



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday, July 15, 2026 10:00AM

Please note that this meeting will be held at ALRFPD Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform. Information on attending this meeting can be found on our website: <https://www.alrfpd.com> under the NOTICES tab.

1. **Call to Order and determination of a quorum.**
2. **Roll Call.**
3. **Motion by Secretary Steve Acker to adopt the agenda:**
4. **Public communication to the board:**

ZOOM Invitation:

Albion-Little River Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: Board of Directors Meeting July 2025
 Time: Jul 15, 2026 10:00 AM Pacific Time (US and Canada)
 Join Zoom Meeting
<https://us06web.zoom.us/j/89527766799>

Meeting chat link
<https://us06web.zoom.us/jc/89527766799>

Meeting ID: 895 2776 6799

One tap mobile
 +16699006833,,89527766799# US (San Jose)
 +16694449171,,89527766799# US

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Join instructions
https://us06web.zoom.us/join/89527766799/invitations?signature=VPoBHobTAEhP9bregpw_m07SO5EG82XCZbUri68SKZA

This meeting is being presented in a hybrid format, both in person at ALRFPD Station 810 and via ZOOM. To speak during public comment portions of the agenda via ZOOM, please join the meeting and use the raise hand feature when the Board President or the Board Vice President calls for public comment on the item you wish to address.

Public Comments on Non-Agenda Items

Members of the public may address the board pursuant to the Brown Act. No person shall speak without being recognized by the Board President or the Board Vice President. Public comments are restricted to three (3) minutes per speaker.

Any citizen, after being recognized by the Board President or Board Vice President may speak on any topic that may be a proper subject for discussion before the Board for such period of time as the Board President or Board Vice President may determine is appropriate under the circumstances of the particular meeting, including the number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Board's response to questions and requests made during this comment period.

*WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to all Board members as soon as possible after receipt. **Members of the public may address the board by emailing the board at board@albionfire.com on any matter within the jurisdiction of the board.***

5. **Chief's report:**
6. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action
 - a. **Approval of the June 17 Regular meeting minutes** (see packet)
 - b. **Approval of the July 2 Special meeting minutes** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:**
 - b. **Treasurers report:** Welty
 - c. **Finance Committee:**
 - d. **MCAFD report:** Linstedt
 - e. **Fire Tax Ad Hoc Committee**
 - f. **Fire Safe Council:** Lapidus
 - g. **Strategic plan:**
8. **Items for discussion and possible action by the board**
 - a. **ALRFPD Policies:** (see packet)
9. **Directors Discussion:**
10. **ADJOURNMENT:**



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES draft

Wednesday, June 17, 2026 10:00AM

Please note that this meeting was held at ALRFPD Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform.

1. **Call to Order and determination of a quorum.** The meeting was called to order at 10:06 AM by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Chief Rees, Stacey Burnet, Ken Schaffer and Sydell Lapidus
2. **Roll Call.** Acker present, Linstedt present, Welty present, Campbell present.
3. **Motion by Secretary Steve Acker to adopt the agenda:** approved by a vote of 4 ayes
4. **Public communication to the board:** None
5. **Chief's report: page 2**
6. **Consent calendar:** approved by a vote of 4 ayes
 - a. **Approval of the May 20 Regular meeting minutes** (see packet)
 - b. **Acceptance of submitted current financial report.** (see packet)
7. **Committee Reports:**
 - a. **Building Committee:** Station 811 concrete apron is in progress. Possible \$800K grant with 25% match for the new 810 firehouse depending on federal budget. Shandel will regrade the 810 driveway ditch.
 - b. **Treasurer's report:** Welty: The fixed assets on the Balance sheet needs clarification. Draft budget page 3,4,5,6
 - c. **Finance Committee:** Review of the direct assessment list from the County is in process.
 - d. **MCAFD report:** Linstedt: no report
 - e. **Fire Tax Ad Hoc Committee:** Request for Fire Tax Appeal process, ALRFPD Strategic Plan. Clarification on how tax revenue will be allocated.
 - f. **Fire Safe Council:** Lapidus: New Homeowners Welcome Packet, CRV collection, Chipper, Woods brush clearing.
8. **Items for discussion and possible action by the board**
 - a. **Board Election:** Candidates for ALRFPD board must register with the County Clerk from July 13 to August 7. (see packet).
 - b. **RESOLUTION NO. 2026-XX-XX REGARDING AUTHORIZATION FOR THE CONSTRUCTION OF THE NEW CENTRAL ALBION FIRE STATION 810** (see packet) approved by a vote of 4 ayes
 - c. **Special Fire and Rescue Tax Appeal & Hardship Relief Policy** (see packet) approved by a vote of 4 ayes
 - d. **RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT ELECTING TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING PROCEDURES** (see packet) approved by a vote of 4 ayes
 - e. **RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT ADOPTING INFORMAL BIDDING PROCEDURES PURSUANT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT** (see packet) approved by a vote of 4 ayes
9. **Directors Discussion:** Narcon Box approved for installation at Station 810.
10. **ADJOURNMENT:** Meeting adjourned at 12:33 pm. The next regular meeting has been scheduled for Wednesday, July, 15 2026 10:00 am at Station 810 and Zoom. A Special Meeting is scheduled for July 2nd 10:00 am at Station 810 and Zoom.

Chief's Report June 17 2026

Incidents

05/01-05/31/2026

Fires-2

Medical-10

Hazmat/FMS-1

Public Assist-5

Total Incidents-18

Year to date total-90

Schedule

June

06/04/26 Operations

06/11/26 Medical

06/18/26 Medical EMT Skills check off

06/20/26 Fire Booneville Airport Prescribed Burn

06/25/26 Fire Shelters/ Pack Test/ OOC Briefing

Grants

-Applying for funding from **FEMA Assistance for Firefighters Grant (AFG)**, \$102,946.51 to replace the second half of our cache of SCBA that are out of compliance. Depending how it is awarded, this will either be 5%-25% matching grant.

-**MCFSC** is applying for funding to reimburse Fire Departments for **Defensible Space inspections**. ALRFPD opted into the program if funded.

-ALR received 5 **Watch Duty Pro** licenses from **PG&E**. The apps will be installed on apparatus tablets for use in the field.

ISO Survey/Audit 2026

-Initial interview/visit week of July 20th.

FY 26-27 Budget Draft Complete

Training

-Wyatt Lawrason passed his NREMT.

