

# ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## BUSINESS MEETING AGENDA

Thursday, December 13, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

**7:00-8:00pm (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. **Annual election of line officers.**
- e. **Other fire department business.**
- f. **Adjournment.**

**8:00pm (approximately - 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:**

- a. **Fire department personnel:** The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept the recommendations.
- b. **Agreements and contracts policy:** The board will review and consider for revision/adoption a proposed policy for authorizing the chief to enter the district into agreements and contracts. Proposed policy was introduced for review and discussion at the November 8, 2012 regular business meeting.
- c. **Facilities use insurance:** The board will review and consider for revision/adoption a proposed revision to the existing facilities use policy that adds language requiring proof of insurance from non-district users of District facilities. Proposed policy was introduced for review and discussion at the November 8, 2012 regular business meeting.
- d. **Annual election of officers of the district board of directors:** The members of the board will choose officers for calendar year 2013.

**5. Previous meeting minutes:** The minutes of the November 8, 2012 regular business meeting will be approved and/or revised and approved.

**6. Board Correspondence:** A report of correspondence to and from the Board since the previous business meeting will be presented.

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

**8. Committee reports:**

- a. **New fire station committee.**

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

**10. Next scheduled regular business meeting:** Thursday, January 13, 2013, 7:00 pm.

**11. Adjournment:**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

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- c. Review and discussion of chief's report. ✓
- d. Annual election of line officers.
- e. Other fire department business.
- f. Adjournment. 8:07

7:02

?  
fundraising by car show  
D. Casey fundraising offer

SCBA 2 mo.  
8/32

SCBA complete  
fire training  
8:15

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

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

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8. Committee reports:

- a. New fire station committee. ✓

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10. Next scheduled regular business meeting: Thursday, January 13, 2013, 7:00 pm.

11. Adjournment:

9:35p.

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- Inspections  
- Call fire parts

19 votes

### Fire Chief's Report, 13 December, 2012, by Ted Williams

- Applications received
  - Ben Feinburgh (approved by chief, subject to board review)
- Resignations
  - Jesse Martin
- Incident Log
  - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, November 8th and today, December 13th, we were dispatched and responded to twenty-four incidents consisting of 1 wild land fire and 15 medical aids, 2 structure fires (false alarms), 2 traffic collisions, and 5 electrical hazards.
    - **2012008162 11/12/12 13:48**
      - MEDICAL DELTA 43300 Little River Airport Rd #514
      - Brad Montgomery (8132/IC)
      - Sam Levine (Medgroup)
      - Guy Casey
      - Andrea Pennebaker
      - Ted Williams
      - Scott Roat
      - Cancelled incoming
    - **2012008197 11/14/12 01:29**
      - MEDICAL ECHO Albion River Campground
      - Guy Casey (8130 Med Group)
      - Jaime Placido
      - John Oakley
      - Erica Geer
      - Marshall Brown
      - Andrea Pennebaker
      - Brad Montgomery (8165)
      - Ted Williams (IC)
      - Lauren Lopez
      - Michael Rees
      - Scott Roat
      - Sam Levine
      - Joe Goforth
      - Margaret Harris
      - Cancelled incoming
    - **2012008227 11/14/12 21:29**
      - MEDICAL, CHARLIE; 44451 LITTLE RIVER AIRPORT RD
      - Marshall Brown (IC, R8132)
      - Guy Casey
      - Ted Williams
      - Andrea Pennebaker
      - Jaime Placido (R8130)
      - Brad Montgomery (E8165, cancelled)
      - Scott Roat
      - Tim Gitchel
      - Sam Levine (Med Group)
      - Andrew Crowningshield
      - John Crowningshield
      - Margaret Harris
      - Erica Geer
      - Canceled Incoming
    - **2012008228 11/14/2012 22:10**
      - MED, TRAFFIC COLLISION
      - COMPTCHE UKIAH RD MP 008.52
      - Comptche Fire district, Comptche Fire responded
      - Ted Williams (traffic control)
    - **2012008252 11/15/2012 20:26**
      - MED, TRAFFIC COLLISION
      - HW1 1 MP 41.5
      - cancelled by Elk; some Albion resources reached scene
      - Jason Hendricks (8130)
      - Ted Williams
      - Lauren Lopez
      - Jonathan Peakall
      - Brad Montgomery

- Marshall Brown (8170)
- Guy Casey
- Harolde Searles (with Elk)
- Debbi Wolfe
- Steve Wolfe
- Erica Geer
- Michael Reese
- Andrea Pennebaker
- Tim Gitchel
- Scott Roat
- John Crowningshield
- Andrew Crowningshield
- Jaime Placido
- Sam Levine
- Margaret Harris
- **2012008276 11/16/2012 21:26**
  - MEDICAL, ALPHA
  - WOODS @ 43300 Little River Airport Rd Space 118
  - Ted Williams
  - Andrea Pennebaker
  - Marshall Brown
  - Brad Montgomery (8132)
  - Guy Casey
  - Sam Levine (IC, Med Grp)
  - cancelled incoming
- **2012008281 11/17/2012 07:31**
  - MEDICAL, CHARLIE
  - 4651 ALBION LITTLE RIVER RD
  - Ted Williams (IC)
  - Jaime Placido (8130)
  - Brad Montgomery (MedGroup)
  - John Crowningshield (8132)
  - Sam Levine
  - Erica Geer
  - Harolde Searles
  - Michael Rees
  - Marshall Brown
  - Guy Casey (8165)
  - Joe Goforth
  - Andrea Pennebaker
  - Scott Roat
  - Margaret Harris
  - cancelled incoming
- **2012008491 11/25/12 20:04**
  - Medical Bravo w/staging
  - 32101 Middle Ridge Rd
  - Brad Montgomery (8165)
  - Ted Williams
  - Andrew Crowningshield
  - Guy Casey
  - Cancelled by dispatch (not as reported)
- **2012008511 11/26/12 15:41**
  - Medical Alpha
  - 43300 LR Airport Rm 512
  - Jaime Placido (8132)
  - Pascal Rice (mendo FF)
  - Andrew Crowningshield
  - Brad Montgomery
  - Scott Roat
  - Ted Williams
  - Cancelled incoming
- **2012008518 11/27/12 09:14**
  - Medical Charlie
  - 32101 Middle Ridge Rd
  - Andrea Pennebaker

- Emily Scott
- Brad Montgomery
- Ted Williams
- Tim Gitchel (8130)
- Margaret Harris
- Guy Casey Cancelled
- Cancelled incoming
- **2012008526 11/27/12 15:14**
  - Residential fire alarm
  - 6850 Hwy1 Mp47.25
  - Ted Williams
  - Brad Montgomery
  - Scott Roat
  - Erica Geer
  - Guy Casey
  - Cancelled- false alarm
- **2012008529 11/27/12 18:34**
  - MEDICAL, ALPHA; 44635 LITTLE RIVER AIRPORT RD ,LITR
  - Scott Roat (IC)
  - Andrea Pennebaker (Medgroup)
  - Margaret Harris
  - Marshall Brown
  - Ted Williams
  - Brad Montgomery
  - Andrew Crowningshield (R8132)
  - Guy Casey (R8130)
  - Erica Geer
  - cancelled incoming
- **2012008551 11/28/2012 11:56**
  - RESIDENTIAL STRUCTURE FIRE; 26100 ALBION RIDGE
  - cancelled by RP before any firefighters reached scene
  - Ted Williams
  - Brad Montgomery (8162/8192)
  - Scott Roat
  - Jonathan Peakall
  - Debbi Wolfe
  - Steve Wolfe
  - Erica Geer
  - Marshall Brown (8170)
  - Andrew Crowningshield
  - Andy Gitchel
  - Tim Gitchel
  - Andrea Pennebaker
  - Guy Casey
  - Sam Levine
  - John Oakley
  - Jaime Placido
- **2012008580 11/29/2012**
  - HAZ, ELECTRICAL; 31300 MIDDLE RIDGE
  - Ted Williams
  - Brad Montgomery (IC)
  - Erica Geer
  - Scott Roat
  - John Crowningshield
  - Guy Casey
  - Andrew Crowningshield
  - Marshall Brown
  - Jaime Placido
  - John Oakley
  - Joe Goforth
- **2012008570 11/29/2012 10:33**
  - HAZ, ELECTRICAL; 29771 ALBION RIDGE RD ,ALBI ; ALR
  - Ted Williams (IC)
  - Brad Montgomery (8165)
  - Tim Gitchel (8162)

