

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

Tuesday, February 22, 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 January 25, 2011 regular business meeting will be approved and/or revised and approved.
4. **Fire chief's report:**
  - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire department has responded since the last board meeting, and to note any trends which would suggest a need for changes to the district's and the fire department's planning.
  - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board.
  - c. **Fire department report:** Chief's report on other fire department progress.
  - d. **Fire department operational needs:** Chief's report on department needs.
  - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
  - a. **Ambulance membership renewal procedure:** The board may vote to adopt a written ambulance service membership renewal procedure.
  - b. **Roles and responsibilities:** The board will review a meeting held by 2 board members with the county council concerning some questions about the roles and responsibilities of the district and its board members.
  - c. **Temporary shelter for tender at Little River fire station:** Alan will present a proposal to erect a temporary metal carport/canopy to protect an un-housed emergency vehicle.
8. **Committee reports:**
  - a. **New fire station committee.**
  - b. **Vehicle committee.**
  - c. **Property maintenance 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, March 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.

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

Tuesday, January 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 7:31pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Ed Petrykowski and Terry Kemp. Ted Williams attended from the Fire Department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the December 28, 2010 regular business meeting and the *Ken* January 19, 2011 special evaluation meeting were approved as presented by unanimous vote of the board on a motion by Rich.
4. **Fire chief's report:** None. There was no official representative of the fire department present. Alan read and attached to the board packet copies of a thread of emails to and from Chief Wilson with a number of specific questions of interest to the board.
5. **Communications to the board:**
  - a. The board received the FY 2010/2011 2<sup>nd</sup> quarter investment report from the county treasurer.
  - b. Clerk recorder sent a notice that 2011 is an election year and that all board member positions except Terry's are open for election. Each board member is reminded to file for reelection with the county registrar's office before ~~July 6, 2011~~ *corrected*.
  - c. Received a solicitation to provide audit services from Charles Z Fedak and company.
  - d. Received email from Bob Schlosser with a quote for shop drawings from an alternate building manufacturer.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
  - a. **Ambulance membership renewal procedure:** No action. Moved to next Board meeting.
  - b. **District public postings:** The board voted unanimously on a motion by Alan to adopt the following new public posting policy: "Agendas for all Albion Little River Fire Protection District meetings will be publicly posted on the entry door of Station 810, 33900 West Street, (behind Albion Grocery), Albion, CA. In addition, for the convenience of the constituency, the board will post agendas at the Albion Post Office and the Little River Post Office public bulletin boards if such bulletin boards are available and have posting space available."
  - c. **Property maintenance:** No action. At Derek's suggestion and the president's direction the joint fire department/fire district building committee will assume oversight of property maintenance. Committee is to report to board on preferred property maintenance procedures for policy review.
  - d. **New fire station shop drawings:** The board voted unanimously on a motion by Ken, to increase allotment of funds from category 864360 (Structures and improvements) to a maximum of \$20,000 for creation of metal building manufacturer's shop drawings of the new Albion fire station.
  - e. **Budget:** The board voted unanimously on a motion from Ed to make revisions to the FY 2010-2011 district budget as follows:
    - i. **862187 Education & Training:** Budget increased \$5,000.00 to \$15,000.00.
    - ii. **864360 Structures and Improvements:** Budget increased \$25,000.00 to \$35,000.00.
    - iii. **Other:** No other budget changes.
  - f. **Ethics & Brown Act Training:** Available training options were discussed including on-line classes. There will be a training held on March 7, 2011 at the Recreation center in Mendocino. Terry will RSVP that all of the Board members will be attending.
8. **Committee reports:**
  - a. **New fire station committee.** Alan has been working with Bob Schlosser to get plans ready for building permit application. The setback variance for our Coastal Development Permit will expire in May if we do not receive a building permit by the deadline. We will be applying for the building permit soon.
  - b. **Vehicle committee.** Rich and John Crowningshield have been directed to create a plan/schedule of vehicle maintenance. 8163-is still in the shop.
  - c. **Property maintenance committee.** See Item 7.c.
9. **Directors' discussion:** Rich to attend the next Fire Department meeting. Alan discussed the desire to explore possibilities for a new auditor for the next bi-annual audit. Alan also brought up the idea that the District Board sponsor an annual firefighter awards presentation.
10. **Next meeting schedule:** Tuesday, February 22, 2011, 7:30 pm.
11. **Adjournment:** Meeting was adjourned at 9:37pm.

## Alan Taeger

---

**From:** earl@mcn.org  
**Sent:** Friday, February 18, 2011 7:32 AM  
**To:** ataeger@mcn.org  
**Subject:** RE: ALRFPD board meeting agenda

>Hello Alan:

I have asked Ted to be at the next meeting to represent the Fire Department on my behalf.

The elected position in the Dept. are Chief 8100,1st Asst. Chief,2nd.

Asst. Chief.3rd Asst. Chief. The others are President, Fire Marshall an Asst. Fire Marshall,Secretary and Treasurer. The Captain's are appointed by the Chief as field Officers.

