, the Fire Chief, or his or her designate to make any expenditure over the amount of the district budget.

1013

DOCUMENT PREPARATION/POSTAL CHARGES

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

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

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

1014

NEPOTISM

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

1015

HARASSMENT

Albion-Little River Fire Protection District policy prohibits harassment in any form, including verbal, physical and visual harassment. Such harassment includes racial or ethnic jokes, religious, age, physical disability, gender, sexual orientation or medical condition slurs. This also includes unwelcome requests for sexual favors or any conduct of a sexual nature. The Albion-Little River Fire Protection District will not tolerate any violation of this policy.

Harassment is an extremely sensitive issue that can have dire consequences even when accusations are false. We require Board Members and all employees to share in the responsibility to maintain a work place that is free of discrimination and abuse.

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted in the office for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the Chairman President of the District Board, any Board member, the Fire Department President, the Fire Department Chief, or any officer or special officer of the Fire Department. If the incident deals with a Fire Department Officer, complaints should be directed to another Fire Department Officer or the Chairman President of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1016

DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Fire Department President or the Fire Department Chief, or any member of the Board of Directors.

1017

~~APPOINTMENT AND REMOVAL OF FIRE CHIEF~~

~~The Fire Chief is the only employee of the District. The Board of Directors is responsible for appointing and dismissing the Fire Chief.~~

~~Procedure for appointment of Fire Chief by the Board of Directors:~~

- ~~1. Department submits names of candidates to the Board of Directors at the meeting prior to annual department election.~~
- ~~2. The Board of Directors interviews candidates and using the criteria below selects the Fire Chief:~~
 - ~~o Qualifications for Fire Chief:~~
 - ~~Experience in department activities~~
 - ~~Ability to perform duties~~
 - ~~Desire to fill position~~
- ~~3. If all candidates are rejected with cause, this process shall be repeated until a Fire Chief is selected.~~
- ~~4. The Fire Chief shall serve until the next annual Department election.~~
- ~~5. This process will be used if for any reason the Chief is unable to serve until the next annual Department elections.~~

~~Procedure for dismissal of the Fire Chief:~~

~~In order for the Board of Directors to remove the Fire Chief, at least one of the following conditions must exist:~~

1. A petition of a majority of regular Department members requesting removal of the Fire Chief is presented to the Board of Directors at a regular meeting.
2. The Board is informed in writing of a serious misapplication of policies, regulations, rules or procedures of the Albion Little River Fire District or Department.
3. The Board of Directors determines the chief is unable to fulfill his/her duties. The determination will be made at a regular Board meeting and will require a simple majority vote of the Board.

If any of the above 3 conditions exist, the Board shall call a special meeting to discuss the allegations with the Fire Chief. If after this discussion, a majority of Board members feels the removal of the Fire Chief should be considered, the Board may call a properly noticed and agendized special closed session to discuss the removal in accordance with Govt. Code 54957(b)(2) "As a condition of holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session...".

It shall require 4/5 majority of the Board of Directors to dismiss the Fire Chief.

PERSONNEL

1. **EMPLOYMENT:** The district may employ personnel from time to time according to Health and Safety Code Section 13861 "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."

The chief, all volunteer firefighters, and any other district volunteer workers are employees of the district.

2. HIRING

- a. District residents 18 years old or older may apply for employment with the district.
- b. Employment positions include the position of volunteer firefighter.
- c. Applications for employment may be obtained at any regular meeting or from the chief.
- d. The chief and the board shall review and approve, reject, or postpone the application.

- e. Upon approval of the application, employment will be granted if a position is available.
- f. All applicants must submit to background checks (Live Scan).
- g. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- d. A probationary volunteer firefighter is a probationary employee who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operating guidelines and as further directed by the chief.
- e. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year of hiring.
- f. A regular volunteer firefighter is an employee who has completed all requirements for probationary firefighters as directed in the district's operation guidelines and as further directed by the chief, and has received a favorable evaluation by the chief and the board after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.