*Emily ✓*

- Emily Scott
- Michael Rees (8131)
- Erica Geer
- Andrea Pennebaker
- Steve Wolfe (cancelled)
- Debbi Wolfe (cancelled)
- Guy Casey
- John Oakley
- Joe Goforth
- Josh Smith (cancelled)
- Margaret Harris (cancelled)
- cancelled incoming
- **2012008580 11/29/12 17:16**
  - HAZ, ELECTRICAL; 31900 MIDDLE RIDGE RD / 29700 ALBION RIDGE RD ,ALBI ;
  - Brad Montgomery (E8163)
  - Erica Geer
  - Ted Williams (IC)
  - John Oakley (E8162)
  - Jamie Placido
  - Tim Gitchel
  - Marshall Brown
  - Margaret Harris
  - Lauren Lopez
  - Scott Roat
  - John Crowningshield
  - Guy Casey (E8165)
  - Michael Rees
  - Harolde Searles
- **2012008592 11/29/12 22:07**
  - HAZ, ELECTRICAL; 3250 ALBION RIDGE RD / 34010 ALBION RIDGE RD ,ALBI ;
  - --Paged out as: MALE TRAPPED INSIDE A VEHICLE, LINES DOWN, POSS WITH FIRE
  - --Confirmed no vehicle or victims at scene upon arrival as PG&E turned off power. Medic 9140 was on standby until confirmed.
  - Brad Montgomery (E8162)
  - Jonathan Peakall (East Ops)
  - Ted Williams (IC)
  - John Oakley (R8130)
  - Marshall Brown (West Ops)
  - Michael Rees (R8131)
  - Andrew Crowningshield
  - John Crowningshield
  - Emily Scott
  - Lauren Lopez
  - Margaret Harris
  - Tim Gitchel (E8163)
  - Josh Smith
  - Andrea Pennebaker
  - Guy Casey (E8165)
  - Erica Geer
  - Scott Roat
  - Jamie Placido
  - Joe Goforth
- **2012008657 12/02/12 02:25**
  - HAZ, ELECTRICAL; 3750 ALBION RIDGE RD ,ALBI ;
  - Ted Williams (IC)
  - Brad Montgomery
  - Emily Scott
  - Jamie Placido (E8162)
  - Marshall Brown
  - Guy Casey (E8165)
- **2012008758 12/05/12 13:24**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS. LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat

- Margaret Harris
- Guy Casey
- Brad Montgomery
- **2012008771 12/5/12 21:48**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS, LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat
  - Margaret Harris
  - Guy Casey (R8130)
  - Brad Montgomery
  - Marshall Brown (R8132)
- **2012008831 12/7/12 19:06**
  - MEDICAL DELTA 32291C Middle Ridge Rd.
  - Ted Williams (8130)
  - Marshall Brown (Medgroup)
  - Margaret Harris
  - Brad Montgomery
  - Erica Geer (cancelled)
- **2012008892 12/10/12 21:10**
  - MEDICAL ALPHA 30801 Middle Ridge Rd
  - Ted Williams
  - Marshal Brown
  - Brad Montgomery (8130) cancelled
  - Margaret Harris
  - Guy Casey
  - Erica Geer
  - Andrea Pennebaker
  - Josh Smith
- **2012008905 12/11/12 11:26**
  - MEDICAL INITIALLY ECHO, CHANGED TO BRAVO: 44451 LITTLE RIVER AIRPORT RD, LITTLE RIVER
  - Sam Levine (IC, Med Grp)
  - Scott Roat
  - Ted Williams
  - Brad Montgomery
  - Joe Goforth
  - Tim Gitchel
  - Guy Casey
- **2012008944 12/13/12 09:37**
  - MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR ;
  - (Canceled Incoming, Lift assist only)
  - Marshall Brown (IC, R8132)
  - Sam Levine (Medgroup)
  - Ted Williams (Canceled)
  - Brad Montgomery (E8165, Canceled)
  - Scott Roat (Canceled)
  - Andrea Pennebaker (Canceled)

#### Training Completed:

- **11/15/2012 - Incident Reviews - Nat Norling (paramedic) (2 hours)**
  - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Ben Feinburgh, Erica Geer, Tim Gitchel, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Adam Matthews, Jonathan Peakall, Jaime Placido, Michael Rees, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/29/2012 - Ropes & Knots - (2 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Harolde Searles, Josh Smith, Debbi Wolfe, Steve Wolfe. (Brad Montgomery, Ted Williams stuck on overlapping incident)
- **12/01/2012 - Water Rescue @ Mendocino Fire (3 hours)**
  - Erica Geer, Tim Gitchel, Adam Matthews, Jaime Placido
- **12/06/2012 - Electrical Hazards (2.5 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Erica Geer, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Brad Montgomery, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
- **Development**
  - Andrea and Joe suggested organizing first out teams prior to storms to mitigate power line risks.

- Gary Moraga contacted Ted to offer help with fundraising. He has assisted with past fire department BBQs and would like to combine a classic car show to increase attendance.
- Calendar added to [www.aibionfire.com](http://www.aibionfire.com) for all district/fire department activities and facility use.
- ALRVFD, Inc. donated \$25,000 to our district.
- ALRVFD, Inc. has continued to be a catalyst for confusion and conflict. Corporate officers are working towards dissolving the entity.
- Firefighter compensations checks were calculated and issued.
- Mike and Debbie Casey have offered to help with fundraising.
- Debbi, Steve, Brad and Ted met with the Pacific Reefs Water District board to review proposed terms for a water use agreement necessary for the fire department to conduct training exercises in the Pacific Reefs community.
- Additional flashlights and wildland helmet lights received and ready for issue.
- Valarie from CalFire inspected 8165 and 8170 (both on loan from US Forest Service).
- A firefighter appreciation dinner was held on December 12 at the Ledford house.
- EMT course registration for seven firefighters is in progress. Class will be taught by Nat Norling at Mendocino Fire Station 840, Tuesday/Thursday, 1730 - 2200, January 8 - April 25.
- **Vehicle Maintenance**
  - **Mini-pumper 8165**
    - Oil and filter change
    - Air filter replaced.
    - Installed exhaust headers, dual exhaust, thrush turbo mufflers
    - Installed 1.6:1 valve rocker arms in place of 1.5:1 New valve cover gaskets
    - Shaved accelerator pump rod 1/8" (eliminate hesitation on acceleration)
    - Installed 50kv coil, updated distributor electronics, advance springs, new cap, rotor, spark plugs, wires, set ignition timing
    - New starter
    - Repaired start circuit coil resistor bypass
    - Cleaned carburetor
    - New battery
    - Replaced front leaf spring and shackle bushings with polyurethane bushings
    - Repaired various vacuum leaks
    - Repaired tank switch, diluted old fuel in Driver's side tank with water treatment and fresh high octane fuel
    - Replaced broken headlight bracket and installed new headlight bulb
    - Identified axle types, carrier split, gear ratio:
      - Front: Kingpin 35 spline dana 60 4.56-up open carrier with 4.56:1 gears
      - Rear: Corporate 30 spline 14 bolt 4.56-down open carrier 4.56:1 gears
    - 100' 1.5" wildland quick attack line has been replaced with two 50' 1.5" structure hoses for durability.
    - Truck stalled again, and I discovered a bad connection in the low voltage ignition system connector, which has now been replaced.
    - Parts for shore power (suction) to cab acquired, to be installed.
    - Donated positraction would require a gear spacer, and install kit as it is a Dana 60 "4.10 and down" carrier. The extra cost and effort makes installation of a locker only minimally more cost, and much easier installation, thus the positraction is not practical for installation on 8165. It may, however, install in the front of 8132 which I believe has a Dana 60 front, and very likely has a compatible 4.10 and down ratio for simple drop in.
    - Remaining maintenance work to be done:
      - Intake manifold replacement, cooling system flush, radiator cap, thermostat.
  - **Engine 8163**
    - 8163 had windshield wipers fail on a call. Brad repaired.
  - **Engine 8162**
    - Sent to FB diesel for oil leaks.
    - A HUI 3kpsi oil leak was repaired.
    - Valve cover gasket replaced.
    - Oil and filter changed.
    - Faulty headlight switch replaced.
  - **SCBA compressor**
    - High pressure relief was sent back and readjusted from 2500psi to 4950psi. They also sent fittings to plumb in all four fill whips.