^ The By-Laws that you have are the ones that are now being followed,but there is a committee that is reviewing and adjusting them and bringing them up to current needs. That is a question that a Board member could ask at the next Department meeting.

I think that it would be nice if the Board had a "Special Night" for the Department members. If the Board would like to approach the Department with that idea at the next Fire Department meeting, I feel that would be a good idea.

I am also concerned about the number of the members in the Department,but this is not unusual, as times in the past has shown.

There are different reason with families and work and lack of community members that are available to join, keeps the low membership. The Department has always raisin to the needs of the community and the task at hand with great results. The Department always uses Mutual aid and other re-souses on a regular basis. I feel that it would be a good idea to do some recruiting with the appropriate approach.

I an not sure about the Auxiliary and who is in it. You should give them a call to get the correct information from them directly. The Department is not involved with their efforts.

I think that having a metal cover over 8192 would be a good idea and I have asked Ted to bring a bid to the next Board meeting.

I hope this answers your questions. I feel that it would be a good idea if a Board member was at the next Department meeting as well. 8100

Hi Derek,

>

> I'm sorry that you will not be able to attend our board meeting on

> Tuesday.

> I hope that there will be a spokesperson for the fire department at

> the meeting because, as always, the board needs the advice and consent

> of the fire department to perform its job effectively. It was very

> disappointing to have no spokesperson at the meeting last month.

>

> Please review the attached fire department BOD/officers directory that

> I prepared from the current roster and a copy of the department bylaws

> dated November 8, 2003. Let me know if you would like to make any

> additions or corrections. Is there a more recent revision of the

> bylaws? If so, please provide a copy to the district. This is the

> directory I have been asking for. Number identification alone on the

> roster does not provide the information we need to determine all the

> elected positions in the department.

>

> Please review the attached revised firefighter benefits policy

> proposal which will be presented for discussion and possible vote at

> the meeting and respond with any comments or counter proposal(s).

>

> In my email to you before last month's district board meeting I asked  
> you for feedback about the idea of the district sponsoring some kind  
> of annual awards ceremony for the fire department:

>  
> "I have an idea that I want to introduce as one way to try to  
> increase trust and respect between the board and the members of the  
> fire department and show appreciation for the work the fire department does. I  
> would like to propose that the district sponsor an annual firefighters  
> awards night which would recognize those who had contributed the most  
> to the  
> fire department through the course of the year. This could be held  
> at the same time as the firefighters appreciation dinner, or it could be a  
> separate, possibly public event. Award winners would be chosen by  
> the chief or a committee of firefighters from categories chosen by the  
> chief  
> and the board. Details would follow discussion, but I think this would  
> also help with firefighter retention."

>  
> You did not respond to this idea at that time. I assume you wished to  
> discuss my ideas among department members. Have you presented this  
> idea to the department membership? If not will you? If you have,  
> please let the board know the feeling of the department membership on  
> the subject so that the board may have a more informed discussion on  
> the matter.

>  
> You also did not respond to my inquiry last month about attrition of  
> fire department membership:

>  
> "I have been concerned about recent severe attrition in membership of  
> the fire department. It is my understanding that there has been a  
> recent loss of as many as seven firefighters from the department. Is  
> there  
> a single main reason or a list of reasons for this to have occurred? Is  
> this situation preventable? Do we need to be concerned about further  
> losses  
> of volunteers? I am also concerned about the lack of a viable fire  
> department auxiliary. Without a lively community support group the  
> burdens  
> of department morale raising and fund raising fall entirely on the  
> members of the department. I would like to explore ways to  
> re-energize the  
> auxiliary for the reasons above and in anticipation of a long and  
> vigorous  
> fund raising effort for the new fire station."

>  
> We opened a discussion about this concern at last month's meeting.  
> Since then I have learned that Stacey and Terrence, in addition to  
> you, will be out of the district for much of the year. This only  
> compounds the concern.

> I would like to continue the discussion with your participation and  
> the participation of the fire department. In order for the board to  
> accomplish its goals we need to have a vibrant, enthusiastic fire

- > department membership.
- >
- > Does the department have a training schedule? If so, could you please
- > provide a copy to the district?
- >
- > The board will again be discussing the possibility of purchasing a
- > canopy/carport to be installed at Station 812 to temporarily keep the
- > un-housed tender out of the weather. We can do this for a very low
- > installed price (see attached price sheet). As previously requested,
- > please provide fire department input/advice on the idea.
- >
- > Again, I hope that the fire department will have a spokesperson at the
- > board meeting on Tuesday. It is very difficult to move forward
- > without a close working relationship with the fire department.
- >

> Alan

>  
>  
>

> -----Original Message-----

> From: earl@mcn.org [mailto:earl@mcn.org]  
> Sent: Wednesday, February 16, 2011 9:38 PM  
> To: Alan Taeger  
> Subject: Re: ALRFPD board meeting agenda

>  
> Hi Alan:  
> I am still in Thailand and will not be at the meeting, but I will  
> write a report for you to present at the meeting. 8100

> Hello everyone,

>>  
>>  
>>

>> It's time to think about next week's district business meeting.  
>> Please review the attached draft minutes and get back to me with any  
>> additions or changes you would like to make before Saturday afternoon.