-ALR Firefighters just completed an in-house NWCG S-211 Portable Pumps and Water Supply equivalent course.

-E8160 staffed with 3-0 participated in a County Wide WUI Incident Drill at McNab Ranch in Hopland on May 30th.

-ALR firefighters will be participating in the Booneville Airport Prescribed Burn. Multiple firefighters have task books open and will be working on ignition tasks along with field observations and Squad and Engine Boss tasks.

Mendocino Water District Water Tanks

2026-2027 Budget DRAFT

Version date:

Version Approved date:

	FY 23- 24(Actual)	FY 24- 25(Budget)	FY 25- 26(Estimated)
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Income**4100 Property Tax**

4101 Current Secured Tax	97,455.00	102,425.00	
4102 Current Unsecured Tax	3,122.00	3,198.00	
4103 SB 813 Supplemental Tax	348	919	
4105 Prior Unsecured Tax	101	141	
Total 4100	101,026.00	106,683.00	109,563.44

4200 Other Taxes

4202 Special Tax(Fire Assessments)	167,158.00	165,217.68	
4203 TOT Measures D and E	16,000.00	23,388.28	
4204 Measure P	100,000.00	121,092.31	
4205 Timber Tax	269.00	372.86	
Total 4200	283,427.00	310,071.13	313,692.45

4400 Intergovernmental Grants**4500 Intergovernmental - State**

4501 Homeowner Property Tax	600.00	600.00	600
4502 Highway Property Rental		3.34	3.34
4503 Prop 172	13500	12,538.32	13,500.00
4500 Intergovernmental State Other		642.33	642.33
4500 Intergovernmental Total		13,783.99	14,742.33

One Time Fund

4505 Fire Recovery USA		11,501.42	2,340.00
4807 Donations	20,000.00	30,000.00	
Revenue Total	418,553.00	472,039.54	437,997.90

Non Budget Revenue

4506 Cal Fire ABH		14,846.05	39,144.00
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Donations

4800 Donations		74,679.53	
Less 4807 transferred to Revenue Total		30,000.00	
Donations Revenue Not Earmarked		44,679.53	

4801 Donations Capital Campaign	91,786.79	
Total Revenue for Budget	472,039.54	
	Budget 23-	
Appropriations	24	
5000 Salaries and Benefits		
5001 Full-Time	126,000.00	126,000.00
5002 Part-Time	38,000.00	42,000.00
5003 On-Call Stipends	18,000.00	22,000.00
5005 Payroll Taxes		
5010 Payroll Fees		
5101 MISC Employee Benefits	9,300.00	9,300.00
5102 Workers Compensation	13,442.00	14,786.20
5103 Clothing & Personal Items	12,000.00	12,000.00
5104 Medical and Dental	9,000	9,000.00
5105 Education and Training	9,000.00	9,000.00
Total 5000 Salaries and Benefits	234,742.00	244,087.00
6000 Materials, Services and Supplies		
6050 Communications		
6051 Internet Service	6,500.00	6,500.00
6052 Telephone	2,000.00	2,000.00
Radios-Mobile/Portable		19,393.89
Radio Maintenance Repair	500.00	500
Pagers	3,000.00	
Tablets-Mobile	3,000.00	15,044.00
Total 6000 Materials, Services and Supplies	15,000.00	28,394.00
6100 Food	6,000.00	6,000.00
6150 Insurance General	32,962.00	36,300.00
6200 Maintenance		
6201 Maintenance Equipment	2,000.00	2,000.00
6202 Maintenance Vehicle	7,055.54	7,500.00
6203 Maintenance Structures	2,000.00	2,000.00
Pump Testing Annual	3,000.00	3,000.00
SCBA Testing Annual	2,400.00	2,400.00
Ladder Testing Annual	500	500
Fire Extinguisher Testing/Certification Annual	1,000.00	1,000.00
Lawn Equipment	500.00	500
6250 Medical, Lab Supplies	5,250.00	5,250.00
Total 6200 Maintenance	23,705.54	23,706.00

6300 Memberships

Air ambulance	1000	1000
CalChiefs	550	550
California Special Districts Assoc.	1,400.00	1,400.00
Mendocino County Chiefs Assoc.	400	400
National Volunteer Firefighter Council	21	21
CSFA		
Total 6300	3,371.00	3,371.00

6350 District Office Supplies 12,000.00 12,000.00

6400 Professional and Special Services 2,200.00 2,200.00

6401 Auditing & Financial Services 3,600.00 3,600.00

6600 Small Tools & Supplies 1,600.00

6650 Election and Supervision Services 3,500.00

6700 Transportation & Travel

6701 Fleet Fuel	22,000.00	22,000.00
Total 6700 Transportation & Travel	22,000.00	22,000.00

6750 Utilities

6751 Redwood Waste Solutions	2,000.00	2,010.00
6752 Albion Water District	750	750
6753 PG&E	5,200.00	5,200.00
6754 Propane	1,000.00	1,000.00
6755 Thompson Septic Service	3,200.00	3,200.00
Total 6750 Utilities	12,150.00	12,500.00

6800 Payments to GOVT Agencies 3,309.00 3,309.00

7800 Other Expenses

7900 Donation Expenditures

8000 Capitol Outlay

8100 Buildings & Improvement \$ 30,000.00 30,000.00

8200 Equipment (Purchase)

8202 Firefighting Equipment	6,000.00	6,000.00
8203 Medical Equipment	5,000.00	5,000.00
8204 Radios		
8205 Trucks		
8207 Leased Equipment	60,000.00	60,000.00
8250 Construction in Progress		

Total 8200 Equipment (Purchase)	71,000.00	71,000.00
Total 8000 Capital Outlay		

Missing Categories

Equipment Replacement Fund		
Reserves	1704.3	
TOTAL Appropriations	472,039.54	

DRAFT



Albion Little River Fire Protection District

SPECIAL MEETING MINUTES draft

Tuesday July 2, 2026, 10:00 am

Please note that this meeting was held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform

1. **Call to order and determination of a quorum:** The meeting was called to order at 10:02 AM by President Linstedt. Directors Acker, Linstedt, Welty and Campbell were present at Station 810. Also present Ken Schaffer, Chief Rees and Stacey Burnett.
2. **Roll Call:** Acker present, Linstedt present, Welty present, Campbell present.
3. **Motion by Secretary Steve Acker to adopt the agenda:** Approved by a vote of 4 ayes.
4. **Public communication to the board:** None
5. **Items for discussion and possible action by the board**
 - a. **2026-2027 Budget** (see packet)
Motion to adopt the 2026-2027 Budget. Moved Welty, second Linstedt. Approved by a vote of 4 ayes.
 - b. **News Flyer:** in progress
 - c. Motion to approve Permission for Stacey Burnett to become an authorized user for SBMC. Linstedt, second Campbell. Approved by a vote of 4 ayes.
6. **Directors Discussion:** The current Cal Trans Albion Bridge Project proposal will impinge on the northern part of Station 810 property.
1. **Adjournment:** Meeting adjourned at 11:30 am. The next regular meeting has been scheduled for Wednesday, July 15, 2026 10:00 am at Station 810 and Zoom.