**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
AGREEMENTS AND CONTRACTS POLICY**

**Revised proposed policy submitted for review and discussion at the November 8, 2012 regular business meeting and to be considered for revision/adoption at the December 13, 2012 regular business meeting.**

It is the policy of the Albion Little River Fire Protection District that the chief is authorized by the board of directors to negotiate and enter the District into agreements and contracts with government and private entities in furtherance of District goals and objectives, subject to state public contract law and review by the board of directors at a regular or special district meeting.

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DRAFT

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
POLICY FOR USE OF DISTRICT FACILITIES BY NON FIREFIGHTER GROUPS OR  
INDIVIDUALS**

Proposed revised policy to be submitted for review and discussion at the November 8, 2012 regular business meeting and to be considered for revision/adoption at the December 13, 2012 regular business meeting:

Policy for use of District facilities by groups or individuals other than firefighters and the District Board:

1. The District ~~Board~~ will establish and maintain a District Master Calendar and List of Approved Users of District facilities.
2. All users (group and individual) of District facilities must be approved by majority vote of the board of directors and be listed on the District maintained list of approved users, including name of organization, name of responsible representative, address, and contact information.
  - a. All persons with authorized access to District facilities must be registered on the District maintained list of approved users.
    - i. Access authority remains under control of the District and must be surrendered upon completion of use or departure, or on demand by the chief or Board.
    - ii. Individuals granted access authorization must agree not to allow access to District facilities by unauthorized groups or individuals (including duplicating of keys for or sharing of access codes with unauthorized persons). Persons with access authorization found violating this agreement are subject to loss of access authorization.
3. ~~Prior to approval by the board of directors applicants for use of District facilities must provide the District with certificates of general liability insurance for a minimum of \$1,000,000.00 as follows:~~
  - a. ~~The District shall be named as additional insured including the following language: "The Albion Little River Fire Protection District, its officials, officers, employees, and volunteers are named in all liability policies described above as insured's as respects: A) activities performed by the District by or on behalf of the named insured; B) products or completed operations of the named insured; and C) premises owned, leased, or used by the named insured."~~
  - b. ~~A "Certificate of Insurance" including the above language naming the District as additional insured shall be submitted to: Albion Little River Fire Protection District, P. O. Box 634, Albion, CA 95410.~~
4. All users of District facilities must register scheduled use on the Master Calendar, coordinated with the chief or chief's appointed officer.
5. The ~~Board District~~ will provide each approved user (group or individual) printed copies of District bylaws, policies, and contact information for reference.
6. Non-District owned equipment used or stored by groups or individuals at District facilities is not covered for damage or loss by District insurance, whether on or off District premises.

Alon  
OK all

## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## BUSINESS MEETING MINUTES

Ken ok

Thursday, November 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order 19:00.
  - a. **Roll Call:** Firefighters present - Erica Geer, Chief Ted Williams, Scott Roat, Joe Goforth, Jaime Placido, Tim Gitchel, Andrew Crowningshield, Ben Feinberg, Brad Montgomery, Marshall Brown, Andrea Pennebaker, Margaret Harris, Lauren Lopez, Michael Rees, Steve Acker, John Crowningshield, Guy Casey, Sam Levine. *Steve & Pebbie*
  - b. **Chief's report:** See attached.
  - c. **Review and discussion of chief's report:**
  - d. **Other fire department business:**
  - e. **Adjournment:** 19:42.
2. **Board of Directors business meeting call to order and determination of a quorum:** Board meeting called to order 19:50 by President Taeger. Board members Alan Taeger, Rich Riley, Ken Matheson and Scott Roat present, Ed Petrykowski absent.
3. **Public communication to the Board:** Rick and Nancy Banker presented the district with a check for \$1,000.00 as a donation from "The Woodlanders" (The woods non-profit fund raising association). Rick Banker took publicity photos of Nancy presenting the check to President Taeger and Chief Williams. Nancy also informed the district that Fran and Otis Tucker would be retiring soon from their positions as manager and maintenance supervisor of The Woods.
4. **Items for Board consideration and possible action:**
  - a. **Fire Department Personnel:** Jake Phillips accepted as probationary firefighter by a vote of 4-0 on a motion by Riley.
  - b. **"Assistance by Hire" agreement with Cal Fire:** Rich Riley noted that 8170 is a federally owned truck on loan to the district and questioned whether the district would be able to bill for services of the vehicle under terms of the agreement. Chief Williams was given the task to follow up with Jeff Schlaffer of CalFire to work out details. Williams is also to ask Comptche Fire about reimbursement for services provided. Agreement ratified by a vote of 4-0 on a motion by Scott (Note: Scott is an official board member. Oath of office was notarized, sent to county, with all steps now complete. Scott: "glad to be here").
  - c. **Agreements and contracts policy:** President Taeger presented a proposal for consideration of a policy for the board to authorize the chief to enter into agreements and contracts subject to ratification by the Board. Ken Matheson suggested instead we use an agenda item for review. Taeger proposed changing policy language from "ratification" to "review". Proposed policy to be considered for revision/adoption at the December 13, 2012 regular business meeting.
  - d. **Special Tax billing of low assessed value parcels:** The Board reviewed a proposed special district tax billing policy presented by President Taeger by request of Chief Williams during the October 11, 2012 regular business meeting. Ken Matheson, special tax committee chairman reported a letter from the county tax collector's office saying 5 parcels we had billed for were valued so low (under \$1,000) that county would not send bill. Ted asked can we bill them ourselves. Yes we can. Ken reviewed tax rolls again, and says there are five (or six?), more parcels that are under \$1000, but are not assessed the special tax for other reasons (the zoning, use of parcel, range land, ....). Alan withdrew proposal after discussion, not worth the effort to collect \$200.
  - e. **Facilities use insurance:** Proposed revision to existing facilities use policy adding language that requires proof of insurance from non-district users of district facilities reviewed and discussed. Our insurance provider wants \$1,000,000 certificate from other users. Redwood Coast Seniors, who serve lunch at Station 810 on Fridays, will probably be able to comply, auxiliary unknown? No changes during meeting. Policy revision to be on agenda for vote at the December 13, 2012 regular business meeting.
5. **Previous meeting minutes:** Reviewed minutes. No changes proposed. Approved by vote of 4-0.
6. **Board correspondence:** See attached.
7. **Financial report:** Current financial statements for the district were presented.
8. **Committee reports:**
  - a. **New fire station committee:** Committee chairman Ed Petrykowski asked if Alan Taeger had heard from fire station foundation engineer Lee Welty. Alan replied that he had not. Ed said he spent a lot of time with Lee and reported that Lee said he hoped to have news of progress by end of November.
  - b. **Vehicle committee (not on agenda):** Committee Chairman Rich Riley reported that he was concerned that there have been no official DOT vehicle safety inspections on our equipment this year to date. Assistant Chief Brad Montgomery reported that some vehicles had had DOT inspection by CalFire. Brad to follow up. Chief Williams to ask Jeff Schlaffer about performance of further Cal Fire conducted inspections on district equipment.
9. **Directors' discussion:** President Taeger announced that new checking accounts have been established at Savings Bank of Mendocino County. District bank accounts no longer uses county tax ID (Ted found wrong FEIN had been used by the district). The new Fire Department Fund checking account can be used for fundraising income and expenditures. President Taeger asked Chief Williams to assess and prepare the firefighters' annual stipend. Checks must be must be issued before next business meeting. Chief Williams said he would have the assessment ready by November 23. He said he would prorate, try to be fair. The stipend is partial compensation not reimbursement. Assessment to be based on calendar year to date, excluding month of December. There will be no review by the board. Chief Williams will send the completed list to President Taeger for approval before checks are issued. Scott Roat announced that he had received the offer of a pool table to be donated to the district and expressed a desire to place it upstairs at Station 811. President Taeger would like the firefighters to discuss, how will it affect the use of the space for other purposes. Discussion ensued about floor plan, exercise, training

