

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

Thursday, April 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-7:30pm (longer if necessary)

- 1. Fire department operations meeting.**
 - a. Roll call.
 - b. **Chief's Report:** Chief Williams will present a written report of fire department operations.
 - c. **Review and discussion of chief's report.**
 - d. **Other fire department business.**
 - e. **Adjournment.**

7:30-8:00pm (begins at completion of operations meeting)

- 2. Board of Directors business meeting call to order and determination of a quorum:**
- 3. 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.
- 4. Items for Board consideration and possible action on fire department operations.**
 - a. **Fire department personnel:** The Board may review new probationary volunteer firefighter applicants recommended by the chief for employment. The Board may also review the chief's recommendations for appointment of one or more current probationary volunteer firefighters to regular volunteer firefighter status. The Board may vote to accept recommended candidates for employment as probationary and/or regular volunteer firefighters.
 - b. **Apparatus plan:** The Board will review and may vote to adopt a comprehensive apparatus plan discussed at the March 8, 2012 regular business meeting.
 - c. **Station 811 (D Road) painting:** The Board will review and discuss estimates presented to the Board for repainting station 811. The Board may vote to accept one estimate and seek a contract for the work.
 - d. **Lounge and fitness training area in Station 811:** The board will review a proposal for the furnishing and use of the second floor of Station 811 (D Road) as a lounge and fitness training area. The board may vote to approve the proposed use.
 - e. **FY 2011-2012 budget review and revision:** The Board will review recommended changes to the current FY budget. The Board may vote to add, change, modify or adjust amounts of items in the current FY budget.

8:00-8:05pm (approximately) 5 min. break

8:05-9:00pm (resume Board meeting)

- 5. Previous meeting minutes:** The minutes of the March 8, 2011 regular business meeting and the March 24, 2012 special meeting (criminal history information) will be approved and/or revised and approved.
- 6. Communications to the Board:** Communications to the Board will be presented.
- 7. Financial report:** Current financial statements for the District will be presented.
- 8. Other items for consideration and possible action:**
 - a. **Special parcel tax assessment appeal:** The board will review special parcel tax appeals from two district property owners and the recommendations for action from the special parcel tax committee. The board may vote to grant or deny the appeals.
 - b. **Bylaws amendments:** The Board will review and discuss proposed District bylaws amendments and additions introduced at the March 8, 2012 regular business meeting and may vote to approve proposed changes as presented or revised.
 - c. **Policy amendments:**
 - i. The Board will review and discuss proposed new District policies and proposed amendments to existing District policies introduced at the March 8, 2012 regular business meeting. The board may vote to adopt proposed new and/or amended District policies.
 - ii. The board will review and discuss a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information. Proposed policy is to be considered for revision and/or adoption at the May 10, 2012 regular business meeting.
 - d. **Operations manual amendments:** The board will review and discuss proposed amendments and additions to the Fire Department Operations Manual introduced at the March 8, 2012 regular business meeting. The board may vote to amend and/or adopt proposed Operations Manual changes.
- 9. Committee reports:**
 - a. **New fire station committee.**
- 10. Directors' discussion:** Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
- 11. Next scheduled regular business meeting:** May 10, 2012, 7:00 pm.
- 12. 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.

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

Thursday, April 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
7:00-7:30pm (longer if necessary)

1. Fire department operations meeting.

- a. Roll call.
- b. Chief's Report: Chief Williams will present a written report of fire department operations.
- c. Review and discussion of chief's report.
- d. Other fire department business.
- e. Adjournment.

Tender specs. purchase?
radio protocol

7:30-8:00pm (begins at completion of operations meeting)

2. Board of Directors business meeting call to order and determination of a quorum:

3. 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.

4. Items for Board consideration and possible action on fire department operations.

- a. Fire department personnel: The Board may review new probationary volunteer firefighter applicants recommended by the chief for employment. The Board may also review the chief's recommendations for appointment of one or more current probationary volunteer firefighters to regular volunteer firefighter status. The Board may vote to accept recommended candidates for employment as probationary and/or regular volunteer firefighters.
- b. Apparatus plan: The Board will review and may vote to adopt a comprehensive apparatus plan discussed at the March 8, 2012 regular business meeting.
- c. Station 811 (D Road) painting: The Board will review and discuss estimates presented to the Board for repainting station 811. The Board may vote to accept one estimate and seek a contract for the work.
- d. Lounge and fitness training area in Station 811: The board will review a proposal for the furnishing and use of the second floor of Station 811 (D Road) as a lounge and fitness training area. The board may vote to approve the proposed use.
- e. FY 2011-2012 budget review and revision: The Board will review recommended changes to the current FY budget. The Board may vote to add, change, modify or adjust amounts of items in the current FY budget.

oakley ok prob. ok pknt recommend ok

8:00-8:05pm (approximately) 5 min. break

8:05-9:00pm (resume Board meeting)

5. Previous meeting minutes: The minutes of the March 8, 2012 regular business meeting and the March 24, 2012 special meeting (criminal history information) will be approved and/or revised and approved.

6. Communications to the Board: Communications to the Board will be presented.

7. Financial report: Current financial statements for the District will be presented.

8. Other items for consideration and possible action:

- a. Special parcel tax assessment appeal: The board will review special parcel tax appeals from two district property owners and the recommendations for action from the special parcel tax committee. The board may vote to grant or deny the appeals.
- b. Bylaws amendments: The Board will review and discuss proposed District bylaws amendments and additions introduced at the March 8, 2012 regular business meeting and may vote to approve proposed changes as presented or revised.
- c. Policy amendments:
 - i. The Board will review and discuss proposed new District policies and proposed amendments to existing District policies introduced at the March 8, 2012 regular business meeting. The board may vote to adopt proposed new and/or amended District policies.
 - ii. The board will review and discuss a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information. Proposed policy is to be considered for revision and/or adoption at the May 10, 2012 regular business meeting.
- d. Operations manual amendments: The board will review and discuss proposed amendments and additions to the Fire Department Operations Manual introduced at the March 8, 2012 regular business meeting. The board may vote to amend and/or adopt proposed Operations Manual changes.

ok
ok Ken

9. Committee reports:

- a. New fire station committee.

10. Directors' discussion: Individual Board members may discuss topics of concern to the District including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.

11. Next scheduled regular business meeting: May 10, 2012, 7:00 pm.

12. 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.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
IDEAL APPARATUS PLACEMENT MARCH, 2012

8130
RESCUE PATIENT
TRANSPORT
TYPE
1990 FORD
AWD

8131
TYPE 6
RESCUE/QUICK
ATTACK
1994 CHEVY
AWD (PICKUP)
200 GALLONS
W/FOAM

8165
TYPE 4 ENGINE
1986
CHEVY
4X2 (1 TON)
200 GALLONS
NO FOAM

8192
TENDER
1985
INTERNATIONAL
4X2
2000 GALLONS

8181
NEED TO
REPLACE
TYPE 1 ENGINE
AWD
1000 GALLONS
W/FOAM

8132
TYPE 6
RESCUE/QUICK
ATTACK
1992 FORD
AWD (PICKUP)
200 GALLONS
W/FOAM

STATION 812 (AIRPORT)

8162
TYPE 3 ENGINE
2000
INTERNATIONAL
AWD
500 GALLONS
W/FOAM

8163
TYPE 3 ENGINE
1987
FORD
AWD
700 GALLONS
W/FOAM

8191
TYPE 2 TENDER
1979
INTERNATIONAL
4X2
3000 GALLONS

STATION 810 (VILLAGE)

STATION 811 (D ROAD)

STATION 813 (MIDDLE RIDGE)

NEED TO ADD
TYPE 2 TENDER
AWD
>3000 GALLONS

8170
TYPE 3 ENGINE
1995
FORD
AWD
500 GALLONS
W/FOAM

STATION 815 (NAVARRO RIDGE)

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
COMPREHENSIVE WHEELED APPARATUS PLAN**

At the March 8, 2012 regular business meeting the board and firefighters reviewed and discussed current versus ideal wheeled apparatus numbers, type, configuration, and placement within the District in order to evaluate how to improve emergency services protection for the District and to better determine which vehicles to acquire and maintain. Following is a synopsis of the consensus reached:

Current Fleet:

1. Engine 8181 – 1974 Type 1 4x2 – poor condition
2. Engine 8163 – 1987 Type 3 4x4 – good condition
3. Engine 8170 – 1995 Type 3 4x4 – good condition
4. Engine 8162 - 2000 Type 3 4x4 – good condition
5. Tender 8192 – 1985 4x2 2000 gallons – ok condition
6. Tender 8191 - 1979 4x2 3000 gallons – ok condition
7. Engine 8165 – 1986 4x2 type 4 – good condition
8. Rescue 8131 – 1994 4x4 type 6 – good condition
9. Rescue 8132 – 1992 4x4 type 6 – good condition
10. Rescue 8130 – 1990 4x4 equipment transport – good condition

In addition, purchase of an additional 3000+ gallon tender was authorized at the March 8, 2012 meeting.

Ideal Fleet:

1. One Type 1 SWB AWD
2. Three Type 3 AWD
3. Three Type 2 AWD 3000 gallon plus tenders
4. One Type 4 (1 ton) 4x2 quick attack pumper
5. Two Type 6 (pickup) rescue/quick attack pumper
6. One patient transport type 4x4 rescue vehicle

A total of eleven wheeled vehicles would normally be divided among the five fire stations as shown on attached chart (over).

Consensus:

1. Our only Type 1 engine is old and in poor condition. It should ideally be replaced with a newer short wheel base all-wheel drive Type 1 engine as soon as practicable.
2. One of our existing tenders is inadequate and should eventually be replaced with a more efficient all-wheel drive unit with a larger water carrying capacity.
3. The remaining wheeled vehicles in the fleet are in good condition and should be able to continue to serve the district without serious defect or extreme maintenance expense for the next few years.

The Plan:

1. Complete authorized acquisition of additional tender.
2. Continue search for an affordably priced Type 1 engine and purchase if possible.
3. Reevaluate wheeled apparatus needs in one year.

(over)

Fire Chief's Report, 12 April, 2012, by Ted Williams (DRAFT)

- **Applications Received**
 - John Oakley (returning, approved by Chief, subject to board review)
- **Firefighters resigned**
 - Donald Gomes (moved out of district, returned district property)
- **Purchases (noteworthy, not exhaustive)**
 - Hose Reel
 - Med Bags/supplies (The Wolfe's will carry one – Navarro Ridge)
 - wildland turnouts
 - (2) Success! for the EMT-Basic
 - (1) ESS NFPA Structural Goggles (for review, ordering more)
 - (2) AED batteries
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, March 8th and today, April 12th, we were dispatched and responded to twenty incidents consisting of 13 medical aid, 2 power line down, 1 residential fire (false), 1 mutual aid structure fire, 1 traffic collision, 2 medical/fire without merit at same address.
 - **2012001582 03/09/2012 14:48:22 MEDD**
 - 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Marshall Brown (IC, MedGroup)
 - Brad Montgomery
 - John Crowningshield (8131)
 - Sam Levine
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - cancelled incoming
 - **2012001649 03/12/2012 17:36:43 MEDD**
 - 41700 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Marshall Brown (8131)
 - Erica Geer (8132)
 - Dennis Sweet (8130)
 - Adam Matthews
 - Brad Montgomery
 - Citlali Calvillo
 - Jaime Placido
 - Scott Roat
 - Joe Goforth
 - cancelled incoming
 - **2012001718 03/15/2012 21:57:46 FFA**
 - 7051 N HWY 1 ,LITR
 - reported as fire, cancelled by CalFire engine 1152, false alarm
 - Marshall Brown (8162)
 - Brad Montgomery (8192)
 - Harolde Searles
 - Jaime Placido
 - Jason Hendricks
 - Jonathan Peakall (8163)
 - Josh Smith
 - Michael Rees
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - **2012001779 03/18/2012 04:29:20 MEDD**
 - 3930 ALBION LITTLE RIVER RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker
 - Brad Montgomery
 - Christopher Johnson
 - Debbi Wolfe
 - Erica Geer
 - Jaime Placido
 - Jason Hendricks
 - John Crowningshield

- Marshall Brown
 - Michael Rees
 - cancelled incoming
 - Adam Matthews (at scene, but bystander, not with ALRFPD)
 - cancelled incoming
- **2012001907 03/23/2012 01:03:30 MEDB**
 - 3800 G RD N ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
- **2012001960 03/25/2012 09:41:51 FFA**
 - 3000 B RD ,ALBI
 - not as reported, no medical merit, no fire
 - Ted Williams (IC, 8162)
 - Adam Matthews
 - Andrea Pennebaker
 - Andy Gitchel
 - Erica Geer
 - Harolde Searles
 - Jonathan Peakall
 - Marshall Brown
 - Scott Roat
 - Tim Gitchel
 - cancelled incoming
 - Jason Hendricks
- **2012001987 03/26/2012 13:07:50 MOA**
 - LITTLE RIVER AIRPORT @ =L(39.261844,-123.754735) ,LITR
 - structure fire in Mendocino's district, mutual aid request
 - Ted Williams (8162)
 - Jesse Martin
 - Jaime Placido
 - Brad Montgomery (8191)
 - Scott Roat
 - Tim Gitchel
 - Andrea Pennebaker
 - Marshall Brown (8192)
 - Scott Roat
 - Citlali Calvillo
 - Harolde Searles
 - John Crowningshield
 - Josh Smith
 - ?
- **2012002018 03/27/2012 10:36:51 HSE**
 - 5500 N HWY 1 ,LITR
 - power lines down, cancelled by PG&E at scene
 - Ted Williams (8162)
 - Andrea Pennebaker
 - Brad Montgomery (8163)
 - Scott Roat
 - Josh Smith
 - Sam Levine
 - ?
- **2012002025 03/27/2012 13:21:57 HSE**
 - HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
 - power lines down, cancelled by PG&E at scene
 - Ted Williams
 - ?
- **2012002047 03/28/2012 09:58:02 MEDC**
 - 32700 MIDDLE RIDGE RD #CABN ,ALBI
 - Ted Williams (8130)
 - Brad Montgomery
 - Joe Goforth
 - Andrea Pennebaker
 - Citlali Calvillo
 - ?

- cancelled incoming
- **2012002048 03/28/2012 11:30:22 OAR**
 - ALBION DUMP TRANSFER STATION R @ 30200 ALBION RIDGE RD ,ALBI
 - only chief dispatched
 - Ted Williams (drive by)
 - Brad Montgomery (drive by)
- **2012002078 03/29/2012 17:41:17 OAM**
 - ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
 - ?
- **2012002095 03/30/2012 14:24:47 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #10 ,LITR
 - Andrew Crowningshield (IC, 8130)
 - Brad Montgomery
 - Harolde Searles
 - Ted Williams
 - cancelled incoming
- **2012002109 03/31/2012 04:45:39 MEDD**
 - 41700 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
 - Tim Gitchel
 - Sam Levine
 - John Crowningshield
 - ?
- **2012002153 04/02/2012 03:54:35 MEDA**
 - 44635 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Jaime Placido
 - Brad Montgomery
 - John Crowningshield
 - Sam Levine
 - cancelled incoming
- **2012002245 04/07/2012 09:53:58 MTX**
 - HWY 128 MP 002.00 @ =L(39.188670,-123.721264) (actually MP 8.5)
 - Brad Montgomery (IC)
 - Andrew Crowningshield (8130)
 - Andy Gitchel
 - Citlali Calvillo
 - Dennis Sweet
 - Erica Geer (8132)
 - Joe Goforth
 - John Oakley
 - Jonathan Peakall
 - Marshall Brown (8130)
 - Michael Rees
 - Sam Levine
 - Scott Roat
 - Steve Acker
 - Ted Williams (8162)
 - cancelled incoming
- **2012002275 04/08/2012 16:18:03 MEDC**
 - 3380 ALBION RIDGE RD ,ALBI (Albion Grocery)
 - Andrea Pennebaker
 - Brad Montgomery (IC)
 - Dennis Sweet
 - Erica Geer (8130)
 - Jaime Placido
 - John Oakley
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - cancelled incoming
- **2012002282 04/08/2012 21:25:11 MEDC**
 - 33810 ALBION RIDGE RD ,ALBI

- Brad Montgomery (IC, 8132)
- Andrea Pennebaker
- Erica Geer
- Jesse Martin
- John Oakley (8130)
- Jonathan Peakall (MedGroup)
- Marshall Brown (MedGroup)
- Scott Roat
- Ted Williams
- Tim Gitchel
- Guy Casey
- cancelled incoming
- **2012002311 04/10/2012 10:32:09 MEDC**
 - 44451 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker
 - Brad Montgomery (8130)
 - Harolde Searles
 - Jaime Placido
 - Sam Levine
 - Scott Roat
 - cancelled incoming
- **2012002320 04/10/2012 16:39:11 MEDB**
 - 3000 B RD ,ALBI
 - not as reported, no medical merit, MSCO declined
 - Ted Williams (IC, 8130)
 - Brad Montgomery (8162)
 - Erica Geer
 - Harolde Searles (8132)
 - Jason Hendricks
 - Marshall Brown
 - Michael Rees
 - Scott Roat
 - Tim Gitchel
 - cancelled incoming
- **2012002332 04/11/2012 11:28:05 MEDA**
 - 32191 ALBION RIDGE RD #REAR ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery (8130)
 - Andrea Pennebaker
 - Joe Goforth
 - Adam Matthews
 - Guy Casey
 - cancelled incoming

Training Completed:

- 03/10-12/2012 - Forcible Entry, Hand Tools, Ventilation @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
- 03/10/2012 - Med Bags, O2, NRB mask with Marshall Brown, 2 hours
 - Citlali Calvillo, Steve Wolfe, Debbie Wolfe, Andrea Pennebaker, Guy Casey
- 03/12/2012 - Smoke Drills @ Comptche Fire, 3 hours
 - John Crowningshield, Erica Geer, Tim Gitchel, Michael Rees
- 03/12/2012 - Auto Extrication @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
- 03/15/2012 - Scenarios (Marshall Brown; CalFire joining mid training) 2.5 hours
 - Marshall Brown, Guy Casey, Citlali Calvillo, Megan Friend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Dennis Sweet, Chadwick Thompson, Ted Williams
- 03/16-17/2012 - Propane Drills, Ropes & Knots @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 03/22/2012 - Hoses with CalFire (principles, bunking, deployment) 3 hours
 - Marshall Brown, Guy Casey, Erica Geer, Adam Gitchel, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 03/23-25/2012 - Hazmat & FRO @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 03/29/2012 - Splinting and Bleeding Control, Nat Norling (paramedic) 2 hours

- Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Frend, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 03/30-31/2012 - Survival, Safety, Passport System @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 04/05/2012 - Hose Lay with CalFire 3 hours
 - Marshall Brown, Guy Casey, Citlali Calvillo, Erica Geer, Brad Montgomery, John Oakley, Ted Williams, Debbi Wolfe, Steve Wolfe
- 04/07/2012 - AHA CPR/First Aid/AED, 8 hours
 - Steve Acker, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Andy Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Michael Rees, Dennis Sweet
- 04/07/2012 - Boat / Water Rescue @ Mendocino Fire, 4 hours
 - Megan Frend, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
- 04/11/2012 - Harassment @ Mendocino Fire (GSRMA), 2 hours
 - Marshall Brown, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$539 from two the Little River Inn concert series events. A third event is scheduled for Sunday, March 11.

Development:

- We have located multiple water tenders within spec and budget available for purchase. The list will be reviewed with firefighters and board members at the April regular meeting. Ted will offer a recommendation, but there are clearly pros and cons with each truck.
- SCBA Fit Test Device reserved for April 16-April 30. We will order ~20 SCBA masks once this testing is complete.
- Ted Williams completed 72 hours of EMT CEUs, submitted renewal applications to NREMT and Coastal Valleys and has received a new NREMT card.
- We moved the district's 20 foot shipping container from station 812 to the Albion Flats (campground). It will house our rescue boat. This should significantly reduce response time to water incidents.
- We have an oral quote of \$3800 for a second 20 foot shipping container. This would allow for colocating the Jet Ski, PPE and related supplies at the Albion Flats.
- Our E size oxygen tanks are over due for hydro-testing. John Oakley has coordinated testing at approximately \$20 per tank. The first five have been sent to Santa Rosa. We anticipate one week turnaround.
- Tim Gitchel received his drivers license firefighter endorsement.
- 8130 was previously an ambulance in the Seattle area. It has mounting brackets for a gurney. Ted talked to Morgan Daniel (MCDH paramedic, ambulance coordinator) about obtaining a gurney, a) for training our firefighters, b) to improve patient comfort and expedite packaging at scene. The discussion will continue.
- Webbing has arrived to issue to all our firefighters. Each firefighter will be issued a three meter piece of red webbing. This webbing can be used for a hose tender, a hasty harness, or as a RIT tool for dragging a victim.
- According to Coastal Valleys EMS, the AEMT (Advanced EMT, formerly EMT-I) is scheduled to be introduced this fall. Ted Williams will coordinate our involvement in the program (and will attend).
- Ted Williams and Alan Taeger met to review new personnel files. Ted will file existing documents.

Station Maintenance

- Jaime Placido noted the water heater making unsatisfactory sounds and found a date of 1991. Alan Taeger inspected and agreed that the heater should be replaced. Given the use pattern, the board should consider a tankless propane heater and provide direction.
- Three written estimates for painting station 811 were provided to the board for review.
- We obtained three 14 gallon gravity feed fuel tanks arrived, and will be filled. One will go to 812 to fuel up 8131, one will go to 815 to fuel up 8165, and one will go to 810 to be traded out for empties. This will give us a practical way to fuel up these trucks.

Vehicle Maintenance

- Tender 8191
 - Steering inspected and air leak fixed. Draft hose and inlet screen onboard with NST fittings to draft station tanks.
- Engine 8170
 - Three 8'x2.5" NST draft hoses and inlet screen added.
 - Preconnected hoses with nozzles hooked up front and rear (minor modifications to allow this configuration).

- Brad Montgomery inspected the drive axle and discovered a locking differential. Locking differentials can cause some quirky handling, but are very helpful for not getting stuck.
- Some minor engine tuning can help dramatically to match to the locker. (Aneroid adjustment for more low rpm fueling)
- Engine 8162
 - Broken halogen scene light removed, new LED lights on order.
 - RIT bottle and spare SCBA's/bottles moved from 8181 that never rolls to 8162 which always rolls. Now 5 SCBA on board and 9 spare bottles plus RIT bottle.
 - Added 2.5" NST screened inlet for drafting.
- Tender 8192
 - Removed cam-lock draft inlet and replaced with ball-bearing 2.5" female screened inlet.
 - Made uniform straps to hold draft hose, and installed new 25'x2.5" NST draft hose and inlet screen.
- Rescue 8132
 - LED lighting is on order for the scene lighting that currently is useless due to the removal of the generator.
 - Possible wiring issue affecting the charging circuit. Brad will inspect.
- Rescue 8131
 - Radio issues. Radio needs to be COMPLETELY rewired. Often does not work. High priority on Brad's list.

April 12, 2012

Painting Estimates

→ Greg Andree Painting, Albion	\$ 5,625.00	- w certs of ins.
- Latoof Painting, Inc., Mendocino	5,800.00	Contract
• John Darcy Painting, Fort Bragg	5,775.00	

ok recommendation.

Greg Andree Painting

33796 East Ln ,Albion, Ca 95410
C.a Lic #899300
707-937-4605
gregandreepainting@gmail.com



Albion Fire Department (Albion ridge fire house)

Estimate : Wash all surfaces with Jomax house cleaner.
Scrape ,sand and prime bare wood as required
Caulk and spackle as required
Paint two top coats body color and trim color(your choice)
with Benjamin Moore Aura exterior paint
[Benjamin Moore Aura Exterior Paint with Color Lock® Technology](#)

Total Estimated cost Labor and materials \$ 5625.00

Sincerely yours,

Greg Andree Painting

ALBION FIRE

Rec'd from Eric's 9 Feb 12
after board mtg.

LATOOF PAINTING INC.

PO BOX 1699
MENDOCINO, CA. 95460

LIC. # 709032
707-937-5032

FOR: Albion-Little River Fire Protection District
AT: Station 811
Albion Ridge Rd.
Albion, CA

3/25/12

EXTERIOR PAINTING

- Treat mildew and power wash.
- Sand failed coatings to a sound substrate.
- Primer bare wood exposed through preparation procedures.
- Seal graffiti on north wall.
- Caulk paint to paint joints and cracks as needed.
- Two top coats using Benj. Moore premium line exterior paint, color scheme to match existing, colors of customer's choice.

Cost for above

\$5,800.00

- This contractor to supply all labor, equipment and materials for above work.

Note: I did not see a domestic water source attachment for a pressure washer. Some kind of pressurized water source is needed for the wash phase. Also water for cleanup of tools and equipment.

Thank You, Dave Latoof

Alan Taeger

From: erica geer <erica.geer@hotmail.com>
Sent: Saturday, April 07, 2012 7:29 AM
To: ataeger@mcn.org
Subject: FW: Albion Fire House painting

Painting quote from John Darcy

Date: Fri, 6 Apr 2012 11:41:56 -0700
From: johndarcy@sbcglobal.net
Subject: Fw: Albion Fire House painting
To: erica.geer@hotmail.com

----- Forwarded Message -----

From: John Darcy <johndarcy@sbcglobal.net>
To: erica.geer@hotmail.com
Sent: Wed, April 4, 2012 7:02:51 PM
Subject: Albion Fire House painting

OK Erica - here goes

Painting the Albion Fire House, on Albion Ridge Rd.

Steps:

1. Wash with Jomax & bleach, scrub and rinse - this step is to remove dirt and kill mold and mildew
2. Remove loose paint
3. Oil-base prime "bare" wood areas
4. Schallac "grafitti"
5. "1-2-3" (water-base) prime all areas to be painted
6. Apply 2 top coats exterior paint (colors per A.F.D) one color for body & one color for trim

Materials & labor - \$5,775

Thanks for the opportunity - John Darcy
CA Lic# 768489

Motion

Proposal for Firefighter Use of Station 811

Prepared for Albion-Little River Fire Protection District
by Scott Roat, Albion-Little River Fire Department

March, 31, 2012

Introduction

Fire Protection Services in Albion-Little River has undergone unprecedented growth in recent time, more than trebling our membership in approximately four months. Endemic to such growth comes a number of tasks relative to management of these members. Obvious ones are providing gear and training; less obvious is providing an atmosphere that fosters a strong, cohesive team.