Albion Little River Fire Protection District

Balance Sheet

As of June 30, 2026

	Jun 30, 26
ASSETS	
Current Assets	
Checking/Savings	
1000 · General Cash	
1050 · Local Agency Investment Fund	
Transferred from Fee Service	22,000.00
Transferred from Donations	171,000.00
Transferred from Public Tax	100,000.00
1050 · Local Agency Investment Fund - Other	378,661.23
Total 1050 · Local Agency Investment Fund	671,661.23
1001 · Public Tax Account	61,843.38
1002 · Fee Service Fund	103,329.58
1003 · District Checking	-18,632.94
1004 · County Held Funds	16.86
1005 · Building Fund - Checking	17,543.74
1006 · Fire Department - Donations	16,362.04
Total 1000 · General Cash	852,123.89
Total Checking/Savings	852,123.89
Accounts Receivable	
1100 · Accounts Receivable	29,285.52
Total Accounts Receivable	29,285.52
Total Current Assets	881,409.41
Fixed Assets	
1600 · Accumulated Depreciation	-611,890.00
1500 · Building & Improvements	578,481.86
1400 · Construction-in-Progress	
1404 · 810 New Building Project	109,881.58
Total 1400 · Construction-in-Progress	109,881.58
1550 · Firefighting Equipment	
1553 · Vehicle Purchase	5,000.00
1550 · Firefighting Equipment - Other	503,254.00
Total 1550 · Firefighting Equipment	508,254.00
1450 · Land	377,970.68
Total Fixed Assets	962,698.12
TOTAL ASSETS	1,844,107.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	4,107.02
Total Accounts Payable	4,107.02
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-4,816.06
2100 · Payroll Liabilities	8,597.22
Total Other Current Liabilities	3,781.16
Total Current Liabilities	7,888.18
Total Liabilities	7,888.18
Equity	
3201 · Investment in Capital Assets	1,099,667.00

1:01 PM

07/09/26

Accrual Basis

Albion Little River Fire Protection District

Balance Sheet

As of June 30, 2026

	<u>Jun 30, 26</u>
3200 - Undesignated Fund Balance	543,947.94
Net Income	192,604.41
Total Equity	1,836,219.35
TOTAL LIABILITIES & EQUITY	<u>1,844,107.53</u>

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

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Income				
4100 · Property Taxes				
4101 · CURRENT SECURED TAX	106,168.21	102,425.00	3,743.21	103.7%
4102 · CURRENT UNSECURED TAX	2,572.73	3,198.00	-625.27	80.4%
4103 · SB813 SUPPLEMENTAL TAX	1,482.36	919.00	563.36	161.3%
4105 · PRIOR UNSECURED TAX	82.27	141.00	-58.73	58.3%
Total 4100 · Property Taxes	110,305.57	106,683.00	3,622.57	103.4%
4200 · Other Taxes				
4202 · SPECIAL TAX	153,832.89	165,217.68	-11,384.79	93.1%
4203 · TOT - Measures D & E	13,905.75	21,517.00	-7,611.25	64.6%
4204 · Measure P	33,054.72	111,320.00	-78,265.28	29.7%
4205 · TIMBER TAX	282.79	350.00	-67.21	80.8%
Total 4200 · Other Taxes	201,076.15	298,404.68	-97,328.53	67.4%
4400 · Intergovernmental - Grants				
4402 · State - CalFire	9,696.95			
4405 · Other	0.00	0.00	0.00	0.0%
Total 4400 · Intergovernmental - Grants	9,696.95	0.00	9,696.95	100.0%
4500 · Intergovernmental - State				
4501 · HOMEOWNER PROPERTY TAX	281.54	600.00	-318.46	46.9%
4502 · Highway Property Rental	0.98	3.34	-2.36	29.3%
4503 · PROP 172	4,146.01	13,500.00	-9,353.99	30.7%
4505 · Fire Recovery USA, LLC	14,816.64	2,340.00	12,476.64	633.2%
4506 · Cal Fire ABH	202,523.94	160,000.00	42,523.94	126.6%
4500 · Intergovernmental - State - Other	0.00	642.33	-642.33	0.0%
Total 4500 · Intergovernmental - State	221,769.11	177,085.67	44,683.44	125.2%
4600 · USE OF MONEY & PROPERTY				
4601 · INTEREST INCOME	13,141.59	0.00	13,141.59	100.0%
Total 4600 · USE OF MONEY & PROPERTY	13,141.59	0.00	13,141.59	100.0%
4700 · OTHER REVENUE				
4705 · Inspection Fees	2,810.00	0.00	2,810.00	100.0%
4704 · Reserves	0.00	42,253.00	-42,253.00	0.0%
4703 · Reimbursement	15,044.00	0.00	15,044.00	100.0%
4702 · Fire Recovery USA Fees	0.00	0.00	0.00	0.0%
4701 · INSURANCE PAYMENT	0.00	0.00	0.00	0.0%
4700 · OTHER REVENUE - Other	0.00	0.00	0.00	0.0%
Total 4700 · OTHER REVENUE	17,854.00	42,253.00	-24,399.00	42.3%
4800 · Donations				
4801 · 810 Building Capital Campaign	0.00	0.00	0.00	0.0%
4803 · Donor Advised Charitable Funds	2,000.00			
4805 · Business	15,895.20	0.00	15,895.20	100.0%
4806 · Individual	145,048.54	0.00	145,048.54	100.0%
4800 · Donations - Other	0.00	40,000.00	-40,000.00	0.0%
Total 4800 · Donations	162,943.74	40,000.00	122,943.74	407.4%
Total Income	736,787.11	664,426.35	72,360.76	110.9%
Gross Profit	736,787.11	664,426.35	72,360.76	110.9%
Expense				
5000 · Salaries and Benefits				
5004 · CalFire ABH/OES	85,038.87	160,000.00	-74,961.13	53.1%
5011 · Hiring Expenses	0.00	0.00	0.00	0.0%
5001 · Full-Time Salaries	87,088.50	126,000.00	-38,911.50	69.1%
5002 · Part-Time Salaries	21,921.65	42,000.00	-20,078.35	52.2%
5003 · On-Call Stipends	7,704.28	22,000.00	-14,295.72	35.0%
5005 · Payroll Taxes	18,105.07	0.00	18,105.07	100.0%
5010 · Payroll Fees	240.00	0.00	240.00	100.0%
5101 · MISC EMPLOYEE BENEFITS	2,067.43	9,300.00	-7,232.57	22.2%
5102 · WORKERS COMPENSATION	0.00	14,786.20	-14,786.20	0.0%
5103 · CLOTHING & PERSONAL ITE	1,543.32	12,000.00	-10,456.68	12.9%
5104 · MED AND DENTAL	17,300.00	9,000.00	8,300.00	192.2%
5105 · EDUCATION & TRAINING	14,197.98	9,000.00	5,197.98	157.8%
Total 5000 · Salaries and Benefits	255,207.10	404,086.20	-148,879.10	63.2%
6000 · Materials Services and Supplies				
6050 · Communications				
6058 · Radios-Mobile/Portable	21,807.69	19,393.89	2,413.80	112.4%
6057 · Tablets	0.00	15,044.00	-15,044.00	0.0%
6056 · Pagers	0.00	0.00	0.00	0.0%
6055 · Radios and Maintenance/Repair	11,534.70	500.00	11,034.70	2,306.9%
6052 · TELEPHONE	5,358.09	2,000.00	3,358.09	267.9%
6054 · WEBHOSTING	224.15			
6051 · INTERNET SERVICE	3,022.13	6,500.00	-3,477.87	46.5%
6050 · Communications - Other	678.65	0.00	678.65	100.0%
Total 6050 · Communications	42,625.41	43,437.89	-812.48	98.1%
6000 · Materials Services and Supplies - Other	4,862.34	0.00	4,862.34	100.0%
Total 6000 · Materials Services and Supplies	47,487.75	43,437.89	4,049.86	109.3%
6100 · FOOD	7,923.50	6,000.00	1,923.50	132.1%
6150 · INSURANCE GENERAL	0.00	36,300.00	-36,300.00	0.0%
6200 · Maintenance				
6201 · MAINTENANCE EQUIPMENT	4,252.52	2,000.00	2,252.52	212.6%
6202 · Vehicle Maintenance	10,452.24	7,500.00	2,952.24	139.4%
6203 · MAINTENANCE STRUCTURES	3,477.86	2,000.00	1,477.86	173.9%
6250 · MEDICAL, LAB SUPPLIES	2,338.29	5,250.00	-2,911.71	44.5%
6200 · Maintenance - Other	1,882.92	7,400.00	-5,517.08	25.4%
Total 6200 · Maintenance	22,403.83	24,150.00	-1,746.17	92.8%
6300 · MEMBERSHIPS	2,241.99	3,371.00	-1,129.01	66.5%
6350 · DISTRICT OFFICE SUPPLIE	17,848.36	12,000.00	5,848.36	148.7%
6400 · PROFESIONAL & SPECIAL SERVICES	5,788.13	2,200.00	3,588.13	263.1%