>>  
>>  
>>

>> Thanks,

>>  
>>  
>>

>> Alan

>>  
>>  
>  
>



**Albion Little River Fire Protection District**  
**Profit & Loss Budget vs. Actual**  
 July 2010 through June 2011

	Jul '10 - Jun 11	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
82-1110 CURRENT SECURED TAX	40,234.67	72,586.00	-32,351.33	55.4%
82-1120-CURRENT UNSECURED TAX	2,359.58	2,405.00	-45.42	98.1%
82-1130-SB813 SUPPLEMENTAL TAX	144.49	569.00	-424.51	25.4%
82-1210-PRIOR SECURED TAX	-96.09			
82-1220-PRIOR UNSECURED TAX	94.01	114.00	-19.99	82.5%
82-1300-SPECIAL TAX	42,600.50	77,630.00	-35,029.50	54.9%
82-1600-TIMBER TAX	169.29	71.00	98.29	238.4%
82-1700-Highway Property Rental	1.37			
82-4100-INTEREST INCOME	217.17	1,000.00	-782.83	21.7%
82-5481-HOMEOWNER PROPERTY TAX	0.00	778.00	-778.00	0.0%
<b>Total Income</b>	<b>85,724.99</b>	<b>155,153.00</b>	<b>-69,428.01</b>	<b>55.3%</b>
<b>Gross Profit</b>	<b>85,724.99</b>	<b>155,153.00</b>	<b>-69,428.01</b>	<b>55.3%</b>
<b>Expense</b>				
86-1035-WORKERS COMPENSATION IN	0.00	6,000.00	-6,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE	355.28	12,000.00	-11,644.72	3.0%
86-2060-COMMUNICATIONS				
ATT	1,831.55			
Comcast	1,006.66			
MCN	30.00			
U.S. Cellular	467.34			
86-2060-COMMUNICATIONS - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 86-2060-COMMUNICATIONS</b>	<b>3,335.55</b>	<b>5,000.00</b>	<b>-1,664.45</b>	<b>66.7%</b>
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Radio Maintenance	207.05			
Vehicle Maintenance				
8131	300.79			
8162	9,991.73			
8163	1,343.85			
8165	1,399.68			
8181	1,530.86			
8182	127.50			
Vehicle Maintenance - Other	1,023.32			
<b>Total Vehicle Maintenance</b>	<b>15,717.73</b>			
86-2120-MAINTENANCE EQUIPMENT - Other	91.15	30,000.00	-29,908.85	0.3%
<b>Total 86-2120-MAINTENANCE EQUIPMENT</b>	<b>16,015.93</b>	<b>30,000.00</b>	<b>-13,984.07</b>	<b>53.4%</b>
86-2130-MAINTENANCE STRUCTURES				
Station 810	46.05			
Station 811	239.52			
86-2130-MAINTENANCE STRUCTURES - Other	420.00	8,000.00	-7,580.00	5.3%
<b>Total 86-2130-MAINTENANCE STRUCTURES</b>	<b>705.57</b>	<b>8,000.00</b>	<b>-7,294.43</b>	<b>8.8%</b>
86-2140-MEDICAL, LAB SUPPLIES	3,099.87	6,000.00	-2,900.13	51.7%
86-2150-MEMBERSHIPS				
CALSTAR	480.00			
CSDA	599.00			
Mendocino Ambulance SVC	790.00			
REACH	480.00			
86-2150-MEMBERSHIPS - Other	0.00	3,000.00	-3,000.00	0.0%
<b>Total 86-2150-MEMBERSHIPS</b>	<b>2,349.00</b>	<b>3,000.00</b>	<b>-651.00</b>	<b>78.3%</b>
86-2170-DISTRICT OFFICE SUPPLIE	291.39	1,000.00	-708.61	29.1%
86-2181-AUDITING & FISCAL SERVI				
Bi-Annual Independent Audit	3,500.00			
Bookkeeping Services	2,084.10			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	7,000.00	-7,000.00	0.0%
<b>Total 86-2181-AUDITING &amp; FISCAL SERVI</b>	<b>5,584.10</b>	<b>7,000.00</b>	<b>-1,415.90</b>	<b>79.8%</b>
86-2187-EDUCATION & TRAINING	9,681.51	10,000.00	-318.49	96.8%
86-2189-PROFESIONAL & SPECIAL S	0.00	1,500.00	-1,500.00	0.0%
86-2220-SMALL TOOLS & SUPPLIES	169.73	4,000.00	-3,830.27	4.2%
86-2231-ELECTION SUPERVISION &	0.00	400.00	-400.00	0.0%