consequenses. Assistant Chief Montgomery said space needed around pool table to make it useful. President Taeger doesn't see practicality of making a "man cave" or "lounge". Scott Roat wants to build team camaraderie. Rich Riley stated that the pool table is not a good or bad idea but should be what the firefighters want. Chief Williams stated that he will work on the outline of a postcard to the community to keep them informed of the districts changes and activities.

- a. **District email addresses for board members:** Board members were polled for interest in personal district email address. No one expressed interest except President Taeger. Board members all expressed interest in being added to the firefighter email list in order to follow operations activities. The following district email addresses have been established for board use: [board@albionfire.com](mailto:board@albionfire.com) (mail to this address will be forwarded to all board members and Chief Williams); [alan@albionfire.com](mailto:alan@albionfire.com) (submitted to organizations doing business with the district for direct contact with President Taeger); [info@albionfire.com](mailto:info@albionfire.com) (for general inquiries, district contact. Listed on website. Forwards to Chief Williams and President Taeger.
- b. **District calendar:** President Taeger stated that the public should have access to the district calendar. Chief Williams will add calendar events and publish to web.
- c. **Board clerk recruitment/appointment:** President Taeger suggested that the district find a volunteer, who is willing to sit and take minutes, help prepare meeting materials, do some filing, take some work off President Taeger. The necessary work of the board is hard to spread it among board members. Scott Roat is the only member willing to consider taking the office of Secretary. President Taeger said he would be Secretary if he wasn't president Chief Williams took meeting notes for this meeting, Scott Roat was to clean language. Discussion to continue.
- d. **Duties and authority of the chief:** Alan asked if there had ever been a delineation of the duties of the chief. No one knew. Alan will research for future discussion.

10. **Next scheduled regular business meeting:** Thursday, December 13, 2012, 7:00 pm.

11. **Adjournment:** Meeting adjourned: 9:44 pm.

Attachments

#### Fire Chief's Report, 8 November, 2012, by Ted Williams

- **Applications received**
  - Jake Phillips (approved by chief, pending board review)
- **Applications withdrawn**
  - Jeff Wall
- **Resignations (changed availability / location)**
  - Meghan Frend
  - Kristine Hendricks
- **Incident Log**
  - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, October 11th and today, November 8th, we were dispatched and responded to thirteen incidents consisting of 1 wild land fire and 12 medical aids. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football games.
    - **2012007542 10/14/2012 12:06**
      - MEDICAL, DELTA; 41241 LITTLE RIVER AIRPORT RD ,LITR
      - Ted Williams
      - Guy Casey (8130)
      - Margaret
      - Brad Montgomery
      - Andrea Pennebaker
      - Andrew Crowningshield(R8132)
      - Emily Scott
      - John Crowningshield
      - Sam Levine
      - Marshall Brown
      - cancelled incoming
    - **2012007410 10/14/2012 14:38**
      - FIRE, WILDLAND; 41301 LITTLE RIVER AIRPORT RD ,LITR
      - Ted Williams (8162)
      - John Oakley (8192)
      - Brad Montgomery (8191)
      - Marshall Brown
      - Guy Casey
      - Tim Gitchel
      - Andy Gitchel
      - Joe Goforth (8163)
      - Sam Levine (8132)
      - Andrew Crowningshield
      - Jaime Placido (8170)

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING DECEMBER 13, 2012  
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 11/9/12 Received email at [board@albionfire.com](mailto:board@albionfire.com) from Shari Schapmire, county tax collector, with attached quarterly investment report.
- 11/15/12 Received letter by USPS from County Counsel Thomas Parker with recommendations for special tax direct billing.
- 11/15/12 Received letter of notification by USPS from Mendocino Coast Petroleum (CFN fueling vendor) that their firm is merging with Eel River Fuels.
- 11/26/12 Received letter of notification by USPS from county planning department of a change of designated address for a district parcel on HWY 1.
- 11/28/12 Received an 8x10 B/W group photo of ALRVFD dd 3/5/99 by USPS with accompanying note from Mendocino VFD.
- 11/28/12 Received solicitation letter from Joan Sturges, CPA, Kelseyville, CA with a request to bid on our next independent audit.
- 11/28/12 Received holiday greeting card from Ken McNair, LN Curtis & Sons by USPS.
- 11/30/12 Received anonymous donation of \$1,000.00 by USPS.
- 11/30/12 Alan received in his box at Station 810 an application for use of district facilities from Redwood Coast Seniors.
- 11/30/12 Alan received in his box at Station 810 (by way of Scott Roat) a check in the amount of \$25,000.00 as a donation to the district from ALRVFD, Inc.
- 12/5/12 Received email at [info@albionfire.com](mailto:info@albionfire.com) from Jon Lander with request for information about SRA fees. Alan responded with requested information by email.
- 12/5/12 Received donation of \$25.00 from Charles J. Furey by USPS.
- 12/13/12 Received package by USPS addressed to Alan at the district PO Box from Empire Steel Buildings containing gift of 50 cal. Bullet bottle opener.