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

July 2025 through June 2026

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
6401 - AUDITING & FISCAL SERVI	10,366.13	3,600.00	6,766.13	287.9%
6700 - TRANSPORTATION & TRAVEL				
6701 - Fleet Fuel	10,810.01	22,000.00	-11,189.99	49.1%
6700 - TRANSPORTATION & TRAVEL - Other	1,173.25	0.00	1,173.25	100.0%
Total 6700 - TRANSPORTATION & TRAVEL	11,983.26	22,000.00	-10,016.74	54.5%
6600 - SMALL TOOLS & SUPPLIES	3,926.03	1,600.00	2,326.03	245.4%
6650 - ELECTION SUPERVISION & SERVICES	0.00	3,500.00	-3,500.00	0.0%
6750 - UTILITIES				
6751 - Redwood Waste Solutions	2,657.40	2,010.00	647.40	132.2%
6752 - Albion Water District	740.00	750.00	-10.00	98.7%
6753 - PG&E	5,564.71	5,200.00	364.71	107.0%
6754 - Propane	1,298.55	1,000.00	298.55	129.9%
6755 - Thompson Septic Service	3,711.79	3,200.00	511.79	116.0%
Total 6750 - UTILITIES	13,972.45	12,160.00	1,812.45	114.9%
6800 - PAYMENTS TO GOVT AGENCIES	1,878.45	3,309.00	-1,430.55	56.8%
7800 - Other Expenses - Grants	0.00	0.00	0.00	0.0%
7900 - Donation expenditures	225.50	0.00	225.50	100.0%
8000 - Capital Outlay				
8250 - Construction in Progress	40,952.78	0.00	40,952.78	100.0%
8100 - BUILDINGS & IMPROVEMENT	2,796.15	30,000.00	-27,203.85	9.3%
8200 - EQUIPMENT (PURCHASE)				
8201 - Office Equipment	0.00	0.00	0.00	0.0%
8202 - Firefighting Equipment	8,676.97	6,000.00	2,676.97	144.6%
8203 - Medical Equipment	5,500.46	5,000.00	500.46	110.0%
8205 - Trucks	38.73	0.00	38.73	100.0%
8207 - Leased Equipment	78,935.22	60,000.00	18,935.22	131.6%
8200 - EQUIPMENT (PURCHASE) - Other	197.78	0.00	197.78	100.0%
Total 8200 - EQUIPMENT (PURCHASE)	93,349.16	71,000.00	22,349.16	131.5%
8000 - Capital Outlay - Other	5,652.50			
Total 8000 - Capital Outlay	142,750.59	101,000.00	41,750.59	141.3%
9900 - Suspense	179.63			
9990 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	544,182.70	678,714.09	-134,531.39	80.2%
Net Income	192,604.41	-14,287.74	206,892.15	-1,348.0%



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

PolicyNo.:

Adopted:

Effective:

Review Cycle:

1. Purpose

To establish standardized procedures for the identification, application, approval, budgeting, and management of grants to ensure:

- Fiscal accountability and transparency
 - Compliance with applicable laws and grant requirements
 - Proper authorization of financial commitments
 - Alignment with District strategic priorities
-

2. Authority & Compliance

This policy is adopted pursuant to:

- **California Government Code §§ 53900 et seq.** (Special District authority)
 - **California Health & Safety Code §13800 et seq.** (Fire Protection District powers)
 - **California Public Contract Code** (as applicable to grant-funded projects)
 - Applicable grantor requirements (State, Federal, Local, Private)
-

3. Scope

This policy applies to:

- All grant applications submitted on behalf of ALRFPD
 - All funding commitments, including matching funds
 - All personnel involved in grant development, approval, and administration
-

4. Definitions



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

- **Grant:** External funding awarded to the District for a specific purpose
 - **Match Funding:** District or third-party contributions required by the grant
 - **Grant Commitment:** Any obligation of District funds, staff time, or resources
 - **Authorized Representative:** Fire Chief or designee approved by the Board
-

5. Policy Statement

No grant application shall be submitted, nor any financial commitment made, without proper review and authorization consistent with this policy.

All grants must:

- Support the District's mission and operational priorities
 - Be financially sustainable (including long-term impacts)
 - Be approved at the appropriate authority level prior to submission
-

6. Roles & Responsibilities

Board of Directors

- Approves:
 - Grant applications involving:
 - Matching funds
 - Ongoing financial obligations
 - Capital projects or new programs
 - Acceptance of awarded grants exceeding Chief's authority
- Provides policy oversight

Fire Chief

- Serves as primary authorized representative
- May approve and submit:
 - Grants with **no financial match** and **no ongoing obligation**
 - Budget-neutral or reimbursable grants within delegated authority
- Ensures compliance with this policy
- Reports all grant activity to the Board



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

Administrative Staff / Grant Manager

- Coordinates application development
- Prepares budgets and documentation
- Tracks deadlines, compliance, and reporting

Project Manager (if assigned)

- Oversees implementation of awarded grants
 - Ensures expenditures align with approved budget
-

7. Grant Application Procedure

Step 1: Opportunity Identification

- Identify grant opportunity aligned with District priorities
- Conduct preliminary eligibility review

Step 2: Internal Review

- Evaluate:
 - Operational impact
 - Staffing requirements
 - Matching fund requirements
 - Long-term costs (maintenance, staffing, replacement)

Step 3: Budget Development

- Prepare a detailed grant budget including:
 - Direct costs (equipment, construction, training)
 - Indirect costs (administration, reporting)
 - Match contributions (cash, in-kind, volunteer time)
- Identify funding sources for match

Step 4: Risk & Sustainability Assessment

- Document:
 - Ongoing costs after grant expiration



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

- Liability or compliance risks
- Procurement requirements

Step 5: Authorization

- Obtain approval based on thresholds:

Grant Type	Approval Required
No match, no ongoing cost	Fire Chief
≤ \$50,000 with minimal impact	Fire Chief (report to Board)
Any match funding required	Board of Directors
Capital projects or staffing commitments	Board of Directors
Multi-year obligations	Board of Directors

Step 6: Board Action (if required)

- Staff report shall include:
 - Grant summary
 - Financial impact
 - Match funding source
 - Recommendation

Step 7: Submission

- Only the Fire Chief or authorized designee may submit applications
-

8. Grant Acceptance & Budgeting

Award Review

Upon award notification:



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

- Verify terms and conditions
- Confirm funding amount and restrictions
- Review compliance requirements

Acceptance Authorization

- Fire Chief may accept grants within delegated authority
- Board approval required for:
 - Grants with match or ongoing costs
 - Capital or infrastructure projects

Budget Integration

- All awarded funds shall be:
 - Incorporated into the District budget
 - Assigned to a dedicated account or tracking code
 - Match funding must be formally appropriated
-

9. Financial Controls & Procurement

- All expenditures must comply with:
 - District Purchasing Policy
 - **California Public Contract Code** (if applicable)
 - Maintain separation of:
 - Authorization
 - Purchasing
 - Payment approval
 - Track:
 - Grant expenditures vs. budget
 - Match contributions (including volunteer hours)
-

10. Reporting & Compliance

- Maintain complete grant files including:
 - Application
 - Award documents



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

- Financial records
 - Reports submitted
 - Submit all required:
 - Financial reports
 - Performance reports
 - Closeout documentation
 - Provide periodic updates to the Board:
 - Status of active grants
 - Budget performance
 - Compliance issues
-

11. Amendments & Changes

Any changes to:

- Scope
- Budget
- Match commitments

Must be:

- Approved by the Fire Chief (minor changes) or
 - Approved by the Board (material changes)
-

12. Audit & Record Retention

- Retain records per:
 - Grant requirements (typically 3–7 years)
 - California records retention laws
- All grants are subject to audit



Albion-Little River Fire Protection District

Grant Application, Budgeting & Authorization Policy

13. Non-Compliance

Failure to comply with this policy may result in:

- Revocation of grant authority
 - Disciplinary action
 - Repayment of grant funds
-

14. Effective Date

This policy shall take effect upon adoption by the Board of Directors of the Albion-Little River Fire Protection District.



Fire Department Hiring Policy and Procedure

1. Purpose

The purpose of this policy is to ensure a consistent, transparent, and fair hiring process that aligns with the department's commitment to safety, integrity, diversity, and excellence. This hiring procedure is designed to attract, select, and onboard qualified personnel who meet the required standards for serving the community effectively.

2. Scope

This policy applies to all applicants for positions within the fire department, including firefighters, administrative staff, emergency medical personnel, and other relevant roles.

3. Policy Statement

The fire department is an equal opportunity employer. All hiring processes will be conducted in compliance with federal, state, and local laws, ensuring non-discrimination and equal opportunity. We are committed to a fair and transparent recruitment process that provides the community with qualified, professional, and dedicated personnel.

4. Hiring Procedures

A. Job Analysis and Posting

1. **Job Analysis:** Prior to opening a position, conduct a thorough job analysis to determine essential duties, qualifications, and competencies required.
2. **Job Description:** Prepare a clear and accurate job description that includes:
 - o Job title
 - o Responsibilities and duties
 - o Required skills, experience, and certifications
 - o Physical requirements and work conditions
3. **Posting the Position:** Advertise the job internally and externally through various channels (e.g., department website, local government portals, job boards, social media) to ensure a diverse applicant pool.



