

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

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.**
 - b. **Chief's Report:** Chief Williams will present a written report of fire department operations.
 - c. **Review and discussion of chief's report.**
 - d. **Station 811 Flooring:** Review and discussion of proposed floor covering for Station 811 (D Road) upstairs room.
 - e. **Other fire department business.**
 - f. **Adjournment.**

7:30-8:30pm (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 proposed comprehensive apparatus plan.
 - c. **Apparatus purchase:**
 - i. **Water tender:** The Board will review a recommendation for the purchase of a water tender and may vote to allocate funds to purchase a water tender.
 - ii. **Compressed air foam system:** The Board will review a recommendation for the installation of a compressed air foam system onto an existing District owned type 6 quick attack/rescue vehicle (8131) and may vote to allocate funds for the installation.
 - d. **Station 811 (D Road) painting:** The Board will review and discuss an estimate presented to the Board for repainting station 811. The Board may vote to accept the estimate and seek a contract for the work.
 - 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.

8:30-8:40pm (approximately) 10 minute break.

8:40-9:30pm (resume Board meeting)

5. **Previous meeting minutes:** The minutes of the February 9, 2011 regular business meeting and the February 17, 2012 special meeting (expense approval request) will be approved and/or revised and approved. In addition, revisions of the minutes of the January 12, 2012 may be presented for approval.
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. **Items for consideration and possible action:**
 - a. **Special fire and rescue tax appeal policy:** The Board will review and discuss a proposed revised special fire and rescue tax assessment appeal policy presented at the February 8, 2012 regular business meeting. The Board may vote to adopt the proposed policy
 - b. **Bylaws amendments:** The Board will review and discuss 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 will review and discuss 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 will review and discuss 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 will review and may vote 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.**
 - c. **Parcel tax 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.
 - a. **Fire station project.** The Board will discuss 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 will be available at the meeting.
11. **Next scheduled regular business meeting:** April 12, 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.

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 - b. Vehicle committee.
 - c. Parcel tax committee.
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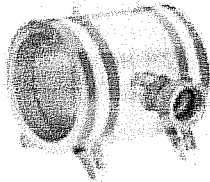
Fire Chief's Report, 8 March, 2012, by Ted Williams (DRAFT)

• 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
- Citlali 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
- 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
- 2012001192 02/20/2012 14:59:44 FSE
 - 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
- cancelled incoming
- 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 Crowninshield (8131)
 - John Crowningshield
 - Ted Williams
 - Scott Roat
 - Sam Levine
 - cancelled incoming
- 2012001377 02/29/2012 11:48:34 MTC
 - 33400 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC, 8162)
 - Harolde Searles (Ops, 8132)
 - Brad Montgomery (8163)
 - Debbi Wolfe
 - Steve Wolfe

add one

- Dennis Sweet
- Erica Geer
- John Crowningshield
- Jonathan Peakall (drive by)
- Josh Smith
- Sam Levine (8131)
- Scott Roat
- Tim Gitchel
- 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

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, Citlali 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 Frend, 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, *Emily Scott & VX*
- 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 Frend, 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, Citlali 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, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Harolde Searles, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 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 26
- We plan to continue sending firefighters to Mendocino and Comptche training sessions.
- 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 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 been 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
CURRENT APPARATUS PLACEMENT MARCH, 2012

✓ 8192
 TENDER
 1985
 INTERNATIONAL
 4X2
 2000 GALLONS

✓ 8170
 TYPE 3 ENGINE
 1995
 FORD
 4X2
 500 GALLONS
 W/FOAM

✓ 8181
 TYPE 1 ENGINE
 1974 VAN PELT
 4X2
 800 GALLONS
 NO FOAM
 WILL NEED TO
 REPLACE

✓ 8131
 TYPE 6
 1994 CHEVY
 4X4 (PICKUP)
 200 GALLONS
 RESCUE/QUICK
 ATTACK
 W/CLASS A
 FOAM

STATION 812 (AIRPORT)

8130
 PATIENT
 TRANSPORT
 TYPE RESCUE
 1990
 FORD
 4X4

✓ 8132
 TYPE 6
 1992 FORD
 4X4 (PICKUP)
 RESCUE

8191
 TYPE 2 TENDER
 1979
 INTERNATIONAL
 4X2
 3000 GALLONS

✓ 8191
 TYPE 2 TENDER
 1979
 INTERNATIONAL
 4X2
 3000 GALLONS

✓ 8163
 TYPE 3 ENGINE
 1987 FORD
 4X4
 700 GALLONS
 W/FOAM
 PREFER TYPE 1
 AWD

✓ 8162
 TYPE 2 ENGINE
 2000
 INTERNATIONAL
 4X2
 500 GALLONS
 W/FOAM

STATION 810 (VILLAGE)

STATION 811 (D ROAD)

STATION 813 (MIDDLE RIDGE)

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

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

STATION 815 (NAVARRO RIDGE)

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

1 AWD Type I

8192
 TENDER
 1985
 INTERNATIONAL
 4X2
 2000 GALLONS

NEED
 8193
 TYPE 3 ENGINE
 4X4
 500 GALLONS
 W//FOAM

8181
 TYPE 1 ENGINE
 1974 VAN PELT
 4X2
 800 GALLONS
 NO FOAM
 WILL NEED TO
 REPLACE

8131
 TYPE 6
 1994 CHEV
 4X4 (PICKUP)
 200 GALLONS
 RESCUE/QUICK
 ATTACK
 W//CLASS A
 FOAM

STATION 812 (AIRPORT)

~~NEED
 TYPE 1 ENGINE
 4X4 SWS
 800 GALLONS
 W//FOAM~~

8162
 TYPE 2 ENGINE
 2000
 INTERNATIONAL
 4X4
 500 GALLONS
 W//FOAM

8163
 TYPE 3 ENGINE
 1987
 FORD
 4X4
 700 GALLONS
 W//FOAM
 PREFER TYPE 1
 AWD

NEED
 TYPE 2 TENDER
 AWD
 2500 GALLONS

STATION 811 (D ROAD)

STATION 813 (MIDDLE RIDGE)

8130
 PATIENT
 TRANSPORT
 TYPE RESCUE
 1990
 FORD
 4X4

8165
 TYPE 4 ENGINE
 1986
 CHEVY
 4X2 (1 TON)
 200 GALLONS
 NO FOAM/
 CAN'T FIT
 BIGGER ENGINE
 IN BUILDING

STATION 810 (VILLAGE)

8132
 1992 FORD
 4X4 (PICKUP)
 RESCUE

SURPLUS

8191
 TYPE 2 TENDER
 1979
 INTERNATIONAL
 4X2
 3000 GALLONS

8170
 TYPE 3 ENGINE
 1995
 FORD
 4X2
 500 GALLONS
 W//FOAM

STATION 815 (NAVARRO RIDGE)

32

31

Type 2

to 812

Both

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The regular monthly business meeting scheduled for 7:00 pm was adjourned to 7:30 pm on this date to accommodate a conflicting scheduled meeting of Albion Little River Volunteer Fire Department, Inc. at the same place at the earlier time.

1. **Call to order and determination of a quorum:** Meeting called to order by President Alan Taeger at 7:30pm. Board members present were Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp. Firefighters and firefighter candidates attending were Chief Ted Williams, Meghan Frend, Chadwick Thompson, Scott Roat, Debbi Wolfe, Steven Wolfe, Joshua Smith, Chris Johnson, Michael Rees, Harold Searles, Marshall Brown, Dennis Sweet, Brad Montgomery, Jaime Placido, Emily Scott, Citlali Calvillo, Sam Levine, Erica Geer, Steve Acker, Andrea Pennebaker, Jason Hendricks, Tim Gitchel, Andy Gitchel, Adam Matthews, Christine Hendricks, and Michael Rees. Firefighters absent were Mark Anderson, David Ayster, Andrew Crowningshield, John Crowningshield, Jesse Martin, and Jonathan Peakall. Retired Albion Little River VFD firefighter Janie Tate was a community member present.
2. **Public communication to the board:** None.
3. **Fire department business:**
 - a. **Chief's Report:** Chief Williams presented a written report of fire department activities which is attached.
 - b. **Fire department operations discussion:** Chief Ted Williams presented a power point presentation of fire department operations.
4. **Previous meeting minutes:** The minutes of the January 12, 2011 regular business meeting and the January 18, 2012 annual evaluation meeting were approved as presented by unanimous vote of the Board on a motion by Ken.
5. **Communications to the board:** Communications to the board were presented, see attached sheet for summary.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
 - a. **Fire department personnel:** The board reviewed new applicants for the position of probationary volunteer firefighter recommended by Chief Williams for employment: Debbie Wolfe, Steve Wolfe, Chadwick Thompson, Meghan Frend, Andy Gitchel, Christine Hendricks and Michael Rees were approved for employment by unanimous vote of the board on a motion by Ken.
 - b. **Special fire and rescue tax appeal policy:** The board reviewed a proposed revised special fire and rescue tax assessment appeal policy. Proposed policy is to be considered for revision and/or adoption at the March 8, 2012 regular business meeting.
 - c. **FY 2011-2012 budget review and revision:** The board reviewed the current FY budget. The board voted unanimously to add \$500.00 to the office supplies budget (86-2170) on a motion by Alan.
 - d. **Request for expense compensation:** Topic tabled pending consultation with counsel. No action taken.
8. **Committee reports:**
 - a. **New fire station committee.** Nothing new to report
 - b. **Vehicle committee.** See Chief's report
 - c. **Parcel tax committee.** Committee will review one new appeal that has been received.
9. **Directors' discussion:** Janie Tate related some interesting facts about and Ham radio and radio signal coverage on the coast and related it to fire department radio communications. She recommends that the district install a radio repeater on Matheson Peak. Conflict of interest statements (Form 700) are due to the County. Each Board member needs to go online to complete the form and bring a copy of it to the next meeting.
10. **Next meeting schedule:** March 8, 2012, 7:00 pm.
11. **Adjournment:** Meeting adjourned at 9:46pm.

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

EXPENSE APPROVAL REQUEST

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 for payment of fire department member annual expense compensation to certain firefighters who resigned during the 2011 calendar year. No other business was considered at this special meeting.

Friday, February 17, 2012, 7:00 pm. Location: Station 810, 33900 West Street (behind Albion Grocery), Albion, California.

1. **Call to order and determination of a quorum.** Meeting was called to order by President Alan Taeger at 7:12pm. Also attending were Board members Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp. Firefighters present were Chief Ted Williams, Scott Roat, Erica Geer and Brad Montgomery.
2. **Public communication to the board:** None.
3. **Item for discussion and possible action:** The board reviewed a request for annual expense compensation for firefighters Oliver Seeler, Stacey Weil-Dye and Terrence Weil-Dye, who resigned during calendar year 2011. The board voted unanimously on a motion by Ken to grant the request. They will need to fill out W4 forms and once these are received we will send them their checks.
4. **Adjournment.** Meeting adjourned at 7:31pm