**Albion Little River Fire Protection District  
 Profit & Loss Budget vs. Actual  
 July 2010 through June 2011**

	<u>Jul '10 - Jun 11</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>				
Albion K	540.49			
Firefighter Stipends	16,200.00			
Walsh Oil	2,371.75			
86-2250-TRANSPORTATION & TRAVEL - Other	132.90	26,000.00	-25,867.10	0.5%
<b>Total 86-2250-TRANSPORTATION &amp; TRAVEL</b>	<b>19,245.14</b>	<b>26,000.00</b>	<b>-6,754.86</b>	<b>74.0%</b>
<b>86-2260-UTILITIES</b>				
Albion Water District	270.00			
PG&E	2,869.67			
Suburban Propane	687.04			
Thompson Septic Service	831.40			
Waste Management	199.72			
86-2260-UTILITIES - Other	0.00	5,000.00	-5,000.00	0.0%
<b>Total 86-2260-UTILITIES</b>	<b>4,857.83</b>	<b>5,000.00</b>	<b>-142.17</b>	<b>97.2%</b>
86-3113-PAYMNTS TO GOVT AGENCIE	1,459.41	2,000.00	-540.59	73.0%
86-4360-BUILDINGS & IMPROVEMENT	8,824.55	10,000.00	-1,175.45	88.2%
<b>86-4370-EQUIPMENT (PURCHASE)</b>				
Firefighting Equipment	471.95			
Medical Equipment	315.00			
Radios	3,070.57			
86-4370-EQUIPMENT (PURCHASE) - Other	1,796.46	10,000.00	-8,203.54	18.0%
<b>Total 86-4370-EQUIPMENT (PURCHASE)</b>	<b>5,653.98</b>	<b>10,000.00</b>	<b>-4,346.02</b>	<b>56.5%</b>
<b>Total Expense</b>	<b>81,628.84</b>	<b>154,900.00</b>	<b>-73,271.16</b>	<b>52.7%</b>
<b>Net Income</b>	<b>4,096.15</b>	<b>253.00</b>	<b>3,843.15</b>	<b>1,619.0%</b>

# Albion Little River Fire Protection District Transaction Detail Report

→ January 25 through February 21, 2011

Type	Date	Num	Name	Memo	Amount
<b>86-2060-COMMUNICATIONS</b>					
<b>ATT</b>					
Check	2/16/2011	3121	AT&T	96075541735558	-192.16
Check	2/16/2011	3122	AT&T	0301538359001	-35.22
Total ATT					-227.38
<b>Comcast</b>					
Check	2/2/2011	3116	Comcast	8155300570034801	-75.36
Check	2/20/2011	3124	Comcast	8155300570124362	-59.95
Total Comcast					-135.31
Total 86-2060-COMMUNICATIONS					-362.69
<b>86-2140-MEDICAL, LAB SUPPLIES</b>					
Check	1/27/2011	0408...	Emergency Medical Produ...	#1339068 & 1338931	-248.81
Check	2/16/2011	3123	Matheson TRI-GAS Inc	10206	-56.10
Total 86-2140-MEDICAL, LAB SUPPLIES					-304.91
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>					
Check	2/2/2011	3118	Katsiaryna Gregonis	#30	-11.00
Total 86-2170-DISTRICT OFFICE SUPPLIE					-11.00
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>					
<b>Bookkeeping Services</b>					
Check	2/2/2011	3118	Katsiaryna Gregonis	#30	-277.80
Total Bookkeeping Services					-277.80
Total 86-2181-AUDITING & FISCAL SERVI					-277.80
<b>86-2260-UTILITIES</b>					
<b>PG&amp;E</b>					
Check	2/6/2011	3119	PG&E	0210095020 12/22/10-01...	-238.37
Total PG&E					-238.37
<b>Thompson Septic Service</b>					
Check	2/6/2011	3120	Thompson's PortaSeptic S...	#14382	-98.30
Total Thompson Septic Service					-98.30
<b>Waste Management</b>					
Check	2/2/2011	3115	Waste Management	2440384-2561-1	-25.56
Total Waste Management					-25.56
Total 86-2260-UTILITIES					-362.23
<b>86-3113-PAYMNTS TO GOVT AGENCIE</b>					
General Jo...	1/27/2011	381	Mendocino County Auditor...	#1237 Property tax alloc...	-1,060.14
Total 86-3113-PAYMNTS TO GOVT AGENCIE					-1,060.14
<b>86-4360-BUILDINGS &amp; IMPROVEMENT</b>					
Check	2/2/2011	3117	Leventhal Schlosser Newb...	ST 811 prints	-240.00
Check	2/17/2011	0408...	Empire Steel Buildings	PO 19047	-8,000.00
Total 86-4360-BUILDINGS & IMPROVEMENT					-8,240.00
<b>86-4370-EQUIPMENT (PURCHASE)</b>					
General Jo...	2/16/2011	382R	Beckman Printing & Copy ...	Reverse of GJE 382 - F...	235.39
Total 86-4370-EQUIPMENT (PURCHASE)					235.39
<b>TOTAL</b>					<b>-10,383.38</b>

**Albion Little River Fire Protection District Building Fund**  
**Balance Sheet**  
As of June 30, 2011

	<u>Jun 30, 11</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Checking	5,201.83
Savings	13,178.16
<b>Total Checking/Savings</b>	<u>18,379.99</u>
<b>Total Current Assets</b>	<u>18,379.99</u>
<b>TOTAL ASSETS</b>	<u><u>18,379.99</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Balance Equity	200.00
Retained Earnings	0.44
Net Income	18,179.55
<b>Total Equity</b>	<u>18,379.99</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>18,379.99</u></u>

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

Current policy derived from approved minutes of board of directors' regular business meeting June 27, 2007:

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

Recent intense scrutiny of employment practices of all government agencies by state and local regulators requires the board be very clear about employment policies and pay close attention to income reporting requirements. Current policy (as stated above) requires the board apply for group memberships on behalf of the firefighters. The policy as written and practiced contributes to the erroneous perception of the district and/or the board as being employers of the firefighters.