Presently, members generally only see each other as a matter of course at trainings, meetings or incidents, with no avenue available to build the sort of camaraderie and deeper friendship that makes for a solid team that knows and trusts each other.

I have attended trainings at the Mendocino firehouse and believe that there is an increased unity among members and I think it's largely because they have a place to congregate – to be and communicate, informally gather and debrief.

This proposal contemplates the creation of a gathering area and a way to congregate outside of trainings or meetings to foster Department cohesion. Just by taking advantage of underused capabilities of 811, we can accomplish this.

Benefits

Benefits identified are:

- increased camaraderie among firefighters, better teammanship
- place to relax or wind down after incident
- reduces attrition and increases retention of firefighters
- attracts recruits
- health benefit – cardiovascular workout, stronger firefighters
- more comfortable training facility
- may be other benefits not yet identified

Proposed Changes

1. Flooring
Presently, 811 floor is unfinished – it is unpainted plywood subflooring, is often dirty and, while suitable for training, is not much of a meeting or other use location. Members have expressed desire to add flooring to the second floor only and I propose rubber mat gym-style flooring.

Gym-style rubber flooring has these benefits:

- easy install, dry lay
- inexpensive
- modular, can be removed at any time – pieces are interlocking
- very well-suited to workout and subsequently training activity
- cleans up well

It has these drawbacks:

- I will shop for best product, but is likely to off-gas for a period of several months

2. Elliptical Machine

This is already purchased and, though I'd intended for it to remain in the box, per the eagerness of firefighters, it is already installed. This will offer a means of cardiovascular activity, which will have the direct result of reducing firefighter fatigue on scene and possibly more serious concerns, such as heart attack – the number one cause of firefighter fatality.

3. Flat Screen Television

This will offer a means to provide:

- entertainment
- additional video-based training

4. DVD Player

For use in conjunction with television, above.

5. Two Couches

Early furniture was in such sorry disrepair that it was unanimously chosen to be taken to the dump. New seating will provide an area for firefighters to congregate. Plan on shopping at Re-Find in Fort Bragg.

6. Coffee Machine

Once again, an amenity, but one I think every firefighter will appreciate.

Additional Items

If approved by the Board, additional niceties would include:

1. Weight Machine

An inexpensive weight machine. Again, healthy and strong firefighters.

2. Isometric Device

There is a very inexpensive and compact isometric device that gives great workouts that is very appealing.

3. **Mirror**

If the above additional workout area is dedicated, I would also like to mount a single wide wall mirror, as it aides in working out.

4. **Port-a-Poddy**

We have an existing Port-a-Poddy but it is less than adequate. We would like to get a larger, handicapped style version with a means of lighting – either hard-wired, or a battery device.

General Costs

The following cost breakdown is approximate:

Flooring, tier one:	1000
Flooring, tier two (better mats):	2000
Elliptical:	650
Television:	650
Mounting Bracket:	50
DVD Player:	60
Coffee Machine:	450
Two Couches:	400
Subtotal (first flooring option):	3360
Subtotal (second flooring option):	4360

Additional items:

Work-out unit, weights:	500
Isometric device:	70
Mirror:	100

Port-a-Poddy expense:

We are currently at \$45 for service once a quarter. If we upgraded, we would get a new unit and it would be \$70 per month.

Cost Allocation

The Non-Profit has allocated \$4500 to this goal. We would like the District to augment this purchase by contributing \$1000 so we can be sure to get the better flooring, and to pick up the increase in port-a-poddy costs, if deemed appropriate.

Conclusion

Firefighters request Board support and approval of this proposal and a small amount of financing as described toward this end. Thank you.

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

Thursday, March 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
7:00-7:30pm (longer if necessary)

1. **Fire department operations meeting.**
 - a. **Roll call:** Firefighters present: Chief Ted Williams, Scott Roat, Erica Geer, Marshall Brown, Dennis Sweet, Andrew Crowningshield, John Crowningshield, Brad Montgomery, Andrea Pennebaker, Citali Calvillo, Jesse Martin, Harold Searles, Joshua Smith, Sam Levine, Joe Goforth, Debbie Wolfe, Steven Wolfe, Michael Rees, Jamie Placido, Emily Scott, Adam Matthews, and Guy Casey. Firefighters absent: Jason Hendricks, Tim Gitchel, Andy Gitchel, Jonathan Peakall, Chadwick Thompson, Meghan Friend, David Ayster, Steven Acker, Donald Gomes, Chris Johnson.
 - b. **Chief's Report:** See attached below.
 - c. **Review and discussion of chief's report:** General discussion. No detailed report.
 - d. **Station 811 Flooring:** Item skipped.
 - e. **Other fire department business:** None recorded.
 - f. **Adjournment:** 8:30 pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Meeting called to order by Board President Alan Taeger at 8:30 pm. Board members present: Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp.
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action on fire department operations.**
 - a. **Fire department personnel:** The Board reviewed new probationary volunteer firefighter applicants recommended by the chief for employment. The Board voted unanimously to accept recommended candidates Joe Goforth, Donald Gomes, and Guy Casey for employment as probationary volunteer firefighters.
 - b. **Apparatus plan:** District wheeled apparatus configuration preferences and needs were discussed aided by an apparatus report prepared by Assistant Chief Brad Montgomery. A verbal consensus was reached for a comprehensive wheeled apparatus plan. A written plan will be presented for review and possible vote to adopt at the April 12, 2012 regular business meeting.
 - c. **Apparatus purchase:**
 - i. **Water tender:** The Board reviewed a recommendation for the purchase of a water tender and voted unanimously on a motion by Alan to allocate up to \$50,000 to purchase a water tender, said allocation to include all expenses for acquisition of the vehicle (evaluation, purchase, transportation, taxes, etc.).
 - ii. **Compressed air foam system:** The Board reviewed a recommendation for the in-house installation of a compressed air foam system onto an existing District owned type 6 quick attack/rescue vehicle (8131) and voted unanimously on a motion by Rich to allocate up to \$5,000 for the installation.
 - d. **Station 811 (D Road) painting:** Erica requested and received one estimate for the painting of the exterior of Station 811. After some discussion Erica agreed to seek additional estimates and the matter was tabled until the April 12, 2012 regular business meeting.
 - e. **FY 2011-2012 budget review and revision:** The Board reviewed recommended changes to the current FY budget. The Board voted unanimously to add \$1,000 to category 86-2140 (medical, lab supplies), re-inscribe category 86-2185 (medical, dental services) with an allotment of \$5,000, and add \$25.00 to category 86-2210 (rents and leases buildings and grounds) on a motion by Ken.
5. **Previous meeting minutes:** The minutes of the February 9, 2011 regular business meeting, the February 17, 2012 special meeting (expense approval request) and the revisions of the minutes of the January 12, 2012 regular business meeting were unanimously approved as presented on a motion by Ed.
6. **Communications to the Board:** See attached list.
7. **Financial report:** Current financial statements for the District were presented.
8. **Items for consideration and possible action:**
 - a. **Special fire and rescue tax appeal policy:** The Board reviewed and discussed a proposed revised special fire and rescue tax assessment appeal policy presented at the February 8, 2012 regular business meeting. The Board voted unanimously on a motion by Ken to adopt the proposed policy.
 - b. **Bylaws amendments:** The Board reviewed and discussed proposed District bylaws amendments and additions. Proposed amendments are to be considered for revision and/or adoption at the April 12, 2012 regular business meeting.
 - c. **Policy amendments:** The Board reviewed and discussed proposed new District policies and proposed amendments to existing District policies. Proposed policies and policy amendments are to be considered for revision and/or adoption at the April 12, 2012 regular business meeting.
 - d. **Operations manual amendments:** The board reviewed and discussed proposed amendments and additions to the Fire Department Operations Manual. Proposed amendments and additions are to be considered for further revision and/or adoption at the April 12, 2012 regular business meeting.
 - e. **Station 815 (Navarro Ridge) property lease renewal:** The board reviewed and voted unanimously on a motion by Alan to approve a proposed four year property lease renewal agreement at the Navarro Ridge station location.
9. **Committee reports:**
 - a. **New fire station committee.** See below
 - b. **Vehicle committee:** No report.
 - c. **Parcel tax committee:** Parcel tax appeal to be placed on April 12, 2012 regular business meeting agenda.

10. Directors' discussion:

- a. **Fire station project.** The Board discussed the state of the fire station project, how to move the project forward, and how the project relates to a recent offer of donation to the district of property in Albion Village.
- b. **Conflict of interest statements.** The Board is reminded of the requirement to file an annual conflict of interest statement. Forms were available at the meeting, were filled out and returned to Alan.

11. Next scheduled regular business meeting: April 12, 2012, 7:00 pm.

12. Adjournment: meeting adjourned at 9:36pm.

Attachments**Fire Chief's Report, 8 March, 2012, by Ted Williams**

- **Applications Received**
 - Joe Goforth (returning, approved by Chief, subject to board review)
 - Donald Gomes (approved by Chief, subject to board review)
- **Purchases (noteworthy, not exhaustive)**
 - Hose washer
 - (We're shopping for a portable hose roller. Together, these devices should make better use of volunteer firefighters' time. Cleaning, rolling and bunking hose is a significant undertaking at training sessions and incidents.)
 - (8) Book: Essentials of Fire Fighting and Fire Department Operations (5th Edition)
 - Received: draft fittings from JME
 - (5) Minitor V pagers, 2 channel with stored voice
 - (5) TK-2170 handheld radios
 - Numerous pairs of firefighter wildland boots.
 - \$2000+ medical supplies order.
 - Hit our budget limit. I'd like to increase the budget. I want to stock all med bags (including those on engines) with blood pressure multi cuff sets.
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, February 9th and today, March 8th, we were dispatched and responded to eleven incidents consisting of 6 medical aid, 1 power line down, 1 residential smoke check (false), 1 traffic collision, 2 structure fires (one with entrapment).
 - 2012000984 02/12/2012 12:59:48 MEDB
 - 31680 KING SALMON LN ,ALBI
 - Ted Williams (IC)
 - Jonathan Peakall
 - Scott Roat (8130)
 - cancelled incoming
 - 2012001004 02/13/2012 07:08:50 HSE
 - 32600 MIDDLE RIDGE RD ,ALBI
 - electric line down, smoke showing, resolved by PG&E
 - Ted Williams (IC, 8162)
 - Erica Geer
 - Chris Johnson (8165)
 - Scott Roat
 - Brad Montgomery (8163)
 - Jaime Placido
 - Tim Gitchel
 - Andrea Pennebaker
 - Citali Calvillo
 - Marshall Brown (8131)
 - cancelled incoming
 - 2012001037 02/14/2012 00:15:51 MEDB
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR
 - space 104
 - Marshall Brown (IC, 8131)
 - Ted Williams
 - Brad Montgomery
 - Scott Roat
 - John Crowningshield
 - Jaime Placido
 - cancelled incoming
 - 2012001059 02/14/2012 14:30:23 FFA
 - 6744 LITTLE RIVER I RD

- Mendocino mutual aid
- John Crowningshield (first on scene)
- Marshall Brown (IC, 8131)
- Ted Williams (8162)
- Brad Montgomery (8192)
- Scott Roat
- Dennis Sweet
- cancelled incoming
- Erica Geer
- 2012001140 02/17/2012 22:10:17 FSR
 - 41801 LITTLE RIVER AIRPORT RD ,LITR
 - structure fire, fully involved on arrival
 - Marshall Brown (IC, 8131)
 - Ted Williams (IC, 8162)
 - Brad Montgomery (8192)
 - Tim Gitchel
 - Andrea Pennebaker
 - Jesse Martin
 - Jaime Placido
 - Harolde Searles (8130)
 - Jason Hendricks (8170)
 - John Crowningshield
 - Dennis Sweet
 - Scott Roat (Ops)
 - Josh Smith
 - Erica Geer
- 2012001192 02/20/2012 14:59:44 FSR
 - 3800 ALBION RIDGE RD ,ALBI
 - structure fire, entrapment
 - Mendocino & Elk mutual aid
 - Ted Williams (8162, IC)
 - Brad Montgomery (8163, Ops)
 - Andrea Pennebaker
 - Tim Gitchel
 - Marshall Brown
 - Andrew Crowningshield
 - Scott Roat
 - Michael Rees
 - Andy Gitchel
 - Emily Scott
 - Harolde Searles
 - Dennis Sweet
 - Jaime Placido
 - cancelled incoming
 - Erica Geer
- 2012001220 02/22/2012 08:52:55 MEDC
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #98 ,LITR
 - Ted Williams (IC)
 - Scott Roat
 - John Crowningshield (8131)
 - Tim Gitchel
 - cancelled incoming
- 2012001289 02/25/2012 05:30:34 MEDD
 - 41700 LITTLE RIVER AIRPORT RD ,LITR
 - road 16
 - Marshall Brown (IC)
 - Andrea Pennebaker
 - Andy Gitchel
 - Andrew Crowningshield
 - John Crowningshield
 - Sam Levine
 - Tim Gitchel
 - cancelled incoming

- 2012001347 02/27/2012 21:33:00 PAP/MEDA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #8 ,LITR
 - Marshall Brown (IC, MedGroup)
 - Andrew Crowningshield (8131)
 - John Crowningshield
 - Ted Williams
 - Scott Roat
 - Sam Levine
 - cancelled incoming
 - Erica Geer
- 2012001377 02/29/2012 11:48:34 MTC
 - 33400 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC, 8162)
 - Haroldde Searles (Ops, 8132)
 - Brad Montgomery (8163)
 - Debbi Wolfe
 - Steve Wolfe
 - Dennis Sweet
 - Erica Geer
 - John Crowningshield
 - Jonathan Peakall (drive by)
 - Josh Smith
 - Sam Levine (8131)
 - Scott Roat
 - Tim Gitchel
 - Andrew Crowningshield
- 2012001547 03/07/2012 22:43:51 MEDA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #10 ,LITR
 - Marshall Brown (IC, MedGroup)
 - John Crowningshield (8131)
 - Ted Williams
 - Brad Montgomery
 - Scott Roat
 - Sam Levine
 - cancelled incoming
 - Erica Geer

Training Completed:

- 02/11-12/2012 - Fire Academy - Hoses/Nozzles/Appliance (16 hours)
 - Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido
- 02/14/2012 - Riggers @ Mendocino Fire (2 hours)
 - Andrew Crowningshield, John Crowningshield, Chadwick Thompson
- 02/16/2012 - Trauma: TRA, Backboard, C-Spine (Nat Norling, paramedic, 90 min)
 - Marshall Brown, Citali Calvillo, John Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Jason Hendricks, Sam Levine, Jesse Martin, Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet, Ted Williams
- 02/21/2012 - SCBA @ Comptche Fire (3 hours)
 - Marshall Brown, John Crowningshield, Meghan Friend, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Michael Rees, Chadwick Thompson
- 02/23/2012 - Vehicle Extrication (Dave Thorpe, Jonathan Peakall, 3 hours)
 - Marshall Brown, Andrew Crowningshield, John Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Sam Levine, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Haroldde Searles, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 02/24-25/2012 - Fire Academy - Ladders (12 hours)
 - Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido
- 02/25/2012 - Small pump on 8131 (1 hour)
 - Marshall Brown, Adam Matthews, Andy Gitchel, Tim Gitchel
- 02/26/2012 - 8162 Engineering, nozzle
 - Ted Williams, Steve Wolfe, Debbi Wolfe
- 02/28/2012 - SCBA @ Comptche Fire (3 hours)
 - Marshall Brown, John Crowningshield, Meghan Friend, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Michael Rees, Chadwick Thompson, Brad Montgomery
- 03/01/2012 - Dump Tank/Portable Pumps/Engineering/Drafting 8170, 8163, 8192 (3 hours)
 - David Ayster, Marshall Brown, Citali Calvillo, Andrew Crowningshield, John Crowningshield, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Kristine Hendricks, Adam Matthews, Brad Montgomery, Jaime

Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe, Sam Levine, Adam Matthews, Jonathan Peakall, Andrea Pennebaker, Harolde Searles, Chadwick Thompson

- 03/02-03/2012 - Fire Academy - Auto Extrication (12 hours)
 - Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido
- 03/03/2012 - Water Training @ Mendocino Fire (4 hours)
 - Andrew Crowningshield, John Crowningshield, Tim Gitchel, Andrea Pennebaker
- 03/03/2012 - Engineering 8170 (2 hours)
 - Marshall Brown, Adam Matthews, Don Gomes
- 03/03/2012 - Engineering 8192 (1 hour)
 - Marshall Brown, Jason Hendricks
- 03/03/2012 - Medical briefing (1 hour)
 - Marshall Brown, Joe Goforth
- 03/07/2012 - Apparatus (backing) Training (90 minutes)
 - Sam Levine, Scott Roat, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- CalFire will begin assisting with fire training on March 15 and 29
- We plan to continue sending firefighters to Mendocino and Comptche training sessions.
- Harassment Training at Mendocino Fire, 3/11/2012, 1900 station 840
- Marshall Brown and Andrew Crowningshield will be trained by Comptche Fire to use the SCBA Fit testing device on 03/10/2012.
- Sheriff's Search & Rescue (dive team) first Tuesday
- Riggers in Mendocino on March 13
- Boat training 1st Tuesday with Mendocino Fire
- Medical training on March 22
- Mendocino Engineering on March 17
- Propane Drill in Fort Bragg, March 16 (Harolde, John, Andrew, Scott, Marshall committed)
- Smoke drills @ Comptche Fire, March 13

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$400 from two the Little River Inn concert series events. A third event is scheduled for Sunday, March 11.

Development:

- Research of Compressed Air Foam Systems options continued. Firefighters, the chief and the board should discuss, approve the concept and execute on purchase of an initial unit.
- The recent structure fires have highlighted the need for additional water transport vehicles. We have been brainstorming tender requirements.
- The Office of State Fire Marshall has graded the written tests from the January Driver/Operator 1A course. Marshall Brown and Jaime Placido are now fully licensed and signed off to respond all district vehicles.
- The Albion River Flat has generously offered space near the water for a district shipping container. Placing the boat within close proximity to the water will significantly reduce response time to ocean/river incidents.
- Tim Gitchel has be diligent in tuning the jet ski and boat.
- We have a significant water rescue team forming. Lifeguard and rescue dive certification is on the horizon.
- Received written estimates from L.N. Curtis & Sons for SCBA facepieces and structure turnouts. I'd like to execute on the structure turnouts and facepieces without voice amplification.
 - \$345/each - facepiece without audio amplification (quantity 20)
 - \$627/each - voice amplification system (quantity 20)
 - \$955/each - structure coat, FEMA, CAL-OSHA approved (quantity 12)
 - \$675/each - structure pants, FEMA, CAL-OSHA approved (quantity 12)
- Submitted a draft application for California Department of Justice LiveScan account to board member Alan Taeger for review.

Station Maintenance

- A written estimate for repainting of station 811 was received from Greg Andree Painting. "Wash all surfaces with Jomax house cleaner. Scrape, sand and prime bare wood as required; Caulk and spackle as required; Paint two top coats body color and trim color (your choice) with Benjamin Moore Aura exterior paint; Total Estimated cost Labor and materials \$5625.00"
- Station 812 was cleaned and organized on February 25. The district's container was emptied in preparation for relocation. Marshall Brown, John Crowningshield, Andy Gitchel, Tim Gitchel, Adam Matthews, Sam Levine.

Vehicle Maintenance

- Tender 8191
 - Still at Fort Bragg Diesel.
 - A steering specialist will be onsite with 8191 today (March 8) to assess steering parts availability.
- Engine 8181
 - Batteries are bad. We will swap batteries with engine 8182 (retired).
- Draft (suction) hardware
 - Parts arrived, including PVC hose, fittings, and bands.

- Enough to equip the entire fleet with 2.5" draft hoses. All hoses will use NST threads to interface with all our trucks.
- The draft inlet on 8192 will be converted from cam-lock to NST.
- 8191 will remain cam-lock inlet but with a draft hose that converts to NST.
- Engine 8182 (retired)
 - Fully unstocked, no longer insured.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MARCH 8, 2012
COMMUNICATIONS TO THE BOARD**

- 2/14/12 Alan received a letter from Jane Person, president, League of Women Voters, inviting us to their "Meet & Greet Your Elected Officials" reception on Friday, March 16, 2012 from 5 to 7 pm. RSVP
- 2/15/12 District received GSRMA Winter 2012 newsletter.
- 2/21/12 Alan sent letters to Stacey Weil-Dye, Terrence Weil-Dye and Oliver Seeler with notification that they have been offered annual expense compensation for calendar year 2011.
- 2/29/12 Alan received email from Ted with Brad's apparatus overview report attached. Several follow-up emails were sent between Alan and Brad with clarifying information.
- 3/1/12 Alan received a letter from CSDA seeking CSDA leadership candidates.
- 3/2/12 Alan received a notice from The California Debt and Investment Advisory Commission with an agenda for a municipal market disclosure seminar to be held May 3, 2012.
- 3/7/12 Alan sent an email to County Counsel Jeanine Nadel with a request for review of the current proposed changes in the district's bylaws and policies.
- 3/7/12 Alan placed a phone call to Bob Schlosser, LSN Design, to inquire about progress on building plans. He said he has been in contact with Empire Steel Buildings and that the last of the "red line" drawings would be returned to LSN soon. Bob said he would keep Alan informed of progress.
- 3/7/12 District received a letter of appreciation for Albion Little River Fire Department response to the Road 16 fire last month, accompanied by a donation of \$150.
- 3/8/12 Alan received an email from County Counsel Jeanine Nadel in reply to Alan's email request of 3/7/12.

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

CRIMINAL HISTORY INFORMATION RESOLUTION

The meeting was called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of consideration of approval of a resolution of authorization to collect criminal history information for employment purposes. No other business was considered at this special meeting.

Saturday, March 24, 2012, 10:00 am. Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California.

1. **Call to order and determination of a quorum.** Meeting called to order by President Alan Taeger at 10:02am. Present were board members Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp. Also present was Chief Ted Williams.
2. **Public communication to the board:** None.
3. **Item for discussion and possible action:** The board reviewed a proposed resolution to authorize the board to collect criminal history information for employment purposes and voted unanimously to approve the resolution. (attached)
4. **Adjournment.** Meeting adjourned at 10:08am

attachment

RESOLUTION No. 120324
A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

Whereas Penal Code Sections 11105(b)(11) and 13300(b)(11) authorize cities, counties, districts and joint powers authorities to access state and local summary criminal history information for employment, licensing or certification purposes; and

Whereas Penal Code Section 11105(b)(11) authorizes cities, counties, districts and joint powers authorities to access federal level criminal history information by transmitting fingerprint images and related information to the Department of Justice to be transmitted to the Federal Bureau of Investigation; and


Whereas Penal Code Sections 11105(b)(11) and 13300(b)(11) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

Whereas Penal Code Sections 11105(b)(11) and 13300(b)(11) require the city council, board of supervisors, governing body of a city, county or district or joint powers authority to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

Therefore do we, the board of directors of the Albion Little River Fire Protection District hereby resolve to authorize the Albion Little River Fire Protection District to access state and federal level summary criminal history information for employment (including volunteers and contract employees) purposes and may not disseminate the information to a private entity.

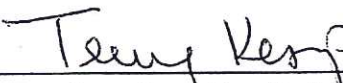
APPROVED, PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT AT A SPECIAL MEETING THIS 24th DAY OF MARCH, 2012.

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



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

Attest:



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

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING APRIL 12, 2012
COMMUNICATIONS TO THE BOARD**

- 3/9/12 Received notice of LAFCO budget hearing April 2, 2012.
- 3/9/12 Received a brochure from California Infrastructure and Economic Development Bank with announcement of availability of low cost funding.
- 3/10/12 Received notice of coastal zone construction permit application in District.
- 3/15/12 Alan sent credit app to Mendocino Coast Petroleum to apply for cardlock fueling account.
- 3/21/12 Received executed four year lease renewal for Station 815 (Navarro Ridge).
- 3/29/12 Received notice tax delinquent property auction May 26-29, 2012 from county board of supervisors.
- 3/30/12 Received email CSDA alert with current SRA Fire Protection Fees information.
- 4/2/12 Received 2nd installment of "Census of Governments" from the census bureau to be returned before 4/30/12.
- 4/4/12 Alan sent email to Jeanine Nadel, county counsel with a request for advice on drafting an employment exclusion policy.
- 4/10/12 Alan received an email from county counsel Jeanine Nadel with response to Alan's April 4, 2012 email request for advice on a proposed employment exclusion policy.
- 4/10/12 Alan and Ed received an email from Bob Schlosser with news that Empire Steel will be providing a final submittal package in the next two weeks.
- 4/11/12 Received notice of LAFCO budget hearing May 7, 2012.

Local Agency Formation Commission of Mendocino County—LAFCO

200 S. School St.
Ukiah, CA 95482
707 463 4470

To: District Boards of Directors and General Managers, Mayors, City Councils and City Managers, Board of Supervisors, Clerk of the Board of Supervisors/Clerk of City Select Committee, and CEO of Mendocino County

Subject: Public Hearing for Proposed Budget for Fiscal Year 2012-2013

Date: March 8, 2012

.....

Below are the Notice of Public Hearing and the Commission's Proposed Budget for Fiscal Year 2012-2013. LAFCO's Executive Committee met in February to develop a Proposed Budget for FY 12-13 to recommend to the Commission for their review at the March 05, 2012 budget workshop. Their recommendation was considered by the Commission at the annual workshop and after discussion the enclosed budget was accepted for noticing for the April public hearing. The Commission will consider the Proposed Budget for adoption at its first public hearing at its next regular meeting, April 2, 2012. The Commission will adopt the Final Budget at a public hearing at its regular meeting on May 7, 2012. Please contact me if you have any questions.