4. APPOINTMENT AND REMOVAL OF THE CHIEF

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

5. DISCIPLINARY ACTION

- a. The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The Chief may discipline any employee for cause.
- b. Grounds for discipline are discourteous treatment of the public or fellow employees; drinking of intoxicating beverages or use of illegal or non-prescribed drugs on the job or arriving on the job under the influence of such beverages or drugs; habitual absence or tardiness; abuse of sick leave; disorderly conduct; incompetence or inefficiency; being wasteful of material, property or working time; violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination; neglect of duty; dishonesty; misuse of District property; willful disobedience; conduct unbecoming a District employee.
- c. All disciplinary action will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.
- d. All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one year.
- e. Any disciplinary action which may result in suspension without pay shall be set forth in writing to the employee at least five working days before the proposed effective date or dates. This notice shall be prepared after consultation with the District Legal Counsel and shall contain the following: a description of the proposed action and its effective date or dates, and the policy, regulation or rule violated; a statement of the acts or omissions upon which the action is based, and attachments of materials upon which the action is based or notice that the materials are available for inspection; a statement advising the employee of the right to request a hearing before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

6. GRIEVANCES

- a. The purpose of this section is to provide a procedure by which an employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. The policy does not apply to probationary employees.
- c. Any employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonable should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold

discussions and attempt to resolve the matter within three working days after the presentation of such evidence.

- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

1018

SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting 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.

2001

ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any Director, ~~the Fire Department President,~~ the Fire Chief, or member of the public. The proposed policy or amendment ~~will~~ must be delivered by email to any Director or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each Director and the Fire Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.

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

Adopted This 31st Day of July, 2002

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

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

Tuesday, October 25, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:32pm by President Alan Taeger. Present were Board members Rich Riley, Ed Petrykowski, Ken Matheson and Terry Kemp. Firefighters present were Acting Chief Ted Williams, Scott Roat, Marshall Brown, Chris Johnson, and Brad Montgomery. Also present was Dave Gross, a visiting board member from Mendocino Fire Department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the September 27, 2011 regular business meeting were approved unanimously by the board on a motion by Ken.
4. **Fire chief's report:** by Ted Williams
 - a. **Incident Report:** In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, September 27th and today, October 25th, we were dispatched and responded to thirteen incidents consisting of: 12 medical aids; 2 hazardous conditions; 1 traffic collision; 1 vehicle fire.
 - b. **Fund Raising, Gifts, Service Fees:** The Ledford House Restaurant "Community Harvest Dinner" generated \$2874. Donations from the Hughes party are pending tally/confirmation. At this juncture, financial gain from the 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.
 - c. **Fire Department Operational Needs:** We continued brainstorming apparatus specifications and options pertaining to quick attack vehicles. We experienced trouble with the plumbing at station 810. Fort Bragg Electric is scheduled to inspect and estimate necessary work on Wednesday, October 26. The parking lot at 810 is in need of gravel. Baxman has quoted \$460 for 10 yards and \$823 for 20 yards of base rock. We're waiting on a quote from Big River Rock. An additional expense will be incurred in spreading of the gravel.
 - d. **Vehicle Maintenance Report:** Engine 8182 is at Fort Bragg Diesel on October 25/26 getting a DOT inspection. Based on the inspection and Gary's overall assessment of the truck, Gary will advise whether we should change fluids. The next vehicle is scheduled for inspection on Friday, October 27.
5. **Communications to the board:** 9/29/11 Alan called the board's attention to a letter to the editor in September 29, 2011 Mendocino Beacon from assembly member Wes Chesbro stating his position on the new state fire fees. 10/3/11 Alan received a letter from CSDA with a request for board members to fill out a survey. 10/3/11 Alan received a telephone call from Laura Carlisle from Alliant Appraisal Services to arrange an appointment for an on-site inspection of our facilities on behalf of GSRMA. 10/3/11 Alan received a telephone call from Ed Collins of the county auditor's office announcing that they are ready to implement the changes adopted in SB 288 starting January 1, 2012. He said we must pass a resolution per the relevant Government Code and send a copy them to take advantage of the changes. 10/4/11 Alan received a request by email from Katya (our bookkeeper) for a letter of recommendation for employment. 10/6/11 Received letter from county auditor with final tax roll adjustments. (Auditor removed \$640 from total special tax billings due to low value exemption.) 10/9/11 Alan sent a letter of recommendation by email attachment to Katya. 10/11/11 Received a letter from US Census Bureau announcing that the district would be receiving the "Government Units Survey (GUS), the first phase of the 2011 Census of Governments (COG)" during the week of October 11, 2011. 10/12/11 Alan met with Jeff Faber of Alliant Appraisal Services for district property site inspections. 10/18/11 Alan received a fax from CSDA with a request for board members to fill out a survey. 10/19/11 Received a mailing from White Nelson Diehl Evens LLP with announcement of schedule of 2011 government tax seminars. 10/19/11