Albion Little River Fire Protection District has only one statutory employee (the chief) who works for no pay.

Albion Little River Volunteer Fire Department, Inc. is the sole employer of the firefighters.

Albion Little River Fire Department, Inc. is the group to which the group memberships apply. Therefore it should be the fire department's option whether or not to provide these group memberships for its members.

With these issues in mind the following revised firefighter benefits policy is proposed:

**Benefits for Firefighters:** The Board has determined that providing benefits for active ALRVFD, Inc. ~~firefighters~~ and their families, in the form of memberships with local air ambulance services CALSTAR and REACH as well as with Mendocino Coast Ambulance Service, is appropriate. If the fire department wishes to provide <sup>ambulance</sup> memberships to its active firefighters by applying for group memberships in the above named organizations the board will reimburse the fire department for its costs to provide these memberships. Reimbursement will be made on presentation of <sup>active duty</sup> evidence of group membership fees paid, accompanied by a list of names of ~~firefighters~~ covered by the group membership. No membership fees will be reimbursed for any person inscribed in the group membership who is not an <sup>active</sup> ALRVFD, Inc. ~~firefighter~~ <sup>Member</sup> or a family member of an active ALRVFD, Inc. firefighter (e.g. the fire department bookkeeper).

members

duty spell out

as amended

active duty member

For presentation for discussion and possible action at board of directors regular business meeting February 22, 2011.

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

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

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

ALBION LITTLE RIVER VOLUNTEER FIRE DEPARTMENT, INC.  
P. O. BOX 101, ALBION, CA 95410  
January, 2011

Board of Directors

**President:** Scott Roat  
[scott@mendocinorealestate.com](mailto:scott@mendocinorealestate.com)  
937 1410

**Secretary:** Erica Geer  
[Erica.gear@hotmail.com](mailto:Erica.gear@hotmail.com)  
937 3484

**Treasurer:** Derek Wilson  
[earl@mcn.org](mailto:earl@mcn.org)  
937 0888

**CEO:** Derek Wilson  
[earl@mcn.org](mailto:earl@mcn.org)  
937 0888

Officers

*Capt's appt'd*

Chief:

8100 Derek Wilson  
[earl@mcn.org](mailto:earl@mcn.org)  
937 0888

Fire-Marshal:

*Captain*

8110 Jonathon Peakall  
[jpeakall@madlabs.info](mailto:jpeakall@madlabs.info)  
937 3958

Assistant Chief:

8101 Jeff Wall  
[1jeffwall@gmail.com](mailto:1jeffwall@gmail.com)  
937 3723

Asst. Fire Marshall:

*Captain*

8113 Terrence Weil-Dye  
[weildye@yahoo.com](mailto:weildye@yahoo.com)  
937 4179

8102 *Training officer*  
Stacey Weil-Dye  
[stacy@mcn.org](mailto:stacy@mcn.org)  
937 4179

~~Asst.~~

Captain:

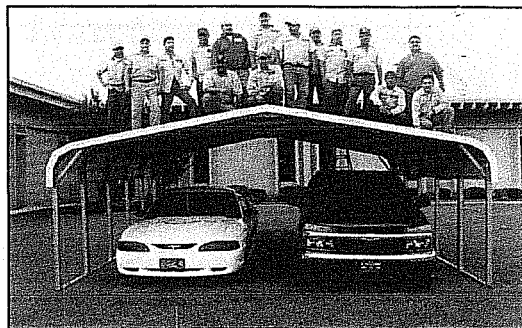
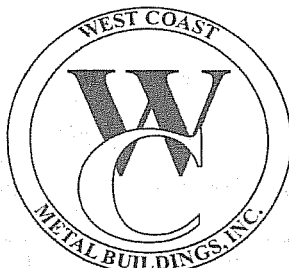
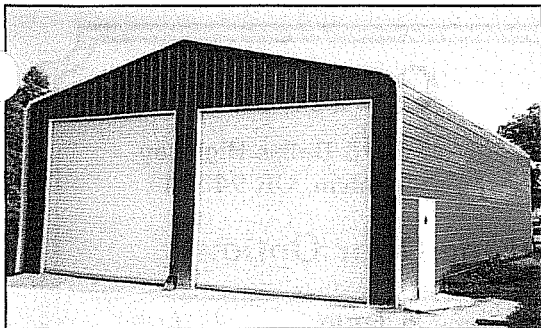
*Fire Marshall*