B. Application Process

1. **Application Submission:** Candidates submit their applications through a specified online or paper process, which includes a resume, cover letter, and any required documentation (e.g., certifications).
2. **Initial Screening:** HR or a designated hiring committee reviews applications for minimum qualifications. Candidates who do not meet the minimum standards will be notified of their ineligibility.

C. Selection Process

1. **Written Exam:** Qualified candidates complete a written exam testing relevant knowledge, problem-solving, and situational judgment.
2. **Physical Agility Test (PAT):** Candidates applying for operational roles, such as firefighters, must pass a physical agility test to demonstrate the ability to meet the job's physical demands.
3. **Panel Interview:** A panel of department representatives and HR staff interviews selected candidates. The interview assesses communication skills, critical thinking, and qualifications.
4. **Background Check:** Candidates who pass the interview undergo a thorough background check, including criminal history, driving record, and reference checks.
5. **Psychological Evaluation:** For operational roles, a licensed professional conducts a psychological evaluation to ensure the candidate's suitability for high-stress environments.
6. **Medical Examination:** Candidates must pass a medical examination that meets NFPA (National Fire Protection Association) standards and other health requirements to ensure they are fit for duty.

D. Final Selection and Offer

1. **Final Review:** The hiring committee reviews the results from all assessments to determine the best-qualified candidates.
2. **Conditional Offer:** A conditional offer of employment is extended to the selected candidate(s), contingent on passing the final background and medical exams.
3. **Acceptance and Documentation:** Upon acceptance, HR will issue the official offer and collect necessary documentation to initiate onboarding.



E. Onboarding and Training

1. **Orientation Program:** New hires attend an orientation program covering department policies, safety procedures, job expectations, and ethical standards.
 2. **Probationary Period:** New hires will undergo a probationary period (e.g., 6 months to 1 year), during which performance will be closely monitored and evaluated.
 3. **Ongoing Training:** New employees are enrolled in required training programs, including fire safety, emergency response, community service, and professional development.
-

5. Compliance and Documentation

1. **Record Keeping:** HR will maintain all hiring documentation, including job postings, applicant information, evaluation results, and offer letters, for the required period according to federal and state laws.
2. **Equal Employment Opportunity (EEO) Compliance:** The fire department adheres to EEO regulations, ensuring non-discriminatory practices and providing accommodations as needed.

6. Review and Updates

This hiring policy will be reviewed annually or as necessary to align with changes in employment law, departmental needs, and industry standards.

Approval This policy is approved by [Authorized Department Head/HR Director Name] on [Date].



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

Purchasing, Contracting, and Expense Reimbursement Policy

Policy No.:

Adopted:

Effective:

Review Cycle: Annual

1. Purpose

The purpose of this policy is to establish clear, lawful, and transparent procedures governing:

- Purchasing of goods and services
- Contracting authority
- Competitive bidding
- Reimbursement of expenses

This policy is intended to ensure **fiscal accountability, legal compliance, and protection of the District and its officials**, while allowing efficient operation of District services.

2. Legal Authority

This policy is adopted pursuant to, and shall be interpreted consistent with:

- **California Government Code §§53232–53232.5 (AB 1234)**
 - **California Public Contract Code**
 - **California Government Code §50000 et seq.**
 - **California Health & Safety Code §13800 et seq.**
 - Applicable regulations, case law, and guidance issued by the State of California
-



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

3. General Principles

All District expenditures shall:

1. Serve a **legitimate public purpose**
 2. Be **actual, necessary, and reasonable**
 3. Be made **within an adopted budget** or otherwise lawfully authorized
 4. Avoid **conflicts of interest or the appearance of impropriety**
 5. Be documented in a manner sufficient for public review and audit
-

4. Budget Authority

1. Adoption of the annual District budget constitutes general authorization for expenditures **within approved line items**.
 2. Expenditures outside the adopted budget require **prior Board approval** by agendized action.
 3. No officer, employee, or volunteer may commit District funds beyond the authority granted by this policy.
-

5. Purchasing Authority & Limits

5.1 Authorized Officials

Role	Purchasing Authority
Fire Chief	Day-to-day operational purchases within limits
Board of Directors	All purchases exceeding Chief's authority or not budgeted



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

5.2 Purchasing Limits

Amount	Approval Required
Up to \$5,000	Fire Chief
\$5,001 – \$25,000	Fire Chief with written notification to Board Chair
Over \$25,000	Board approval at a noticed meeting

Emergency purchases necessary to protect life, property, or continuity of operations may be made by the Fire Chief and shall be **reported to and ratified by the Board** at the next meeting.

6. Competitive Purchasing & Public Contract Code Compliance

6.1 Informal Purchasing

For purchases below formal bid thresholds:

- Price comparisons shall be obtained when practical
 - Selection shall be based on **best value**, considering price, quality, availability, and service
-

6.2 Formal Competitive Bidding

The District shall comply with all applicable Public Contract Code requirements, including:

- Public works bidding thresholds
- Apparatus and equipment procurement rules
- Bid advertising and notice requirements
- Board award by resolution
See Appendix A for reference



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

6.3 Exceptions to Competitive Bidding

Competitive bidding may be waived only when:

- Emergency conditions exist
- A sole-source procurement is justified and documented
- Cooperative purchasing agreements are used
- Professional services are procured (legal, audit, engineering)

All exceptions shall be **documented in writing**.

7. Contracts

7.1 Contract Approval

1. All contracts obligating the District shall:
 - Be in writing
 - Clearly define scope, term, and compensation
 - Include appropriate insurance and indemnification provisions
 2. Contracts shall be approved by the Board unless authority is expressly delegated.
-

7.2 Contract Execution

Only the **Board President, Fire Chief**, or other Board-authorized officers may execute contracts on behalf of the District.

No employee or volunteer may bind the District without express authority.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

8. Expense Reimbursement Policy (AB 1234 Compliance)

8.1 General Rule

The District shall reimburse **actual and necessary expenses** incurred in the conduct of official District business, in full compliance with **Government Code §53232.2**.