Sincerely,



Frank McMichael
Executive Officer

Notice of Public Hearing

In accordance with Sections 56660, 56153 and 56381 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, notice is hereby given that the Local Agency Formation Commission of Mendocino County will hold a public hearing to be held Monday, April 2, 2012 at 10:00 AM or soon thereafter at the City of Ukiah Council Chambers, 300 Seminary Ave. Ukiah, CA to consider adoption of the FY 2012-2013 Proposed Budget.

Persons wishing to comment may do so at the hearing.
For purposes of review by the public, a copy of the FY 2012-2013 Proposed Budget is available at the LAFCO office, 200 S. School St., Ukiah, CA or it may be viewed or downloaded from the LAFCO website www.mendolafco.org.

Signed
Frank McMichael
Executive Officer

Commission's Proposed Budget - Fiscal Year 2012-2013

Line #	County A/C #	Description	FY 2012-13 Amount	FY 2011-12 Amount	Inc/(Dec)
Revenue					
1	862390	LAFCO Apportionment Fees	135,000.00	135,000.00	0.00
2	826390	Application Filing Revenue	25,000.00	5,000.00	20,000
3	824100	Interest Income	500.00	500.00	0.00
4		Total Income	160,500.00	140,500.00	
Expenses					
10	862189	Contract Services - Office and Staff	99,000.00	69,812.32	29,187.68
11	862181	Audit Services	3,000.00	3,000.00	0.00
12	862239	Contracted Services (financial)	3,000.00	3,000.00	0.00
13	862183	Legal Counsel	4,000.00	4,000.00	0.00
14	862194	A-87 Costs County Services	5,000.00	5,000.00	0.00
15	862101	Insurance-General Liability	2,200.00	2,200.00	0.00
16	862182	Website Costs	2,000.00	2,000.00	0.00
17	862060	District Election Postage	0.00	500.00	(500.00)
18	862150	CALAFCO Membership	775.00	775.00	0.00
19	862150	CSDA Membership	900.00	900.00	0.00
20	862250	Commissioner Travel - In County	500.00	500.00	0.00
21	862253	Commission Travel - Out of County	3,000.00	3,000.00	00.00
22	862239	Miscellaneous Expense	3,000.00	3,000.00	0.00
23	862239	Commission Training	0.00	0.00	0.00
24	862189	SOI/MSR Process-56425/56430Mandates	30,000.00	67,000.00	(37,000.00)
25	862190	Publication and Legal Notices	1,000.00	1,000.00	0.00
26	860011	General Reserve	0.00	0.00	0.00
27		Total Apportionment Expenses	164,375.00	165,687.32	
28	862184	Application Filing Expenses	25,000.00	5,000.00	20,000.00
29		Total Expenses	189,375.00	170,687.32	
30		Net	(28,875.00)¹	(30,187.32)	
Fund Balance			Budget 6/30/2013	Projected 6/30/2012	Actual 6/30/2011
31		Legal Reserves	20,000.00	20,000.00	20,000.00
32		Service Review Reserves	20,000.00	20,000.00	20,000.00
33		General Reserves	45,625.00 ⁶	110,313.00	99,616.00
34		Allocated Reserves (Applications & Part 2 MSR)	35,333.00 ⁷		
35		Total Fund Balance	121,438.00⁵	150,313.00⁴	139,616.00²
36		Change in Fund Balance	(28,875.00)	11,313.00³	

LAFCO of Mendocino County
200 S. School St.
Ukiah, CA 95482

Rec'd 9, 11 Mar 92

Board of Directors
Albion/Little River FPD
P.O. Box 634
Albion, Ca 95410



UNITED STATES POSTAGE
02 1P
0003127503
MAR 08 2012
MAILED FROM ZIP CODE 95482
\$ 000.450
PITNEY BOWES

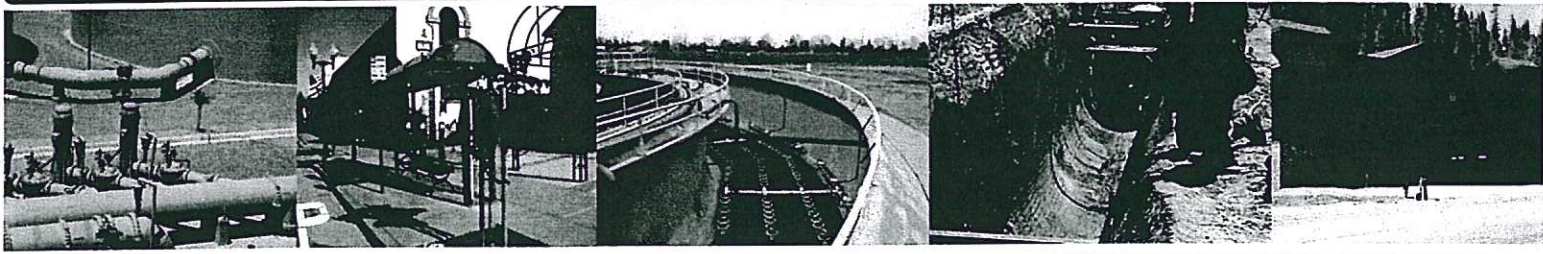
95410 34





California Infrastructure and Economic Development Bank

The State of California's ONLY general purpose financing authority



LOW COST FUNDING AVAILABLE FOR PUBLIC INFRASTRUCTURE

FROM
THE INFRASTRUCTURE STATE REVOLVING FUND (ISRF) PROGRAM

- At fixed low-cost interest rates
- 16 categories of eligible projects
- Amounts ranging from \$250k to \$10,000,000
- For terms up to 30 years
- Financing available for projects that create or sustain long term job opportunities in the community.

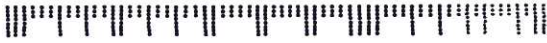
Eligible Projects

- City Streets, County and State Highways
- Sewage Collection and Treatment
- Water Treatment and Distribution
- Drainage, Water Supply and Flood Control
- Public Safety Facilities
- Port Facilities
- And more!

ISRF Interest Rates for
March 2012
20 years @ 2.26%
30 years @ 2.64%

Call or Email Today!!

980 9th Street, Suite 900 • Sacramento, CA 95814 • 916 322 1399
www.ibank.ca.gov • ibank@ibank.ca.gov



35410+0634 B003

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

Rec'd 8 Mar 12


ZIP 95814
04111020695



\$00.45

US POSTAGE
03/07/12

SACRAMENTO CA 95814
POST OFFICE BOX 634
ALBION CA 95410

BANK

 California Infrastructure and
 Economic Development Bank
 980 9th Street, Ste. 900
 Sacramento, CA 95814



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES
 120 WEST FIR STREET · FORT BRAGG · CALIFORNIA · 95437

Telephone 707-964-5379
 FAX 707-961-2427
 www.co.mendocino.ca.us/planning

March 7, 2012

Planning-Ukiah
 DOT
 Environmental Health

Building Inspection (FB)
 Assessor
 Caltrans

Coastal Commission
 Albion Fire District

***CASE#:** CDP #2-2012
OWNER: Carol Hyland
APPLICANT: Carol Hyland & Edward Rogers
REQUEST: Replace and relocate driveway gate.
APPEALABLE AREA: Yes
LOCATION: In the coastal zone, south of the community of Little River, on the west side of Highway 1, approx. ¼ mile south of its intersection with Little River Airport Road, at 7044 N. Hwy 1 (APN 121-050-03)
***PROJECT COORDINATOR:** Abbey Stockwell
RESPONSE DUE DATE: March 22, 2012

***PLEASE NOTE THE CASE NUMBER AND NAME OF PROJECT COORDINATOR WITH ALL CORRESPONDENCE TO THIS DEPARTMENT.**

Attached to this form is information describing the above noted project(s). The County Department of Planning and Building Services is soliciting your input, which will be used in staff analysis. If we do not receive a response within fifteen (15) days, we will assume no response is forthcoming.

You are invited to comment on any aspect of the proposed project(s). Please address any concerns or recommendations on environmental considerations and specific information regarding permits you may require to the project coordinator at the above address.

REVIEWED BY: Name _____ Department _____ Date _____

_____ No Comment _____ Comment to follow

_____ Comments attached or Below

COASTAL DEVELOPMENT PERMIT REVIEW SHEET

<input checked="" type="checkbox"/> STANDARD	<input type="checkbox"/> ADMINISTRATIVE	<input type="checkbox"/> MODIFICATION	CDP # 2-2012 (Hyland)
<input type="checkbox"/> USE PERMIT	<input type="checkbox"/> VARIANCE	<input type="checkbox"/> _____	DATE FILED: 3.1.12
APPEALABLE AREA: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO HSA, W of 1st public road			GOV'T CODE DATE:

OWNER: Carol Hyland

APPLICANT: Carol Hyland & Edward Rogers

REQUEST: Replace and relocate driveway gate

LOCATION: In the coastal zone, south of the community of Little River, on the west side of Highway 1, approx. ¼ mile south of its intersection with Little River Airport Road, at 7044 N. Hwy 1 (APN 121-050-03)

STREET ADDRESS: 7044 N. Hwy 1 APN: 121-050-03

GENERAL PLAN: RR-5 [FP] ZONING: RR:L-5 [FP] PARCEL SIZE: ~3 ac

EXISTING USES: SFR SUPERVISORIAL DISTRICT: 5

TOWNSHIP: RANGE: SECTION: USGS QUAD#:

RELATED CASES:

PERMITS ON HOLD PENDING CDP:

REFERRAL AGENCIES:

<input checked="" type="checkbox"/> Planning (Ukiah)	<input checked="" type="checkbox"/> Coastal Commission	<input type="checkbox"/> Sewer District
<input checked="" type="checkbox"/> Environmental Health (FB)	<input checked="" type="checkbox"/> Caltrans	<input type="checkbox"/> Water District
<input checked="" type="checkbox"/> Building Inspection (FB)	<input type="checkbox"/> Northwest Information Center	<input checked="" type="checkbox"/> Fire District - Albion
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Department of Fish & Game	<input type="checkbox"/> Community Svcs
<input type="checkbox"/> MHRB	<input type="checkbox"/> Department of Parks & Recreation	<input type="checkbox"/> City Planning
<input checked="" type="checkbox"/> Assessor	<input type="checkbox"/> RWQCB	<input type="checkbox"/> School District
<input type="checkbox"/> County Water Agency	<input type="checkbox"/> US Fish & Wildlife Service	<input type="checkbox"/>
<input type="checkbox"/> Air Quality Management District	<input type="checkbox"/> Army Corps of Engineers	<input type="checkbox"/>
<input type="checkbox"/> ALUC	<input type="checkbox"/> Trails Advisory Council	<input type="checkbox"/> Friends of Schooner Gulch
<input type="checkbox"/> Gualala Municipal Advisory Council	<input type="checkbox"/> Native Plant Society	<input type="checkbox"/> Point Arena City Hall

ADDITIONAL INFORMATION:

ASSESSOR'S PARCEL #:

PROJECT COORDINATOR: Abbey Stockwell PREPARED BY: AS DATE: 3.2.12

ENVIRONMENTAL DATA
(To be completed by Planner)

ENVIRONMENTAL DATA

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. CDP Exemption or CDP Exclusion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. LUP Map Number. 18 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3. Blufftop Parcel. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 4. Highly Scenic Area: West of Hwy 1. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Adjacent to State Forest/Park/Recreation Area. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Within/Adjacent to Agriculture Preserve or Timberland Production. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. Within Mendocino Historic Preservation District: Zone A or B: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Alquist-Priolo Earthquake Fault Zone (Manchester to Gualala). |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 9. Floodplain/Floodway Map. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. Natural Diversity Data Base. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. ESHA – Riparian, Wetland, Rare Plants, Sand Dunes, Pygmy Vegetation/Soils. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. Building Envelopes/Buffer Zones. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 13. Geotechnical Hazards: Coastal Bluff, >20% Slopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Coastal Groundwater Study Zone: SWR MWR CWR CWRbr |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 16-12 Moderate, |

CEQA Status: _____

ADDITIONAL INFORMATION:

COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES
120 WEST FIR STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379

Case No(s) 2-2012
CDF No(s)
Date Filed
Fee \$
Receipt No.
Received by
Office Use Only

COASTAL DEVELOPMENT PERMIT APPLICATION FORM

Name of Applicant CAROL HYLAND EDWARD ROGERS	Name of Owner(s) CAROL HYLAND	Name of Agent Ø
Mailing Address 4120 CANYON RD. LAFAYETTE, CA 94549	Mailing Address SAME	Mailing Address Ø
Telephone Number 925-283-6702	Telephone Number SAME	Telephone Number Ø

I certify that the information submitted with this application is true and accurate.


Edward Rogers 2-19-12
Signature of Applicant/Agent Date


Carol Hyland 2-19-12
Signature of Owner Date

Driving Directions:

The site is located on the W (N/S/E/W) side of NORTH HWY ONE (name road)
approximately 1/4 MILE (feet/miles) S (N/S/E/W) of its intersection with
LITTLE RIVER AIRPORT ROAD (provide nearest major intersection).

Assessor's Parcel Number(s)

121-050-0305

Parcel Size

3.07

- Square Feet
 Acres

Street Address of Project

7044 NORTH HWY 1
LITTLE RIVER, CA 95456

Please note: Before submittal, please verify correct street address with the Planning Division in Ukiah.

COASTAL DEVELOPMENT PERMIT APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies who will be reviewing your project proposal. The more detail that is provided, the easier it will be to promptly process your application. Please answer all questions. Those questions which do not pertain to your project, please indicate "Not Applicable" or "N/A".

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, driveways, propane tanks, oil tanks, water storage tanks, solar panels, etc.

REPLACEMENT OF DRIVEWAY GATE. EXISTING
GATE BLEW DOWN AND WE WISH TO REPLACE
IT WITH A WIDER GATE THAT MATCHES
THE EXISTING FENCE.

2. If the project is residential, please complete the following:

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	EXISTING SQ. FEET PER STRUCTURE	PROPOSED SQ. FEET PER STRUCTURE	TOTAL SQ. FEET PER STRUCTURE
<input type="checkbox"/> Single Family	_____	_____	_____	_____
<input type="checkbox"/> Mobile Home	_____	_____	_____	_____
<input type="checkbox"/> Duplex/Multifamily	_____	_____	_____	_____
<input type="checkbox"/> Detached Structures (List individually)	_____	_____	_____	_____
N/A	_____	_____	_____	_____

3. Are there existing structures on the property? Yes No
If yes, describe below and identify the use of each structure on the site plan.

4. Utilities will be supplied to the site as follows:

A. Electricity

- Utility Company (service exists to the parcel).
 Utility Company (requires extension of services to site: _____ feet _____ miles)
 On Site generation, Specify: SOLAR PANEL TO CHARGE BATTERIES
TO GATE OPENER
 None

B. Gas

- Utility Company/Tank
 None

- C. Telephone: Yes No

5. Will there be any new exterior lighting? Yes No
 If yes, provide lighting details and specifications for all exterior lighting fixtures. Please ensure that all fixtures are downcast and shielded. Identify the location of all exterior lighting on the site plan and building plans.

6. What will be the method of sewage disposal? *N/A*

Community sewage system, specify supplier _____
 Septic Tank (indicate primary + replacement leachfields on plot plan)
 Other, specify _____

7. What will be the domestic water source? *N/A*

Community water system, specify supplier _____
 Well On-site Off-site
 Spring On-site Off-site
 Other, specify _____

8. Is any grading including road/driveway construction planned? Yes No

Estimate the amount of grading (cut and fill quantities) in cubic yards: _____ c.y. Please indicate on the site plan the areas and quantities of grading. **If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.**

Estimate the length of the proposed road/driveway: _____ feet.

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

9. Will vegetation be removed to accommodate the proposed project? Yes No
 If yes, explain:

How many trees will be removed as a result of the project: _____. Indicate on the site plan all trees to be removed which are greater than 12-inches in diameter (measured four feet from the ground). If applicable, please indicate on the site plan the size, location and species of all on-site trees that provide screening from public view areas.

10. Will the proposed development be visible from:

A. State Highway 1? Yes No
 B. Park, beach, or recreation area? Yes No

If you answered yes to either question, explain.
*ENTRANCE TO THE DRIVEWAY IS FROM NORTH HWY 1.
 REPLACEMENT GATE IS POSITIONED 40' FROM
 THE WEST EDGE OF THE HIGHWAY.*

11. Project Height. Maximum height of structure(s): 4.5 feet

12. Describe all exterior materials and colors of all proposed structures.

Siding material _____ Color _____
Trim material _____ Color _____
Chimney material _____ Color _____
Roofing material _____ Color _____
Window frame material _____ Color _____
Door material _____ Color _____
Fencing material WOOD & STEEL Color NATURAL BLEND
Retaining walls material _____ Color _____
Other exterior materials _____ Color _____

TO EXISTING
FENCE COLOR

13. Are there any water courses, anadromous fish streams, sand dunes, rookeries, marine mammal haul-out areas, wetlands, riparian areas, pygmy vegetation, threatened, rare or endangered plants/communities, animals or habitat which support rare and endangered species located on the project site or within 100 feet of the project site?

Yes No

If yes, please describe the resource and attach any biological/botanical reports:

14. If the project is commercial, industrial, or institutional, complete the following: N/A

Total square footage of all structures: _____
Estimated employees per shift: _____
Estimated shifts per day: _____
Type of loading facilities proposed: _____

Will the proposed project be phased? Yes No

If Yes, explain your plans for phasing.

Parking will be provided as follows:

Number of Spaces Existing: _____ Proposed: _____ Total: _____

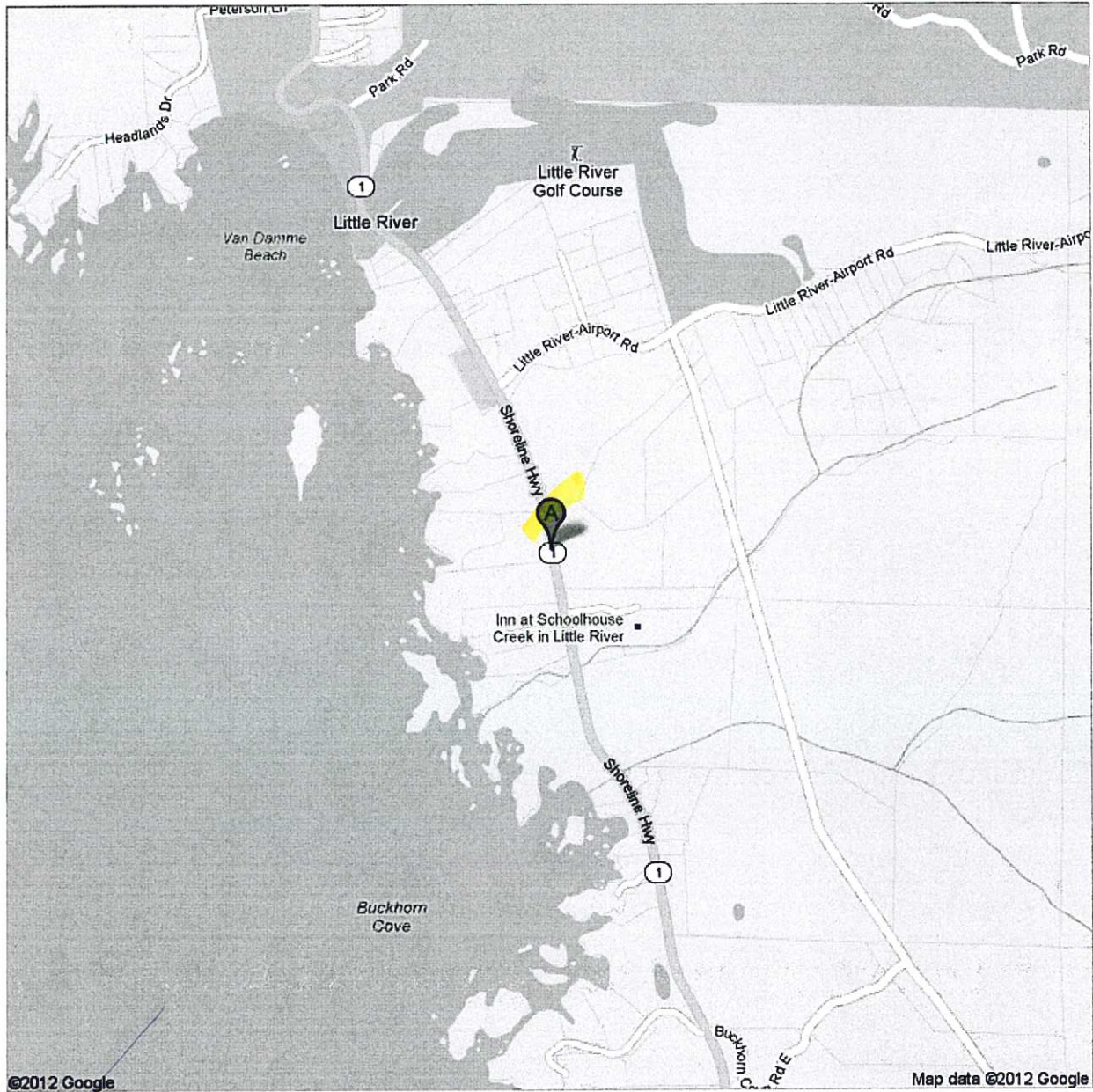

Number of standard spaces: _____ Size: _____

Number of handicapped spaces: _____ Size: _____



Address **7044 California 1**
Mendocino-Anderson, CA 95456

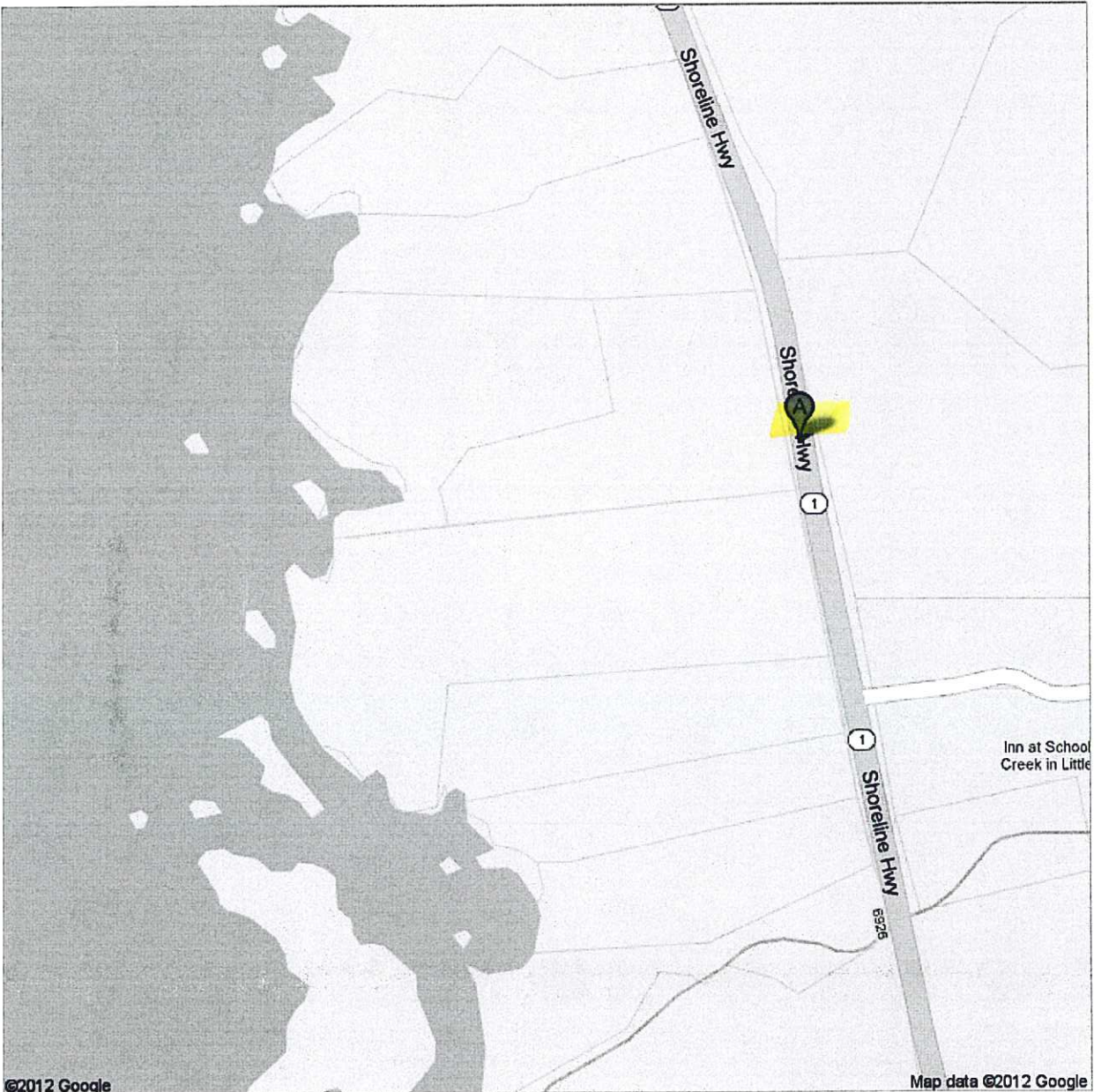

Get Google Maps on your phone
Text the word "GMAPS" to 466453



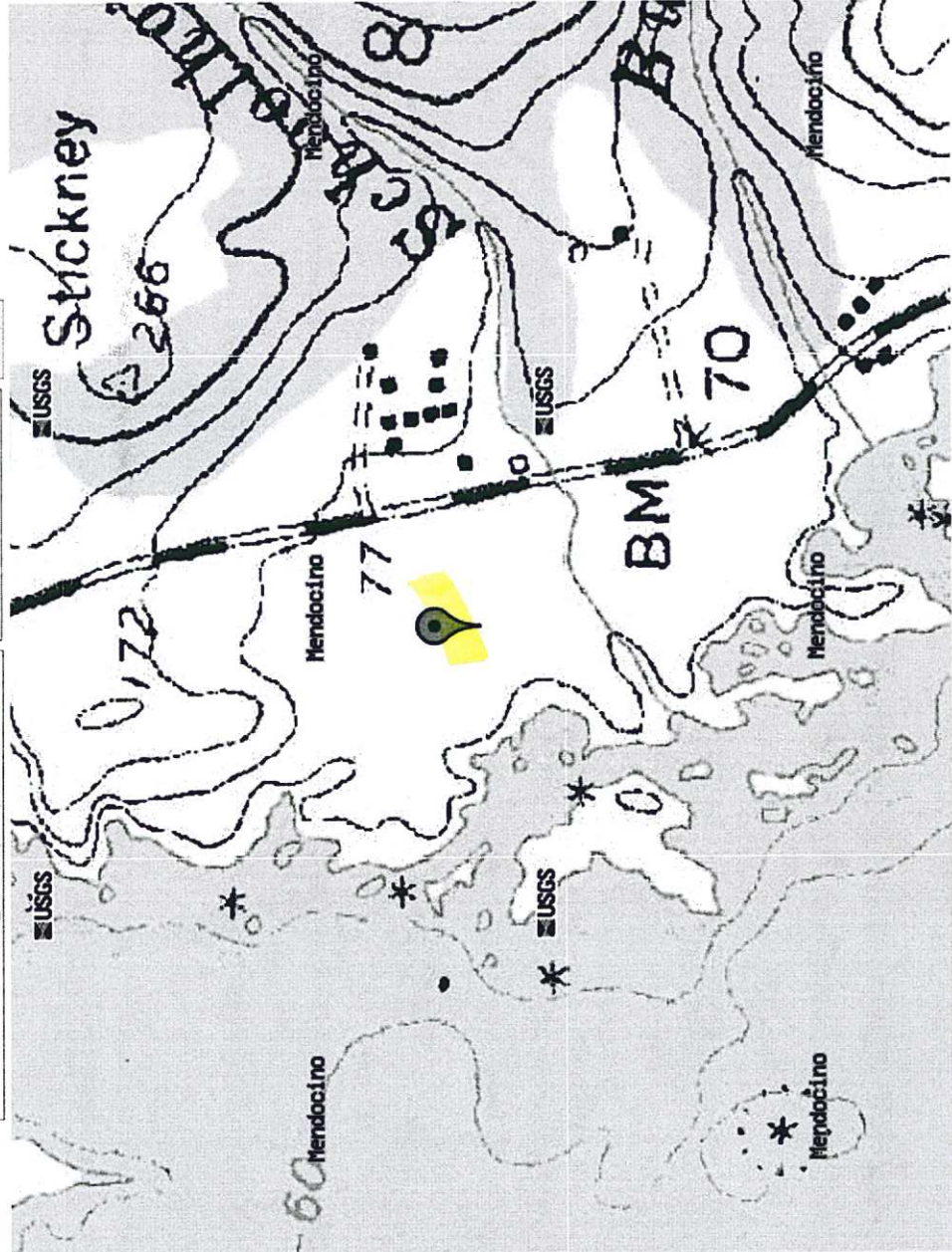


Address **7044 California 1**
Mendocino-Anderson, CA 95456

Get Google Maps on your phone
Text the word "GMAPS" to 466453



Search: 7044 North Highway 1, Little River Address or Place Go [Search Help] or Find a place on the map [Navigation]



- NAVIGATE:
Double click to re-center, click and dr around, zoom in and out.
- ◎ MARK POINTS:
Click on a place to add a marker.