*12/13/12 Received parcel from Planning Dept re-use permit app.*

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
 November 8 through December 12, 2012

Type	Date	Num	Name	Memo	Amount
<b>Expense</b>					
<b>86-2060-COMMUNICATIONS</b>					
<b>INTERNET SERVICE</b>					
<b>Comcast</b>					
Check	11/29/2012	C3	Comcast	8155300570124362	67.46
Check	12/4/2012	C4	Comcast	8155300570034801	80.46
Total Comcast					147.92
Total INTERNET SERVICE					147.92
<b>TELEPHONE</b>					
<b>ATT</b>					
Check	11/23/2012	C2	AT&T	96075541735558	150.38
Check	12/11/2012	3601	AT&T	96075541735558	151.17
Total ATT					301.55
<b>ECG</b>					
Check	11/16/2012	EFT	ECG Enhanced Comm...	2319611	13.33
Total ECG					13.33
Total TELEPHONE					314.88
Total 86-2060-COMMUNICATIONS					462.80
<b>86-2120-MAINTENANCE EQUIPMENT</b>					
<b>Vehicle Maintenance</b>					
<b>8162</b>					
Check	12/4/2012	C10	Rhoades Auto Parts	#1130 Oct-Nov stmnt	4.65
Total 8162					4.65
<b>8165</b>					
Credit...	11/12/2012		Rhoades Auto Parts	#531871	0.75
Check	12/4/2012	C10	Rhoades Auto Parts	Spark plug, battery, fuel filter	152.64
Total 8165					153.39
Total Vehicle Maintenance					158.04
Total 86-2120-MAINTENANCE EQUIPMENT					158.04
<b>86-2130-MAINTENANCE STRUCTURES</b>					
<b>Station 810</b>					
Credit...	11/9/2012		Village Hardware	#A125154 door hardware	1.60
Check	12/9/2012	3600	Marsha A. Regan	#57663, 576662, 576664 Sept-Nov	345.00
Total Station 810					346.60
<b>Station 811</b>					
Check	12/9/2012	3600	Marsha A. Regan	#57663, 576662, 576664 Sept-Nov	109.50
Total Station 811					109.50
Total 86-2130-MAINTENANCE STRUCTURES					456.10
<b>86-2140-MEDICAL, LAB SUPPLIES</b>					
<b>Gasses</b>					
<b>Eureka Oxygen</b>					
Check	12/4/2012	C9	Eureka Oxygen Co	DM00635343	101.72
Check	12/11/2012	3602	Eureka Oxygen Co	DM00636386	98.60
Total Eureka Oxygen					200.32
Total Gasses					200.32
Total 86-2140-MEDICAL, LAB SUPPLIES					200.32
<b>86-2150-MEMBERSHIPS</b>					
<b>CALSTAR</b>					
Check	12/11/2012	3605	CALSTAR	Membership Joseph Goforth	30.00
Total CALSTAR					30.00

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
 November 8 through December 12, 2012

Type	Date	Num	Name	Memo	Amount
<b>REACH</b>					
Check	12/11/2012	3604	REACH	Membership Joseph Goforth	25.00
Total REACH					25.00
Total 86-2150-MEMBERSHIPS					55.00
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>					
<b>Paper, Ink, Materials</b>					
Credit...	11/13/2012		Amazon.com	Dry erase markers	8.46
Total Paper, Ink, Materials					8.46
<b>Postage</b>					
Credit...	12/5/2012		USPS	Postage to send AFP's	3.10
Total Postage					3.10
<b>86-2170-DISTRICT OFFICE SUPPLIE - Other</b>					
Gene...	11/8/2012	497		Safety deposit box 7 months fee refunded t...	-22.19
Gene...	11/8/2012	497		Safety deposit box fee on a new account	38.00
Credit...	11/14/2012		Amazon.com	memory	24.76
Check	12/7/2012	C11	Katsiaryna Gregonis	Windows 7 and memory install, data migr...	200.00
Total 86-2170-DISTRICT OFFICE SUPPLIE - Other					240.57
Total 86-2170-DISTRICT OFFICE SUPPLIE					252.13
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>					
<b>Bookkeeping Services</b>					
Check	12/7/2012	C11	Katsiaryna Gregonis	#52	127.63
Total Bookkeeping Services					127.63
Total 86-2181-AUDITING & FISCAL SERVI					127.63
<b>86-2187-EDUCATION &amp; TRAINING</b>					
Check	12/11/2012	3603	Brenda Howard	First Aid/CPR Class 09/22/12	660.00
Total 86-2187-EDUCATION & TRAINING					660.00
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>					
Credit...	11/13/2012		Amazon.com	Scene markers	105.23
Total 86-2220-SMALL TOOLS & SUPPLIES					105.23
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>					
<b>FLEET FUEL</b>					
<b>MENDOCINO COAST PETROLEUM</b>					
Check	12/4/2012	C8	Mendocino Coast Petro...	#00910	291.23
Total MENDOCINO COAST PETROLEUM					291.23
Total FLEET FUEL					291.23
Total 86-2250-TRANSPORTATION & TRAVEL					291.23
<b>86-2260-UTILITIES</b>					
<b>PG&amp;E</b>					
Check	12/4/2012	C5	PG&E	0210095100-9	191.31
Total PG&E					191.31
<b>Thompson Septic Service</b>					
Check	12/4/2012	C7	Thompson's PortaSepti...	#16738 & 16834	240.90
Total Thompson Septic Service					240.90
<b>Waste Management</b>					
Check	12/4/2012	C6	Waste Management	799-0001196-2561-4	37.16
Total Waste Management					37.16
Total 86-2260-UTILITIES					469.37
<b>86-4360-BUILDINGS &amp; IMPROVEMENT</b>					
<b>STATION 811</b>					
Check	11/15/2012	C1	Mendocino County Cler...	Station 811 permit renewal	150.00
Total STATION 811					150.00
Total 86-4360-BUILDINGS & IMPROVEMENT					150.00

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
 November 8 through December 12, 2012

Type	Date	Num	Name	Memo	Amount
<b>86-4370-EQUIPMENT (PURCHASE)</b>					
Firefighting Equipment					
			<b>SCBA COMPRESSOR</b>		
Credit...	11/11/2012		USPS	Postage for service on compressor valve f...	1.95
			<b>Total SCBA COMPRESSOR</b>		<u>1.95</u>
			<b>Total Firefighting Equipment</b>		<u>1.95</u>
			<b>Total 86-4370-EQUIPMENT (PURCHASE)</b>		<u>1.95</u>
			<b>Total Expense</b>		<u>3,389.80</u>
			<b>Net Income</b>		<u><u>-3,389.80</u></u>



ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUDGET OVERVIEW WORKSHEET

UPDATED 12/13/2012	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 6/30/11	2011-2012	PER 9/30/12	2012-2013	PER 12/12/12
CODE #	DESCRIPTION	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	ACTUAL	ACTUAL	ACTUAL
	<b>REVENUE</b>									
821110	CURRENT SECURED TAX	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	72,754.79	73,586.00	72,407.07	73,614.00
821120	CURRENT UNSECURED TAX	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00	2,586.21	2,470.00
821130	SB 813 SUPPLEMENTAL TAX	2,288.00	1,185.54	1,572.00	472.10	569.00	298.57	283.00	11.09	28.00
821210	PRIOR SECURED PROPERTY TAX	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00	(181.98)	0.00
821220	PRIOR UNSECURED PROPERTY TAX	34.00	99.47	27.00	139.31	114.00	167.78	126.00	279.96	101.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.00	81,920.00	82,640.00	81,880.00
821600	TIMBER YIELD TAX	374.00	303.17	314.00	52.46	71.00	198.28	83.00	208.16	125.00
821700	HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.26	0.00	1.37	0.00	10.26	0.00
824100	HOMEOWNER PROPERTY TAX RELIEF	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00	1,705.00	925.00
825481	STATE OTHER	803.00	787.54	788.00	778.28	778.00	770.92	771.00	789.28	770.00
825490	ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
826140	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
827500	OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
827700	INSURANCE PAYMENT	76,583.50	77,383.50	0.00	5,555.21	0.00	0.00	0.00	20,471.26	0.00
827702	INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	11,676.30	11,676.30	0.00
	<b>TOTAL REVENUE</b>	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	171,545.30	192,583.49	159,913.00
	<b>FUND BALANCE CARRIED FORWARD</b>	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43	291,527.43	290,231.60
	<b>TOTAL AVAILABLE FOR APPROPRIATIONS</b>	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	463,072.73	484,110.92	450,144.60
	<b>APPROPRIATIONS</b>									
861014	MISCELLANEOUS EMPLOYEE BENEFITS	6,000.00	5,407.00	7,000.00	5,183.00	6,000.00	5,960.00	18,000.00	12,900.00	21,000.00
861035	WORKERS COMPENSATION INSURANCE	6,000.00	4,130.64	6,000.00	2,124.44	12,000.00	4,671.95	8,000.00	42,443.15	55,000.00
862050	CLOTHING & PERSONAL ITEMS	10,000.00	4,247.81	5,000.00	4,918.24	5,000.00	5,107.38	5,000.00	4,297.71	4,000.00
862060	COMMUNICATIONS	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,500.00	8,341.00	8,000.00
862101	INSURANCE - GENERAL	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	37,000.00	20,571.57	45,700.00
862120	MAINTENANCE - EQUIPMENT	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	14,000.00	12,950.50	5,500.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	8,000.00	5,879.39	8,000.00	3,786.44	6,000.00	4,023.78	10,500.00	9,751.15	9,000.00
862140	MEDICAL, LAB SUPPLIES	2,800.00	2,695.00	3,000.00	2,693.00	3,000.00	2,349.00	3,000.00	2,006.00	3,700.00
862150	MEMBERSHIPS	3,000.00	3,071.91	4,000.00	2,821.91	1,000.00	954.94	1,750.00	1,611.88	3,000.00
862170	OFFICE EXPENSE	7,000.00	6,378.24	15,000.00	14,950.98	7,000.00	6,803.25	3,500.00	3,229.87	8,000.00
862181	AUDITING & FISCAL SERVICES	10,000.00	8,375.36	15,000.00	5,233.03	15,000.00	13,773.08	5,000.00	1,451.00	3,500.00
862185	MEDICAL, DENTAL SERVICES	1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	10,000.00	9,265.06	10,000.00
862187	EDUCATION & TRAINING	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	1,107.12	1,500.00	1,662.80	1,500.00
862189	PROFESSIONAL & SPECIAL SERVICES - OTHER	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	20,676.41	8,000.00	7,980.29	11,000.00
862210	RENTS & LEASES BUILDINGS & GROUNDS	5,000.00	4,627.18	5,000.00	3,728.73	7,500.00	6,570.41	7,500.00	6,359.45	6,640.00
862220	SMALL TOOLS & SUPPLIES	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	6,500.00	1,857.18	5,300.00
862231	ELECTION SUPERVISION & SERVICES	15,000.00	3,546.62	10,000.00	3,154.36	35,000.00	11,613.74	75,000.00	532.20	87,000.00
862250	TRANSPORTATION & TRAVEL	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	130,000.00	38,013.43	87,450.00
862260	UTILITIES	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	426,275.00	193,879.32	390,240.00
863113	PAYMENTS TO OTHER GOVT AGENCIES	223,981.33	274,994.83	245,591.83	266,653.66	233,630.66	291,527.43	290,231.60	59,904.60	195,777.24
864360	STRUCTURES & IMPROVEMENTS				265,877.66					
864370	EQUIPMENT									
	<b>TOTAL APPROPRIATIONS</b>	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	426,275.00	193,879.32	390,240.00
	<b>UNAPPROPRIATED FUNDS (funds balance)</b>	223,981.33	274,994.83	245,591.83	266,653.66	233,630.66	291,527.43	290,231.60	59,904.60	195,777.24
	<b>UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS</b>				265,877.66					

**Albion Little River Fire Protection District**  
**Budget vs. Actual**  
July 2012 through June 2013

	Jul '12 - Jun '13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
82-1110-CURRENT SECURED TAX	0.00	73,614.00	-73,614.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,470.00	-2,470.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	-328.12	28.00	-356.12	-1,171.9%
82-1220-PRIOR UNSECURED TAX	0.00	101.00	-101.00	0.0%
82-1300-SPECIAL TAX	-200.00	82,080.00	-82,280.00	-0.2%
82-1600-TIMBER TAX	0.00	125.00	-125.00	0.0%
82-4100-INTEREST INCOME	305.97	925.00	-619.03	33.1%
82-5481-HOMEOWNER PROPERTY TAX	0.00	770.00	-770.00	0.0%
82-7700-OTHER	450.00			
<b>Total Income</b>	<b>227.85</b>	<b>160,113.00</b>	<b>-159,885.15</b>	<b>0.1%</b>
<b>Gross Profit</b>				
	227.85	160,113.00	-159,885.15	0.1%
<b>Expense</b>				
86-1014-MISC EMPLOYEE BENEFITS	0.00	21,000.00	-21,000.00	0.0%
Firefighter Stipends				
<b>Total 86-1014-MISC EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>21,000.00</b>	<b>-21,000.00</b>	<b>0.0%</b>
86-1035-WORKERS COMPENSATION IN	0.00	9,000.00	-9,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE				
Fire Shelters	69.94	4,000.00	-3,930.06	1.7%
Med Bag	664.07	1,700.00	-1,035.93	39.1%
Raingear	0.00	3,500.00	-3,500.00	0.0%
SCBA Masks	0.00	3,500.00	-3,500.00	0.0%
Structure Boots	504.26	1,400.00	-895.74	36.0%
Turnouts	124.94	12,500.00	-12,375.06	1.0%
Water Gear	0.00	2,000.00	-2,000.00	0.0%
Wildland Boots	2,161.71	3,200.00	-1,038.29	67.6%
86-2050-CLOTHING & PERSONAL ITE - Other	34,466.06	23,200.00	11,266.06	148.6%
<b>Total 86-2050-CLOTHING &amp; PERSONAL ITE</b>	<b>37,990.98</b>	<b>55,000.00</b>	<b>-17,009.02</b>	<b>69.1%</b>
86-2060-COMMUNICATIONS				
INTERNET SERVICE				
Comcast	820.06	1,600.00	-779.94	51.3%
<b>Total INTERNET SERVICE</b>	<b>820.06</b>	<b>1,600.00</b>	<b>-779.94</b>	<b>51.3%</b>
TELEPHONE				
ATT	1,038.10	2,200.00	-1,161.90	47.2%
ECG	92.22			
<b>Total TELEPHONE</b>	<b>1,130.32</b>	<b>2,200.00</b>	<b>-1,069.68</b>	<b>51.4%</b>
WEBHOSTING				
86-2060-COMMUNICATIONS - Other	74.00	200.00	-126.00	37.0%
61.13				
<b>Total 86-2060-COMMUNICATIONS</b>	<b>2,085.51</b>	<b>4,000.00</b>	<b>-1,914.49</b>	<b>52.1%</b>
86-2080-FOOD	472.82	1,500.00	-1,027.18	31.5%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%