8.2 Allowable Expenses

Reimbursable expenses may include:

- Travel for authorized meetings, training, or conferences
 - Lodging at reasonable and customary rates
 - Meals during travel or meetings
 - Mileage at the IRS standard rate
 - Registration and tuition fees
-

8.3 Prohibited Expenses

The District shall not reimburse:

- Personal or non-District expenses
 - Alcohol
 - Entertainment not directly related to District business
 - Expenses lacking proper documentation
-

8.4 Reimbursement Procedures

1. Reimbursement requests must:
 - Be submitted on a District reimbursement form
 - Include **itemized receipts**



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

- Identify the **public purpose**
 - 2. Requests must be submitted within **60 days** of the expense.
 - 3. Reimbursements shall be reviewed by the Fire Chief and approved by the Board or designated officer.
-

8.5 Advances

1. Travel advances may be approved by the Board or Fire Chief.
 2. Advances must be reconciled within **30 days** of travel completion.
 3. Excess advances shall be returned to the District.
-

9. Ethics & Conflict of Interest

1. All purchasing and contracting decisions shall comply with the District's **Conflict of Interest Code** and applicable state law.
 2. No officer, employee, or volunteer shall participate in a decision in which they have a financial interest.
 3. Violations may result in disciplinary action and legal consequences.
-

10. Documentation & Record Retention

The District shall maintain complete records of:

- Purchases
- Contracts
- Bids and quotes
- Reimbursements

Records shall be retained in accordance with state law and the District's records retention schedule.



Albion-Little River Fire Protection District

Purchasing, Contracting, and Expense Reimbursement Policy

11. Policy Review & Severability

1. This policy shall be reviewed **annually** by the Board.
 2. If any portion of this policy is held invalid, the remainder shall remain in full force and effect.
-

12. Supersession

This policy **supersedes and replaces** all prior purchasing or procurement policies, including the **2013 ALRFPD Procurement Policy**.

Certification

Adopted by the Board of Directors of the Albion-Little River Fire Protection District on _____ by Resolution No. _____.



Albion-Little River Fire Protection District

Return to Work Program

Return to Work Program

(Including the Interactive Process) Policy No.:

Adopted:

Effective:

Review Cycle:

1. Purpose

The Albion-Little River Fire Protection District (“District” or “ALRFPD”) is committed to facilitating the **safe, timely, and productive return to work** of employees and volunteers following illness, injury, or medical condition.

This Return to Work (RTW) Program is intended to:

- Support employee recovery and retention
- Reduce lost work time and workers’ compensation costs
- Maintain operational readiness and public safety
- Ensure compliance with the **California Fair Employment and Housing Act (FEHA)**, **Americans with Disabilities Act (ADA)**, and California workers’ compensation laws
- Establish a **clear, documented Interactive Process** when reasonable accommodation may be required

This program reflects ALRFPD’s operational structure as a **small, rural fire protection district** with safety-sensitive fire and EMS functions.

2. Scope & Applicability

This program applies to:

- Career employees
- Part-time or paid-call personnel
- Volunteer firefighters
- Administrative staff

It applies to:



Albion-Little River Fire Protection District

Return to Work Program

- **Industrial (work-related)** injuries or illnesses
- **Non-industrial** medical conditions
- Temporary, transitional, or permanent work restrictions

Participation in this program does not guarantee permanent modified duty or continued assignment in a specific role.

3. Legal Authority & Compliance

This program is adopted pursuant to and consistent with:

- **California Government Code §12940 et seq. (FEHA)**
- **Americans with Disabilities Act (ADA)**
- **California Labor Code – Workers’ Compensation**
- **Cal/OSHA** regulations
- Applicable District policies and resolutions

Nothing in this policy supersedes statutory obligations or collective bargaining agreements, if applicable.

4. Policy Statement

ALRFPD will:

- Make **good-faith efforts** to return employees to work as soon as medically appropriate
- Engage promptly in the **Interactive Process** when the District becomes aware of a potential need for accommodation
- Consider reasonable accommodations that do not create **undue hardship** or compromise **firefighter, crew, or public safety**
- Maintain confidentiality of all medical information

Employees and volunteers are expected to cooperate fully in the Return to Work and Interactive Process.



Albion-Little River Fire Protection District

Return to Work Program

5. Definitions

Return to Work (RTW):

A structured process that enables an employee to safely resume work duties following a medical condition, with or without accommodation.

Interactive Process:

A **timely, good-faith, and ongoing dialogue** between the District and the individual to identify reasonable accommodations.

Reasonable Accommodation:

A modification or adjustment that enables the individual to perform the **essential functions** of their position.

Modified / Transitional Duty:

Temporary adjustments to duties, schedule, or assignment consistent with medical restrictions and operational needs.

6. Roles & Responsibilities

A. Employee / Volunteer

- Notify the Fire Chief or District Administrator of any medical condition affecting work
- Provide timely medical documentation outlining **functional limitations**
- Participate in the Interactive Process in good faith
- Follow assigned work restrictions

B. Fire Chief

- Initiate the Return to Work process
- Ensure operational safety and readiness
- Identify potential modified or transitional duty assignments
- Coordinate with the District Administrator



Albion-Little River Fire Protection District

Return to Work Program

C. District Administrator / HR Designee

- Manage compliance with FEHA, ADA, and workers' compensation
- Facilitate the Interactive Process
- Maintain required documentation and confidentiality

D. Supervisors / Officers

- Monitor performance and safety
 - Ensure compliance with restrictions
 - Report any concerns or changes promptly
-

7. Initiation of the Interactive Process

The District will initiate the Interactive Process when:

- An employee or volunteer requests accommodation
- Medical documentation indicates work restrictions
- The District becomes aware that a medical condition may affect job performance
- An individual cannot return to full duty after injury or illness

No specific language is required to trigger this process.

8. Interactive Process Procedure (ALRFPD)

Step 1 – Acknowledge & Begin

- The Fire Chief or District Administrator acknowledges the request or need
- The Interactive Process begins **without delay**

Step 2 – Review Essential Functions

- Review the essential functions of the position (e.g., Firefighter, EMT, Engineer, Administrative Assistant)
- Focus on **physical, cognitive, and environmental demands**



Albion-Little River Fire Protection District

Return to Work Program

Step 3 – Medical Information

- Obtain medical documentation limited to **work restrictions and duration**
- Diagnoses are not required

Step 4 – Interactive Discussion

The District meets with the individual to discuss:

- Impact of restrictions
- Possible accommodations
- Safety considerations
- Duration (temporary vs. permanent)

Step 5 – Evaluate Accommodations

Possible accommodations at ALRFPD may include:

- Temporary modified duty assignments
- Administrative or support tasks
- Training, prevention, or community outreach duties
- Adjusted schedules or reduced hours
- Temporary reassignment (when feasible)

Step 6 – Implement or Document Outcome

- Implement reasonable accommodation when available
- If accommodation is not feasible, document:
 - Accommodations considered
 - Operational or safety limitations
 - Undue hardship analysis

Step 7 – Ongoing Review

- Accommodations are reviewed as restrictions change
- The Interactive Process remains ongoing until resolved

9. Return to Work Options



Albion-Little River Fire Protection District

Return to Work Program

A. Full Duty

Return without restrictions.