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

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

1. **Call to order and determination of a quorum:** The meeting was called to order at 7:06 pm by President Alan Taeger at the conclusion of a brief meeting of the Albion Little River Volunteer Fire Department Inc. Board members present were Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp. Firefighters attending were Acting Chief Ted Williams, Brad Montgomery, Sam Levine, Jessie Martin, Marshall Brown, Harold Searles, Jaime Placido, Chris Johnson, Scott Roat, Erica Geer, Andrew Crowningshield, John Crowningshield, Jonathan Peakall, Josh Smith, Jason Hendricks, Andrea Pennebaker, Dennis Sweet, Adam Mathews, Tim Gitchel, Citlali Calvillo, and Steve Acker. Firefighters not present: Dave Ayster, Mark Anderson and Jeff Wall. Also attending: Steve Wolfe, Debbie Wolfe, Emily Scott and Mike Rees.
2. **Public communication to the board:** None.
3. **Fire department business:**
 - a. **Chief's Report:** Acting Chief Williams presented a written report of fire department activities which is attached.
 - b. **Fire department operations discussion:** Fire department operations issues and responses to chief's report were discussed.
4. **Previous meeting minutes:** The minutes of the December 8, 2011 regular business meeting were approved as amended by unanimous vote of the board on a motion by Ken.
5. **Communications to the board:** Communications to the board were presented, see attached sheet with summary.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
 - a. **Fire department personnel:** The board reviewed new employment applications for the position of probationary volunteer firefighter for from Andrea Pennebaker, Adam Mathews, Timothy Gitchel, Dennis Sweet and Emily Scott and approved their hiring by unanimous vote presented by Chief Williams with a recommendation they be hired. Chief Williams also recommended approval of award of regular volunteer firefighter status for probationary volunteer firefighters Jesse Martin and Jaime Placido. All Chief Williams recommendations were approved by unanimous vote of the board on a motion by Ken.
 - b. **Election of fire department officers:** By majority secret ballot vote of attending active regular volunteer firefighters Ted Williams was nominated as sole candidate for the position of chief of the district. Ted's nomination was accepted by the board and he was elected chief by unanimous vote of the board on a motion by Ken. The following fire department officers were then elected by nominations and secret ballot elections by attending active regular volunteer firefighters: Assistant Chief - Brad Montgomery; Captain - Jonathan Peakall; Captain - Andrew Crowningshield; Captain - Marshall Brown.
 - c. **FY 2011-2012 Budget Review and Revision:** No action taken.
 - d. **Banking:** The board discussed modification of current banking and fiscal procedures and took the following action:
 - i. The board voted to establish a district credit card account by unanimous approval of Resolution 120112.1.
 - ii. The board voted to establish electronic banking capabilities for all district bank accounts by unanimous approval of Resolution 120112.2.
 - iii. The board voted to establish additional checking and savings accounts to facilitate receipt of general donations to the district by unanimous approval of Resolution 120112.3.
 - iv. Resolution to establish the new maximum amount of the county/district revolving fund was not required and no action was taken on this item. Previous authorization letter to county auditor was sufficient for establishment of new fund limits.
 - e. **Apparatus liquidation:** At the recommendation of Chief Williams and the firefighters the Board voted unanimously on a motion by Ken to decommission the district's 1973 Van Pelt type I fire engine currently designated 8182 and keep it for repair parts for other similar district owned vehicles.
8. **Committee reports:**
 - a. **New fire station committee.** Bob Schlosser is still waiting for final shop drawings from Empire Steel
 - b. **Vehicle committee.** See Chiefs report
 - c. **Parcel tax committee.** No report.
9. **Directors' discussion:** Rich reminded everyone of the scheduled Board annual evaluation meeting set in the bylaws for the third Wednesday of January.
10. **Next meeting schedule:** Annual evaluation meeting Wednesday 1/18/12 at 7:00 pm. Regular business meeting Thursday, February 9, 2012, 7:00 pm.
11. **Adjournment:** Meeting adjourned at 8:50 pm.

Attachments

**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 PROTECTION DISTRICT
BUDGET OVERSIGHT WORKSHEET

UPDATED 3/3/2012	2007-2008	PER 6/30/08	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 3/3/12
CODE #	ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL
DESCRIPTION										
REVENUE										
821110 CURRENT SECURED TAX	67,469.00	68,341.10	72,104.00	72,483.44	74,944.00	67,790.99	72,586.00	72,754.79	73,566.00	40,708.73
821120 CURRENT UNSECURED TAX	2,053.00	2,120.79	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00	2,448.73
821130 SB 813 SUPPLEMENTAL TAX	2,834.00	2,516.55	2,286.00	1,185.54	1,572.00	472.10	569.00	298.57	283.00	(57.49)
821210 PRIOR SECURED PROPERTY TAX	0.00	331.97	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00	(31.20)
821220 PRIOR UNSECURED PROPERTY TAX	106.00	32.41	34.00	99.47	27.00	139.31	114.00	167.78	126.00	0.00
821300 SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,550.00	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.28	81,920.00	45,452.00
821600 TIMBER YIELD TAX	486.00	383.82	374.00	303.17	314.00	52.46	71.00	198.28	83.00	189.40
821700 HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.00	0.00	0.26	0.00	1.37	0.00	10.26
824100 INTEREST	9,000.00	13,581.82	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00	971.29
825481 HOMEOWNER PROPERTY TAX RELIEF	809.00	802.76	803.00	787.54	788.00	778.28	778.00	770.92	771.00	394.63
825490 STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
826140 ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
827500 SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
827700 OTHER	0.00	15,394.00	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00	11,676.30	11,676.30
827702 INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	157,757.00	181,055.22	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	171,545.30	101,732.65
FUND BALANCE CARRIED FORWARD	290,000.00	314,157.00	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43	291,527.43
TOTAL AVAILABLE FOR APPROPRIATIONS	447,757.00	495,212.22	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	463,072.73	393,260.08
APPROPRIATIONS										
861014 MISCELLANEOUS EMPLOYEE BENEFITS	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	56,000.00	5,960.00	\$18,000.00	11,100.00
861035 WORKERS COMPENSATION INSURANCE	6,000.00	8,609.26	6,000.00	4,130.64	6,000.00	2,124.44	\$12,000.00	4,871.95	\$7,000.00	6,914.63
862050 CLOTHING & PERSONAL ITEMS	10,000.00	9,162.31	10,000.00	4,247.81	5,000.00	4,918.24	85,000.00	5,107.38	\$5,000.00	2,978.81
862060 COMMUNICATIONS	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,000.00	8,000.00
862101 INSURANCE - GENERAL	12,000.00	14,820.65	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	37,000.00	15,180.37
862120 MAINTENANCE - EQUIPMENT	15,000.00	12,013.28	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	14,000.00	4,740.15
862130 MAINTENANCE - STRUCTURES & GROUNDS	6,500.00	5,867.25	8,000.00	5,879.39	3,000.00	3,786.44	3,000.00	4,023.78	6,000.00	5,942.88
862140 MEDICAL LAB SUPPLIES	2,500.00	2,147.00	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00	1,806.00
862150 MEMBERSHIPS	600.00	566.22	3,000.00	3,071.91	2,000.00	698.41	1,000.00	954.94	1,500.00	1,082.73
862170 OFFICE EXPENSE	5,000.00	1,144.98	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	6,803.25	3,500.00	2,427.63
862181 AUDITING & FISCAL SERVICES	2,000.00	0.00	0.00	0.00	15,000.00	14,950.98	0.00	0.00	0.00	0.00
862184 ARCHITECT & ENGINEERING SERVICES (811)	1,000.00	0.00	0.00	0.00	15,000.00	5,233.03	15,000.00	13,773.08	10,000.00	6,479.42
862185 MEDICAL DENTAL SERVICES	10,000.00	7,314.27	10,000.00	8,375.36	15,000.00	1,501.37	1,500.00	2,072.52	1,500.00	10.00
862187 EDUCATION & TRAINING	1,500.00	0.00	1,500.00	1,550.20	100.00	0.00	0.00	0.00	100.00	100.00
862189 PROFESSIONAL & SPECIAL SERVICES - OTHER	0.00	0.00	0.00	0.00	7,000.00	6,291.44	4,000.00	1,107.12	4,000.00	323.80
862210 RENTS & LEASES BUILDINGS & GROUNDS	3,500.00	2,754.44	3,500.00	2,381.66	7,000.00	315.05	4,000.00	400.00	400.00	5,022.29
862220 SMALL TOOLS & SUPPLIES	0.00	0.00	0.00	0.00	400.00	22,227.44	26,000.00	20,676.41	8,000.00	5,065.45
862231 ELECTION SUPERVISION & SERVICES	25,000.00	18,590.52	26,000.00	22,407.55	5,000.00	3,728.73	7,500.00	6,570.41	7,500.00	474.62
862250 TRANSPORTATION & TRAVEL	3,000.00	3,869.94	5,000.00	4,627.18	3,000.00	1,771.50	2,000.00	1,514.41	2,000.00	532.20
862260 UTILITIES	3,000.00	1,279.02	3,000.00	1,663.11	10,000.00	3,154.36	35,000.00	11,613.74	75,000.00	19,309.03
863113 PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	6,409.16	15,000.00	3,546.62	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	19,309.03
864360 STRUCTURES & IMPROVEMENTS	10,000.00	2,818.09	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	19,309.03
864370 EQUIPMENT	5,000.00	0.00	0.00	0.00	197,000.00	163,233.24	187,400.00	129,411.71	367,500.00	89,490.01
TOTAL APPROPRIATIONS	133,600.00	107,966.37	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	367,500.00	89,490.01
UNAPPROPRIATED FUNDS (funds balance)	314,157.00	347,520.83	223,981.33	274,984.83	245,591.83	266,653.69	233,650.66	291,527.43	95,572.73	303,770.07
UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS										

Handwritten notes and arrows pointing to specific rows in the table, including "New York" and "1000" written vertically.

Handwritten numbers: "1000", "5000", and "425" with arrows pointing to the right.

Albion Little River Fire Protection District
Profit & Loss Detail
 February 9 through March 7, 2012

Type	Date	Num	Name	Memo	Amount
Expense					
86-2050-CLOTHING & PERSONAL ITE					
Check	2/9/2012	0411...	Cascade Fire Equip...	Gloves	550.00
Check	2/12/2012	3313	Ted Williams	Reimb. Amazon Flashlight 102-6150375-8...	90.66
Check	3/2/2012	3325	Mendocino Coast C...	Dennis Sweet Hep B	60.00
Check	3/2/2012	3328	Ted Williams	Goggle Amazon order 10299569984424252	157.40
Total 86-2050-CLOTHING & PERSONAL ITE					858.06
86-2060-COMMUNICATIONS					
ATT					
Check	2/12/2012	3311	AT&T	96075541735558	203.60
Total ATT					203.60
Comcast					
Check	2/20/2012	3316	Comcast	8155300570124362	67.46
Check	2/27/2012	3321	Comcast	8155300570034801	80.46
Total Comcast					147.92
86-2060-COMMUNICATIONS - Other					
Check	2/10/2012	ETF	ECG Enhanced Co...	2319611 #17544874	12.19
Total 86-2060-COMMUNICATIONS - Other					12.19
Total 86-2060-COMMUNICATIONS					363.71
86-2120-MAINTENANCE EQUIPMENT					
Firefighting Equipment					
Check	2/12/2012	3315	Global Mfg. Corp.	#1065730	108.61
Total Firefighting Equipment					108.61
Radio Maintenance					
Check	3/2/2012	3328	Ted Williams	Motorola Battery Amazon order 102919788...	15.94
Total Radio Maintenance					15.94
Vehicle Maintenance					
8132					
Check	3/2/2012	3327	Rhoades Auto Parts	Alternator, relay, chilton manuel, fuel hose	612.50
Total 8132					612.50
8163					
Check	2/20/2012	3317	Fort Bragg Diesel	#12008	2,038.57
Total 8163					2,038.57
Total Vehicle Maintenance					2,651.07
Total 86-2120-MAINTENANCE EQUIPMENT					2,775.62
86-2130-MAINTENANCE STRUCTURES					
Station 810					
Check	2/20/2012	3318	Mendocino Coast ...	Strmnt 1/31/12	2,660.00
Check	3/2/2012	3328	Ted Williams	Keys Rossi's 1202-014770	16.11
Total Station 810					2,676.11
Total 86-2130-MAINTENANCE STRUCTURES					2,676.11
86-2140-MEDICAL, LAB SUPPLIES					
Check	2/9/2012	0411...	Emergency Medical...	#1422683 & 1429762	2,119.88
Check	2/12/2012	3312	Matheson Tri-Gas I...	10206 #04017292	57.65
Check	2/12/2012	3313	Ted Williams	Remb. Amazon Pulse Oximeter 102-94160...	83.07
Check	3/2/2012	3324	Eureka Oxygen Co	DM00626524	96.76
Total 86-2140-MEDICAL, LAB SUPPLIES					2,357.36
86-2170-DISTRICT OFFICE SUPPLIE					
Check	3/2/2012	3323	Alan Taeger	Reimb. Office Depot order 600158987-001	156.68
Check	3/2/2012	3329	Katsiaryna Gregonis	Postage	9.20
Total 86-2170-DISTRICT OFFICE SUPPLIE					165.88