**Albion Little River Fire Protection District  
Budget vs. Actual  
July 2012 through June 2013**

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
82-1110-CURRENT SECURED TAX	0.00	73,614.00	-73,614.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,470.00	-2,470.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	-328.12	28.00	-356.12	-1,171.9%
82-1220-PRIOR UNSECURED TAX	0.00	101.00	-101.00	0.0%
82-1300-SPECIAL TAX	-200.00	82,080.00	-82,280.00	-0.2%
82-1600-TIMBER TAX	0.00	125.00	-125.00	0.0%
82-4100-INTEREST INCOME	305.97	925.00	-619.03	33.1%
82-5481-HOMEOWNER PROPERTY TAX	0.00	770.00	-770.00	0.0%
82-7700-OTHER	450.00			
<b>Total Income</b>	<b>227.85</b>	<b>160,113.00</b>	<b>-159,885.15</b>	<b>0.1%</b>
<b>Gross Profit</b>				
	227.85	160,113.00	-159,885.15	0.1%
<b>Expense</b>				
86-1014-MISC EMPLOYEE BENEFITS	0.00	21,000.00	-21,000.00	0.0%
Firefighter Stipends				
<b>Total 86-1014-MISC EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>21,000.00</b>	<b>-21,000.00</b>	<b>0.0%</b>
86-1035-WORKERS COMPENSATION IN	0.00	9,000.00	-9,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE				
Fire Shelters	69.94	4,000.00	-3,930.06	1.7%
Med Bag	664.07	1,700.00	-1,035.93	39.1%
Raingear	0.00	3,500.00	-3,500.00	0.0%
SCBA Masks	0.00	3,500.00	-3,500.00	0.0%
Structure Boots	504.26	1,400.00	-895.74	36.0%
Turnouts	124.94	12,500.00	-12,375.06	1.0%
Water Gear	0.00	2,000.00	-2,000.00	0.0%
Wildland Boots	2,161.71	3,200.00	-1,038.29	67.6%
86-2050-CLOTHING & PERSONAL ITE - Other	34,466.06	23,200.00	11,266.06	148.6%
<b>Total 86-2050-CLOTHING &amp; PERSONAL ITE</b>	<b>37,990.98</b>	<b>55,000.00</b>	<b>-17,009.02</b>	<b>69.1%</b>
<b>86-2060-COMMUNICATIONS</b>				
INTERNET SERVICE				
Comcast	820.06	1,600.00	-779.94	51.3%
<b>Total INTERNET SERVICE</b>	<b>820.06</b>	<b>1,600.00</b>	<b>-779.94</b>	<b>51.3%</b>
<b>TELEPHONE</b>				
ATT	1,038.10	2,200.00	-1,161.90	47.2%
ECG	92.22			
<b>Total TELEPHONE</b>	<b>1,130.32</b>	<b>2,200.00</b>	<b>-1,069.68</b>	<b>51.4%</b>
<b>WEBHOSTING</b>				
86-2060-COMMUNICATIONS - Other	74.00	200.00	-126.00	37.0%
<b>Total 86-2060-COMMUNICATIONS</b>	<b>2,085.51</b>	<b>4,000.00</b>	<b>-1,914.49</b>	<b>52.1%</b>
86-2080-FOOD	472.82	1,500.00	-1,027.18	31.5%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%

**Albion Little River Fire Protection District**  
**Budget vs. Actual**  
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
<b>86-2150-MEMBERSHIPS</b>				
CALSTAR	30.00	1,000.00	-970.00	3.0%
CSDA	0.00	700.00	-700.00	0.0%
Mendocino Ambulance SVC	0.00	1,000.00	-1,000.00	0.0%
REACH	25.00	1,000.00	-975.00	2.5%
<b>Total 86-2150-MEMBERSHIPS</b>	<b>55.00</b>	<b>3,700.00</b>	<b>-3,645.00</b>	<b>1.5%</b>
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>				
Paper, Ink, Materials	865.67	1,500.00	-634.33	57.7%
Postage	329.78	150.00	179.78	219.9%
Software	232.97	250.00	-17.03	93.2%
86-2170-DISTRICT OFFICE SUPPLIE - Other	1,030.36	1,100.00	-69.64	93.7%
<b>Total 86-2170-DISTRICT OFFICE SUPPLIE</b>	<b>2,458.78</b>	<b>3,000.00</b>	<b>-541.22</b>	<b>82.0%</b>
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>				
Bi-Annual Independent Audit	57.03	4,000.00	-3,942.97	1.4%
Bookkeeping Services	1,974.97	4,000.00	-2,025.03	49.4%
<b>Total 86-2181-AUDITING &amp; FISCAL SERVI</b>	<b>2,032.00</b>	<b>8,000.00</b>	<b>-5,968.00</b>	<b>25.4%</b>
<b>86-2185-MED AND DENTAL</b>				
Firefighter Immunization	382.00	3,500.00	-3,118.00	10.9%
86-2185-MED AND DENTAL - Other	108.00			
<b>Total 86-2185-MED AND DENTAL</b>	<b>490.00</b>	<b>3,500.00</b>	<b>-3,010.00</b>	<b>14.0%</b>
<b>86-2187-EDUCATION &amp; TRAINING</b>				
CPR	0.00	1,000.00	-1,000.00	0.0%
86-2187-EDUCATION & TRAINING - Other	1,726.16	9,000.00	-7,273.84	19.2%
<b>Total 86-2187-EDUCATION &amp; TRAINING</b>	<b>1,726.16</b>	<b>10,000.00</b>	<b>-8,273.84</b>	<b>17.3%</b>
<b>86-2189-PROFESSIONAL &amp; SPECIAL S</b>				
COUNTY COUNSEL SERVICES	96.00	1,500.00	-1,404.00	6.4%
86-2189-PROFESSIONAL & SPECIAL S - Other	785.00			
<b>Total 86-2189-PROFESSIONAL &amp; SPECIAL S</b>	<b>881.00</b>	<b>1,500.00</b>	<b>-619.00</b>	<b>58.7%</b>
<b>86-2210-RENT LEASES</b>				
STATION 810 ANNUAL RENT	0.00	50.00	-50.00	0.0%
<b>Total 86-2210-RENT LEASES</b>	<b>0.00</b>	<b>50.00</b>	<b>-50.00</b>	<b>0.0%</b>
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>				
BATTERIES	41.93	500.00	-458.07	8.4%
MISC. HARDWARE	327.50	500.00	-172.50	65.5%
86-2220-SMALL TOOLS & SUPPLIES - Other	372.79	3,000.00	-2,627.21	12.4%
<b>Total 86-2220-SMALL TOOLS &amp; SUPPLIES</b>	<b>742.22</b>	<b>4,000.00</b>	<b>-3,257.78</b>	<b>18.6%</b>
<b>86-2231-ELECTION SUPERVISION &amp;</b>				
COUNTY CLERK-ELECTION SERVICES	0.00	400.00	-400.00	0.0%
<b>Total 86-2231-ELECTION SUPERVISION &amp;</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.0%</b>

**Albion Little River Fire Protection District**  
**Budget vs. Actual**  
July 2012 through June 2013

	Jul '12 - Jun '13	Budget	\$ Over Budget	% of Budget
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>				
FLEET FUEL	505.54			
CREDIT CARD CHARGE	392.71	2,000.00	-1,607.29	19.6%
MENDOCINO COAST PETROLEUM	2,662.06	9,000.00	-6,337.94	29.6%
Wash Oil	60.40			
FLEET FUEL - Other				
Total FLEET FUEL	3,620.71	11,000.00	-7,379.29	32.9%
86-2250-TRANSPORTATION & TRAVEL - Other	13.13			
Total 86-2250-TRANSPORTATION & TRAVEL	3,633.84	11,000.00	-7,366.16	33.0%
<b>86-2260-UTILITIES</b>				
Albion Water District	270.00	540.00	-270.00	50.0%
PG&E	1,403.47	3,000.00	-1,596.53	46.8%
Suburban Propane	417.31	1,200.00	-782.69	34.8%
Thompson Septic Service	677.70	1,500.00	-822.30	45.2%
Waste Management	212.72	400.00	-187.28	53.2%
Total 86-2260-UTILITIES	2,981.20	6,640.00	-3,658.80	44.9%
<b>86-3113-PAYMENTS TO GOVT AGENCY</b>				
COUNTY ASSESSOR-TAX ASSESSMENT	0.00	100.00	-100.00	0.0%
COUNTY AUDITOR-TAX COLLECTION	0.00	1,200.00	-1,200.00	0.0%
FIREFIGHTER BACKGROUND CHECK	61.00	3,500.00	-3,439.00	1.7%
LAFCO-DUES	312.21	500.00	-187.79	62.4%
86-3113-PAYMENTS TO GOVT AGENCY - Other	0.00			
Total 86-3113-PAYMENTS TO GOVT AGENCY	373.21	5,300.00	-4,926.79	7.0%
<b>86-4360-BUILDINGS &amp; IMPROVEMENT</b>				
STATION 811				
NEW STATION	0.00	75,000.00	-75,000.00	0.0%
WATER TANK	3,352.86	6,000.00	-2,647.14	55.9%
STATION 811 - Other	150.00			
Total STATION 811	3,502.86	81,000.00	-77,497.14	4.3%
STATION 812				
WATER TANK	2,973.09	6,000.00	-3,026.91	49.6%
Total STATION 812	2,973.09	6,000.00	-3,026.91	49.6%
Total 86-4360-BUILDINGS & IMPROVEMENT	6,475.95	87,000.00	-80,524.05	7.4%
<b>86-4370-EQUIPMENT (PURCHASE)</b>				
Firefighting Equipment				
BLOWER	0.00	1,600.00	-1,600.00	0.0%
CAFS system	359.69			
HELMET LIGHTS	0.00	5,200.00	-5,200.00	0.0%
HOSE	1,683.08	4,000.00	-2,316.92	42.1%
LADDERS	0.00	2,000.00	-2,000.00	0.0%
NOZZLES	0.00	3,500.00	-3,500.00	0.0%
SCBA COMPRESSOR	9,930.32	12,000.00	-2,069.68	82.8%

