



## Albion Little River Fire Protection District

**BOARD OF DIRECTORS SPECIAL MEETING AGENDA**

Tuesday, March 5, 2019, 4:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

The meeting is called as a special meeting of the Board of Directors of the Albion Little River Fire Protection District.

1. Call to order and determination of a quorum:
2. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board may do so when public comment is solicited.
3. **Items for discussion and possible action**
  - a. ALRFPD bylaws revisions for discussion. (see packet)
  - b. Resolution No. 20190318 for discussion review (see packet)
  - c. Consideration of Station 810 project process and organization.
  - d. 8181 PTO cost estimate approval to accept bids. (see packet)
  - e. Fire Fighters insurance coverage for event participation.
4. Adjournment:

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

(12/17)

17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

### **1030 - LIMITATIONS OF AUTHORITY**

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.

Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

### **1040 - BOARD MAKEUP**

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.

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.

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.

It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

### **1050 – BOARD OPERATIONS**

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.

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 all district financial matters. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. Each board member will have signing authority on all accounts.

The Board may employ a bookkeeper or engage an independent bookkeeping service from time to time to assist in fulfillment of the district's financial duties and obligations. Any bookkeeper or bookkeeping service employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.

The Board may employ a board clerk from time to time to assist in fulfillment of the district's legal and clerical duties and obligations.

### **1060 - 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 Fire Department.

(03/19)

17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

### **1030 - LIMITATIONS OF AUTHORITY**

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.

Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

### **1040 - BOARD MAKEUP**

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.

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.

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. It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

### **1050 - BOARD OPERATIONS**

The President, on or before June 30 of each year, with the assistance of the other members of the Board, will adopt a preliminary budget which shall conform to GAAP accounting and budgeting procedures, thereafter on or after July 1 of each year, the amounts set forth in the preliminary budget, except obligations for fixed assets are deemed appropriated until the district board adopts the final budget on or before October 1. The President will ensure that expenditures do not exceed established appropriation limits of the final budget.

In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer may act as the District Treasurer. Alternatively, the District President may appoint another board member as District Treasurer, whose duties include allowing the District to direct all County Treasury-Tax Collector revenues collected on behalf of the District, to be deposited as directed into District checking, and reserve accounts, and to manage all other District revenue deposits, expenditures, and all such related fiscal matters.

The Board may deposit funds in district held checking and reserve accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. Each board member may have signing authority on all accounts.

The Board may employ a bookkeeper or engage an independent bookkeeping service from time to time to assist in fulfillment of the district's financial duties and obligations. Any bookkeeper or bookkeeping service employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.

The Board may employ a board clerk from time to time to assist in fulfillment of the district's legal and clerical duties and obligations.

### **1060 - 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 Fire Department.



# Albion-Little River Fire Protection District

## Resolution No. 20190318

### District Alternative Funds Depository

**WHEREAS**, the Albion-Little River Fire Protection District (the "**District**") is legally organized under The Fire Protection District Law of 1987 (Health & Safety Code §13800 et seq.) as a "Special District" for the purpose of providing public fire protection, and emergency services within the boundaries of the **District**; and,

**WHEREAS**, subsequent to its formation, the **District** has chosen to have its funds held in a separate **District** depository and the County had been disbursing tax and other revenues collected on behalf of the **District** to the **District** upon presentation of vouchers to replenish board approved budget items drawn upon the **District** revolving fund; and,

**WHEREAS**, without notice, in August 2018 the County Auditor-Controller's Office changed years of practice and began withholding monies due the **District** and held these funds in reserve at the County Treasury, which compelled the **District** to undertake extraordinary measures to meet its payment obligations in consequence; and

**WHEREAS**, the District has been and remains in full compliance with the intent of Government Code §61050 & 61053. However, the **District** does acknowledge it has no record of adopting a singular resolution that incorporates all five points listed in 61053(c); and