Albion Little River Fire Protection District

Profit & Loss Detail

February 9 through March 7, 2012

Type	Date	Num	Name	Memo	Amount
86-2181-AUDITING & FISCAL SERVI					
Bookkeeping Services					
Check	3/2/2012	3329	Katsiaryna Gregonis	#43	158.02
Total Bookkeeping Services					<u>158.02</u>
Total 86-2181-AUDITING & FISCAL SERVI					158.02
86-2187-EDUCATION & TRAINING					
Check	3/2/2012	3326	Deborah Wolfe	Reimb. First Aid Corse 2/12/12 Stevena dn...	130.00
Total 86-2187-EDUCATION & TRAINING					<u>130.00</u>
86-2250-TRANSPORTATION & TRAVEL					
Walsh Oil					
Check	2/24/2012	3319	Walsh Oil	13015 #191768	564.40
Total Walsh Oil					<u>564.40</u>
Total 86-2250-TRANSPORTATION & TRAVEL					564.40
86-2260-UTILITIES					
PG&E					
Check	3/3/2012	3330	PG&E	0210095100-9	167.09
Total PG&E					<u>167.09</u>
Suburban Propane					
Check	2/24/2012	3320	SUBURBAN PROP...	1426-080341 tank rent	60.00
Total Suburban Propane					<u>60.00</u>
Waste Management					
Check	2/27/2012	3322	Waste Management	799-0001196-2561-4	32.04
Total Waste Management					<u>32.04</u>
Total 86-2260-UTILITIES					259.13
86-4370-EQUIPMENT (PURCHASE)					
Firefighting Equipment					
Check	2/9/2012	0411...	Cascade Fire Equip...	Ceiling pole	167.29
Total Firefighting Equipment					<u>167.29</u>
Radios					
Check	2/9/2012	0411...	BearCom	#4074738	2,035.61
Total Radios					<u>2,035.61</u>
Rescue Equipment					
Check	2/12/2012	3314	Cascade Fire Equip...	# 041920 Cutter	267.05
Total Rescue Equipment					<u>267.05</u>
Total 86-4370-EQUIPMENT (PURCHASE)					<u>2,469.95</u>
Total Expense					<u>12,778.24</u>
Net Income					<u><u>-12,778.24</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	-57.49	283.00	-340.49	-20.3%
82-1210-PRIOR SECURED TAX	-31.20			
82-1220-PRIOR UNSECURED TAX	0.00	126.00	-126.00	0.0%
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%
82-7702-INSURANCE PAYMENT	11,676.30			
Total Income	101,732.65	159,869.00	-58,136.35	63.6%
Gross Profit	101,732.65	159,869.00	-58,136.35	63.6%
Expense				
86-1014-MISC EMPLOYEE BENEFITS				
Firefighter Stipends	11,100.00			
86-1014-MISC EMPLOYEE BENEFITS - Other	0.00	18,000.00	-18,000.00	0.0%
Total 86-1014-MISC EMPLOYEE BENEFITS	11,100.00	18,000.00	-6,900.00	61.7%
86-1035-WORKERS COMPENSATION IN	0.00	7,000.00	-7,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE	6,914.63	26,000.00	-19,085.37	26.6%
86-2060-COMMUNICATIONS				
ATT	1,671.33			
Comcast	1,265.29			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	12.19	5,000.00	-4,987.81	0.2%
Total 86-2060-COMMUNICATIONS	2,978.81	5,000.00	-2,021.19	59.6%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Firefighting Equipment	108.61			
Radio Maintenance	170.34			
Rescue Equipment	22.63			
Vehicle Maintenance				
8130	2,763.18			
8131	72.59			
8132	1,641.16			
8162	1,137.00			
8163	2,038.57			
8170	293.88			
8182	1,398.83			
8192	4,289.10			
Vehicle Maintenance - Other	81.84			
Total Vehicle Maintenance	13,716.15			
86-2120-MAINTENANCE EQUIPMENT - Other	1,162.64	37,000.00	-35,837.36	3.1%
Total 86-2120-MAINTENANCE EQUIPMENT	15,180.37	37,000.00	-21,819.63	41.0%
86-2130-MAINTENANCE STRUCTURES				
Station 810	2,873.86			
Station 811	1,119.25			
Station 812	634.11			
86-2130-MAINTENANCE STRUCTURES - Other	112.93	14,000.00	-13,887.07	0.8%
Total 86-2130-MAINTENANCE STRUCTURES	4,740.15	14,000.00	-9,259.85	33.9%
86-2140-MEDICAL, LAB SUPPLIES	5,942.88	6,000.00	-57.12	99.0%
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	1,082.73	1,500.00	-417.27	72.2%

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

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	2,427.63			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	<u>2,427.63</u>	<u>3,500.00</u>	<u>-1,072.37</u>	<u>69.4%</u>
86-2187-EDUCATION & TRAINING	6,479.42	10,000.00	-3,520.58	64.8%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2210-RENT LEASES	100.00	100.00	0.00	100.0%
86-2220-SMALL TOOLS & SUPPLIES	0.00	4,000.00	-4,000.00	0.0%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Walsh Oil	4,787.98			
86-2250-TRANSPORTATION & TRAVEL - Other	234.31	8,000.00	-7,765.69	2.9%
Total 86-2250-TRANSPORTATION & TRAVEL	<u>5,022.29</u>	<u>8,000.00</u>	<u>-2,977.71</u>	<u>62.8%</u>
86-2260-UTILITIES				
Albion Water District	405.00			
PG&E	2,398.90			
Suburban Propane	1,125.97			
Thompson Septic Service	873.60			
Waste Management	261.98			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	<u>5,065.45</u>	<u>7,500.00</u>	<u>-2,434.55</u>	<u>67.5%</u>
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	9,025.22			
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)	<u>19,309.03</u>	<u>130,000.00</u>	<u>-110,690.97</u>	<u>14.9%</u>
Total Expense	<u>89,490.01</u>	<u>367,500.00</u>	<u>-278,009.99</u>	<u>24.4%</u>
Net Income	<u>12,242.64</u>	<u>-207,631.00</u>	<u>219,873.64</u>	<u>-5.9%</u>

1002

BOARD MAKEUP ~~AND EMPLOYMENT OF BOOKKEEPER~~

1. The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law". In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary. Officers of the Board shall be elected annually by the Board members at the December business meeting. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law.
2. The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
3. The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.
4. It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.
5. The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with item #6. below.
6. In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board may deposit funds in ~~maintains a district held checking account or~~ and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. ~~and hereby authorizes any bookkeeper employed by the Board from time to time in accordance with California Health and Safety Code Section 13854 to draw checks on any checking account maintained by the Board.~~ 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.

- d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.
- e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010

CONFLICT OF INTEREST

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

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 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, and 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 district 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 of 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 publication or open document available to the public, at a nominal charge of ~~15 cents~~ \$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 ~~15 cents~~ \$0.15 for each page after that.
3. Any constituent wishing ~~the~~ to receive mailings of meeting notices ~~is to~~ must notify the district in writing, ~~annually~~. He or she must cover the costs for providing notices ~~for the year in~~ by paying the amount of ~~\$12.00~~ \$1.00 per meeting noticed or ~~leave provide~~ ~~12~~ stamped, self-addressed envelopes ~~at~~ to the District office to cover the expense of the mailings.
4. Any constituent wishing ~~the~~ to receive mailing of copies of any reports, documents, or agendas by mail ~~will~~ must supply the district a stamped self-addressed envelopes, or the cash equivalent, funds sufficient to guarantee post office delivery of the same 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 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 in the office 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.

- 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 must submit to background checks (Live Scan). Results of background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for hire. Determination of unsuitability of an employee or employee applicant based on background check may result in termination of employment regardless of employment status.
- 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 full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- d.** A probationary volunteer firefighter is a probationary employee 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 operating guidelines operations manual and as further directed by the chief.
- e.** A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year of hiring following appointment to probationary volunteer firefighter status.
- f.** 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 completed completing all requirements for probationary firefighters as directed in the district's operation guidelines operations manual and as further directed by the chief, and has received a favorable evaluation by the chief and the board after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.
- g.** 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.

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

before the Board; a date by which time the employee must respond in writing if he/she wishes to contest the action. All notices of proposed action shall be personally served or mailed by certified mail, return receipt requested, to the last known address of the employee.

6. GRIEVANCES

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

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 OBSOLETE EQUIPMENT DISPOSAL POLICY

~~Disposal of Obsolete Equipment.~~ With respect to obsolete or surplus equipment, any item which was purchased with District funds, or was donated directly to the Department, or was purchased by the Department and subsequently became an asset of the District, and which either (a) is determined to have a salvage value of \$500 or less, or (b) is determined to have had an initial acquisition cost which is not reflected on the District's or Department's current records or which is reflected on the current records as having been \$500 or less, may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law. If the Department wishes to dispose of any equipment which does not meet one of these criteria, the appropriate Department personnel should make and deliver to the Board a list which describes any item which either (a) has a salvage value greater than \$500, or (b) had an initial acquisition cost which is reflected on the District's or Department's current records and which was greater than \$500 and should specify with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list.

Any District owned property or assets which have become obsolete or surplus and are of no further current or potential use to the District may be disposed of in the following manner:

1. Obsolete or surplus District owned property or assets with a cash value of \$500.00 or less may be disposed of by any means at the discretion of the chief.
2. Proposals for disposal of obsolete or surplus District owned property or assets with a cash value of greater than \$500.00 should be presented to the Board as an action item on the agenda of a regular monthly business meeting or a special meeting. The Board will decide whether and how to dispose of the property or assets by majority vote.

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

~~Board vehicle maintenance policy per minutes of business meeting May 28, 2008:~~

~~"Board, by unanimous vote of board members present, has set limits on maintenance and repair spending before needing further board approval. Vehicle maintenance and certification set at \$1,000.00 and repairs cost set at \$1,000.00. This will allow the chief to have most vehicle work done in an expeditious manner and get vehicles back in service."~~

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT VEHICLE MAINTENANCE POLICY

District vehicle routine maintenance and repair work may be authorized by the chief without further consultation with the Board for repairs not to exceed \$3,000 cost per vehicle per repair order (limited to available funds in the current approved FY vehicle maintenance budget). Individual vehicle repairs over \$3,000 cost require separate Board approval.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

The purpose of this policy is to ease the processing of authorized payment of District funds to qualified creditors with maximum transparency and accountability.

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) should be billed directly to the District to be paid on signature of approval and budget category assignment of the District fiscal officer or other board member.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget code category before being delivered to the president of the board of directors District fiscal officer or other board member for his/her signature of approval. The president of the board District fiscal officer will then present the approved invoice to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (~~\$1,000 vehicle maintenance & safety certification + \$1,000 vehicle repair~~) (\$3,000 for vehicle maintenance & repair.) not itemized in the annual approved current FY budget must be approved by vote of the board on an agenda item for consideration at a regular or special meeting.
6. Any commitment of District funds not included in the approved annual current FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to the fire department or any individual upon signed approval of the president of the board signature of approval and assignment of budget category by the chief and the District fiscal officer or other board member of presented (copies of) original receipt(s) showing who was paid charged for what by whom and how, with the chief's signature of approval and assigned budget code. (ERF form can be useful for this.) and to whom reimbursement should be made.

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

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

Ambulance Company Subscriptions: It is the policy of the District to provide each active duty regular volunteer firefighter annual family memberships with both local air ambulance services (Calstar and Reach) as well as a family membership with Mendocino Coast Ambulance Support (MACS).

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
~~ALBION LITTLE RIVER VOLUNTEER FIRE DEPARTMENT~~
MEMBER FIREFIGHTER ANNUAL EXPENSE COMPENSATION POLICY

~~Fire Department Member Annual Expense Compensation:~~ It is the policy of the Albion Little River Fire Protection District (ALRFPD) to reimburse the Albion Little River Volunteer Fire Department (ALRVFD) for the department's payment of partial compensation to partially compensate qualified Albion Little River Volunteer Fire Department, Inc. active duty regular volunteer firefighters members for out-of-pocket expenses incurred while responding to emergency calls [e.g. tire wear & fuel for personal vehicles responding to the fire station, wear & tear of personal clothing & equipment (eyeglasses, etc.)] during the course of a calendar year. The ALRFPD board of directors has approved will allow reimbursement for payment by ALRVFD of up to \$900 to be paid to each qualified active duty Albion Little River Volunteer Fire Department member regular volunteer firefighter in December of each year pro-rated according to each firefighter's level of participation during the calendar year.

DRAFT

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT FIRE DEPARTMENT OPERATIONS MANUAL

Organization

1. Firefighting and EMS operations execute under the direction of the board of directors of the Albion Little River Fire Protection District (District).
2. All District firefighters, whether paid or volunteer, are employees of the District per District Bylaws and California Health and Safety Code Section 13861.
3. District employment positions include the positions of probationary and regular volunteer firefighter.
4. The positions of probationary and regular volunteer firefighter will be filled by the employment procedures detailed in District Bylaws Personnel section.