8120 Marshall Brown  
[Mr.superman@gmail.com](mailto:Mr.superman@gmail.com)  
937 1725

8103 *safety officer*  
Oliver Seeler  
[oseeler@mcn.org](mailto:oseeler@mcn.org)  
937 1626

*asst Marshall*

8121 Andrew Crowningshield  
[acrown\\_mtown\\_63@yahoo.com](mailto:acrown_mtown_63@yahoo.com)  
937 3129



**West Coast Metal Buildings, Inc.**

**5073 Dallas Hwy.  
Salem, OR 97304**

**Round**

**14 Gauge  
6 Ft. Legs**

**REGULAR  
CARPORT**

**\$795.00**  
6 Ft.  
14 Gauge

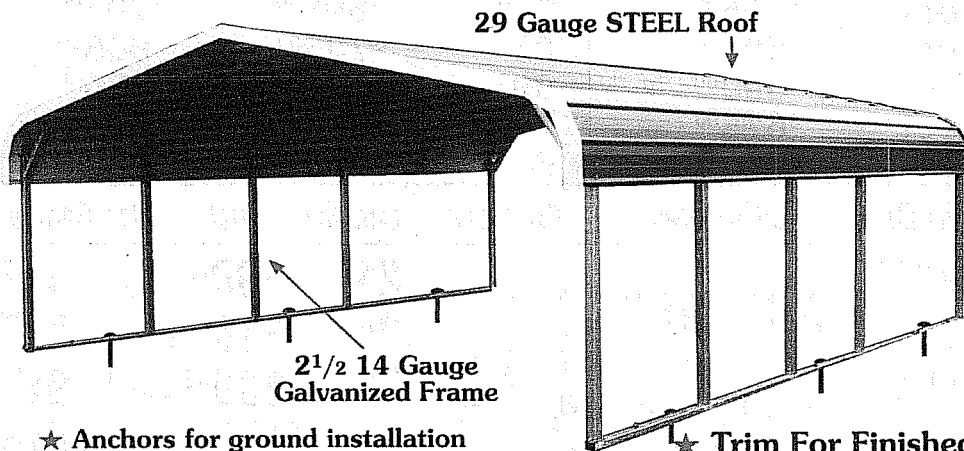
**COMPARE  
PRICES  
AND  
SIZES**

**CUSTOM  
SIZES/COLORS  
AVAILABLE  
CALL YOUR  
DEALER**



**ON YOUR  
LEVEL LAND**

**STANDARD FEATURES:  
5 BOWS & CENTER BRACES  
& 4 CORNER BRACES  
FOR STRENGTH**



- ★ Anchors for ground installation
- ★ Frame one foot shorter than roof length

★ Trim For Finished Appearance

**ALL KINDS OF  
CLOSED GARAGES**

**CONTACT:**

**TEL. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_**

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**THE  
STRONGEST  
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**TRIPLE WIDE  
AVAILABLE-12 gauge**

*Quality*

*2 1/4" 12 Gauge  
20 Year Warranty  
6 Ft. Legs*

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on rust through of  
framing on roofing  
material assuming  
normal user care  
and maintenance.*

**WE ACCEPT**



<b>14 GAUGE</b>	12x21 \$ 795.00	18x21 \$ 995.00	20x21 \$1,195.00	22x21 \$1,395.00	24x21 \$1,595.00
	12x26 \$1,095.00	18x26 \$1,295.00	20x26 \$1,495.00	22x26 \$1,695.00	24x26 \$1,995.00
	12x31 \$1,295.00	18x31 \$1,595.00	20x31 \$1,795.00	22x31 \$2,095.00	24x31 \$2,495.00
	12x36 \$1,595.00	18x36 \$1,895.00	20x36 \$2,095.00	22x36 \$2,495.00	24x36 \$2,895.00
	12x41 \$2,095.00	18x41 \$2,095.00	20x41 \$2,495.00	22x41 \$2,895.00	24x41 \$3,295.00
<b>12 GAUGE</b>	12x21 \$ 995.00	18x21 \$1,195.00	20x21 \$1,395.00	22x21 \$1,595.00	24x21 \$1,795.00
	12x26 \$1,295.00	18x26 \$1,495.00	20x26 \$1,795.00	22x26 \$1,995.00	24x26 \$2,295.00
	12x31 \$1,495.00	18x31 \$1,895.00	20x31 \$2,095.00	22x31 \$2,395.00	24x31 \$2,795.00
	12x36 \$1,795.00	18x36 \$2,295.00	20x36 \$2,395.00	22x36 \$2,795.00	24x36 \$3,195.00
	12x41 \$2,195.00	18x41 \$2,495.00	20x41 \$2,795.00	22x41 \$3,295.00	24x41 \$3,695.00



Standard  
(12' to 24' wide Carport)