NOTES:
Switch between Navigate and Mark Points at any tim
The following map footprints appear when you are in zoomed in:
7.5 and 15 Minute

SELECT AND GET YOUR MAPS:
Click marker to see an information available, then click on "order", "dow your download cart.

View Download Cart

Clear Markers Reset Map

Show US Topo and "Digital Maps - E

Do more with GeoPDF:

- Annotate with geospatial information
- Measure distances and area, in your own coordinate system
- Integrate with GPS tracking

All with the Free TerraGo Toolbar

terraGo
TECHNOLOGIES

Download Now

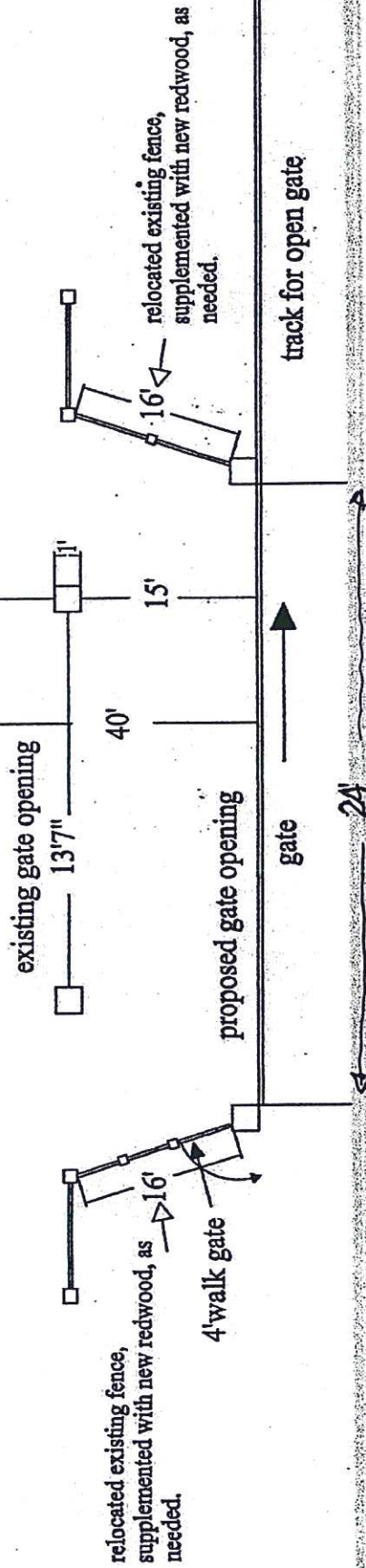
Download Adobe Acrobat Reader to view PDF files.

Get ADOBE® READER

MENDOCINO METALS

highway 1

← north

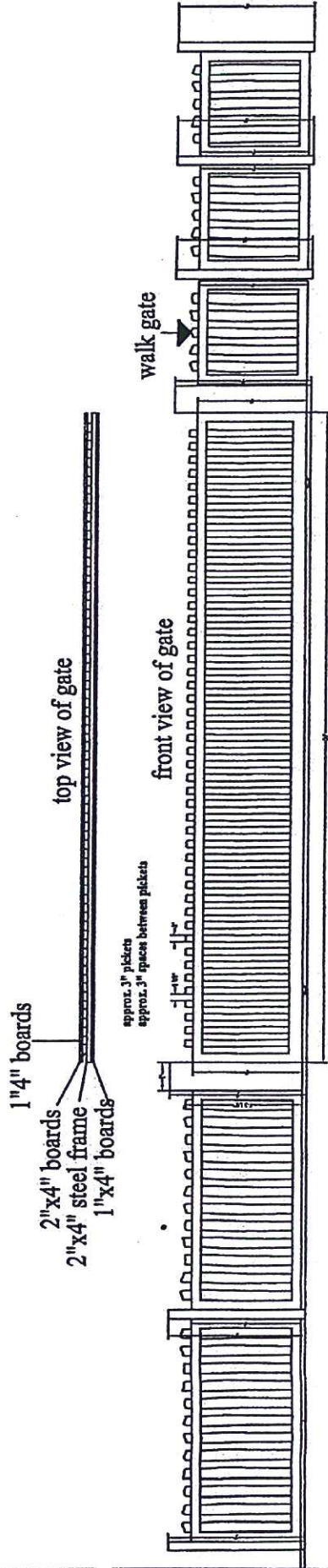


LITTLE RIVER NEIGHBORHOOD

7020-7036-7044-7052

N. HIGHWAY 1 LITTLE RIVER, CA 95456

MENDOCINO METALS



LITTLE RIVER NEIGHBORHOOD

7020-7036-7044-7052

N. HIGHWAY 1 LITTLE RIVER, CA 95456

Planning & Building Services
120 W. Fir Street
Fort Bragg CA 95437

*Rec'd
10 Mar 12*

Albion-Little River FPD
PO Box 634
Albion CA 95410





MENDOCINO COUNTY BOARD OF SUPERVISORS
ONLINE AGENDA SUMMARY

BOARD AGENDA # 45

- Arrangements for public hearings and timed presentations must be made with the Clerk of the Board in advance of public/media noticing
- Agenda Summaries must be submitted no later than noon Monday, 15 days prior to the meeting date (along with electronic submittals)
- Send 1 complete original single-sided set and 1 photocopy set – Items must be signed-off by appropriate departments and/or Co. Co.
Note: If individual supporting document(s) exceed 25 pages each, or are not easily duplicated, please provide 7 hard-copy sets)
- Transmittal of electronic Agenda Summaries, records, and supporting documentation must be emailed to: bosagenda@co.mendocino.ca.us
- Electronic Transmission Checklist: Agenda Summary Records Supp. Doc. If applicable, list other online information below
- Executed records will be returned to the department within one week. Arrangements for expedited processing must be made in advance

TO: Board of Supervisors DATE: February 27, 2012

FROM: Shari L. Schapmire, Treasurer-Tax Collector MEETING DATE: March 13, 2012

DEPARTMENT RESOURCE/CONTACT: Shari L. Schapmire PHONE: 4325 Present On Call
Kristy Pierce PHONE: 4323

Consent Agenda Regular Agenda Noticed Public Hearing Time Allocated for Item: _____

■ **AGENDA TITLE: Adopt Resolution Approving the Request to Sell Tax-Defaulted Property Subject to the Power of Sale**

■ **PREVIOUS BOARD/BOARD COMMITTEE ACTIONS:** Board of Supervisors approves resolution annually, last Board approval was February 15, 2011.

■ **SUMMARY OF REQUEST:**
 Under California law, after a period of five years from the first year of tax-default, during which time the assessee retains the legal title to the property and has the privilege of redeeming it upon payment of the amount due, the tax collector records a Notice of Power to Sell Tax-Defaulted Property. Such property is subject to redemption as long as the property is not sold at auction. The tax collector has the authority to sell the tax-defaulted property at public auction, the minimum price at which property may be offered for sale, pursuant to Revenue and Taxation Code §3698.5(a), is an amount not less than the total amount necessary to redeem, plus costs.

Any parcels remaining unsold may be re-offered at a new sale within 90 days of the original sale date, pursuant to Revenue and Taxation Code Section 3692(e), with the option to offer the remaining parcels at a reduced minimum price, pursuant to Revenue and Taxation Code Section 3698.5(c).

The fact that anyone should lose their property for non-payment of property taxes is regrettable. Our tax laws, however, afford landowners and parties of interest fair notice, a liberal period of redemption, and adequate opportunities to contest irregularities. The primary purpose of public auction sales is to collect the unpaid taxes and to return the property to a revenue-generating status by conveying the property to another owner. Offering property for sale achieves this by either selling the property or forcing redemption.

Per Revenue and Taxation Code §3692(a) the tax collector shall attempt to sell tax-defaulted property within four years of the time that the property becomes subject to sale for nonpayment of taxes. If there are no acceptable bids at the attempted sale, the tax collector shall attempt to sell the property at intervals of no more than six years until the property is sold.

- SUPPLEMENTAL INFORMATION AVAILABLE ONLINE AT:
- ADDITIONAL INFORMATION ON FILE WITH THE CLERK OF THE BOARD (CHECKED BY COB IF APPLICABLE):

BOARD ACTION (DATE: 3/13/12): Approved Referred to _____ Other _____

RECORDS EXECUTED: Agreement: _____ Resolution: 12-048 Ordinance: _____ Other _____



MENDOCINO COUNTY BOARD OF SUPERVISORS
ONLINE AGENDA SUMMARY

BOARD AGENDA # _____

FISCAL IMPACT:

Source of Funding	Current F/Y Cost	Annual Recurring Cost	Budgeted in Current F/Y
	None, all costs recovered through redemption or sale of the property.	None	Yes <input type="checkbox"/> No <input type="checkbox"/>

■ SUPERVISORIAL DISTRICT: 1 2 3 4 5 All ■ VOTE REQUIREMENT: Majority 4/5ths

■ RECOMMENDED ACTION/MOTION: Adopt resolution approving the request to sell tax-defaulted property subject to the power of sale and authorize the Chair to sign the same.

■ ALTERNATIVES:

■ CEO REVIEW (NAME): Kristi Furman PHONE: 463-4441

RECOMMENDATION: Agree Disagree No Opinion Alternate Staff Report Attached

BOARD ACTION

- Approved _____
- Records Executed _____

Date of Meeting _____

- Referred to _____
- Other _____

RESOLUTION NO. 12- 048

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS, STATE OF CALIFORNIA, APPROVING THE REQUEST TO SELL TAX-DEFAULTED PROPERTY SUBJECT TO THE POWER OF SALE

WHEREAS, pursuant to California Revenue and Taxation Code Section 3698, the tax collector requests approval to sell at Public Auction via Internet, for the stated minimum price, the tax defaulted property that is subject to the power of sale and described on the attached schedule, in accordance with Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code; and

WHEREAS, the tax collector further requests approval that in the event that any parcels remain unsold at the end of the auction, including those that were offered at a reduced minimum price – pursuant to Revenue and Taxation Code Section 3698.5 – those parcels are approved to be re-offered at a new sale within 90 days of the original sale date, pursuant to Revenue and Taxation Code Section 3692(e), with the option to offer the remaining parcels at a reduced minimum price, pursuant to Revenue and Taxation Code Section 3698.5.

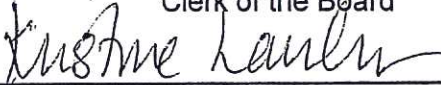
NOW THEREFORE, BE IT RESOLVED AND SO ORDERED, pursuant to the above notice and request, approval for said sale is hereby granted. The tax collector is directed to sell the property described in said Notice as provided for by law pursuant to Chapter 7 of Part 6 of Division 1 of the California Revenue and Taxation Code.

The foregoing Resolution introduced by Supervisor Smith, seconded by Supervisor Brown, and carried this 13th day of March, 2012, by the following vote:

AYES: Supervisors Brown, Pinches, Smith, and Hamburg
NOES: Supervisor McCowen
ABSENT: None

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

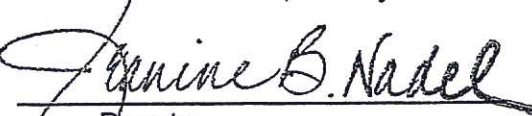
ATTEST: CARMEL J. ANGELO
Clerk of the Board


Deputy

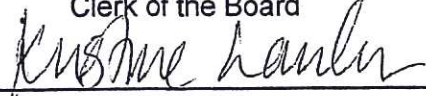

JOHN MCCOWEN, Chair
Mendocino County Board of Supervisors

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

APPROVED AS TO FORM:
JEANINE B. NADEL, County Counsel


Deputy

BY: CARMEL J. ANGELO
Clerk of the Board


Deputy

**MENDOCINO COUNTY TAX COLLECTOR
INTERNET AUCTION**

May 26-29, 2012

bid4assets.com

SALE LOT NO. 1

ASSESSOR'S PARCEL NO. 003-082-14

LAST ASSESSEE: CARPENTER, JOANNE MARIE 1/3

MINIMUM BID: \$3,900.00

SITUS ADDRESS: 180 THOMAS ST., UKIAH

SALE LOT NO. 2

ASSESSOR'S PARCEL NO. 003-540-47

LAST ASSESSEE: PINOLI, WAYNE

MINIMUM BID: \$19,100.00

SITUS ADDRESS: 190 WASHINGTON CT., UKIAH

SALE LOT NO. 3

ASSESSOR'S PARCEL NO. 011-580-24

LAST ASSESSEE: ORENSTEIN, CRAIG & RENEE RUSSELL

MINIMUM BID: \$5,200.00

SITUS ADDRESS: 2481 BEAR PEN RD., PIERCY

SALE LOT NO. 4

ASSESSOR'S PARCEL NO. 012-611-22

LAST ASSESSEE: SOHL, MARIE

MINIMUM BID: \$1,000.00

SITUS ADDRESS: 56521 REGISTERED GUEST RD., LAYTONVILLE

SALE LOT NO. 5

ASSESSOR'S PARCEL NO. 013-580-56

LAST ASSESSEE: HUGHES, JEFF GABRIEL

MINIMUM BID: \$1,500.00

SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 6

ASSESSOR'S PARCEL NO. 013-780-13

LAST ASSESSEE: WILSON, JUSTIN

MINIMUM BID: \$5,500.00

SITUS ADDRESS: 2261 TENMILE CREEK RD., LAYTONVILLE

SALE LOT NO. 7
ASSESSOR'S PARCEL NO. 014-310-15
LAST ASSESSEE: SAWYERS, LORIN E.
MINIMUM BID: \$2,900.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 8
ASSESSOR'S PARCEL NO. 014-340-04
LAST ASSESSEE: ARMSTRONG, SAMUEL
MINIMUM BID: \$1,000.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 9
ASSESSOR'S PARCEL NO. 018-020-19
LAST ASSESSEE: DOCKINS, MAGDALENE E. 1/2
MINIMUM BID: \$34,000.00
SITUS ADDRESS: 546 S. FRANKLIN ST., FORT BRAGG

SALE LOT NO. 10
ASSESSOR'S PARCEL NO. 019-370-20
LAST ASSESSEE: HUMECKY, TIMOTHY P.
MINIMUM BID: \$68,000.00
SITUS ADDRESS: 15137 MITCHELL CREEK DR., FORT BRAGG

SALE LOT NO. 11
ASSESSOR'S PARCEL NO. 020-450-09
LAST ASSESSEE: BLACK OAK GROUP INC. 1/2
MINIMUM BID: \$12,000.00
SITUS ADDRESS: 29201 W. HWY 20, FORT BRAGG

SALE LOT NO. 15
ASSESSOR'S PARCEL NO. 037-550-02
LAST ASSESSEE: WALTON, JONATHAN D.
MINIMUM BID: \$7,900.00
SITUS ADDRESS: 27800 SKYVIEW RD., WILLITS

SALE LOT NO. 16
ASSESSOR'S PARCEL NO. 052-010-05
LAST ASSESSEE: JUAN, ROBERT PATRICK
MINIMUM BID: \$1,000.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 17
ASSESSOR'S PARCEL NO. 053-020-10
LAST ASSESSEE: BOWMAN, CONRAD K. II & TRUDY LYNN
MINIMUM BID: \$2,800.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 18
ASSESSOR'S PARCEL NO. 053-020-16
LAST ASSESSEE: BOWMAN, CONRAD K. II & TRUDY LYNN
MINIMUM BID: \$15,700.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 19
ASSESSOR'S PARCEL NO. 056-150-05
LAST ASSESSEE: URIBE, TAWA
MINIMUM BID: \$13,300.00
SITUS ADDRESS: 6450 SPYROCK RD., LAYTONVILLE

SALE LOT NO. 22
ASSESSOR'S PARCEL NO. 095-020-1701
LAST ASSESSEE: ARNEL, ROBERT J. & PAULINE J.
MINIMUM BID: \$5,800.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 23
ASSESSOR'S PARCEL NO. 095-050-0801
LAST ASSESSEE: TAMAYO, JON T.
MINIMUM BID: \$4,300.00
SITUS ADDRESS: 27621 BLUE LAKE LN., WILLITS

SALE LOT NO. 24
ASSESSOR'S PARCEL NO. 095-360-0705
LAST ASSESSEE: ARCENEUX, ANALIDA
MINIMUM BID: \$3,400.00
SITUS ADDRESS: 25450 RIDGE RD., WILLITS

SALE LOT NO. 25
ASSESSOR'S PARCEL NO. 096-162-1301
LAST ASSESSEE: NGUYEN, DUNG SY/
MINIMUM BID: \$8,300.00
SITUS ADDRESS: 3555 PERCH DR., WILLITS

SALE LOT NO. 26
ASSESSOR'S PARCEL NO. 096-171-0201
LAST ASSESSEE: QUESADA, DIANA G.
MINIMUM BID: \$8,400.00
SITUS ADDRESS: 2540 GOOSE RD., WILLITS

SALE LOT NO. 27
ASSESSOR'S PARCEL NO. 096-172-1001
LAST ASSESSEE: PRATER, CHARLES R.
MINIMUM BID: \$4,200.00
SITUS ADDRESS: 2560 GOOSE RD., WILLITS

SALE LOT NO. 28
ASSESSOR'S PARCEL NO. 096-173-0701
LAST ASSESSEE: VALDEZ, CHRISTOPHER M. & JENNIFER
MINIMUM BID: \$3,800.00
SITUS ADDRESS: 2466 GOOSE RD., WILLITS

SALE LOT NO. 29
ASSESSOR'S PARCEL NO. 096-263-0701
LAST ASSESSEE: WINDEFELDER, GUENTHER
MINIMUM BID: \$3,500.00
SITUS ADDRESS: 3920 PRIMROSE DR., WILLITS

SALE LOT NO. 30
ASSESSOR'S PARCEL NO. 096-281-0701
LAST ASSESSEE: BARTOLO, REMEDIOS V.
MINIMUM BID: \$4,500.00
SITUS ADDRESS: 23561 RIDGE RD., WILLITS

SALE LOT NO. 31
ASSESSOR'S PARCEL NO. 096-313-0401
LAST ASSESSEE: INTERNATIONAL MARKETING INSTITUTE
MINIMUM BID: \$3,700.00
SITUS ADDRESS: 23901 IRIS TERR., WILLITS

SALE LOT NO. 32
ASSESSOR'S PARCEL NO. 096-341-1001
LAST ASSESSEE: MINO, VIRGINIA 1/2
MINIMUM BID: \$2,800.00
SITUS ADDRESS: 23470 IRIS DR., WILLITS

SALE LOT NO. 33
ASSESSOR'S PARCEL NO. 097-041-0601
LAST ASSESSEE: BRUNTON, FRANCES M. TTEE
MINIMUM BID: \$2,900.00
SITUS ADDRESS: 27580 BEAR DR., WILLITS

SALE LOT NO. 35
ASSESSOR'S PARCEL NO. 097-075-0101
LAST ASSESSEE: DANIEL, CHARLES E.
MINIMUM BID: \$7,600.00
SITUS ADDRESS: 26694 POPPY DR., WILLITS

SALE LOT NO. 36
ASSESSOR'S PARCEL NO. 097-101-0301
LAST ASSESSEE: GARDNER, ANGELINA M. 1/2
MINIMUM BID: \$13,800.00
SITUS ADDRESS: 27670 FOX RD., WILLITS

SALE LOT NO. 37
ASSESSOR'S PARCEL NO. 097-111-0201
LAST ASSESSEE: PRICE, ERIC H.
MINIMUM BID: \$5,300.00
SITUS ADDRESS: 27971 FOX RD., WILLITS

SALE LOT NO. 38
ASSESSOR'S PARCEL NO. 097-133-0201
LAST ASSESSEE: FERNANDEZ, MARIO P. & VICTORIA N.
MINIMUM BID: \$6,100.00
SITUS ADDRESS: 27260 ORIOLE DR., WILLITS

SALE LOT NO. 39
ASSESSOR'S PARCEL NO. 097-172-1101
LAST ASSESSEE: BALTAZAR, GENEROSO BACCAY
MINIMUM BID: \$5,300.00
SITUS ADDRESS: 26065 OTTER DR., WILLITS

SALE LOT NO. 40
ASSESSOR'S PARCEL NO. 097-261-1201
LAST ASSESSEE: VALERIO, EFREN & MINERVA
MINIMUM BID: \$3,500.00
SITUS ADDRESS: 26670 SHERWOOD RD., WILLITS

SALE LOT NO. 41
ASSESSOR'S PARCEL NO. 097-273-0801
LAST ASSESSEE: HAMILTON, HAROLD LEWIS
MINIMUM BID: \$3,400.00
SITUS ADDRESS: 26700 HAWK RD., WILLITS

SALE LOT NO. 42
ASSESSOR'S PARCEL NO. 097-274-1001
LAST ASSESSEE: DE GUZMAN, ENRICO N. & ROSE V.
MINIMUM BID: \$9,200.00
SITUS ADDRESS: 26810 HAWK DR., WILLITS

SALE LOT NO. 43
ASSESSOR'S PARCEL NO. 097-274-11
LAST ASSESSEE: MANNEY, PHYLLIS
MINIMUM BID: \$2,900.00
SITUS ADDRESS: 26820 HAWK DR., WILLITS

SALE LOT NO. 44
ASSESSOR'S PARCEL NO. 097-295-0301
LAST ASSESSEE: MARSHALL, VELDA V.
MINIMUM BID: \$2,900.00
SITUS ADDRESS: 1621 ALCOTT TERR., WILLITS

SALE LOT NO. 45
ASSESSOR'S PARCEL NO. 097-305-0901
LAST ASSESSEE: SWEIS, ODEH & FAIROUZ
MINIMUM BID: \$3,400.00
SITUS ADDRESS: 1351 HARRAH PL., WILLITS

SALE LOT NO. 46
ASSESSOR'S PARCEL NO. 097-315-1301
LAST ASSESSEE: LEWIS, SCOTT & DANA
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 26651 DAPHNE WAY, WILLITS

SALE LOT NO. 47
ASSESSOR'S PARCEL NO. 097-330-0901
LAST ASSESSEE: LEE, SANFORD L. 1/2
MINIMUM BID: \$5,700.00
SITUS ADDRESS: 1170 MAIZE WAY, WILLITS

SALE LOT NO. 48
ASSESSOR'S PARCEL NO. 098-013-1501
LAST ASSESSEE: LEWIS, SCOTT & DANA
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 1489 PADULA DR., WILLITS

SALE LOT NO. 49
ASSESSOR'S PARCEL NO. 098-015-0601
LAST ASSESSEE: ANDERSON, JAKE
MINIMUM BID: \$5,000.00
SITUS ADDRESS: 28091 POPPY DR., WILLITS