Volunteer Firefighter Status

1. A Volunteer Firefighter begins employment as a probationary employee.
2. The probationary period is six months. The probationary period may be extended by the Chief, but may not exceed one year from the date of hire. The probationary period may be reduced by recommendation from the chief for returning or demonstrably qualified volunteer firefighters.
3. To continue employment beyond the probationary period, the employee a probationary volunteer firefighter must:
 - a. Meet certain requirements during the probationary period:
 - i. Obtain a Driver License Firefighter Endorsement from the California Department of Motor Vehicles.
 - ii. Obtain CPR and first aid (or district valid EMT) certifications.
 - iii. Complete FEMA's ICS-100 course.
 - b. Receive a favorable evaluation by the chief and the board.
4. The driver license firefighter endorsement requirement may be temporarily or permanently suspended by the Board of Directors for cause (general feasibility, individual capability).
5. To continue employment as a regular volunteer firefighter, minimum training and certification requirements as required for probationary employees volunteer firefighters must be maintained. In addition, annual minimum attendance and training participation requirements must be met during each calendar year:
 - a. 33% of training
 - b. 20% of calls
 - c. 33% of meetings
6. Regular volunteer firefighters unable to maintain minimum training, certification and participation requirements specified in item 5 above may qualify to retain regular firefighter employment status by making some other recognized valuable contributions to Fire Department operations to justify her/his continued employment by the District. Determination of eligibility under this requirement is at the sole discretion of the chief.
7. A volunteer firefighter who fails to maintain the stated minimum training, certification and attendance shall may be placed on probationary status for up to one year, until s/he can meet

the requirements. If minimum requirements are not reached within this additional probationary period, employment shall be terminated.

8. A ~~non-probationary~~ regular volunteer firefighter who maintains her/his regular firefighter status throughout the calendar year may qualify for benefits as determined by District policy.

Officers

1. **Chief** - The chief is chosen by the board of directors from a candidate or candidates nominated by a majority of regular volunteer firefighters as detailed in District bylaws.
2. **Assistant Chief** - The assistant chief is elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
3. **Captains** - Three captain positions are elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
4. **Special Officers** - The positions of Fire Marshal, Safety Officer, Training Officer, Vehicle Maintenance Officer, Property Maintenance Officer, and/or other special officer(s) are to be appointed by the chief.

Duties of Officers include but are not limited to the following:

1. Chief

- a. Develop the fire department mission and execution plan.
- b. Coordinate all fire department activities.
- c. Author a monthly report with content and quality appropriate for publication.
- d. Facilitate communication between the fire department and the district board of directors.
- e. Facilitate communication among officers and firefighters.
- f. Monitor, coordinate and verify necessary fire department records and reports.
- g. Coordinate and facilitate annual FY budget preparation.
- h. Monitor, coordinate and verify budget expenses.

2. Assistant Chief

- a. Coordinate all fire department operations.
- b. Coordinate all vehicle and property service and maintenance.
- c. Coordinate all firefighter training and safety awareness.

3. Captains

- a. Assist in mentoring District firefighters.
- b. Perform duties as directed by the Chief and Assistant Chief.

Department Operations

1. Transparency

- a. Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.

2. Hepatitis B vaccination

- a. Hepatitis B vaccinations shall be offered free of charge to employees. Because the vaccination series is not always 100% effective in developing the anti-bodies necessary to protect the individual from the disease, a blood test and titer shall also be offered free of charge to employees.

Incident Operations

1. ICS

- a. The response structure shall utilize the Incident Command System.

2. Priorities

- a. Priorities in descending order of concern: employee safety, protection of life, protection of property, protection of the environment.

3. Common Sense

- a. Unforeseen circumstances inherent in firefighting impede the ability to create hard rules for all potential incidents. Volunteer firefighters are empowered to use individual judgment to deviate from industry best practices as reasonably necessary.

4. Personal Vehicles

- a. Firefighters may respond to scene in personal vehicles when sufficient district fire/rescue vehicles have been deployed, when responding to a station would cause the firefighter to pass the scene or when time is of the essence for life saving equipment present in the personal vehicle to reach the scene.

5. Ability

- a. Firefighters shall perform tasks according to their level of training and physical ability.
- b. As a means to ensure safety of the employee, other district employees and members of the public, firefighters must verbalize rejection of tasks when requested to perform beyond their ability.

6. Employee injury

- a. Firefighters must report injuries suffered in the course of district activity as soon as reasonably possible to the chief or board of directors.

7. EMS Incidents

- a. Firefighters shall follow Coastal Valleys EMS treatment protocols.
- b. Firefighters shall utilize body substance isolation.

8. Fire Incidents

- a. Where possible, firefighting tasks shall be solved using methods documented by Essentials of Fire Fighting, Fifth Edition or otherwise accepted by the International Fire Service Training Association.

9. Intoxication

- a. Firefighters shall not respond when under the influence of alcohol or otherwise intoxicated.

10. Issued equipment

- a. Firefighters shall properly maintain issued equipment.
- b. Firefighters shall notify the chief when issued equipment becomes lost or damaged.
- c. All issued equipment remains property of the District and must be returned immediately upon termination of employment.

11. Personal protection

- a. Firefighters shall not perform tasks without appropriate personal protective equipment.
- b. Firefighters lacking necessary PPE must inform the chief.

12. Patient confidentiality

- a. Patient confidentiality shall be respected to the greatest extent possible.
- b. All publication must conform to the rules of the Health Insurance Portability and Accountability Act of 1996.

13. Radio Communication

- a. Radio communications shall be conducted in plain English following protocol specified by dispatch.
- b. Accidental radio traffic can severely impact operations elsewhere in the county. Firefighters shall take necessary precautions to prevent unintended transmissions.

14. Restock Apparatus

- a. Supplies used on an incident must be restocked, reconditioned or organized at the close of the incident. The incident commander shall confirm restocking upon close of incident.

**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.

League of Women Voters Of Mendocino County

Post Office Box 1128, Fort Bragg CA 95437 (707) 937-4952

February 15, 2012

Mr. Alan Taeger, Chairman
Board of Directors
Albion-Little River Fire Protection District
Post Office Box 634
Albion CA 95410

Dear Mr. Taeger:

The League of Women Voters cordially invites you to its seventh annual "Meet and Greet Your Elected Officials" reception on Friday, March 16 from 5 to 7 p.m. This year's event is being held at the Caspar Community Center located at 15051 Caspar Road in Caspar.

Over 60 local, county, state, and national elected officials have been invited. This is an excellent opportunity for the public and community leaders to meet their elected officials in an informal, non-political setting. As in the past, there will be no agenda, or speeches, just time for face-to-face conversation.

We do emphasize that this is not a political rally; however, since this is an election year we do expect candidates to also attend. We will provide tables in the hallway outside the entrance for them to display their materials.

This event is free and open to the public. Wine and hor d'oeuvres will be served.

To help us plan, please RSVP by March 8 to either
Barbara Matheson, - email: ken@mcn.org (707) 937-5164, or
Jane Person - email: janeperson@hotmail.com (707) 964-6351

We hope to "Meet and Greet" you March 16.

Sincerely,



Jane Person, President
League of Women Voters - Mendocino County

RSVP email reply
29 Feb 12
12:45p

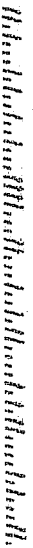
League of Women Voters
Mendocino County
Post Office 1128
Fort Bragg CA 95437

Mr. Alan Taeger, President
Board of Directors
Albion-Little River Fire Protection Dist.
Post Office Box 805
Albion CA 95410

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Member Newsletter

Winter 2012 Edition

Greetings! *Scott Schimke, Risk Manager (sschimke@gsrma.org)*

As winter slowly gives way to the promise of spring, the staff at GSRMA is busy finalizing the policy year 11/12 and preparing for 12/13. Data collection is complete, data has been delivered to various business partners for their processing, and we begin the work of selecting coverage levels, developing the annual budget and calculating next fiscal year's rates. (For more on the process of calculating rates and individual member contribution amounts, see Rick Krepelka's article later in this newsletter.)

To be sure, a tremendous amount of effort goes into the process. The estimate of future costs of claims developed by our actuary is a significant factor in our budgeting and development of rates. So, we spend considerable time and effort working with our actuarial firm as they develop their estimates.

We work closely with our excess carriers, as well, as we analyze the optimal level of risk to self-insure

verses the level of excess insurance to purchase from our excess pools. We also, at this time, project future administrative costs in order to develop a budget for the upcoming year.

The results of all this calculation and analysis is compiled and presented to the GSRMA Board of Directors in March so that tentative rates can be adopted and communicated to member districts for their use in their annual budgeting process.

In review of this process, it is imperative that GSRMA has accurate exposure data from our

(Continued on page 2)



Scott Schimke
Risk Manager, ARM

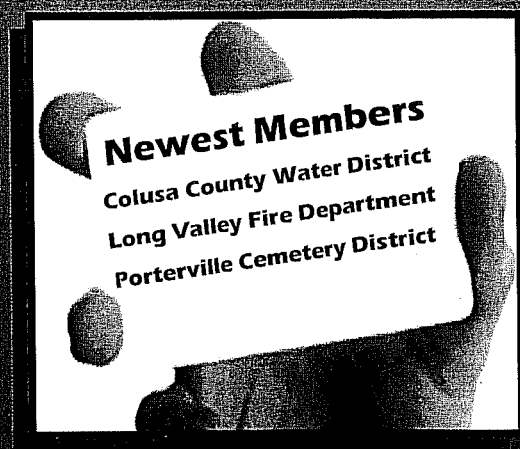
Membership Matters *Dan Berry, Member Services Director (dberry@gsrma.org)*



Please keep an eye out for your copy of GSRMA's 2011 Annual Report. This is the fifth year that this publication has been produced and we hope you find the information valuable. The report provides a snapshot of the current state of GSRMA's programs and a look back at the DPA's 25 year history. Creating the Annual Report

provides our staff with an opportunity not only to reflect on what has happened, but to look forward to the future. The process of compiling the report serves as an important part of GSRMA's ongoing strategic planning.

(Continued on page 2)



Inside This Issue

Member Services - Dan Berry, Member Services Director

Member Matters - Dan Berry, Member Services Director

Member Matters - Dan Berry, Member Services Director

Member Matters - Dan Berry, Member Services Director

members. This is why staff spends a great deal of time contacting you to ensure your data is correct. We know that data collection process is arduous and can be tedious for our members to complete on an annual basis, but it is an extremely important step in the rate setting process.

In addition to the annual data collection, our property coverage program conducts an extensive appraisal process on key locations throughout our entire membership. This process occurs every five years and is designed to ensure all significant locations are properly valued and that none are inadvertently left off of a member's property schedule.

Membership Matters *(Continued from page 1)*

Each member receives a copy that summarizes loss prevention activities specific to their agency. There are charts and graphs that illustrate membership and financial growth trends, actuarial analysis and coverage structure. GSRMA's Management Discussion and Analysis from the most recent financial audit is incorporated into the report. The information is intended to be presented in a manner that is comprehensive yet not confusing. If you have any questions regarding the content of the report, or if you would like additional copies, please do not hesitate to contact us or visit our website for an electronic copy.

Most of our members belong to one or more professional organizations for their industry. These organizations sponsor statewide and regional meetings and conferences that are designed to educate and collaborate on items of interest specific to that industry. One of the major conferences for our industry, the Public Agency Risk Managers Association (PARMA) conference is held this February in Monterey. GSRMA staff and directors will attend this event, and we all benefit from the information that is presented.

With the current budget crisis, agencies are scaling back or eliminating attendance at these functions altogether. As a reminder, GSRMA's Loss Prevention Subsidy Fund (LPSF) grants can be utilized to help you offset the costs associated with training. We believe that there is value in attending these types of events; employees and board members that are well trained are better equipped to avoid losses. If your agency has been

Ultimately, after all this work by our members, our staff and our Board, we will end up with rates and individual member contribution amounts for the coming year that are fair, financially sound and, frankly, as low as they can be while still making fiscal sense.

As spring unfolds, and a slew of external challenges vie for the attention of our member agencies and their employees, I remind all to keep an eye on safety and loss prevention. It is important to the health and happiness of our employees and, by keeping claims costs low, is vital to the health of our pool and our goal to keep what your agency expends on insurance as low as possible.

forced to reduce your training budget, maybe the LPSF can be utilized to help restore it. Each member can apply for up to \$1,000 per year for training.

On March 8, 2012 GSRMA will be presenting "Compliance Training Day" at Granzella's Banquet Facility in Williams, CA. Training to meet the mandate AB1825 Unlawful Harassment will be held in the morning, and AB1234 Ethics Training for Government Officials will be held in the afternoon. There is no charge for GSRMA members. For more information or to register your options are to contact the GSRMA office (530)934-5633, email Kim McGeoghegan at kim@gsrma.org or register online at www.gsrma.org. Seats are limited so act now if you are interested.

Are your budgets tight this year? Could your district use some extra money? If so consider applying for our Loss Prevention Incentive Program (LPIP).

The program offers up to 10% of your annual contribution back (maximum of \$50,000) based on your qualification with program criteria.