# Option List

5073 Dallas Highway  
Salem, OR 94304

- Option List for Round Style
- Consider Building Height for Garage Door Options

Carport Heights	Leg Height	21' Long	26' Long	31' Long	36' Long	41' Long
	6 Feet	Std.	Std.	Std.	Std.	Std.
	7 Feet	\$60 <sup>00</sup>	\$70 <sup>00</sup>	\$80 <sup>00</sup>	\$90 <sup>00</sup>	\$120 <sup>00</sup>
	8 Feet	\$120 <sup>00</sup>	\$140 <sup>00</sup>	\$160 <sup>00</sup>	\$180 <sup>00</sup>	\$240 <sup>00</sup>
	9 Feet	\$180 <sup>00</sup>	\$210 <sup>00</sup>	\$240 <sup>00</sup>	\$270 <sup>00</sup>	\$360 <sup>00</sup>
	10 Feet	\$240 <sup>00</sup>	\$280 <sup>00</sup>	\$320 <sup>00</sup>	\$360 <sup>00</sup>	\$480 <sup>00</sup>
	11 Feet	\$300 <sup>00</sup>	\$350 <sup>00</sup>	\$400 <sup>00</sup>	\$450 <sup>00</sup>	\$600 <sup>00</sup>
	12 Feet	\$360 <sup>00</sup>	\$420 <sup>00</sup>	\$480 <sup>00</sup>	\$540 <sup>00</sup>	\$720 <sup>00</sup>


  

Both Sides Closed (1/2 Price for 1 Closed Side)	Leg Height	21' Long	26' Long	31' Long	36' Long	41' Long
	6 Feet	\$375 <sup>00</sup>	\$460 <sup>00</sup>	\$560 <sup>00</sup>	\$615 <sup>00</sup>	\$750 <sup>00</sup>
	7 Feet	\$465 <sup>00</sup>	\$570 <sup>00</sup>	\$720 <sup>00</sup>	\$765 <sup>00</sup>	\$930 <sup>00</sup>
	8 Feet	\$555 <sup>00</sup>	\$680 <sup>00</sup>	\$850 <sup>00</sup>	\$915 <sup>00</sup>	\$1110 <sup>00</sup>
	9 Feet	\$555 <sup>00</sup>	\$680 <sup>00</sup>	\$850 <sup>00</sup>	\$915 <sup>00</sup>	\$1110 <sup>00</sup>
	10 Feet	\$645 <sup>00</sup>	\$790 <sup>00</sup>	\$980 <sup>00</sup>	\$1065 <sup>00</sup>	\$1290 <sup>00</sup>
	11 Feet	\$750 <sup>00</sup>	\$920 <sup>00</sup>	\$1110 <sup>00</sup>	\$1230 <sup>00</sup>	\$1500 <sup>00</sup>
	12 Feet	\$750 <sup>00</sup>	\$920 <sup>00</sup>	\$1110 <sup>00</sup>	\$1230 <sup>00</sup>	\$1500 <sup>00</sup>

One Close End (Inc. Framing & Sheet Metal Only)	Leg Height	12' Wide	18' Wide	20' Wide	22' Wide	24' Wide
	6 Feet	\$400 <sup>00</sup>	\$500 <sup>00</sup>	\$600 <sup>00</sup>	\$700 <sup>00</sup>	\$800 <sup>00</sup>
	7 Feet	\$485 <sup>00</sup>	\$585 <sup>00</sup>	\$685 <sup>00</sup>	\$785 <sup>00</sup>	\$885 <sup>00</sup>
	8 Feet	\$495 <sup>00</sup>	\$595 <sup>00</sup>	\$695 <sup>00</sup>	\$795 <sup>00</sup>	\$895 <sup>00</sup>
	9 Feet	\$505 <sup>00</sup>	\$605 <sup>00</sup>	\$705 <sup>00</sup>	\$805 <sup>00</sup>	\$905 <sup>00</sup>
	10 Feet	\$590 <sup>00</sup>	\$690 <sup>00</sup>	\$790 <sup>00</sup>	\$890 <sup>00</sup>	\$990 <sup>00</sup>
	11 Feet	\$675 <sup>00</sup>	\$775 <sup>00</sup>	\$875 <sup>00</sup>	\$975 <sup>00</sup>	\$1075 <sup>00</sup>
	12 Feet	\$760 <sup>00</sup>	\$860 <sup>00</sup>	\$960 <sup>00</sup>	\$1060 <sup>00</sup>	\$1160 <sup>00</sup>

ACCESSORIES Gable Ends, Windows, Doors	Walk In Door	Windows	Anchors	Extra Sheet Metal/3' Wide	Garage Roll-up Doors
	34" x 72" Mobile Home Door	30" x 30"	 Mobile Home Anchors \$25 <sup>00</sup> each	21' \$90 <sup>00</sup> each	6x7 \$300 <sup>00</sup>
	\$200 <sup>00</sup> ea.	\$150 <sup>00</sup> ea.		26' \$110 <sup>00</sup> each	8x7 \$350 <sup>00</sup>
				31' \$130 <sup>00</sup> each	9x7 \$400 <sup>00</sup>
				36' \$150 <sup>00</sup> each	10x8 \$450 <sup>00</sup>
			41' \$180 <sup>00</sup> each	10x10 \$500 <sup>00</sup>	

Gable Ends (each)	Additional Braces (each)	Extra Bows (each)
12'-20' Wide = \$150.00	2 ft. Standard for 12'-20' Wide = \$7.50	12'-20' Wide/5 Ft. = \$125.00
22'-24' Wide = \$175.00	4 ft. Standard for 22'-24' Wide = \$15.00	22'-24' Wide/5 Ft. = \$175.00
		add \$10.00 per each extra foot of leg height desired

- NOTE: Standard Braces included at no extra charge on Frame.
- NOTE: Extra braces **recommended** for 8' legs and taller on 22' and 24' wide carports.