Minutes approved as presented by unanimous vote of the board at the November 29, 2011 regular business meeting.

Received final notice of delinquent account from ATT long distance account closed in June. (Final payment has been made.) 10/19/11 Alan and Ken placed a telephone call to County Counsel Jeanine Nadel to discuss district/fire department issues. 10/20/11 Received CSDA membership renewal/update package. 10/21/11 Received quarterly investment report from county treasurer. 10/21/11 Alan sent a number of emails to County Counsel Jeanine Nadel with documents attached for review. 10/22/11 All board members and firefighters received an email from firefighter Steve Acker describing events at and leading to the ALRVFD, Inc. special meeting of October 6, 2011. 10/24/11 Alan and Ken received email from County Counsel Jeanine Nadel with opinions and advice regarding district/fire department issues. 10/24/11 Alan telephoned county board of supervisor's office to inquire about Ken's certificate and oath of office. BOS office put incorrect address on certificate and it was returned to them. They will resend corrected certificate. 10/25/11 Received copy of email addressed to board member Terry Kemp with notes on ALRVFD, Inc. meeting held October 13, 2011 submitted by ALRVFD, Inc. President Scott Roat.

6. **Financial report:** Current financial statements for the district were presented.

7. **Items for consideration and possible action:**

- a. **Resolution authorizing revolving fund:** The board voted unanimously on a motion by Ken to approve a resolution authorizing the establishment of a larger district revolving fund per SB 288, to be implemented January 1, 2012.
- b. **Fire department member conduct:** The board was presented a report by board members Alan Taeger and Ken Matheson of improper conduct of certain fire department members at a ALRVFD, Inc. special meeting held October 6, 2011 where both board members were present. The board passed by unanimous vote a motion by Alan and Ken to censure the reported improper conduct of each the four named firefighters with language proposed in the report.
- c. **Roles and responsibilities:** The board continued its discussion of the roles and responsibilities of the district and its board members and the relationship between the district and the volunteer fire department. The committee of Alan and Ken (formed at the September 27, 2011 business meeting to find a way to make a formal agreement with ALRVFD, Inc.) presented a report of their findings, among which they found that by law the district may not make a formal agreement for firefighting services with a non-government agency. The committee report discussed the exploration of other possible options for providing emergency services for the district and presented a proposal to make necessary changes to the district bylaws to make it possible to hire volunteer firefighters directly and administer the fire department from within the district organization. In addition the committee's proposal includes correction of some other related and unrelated deficiencies and inconsistencies in the current bylaws. A draft of the proposed bylaws changes was presented for review and discussion. A vote on the proposed bylaws changes will be scheduled for the November 28, 2011 business meeting. No action was taken on this item at this meeting.

8. **Committee reports:**

a. **New fire station committee.** No report.

b. **Vehicle committee.** No report.

9. **Directors' discussion:** None.

10. **Next meeting schedule:** Tuesday, November 29, 2011, 7:30 pm.

11. **Adjournment:** Meeting adjourned at 9:14pm