The LPIP was developed in an effort to create behavioral changes by member agency's Board and employees towards safety and loss prevention as well as to improve each member agency's loss prevention and safety programs and to promote greater administrative efficiencies.

To apply, members must complete a Self-Evaluation Application. The completed applications are due to Mark Marshall by Monday, March 5, 2012.

The application can be found on our website at www.gsrma.org on the Resources Tab under Loss Prevention. If you have questions or are interested in learning more please contact Mark Marshall or Jennifer Peters at (530) 934-5633.

What Members Pay-The Calculation of Annual Member Contributions

ick Krepelka (rkrepelka@gsrma.org)

We are in the midst of our annual rate and contribution calculation process. During this time, we use data and analysis from various sources to calculate what each member will pay in contribution for each type of insurance coverage.

For those used to private insurance coverage, it may seem strange that we use the word "contribution" rather than "premium". Though not incorrect to use them interchangeably, contribution is more accurate for an insurance pool since each member "contributes" their fair share of the total cost to run the pool. This is different than paying a premium to an insurance company mainly because an insurance company has a profit motive that is often reflected in the "premium" it charges.

The first step in our process is to calculate rates. Rates are based on total pool exposure, loss history, investment return and the even the general state of the insurance industry. Exposure data and loss history is sent to our excess insurance firms and to our actuarial firm.

The excess insurance entities calculate our cost for excess insurance coverage which is the coverage we purchase to guard against catastrophic losses that don't make fiscal sense for us to retain.

The actuary uses the exposure data and loss history, as well as their knowledge of the issues that are affecting the industry such as medical costs, legislative and court actions, and related. From these, they estimate the future cost of claims for prior years as well as the current and upcoming year.

With information from the excess carriers, the actuary and the preliminary budget we develop for administrative costs, we can calculate the total amount that needs to be collected to meet the financial need of the pool for the upcoming year. We then use estimates of actual costs and ratios we have developed over time to calculate rates for the various lines of coverage.

Rates are based on total pool exposure, loss history, investment return and the even the general state of the insurance industry.

From here, we calculate each member's total contribution by multiplying their rate times their exposure amounts such as estimated payroll and the total insured value of their property. Special consideration must be made for members with fixed rates (those in their first 3 years of joining GSRMA) and fixed contributions (those paying the minimum contribution for a particular line of coverage.)

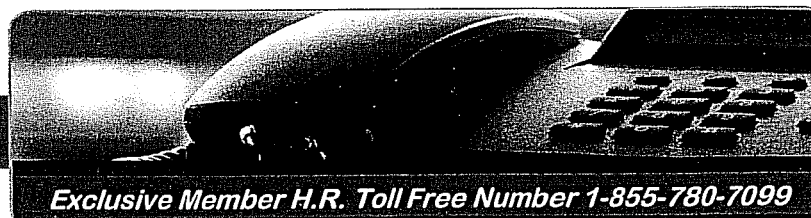
Lastly, we take into account the member's loss history. For this, we look back 5 - 7 years, depending on the line of coverage, and calculate the ratio of contribution vs. their losses for the same period. Members with an unfavorable ratio are charged a surcharge relative to this ratio.

Given the importance of the exposure data of individual members to the equitable division of the total cost to run the pool, we make great effort to ensure the data that we collect from members is accurate as possible. Payroll is, by far, the most important measure of exposure that we use in this process and we often check back with

members prior to publishing the final contribution amounts to verify that their actual payroll is tracking close to what they had estimated.

In fact, in the next fiscal year, we will be testing the possibility of looking back at actual payroll in an effort to "true up" contribution amounts. This could allow us to fairly adjust contribution amounts for members that experience significant swings in payroll amounts from year to year.

Our members' most important responsibility in this process is to help us gather as accurate exposure data as possible. Additionally, it is important that they review the preliminary rates and contribution amounts distributed after GSRMA's March Board of Directors meeting and let us know of any issues that might be evident.

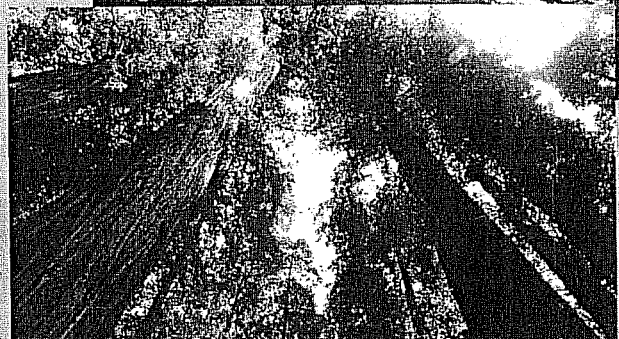


Exclusive Member H.R. Toll Free Number 1-855-780-7099

City of Crescent City

Demographics & Location

Named for the crescent shaped stretch of sandy beach south of the city, Crescent City is located about 20 miles south of the Oregon border in California and holds a population of 7,643 according to the 2010 census. This area attracts many visitors eager to enjoy the coast line of the Pacific Ocean, Smith River, Klamath River, Redwood National and State Parks.



Waste Water Treatment Plant



City Departments

The City of Crescent City operates the water and waste water services that serve the City and County of Del Norte. They recently replaced their old waste water treatment plant (WWTP) and lab in 2010. Total project cost: \$40,935,602. The Crescent City wastewater treatment plant renovation generally consisted of new influent pumping equipment and controls, new grit removal system, primary clarifier modifications, upsize and upgrade site piping, removal of underground storage tanks

and contaminated soil, and addition of membrane bioreactors, ultra-violet disinfection and effluent pumping for the production water that comports with the requirements of Title 22 of the California Code of Regulations (Title 22). Crescent City is fortunate to have the beautiful Fred Endert Municipal Pool, which is part of their Beachfront Park. Beachfront Park has a children's playground, disc golf course, Cultural Center, and is the center for community gathering. The City has three other parks with playgrounds and sports fields. They are also in the early planning stages for their own "Field of Dreams" sports park.

For the safety of its constituents, Crescent City has a fulltime police department and a K-9 unit. In addition to the traditional police services, the Crescent City Police Department also has programs to encourage citizens to become more involved in their community. They include the Reserve Police Officer Program, the Volunteers In Police Service (VIPS) Program, and the Police Explorer Program.

The Crescent City Volunteer Fire Department serves the City and offers mutual aid with other agencies. The Crescent City Housing Authority manages housing and utility assistance. City Hall is the Administrative center for Administrative Services, Finance, Information Technology Services, and Public Works.

Latest News

Due to its location, Crescent City is susceptible to tsunamis. In 1964 much of the city was destroyed by a tsunamis generated by an earthquake off of Anchorage, Alaska. The most recent tsunamis caused the city's harbor extensive damage and destruction was due to the March 11, 2011 earthquake off the coast of Sendai, Japan. Several dozen vessels and many of the docks were destroyed as wave cycles from the tsunamis exceeded 8 feet tall!

City Hall is the center for Administrative Services, Finance, Information Technology Services and Public works. City of Crescent City's current Council Members are Mayor Kathryn Murray, Mayor Pro Tem Rich Enea, Richard Holley, Kelly Long and Donna Westfall.

For more information visit www.crescentcity.org

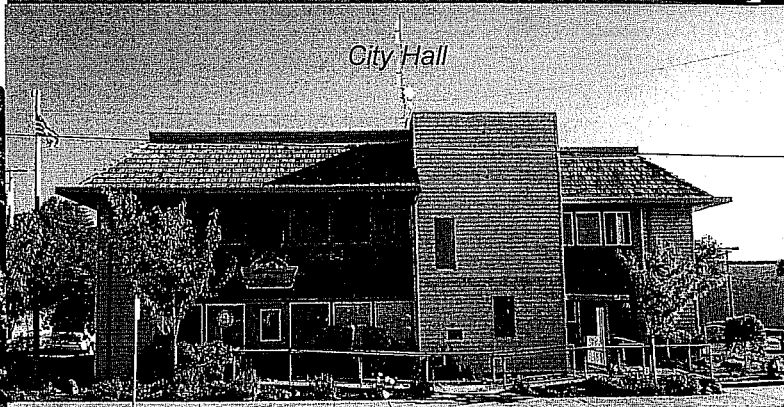
Cultural Center



Volunteer Fire Department



City Hall



Mission:

The purpose of our city is to promote a high quality of life, leadership and services to the residents, businesses, and visitors we serve. The City is dedicated to providing the most efficient, innovative and economically sound municipal services building on our diverse history, culture and unique natural resources.

Values:

Accountability
Honesty & Integrity
Excellent Customer Service
Effective & Active Communication
Teamwork
Fiscally Responsible

Vision:

The City of Crescent City will continue to stand the test of time and promote quality of life and community pride for our residents, businesses and visitors through leadership, diversity, and teamwork.

Announcing the 2012 GSRMA Annual Training Conference!

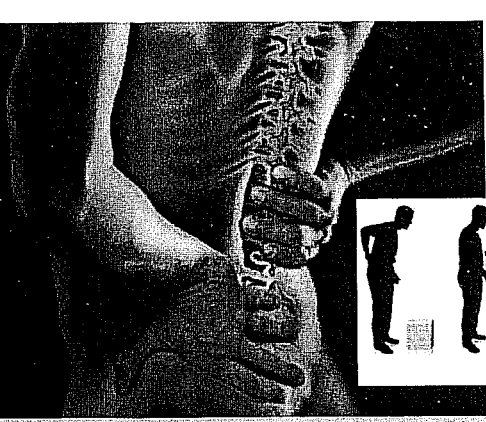
Mark your calendars for the 8th Annual Golden State Risk Management Training Conference on October 25, 2012! Once again, we will be hosting the meeting at Rolling Hills Resort in Corning, CA.

We are thrilled to have scheduled David Rabiner as this year's speaker. With an extensive background in public service, David understands first-hand the challenges of, "Dealing with Negativity in the Workplace", "How to Create a Dream Team at Work" and other workplace and leadership issues including how to hire, retain and develop great employees. He uses humor mixed with real-world tools and techniques to demonstrate how to enhance leadership and communication without sacrificing principles.

David has addressed more than 1,800 audiences in 44 states and 12 countries since he began his speaking career in 1993. In 2003 he earned the coveted Certified Speaking Professional designation, an international benchmark of speaking excellence. Please join us for a day full of good food, great networking and a tool box of useful techniques you can take with you back to your agency.

Back up, lets prevent this...

Jennifer Peters, Loss Prevention / Special Projects Administrator (jpeters@gsrma.org)



- ⇒ Implement an exercise and strength training regimen
- ⇒ Eat nutritious foods and maintain a healthy weight

When lifting, remember to use the following proper lifting techniques:

- ⇒ Plan the lift. What route will you take? Is there anything in your way?
- ⇒ Size up the load and weight before you lift. If the item is too heavy for you to lift alone, get help or use a handcart.
- ⇒ Get as close as possible to the object you are lifting.
- ⇒ Squat over the item, bending your legs.
- ⇒ Grasp the object firmly and bring the object close to your body.
- ⇒ Lift gradually by slowly straightening your legs while keeping your back straight.
- ⇒ Once standing, to change direction, move your feet. Do not twist your body.
- ⇒ To place the item down, perform the same steps in reverse order.

Did you know that 4 out of 5 people will experience a back injury in their lifetime? Those of us that have, know that such an injury is not something to be taken lightly. A back injury can have a large impact on your life both at work and at home. It may limit your ability to work or to even enjoy your favorite hobby or pastime.

Back injuries are also a large cost to employers. According to the Bureau of Labor Statistics back injuries account for 1 in every 5 workplace injuries and cost employers more than \$30 million annually.

Back injuries are frequently caused by heavy lifting, carrying or holding large or awkward shaped items, twisting while lifting or carrying, reaching, slips, trips and falls, working in awkward positions, and repetitive motion. Environmental factors can also contribute to back injuries and include age, physical condition (weight and muscle condition) and bad posture.

What can you do to protect yourself and reduce or avoid back injuries? Implement the following injury prevention techniques:

- ⇒ Use proper lifting techniques
- ⇒ Maintain good posture and straight, heel-to-toe standing posture
- ⇒ Be aware of a changing posture

If you have noticed an increase in the number of back injuries in your agency and you would like some assistance in providing training or implementing programs to reduce them, please contact either Mark Marshall or Jennifer Peters in our office.



Do you have all of the required labor law posters displayed? Do you know which posters you are required to post? We can help. We have purchased the all in one posters that incorporate both the State and Federal posting requirements, and will be providing these posters to our members. Each member will receive a complimentary poster, which you should be receiving shortly. If you have additional questions, do not receive your poster, or if you have questions about the labor law posting requirements, please feel free to give us a call.