**WHEREAS**, the **District** Board of Directors desires to address this technicality and proceed with its affairs;

**THEREFORE**, do we, the Board of Directors of Albion Little River Fire Protection District hereby resolve to:

1. Express our intention to withdraw all **District** money held in the County Treasury effective immediately. These funds shall be disbursed in their entirety into the existing **District** depository in the same manner as replenishments to the **District** revolving fund have been conducted continuously since the **District's** inception through July 2018.
2. Express our intent for the County Treasury-Tax Collector to continue collecting **District** taxes and to disburse such revenues in their entirety into the existing **District** depository as directed by our District Treasurer.
3. Notify the Mendocino County Auditor-Controller that the **District** has appointed a Treasurer at its regular board meeting on Monday, January 21, 2019, of which the duties and compensation for that office are defined within our revised **District** Bylaws Section 1050 dated Monday, March 18, 2019, in accordance with California Health and Safety Code, Section 13854.
4. Continue using the **District** adopted system of accounting and auditing that completely and at all times provides public transparency into the **District's** financial condition. The **District** accounting and reporting system has been confirmed by bi-annual audits beginning with FY 2012/2013. The **District** accounting system in use does and shall continue to adhere to generally accepted accounting principles in which demands for payment of bills and obligations are paid upon approval by the **District** board in a timely manner when due.
5. Bond the **District** Treasurer, at **District** expense, for faithful performance of duties for the **District** Treasurer and other employees responsible for handling **District** finances. Such Bond shall be required and shall be fixed at a minimum amount of triple the annual **District** revenues. In lieu of Bond, insurance indemnification for faithful performance that meets or exceeds the above requirements shall be an acceptable alternative.

- 6. Designated Savings Bank of Mendocino County to continue to be the depository of **District** funds. Only banks, credit unions, or savings and loan associations with federally insured accounts will be used as depositories.

**PASSED AND ADOPTED** by a vote of the Board of Directors of the Albion Little River Fire Protection **District** at a regular meeting in Albion California this eighteenth day of February 2019 as follows:

	Aye	Nay	Abstain	Absent
Director Acker				
Director Greenberg				
Director Issel				
Director Surles				
Director Welty				

---

Charles Greenberg, President Board of Directors,  
Albion Little River Fire Protection District

**ATTEST:**

I Steve Acker, Secretary to the Board of Directors of the Albion-Little River Fire Protection District, County of Mendocino, State of California, do hereby certify that this is a true and correct copy of the original Resolution Number 20190218.

---

Steve Acker, Secretary and Director

FORT BRAGG DIESEL  
P.O. BOX 2583  
FORT BRAGG, CA 95437  
707-964-7019

# Estimate

Date	Estimate #
2/25/2019	542

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



PARTS & SERVICE  
DEALER



HYDRAULICS

VEHICLE #	MILES	HOURS	LICENSE	MAKE	YEAR
8181	4559			FREIGHTLINER	02 / 2017
Item	Description	Qty	Cost	Total	
LABOR	PTO NOT SEALING DUE TO INTERFERENCE / REMOVE PTO & GRIND SO PTO & PUMP WOULD CLEAR TRANS. /INSTALL PTO & NEW GASKET	15	100.00	1,500.00	
PARTS	PTO SHIM GASKET	1	42.90	42.90	T
AW 15	HDZ 15 HYD. OIL	1	25.74	25.74	T
ENVIRONMENT...			3.00	3.00	
THANK YOU				<b>Subtotal</b>	\$1,571.64
				<b>Sales Tax (7.875%)</b>	\$5.41
				<b>Total</b>	\$1,577.05

Fax #
707-964-9470

Signature \_\_\_\_\_



FORT BRAGG DIESEL  
P.O. BOX 2583  
FORT BRAGG, CA 95437  
707-964-7019

# Estimate

Date	Estimate #
2/25/2019	543

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



PARTS & SERVICE  
DEALER



HYDRAULICS

VEHICLE #	MILES	HOURS	LICENSE	MAKE	YEAR
8181	4559			FREIGHTLINER	02 / 20178
Item	Description	Qty	Cost	Total	
LABOR	PTO NOT SEALING DUE TO INTERFERENCE / REMOVE TRANSMISSION / REMOVE PTO & GRIND SO PTO & PUMP WOULD CLEAR TRANS. / INSTALL PTO & NEW GASKET / INSTALL TRANSMISSION	30	100.00	3,000.00	
PARTS	PTO SHIM GASKET	1	42.90	42.90	T
27101-CTCS	SYNTHETIC ATF,ALLISON TRANSYND	1	66.22	66.22	T
AW 15	HDZ 15 HYD. OIL	1	25.74	25.74	T
ENVIRONMENT...			3.00	3.00	
THANK YOU				<b>Subtotal</b>	\$3,137.86
				<b>Sales Tax (7.875%)</b>	\$10.62
				<b>Total</b>	\$3,148.48

Fax #
707-964-9470

Signature \_\_\_\_\_