Mail returned w/ck  
19 Feb 11 AJ



800.905.3443

Invoice

Date	Invoice #
2/9/2011	

Bill To
Albion - Little River Protection District 32600 Albion Ridge Road, PO Box 634 Albion, CA 95410

Remit Payment To:
Empire Steel Buildings 5230 Carroll Canyon Road, Suite 300 San Diego, CA 92121

P.O. Number	Terms	REP	Ship	Project
19047	Due Upon Receipt	J.Davis	Fed Ex	Albion - Little River Fire

Quantity	Item	Description	Specs	
3 initial sets	Bldg Plans w/ Calif Seal	Per diagrams provided LSN Design - A1.1, A1.2, A2.1, A3.1, A4.1, A4.2 & S2	CBC 2010 Essential Facility- Seismic/Wind	
3 initial sets	Sets California Calculations w/ seal	Dated 2/5/2011	85 mph Mendocino County Codes	
<p>This invoice represents our best interpretation of the sketches, drawings, specifications, load information and descriptions supplied by our customer.</p> <p><i>Alan Taeger, President</i></p> <p>Thank you for your order. Production will not start until receipt of signed confirmation and payment.</p> <p>X <i>[Signature]</i> Date <u>9 Feb 11</u></p> <p>Please fax back to: (858) 362.0470 or (858) 587.8618</p>				\$ 8,000.00
<p><b>Thank you for your business.</b></p>			<b>Total</b>	\$ 8,000.00

Empire Steel Buildings takes no responsibility for compliance with plans and specifications. Empire Steel is not responsible for the determination of the quantities/gauges/lengths/colors, etc. required. This is an estimate only. Quantity, lengths, gauges and colors are to be determined by owner or installer on the project. Field measurement must be verified by installer.



800.905.3443

Invoice

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**Thank you for your order. Production will not start until receipt of signed confirmation and payment.**

X \_\_\_\_\_ Date \_\_\_\_\_

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<b>Thank you for your business.</b>	<b>Total</b>	<b>\$ 8,000.00</b>
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**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
BUSINESS MEETING MINUTES**

Tuesday, February 22, 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 7:38 pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Ed Petrykowski. Ted Williams attended from the Fire Department. Brad Montgomery was also present.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the January 25, 2011 regular business meeting were approved as presented by unanimous vote of the board members present on a motion by Ken.
4. **Fire chief's report:** None. There was no official representative of the fire department present. Alan read contents of email correspondence from Chief Wilson.
5. **Communications to the board:** Received letter from county clerk announcing District election Tuesday, November 8, 2011 and requiring certain district election information be filed with their office no later than July 6, 2011. Candidates and board members up for reelection are reminded to file for reelection with the county registrar's office between July 13, 2011 and August 7, 2011.
6. **Financial report:** Current financial statements for the district were presented. Alan noted new state requirements for more transparency and accountability.
7. **Items for consideration and possible action:**
  - a. **Ambulance membership renewal procedure:** The board approved the proposed written ambulance service membership renewal procedure (as amended by discussion) on a motion by Alan, and a unanimous vote of board members present. [Amended policy attached.]
  - b. **Roles and responsibilities:** Board members Alan Taeger and Ken Matheson met with county counsel in early February and discussed several issues concerning the administration of the duties of the district and left a list of questions to be addressed by counsel. Counsel had not responded to these concerns as of this board meeting. After discussion, it was decided to return this item to the March meeting agenda. No action taken.
  - c. **Temporary shelter for tender at Little River fire station:** Alan presented a pricelist for metal carport/canopies available from Willits Power Equipment in Fort Bragg. He will get an estimate after checking size and location at site. He will check with fire department at their meeting for their input and report back to board at March meeting. No action taken.
8. **Committee reports:**
  - a. **New fire station committee.** Accepted a quote from Empire Steel Buildings in the amount of \$8000 for building engineering shop drawings and have sent a check with a signed confirmation.
  - b. **Vehicle committee: # 8163** back in service after repairs at Fort Bragg Diesel.
  - c. **Property maintenance committee.** Alan has been working on Little River Fire House – electrical panel and meter to be moved to new location. Also on an auxiliary generator hookup. Work still in progress.
9. **Directors' discussion:**
  - i. See item 7b. above. There was a general discussion of roles and responsibilities of board members, the chief, and the fire department as well as concerns about current fire department conditions.
  - ii. Ethics & Brown Act Training to be offered on March 7, 2011 at the Recreation center in Mendocino.
10. **Next meeting schedule:** Tuesday, March 29, 2011, 7:30 pm.
11. **Adjournment:** Meeting was adjourned at 9:55pm.

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