As most of us are aware, diabetes continues to grow as a national epidemic. In January of 2011, the American Diabetes Association released the 2011 National Diabetes Fact Sheet reporting the following statistics: 25.8 million children and adults in the United States – that's 8.3% of the population - have diabetes. 7.0 million of these are undiagnosed. 79 million people are pre-diabetic and 1.9 million new cases are reported annually.

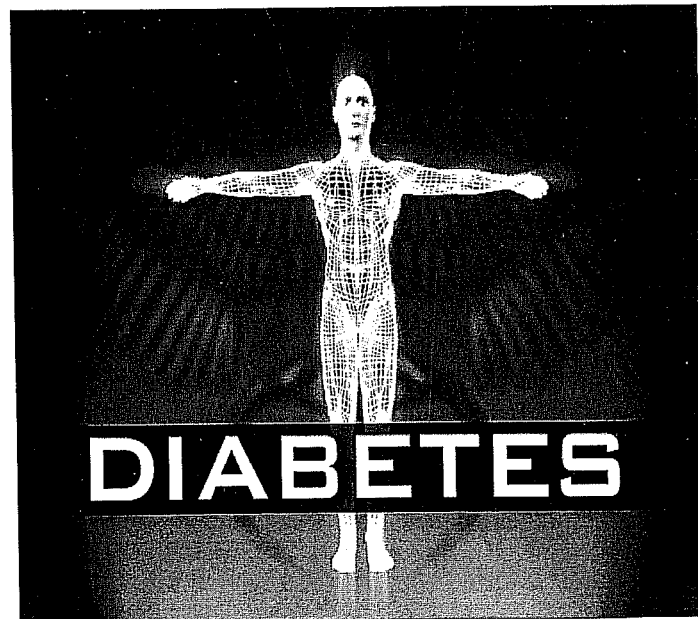
These totals are astonishing and have grown at alarming rates. Obesity increases a person's risk of diabetes, heart disease, stroke, arthritis and some cancers. The good news? If you are obese, losing even 5 to 10 percent of your body weight can delay or prevent some of these related diseases. However, unless we do something about it, we risk being considerably affected as a nation by this spreading health epidemic.

Obesity significantly impacts healthcare services and the productivity of our nation. For example, the frequency of workers' compensation claims filed by overweight workers has grown in conjunction with the rising level of obesity in our country. It is estimated that approximately sixty-five percent of the workforce is overweight, obese or morbidly obese. Obesity is poised to significantly affect the cost and resolution of workers' compensation claims. The risk of workplace injury due to simple tasks such as bending, stooping, squatting, crawling, climbing, crouching, kneeling, reaching above shoulder level, balancing, pushing or pulling and walking any distance, increases due to obesity. In fact, studies show that people with obesity have seven times higher claims than non-obese workers. They will miss on average 11-15% of work time which is the equivalent of 5.9 hours of per week for the average worker.

Workplace environmental modifications and interventions can help prevent obesity. Signs may be posted throughout the workplace encouraging workers to choose healthier foods & get more exercise. Employers can promote increased physical activity and create incentive programs to reward those employees who do. From an employer's perspective, workplace wellness programs that include weight loss and weight management would be beneficial for both the employer and employees who are at risk for health complications. Employers that contribute to a

lifestyle intervention will find their investment returned to them in the form of increased productivity, reduced absenteeism, lower claim ratios and less out of pocket expenses.

How can GSRMA help you and your employees achieve and maintain a healthy lifestyle and work place? In 2010, we introduced a free health and wellness program with our online training partner, Target Solutions through our MemberLink platform. The program, called Healthy Roads, provides a wealth of tools to assist individual employees in achieving a healthier lifestyle. First, participants are asked to take a personal health assessment. This will address possible risks and customize individual programs. Self-guided online courses include trackers and planners to manage progress toward goals while providing information about common health issues. Exercise and nutrition planners provide strength and cardio programs designed to address various exercise goals as well as monthly meal plans, recipes and grocery lists. If you are interested in learning more about Healthy Roads, Please contact our Loss Prevention Special Projects Administrator, Jennifer Peters at (530) 934-5633 or jpeters@gsrma.org.



MemberLink Top Achievers

For the period of October 2011 - December 2011, GSRMA members completed 557 MemberLink training courses!

We would like to recognize the following agencies and individuals for their efforts:

Top Individuals - Courses Completed

Nita Bugala, Mt. Shasta FPD, 35 classes

Walt Nadeau, Mt. Shasta FPD, 40 classes

Jonathan Paakall, Albion-Little River FPD, 25 classes

Top Agencies - Courses Completed

Williams Fire Protection Authority - 105

City of Orland - 100

Mt. Shasta Fire Protection District - 75

Calendar of Events

- March 14, 2012 **GSRMA Board Meeting** - 6 PM, 247 W. Sycamore Street, Willows, CA
- May 9, 2012 **GSRMA Board Meeting** - 6 PM, 247 W. Sycamore Street, Willows, CA
- May 28, 2012 Office closure - **Memorial Day**
- July 4, 2012 Office closure - **Independence Day**
- July 11, 2012 **GSRMA Board Meeting** - 6 PM, 247 W. Sycamore Street, Willows, CA



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

247 West Sycamore Street
Post Office Box 706
Willows, California 95988
www.gsrma.org
Phone: 530-934-5633
Fax: 530-934-8133

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

February 21, 2012

Stacey Weil-Dye
P. O. Box 645
Albion, CA 95410

Ms. Weil-Dye,

At a special meeting of the Albion Little River Fire Protection District held February 17, 2012 the board of directors agreed to provide annual expense compensation for calendar year 2011 to the three volunteer firefighters (Oliver Seeler, Stacey Weil-Dye, and Terence Weil-Dye) who resigned from Albion Little River Volunteer Fire Department, Inc. in October, 2011.

Please fill out the enclosed W-4 and I-9 forms, and return the completed documents to the district at the above address accompanied by a photocopy of relevant acceptable document(s) verifying employment eligibility. Upon verification of employment eligibility a check will be sent to you by mail.

Yours,



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

Cc: Chief Ted Williams

enclosures

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

February 21, 2012

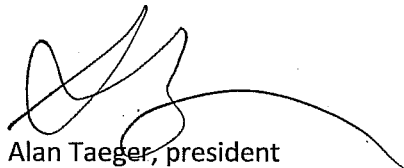
Oliver Seeler
P. O. Box 447
Albion, CA 95410

Mr. Seeler,

At a special meeting of the Albion Little River Fire Protection District held February 17, 2012 the board of directors agreed to provide annual expense compensation for calendar year 2011 to the three volunteer firefighters (Oliver Seeler, Stacey Weil-Dye, and Terence Weil-Dye) who resigned from Albion Little River Volunteer Fire Department, Inc. in October, 2011.

Please fill out the enclosed W-4 and I-9 forms, and return the completed documents to the district at the above address accompanied by a photocopy of relevant acceptable document(s) verifying employment eligibility. Upon verification of employment eligibility a check will be sent to you by mail.

Yours,



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

Cc: Chief Ted Williams

enclosures

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

February 21, 2012

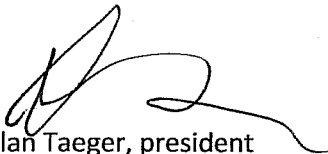
Terrence Weil-Dye
P. O. Box 645
Albion, CA 95410

Mr. Weil-Dye,

At a special meeting of the Albion Little River Fire Protection District held February 17, 2012 the board of directors agreed to provide annual expense compensation for calendar year 2011 to the three volunteer firefighters (Oliver Seeler, Stacey Weil-Dye, and Terrence Weil-Dye) who resigned from Albion Little River Volunteer Fire Department, Inc. in October, 2011.

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Yours,



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

Cc: Chief Ted Williams

enclosures

ALR Fire Dept.

Apparatus/Station overview and Maintenance Report

Compiled by Brad Montgomery ALR Maintenance Officer

Disclaimer: Much of this compilation is so far, only opinion, and is pending review by Cal-Fire and/or ALR leadership. Thus it is open to flexibility, input and improvement.

Apparatus Plan

Plan to meet current requirements in steps providing the best coverage and use of resources over time:

1. Put type 2 tender 8191 back in service.

Est. cost: \$500.

2. Fix/maintain all current apparatus.

Cost: ongoing

3. Put USFS type 3 in service @ 815 on Navarro Ridge. Nozzles, fittings, and some hose may be needed.

Est. cost \$1500

4. Fix wiring on 8165 and place @ 810.

5. Address length fitment issue at 811. Preferably cheap metal building and/or modify staircase if possible. Or create housing at another location (County transfer site by M road?)

6. Set aside a fund for purchasing a used commercial two axle water truck with a capacity of 2000 gallons or more and equip it with appropriate fittings and modifications appropriate for fire service. Place at 813, and move 8192 to 812.

Est cost: \$20-30,000

7. Shop Cal Fire auctions to acquire a "model 5" type 3, and equip it to our needs (interface vs wildland) Place at 811. Install foam system in house and depending on type of drive system for pump possibly turbocharge pump engine and run compressor for CAFS system.

Est cost: \$6000 for 1 (with upgrades).

Compiled by Brad Montgomery Maintenance Officer, Albion Fire 11/20/11

Station Limitations

Station 810 (Albion store) two bays

Overhead height can only accommodate low profile vehicles (no engines)

Houses two rescues

Station 811 (water tower by D road) two bays

Overhead clearance will clear all of our engines, but Can only house **one** of our longer engines such as 62, 81 or 82 due to length of one bay.

In my opinion we **desperately** need at least 1 more bay that can house a structure engine on the Albion side. Preferably two so that we could have the flexibility to house apparatus based on needs and personnel instead of what will "fit". A cheap metal building would be more than adequate, but modifying the staircase might allow a second long engine to fit. (?)

Station 812 (by airport) four bays

Can house 4 full size engines. Completely adequate for all current and probably all future housing.

Station 813 (middle ridge) one bay

Can fit one short engine such as 63, or a tender.

Usually most practical to house a tender due to limited parking and proximity to residences, but this may change with our two (very active, so far) new members on Middle Ridge. Especially once they are licensed for class B trucks.

Station 815 (Navarro Ridge) one bay

Can fit one short engine. Currently houses an **entirely inadequate** type 6 pickup truck with 200 gallons and no foam. The new USFS truck addresses this weakness (500 gallons and foam), and makes available a class C pumper (8165) for the center of the district. Unfortunately this station is somewhat remote, and with only one member close to it vehicles here rarely roll to calls. Two new potential recruits circling hook may change that though.

Ideal Apparatus Placement

Station 810: Behind store
4x4 patient transport type rescue
(8130)

type 6 (class c) pumper/rescue
(8165)

Station 811: By "D" road
Type 3 interface engine with scba/spare bottles and foam
(8162)

Type 3 interface *short* 4x4 engine with 700 gallons and foam.
8163 fits this requirement, though a type1 AWD would be nice.

Station 812: By Airport
Type 1
(8181)

Type 3 interface *short* 4x4 engine
Suggest a used cal-fire model 5 with upgraded tank capacity to 700 gallons, turbocharge Lombardini, add compressor, and foam system in house (cost issues) probably less than \$6,000 to purchase and equip. More depending on upgrades.

Type 6 4x4 rescue with foam
(8131)

Type 2 water tender (or close to it)
8192 fits the bill, but just shy of type 2 due to 2018 gallons vs 2500 gallons.

Station 813: Middle ridge
Type 2 tender
Need this truck. Used water truck plus conversion in the ballpark of \$20-30,000.

Station 815: Navarro ridge
USFS type 3 engine with foam (recently acquired)

Type 2 water tender
(8191)

Compiled by Brad Montgomery Maintenance Officer, Albion Fire 11/15/11

Alan Taeger

From: Brad M. <doubleplusunfun@yahoo.com>
Sent: Sunday, March 04, 2012 6:51 PM
To: Alan Taeger
Subject: Re: Apparatus overview

Follow Up Flag: Follow up
Flag Status: Flagged

Alan-

Several things have changed since that report, but not sure it matters *much* for the ongoing plan.

Since that report was written, Cal-Fire personell reviewed the plan and suggested a newer model 14 due to the age of the model 5's. I don't think it matters much as far as condition as long as serviceable, but the model 14 (or a 4x4 USFS truck) offers practical seating for 4 or 5 versus 3. This would mean we'd have an appropriate truck for out of area deployments. Such deployments could serve several functions: First they would generate revenue for the district and it's members. Second, it would be a huge boost for morale to the entire agency. And third, we would get back members that would have more training.