SALE LOT NO. 50
ASSESSOR'S PARCEL NO. 098-016-0501
LAST ASSESSEE: SILVA, GILBERTO G. & CAROLINA
MINIMUM BID: \$5,500.00
SITUS ADDRESS: 28241 POPPY DR., WILLITS

SALE LOT NO. 51
ASSESSOR'S PARCEL NO. 098-071-0101
LAST ASSESSEE: MANSYLLA, BYRON A. & MARIA T. 1/2
MINIMUM BID: \$9,400.00
SITUS ADDRESS: 27063 BEAR DR., WILLITS

SALE LOT NO. 52
ASSESSOR'S PARCEL NO. 098-092-0301
LAST ASSESSEE: YUNG, LI PING
MINIMUM BID: \$4,300.00
SITUS ADDRESS: 2320 POPPY TERR., WILLITS

SALE LOT NO. 53
ASSESSOR'S PARCEL NO. 098-093-0601
LAST ASSESSEE: BAINS, BALWANT S. & GURMEET K.
MINIMUM BID: \$5,300.00
SITUS ADDRESS: 26804 BEAR DR., WILLITS

SALE LOT NO. 54
ASSESSOR'S PARCEL NO. 098-114-0501
LAST ASSESSEE: DEERWOOD CORPORATION, THE
MINIMUM BID: \$7,500.00
SITUS ADDRESS: 1794 LUPINE WAY, WILLITS

SALE LOT NO. 55
ASSESSOR'S PARCEL NO. 098-114-0601
LAST ASSESSEE: DEERWOOD CORPORATION, THE
MINIMUM BID: \$7,500.00
SITUS ADDRESS: 1780 LUPINE WAY, WILLITS

SALE LOT NO. 56
ASSESSOR'S PARCEL NO. 098-123-0801
LAST ASSESSEE: KAST, CARMEN M.
MINIMUM BID: \$5,800.00
SITUS ADDRESS: 25778 PULLEN PL., WILLITS

SALE LOT NO. 57
ASSESSOR'S PARCEL NO. 098-173-0301
LAST ASSESSEE: ARCENEUX, ANALIDA
MINIMUM BID: \$5,200.00
SITUS ADDRESS: 1850 LUPINE DR., WILLITS

SALE LOT NO. 58
ASSESSOR'S PARCEL NO. 098-202-0301
LAST ASSESSEE: LOUIE, BENNIE S.
MINIMUM BID: \$7,400.00
SITUS ADDRESS: 2536 PERCH DR., WILLITS

SALE LOT NO. 59
ASSESSOR'S PARCEL NO. 098-251-0401
LAST ASSESSEE: LAUGHLIN, DAVID A. & EILEEN D.
MINIMUM BID: \$7,300.00
SITUS ADDRESS: 25538 ARCHER LN., WILLITS

SALE LOT NO. 60
ASSESSOR'S PARCEL NO. 098-272-1401
LAST ASSESSEE: CAIN, ROBERT D. & KATHERINE M.
MINIMUM BID: \$4,200.00
SITUS ADDRESS: 25167 BROWN RD., WILLITS

SALE LOT NO. 61
ASSESSOR'S PARCEL NO. 098-294-0501
LAST ASSESSEE: YALUNG, ROMEO L. & VILMA M.
MINIMUM BID: \$7,100.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 62
ASSESSOR'S PARCEL NO. 098-302-0401
LAST ASSESSEE: GILPATRICK, ARLO EUGENE TTEE
MINIMUM BID: \$3,400.00
SITUS ADDRESS: 1736 PRIMROSE DR., WILLITS

SALE LOT NO. 63
ASSESSOR'S PARCEL NO. 098-302-1101
LAST ASSESSEE: CHAN, SIU MUI
MINIMUM BID: \$4,200.00
SITUS ADDRESS: 1695 PRIMROSE DR., WILLITS

SALE LOT NO. 64
ASSESSOR'S PARCEL NO. 098-321-1401
LAST ASSESSEE: GILKERSON, JOHN SPENCER JR.
MINIMUM BID: \$5,300.00
SITUS ADDRESS: 2211 SALMON DR., WILLITS

SALE LOT NO. 65
ASSESSOR'S PARCEL NO. 098-333-14
LAST ASSESSEE: SILVA, MARILEE V.
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 1551 PERCH WAY, WILLITS

SALE LOT NO. 66
ASSESSOR'S PARCEL NO. 098-342-1201
LAST ASSESSEE: NEVES, MARGIE D.
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 2247 GOOSE RD., WILLITS

SALE LOT NO. 67
ASSESSOR'S PARCEL NO. 098-351-0301
LAST ASSESSEE: RALSTIN, DAVID JOHN
MINIMUM BID: \$3,900.00
SITUS ADDRESS: 1371 PERCH WAY, WILLITS

SALE LOT NO. 68
ASSESSOR'S PARCEL NO. 098-352-0201
LAST ASSESSEE: STRAUSS, CLARA D.
MINIMUM BID: \$3,000.00
SITUS ADDRESS: 2068 GOOSE RD., WILLITS

SALE LOT NO. 69
ASSESSOR'S PARCEL NO. 099-041-0901
LAST ASSESSEE: KELLY, EVERETTE W. & MARJORIE K.
MINIMUM BID: \$3,500.00
SITUS ADDRESS: 2031 GOOSE RD., WILLITS

SALE LOT NO. 70
ASSESSOR'S PARCEL NO. 099-043-0801
LAST ASSESSEE: CRUZ, WINSTON & CORAZON
MINIMUM BID: \$5,800.00
SITUS ADDRESS: 25047 GOOSE LN., WILLITS

SALE LOT NO. 71
ASSESSOR'S PARCEL NO. 099-044-0901
LAST ASSESSEE: DELACRUZ, MA LUCIA B. 1/2
MINIMUM BID: \$7,400.00
SITUS ADDRESS: 1829 GOOSE RD., WILLITS

SALE LOT NO. 72
ASSESSOR'S PARCEL NO. 099-053-1101
LAST ASSESSEE: SANDI, DOMINADOR R. & ULDARICA P.
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 25121 BLUE JAY PL., WILLITS

SALE LOT NO. 73
ASSESSOR'S PARCEL NO. 099-081-0701
LAST ASSESSEE: MARQUEZ, ALFONSO P. & ANITA I.
MINIMUM BID: \$6,500.00
SITUS ADDRESS: 2199 PRIMROSE DR., WILLITS

SALE LOT NO. 75
ASSESSOR'S PARCEL NO. 099-133-1401
LAST ASSESSEE: VARELA, MAURICIO ANTONIO
MINIMUM BID: \$4,500.00
SITUS ADDRESS: 1850 CLOVER RD., WILLITS

SALE LOT NO. 76
ASSESSOR'S PARCEL NO. 100-032-0901
LAST ASSESSEE: SUNDAR, RAJESH C. & ROSALVA H.
MINIMUM BID: \$2,200.00
SITUS ADDRESS: 24542 ROSE TERR., WILLITS

SALE LOT NO. 77
ASSESSOR'S PARCEL NO. 100-061-0401
LAST ASSESSEE: GREGERSON, DAVID & CAROLYN C.
MINIMUM BID: \$5,400.00
SITUS ADDRESS: 2166 BUCKEYE DR., WILLITS

SALE LOT NO. 78
ASSESSOR'S PARCEL NO. 100-062-1101
LAST ASSESSEE: RODRIGUEZ, GERMAN
MINIMUM BID: \$3,500.00
SITUS ADDRESS: 24430 ROSE TERR., WILLITS

SALE LOT NO. 79
ASSESSOR'S PARCEL NO. 100-064-13
LAST ASSESSEE: CHURCH OF SHAMBHALA VAJRADHARA
MINIMUM BID: \$3,800.00
SITUS ADDRESS: 24440 LILAC RD., WILLITS

SALE LOT NO. 80
ASSESSOR'S PARCEL NO. 100-081-1701
LAST ASSESSEE: CASTANEDA, FRANCISCO T.
MINIMUM BID: \$4,900.00
SITUS ADDRESS: 24075 LILAC RD., WILLITS

SALE LOT NO. 81
ASSESSOR'S PARCEL NO. 100-082-1701
LAST ASSESSEE: WRIGHT, GUINEVERE
MINIMUM BID: \$6,300.00
SITUS ADDRESS: 2502 PRIMROSE DR., WILLITS

SALE LOT NO. 82
ASSESSOR'S PARCEL NO. 100-152-0801
LAST ASSESSEE: WESTERN NETWORK SOLUTIONS INC.
MINIMUM BID: \$4,700.00
SITUS ADDRESS: 24132 LILAC RD., WILLITS

SALE LOT NO. 83
ASSESSOR'S PARCEL NO. 100-156-1601
LAST ASSESSEE: SULLIVAN, HARLEY E. & PATRICIA M.
MINIMUM BID: \$2,900.00
SITUS ADDRESS: 24220 CYPRESS DR., WILLITS

SALE LOT NO. 84
ASSESSOR'S PARCEL NO. 100-175-0101
LAST ASSESSEE: ANTKOWIAK, JOHN FREDRICK
MINIMUM BID: \$3,500.00
SITUS ADDRESS: 24293 BUCKEYE LN., WILLITS

SALE LOT NO. 85
ASSESSOR'S PARCEL NO. 100-175-0301
LAST ASSESSEE: SALAMANCHUK, GEORGE A. JR.
MINIMUM BID: \$2,500.00
SITUS ADDRESS: 24271 BUCKEYE LN., WILLITS

SALE LOT NO. 86
ASSESSOR'S PARCEL NO. 100-182-1001
LAST ASSESSEE: GUINTO, REYNALDO M. & AGNES B.
MINIMUM BID: \$2,800.00
SITUS ADDRESS: 2396 BUCKEYE RD., WILLITS

SALE LOT NO. 87
ASSESSOR'S PARCEL NO. 100-183-0701
LAST ASSESSEE: NUNES, JAMES G.
MINIMUM BID: \$4,200.00
SITUS ADDRESS: NO SITUS AVAILABLE

SALE LOT NO. 88
ASSESSOR'S PARCEL NO. 100-232-0201
LAST ASSESSEE: MALONZO, DIOSDADO D. & EMRALINA
MINIMUM BID: \$4,900.00
SITUS ADDRESS: 24189 CAMELLIA DR., WILLITS

SALE LOT NO. 89
ASSESSOR'S PARCEL NO. 100-234-1601
LAST ASSESSEE: GANDEZA, ARNOLD & CRISTINA 1/2
MINIMUM BID: \$4,500.00
SITUS ADDRESS: 1350 CYPRESS PL., WILLITS

SALE LOT NO. 90
ASSESSOR'S PARCEL NO. 100-236-0601
LAST ASSESSEE: WILLCUTT, ANTHONY 1/2
MINIMUM BID: \$4,100.00
SITUS ADDRESS: 24563 CYPRESS DR., WILLITS

SALE LOT NO. 91
ASSESSOR'S PARCEL NO. 100-283-1001
LAST ASSESSEE: LAU, ALAN H. /
MINIMUM BID: \$4,600.00
SITUS ADDRESS: 3082 PRIMROSE DR., WILLITS

SALE LOT NO. 92
ASSESSOR'S PARCEL NO. 100-293-1401
LAST ASSESSEE: BUFETE, RAUL G. & BERNADETTE D. 1/2
MINIMUM BID: \$5,000.00
SITUS ADDRESS: 3172 PRIMROSE DR., WILLITS

SALE LOT NO. 93
ASSESSOR'S PARCEL NO. 100-293-1501
LAST ASSESSEE: BUFETE, RAUL G. & BERNADETTE D. 1/2
MINIMUM BID: \$5,200.00
SITUS ADDRESS: 3168 PRIMROSE DR., WILLITS

SALE LOT NO. 94
ASSESSOR'S PARCEL NO. 100-301-1701
LAST ASSESSEE: KING, EDITH M.
MINIMUM BID: \$7,300.00
SITUS ADDRESS: 3318 PRIMROSE DR., WILLITS

SALE LOT NO. 95
ASSESSOR'S PARCEL NO. 100-352-0601
LAST ASSESSEE: KIRKWOOD, GREGORY LYNX
MINIMUM BID: \$1,500.00
SITUS ADDRESS: 23677 IRIS DR., WILLITS

SALE LOT NO. 96
ASSESSOR'S PARCEL NO. 105-070-14
LAST ASSESSEE: MAKI, ASH 1/2
MINIMUM BID: \$6,700.00
SITUS ADDRESS: 3349 RIDGEWOOD RD., WILLITS

SALE LOT NO. 97
ASSESSOR'S PARCEL NO. 108-132-06
LAST ASSESSEE: SCHRAGE, ALLEN
MINIMUM BID: \$25,600.00
SITUS ADDRESS: 6400 CANYON RD., WILLITS

SALE LOT NO. 98
ASSESSOR'S PARCEL NO. 118-080-02, 118-080-04, 118-080-15, 118-080-16
LAST ASSESSEE: MILLER, ROBERT M.
MINIMUM BID: \$121,500.00
SITUS ADDRESS: 14957, 14955, 14961, 14961 CASPAR RD., CASPAR

SALE LOT NO. 100
ASSESSOR'S PARCEL NO. 132-162-05
LAST ASSESSEE: RICHARDSON, JEFF
MINIMUM BID: \$7,700.00
SITUS ADDRESS: 15421 FOREST VIEW RD., MANCHESTER

SALE LOT NO. 101
ASSESSOR'S PARCEL NO. 132-300-32
LAST ASSESSEE: OSHITA, PATRICIA
MINIMUM BID: \$11,800.00
SITUS ADDRESS: 44460 O'ROREY'S ROOST, MANCHESTER

SALE LOT NO. 102
ASSESSOR'S PARCEL NO. 142-200-15
LAST ASSESSEE: REGELBRUGGE, DANIEL E. & HEATHER
MINIMUM BID: \$24,800.00
SITUS ADDRESS: 41130 ROSEMAN CREEK RD., GUALALA

SALE LOT NO. 103
ASSESSOR'S PARCEL NO. 147-253-0501
LAST ASSESSEE: FAUSTO, FRANCISCO
MINIMUM BID: \$19,100.00
SITUS ADDRESS: 2151 BLACKHAWK DR., WILLITS

SALE LOT NO. 104
ASSESSOR'S PARCEL NO. 147-254-0801
LAST ASSESSEE: THOMPSON, JOSEPH /
MINIMUM BID: \$9,200.00
SITUS ADDRESS: 16401 BLACK BART DR., WILLITS

SALE LOT NO. 106
ASSESSOR'S PARCEL NO. 179-080-47
LAST ASSESSEE: MUSGRAVE, DENNIS L. JR. 1/2
MINIMUM BID: \$7,300.00
SITUS ADDRESS: 258 POMO DR., UKIAH

SALE LOT NO. 107
ASSESSOR'S PARCEL NO. 181-131-08
LAST ASSESSEE: SANCHEZ, FROILAN G. & ELISA A.
MINIMUM BID: \$7,600.00
SITUS ADDRESS: 1510 TALMAGE CT., UKIAH

MENDOCINO COUNTY
TREASURER-TAX COLLECTOR
501 LOW GAP ROAD #1060
UKIAH, CA 95482-4498

rec'd 29 Mar 12

UNITED STATES POSTAGE
02 1M
0004269845
MAILED FROM ZIP CODE 95482



\$ 00.65⁰
MAR 28 2012

ALBION LITTLE RIVER FIRE
LAURA VOGELGESANG
PO BOX 634
ALBION, CA 95410



9541031 4 3005

Alan Taeger

From: Neil McCormick <neilm@csgda.net>
Sent: Friday, March 30, 2012 2:05 PM
To: ataeger@mcn.org
Subject: CSGDA Legislative Alert: Bill Introduced to Revise SRA Fire Protection Fee

If you are on a mobile device or want to view this as a web page, please [click here](#).
To ensure receipt of our email, [please add](#) 'CSGDA@informz.net' to your address book.



**California Special
Districts Association**
Districts Stronger Together

LEGISLATIVE ALERT

A proud California Special Districts Alliance partner.

Bill Introduced to Revise SRA Fire Protection Fee

Yesterday, Assembly Member Wesley Chesbro (D-Eureka), Chair of the Assembly Natural Resources Committee, amended his Assembly Bill 2474 to require the California Board of Forestry and Fire Protection (BFFP) to adopt a revised state responsibility area (SRA) fire fee regulation by July 1, 2013. This bill would require the BFFP to create a new fee structure where residents within a SRA would be obligated to pay a maximum of \$150 for fire protection services, with a discount given to those that pay an existing local fire prevention fee. Specifically:

- The owner of a structure on a parcel within a SRA who pays \$150 or more to a local agency that provides fire protection services in the SRA would not be required to pay the state's SRA fire prevention fee.
- The owner of a structure on a parcel within a SRA who pays less than \$150 to a local agency that provides fire protection services in the SRA would receive a credit towards the state's fee in an amount equal to the fire prevention fee already imposed by the local agency for those services.
- The BFFP must adjust the fire prevention fee to take into account fire history and severity in SRAs to ensure that the fee accurately reflects the fire prevention benefits provided.

A related measure, Assembly Bill 1506 by Assembly Member Kevin Jeffries (R-Riverside), proposes to repeal the SRA fee outright. AB 1506 passed the Assembly Natural Resources Committee on Monday with a 7 to 1 vote, but Committee Chair Chesbro noted that AB 1506 stood little chance of passing the Assembly Appropriations Committee due to state costs. Therefore, the Chair invited Assembly Member Jeffries to join with him to craft legislation designed to address the inequities in the current SRA fee, while protecting state budget funding for CalFIRE.

To view the full text of AB 2474, please click [here](#).

Opportunity to meet directly with State Fire Board's Executive Director

Special Districts Legislative Days (SDLD), May 16-17 at the Sacramento Convention Center, will include a roundtable discussion featuring the BFFP's executive director, George Gentry, who will update and discuss with attendees the SRA fee as well as other fire protection related topics. This is a prime opportunity to interact with BFFP staff and share your local voice as SRA fee negotiations move forward. To register for SDLD, please click [here](#).

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

If you do not wish to receive e-mail newsletters from CSGDA, [click here to unsubscribe](#). Please note: unsubscribing from individual mailings will unsubscribe you from all mailings, including the CSGDA e-News - one of CSGDA's major benefits and sources of news to our members.

Alan Taeger

From: Jeanine B. Nadel <nadelj@co.mendocino.ca.us>
Sent: Tuesday, April 10, 2012 10:26 AM
To: Alan Taeger
Subject: Re: volunteer firefighter background checks

Hi Alan,

Generally we look for convictions of felonies only. That being said, misdemeanor drunk driving would be key for your purposes as your folks need to be able to drive and drive sober. Theft would be important as well. Also, the background checks are good to confirm whether the volunteer has lied on his application. So if you have a volunteer who says he/she has never been convicted of anything (felony or misdemeanor) and then the background check turns up something different then you can eliminate a volunteer for lying. I will be happy to look at your draft.

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

Confidentiality Notice: This electronic mail transmission may contain privileged and/or confidential information only for use by the intended recipient(s). Any usage, distribution, copying or disclosure by any other person, other than the intended recipient is strictly prohibited and may be subject to civil action and/or criminal penalties. If you received this transmission in error, please notify the sender by reply email or by telephone and delete the transmission

>>> "Alan Taeger" <ataeger@mcn.org> 4/4/2012 10:48 AM >>>
Hi Jeanine,

As you know, Albion Little River Fire Protection District has recently reorganized to hire volunteer firefighters directly within the district rather than rely on an independent organization for fire protection services. One of the new requirements we have placed on volunteer firefighters is that they submit to criminal background checks. All current volunteer firefighters have agreed to these checks as a condition of employment.

We have now begun the process of registering with Cal DOJ so that we may have the background checks performed through "LiveScan". However, we do not yet have a policy in place to determine whom we may exclude from employment or release from employment for what criminal history. We will have a discussion of this issue on our April 12, 2012 regular business meeting agenda with a possible draft policy to present for review. We have begun to make inquiries with neighboring districts to determine what others' policies might contain for ideas to form our own policy.

Do you have any guidance for us on how we might approach this issue? One of my thoughts is that we don't want to exclude volunteers for minor infractions or youthful mistakes, but we don't want people with histories of burglary, arson, larceny, fraud, violence or harassment, for example. Is there a clear place to draw a line? For starters I think we will have to place on probation any firefighter who has had a driver's license suspended because a valid CA driver's license is now a basic requirement for employment.

Any thoughts or suggestions you can offer us on the subject would be welcome.

Sincerely,

Alan Taeger, president

Albion Little River Fire Protection District

707 937 0154 office/home

707 489 3052 cell

ataeger@mcn.org

Alan Taeger

From: Robert Schlosser <schlosser@lsndesign.com>
Sent: Tuesday, April 10, 2012 2:16 PM
To: Alan Taeger; Ed Petrykowski
Subject: Albion Firehouse

Gentlemen,

I got an email from Empire Steel today with several questions. They are working on our plans right now and I expect to get a final submittal package in the next 2 weeks.

Bob

Robert Schlosser

Leventhal Schlosser Newberger Architects

435 North Main Street

Fort Bragg, CA 95437

(707) 961-0911

Fax (707) 961-0912

schlosser@lsndesign.com

Local Agency Formation Commission of Mendocino County—LAFCO

200 S. School St.
Ukiah, CA 95482
707 463 4470

To: District Boards of Directors and General Managers, Mayors, City Councils and
City Managers, Board of Supervisors, Clerk of the Board of Supervisors/Clerk of
City Select Committee, and CEO of Mendocino County

Subject: Second Public Hearing for Fiscal Year 2012-2013 Budget

Date: April 05, 2012

.....

Below are the Notice of Public Hearing and the Commission's proposed Final Budget for Fiscal Year 2012-2013. At the April 02, 2012 noticed public hearing the Commission considered the Proposed Budget for FY 2012 - 2012 and determined that the attached budget would be reviewed as its Final Budget at a public hearing at its regular meeting on May 7, 2012. Please contact me if you have any questions.

Sincerely,

Frank McMichael
Executive Officer

Notice of Public Hearing

In accordance with Sections 56660, 56153 and 56381 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, notice is hereby given that the Local Agency Formation Commission of Mendocino County will hold a public hearing to be held Monday, May 07, 2012 at 10:00 AM or soon thereafter at the City of Ukiah Council Chambers, 300 Seminary Ave. Ukiah, CA to consider adoption of the FY 2012-2013 Final Budget.

Persons wishing to comment may do so at the hearing.
For purposes of review by the public, a copy of the FY 2012-2013 Final Budget is available at the LAFCO office, 200 S. School St., Ukiah, CA or it may be viewed or downloaded from the LAFCO website www.mendolafco.org.