B. Temporary Modified / Transitional Duty

- Based on medical restrictions
- Time-limited and reviewed regularly

C. Permanent Accommodation

Provided only when:

- Restrictions are permanent
- Essential functions can be performed safely

D. Leave as Accommodation

When no suitable work is available:

- Workers' compensation leave
 - CFRA/FMLA (if applicable)
 - Unpaid leave as a reasonable accommodation
-

10. Safety-Sensitive Fire & EMS Positions

Because ALRFPD positions involve emergency response:

- Essential functions may include lifting, climbing, exposure to hazardous environments, and high-stress decision-making
 - Accommodations **will not compromise safety** or regulatory compliance
 - Public, crew, and individual safety take precedence
-

11. Documentation & Confidentiality

The District will maintain:



Albion-Little River Fire Protection District

Return to Work Program

- Medical status reports
- Interactive Process records
- RTW offers and agreements

All medical information will be:

- Kept confidential
 - Stored separately from personnel files
-

12. Non-Retaliation

ALRFPD strictly prohibits retaliation for:

- Requesting accommodation
 - Participating in the Interactive Process
 - Filing or pursuing a workers' compensation claim
-

13. Review & Administration

This program shall be:

- Reviewed **annually**
- Updated as laws or operational needs change
- Administered by the Fire Chief and District Administrator

Adopted by the Albion-Little River Fire Protection District Board of Directors.



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

Workplace Violence Prevention Plan (WVPP)

Compliant with Cal/OSHA – Labor Code §6401.9 and 8 CCR §3343

Effective Date: _____

Last Review Date: _____

Next Annual Review Due: _____

1. Purpose and Policy Statement

Albion-Little River Fire Protection District (ALRFPD) is committed to providing a safe and healthful workplace free from violence, threats, intimidation, and other disruptive behavior. Workplace violence will not be tolerated. This Workplace Violence Prevention Plan (WVPP) is established in compliance with California Labor Code §6401.9 and Cal/OSHA regulations, and applies to all ALRFPD employees, volunteers, officers, contractors, and visitors.

2. Scope and Applicability

This Plan applies to all ALRFPD workplaces, including but not limited to:

- Fire stations and administrative offices
 - Emergency scenes and incident responses
 - Training sites and public outreach events
 - Vehicles, apparatus, and district property
 - Off-site locations where ALRFPD business is conducted
-

3. Definitions (Cal/OSHA-Aligned)

Workplace Violence: Any act of violence or threat of violence that occurs in a place of employment, including physical injury, harassment, intimidation, or threatening behavior.

Types of Workplace Violence:

- **Type 1:** Criminal intent (no legitimate relationship to the workplace)



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

- **Type 2:** Customer/client or public (patients, bystanders, members of the public)
 - **Type 3:** Worker-on-worker
 - **Type 4:** Personal relationship (domestic violence spilling into the workplace)
-

4. Roles and Responsibilities

4.1 Fire Chief

- Overall responsibility for WVPP implementation and enforcement
- Ensures annual review and updates
- Allocates resources for prevention and training

4.2 Officers / Supervisors

- Enforce compliance with this Plan
- Identify and report hazards or incidents
- Ensure prompt response to reports of violence

4.3 Employees and Volunteers

- Comply with all provisions of this Plan
 - Report threats, suspicious behavior, or incidents immediately
 - Participate in required training
-

5. Hazard Identification and Assessment

ALRFPD shall identify and evaluate workplace violence hazards through:

- Review of past incident reports and logs
- Input from employees and volunteers
- Facility walk-throughs
- Review of calls involving aggressive or unstable individuals
- Consideration of remote locations, low staffing, night operations, and public access areas

Identified risks will be documented and addressed through corrective measures.



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

6. Hazard Prevention and Control Measures

6.1 Engineering Controls

- Secured doors and controlled access where feasible
- Exterior lighting at stations
- Panic buttons or radios for emergency communication

6.2 Administrative Controls

- Staffing protocols and response policies
- Procedures for interacting with aggressive individuals
- Coordination with law enforcement when appropriate
- Incident reporting and investigation procedures

6.3 Work Practice Controls

- Situational awareness and de-escalation techniques
 - Avoidance of working alone when feasible
 - Use of PPE and communication devices
-

7. Reporting and Response Procedures

7.1 Reporting

- All workplace violence incidents, threats, or suspicious behavior must be reported immediately to a supervisor or officer
- Emergencies require calling 911 first
- Incidents shall be documented using the Workplace Violence Incident Log

7.2 Response

- Ensure immediate safety of personnel
- Provide medical aid if needed
- Secure the scene and notify law enforcement when appropriate



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

- Preserve evidence and witness statements
-

8. Incident Investigation and Corrective Action

All reported incidents will be investigated promptly by the Fire Chief or designee. Investigations will:

- Determine root causes
- Identify contributing factors
- Recommend corrective actions
- Document findings and follow-up actions

Corrective measures will be implemented as soon as practicable.

9. Training and Communication

ALRFPD shall provide workplace violence prevention training:

- Upon initial assignment
- Annually thereafter
- When the Plan is updated or hazards change

Training shall include:

- Definitions and types of workplace violence
 - How to recognize and respond to threats
 - De-escalation techniques
 - Reporting procedures and employee rights
-

10. Recordkeeping

ALRFPD shall maintain:

- Training records



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

- Incident investigation records
- The Workplace Violence Incident Log

Records shall be retained for a minimum of **5 years**, or longer if required by law.

11. Annual Review and Plan Update

This Workplace Violence Prevention Plan shall be reviewed **at least annually**, and:

- After any serious incident
- When deficiencies are identified
- When operations, facilities, or staffing change

Employees and volunteers shall be involved in the review process.



Albion-Little River Fire Protection District

Workplace Violence Prevention Policy (WVPP)

Appendix B – Acknowledgment of Receipt

I acknowledge that I have received, read, and understand the Albion-Little River Fire Protection District Workplace Violence Prevention Plan and agree to comply with its requirements.

Name: _____

Signature: _____

Date: _____