The original plan involved keeping 8165, but I'm thinking more and more that it's simply too damned small, and should as discussed before, be replaced with a type 3. Previously the plan was to replace it with the USFS truck, but the USFS truck effectively replaced the bucket that 82 is.

Also, we have recruited several new members on the Navarro side, but many of our FF's are now receiving their licenses, so rigs will now roll from Little River. On the Navarro side we have recruited six new Firefighters. Chadwick, Meghan, Michael, Steve, Debbie, and Don for a total of 8. Four of whom are have expressed interest in completing the 1A class and getting their firefighter endorsement on their license, and two are already licensed. This changes the strategic plan in that we now have more membership on Navarro than in Little River, and barring further LR recruiting, will also have more drivers there.

To be clear, CAFS cannot replace tenders per se. CAFS has the potential to make our firefighting DRAMATICALLY more effective. If the CAFS system works, the foam tanks don't run out, the engineer is competent in CAFS, and the compressor works, a tender will be a simple backup plan. But few (if any) depts. have eliminated their tenders after conversion to CAFS. When CAFS is deployed successfully, tenders are *rarely* needed on knockdowns. Water becomes a non-issue, and first engine knockdowns are in the realms of 140 times as effective, and 7 times as fast.

So to summarize, the current plan IMO should be to replace 8191 with something more reliable, 8165 with an AWD short type 3, and work towards CAFS systems for our trucks. And perhaps a third tender can be avoided (by decommissioning 8191) in the interest of

limiting the cost of the fleet. Lastly I think we should be planning for replacing 8181 in the next 5 to 10 years.

Thank you for your efforts and patience, and my apologies for the overview mixup. I had meant for you all to receive it.

-Brad

From: Alan Taeger <ataeger@mcn.org>
To: doubleplusunfun@yahoo.com
Sent: Sunday, March 4, 2012 12:57 PM
Subject: Apparatus overview

Hi Brad,

I hope you don't mind but I took your report and combined it into one document, reformatted it to fit onto two pages and did some minor editing to use for the Board meeting on Thursday. I have attached a copy for your review and approval. Please look it over and let me know if you wish to change anything. I would like to distribute it by email to the other board members for their review at least a few days before the meeting.

Thanks,

Alan

Alan Taeger

To: Brad M.; 'Ted Williams'
Subject: RE: apparatus graphics

You obviously could open the attached files. The graphics are nothing more than the boxes and the chart form.

From: Brad M. [mailto:doubleplusunfun@yahoo.com]
Sent: Monday, March 05, 2012 11:46 AM
To: Alan Taeger; 'Ted Williams'
Subject: Re: apparatus graphics

Didn't get graphics, maybe software issue?

Several things to touch up on though with info.

8170 does have foam, but needs service to the system.

8191 is a 3000 gallon tank.

8192 does not meet the requirement for type 2 designation as it carries 2018 gallons and a type 2 carries 2500.

8181 carries 800 gallons and has no integrated foam system but has an external eductor on board that I have never heard of being used other than in training.

8131 and 8165 both have 200 gallons and of note is that a class A foam system is on 31

8162 is 4x4 and has functioning foam though it has metering issues.

A larger engine CAN be fit in station 815. A type 1 sat there for years, but the bay is short.

From: Alan Taeger <ataeger@mcn.org>
To: 'Ted Williams' <ted@ted.net>; doubleplusunfun@yahoo.com
Sent: Monday, March 5, 2012 11:04 AM
Subject: apparatus graphics

Hi Ted & Brad,

I have tried to distill Brad's apparatus report into graphic form to try to better picture the district's needs. Please look at the attached files and help me get all the vehicle information correct. I am not sure about some of the details on some of the vehicles. Please also let me know if I have the current and ideal placements shown correctly. I will place these charts in the board packet for Thursday's meeting to aid discussion. Perhaps they will also project well.

Let me know what you think.

Alan



**California Special
Districts Association**
Districts Stronger Together

DATE: February 24, 2012

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT A**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2013 - 2015 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 25, 2012.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 8th. The ballots must be received by CSDA no later than 5:00 p.m. August 3, 2012 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 7th. All selected Board Members will be introduced at the Annual Conference in San Diego, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat A	Mark Bryant, Garberville Sanitary District*
Region 2	Seat A	Noelle Mattock, El Dorado Hills Community Services District*
Region 3	Seat A	James Kohlen, Alameda County Mosquito Abatement District*
Region 4	Seat A	Ann Mathews, Kern County Water Agency*
Region 5	Seat A	Jack Curtis, Ventura River County Water District
Region 6	Seat A	Jo MacKenzie, Vista Irrigation District*
	Seat C	Dewey Ausmus, North County Cemetery District

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

PLEASE BE SURE THE CANDIDATE'S PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE

Name of Candidate: _____

District: _____

Mailing
Address: _____

Region: _____ (see attached map)

Telephone: _____

Fax: _____

E-mail: _____

Nominated by (optional): _____

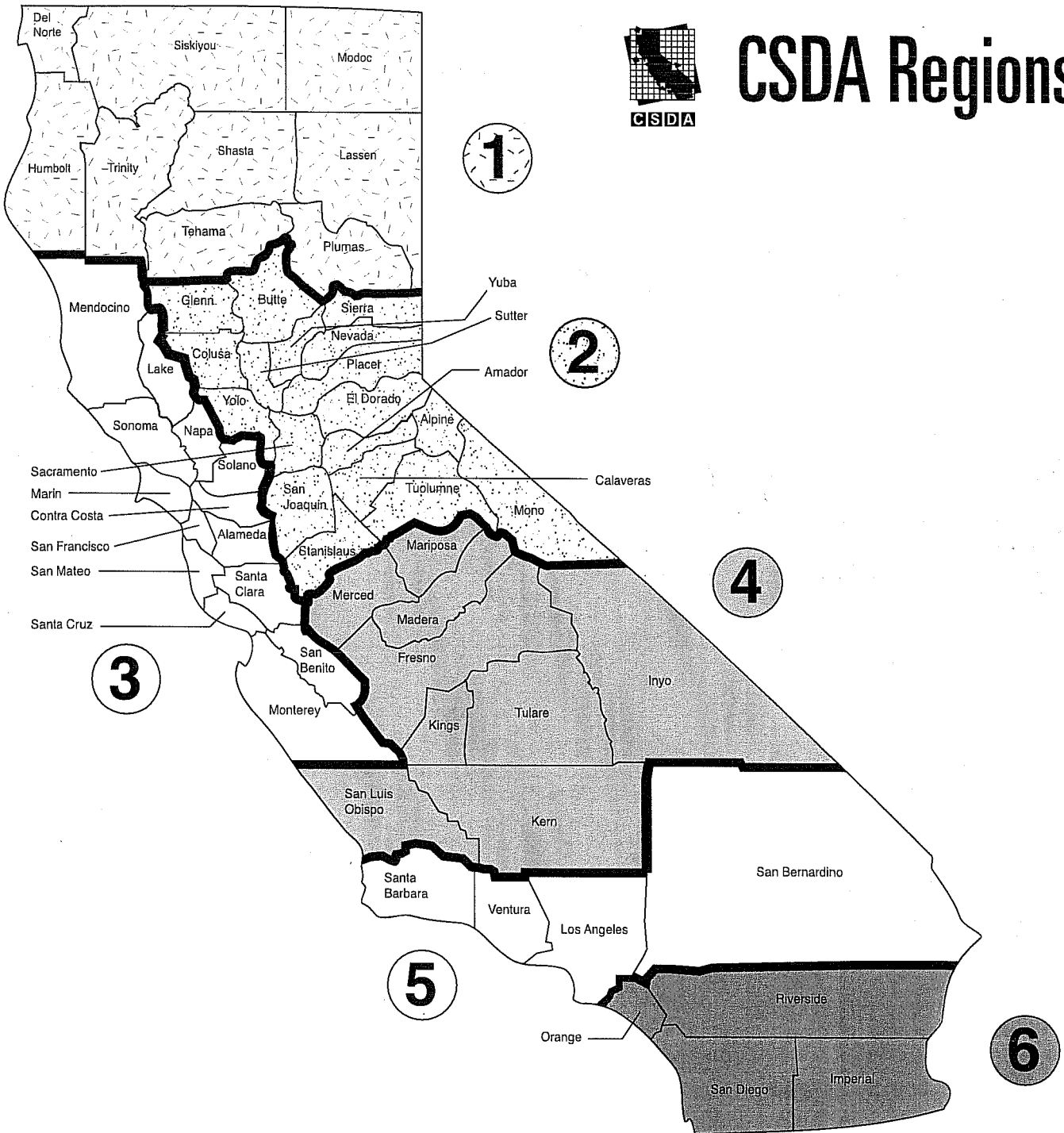
Return this **form and a Board resolution/minute action** supporting
the candidate by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 25, 2012



CSDA Regions



2012 Board of Directors by Region

Region 1

Mark Bryant, *Garberville Sanitary District*
 Phil Schoefer, *Western Shasta RCD*
 Norman Shopay, *McKinleyville CSD*

Region 3

Stanley Caldwell, *Mt. View Sanitary District*
 James Kohnen, *Alameda County Mosquito AD*
 Sherry Sterrett, *Pleasant Hill RPD*

Region 5

Jim Acosta, *Saticoy Sanitary District*
 Jack Curtis, *Ventura River County Water District*
 Kathy Tiegs, *Cucamonga Valley Water District*

Region 2

Pete Kampa, *Tuolumne Utilities District*
 Noelle Mattock, *El Dorado Hills CSD*
 Ginger Root, *Tuxedo Country Club FPD*

Region 4

Adrienne (Ann) Mathews, *Kern County Water Agency*
 Steve Perez, *Rosamond CSD*
 Tim Ruiz, *East Niles CSD*

Region 6

Dewey Ausmus, *North County Cemetery District*
 William Nelson, *Orange County Cemetery District*
 Jo MacKenzie, *Vista Irrigation District*



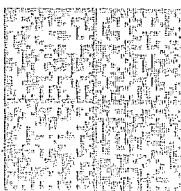
California Special Districts Association

1112 I Street, Suite 200
Sacramento, CA 95814

A proud California Special Districts Alliance partner

paid 1 Mar 12

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



Postnet

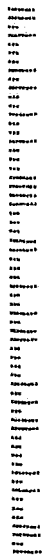
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THE CALIFORNIA DEBT AND INVESTMENT ADVISORY COMMISSION PRESENTS

MUNICIPAL MARKET DISCLOSURE: APPLICATIONS TO PENSION DISCLOSURE

MAY 3, 2012 | ZIGGURAT BUILDING | WEST SACRAMENTO, CALIFORNIA

Efforts to improve transparency related to municipal securities have stimulated debate concerning the content and timing of disclosures. This seminar, focusing on public pension disclosure, seeks to further that discussion by considering the primary and secondary disclosure practices maintained by state and local agencies. As reporting standards change, public officials need to understand the difference between what is required and what might be interpreted as best practices. The seminar seeks to assist local government officials and other market professions to improve their understanding of the policy and regulatory environment surrounding municipal disclosure and how that environment may change in the future.

WHO SHOULD ATTEND

This seminar is highly recommended for elected and appointed officials of a public agency, including debt administrators, finance officers, legal counsel, and members of a public agency governing body. The course is open to all public and private members of the public finance community.

Seminar Speakers

MARK ADLER
*Managing Director,
Piper Jaffray & Co.*

MARK BLAKE
*Deputy City Attorney,
City of San Francisco*

DAVID BRODSKY
*Managing Director,
KNN Public Finance*

DANIEL DEATON
Partner, Nixon Peabody LLP

STEPHEN HEANEY
*Managing Director, Public
Finance, Stone & Youngberg LLC
and Boardmember of Municipal
Securities Rulemaking Board*

JENNIFER JOHNSTON
*Vice President/Research Analyst,
Franklin Templeton Investments*

SANDRA KIM
*Executive Director, Capital
Markets Finance, University of
California President's Office*

ABOUT CDIAC

The California Debt and Investment Advisory Commission (CDIAC) provides information, education and technical assistance on public debt and investments to local public agencies and other public finance professionals. To carry out its responsibilities, CDIAC maintains a database of all public debt issued in California, conducts continuing education seminars, publishes a monthly newsletter with debt issuance data and conducts research to develop reports, guidelines and briefs on topical issues.