Signed
Frank McMichael
Executive Officer

Commission's Final Budget - Fiscal Year 2012-2013

Line #	County A/C #	Description	FY 2012-13 Amount	FY 2011-12 Amount	Inc/(Dec)
		Revenue			
1	862390	LAFCO Apportionment Fees	135,000.00	135,000.00	0.00
2	826390	Application Filing Revenue	25,000.00	5,000.00	20,000
3	824100	Interest Income	500.00	500.00	0.00
4		Total Income	160,500.00	140,500.00	
		Expenses			
10	862189	Contract Services - Office and Staff	99,000.00	69,812.32	29,187.68
11	862181	Audit Services	3,000.00	3,000.00	0.00
12	862239	Contracted Services (financial)	3,000.00	3,000.00	0.00
13	862183	Legal Counsel	4,000.00	4,000.00	0.00
14	862194	A-87 Costs County Services	5,000.00	5,000.00	0.00
15	862101	Insurance-General Liability	2,200.00	2,200.00	0.00
16	862182	Website Costs	2,000.00	2,000.00	0.00
17	862060	District Election Postage	0.00	500.00	(500.00)
18	862150	CALAFCO Membership	775.00	775.00	0.00
19	862150	CSDA Membership	900.00	900.00	0.00
20	862250	Commissioner Travel - In County	500.00	500.00	0.00
21	862253	Commission Travel - Out of County	3,000.00	3,000.00	00.00
22	862239	Miscellaneous Expense	3,000.00	3,000.00	0.00
23	862239	Commission Training	0.00	0.00	0.00
24	862189	SOI/MSR Process-56425/56430Mandates	30,000.00	67,000.00	(37,000.00)
25	862190	Publication and Legal Notices	1,000.00	1,000.00	0.00
26	860011	General Reserve	0.00	0.00	0.00
27		Total Apportionment Expenses	164,375.00	165,687.32	
28	862184	Application Filing Expenses	25,000.00	5,000.00	20,000.00
29		Total Expenses	189,375.00	170,687.32	
30		Net	(28,875.00)	(30,187.32)	
			Budget	Projected	Actual
		Fund Balance	6/30/2013	6/30/2012	6/30/2011
31		Legal Reserves	20,000.00	20,000.00	20,000.00
32		Service Review Reserves	20,000.00	20,000.00	20,000.00
33		General Reserves	45,625.00	110,313.00	99,616.00
34		Allocated Reserves (Applications & Part 2 MSR)	35,333.00		
35		Total Fund Balance	121,438.00	150,313.00	139,616.00
36		Change in Fund Balance	(28,875.00)	11,313.00	

LAFCCO of Mendocino County
200 S. School St.
Ukiah, CA 95482

Rec'd 11 April 12

Board of Directors
Albion/Little River FPD
P.O. Box 634
Albion, Ca 95410



UNITED STATES POSTAGE
PITNEY BOWES
\$ 000.450
02 1P
0003127503
APR 10 2012
MAILED FROM ZIP CODE 95482

95410+0 4



7:05 PM
 04/10/12
 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 March 8 through April 11, 2012

Type	Date	Num	Name	Memo	Amount
86-2130-MAINTENANCE STRUCTURES					
Check	3/10/2012	3337	Suburban Propane	1426-080341 #21003 gas check labor	59.00
Total 86-2130-MAINTENANCE STRUCTURES					59.00
86-2140-MEDICAL, LAB SUPPLIES					
Check	3/10/2012	3336	Eureka Oxygen Co	DM00627620	90.84
Check	3/18/2012	3346	Emergency Medical Pr...	#1446268	2,199.69
Check	4/10/2012	3366	Matheson Tri-Gas Inc.	10206 #04418992	57.65
Total 86-2140-MEDICAL, LAB SUPPLIES					2,348.18
86-2170-DISTRICT OFFICE SUPPLIE					
Credit...	3/27/2012		USPS	Postage	91.75
Check	4/2/2012	3358	Katsiaryna Gregonis	Postage	10.35
Total 86-2170-DISTRICT OFFICE SUPPLIE					102.10
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	4/2/2012	3358	Katsiaryna Gregonis	#44	224.87
Total Bookkeeping Services					224.87
Total 86-2181-AUDITING & FISCAL SERVI					224.87
86-2185-MED AND DENTAL					
Check	3/27/2012	3355	HHSA Public Health Br...	#2252 Scott Roat Hep B	55.00
Check	4/8/2012	3364	Mendocino Coast Clinics	Marshall Brown 3/1/12 Physical	35.00
Total 86-2185-MED AND DENTAL					90.00
86-2187-EDUCATION & TRAINING					
Check	4/3/2012	3359	Deborah Wolfe	CPR at MCDH 1/16	130.00
Check	4/3/2012	3360	Coastal Valleys EMS A...	Ted Williams EMT B renewal	155.00
Check	4/8/2012	3363	Nathaniel Norling	#031015 3/29/12 Training	150.00
Total 86-2187-EDUCATION & TRAINING					435.00
86-2210-RENT LEASES					
Check	3/12/2012	3341	The Conservation Fund	VOID:	0.00
Check	3/12/2012	3342	The Conservation Fund	Station 815 Lease 4 years	4.00
Total 86-2210-RENT LEASES					4.00
86-2220-SMALL TOOLS & SUPPLIES					
Check	3/10/2012	3338	Village Hardware	Keys	4.22
Total 86-2220-SMALL TOOLS & SUPPLIES					4.22
86-2250-TRANSPORTATION & TRAVEL					
Walsh Oil					
Check	3/27/2012	3353	Walsh Oil	13015 #192588	300.54
Check	4/8/2012	3361	Walsh Oil	13015 #192848	1,295.09
Total Walsh Oil					1,595.63
86-2250-TRANSPORTATION & TRAVEL - Other					
Check	3/10/2012	3339	Ted Williams	Reimb. 8131 fuel Mendocino Coast Petrole...	92.71
Check	3/10/2012	3340	Sam Levine	Reimb. 8131 fuel Mendocino Coast Petrole...	103.76
Total 86-2250-TRANSPORTATION & TRAVEL - Other					196.47
Total 86-2250-TRANSPORTATION & TRAVEL					1,792.10
86-2260-UTILITIES					
PG&E					
Check	4/2/2012	3357	PG&E	0210095100-9	181.86
Total PG&E					181.86
Thompson Septic Service					
Check	4/8/2012	3362	Thompson's PortaSepti...	#15887	97.90
Total Thompson Septic Service					97.90
Waste Management					
Check	3/27/2012	3352	Waste Management	799-0001196-2561-4	32.04
Total Waste Management					32.04
Total 86-2260-UTILITIES					311.80

Albion Little River Fire Protection District
Profit & Loss Detail
 March 8 through April 11, 2012

Type	Date	Num	Name	Memo	Amount
86-2130-MAINTENANCE STRUCTURES					
Check	3/10/2012	3337	Suburban Propane	1426-080341 #21003 gas check labor	59.00
Total 86-2130-MAINTENANCE STRUCTURES					59.00
86-2140-MEDICAL, LAB SUPPLIES					
Check	3/10/2012	3336	Eureka Oxygen Co	DM00627620	90.84
Check	3/18/2012	3346	Emergency Medical Pr...	#1446268	2,199.69
Check	4/10/2012	3366	Matheson Tri-Gas Inc.	10206 #04418992	57.65
Total 86-2140-MEDICAL, LAB SUPPLIES					2,348.18
86-2170-DISTRICT OFFICE SUPPLIE					
Credit...	3/27/2012		USPS	Postage	91.75
Check	4/2/2012	3358	Katsiaryna Gregonis	Postage	10.35
Total 86-2170-DISTRICT OFFICE SUPPLIE					102.10
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	4/2/2012	3358	Katsiaryna Gregonis	#44	224.87
Total Bookkeeping Services					224.87
Total 86-2181-AUDITING & FISCAL SERVI					224.87
86-2185-MED AND DENTAL					
Check	3/27/2012	3355	HHS Public Health Br...	#2252 Scott Roat Hep B	55.00
Check	4/8/2012	3364	Mendocino Coast Clinics	Marshall Brown 3/1/12 Physical	35.00
Total 86-2185-MED AND DENTAL					90.00
86-2187-EDUCATION & TRAINING					
Check	4/3/2012	3359	Deborah Wolfe	CPR at MCDH 1/16	130.00
Check	4/3/2012	3360	Coastal Valleys EMS A...	Ted Williams EMT B renewal	155.00
Check	4/8/2012	3363	Nathaniel Norling	#031015 3/29/12 Training	150.00
Total 86-2187-EDUCATION & TRAINING					435.00
86-2210-RENT LEASES					
Check	3/12/2012	3341	The Conservation Fund	VOID:	0.00
Check	3/12/2012	3342	The Conservation Fund	Station 815 Lease 4 years	4.00
Total 86-2210-RENT LEASES					4.00
86-2220-SMALL TOOLS & SUPPLIES					
Check	3/10/2012	3338	Village Hardware	Keys	4.22
Total 86-2220-SMALL TOOLS & SUPPLIES					4.22
86-2250-TRANSPORTATION & TRAVEL					
Walsh Oil					
Check	3/27/2012	3353	Walsh Oil	13015 #192588	300.54
Check	4/8/2012	3361	Walsh Oil	13015 #192848	1,295.09
Total Walsh Oil					1,595.63
86-2250-TRANSPORTATION & TRAVEL - Other					
Check	3/10/2012	3339	Ted Williams	Reimb. 8131 fuel Mendocino Coast Petrole...	92.71
Check	3/10/2012	3340	Sam Levine	Reimb. 8131 fuel Mendocino Coast Petrole...	103.76
Total 86-2250-TRANSPORTATION & TRAVEL - Other					196.47
Total 86-2250-TRANSPORTATION & TRAVEL					1,792.10
86-2260-UTILITIES					
PG&E					
Check	4/2/2012	3357	PG&E	0210095100-9	181.86
Total PG&E					181.86
Thompson Septic Service					
Check	4/8/2012	3362	Thompson's PortaSepti...	#15887	97.90
Total Thompson Septic Service					97.90
Waste Management					
Check	3/27/2012	3352	Waste Management	799-0001196-2561-4	32.04
Total Waste Management					32.04
Total 86-2260-UTILITIES					311.80

7:05 PM

04/10/12

Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
March 8 through April 11, 2012

Type	Date	Num	Name	Memo	Amount
86-4370-EQUIPMENT (PURCHASE)					
Radios					
Check	3/18/2012	3347	GTS Radio	#54194	2,055.00
Check	4/10/2012	3370	BearCom	#4104707	2,037.98
Total Radios					<u>4,092.98</u>
Total 86-4370-EQUIPMENT (PURCHASE)					<u>4,092.98</u>
Total Expense					<u>22,388.69</u>
Net Income					<u><u>-22,238.69</u></u>

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

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	40,708.73	73,566.00	-32,857.27	55.3%
82-1120-CURRENT UNSECURED TAX	2,448.73	2,470.00	-21.27	99.1%
82-1130-SB813 SUPPLEMENTAL TAX	-60.93	283.00	-343.93	-21.5%
82-1210-PRIOR SECURED TAX	-31.20			
82-1220-PRIOR UNSECURED TAX	105.56	126.00	-20.44	83.8%
82-1300-SPECIAL TAX	45,452.00	81,920.00	-36,468.00	55.5%
82-1600-TIMBER TAX	169.40	83.00	86.40	204.1%
82-1700-Highway Property Rental	10.26			
82-4100-INTEREST INCOME	971.29	650.00	321.29	149.4%
82-5481-HOMEOWNER PROPERTY TAX	384.63	771.00	-386.37	49.9%
82-7700-OTHER	150.00			
82-7702-INSURANCE PAYMENT	11,676.30			
Total Income	101,984.77	159,869.00	-57,884.23	63.8%
Gross Profit	101,984.77	159,869.00	-57,884.23	63.8%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	12,900.00			
86-1014-MISC EMPLOYEE BENEFITS - Other	0.00	18,000.00	-18,000.00	0.0%
Total 86-1014-MISC EMPLOYEE BENEFITS	12,900.00	18,000.00	-5,100.00	71.7%
86-1035-WORKERS COMPENSATION IN	0.00	7,000.00	-7,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE	16,255.05	26,000.00	-9,744.95	62.5%
86-2060-COMMUNICATIONS				
ATT	2,055.27			
Comcast	1,413.21			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	26.75	5,000.00	-4,973.25	0.5%
Total 86-2060-COMMUNICATIONS	3,525.23	5,000.00	-1,474.77	70.5%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	108.61			
Medical Equipment	77.15			
Radio Maintenance	170.34			
Rescue Equipment	22.63			
Vehicle Maintenance				
8130	2,778.18			
8131	84.15			
8132	1,641.16			
8162	1,137.00			
8163	2,038.57			
8170	293.88			
8182	1,398.83			
8191	350.07			
8192	4,289.10			
Zodiac & Trailer	142.23			
Vehicle Maintenance - Other	1,178.08			
Total Vehicle Maintenance	15,331.25			
86-2120-MAINTENANCE EQUIPMENT - Other	1,162.64	37,000.00	-35,837.36	3.1%
Total 86-2120-MAINTENANCE EQUIPMENT	16,872.62	37,000.00	-20,127.38	45.6%
86-2130-MAINTENANCE STRUCTURES				
Station 810	2,873.86			
Station 811	1,119.25			
Station 812	634.11			
86-2130-MAINTENANCE STRUCTURES - Other	171.93	14,000.00	-13,828.07	1.2%
Total 86-2130-MAINTENANCE STRUCTURES	4,799.15	14,000.00	-9,200.85	34.3%
86-2140-MEDICAL, LAB SUPPLIES	8,345.41	7,000.00	1,345.41	119.2%

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

04/10/12

Accrual Basis

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
86-2150-MEMBERSHIPS				
CALSTAR	360.00			
CSDA	616.00			
Mendocino Ambulance SVC	530.00			
REACH	300.00			
86-2150-MEMBERSHIPS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 86-2150-MEMBERSHIPS	1,806.00	3,000.00	-1,194.00	60.2%
86-2170-DISTRICT OFFICE SUPPLIE	1,184.83	1,500.00	-315.17	79.0%
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	2,652.50			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	2,652.50	3,500.00	-847.50	75.8%
86-2185-MED AND DENTAL	165.00	5,000.00	-4,835.00	3.3%
86-2187-EDUCATION & TRAINING	6,914.42	10,000.00	-3,085.58	69.1%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2210-RENT LEASES	104.00	125.00	-21.00	83.2%
86-2220-SMALL TOOLS & SUPPLIES	4.22	4,000.00	-3,995.78	0.1%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Walsh Oil	6,383.61			
86-2250-TRANSPORTATION & TRAVEL - Other	430.78	8,000.00	-7,569.22	5.4%
Total 86-2250-TRANSPORTATION & TRAVEL	6,814.39	8,000.00	-1,185.61	85.2%
86-2260-UTILITIES				
Albion Water District	405.00			
PG&E	2,580.76			
Suburban Propane	1,125.97			
Thompson Septic Service	1,114.40			
Waste Management	294.02			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	5,520.15	7,500.00	-1,979.85	73.6%
86-3113-PAYMNTS TO GOVT AGENCIE	474.62	2,000.00	-1,525.38	23.7%
86-4360-BUILDINGS & IMPROVEMENT	532.20	75,000.00	-74,467.80	0.7%
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment	1,343.73			
Radios	13,118.20			
Rescue Equipment	8,158.48			
86-4370-EQUIPMENT (PURCHASE) - Other	781.60	130,000.00	-129,218.40	0.6%
Total 86-4370-EQUIPMENT (PURCHASE)	23,402.01	130,000.00	-106,597.99	18.0%
Total Expense	112,605.60	373,525.00	-260,919.40	30.1%
Net income	-10,620.83	-213,656.00	203,035.17	5.0%

Albion Little River Fire Protection District Building Fund
Reconciliation Summary
Checking, Period Ending 03/30/2012

	<u>Mar 30, 12</u>
Beginning Balance	5,206.39
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.22</u>
Total Cleared Transactions	<u>0.22</u>
Cleared Balance	<u>5,206.61</u>
Register Balance as of 03/30/2012	5,206.61
Ending Balance	5,206.61

Albion Little River Fire Protection District Building Fund
Reconciliation Summary
Savings, Period Ending 03/30/2012

	<u>Mar 30, 12</u>
Beginning Balance	13,548.43
Cleared Transactions	
Deposits and Credits - 1 item	<u>5.05</u>
Total Cleared Transactions	<u>5.05</u>
Cleared Balance	<u>13,553.48</u>
Register Balance as of 03/30/2012	<u>13,553.48</u>
Ending Balance	13,553.48

TO: Albion/Little River Fire Protection Board

FROM: Alan Taeger and Ken Matheson Tax Appeal Sub-committee

Subject: Recommendations on Tax Appeals

Date: March 1, 2012

People representing 2 properties in our district have appealed the tax we imposed on their property last year.

1. Parcel # 123 370 12 00 was charged \$40. This was an error on our part because the parcel is a Timber exempt parcel that we have not taxed in the past.

Recommendation: We will correct the mistake and remove the charge when we redo the rolls this year.

2. Parcel # 125/330/06/00 owned by Karen Calvert was appealed on January 20, 2012. Her claim is attached. We found that the parcel is a .58 acre that is assessed as a "right of way". In the past we have not assessed a charge for right of ways. This year we did charge some right of ways \$40.00. We believe now that our parcel tax guidelines do not allow us to tax right of ways (see attached policy).

Recommendations: We remove the \$40.00 fee from the parcel indicated above and all other right of way parcels we taxed in the past when we redo the rolls this year. There are a total of 8 right of way parcels that were taxed \$40.00.

ok

ORDINANCE NO. 01-01

THE BOARD OF DIRECTORS OF THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT ESTABLISHING UNIFORM SCHEDULES AND RATES FOR A SPECIAL FIRE AND RESCUE TAX

Whereas, Government Code Section 53978 and article XIII A of the California Constitution authorizes the Albion-Little River Fire Protection District to determine and levy a special tax for fire protection, suppression, prevention, and related services; and,

Whereas, at its meeting on March 28, 2001, the Board of Directors of Albion-Little River Fire Protection District set the time and place for consideration of adoption of such ordinance as April 25, 2001 at 7:30 p.m. at the Albion-Little River Fire House, Albion CA 95410 and

Whereas, A proposed tax, for all units, of the special tax per year shall be assessed on all real property (except that of Federal, State, or Government agencies or other property which is exempt from taxation) within the boundaries of said Albion-Little River Fire Protection District. The tax shall be used to maintain and improve the current level of fire protection, prevention, suppression, emergency medical, hazardous materials response, search, and rescue service. In addition, the increase will be directed toward procurement, equipping, operating, and maintaining equipment, and for the purpose of paying salaries of personnel or any related services. The Board of Directors of the Albion-Little River Fire Protection District shall establish charge(s) from time to time, subject, however, to the maximum units of tax herein. EACH UNIT OF SPECIAL TAX SHALL NOT EXCEED \$40.00 EACH FISCAL YEAR; and

Whereas, the tax shall be collected in the same manner provided by statute for the collection of property tax; and

Whereas, each year prior to the imposition of said tax the District's Board of Directors shall cause a report to be prepared showing each parcel, the owner(s) thereof, and the proposed levy thereon. At said meeting the Board of Directors shall make such corrections to the taxes proposed to be levied as may be required to conform to the fees as set forth herein; and

Whereas, if a two-thirds voter approval is cast, the special tax will become effective concurrent with the 2002/2003 Property Tax billing cycle with a rate of \$40.00 per unit; and

Whereas, if any section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance. The Directors of the District here declare that they would have adopted the Ordinance and each section despite the fact that one or more section, subsection, phrases or clauses be declared invalid.

Now, Therefore It Is Resolved, that the foregoing uniform schedules and rates, attached hereto as Exhibit 1, shall be applied to the parcels within District.

Be It Further Resolved, that this ordinance shall take effect immediately upon its confirmation by the voters in the District. Special tax increase must be approved by two-thirds vote of the voters of the Albion-Little River Fire Protection District at the special election held on November 6, 2001.

Passed and Adopted by the Board of Directors of the Albion-Little River Fire Protection District on the April 25, 2001 by the following vote:

From the Mendocino County

ORDINANCE NO. 01-01 (Con't)

AYES: Graydon, Levine, Ricca, Gorcharoff, McDonald
NOES: None
ABSTAIN: None
ABSENT: None

Date: April 25, 2001
 s/ Charlotte Graddon, Chairperson
 s/ Samuel Levine, Attest Clerk

EXHIBIT 1 - SPECIAL FIRE AND RESCUE TAX

The Special Fire and Rescue Tax is based on a maximum of \$40.00 per unit. A unit is defined as the billable measure. The Board of Directors of the Albion-Little River Fire Protection District has assigned a number of units to each type of property usage based on relative fire risk.

Schedule Of Parcel Units

Type of Property	Number of Units
Residential	Unimproved 1; Improved 2
Institutional and Miscellaneous	3 per improved parcel
Retail stores, office, wholesale outlets, nursery, light manufacturing	3
Restaurants	6
Service Stations	5
Hotels	2 + ½ per room
Trailer parks & modular homes	2 + 1 per residence

Properties with more than one usage will be taxed at the cumulative number of applicable units. The Board will assign unit values to new usage codes as required.

Interpretation

Residential Zoning (without uses noted below)
 Unimproved 1
 Improved 2

Commercial Zoning (without uses noted below)
 Unimproved 0
 Improved 2

RL, TL, & TP Zoning (without uses noted below)
 Unimproved 0
 Improved 2

Total value less than \$1,000 0

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

SPECIAL FIRE AND RESCUE TAX APPEAL FORM LETTER

Albion-Little River Fire Protection District
P.O. Box 101
Albion, CA 95410

Name of property owner: Karen Calvert, Trustee for Calvert Non Exempt Marital Trust

Date of appeal: January 30, 2012

Parcel Number: 125-330-06

Address of parcel: None - see below

Name of applicant: Karen Calvert

Address of applicant: P.O. Box 70, Albion CA 95410

Telephone number of applicant: (707) 937-5303

Description of the nature of the appeal. Please attach copies of relevant documents such as tax bills:

Location: County Addresser advises there is no address for this parcel as they have it classified as "wild lands". It is located between 27400 Albion Ridge Road and 27300 Albion Ridge Road. This parcel does not serve the house, modular or dome structure at 27400, the 4 houses at 27300 or any of the structures at Spring Grove Cooperative (use permit for 8 dwellings). Aerial photos may show paths/roads to some of these structures through A.P. # 125-330-06 resulting from illegal trespass by people from these adjacent parcels.

Appeal: I have been searching for the original campaign literature as I believe resource land was exempted. The only written verification I have found to date is a newspaper quote: Asked why timber lands are not being taxed, Secker responded, "That is the California Department of Forestry's responsibility. We do residential and commercial structure protection. We decided not to tax wildlands and timber because we become responsible for them, we have mutual aid with CDF." This policy appeared to be in place a few years ago when I called 911 for a fire from a downed power line. The volunteers monitored the situation until the CDF crew from Parlin Forks arrived to fight the fire. I am requesting that the \$40 direct charge for this wild land parcel be removed from the tax bill. See attached bills for over 400% tax increase.



SHARI L. SCHAPMO
 TREASURER-TAX COLLECTOR
 501 Low Gap Road, Room #1060
 Ukiah, CA 95482
 www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT
FOR FISCAL YEAR JULY 1, 2010 TO JUNE 30, 2011
2010 - 2011

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44441- TAX RATE AREA: 104-011
 PARCEL NUMBER: 125-330-06 ACRES:
 LOCATION:
 LIEN DATE OWNER: CALVERT KAREN A TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.
 Your Canceled Check is Your Best Receipt.



004929

CALVERT KAREN A TTEE
 PO BOX 70
 ALBION CA 95410-0070

DISCOVER VISA ELECTRONIC CHECK

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com

6 - 13 - 1488

TELEPHONE NUMBERS

Tax Collection (707) 463-4321
 Address Change (707) 463-4311
 Exemptions (707) 463-4315
 Valuations (707) 463-4311
 Tax Rates (707) 463-4388
 Personal Property (707) 463-4307

COUNTY VALUES, EXEMPTIONS AND TAXES

VALUE DESCRIPTION	VALUE
LAND	1,212
IMPROVEMENTS	
PERSONAL PROPERTY	
HOMEOWNER'S EXEMPTION	
OTHER EXEMPTION	
NET ASSESSED VALUE	1,212

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	12.12
(707) 961-1234	REDWOODS JC BOND	.013	.14
(707) 937-5868	MENDOCINO COAST HOSP	.013	.14
	MENDOCINO UNIF BOND	.070	.84

non-sufficient
PAID

NOV 18 2010

TAX COLLECTOR
 MENDOCINO CO.

PAID

NOV 18 2010

TAX COLLECTOR
 MENDOCINO CO.

1ST INSTALLMENT \$ 6.62
 DELINQUENT AFTER 12/10/2010

2ND INSTALLMENT \$ 6.62
 DELINQUENT AFTER 04/10/2011

TOTAL TAXES \$ 13.24



SHARI L. SCHAPMI
TREASURER-TAX COLLECTOR
 501 Low Gap Road, Room #1060
 Ukiah, CA 95482
 www.co.mendocino.ca.us/tax

MENDOCINO COUNTY SECURED TAX STATEMENT
FOR FISCAL YEAR JULY 1, 2011 TO JUNE 30, 2012
2011 - 2012

PROPERTY INFORMATION

ASSESSMENT NUMBER: 44526 TAX RATE AREA: 104-011
 PARCEL NUMBER: 125-330-06 ACRES:
 LOCATION:
 LIEN DATE OWNER: CALVERT KAREN A TTEE

SEE REVERSE FOR IMPORTANT INFORMATION

Please Bring Entire Bill When Paying in Person.
 Your Canceled Check is Your Best Receipt.

005120
 CALVERT KAREN A TTEE
 PO BOX 70
 ALBION CA 95410-0070

005120
 6 - 13 - 1501

DISCOVER **MARINE CARD** **VISA** **ELECTRONIC CHECK**

CREDIT CARD OR ELECTRONIC CHECK PAYMENT
 BY PHONE: 1-800-617-2276
 OR BY INTERNET VISIT www.officialpayments.com
 (convenience fees apply)

TELEPHONE NUMBERS	COUNTY VALUES AND EXEMPTIONS	VALUE
Tax Collection (707) 463-4321	LAND	1,221
Address Change (707) 463-4311	IMPROVEMENTS	
Exemptions (707) 463-4315	PERSONAL PROPERTY	
Valuations (707) 463-4311	HOMEOWNER'S EXEMPTION	
Tax Rates (707) 463-4388	OTHER EXEMPTION	
Personal Property (707) 463-4307	NET ASSESSED VALUE	1,221

VOTER APPROVED TAXES, TAXING AGENCY DIRECT CHARGES AND SPECIAL ASSESSMENTS

TELEPHONE NUMBERS	DESCRIPTION	TAX RATE PERCENT	AGENCY TAXES/CHARGES
(707) 476-2459	COUNTY WIDE BASE TAX	1.000	12.20
(707) 961-1234	REDWOODS JC BOND	.012	.14
(707) 937-5868	MENDOCINO COAST HOSP	.012	.14
(707) 937-4022	MENDOCINO UNIF BOND	.075	.90
	ALBION UTILITY FIRE		40.00
	DIRECT CHARGE		?

PAID
 NOV 17 2011
 TAX COLLECTOR
 MENDOCINO CO.

PAID
 NOV 17 2011
 TAX COLLECTOR
 MENDOCINO CO.

CL# 507
 10

DUE AND PAYABLE ON 11/11/2011	DUE AND PAYABLE ON 2/1/2012	TOTAL TAXES
1ST INSTALLMENT \$ 26.69	2ND INSTALLMENT \$ 26.69	\$ 53.38
DELINQUENT AFTER 12/10/2011	DELINQUENT AFTER 4/10/2012	

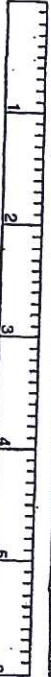
Additional information requested 2-4-2012
by Ken Matheson re: Calvert Appeal

Size: AP#125-330-06 is 25,250 square
feet (50 feet wide x 505 feet long)
or almost .58 acre (NOT 1.3 acres).

Classification: The county addresser
said no address had been assigned
to the parcel because it is "wildland"
The property description terms
the parcel a "right of way".

Attached: Assessor's Map 125-33
Portion Assessor's Map 125-32
Property Description of AP#125-330-06

1-800-345-7334



SCALE IN 1/10 OF AN INCH

NW 1/4, N 1/2 of NE 1/4, SW 1/4 of NE 1/4 of Sec. 31 T16N R16W M.D.B.M.

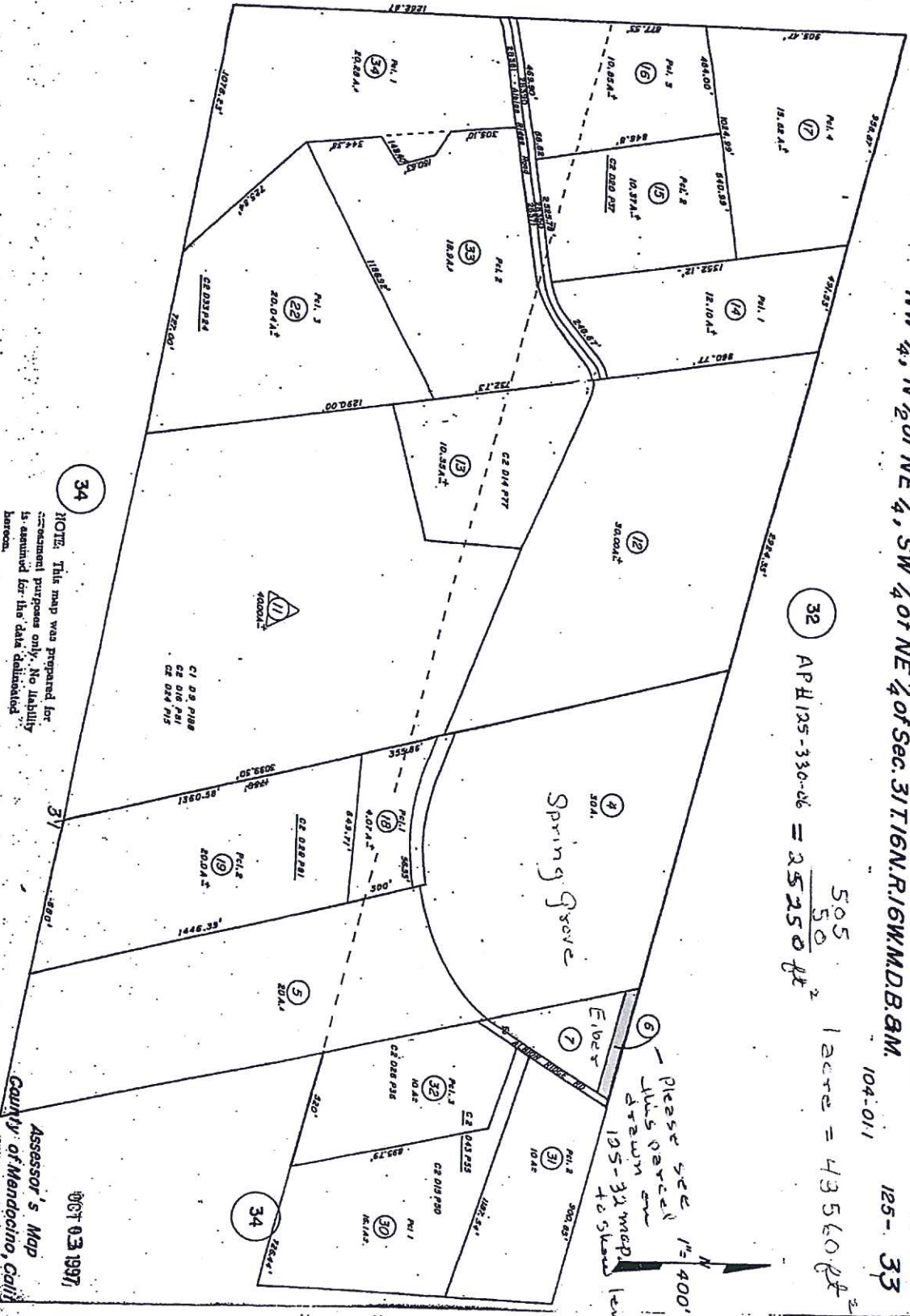
104-011

125-33

$$\begin{array}{r}
 505 \\
 \times 50 \\
 \hline
 25250 \text{ ft}^2
 \end{array}$$

$$1 \text{ acre} = 43560 \text{ ft}^2$$

BK 123 43



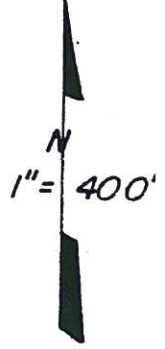
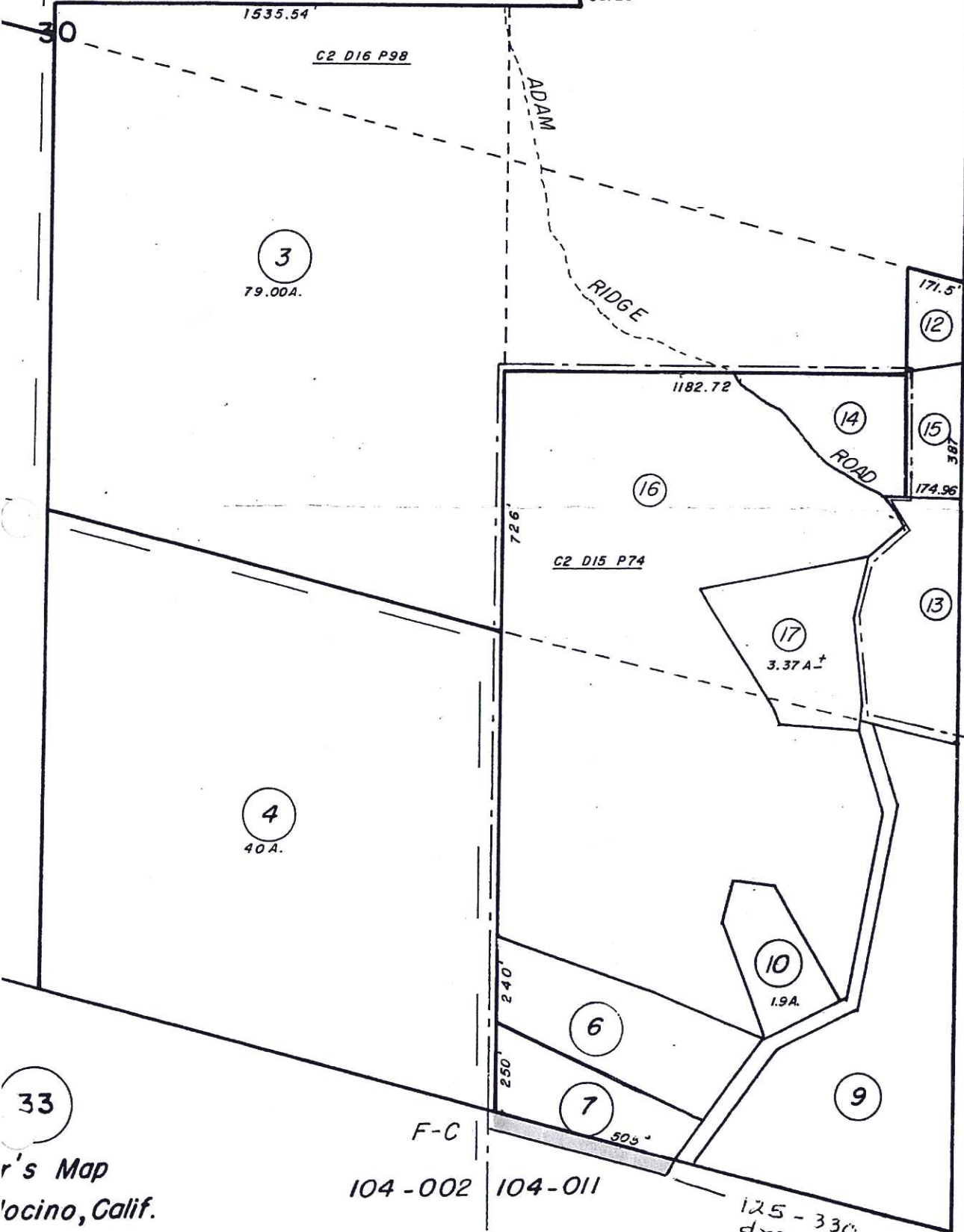
NOTE: This map was prepared for assessment purposes only. No liability is assumed for the data delineated hereon.

Assessor's Map
County of Mendocino, Calif.
March, 1965

OCT 03 1997

31

C



3
79.00A.

4
40A.

C2 D15 P74

C2 D16 P98

726'

240'
250'

6

7

10
1.9A.

17
3.37A[±]

16

14

15

174.96'

171.5'

12

13

34

104-002

104-011

F-C
104-002 104-011

505'

125-330-06 is drawn in green so that 505-foot length is

r's Map
Locino, Calif.
1965

Property Description for A.P. # 125-330-06

The North corner of the Northeast quarter of the Northeast quarter of Section 31, Township 16 North, Range 16 West, Mount Diablo Meridian, lying North of the County Road.

4

Order No. 216404 DM

EXCEPTING therefrom that portion conveyed in the deed executed by James Clyde Anderson et ux to Adam Mitchell Coutts et ux, dated May 8, 1963, recorded May 13, 1963 in Book 626 of Official Records, page 523, Mendocino County Records, and

INCLUDING appurtenant thereto a fifty foot right of way reserved from said conveyance to Adam Mitchell Coutts et ux.

A.P. 125-330-06

The 50 foot right of way was retained in 1963 when Anderson sold to Coutts. Eiber now owns the Coutts parcel. I inherited from Anderson.

From the Municipal Code

ORDINANCE NO. 01-01
THE BOARD OF DIRECTORS OF THE ALBION-LITTLE
RIVER FIRE PROTECTION DISTRICT ESTABLISHING
UNIFORM SCHEDULES AND RATES FOR A SPECIAL FIRE
AND RESCUE TAX

Whereas, Government Code Section 53978 and article XIII A of the California Constitution authorizes the Albion-Little River Fire Protection District to determine and levy a special tax for fire protection, suppression, prevention, and related services; and,

Whereas, at its meeting on March 28, 2001, the Board of Directors of Albion-Little River Fire Protection District set the time and place for consideration of adoption of such ordinance as at April 25, 2001 at 7:30 p.m. at the Albion-Little River Fire House, Albion CA 95410 and

Whereas, A proposed tax, for all units, of the special tax per year shall be assessed on all real property (except that of Federal, State, or Government agencies or other property which is exempt from taxation) within the boundaries of said Albion-Little River Fire Protection District. The tax shall be used to maintain and improve the current level of fire protection, prevention, suppression, emergency medical, hazardous materials response, search, and rescue service. In addition, the increase will be directed toward procurement, equipping, operating, and maintaining equipment, and for the purpose of paying salaries of personnel or any related services. The Board of Directors of the Albion-Little River Fire Protection District shall establish charge(s) from time to time, subject, however, to the maximum units of tax herein. EACH UNIT OF SPECIAL TAX SHALL NOT EXCEED \$40.00 EACH FISCAL YEAR; and

Whereas, the tax shall be collected in the same manner provided by statute for the collection of property tax; and

Whereas, each year prior to the imposition of said tax the District's Board of Directors shall cause a report to be prepared showing each parcel, the owner(s) thereof, and the proposed levy thereon. At said meeting the Board of Directors shall make such corrections to the taxes proposed to be levied as may be required to conform to the fees as set forth herein; and

Whereas, if a two-thirds voter approval is cast, the special tax will become effective concurrent with the 2002/2003 Property Tax billing cycle with a rate of \$40.00 per unit; and

Whereas, if any section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance. The Directors of the District here declare that they would have adopted the Ordinance and each section despite the fact that one or more section, subsection, phrases or clauses be declared invalid.

Now, Therefore It Is Resolved, that the foregoing uniform schedules and rates, attached hereto as Exhibit 1, shall be applied to the parcels within District.

Be It Further Resolved, that this ordinance shall take effect immediately upon its confirmation by the voters in the District. Special tax increase must be approved by two-thirds vote of the voters of the Albion-Little River Fire Protection District at the special election held on November 6, 2001.

Passed and Adopted by the Board of Directors of the Albion-Little River Fire Protection District on the April 25, 2001 by the following vote:

ORDINANCE NO. 01-01 (Con't)

AYES: Graydon, Levine, Ricca, Goncharoff, McDonald
NOES: None
ABSTAIN: None
ABSENT: None

Date: April 25, 2001
s/ Charlotte Graddon, Chairperson
s/ Samuel Levine, Attest Clerk

EXHIBIT 1 - SPECIAL FIRE AND RESCUE TAX

The Special Fire and Rescue Tax is based on a maximum of \$40.00 per unit. A unit is defined as the billable measure. The Board of Directors of the Albion-Little River Fire Protection District has assigned a number of units to each type of property usage based on relative fire risk.

Schedule Of Parcel Units

Type of Property	Number of Units
Residential	Unimproved 1; Improved 2
Institutional and Miscellaneous	3 per Improved parcel
Retail stores, office, wholesale outlets, nursery, light manufacturing	3
Restaurants	6
Service Stations	5
Hotels	2 + ½ per room
Trailer parks & modular homes	2 + 1 per residence

Properties with more than one usage will be taxed at the cumulative number of applicable units. The Board will assign unit values to new usage codes as required.

Interpretation

Residential Zoning (without uses noted below)

Unimproved 1
Improved 2

Commercial Zoning (without uses noted below)

Unimproved 0
Improved 2

RL, TL, & TP Zoning (without uses noted below)

Unimproved 0
Improved 2

Total value less than \$1,000 0

1000 ESTABLISHMENT

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

MISSION STATEMENT

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

POLICY STATEMENT

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

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

1001 BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.

1000 ESTABLISHMENT

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

MISSION STATEMENT

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

POLICY STATEMENT

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

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

1001 BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.

1003

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.

1004

COMMITTEES OF THE BOARD OF DIRECTORS

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

1005

MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1006

COMMUNICATION AND CORRESPONDENCE

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

1007

1003

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.

1004

COMMITTEES OF THE BOARD OF DIRECTORS

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

1005

MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1006

COMMUNICATION AND CORRESPONDENCE

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

1007

- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amendable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.
- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

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

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

4. Special Motions

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

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

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

5. Conducting the Meeting

- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amendable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.
- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

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

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

4. Special Motions

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

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

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

5. Conducting the Meeting

- i. An exact statement of motions passed.
- ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
- iii. All referrals, postponements and appeals.
- iv. Motions not passed, and amendments, may or may not be entered.

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

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

- e. **Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.
- f. **Ordinances and Resolutions:**
 - i. An **ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
 - ii. A **resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
 - iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

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

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by

- i. An exact statement of motions passed.
- ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
- iii. All referrals, postponements and appeals.
- iv. Motions not passed, and amendments, may or may not be entered.

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

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

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

f. **Ordinances and Resolutions:**

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

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

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by

- e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010

CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino **within 30 days of assuming office and annually per Government Code Section 87200.**

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1011

PUBLIC COMPLAINTS

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

(04/12 draft)

- e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010

CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1011

PUBLIC COMPLAINTS

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

- b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the **board of** directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount **authorized** in the district budget.

1013

DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District **document available** to the public, at a nominal charge of **\$0.15** per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and **\$0.15** for each page after that.
3. Any constituent wishing **to receive** mailings of meeting notices **must** notify the district in writing. He or she must cover the costs for providing notices **by paying** the amount of **\$1.00 per meeting noticed** or **provide** stamped, self-addressed envelopes **to** the District to cover the **expense of the** mailings.
4. Any constituent wishing **to receive copies** of any reports, documents, or agendas **by mail must** supply **the district** stamped self- addressed envelopes or **funds** sufficient to **cover mailing expenses**.

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

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for ~~1013.30 and 1013.40~~ items 3 and 4 above.

1014

NEPOTISM

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

1015

HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or

- b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1013

DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

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

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for ~~1013.30~~ and ~~1013.40~~ items 3 and 4 above.

1014

NEPOTISM

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

1015

HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or

mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.

2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted **on the District website (www.albionfire.com)** for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any **other** board member, the Chief, or any **other** officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1016

DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.
2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Chief, or any member of the Board of Directors.

1017

PERSONNEL

1. **EMPLOYMENT:** The district may employ personnel from time to time according to Health and Safety Code Section 13861 "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."
 - a. Paid employees compensation and benefits will be set by the district board of directors.
 - b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the district not subject to regular compensation and benefits. However, the district board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.

2. HIRING:

- a. District residents 18 years old or older may apply for employment with the district.
- b. Non-resident applications for employment may be accepted upon the chief's recommendation.
- c. Employment positions include the position of volunteer firefighter.
- d. Applications for employment may be obtained at any regular meeting or from the chief.
- e. The chief and the Board shall review and approve, reject, or postpone the application.
- f. Upon approval of the application, employment will be granted if a position is available.
- g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
- h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for hire employment by the District. Determination of the unsuitability of an ~~employee or employee-applicant~~ for employment based on criminal or driving background check information and Board policy may result in ~~termination of employment regardless of employment status~~ denial of employment of the applicant.
- i. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- i. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. APPOINTMENT AND REMOVAL OF THE CHIEF:

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

5. DISCIPLINARY ACTION:

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

6. GRIEVANCES:

(04/12 draft)

- a. The purpose of this section is to provide a procedure by which an a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. ~~The policy~~ This section does not apply to probationary employees.
- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

1018

SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting on the third Wednesday of January to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2001

ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at

(04/12 draft)

which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting during which the amendment or policy is to be considered.

PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING APRIL 12, 2012 AS FOLLOWS:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Alan Taeger
President, Albion Little River Fire Protection District

Attest:

Terry Kemp
Secretary, Albion Little River Fire Protection District

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT EMPLOYMENT EXCLUSION POLICY

All Albion Little River Fire Protection District (District) employees and employee applicants have agreed to submit to driving and criminal background checks via "Live Scan" as a condition of employment.

Upon the chief's recommendation the board of directors of the District ~~may~~ ^{+prior employment} vote to exclude an applicant for employment who has had:

1. ~~multiple~~ convictions for driving under the influence of drugs or alcohol;
2. driver's license suspended or revoked;
3. criminal history of violence, intimidation, harassment, theft, embezzlement, arson, or any other crime that indicates the applicant may endanger others if the person is employed as a firefighter.

Upon the chief's recommendation the board of directors may vote to suspend or terminate employment of any District regular or probationary employee who has current or previously undiscovered driving or criminal history as enumerated in the above paragraph.

ask Jeannine about "may" or "shall" def

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT BYLAWS

TABLE OF CONTENTS

1000 Establishment	
1001 Board Member Duties and Responsibilities	1011 Public Complaints
1002 Board Makeup	1012 Procurement
1003 Membership in Associations	1013 Document Preparation Charges
1004 Committees of the Board	1014 Nepotism
1005 Minutes of Board Meetings	1015 Harassment
1006 Communication and Correspondence	1016 Discrimination
1007 Board Meetings	1017 Personnel
1008 Board Meeting Agenda	1018 Special Annual Evaluation Session
1010 Conflict of Interest	2001 Adoption/Amendment of Bylaws

1000 ESTABLISHMENT

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

MISSION STATEMENT

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

POLICY STATEMENT

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

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

1001

BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.

(rev. 04/12)

12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.
15. Utilize each member's specific background, experience, and expertise during the development of projects, policies, and contracts.
16. Directors will, at all times, conduct themselves with courtesy to each other, to the staff, and to members of the public present at Board Meetings.
17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

LIMITATIONS OF AUTHORITY

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.

1002

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.

The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with item #6. below.

In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board 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.

EMPLOYMENT OF BOOKKEEPER

Any bookkeeper 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.

1003

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.

1004

COMMITTEES OF THE BOARD OF DIRECTORS

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

1005

MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1006

COMMUNICATION AND CORRESPONDENCE

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

1007

BOARD MEETINGS

Purpose

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

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five- member District board. If informal rules are used they should observe the following basic principles:
 - i. The majority decides.
 - ii. The minority has a right to be heard.
 - iii. Only one main motion may be considered at any given time.
 - iv. Members have a right to know at all times what the immediately pending motion is.
 - v. Official action can be taken only in meetings properly called, and with a quorum of members present.
 - vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time- consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will ". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.
- b. **Formal:** If a more formal method of proceeding is preferable - for example, where the board finds it cannot informally unite on the issues before it within a reasonable time the following guidelines are suggested. They are adaptations of Robert's Rules.

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

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

- a. To reconsider a vote (must be at same session).
- b. To rescind a previous action.
- c. To amend a motion already adopted.
- d. To amend the bylaws (usually requires notice and 2/3 vote).
- e. To appeal (only when no motion is pending).
- f. To recess (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).

- g. To adjourn (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. To amend changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.
- i. To refer is used to send a main motion to a committee for study and report back and is debatable and amendable.
- j. To postpone delays consideration of a subject until a future time (at the same meeting or a future meeting), applies to main motions only, and is debatable and amendable.
- k. To limit debate requires a 2/3 vote, and limits the time that may be spent on a motion or question to a specified amount. It is amendable but not debatable.
- l. To close debate also requires a 2/3 vote and terminates discussion on a motion; leading to immediate voting. It is not debatable or amendable.
- m. To adjourn is in order at any time, provided the mover does not interrupt a speaker or the counting of a vote.
- n. Point of order calls to the chairman's attention a violation of the rules or any unusual situation requiring immediate attention. It is not debatable or amendable and requires no vote, since the chairman decides the question. His ruling may be appealed (except for the correctness of procedures that can be checked against the rules), which can be debated and is then decided by a vote of the board.
- o. To withdraw a motion removes it from consideration, is not debatable, and can be made by either the maker of the motion or another board member. The chairman may permit withdrawal without a vote, unless there is objection.
- p. To suspend the rules sets aside temporarily a rule that would hamper the board from acting, is not debatable or amendable, and requires a 2/3 vote. It is usually used to depart from the set order of business.

3. Precedence of ordinary motions

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

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

4. Special Motions

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

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

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

5. Conducting the Meeting

Meetings of the Board of Directors will be conducted by the Presiding Officer consistent with the policies of the District and in accordance with the provisions of the Ralph M. Brown Act. (Government Code Section 54950 et. Seq.) Willful disruption of any meeting of the Board of Directors will not be permitted. Disruptions will be grounds for the Chairman Presiding Officer to clear the room of the person or persons causing the disruption.

- a. **Order of Business:** A systematic plan for considering items at meetings should be included in a district's rules of order. This is usually called the order of business, agenda or calendar. A convenient order of business is:
 - i. Presentation of minutes.
 - ii. Reports of officers and committees.
 - iii. Unfinished Business.
 - iv. New Business.

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

- b. **The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should "step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.
- c. **Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. **The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:

- i. An exact statement of motions passed.
- ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
- iii. All referrals, postponements and appeals.
- iv. Motions not passed, and amendments, may or may not be entered.

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

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

- e. **Voting:** The chairman should state the motion before asking for a vote. A unanimous vote means all members did vote, and voted the same way. This is somewhat different than general consent, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The voice vote is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a show of hands. A roll call vote is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may change his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.
- f. **Ordinances and Resolutions:**
 - i. An **ordinance** is an enforceable statutory enactment, that is, a law, the violation of which is a misdemeanor. An ordinance imposes fines, penalties, forfeitures or imprisonment. Any ordinance normally requires a first and second reading, at two separate regular meetings. It requires publishing or posting within 15 days of passage, and does not take effect until 30 days after passage. These steps are to assure the public is informed of the impending law, and to give time for the circulation of referendum petitions. An ordinance usually begins: "The board of (district) does ordain as follows:"
 - ii. A **resolution** is a formal expression of opinion, will or intent, or an action or decision. It does not itself have the force of law, that is, contain a penal clause, but it may implement existing law. "Resolved that-" is the effective clause. A resolution should not be used where a simple motion can take the desired action. If resolutions are used often, a standard form is suggested, into which specific data can be inserted. Usually resolutions can be introduced and adopted at the same meeting, and do not require publishing posting and a 30-day waiting period. They are therefore much easier to use than ordinances, and this should be done wherever possible. For example, an ordinance which provides for a user charge or fee schedule may state that the actual charges/fees shall be set and modified by resolution.
 - iii. Still another device used by some agencies is a "**minute order**". This is a direction from a governing body to some element within the organization to do something that is within its normal scope of activity.

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

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by

subject matter is useful. If some ordinances or resolutions contain an expiration date or a time certain when something is to be accomplished, a tickler system giving advance warning should be applied to them.

6. BOARD MEETING SCHEDULE:

- a. **Regular meetings** of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.
- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1008

BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:
 - a. The request must be in writing and be submitted to the District Board President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
 - b. The Board President will be the sole judge of whether the public request is or is not a "matter directly related to District business." The member of the public will be informed of the decision.
 - c. Matters that are legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
 - d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.

- e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010

CONFLICT OF INTEREST

1. The Political Reform Act, Government Code Subsection 8100, et. seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. This Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs., Subsection 18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs., Subsection 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Albion Little River Fire Protection District.
2. All Directors will file statements of economic interests (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1011

PUBLIC COMPLAINTS

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

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

1012 PROCUREMENT

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

1. The following processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check or electronic funds transfer from the appropriate district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.
2. Purchase authority is limited to the maximum amount of funds that have been allocated for the item in the current budget. Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to the amounts approved for items listed in the current budget. Fund obligation above that level is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. In compliance with the above, the following is the Albion-Little River Fire Protection District policy:
 - a. **Checking Accounts:**
 - i. A joint checking account with the County of Mendocino shall be established for the purpose of writing checks directly to the recipient from a revolving account funded by drafts from District tax revenues held by the county. Each check written on this account will require one signature. Each Board Member and the district bookkeeper shall be authorized signers of this account.
 - ii. **Other checking and savings accounts** shall be established as needed for the purpose of receiving and holding donations to the district for specified and unspecified district needs and/or projects as well as authorized payment of expenses for same. Board approved drafts from each account will require one authorized signature. Each Board Member, as well as the district bookkeeper, shall be authorized signers of each of these accounts.
 - b. **Credit Card:** A credit card account shall be established to expedite internet and non-vendor purchases. Each board member, the district bookkeeper, the chief and the assistant chief will be authorized users of this account for purchases of board approved budget items. This account is to be paid in full each billing period to avoid interest charges.
 - c. **County of Mendocino Auditor-Controller:** The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. Vouchers will be written only for board approved budget items or to replenish the district revolving fund (one authorized signature will be required). Each board member and the district bookkeeper will be authorized signers.
4. **Expenditure authority within budget:**
 - a. The Chief of the District or his designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.

- b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1013

DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

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

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for items 3 and 4 above.

1014

NEPOTISM

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

1015

HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or

mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.

2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1016

DISCRIMINATION

1. It is the policy of the Albion-Little River Fire Protection District that there will be no discrimination based upon race, national origin, religion, sex, physical impairment, veteran's status, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.
2. Allegations of wrong doing, such as arbitrary and discriminatory action, should be made through a staff member's direct supervisor, the Chief, or any member of the Board of Directors.