RECOMMENDED READING

Making Sense of Public Pensions, available at the CDIAC website, www.treasurer.ca.gov/cdiac/publications/public_pensions.pdf

REGISTRATION DEADLINE

April 20, 2012 or until filled

COST (INCLUDES LUNCHEON)

\$99 Public, \$200 Private

TRACY MCCRANER
*Administrative Services Director/
Treasurer, City of Newport Beach*

ROBERT MCCRORY
Executive Vice President, EFI

JOHN MCNALLY
*Partner, Hawkins Delafield &
Wood LLP and President of
The National Association of
Bond Lawyers*

STEPHEN MELIKIAN
Managing Director, Jones Hall

ALAN MILLIGAN
Chief Actuary, CalPERS

DAVID SUNDSTROM
*County Treasurer-Tax Collector,
County of Sonoma and
Boardmember of Governmental
Accounting Standards Board*

BRIAN WHITWORTH
*Senior Vice President,
First Southwest*



To register, visit www.treasurer.ca.gov/cdiac/seminars.asp

For more information, email CDIAC at cdiaceducation@treasurer.ca.gov or call (916) 653-3269

AGENDA

8:30 AM WELCOME AND OPENING REMARKS

MARK CAMPBELL, *Executive Director, CDIAC*

Morning Sessions (8:45 AM–12:00 PM)

INTRODUCTION: CURRENT CONCERNS IN MUNICIPAL DISCLOSURE

A discussion of the Municipal Securities Rulemaking Board's (MSRB) efforts to improve disclosure in the market and specific concerns with current pension disclosure observed by the MSRB in the past. (MSRB Representative)

OVERVIEW: SEC REGULATIONS AND THE DISCLOSURE PROCESS

In this session the panelists will review federal securities laws and SEC rules governing disclosure with attention to rule changes resulting from recent reform efforts. Panelists will describe how municipal issuers satisfy disclosure requirements including initial, continuing and material event reporting, and why good disclosure should be viewed as a process. In addition, panelists will describe recent SEC enforcement actions and penalties associated with municipal disclosure. (Speaker Panel)

PENSION MECHANICS AND MATH

Knowledge of pension mechanics, mathematics, and actuarial practices provides an important foundation for understanding the issues surrounding pension liabilities. In some cases, plan funded ratios are not always a reliable indicator of the financial health of a pension fund. This session considers the mechanics of pensions and includes discussion of funded ratios, calculations of plan assets and the unfunded actuarial accrued liability, discount rates, year-end pension expenses, and meeting the annual required contributions. (Speaker Panel)

12:00 PM LUNCHEON FOR ALL SPEAKERS AND PARTICIPANTS

Afternoon Sessions (1:15 PM–5:00 PM)

PENSION DISCLOSURE PRACTICES AND ISSUES

The SEC has now issued two cease-and-desist orders against issuers for failing to provide adequate securities disclosure of public pension liabilities and obligations. Panelists on this session will discuss fundamental disclosure issues surrounding public pension plans, the administrative challenges, and the effect pension liabilities have on public agency budgets and disclosure practices. They will also discuss what issuers report, the standards that apply to determine liabilities and obligations, what constitutes a material event for investors, concerns posed by increasing pension costs, and structural imbalances in current funding plans. (Speaker Panel)

DISCLOSURE REPORTING STANDARDS FOR PENSION OBLIGATIONS

In June 2011, GASB released proposed changes to the rules governing pension accounting and financial reporting by public agencies. This session provides a review of existing and proposed reporting standards and includes a discussion of how the new proposed standards will affect credit quality and issuer reporting practices. (Speaker Panel)

GOOD PENSION DISCLOSURE ROUNDTABLE: WHAT DOES IT LOOK LIKE?

There are government agencies that are very practiced at communicating their pension liabilities. How do California agencies stack up? This session will provide a look inside the good pension disclosure practices of several municipalities in California. (Speaker Panel)

State of California
Debt and Investment Advisory Commission
PO Box 942809
Sacramento CA 94209-0001

President Albion-Little River Fire Protection District
Taeger Alan
PO Box 805
Albion CA 95410-0805

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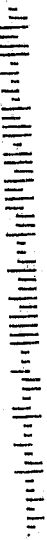
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Alan Taeger

From: Alan Taeger <ataeger@mcn.org>
Sent: Wednesday, March 07, 2012 1:04 PM
To: nadelj@co.mendocino.ca.us
Subject: ALRFPD continuing changes
Attachments: Special Tax Appeal Policy 120209 draft.docx; Obsolete Equipment Disposal Policy 120412 draft.doc; Procurement Policy 120412draft.doc; Vehicle maintenance policy 120412 draft.doc; Bylaws revision 120412 draft.docx; Operations Manual 20120412 draft.doc; Ambulance Membership Benefits Policy 120412 draft.doc; Firefighter expense compensation policy 120412 draft.doc; Resolution 2002-02 (special tax appeal).pdf

Hi Jeanine,

I want to try to keep you up to date on the progress of reorganization of Albion Little River Fire Protection District. We will be voting on changes to the special parcel tax appeals committee at our regular business meeting tomorrow at 7:00pm. We will also be introducing a number of proposed bylaws and policy changes for a first reading at tomorrow's meeting, to be considered for adoption at the April 12, 2012 regular business meeting. I have attached all of the documents currently under consideration. If you have time and inclination we would appreciate any feedback, advice, suggestions you have on any of our proposals.

BTW – Fire department membership is up to a very enthusiastic, young 35+ personnel from a dismally responding 12 or so as recently as October. Emergency responses and training sessions are coordinated with all neighboring and countywide agencies and our firefighters responses to training and calls have been getting favorable reviews from these agencies, as well as from the community at large.

It is somewhat ironic that there have been five structure fires in our district in the last two months after having fewer than a handful in the last six years, but our firefighters have handled themselves and the situations very well. The new communication between the board and the firefighters has made it possible to greatly increase the efficiency and capability of our district in a short period of time. We have more to do but I feel better about our prospects now than at any other time since I joined the board.

Thanks again for your support.

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

Alan Taeger

From: Jeanine B. Nadel <nadelj@co.mendocino.ca.us>
Sent: Thursday, March 08, 2012 1:33 PM
To: Alan Taeger
Subject: Re: ALRFPD continuing changes

They look fine. Good job!

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

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>>> "Alan Taeger" <ataeger@mcn.org> 3/7/2012 1:03 PM >>>
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Thanks again for your support.

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

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

Apparatus/Station Overview Report

Compiled by Brad Montgomery ALR Maintenance Officer

Disclaimer: Much of this compilation is so far, only opinion, and is pending review by Cal-Fire and/or Albion Little River Fire Department leadership. Thus it is open to flexibility, input and improvement.

Apparatus Plan

1. Plan to meet current requirements in steps providing the best coverage and use of resources over time.
2. Put type 2 tender 8191 back in service. Est. cost: \$500.
3. Fix/maintain all current apparatus. Cost: ongoing
4. Put USFS type 3 in service @ 815 on Navarro Ridge. Nozzles, fittings, and some hose may be needed. Est. cost \$1500
5. Fix wiring on 8165 and place @ 810.
6. Address length fitment issue at 811. Preferably cheap metal building and/or modify staircase if possible. Or create housing at another location (County transfer site by M road?)
7. Set aside a fund for purchasing a used commercial two axle water truck with a capacity of 2000 gallons or more and equip it with appropriate fittings and modifications appropriate for fire service. Place at 813, and move 8192 to 812. Est cost: \$20-30,000
8. Shop Cal Fire auctions to acquire a "model 5" type 3, and equip it to our needs (interface vs wildland) Place at 811. Install foam system in house and depending on type of drive system for pump possibly turbocharge pump engine and run compressor for CAFS system. Est cost: \$6000 for 1 (with upgrades).

Compiled by Brad Montgomery Maintenance Officer, Albion Fire 11/20/11

Station Limitations

Station 810 (Albion store) two bays:

1. Overhead height can only accommodate low profile vehicles (no engines).
2. Houses two rescues

Station 811 (water tower by D road) two bays

1. Overhead clearance will clear all of our engines, but can only house **one** of our longer engines such as 62, 81 or 82 due to length of one bay.
2. In my opinion we **desperately** need at least 1 more bay that can house a structure engine on the Albion side; preferably two additional bays so that we could have the flexibility to house apparatus based on needs and personnel instead of what will "fit". A cheap metal building would be more than adequate, but modifying the staircase might allow a second long engine to fit. (?)

Station 812 (by airport) four bays

1. Can house 4 full size engines. Completely adequate for all current and probably all future housing.

Station 813 (middle ridge) one bay

1. Can fit one short engine such as 63, or a tender.
2. Usually most practical to house a tender due to limited parking and proximity to residences, but this may change with our two (very active, so far) new members on Middle Ridge. Especially once they are licensed for class B trucks.

Station 815 (Navarro Ridge) one bay

1. Can fit one short engine. Currently houses an **entirely inadequate** type 6 pickup truck with 200 gallons and no foam. The new USFS truck addresses this weakness (500 gallons and foam), and makes available a class C pumper (8165) for the center of the district. Unfortunately this station is somewhat remote, and with only one member close to it vehicles here rarely roll to calls. Two new potential recruits circling hook may change that though.

Ideal Apparatus Placement**Station 810** Behind store

1. 4x4 patient transport type rescue (8130)
2. type 6 (class c) pumper/rescue (8165)

Station 811 By "D" road

1. Type 3 interface engine with scba/spare bottles and foam (8162)
2. Type 3 interface *short* 4x4 engine with 700 gallons and foam. 8163 fits this requirement, though a type1 AWD would be nice.

Station 812 By Airport

1. Type 1 (8181)
2. Type 3 interface *short* 4x4 engine. Suggest a used cal-fire model 5 with upgraded tank capacity to 700 gallons, turbocharge Lombardini, add compressor, and foam system in house (cost issues) probably less than \$6,000 to purchase and equip. More depending on upgrades.
3. Type 6 4x4 rescue with foam. (8131)
4. Type 2 water tender (or close to it). 8192 fits the bill, but just shy of type 2 due to 2018 gallons vs 2500 gallons capacity.

Station 813 Middle ridge

1. Type 2 tender. Need this truck. Used water truck plus conversion in the ballpark of \$20-30,000.

Station 815 Navarro ridge

1. USFS type 3 engine with foam (recently acquired)
2. Type 2 water tender. (8191)

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
SPECIAL FIRE AND RESCUE TAX APPEAL POLICY**

Following is the tax appeal policy for the Albion Little River Fire Protection District special fire and rescue tax:

Appeal

Property owners within the Albion Little River Fire Protection District may request review of the special fire and rescue property tax assessment of their property by submitting a written letter to the Board of Directors of the Albion Little River Fire Protection District or completing the attached form with the following information:

- Name of property owner
- Date of appeal
- Parcel number
- Address of the parcel
- Mailing address of property owner and phone number
- Description of the nature of the appeal

In addition to the above, the applicant should attach copies of relevant documents such as tax bills. The applicant must also include his/her own name, address and phone number.

All appeals will be public information.

Appeal Review Process

A committee of the Board of Directors (2 members) will review the appeal and all documents.

At a regularly scheduled or special Board meeting, each appeal will be considered and a decision made after consideration of the recommendations of the special fire and rescue tax appeal committee.

Every person who has an appeal before the Board will be notified of the date, time, and location of the meeting and is encouraged to attend.

The secretary of the Board will provide the applicant with written notification of the decision.

This policy supersedes Albion Little River Fire Protection District Resolution 2002-02.

attachment

Adopted by unanimous vote of the board of directors at the March 8, 2012 regular business meeting.

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

SPECIAL FIRE AND RESCUE TAX

APPEAL FORM

Date: _____

Name of property owner: _____

Assessor's Parcel Number: _____

Parcel street address: _____

Name of applicant: _____

Mailing address of applicant: _____

Applicant telephone: _____ email: _____

Description of the nature of the appeal (please attach relevant documents, e. g. tax bills):

March 5th, 2012

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

To the ALRFPD,

We'd like to thank the members of the ALRFPD who responded to the house fire on Road 16 on Friday night, February 17th. Please accept this donation with our sincere thanks for your efforts

Sincerely,



Robin Curry

Mitchell Sprague and Robin Curry

\$150.-

#3901
dd 3/5/12

MITCH SPRAGUE /
ROBIN CURRY
P.O. BOX 541
LITTLE RIVER CA
95456

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

NORTH BAY CA 949



Albion, CA 95410

**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 Frennd, 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:**

Minutes approved as presented by unanimous vote of the board of directors at the April 12, 2012 regular business meeting.

- 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
 - Citlali 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)
 - Harolde 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 Frend, 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, Harolde 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 Frend, 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)

Minutes approved as presented by unanimous vote of the board of directors at the April 12, 2012 regular business meeting.

- 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.

Minutes approved as presented by unanimous vote of the board of directors at the April 12, 2012 regular business meeting.

**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.