1017

PERSONNEL

1. **EMPLOYMENT:** The district may employ personnel from time to time according to Health and Safety Code Section 13861 "A district shall have and may exercise all rights and powers, expressed or implied, necessary to carry out the purposes and intent of this part, including, but not limited to, the following powers..... (d) To appoint necessary employees, to define their qualifications and duties, and to provide a pay scale for performance of their duties."
 - a. Paid employees compensation and benefits will be set by the district board of directors.
 - b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the district not subject to regular compensation and benefits. However, the district board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.

2. HIRING:

- a. District residents 18 years old or older may apply for employment with the district.
- b. Non-resident applications for employment may be accepted upon the chief's recommendation.
- c. Employment positions include the position of volunteer firefighter.
- d. Applications for employment may be obtained at any regular meeting or from the chief.
- e. The chief and the Board shall review and approve, reject, or postpone the application.
- f. Upon approval of the application, employment will be granted if a position is available.
- g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
- h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District. Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.
- i. This procedure is to be followed for all district employees, paid or volunteer.

3. EMPLOYEE STATUS:

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
- d. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
- f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
- g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as further directed by the chief after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- h. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- i. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. APPOINTMENT AND REMOVAL OF THE CHIEF:

- a. The district board may appoint the chief from the employees of the district.

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

5. DISCIPLINARY ACTION:

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

6. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular employee may formally claim that he/she has been affected by a violation, misapplication, or misinterpretation of a law, District policy, rule, regulation or instruction.
- b. This section does not apply to probationary employees.

- c. Any regular employee who believes he/she has a grievance shall present the evidence orally to his/her supervisor within five working days after the employee knew, or reasonably should have known, of the circumstances which form the basis for the alleged grievance. The supervisor shall hold discussions and attempt to resolve the matter within three working days after the presentation of such evidence.
- d. If the grievance has not been resolved by method (c.) above, the grievant must present his/her grievance in writing to the District Board. The statement shall include a concise statement of the grievance, including reference to any law, policy, regulation or instruction allegedly misapplied or misinterpreted; the circumstances involved; the decision, or lack of, rendered by the supervisor; the specific remedy sought.
- e. The Board of Directors, as soon as possible at a regular meeting of the Board, shall schedule a hearing in closed session to receive the written grievance and to hear evidence regarding the issue or issues. The Board's decision shall be announced in open session immediately after the closed session in which it was made.
- f. By agreement in writing, the parties may extend any and all time limitations specified above. A copy of all formal grievance decisions shall be placed in the employee's permanent personnel file.

1018

SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting on the third Wednesday of January to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2001

ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least two (2) days prior to any meeting during which the amendment or policy is to be considered.

(rev. 04/12)

REVISION PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING APRIL 12, 2012 AS FOLLOWS:

AYES: 5

NOES: 0

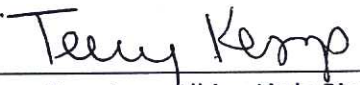
ABSTAIN: 0

ABSENT: 0

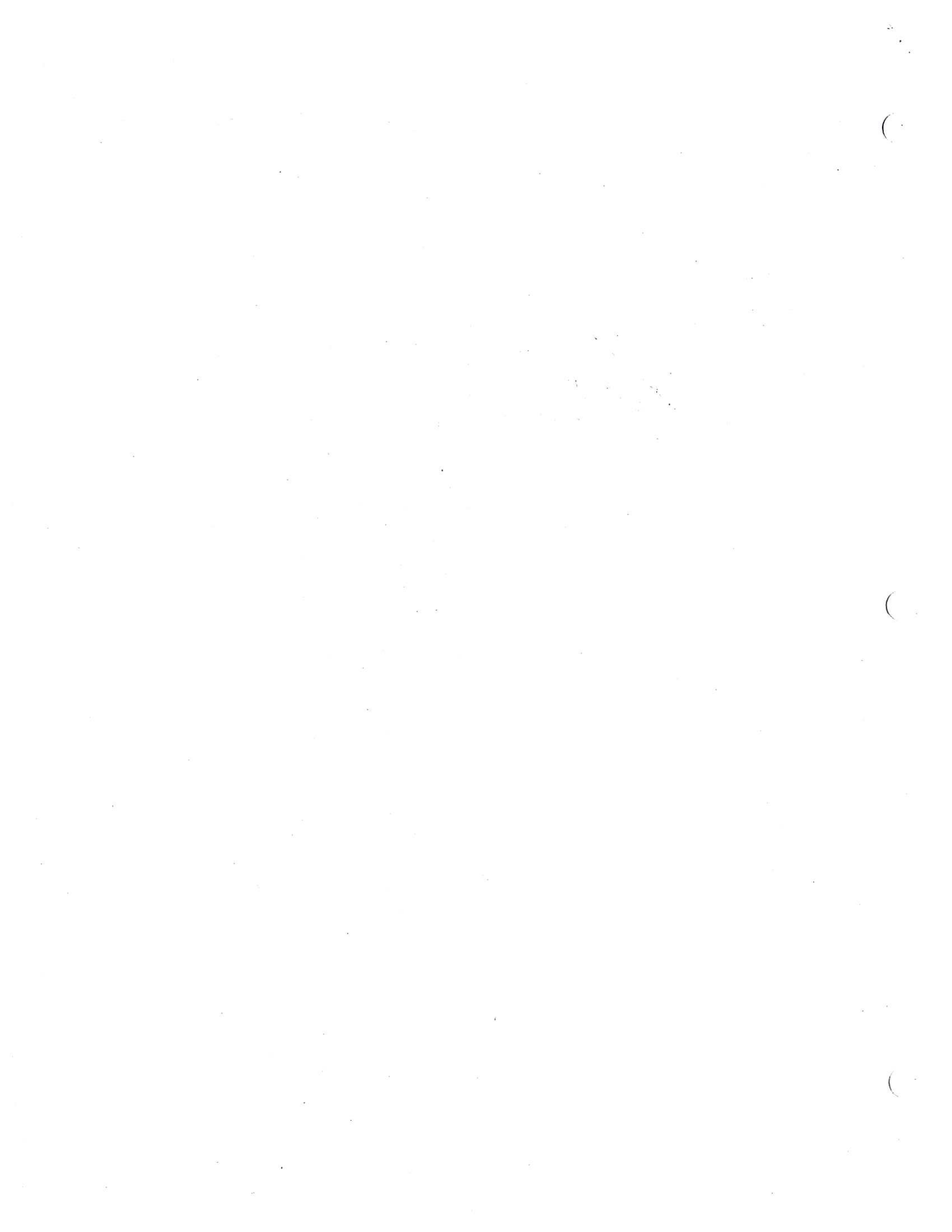


Alan Taeger
President, Albion Little River Fire Protection District

Attest:



Terry Kemp
Secretary, Albion Little River Fire Protection District



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

Thursday, April 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting.**
 - a. **Roll call.** Firefighters present: Chief Ted Williams, Scott Roat, Sam Levine, Jaime Placido, Michael Rees, Steve Acker, Guy Casey, Andrew Crowningshield, Marshall Brown, Andrea Pennebaker, Haroldde Serales, Joe Goforth, Dennis Sweet, Debbie Wolfe, Steve Wolfe, Citlali Werner, Emily Scott, and Erica Geer. Firefighters absent: David Ayster, Mark Anderson, John Crowningshield, Tim Gitchel, Andy Gitchel, John Oakley, Chad Thompson, Meghan Friend, Joshua Smith, Jonathan Peakall, Adam Matthews, Brad Montgomery, Jesse Martin, Chris Johnson, Jason Hendricks and Kristine Hendricks. Members of the public present: Karen Calvert.
 - b. **Chief's Report:** See attached below.
 - c. **Review and discussion of chief's report.** General discussion. No detailed report.
 - d. **Other fire department business.** None recorded
 - e. **Adjournment.** 8:11pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Meeting called to order by Board President Alan Taeger at 8:11 pm. Board members present: Ken Matheson, Ed Petykowski, Rich Riley and Terry Kemp
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action on fire department operations.**
 - a. **Fire department personnel:** The Board reviewed new probationary volunteer firefighter applicant John Oakley recommended by the chief for employment. Oakley's employment was approved by unanimous vote of the board on a motion by Ken.
 - b. **Apparatus plan:** The Board reviewed and voted unanimously on a motion by Ken, to adopt a comprehensive wheeled apparatus plan discussed at the March 8, 2012 regular business meeting.
 - c. **Station 811 (D Road) painting:** The Board reviewed and discussed estimates presented to the Board for repainting station 811. The three estimates returned were all very close in scope and price: Greg Andre Painting - \$5,625.00; Latoof Painting, Inc. - \$5,800.00; John Darcy Painting - \$5,775.00. The Board voted unanimously on a motion by Alan to accept any one of the three estimates provided that the contractor chosen could provide certificates of insurance and a contract price not to exceed the estimated price but recommended favoring the local contractor, Greg Andre Painting.
 - d. **Lounge and fitness training area in Station 811:** The board reviewed a proposal by Scott Roat for the furnishing and use of the second floor of Station 811 (D Road) as a lounge and fitness training area. ALRVFD, Inc. proposed to purchase and install most of the furnishings with a request that the District approve spending up to \$1,000.00 to complete the project and support the additional expense of portable toilet leasing and service at that location. The Board voted unanimously to approve the proposal on a motion by Ken.
 - e. **FY 2011-2012 budget review and revision:** The Board reviewed recommended changes to the current FY budget. The Board voted unanimously on a motion by Ken, to add \$3,000.00 to budget category 86-2140 (medical supplies).
5. **Previous meeting minutes:** The minutes of the March 8, 2012 regular business meeting and the March 24, 2012 special meeting (criminal history information) were approved by unanimous vote of the Board on a motion by Ken.
6. **Communications to the Board:** see attached list.
7. **Financial report:** Current financial statements for the District were presented.
8. **Other items for consideration and possible action:**
 - a. **Special parcel tax assessment appeal:** The board reviewed a special parcel tax appeal from a district property owner and the recommendation to grant the appeal from the special parcel tax committee. The board voted unanimously on a motion by Rich, to grant the appeal.
 - b. **Bylaws amendments:** The Board reviewed and discussed proposed District bylaws amendments and additions introduced at the March 8, 2012 regular business meeting and voted unanimously on a motion by Ken to approve proposed changes as presented.
 - c. **Policy amendments:**
 - i. The Board reviewed and discussed proposed new District policies and proposed amendments to existing District policies introduced at the March 8, 2012 regular business meeting. The board voted unanimously on a motion by Ken to adopt proposed new and amended District policies as presented.
 - ii. The board reviewed and discussed a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information. Proposed policy is to be considered for revision and/or adoption at the May 10, 2012 regular business meeting.
 - d. **Operations manual amendments:** The board reviewed and discussed proposed amendments and additions to the Fire Department Operations Manual introduced at the March 8, 2012 regular business meeting. The board voted unanimously to adopt proposed Operations Manual changes on a motion by Ken.
9. **Committee reports:**
 - a. **New fire station committee.** Bob Schlosser reports that corrected plans are to be returned from Empire Steel Buildings in the next two weeks, then to go to Welty for foundation engineering.
10. **Directors' discussion:** None.
11. **Next scheduled regular business meeting:** May 10, 2012, 7:00 pm.
12. **Adjournment:** meeting adjourned at 9:41 pm.

Attachments

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

Fire Chief's Report, 12 April, 2012, by Ted Williams

- **Applications Received**
 - John Oakley (returning, approved by Chief, subject to board review)
- **Firefighters resigned**
 - Donald Gomes (moved out of district, returned district property)
- **Purchases (noteworthy, not exhaustive)**
 - Hose Reel
 - Med Bags/supplies (The Wolfe's will carry one – Navarro Ridge)
 - wildland turnouts
 - (2) Success! for the EMT-Basic
 - (1) ESS NFPA Structural Goggles (for review, ordering more)
 - (2) AED batteries
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, March 8th and today, April 12th, we were dispatched and responded to twenty incidents consisting of 13 medical aid, 2 power line down, 1 residential fire (false), 1 mutual aid structure fire, 1 traffic collision, 2 medical/fire without merit at same address.
 - **2012001582 03/09/2012 14:48:22 MEDD**
 - 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Marshall Brown (IC, MedGroup)
 - Brad Montgomery
 - John Crowningshield (8131)
 - Sam Levine
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - cancelled incoming
 - **2012001649 03/12/2012 17:36:43 MEDD**
 - 41700 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Marshall Brown (8131)
 - Erica Geer (8132)
 - Dennis Sweet (8130)
 - Adam Matthews
 - Brad Montgomery
 - Citlali Calvillo
 - Jaime Placido
 - Scott Roat
 - Joe Goforth
 - cancelled incoming
 - **2012001718 03/15/2012 21:57:46 FFA**
 - 7051 N HWY 1 ,LITR
 - reported as fire, cancelled by CalFire engine 1152, false alarm
 - Marshall Brown (8162)
 - Brad Montgomery (8192)
 - Harolde Searles
 - Jaime Placido
 - Jason Hendricks
 - Jonathan Peakall (8163)
 - Josh Smith
 - Michael Rees
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - **2012001779 03/18/2012 04:29:20 MEDD**
 - 3930 ALBION LITTLE RIVER RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker
 - Brad Montgomery
 - Christopher Johnson
 - Debbi Wolfe
 - Erica Geer

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

- Jaime Placido
- Jason Hendricks
- John Crowningshield
- Marshall Brown
- Michael Rees
- cancelled incoming
- Adam Matthews (at scene, but bystander, not with ALRFPD)
- cancelled incoming
- **2012001907 03/23/2012 01:03:30 MEDB**
 - 3800 G RD N ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
- **2012001960 03/25/2012 09:41:51 FFA**
 - 3000 B RD ,ALBI
 - not as reported, no medical merit, no fire
 - Ted Williams (IC, 8162)
 - Adam Matthews
 - Andrea Pennebaker
 - Andy Gitchel
 - Erica Geer
 - Harolde Searles
 - Jonathan Peakall
 - Marshall Brown
 - Scott Roat
 - Tim Gitchel
 - cancelled incoming
 - Jason Hendricks
- **2012001987 03/26/2012 13:07:50 MOA**
 - LITTLE RIVER AIRPORT @ =L(39.261844,-123.754735) ,LITR
 - structure fire in Mendocino's district, mutual aid request
 - Ted Williams (8162)
 - Jesse Martin
 - Jaime Placido
 - Brad Montgomery (8191)
 - Scott Roat
 - Tim Gitchel
 - Andrea Pennebaker
 - Marshall Brown (8192)
 - Scott Roat
 - Citlali Calvillo
 - Harolde Searles
 - John Crowningshield
 - Josh Smith
 - cancelled incoming
- **2012002018 03/27/2012 10:36:51 HSE**
 - 5500 N HWY 1 ,LITR
 - power lines down, cancelled by PG&E at scene
 - Ted Williams (8162)
 - Andrea Pennebaker
 - Brad Montgomery (8163)
 - Scott Roat
 - Josh Smith
 - Sam Levine
 - cancelled incoming
- **2012002025 03/27/2012 13:21:57 HSE**
 - HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
 - power lines down, cancelled by PG&E at scene
 - Ted Williams
 - Scott Roat
 - cancelled
- **2012002047 03/28/2012 09:58:02 MEDC**
 - 32700 MIDDLE RIDGE RD #CABN ,ALBI

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

- Ted Williams (8130)
- Brad Montgomery
- Joe Goforth
- Andrea Pennebaker
- Citali Calvillo
- cancelled incoming
- **2012002048 03/28/2012 11:30:22 OAR**
 - ALBION DUMP TRANSFER STATION R @ 30200 ALBION RIDGE RD ,ALBI
 - only chief dispatched
 - Ted Williams (drive by)
 - Brad Montgomery (drive by)
- **2012002078 03/29/2012 17:41:17 OAM**
 - ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
 - ?
- **2012002095 03/30/2012 14:24:47 MEDA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #10 ,LITR
 - Andrew Crowningshield (IC, 8130)
 - Brad Montgomery
 - Harolde Searles
 - Ted Williams
 - cancelled incoming
- **2012002109 03/31/2012 04:45:39 MEDD**
 - 41700 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
 - Tim Gitchel
 - Sam Levine
 - John Crowningshield
 - cancelled incoming
- **2012002153 04/02/2012 03:54:35 MEDA**
 - 44635 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Jaime Placido
 - Brad Montgomery
 - John Crowningshield
 - Sam Levine
 - cancelled incoming
- **2012002245 04/07/2012 09:53:58 MTX**
 - HWY 128 MP 002.00 @ =L(39.188670,-123.721264) (actually MP 8.5)
 - Brad Montgomery (IC)
 - Andrew Crowningshield (8130)
 - Andy Gitchel
 - Citali Calvillo
 - Dennis Sweet
 - Erica Geer (8132)
 - Joe Goforth
 - John Oakley
 - Jonathan Peakall
 - Marshall Brown (8130)
 - Michael Rees
 - Sam Levine
 - Scott Roat
 - Steve Acker
 - Guy Casey
 - Ted Williams (8162)
 - cancelled incoming
- **2012002275 04/08/2012 16:18:03 MEDC**
 - 3380 ALBION RIDGE RD ,ALBI (Albion Grocery)
 - Andrea Pennebaker
 - Brad Montgomery (IC)
 - Dennis Sweet
 - Erica Geer (8130)

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

- Jaime Placido
- John Oakley
- Scott Roat
- Ted Williams
- Tim Gitchel
- cancelled incoming
- **2012002282 04/08/2012 21:25:11 MEDC**
 - 33810 ALBION RIDGE RD ,ALBI
 - Brad Montgomery (IC, 8132)
 - Andrea Pennebaker
 - Erica Geer
 - Jesse Martin
 - John Oakley (8130)
 - Jonathan Peakall (MedGroup)
 - Marshall Brown (MedGroup)
 - Scott Roat
 - Ted Williams
 - Tim Gitchel
 - Guy Casey
 - cancelled incoming
- **2012002311 04/10/2012 10:32:09 MEDC**
 - 44451 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (IC)
 - Andrea Pennebaker
 - Brad Montgomery (8130)
 - Harolde Searles
 - Jaime Placido
 - Sam Levine
 - Scott Roat
 - cancelled incoming
- **2012002320 04/10/2012 16:39:11 MEDB**
 - 3000 B RD ,ALBI
 - not as reported, no medical merit, MSCO declined
 - Ted Williams (IC, 8130)
 - Brad Montgomery (8162)
 - Erica Geer
 - Harolde Searles (8132)
 - Jason Hendricks
 - Guy Casey
 - Marshall Brown
 - Michael Rees
 - Scott Roat
 - Tim Gitchel
 - cancelled incoming
- **2012002332 04/11/2012 11:28:05 MEDA**
 - 32191 ALBION RIDGE RD #REAR ,ALBI
 - Ted Williams (IC)
 - Brad Montgomery (8130)
 - Andrea Pennebaker
 - Joe Goforth
 - Adam Matthews
 - Guy Casey
 - cancelled incoming

Training Completed:

- 03/10-12/2012 - Forcible Entry, Hand Tools, Ventilation @ Fire Academy, 8 hours
 - Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
- 03/10/2012 - Med Bags, O2, NRB mask with Marshall Brown, 2 hours
 - Citlali Calvillo, Steve Wolfe, Debbie Wolfe, Andrea Pennebaker, Guy Casey
- 03/12/2012 - Smoke Drills @ Comptche Fire, 3 hours
 - John Crowningshield, Erica Geer, Tim Gitchel, Michael Rees
- 03/12/2012 - Auto Extrication @ Fire Academy, 8 hours
 - Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
- 03/15/2012 - Scenarios (Marshall Brown; CalFire joining mid training) 2.5 hours

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

- Marshall Brown, Guy Casey, Citali Calvillo, Megan Frend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Dennis Sweet, Chadwick Thompson, Ted Williams
- 03/16-17/2012 - Propane Drills, Ropes & Knots @ Fire Academy, 8 hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 03/22/2012 - Hoses with CalFire (principles, bunking, deployment) 3 hours
 - Marshall Brown, Guy Casey, Erica Geer, Adam Gitchel, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 03/23-25/2012 - Hazmat & FRO @ Fire Academy, 8 hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 03/29/2012 - Splinting and Bleeding Control, Nat Norling (paramedic) 2 hours
 - Marshall Brown, Guy Casey, Citali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Frend, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 03/30-31/2012 - Survival, Safety, Passport System @ Fire Academy, ? hours
 - Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
- 04/05/2012 - Hose Lay with CalFire 3 hours
 - Marshall Brown, Guy Casey, Citali Calvillo, Erica Geer, Brad Montgomery, John Oakley, Ted Williams, Debbi Wolfe, Steve Wolfe
- 04/07/2012 - AHA CPR/First Aid/AED, 8 hours
 - Steve Acker, Citali Calvillo, Andrew Crowningshield, John Crowningshield, Andy Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Michael Rees, Dennis Sweet
- 04/07/2012 - Boat / Water Rescue @ Mendocino Fire, 4 hours
 - Megan Frend, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
- 04/11/2012 - Harassment @ Mendocino Fire (GSRMA), 2 hours
 - Marshall Brown, Citali Calvillo, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$539 from two the Little River Inn concert series events. A third event is scheduled for Sunday, March 11.

Development:

- We have located multiple water tenders within spec and budget available for purchase. The list will be reviewed with firefighters and board members at the April regular meeting. Ted will offer a recommendation, but there are clearly pros and cons with each truck.
- SCBA Fit Test Device reserved for April 16-April 30. We will order ~20 SCBA masks once this testing is complete.
- Ted Williams completed 72 hours of EMT CEUs, submitted renewal applications to NREMT and Coastal Valleys and has received a new NREMT card.
- We moved the district's 20 foot shipping container from station 812 to the Albion Flats (campground). It will house our rescue boat. This should significantly reduce response time to water incidents.
- We have an oral quote of \$3800 for a second 20 foot shipping container. This would allow for collocating the Jet Ski, PPE and related supplies at the Albion Flats.
- Our E size oxygen tanks are over due for hydro-testing. John Oakley has coordinated testing at approximately \$20 per tank. The first five have been sent to Santa Rosa. We anticipate one week turnaround.
- Tim Gitchel received his drivers license firefighter endorsement.
- 8130 was previously an ambulance in the Seattle area. It has mounting brackets for a gurney. Ted talked to Morgan Daniel (MCDH paramedic, ambulance coordinator) about obtaining a gurney, a) for training our firefighters, b) to improve patient comfort and expedite packaging at scene. The discussion will continue.
- Webbing has arrived to issue to all our firefighters. Each firefighter will be issued a three meter piece of red webbing. This webbing can be used for a hose tender, a hasty harness, or as a RIT tool for dragging a victim.
- According to Coastal Valleys EMS, the AEMT (Advanced EMT, formerly EMT-I) is scheduled to be introduced this fall. Ted Williams will coordinate our involvement in the program (and will attend).
- Ted Williams and Alan Taeger met to review new personnel files. Ted will file existing documents.

Station Maintenance

- Jaime Placido noted the water heater making unsatisfactory sounds and found a date of 1991. Alan Taeger inspected and agreed that the heater should be replaced. Given the use pattern, the board should consider a tankless propane heater and provide direction.
- Three written estimates for painting station 811 were provided to the board for review.
- We obtained three 14 gallon gravity feed fuel tanks arrived, and will be filled. One will go to 812 to fuel up 8131, one will go to 815 to fuel up 8165, and one will go to 810 to be traded out for empties. This will give us a practical way to fuel up these trucks.

Vehicle Maintenance

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.

- Tender 8191
 - Steering inspected and air leak fixed. Draft hose and inlet screen onboard with NST fittings to draft station tanks.
- Engine 8170
 - Three 8"x2.5" NST draft hoses and inlet screen added.
 - Preconnected hoses with nozzles hooked up front and rear (minor modifications to allow this configuration).
 - Brad Montgomery inspected the drive axle and discovered a locking differential. Locking differentials can cause some quirky handling, but are very helpful for not getting stuck.
 - Some minor engine tuning can help dramatically to match to the locker. (Aneroid adjustment for more low rpm fueling)
- Engine 8162
 - Broken halogen scene light removed, new LED lights on order.
 - RIT bottle and spare SCBA's/bottles moved from 8181 that never rolls to 8162 which always rolls. Now 5 SCBA on board and 9 spare bottles plus RIT bottle.
 - Added 2.5" NST screened inlet for drafting.
- Tender 8192
 - Removed cam-lock draft inlet and replaced with ball-bearing 2.5" female screened inlet.
 - Made uniform straps to hold draft hose, and installed new 25'x2.5" NST draft hose and inlet screen.
- Rescue 8132
 - LED lighting is on order for the scene lighting that currently is useless due to the removal of the generator.
 - Possible wiring issue affecting the charging circuit. Brad will inspect.
- Rescue 8131
 - Radio issues. Radio needs to be COMPLETELY rewired. Often does not work. High priority on Brad's list.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING APRIL 12, 2012
COMMUNICATIONS TO THE BOARD**

- 3/9/12 Received notice of LAFCO budget hearing April 2, 2012.
- 3/9/12 Received a brochure from California Infrastructure and Economic Development Bank with announcement of availability of low cost funding.
- 3/10/12 Received notice of coastal zone construction permit application in District.
- 3/15/12 Alan sent credit app to Mendocino Coast Petroleum to apply for cardlock fueling account.
- 3/21/12 Received executed four year lease renewal for Station 815 (Navarro Ridge).
- 3/29/12 Received notice tax delinquent property auction May 26-29, 2012 from county board of supervisors.
- 3/30/12 Received email CSDA alert with current SRA Fire Protection Fees information.
- 4/2/12 Received 2nd installment of "Census of Governments" from the census bureau to be returned before 4/30/12.
- 4/4/12 Alan sent email to Jeanine Nadel, county counsel with a request for advice on drafting an employment exclusion policy.
- 4/10/12 Alan received an email from county counsel Jeanine Nadel with response to Alan's April 4, 2012 email request for advice on a proposed employment exclusion policy.
- 4/10/12 Alan and Ed received an email from Bob Schlosser with news that Empire Steel will be providing a final submittal package in the next two weeks.
- 4/11/12 Received notice of LAFCO budget hearing May 7, 2012.

Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.