**Albion Little River Fire Protection District**  
**Budget vs. Actual**  
July 2012 through June 2013

	Jul '12 - Jun 13	Budget	\$ Over Budget	% of Budget
SCENE LIGHTING	0.00	1,500.00	-1,500.00	0.0%
Firefighting Equipment - Other	800.60			
<b>Total Firefighting Equipment</b>	<b>12,773.69</b>	<b>29,800.00</b>	<b>-17,026.31</b>	<b>42.9%</b>
Medical Equipment				
BACKBOARDS	546.22	1,000.00	-453.78	54.6%
SUCTION	0.00	450.00	-450.00	0.0%
TRACTION SPLINT	0.00	1,200.00	-1,200.00	0.0%
<b>Total Medical Equipment</b>	<b>546.22</b>	<b>2,650.00</b>	<b>-2,103.78</b>	<b>20.6%</b>
Radios	1,176.29	5,000.00	-3,823.71	23.5%
Rescue Equipment	1,039.44			
Vehicles	0.00	50,000.00	-50,000.00	0.0%
86-4370-EQUIPMENT (PURCHASE) - Other	1,024.51			
<b>Total 86-4370-EQUIPMENT (PURCHASE)</b>	<b>16,560.15</b>	<b>87,450.00</b>	<b>-70,889.85</b>	<b>18.9%</b>
<b>Total Expense</b>	<b>94,682.21</b>	<b>390,240.00</b>	<b>-295,557.79</b>	<b>24.3%</b>
<b>Net Income</b>	<b>-94,454.36</b>	<b>-230,127.00</b>	<b>135,672.64</b>	<b>41.0%</b>

## Duties of officers of the board of directors of the Albion Little River Fire Protection District

1. Offices to be elected among members of the board in December, served the following calendar year:
  - a. President
  - b. Vice President
  - c. Secretary
2. Duties of the President ["quotes" from current bylaws]:
  - a. "The President of the Board of Directors will preside at all board meetings."
  - b. "The President shall designate an interim chair-person to serve as President during his or her absence."
  - c. "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."
  - d. "The President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters." Currently this involves the following:
    - i. Coordination of budget development with the chief, firefighters, and members of the board.
    - ii. Near daily retrieval of invoices and statements from the district PO Box, distributing them to necessary recipients for categorizing and chief approval, checking assigned category and budget compliance, and signing approval before delivering to bookkeeper for payment.
    - iii. Acquisition and review of monthly bookkeeper's reports for completion and accuracy.
    - iv. Provision of verified budget reports for the monthly business meeting.
    - v. Answer communications and correspondence regarding district fiscal inquiries.
    - vi. Receive and record financial donations to the district, record donor information, prepare thank you note/receipt response.
  - e. "The Board President will appoint such ad-hoc committees as deemed necessary by Board Members."
  - f. "Standing committees will be appointed by the President as necessary."
  - g. "The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors."
  - h. "The Board President will be the sole judge of whether the public request [for placement of an item on the District agenda] is or is not a 'matter directly related to District business.'"
3. Duties of the Vice President:
  - a. "If no interim President is appointed, the Vice President of the Board of Directors will serve as interim President."
4. Duties of the Secretary:
  - a. "Meeting packets of agenda, minutes, and backup materials will be mailed or emailed by the Secretary of the Board to each member at least 72 hours prior to regular meetings."
  - b. "If the President and the Vice President are both absent, the Secretary of the Board will serve as chairman of the meeting."
  - c. "It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared."
  - d. "The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions."
  - e. "...any communications and correspondence specifically directed to the "Board of Directors" will be delivered to the Secretary of the Board."
  - f. "The Secretary: This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board."
  - g. "The Secretary is also an assistant to the chairman, providing him/her with a copy of the agenda, the minutes of the previous meeting, any committee reports, and a list of unfinished business. S/he should also bring to the meeting any needed materials, such as a copy of the bylaws, and should be familiar with the record of previous actions taken by the board."
  - h. "... ordinances and resolutions... After adoption the Secretary should prepare proper attestation, which includes filling in the last page to include the vote by each member, the chairman's signature, and the Secretary's attestation."
  - i. "The Secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public."
  - j. "The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors."
  - k. In addition, there are tasks that fall to the Secretary which are not addressed in the District bylaws:
    - i. Monitor and coordinate compliance with legally mandated requirements for board members, including ethics and Brown Act training and certification and conflict of interest certificates (Form 700).
    - ii. Notify and report official district budget and any adopted changes to county auditor.
    - iii. Notify and coordinate board members election, terms of office, resignations and appointments with county elections office.
    - iv. Receive, log, distribute, ~~respond to~~ and report District correspondence.
    - v. Prepare and bind district meeting records, archives and other items and prepare them for posting on the district website.
    - vi. Post agendas at three district public notice locations at proper time before meetings.

V.P.

V.P.

**MFPD Board of Directors Job Responsibility**  
January 12, 2010 Revision

**President – Bill Lemos**

Plans, schedules and conducts all board meetings  
Community Relations – including Grindle Park matters  
Audit Committee  
Grant writing, administration and follow-through – This is going to move to someone else when an appropriate person is found.

**Vice President – Forrest Francis**

Plans, schedules and conducts board meetings in absence of president  
Updates Long Range Plan  
Manages bid process and maintenance oversight / *coordinates facility use*

**Secretary – Dave Gross**

Posts agenda and removes them after meeting has been held  
Takes minutes at meetings and transcribes them  
Correspondence – at direction of president  
Compliance coordinator for Brown Act Training, Harassment Training and Ethics Training requirements.  
Posts legal notices and removes them at appropriate time  
Publishes appropriate legal notices in local paper, when necessary  
Contact person for County Clerk-Recorder's office

**Treasurer – Linda Wilson**

Budget forecast, review and management  
Reviews and pays all invoices  
Audit and financial transaction contact  
IRS and EDD reporting for employees and contractors  
County Auditor contact person

**Director At Large – Gwen Jacobson**

Administers Measure T  
*Employee* Takes care of DMV matters - licensing new equipment, sale of old equipment  
Administrates insurance matters – Liability, Worker's Comp., vehicle and property insurance  
Coordinates TSG volunteers - recruits new volunteers, when necessary  
Member of Health Review Committee - should a meeting be necessary



## Alan Taeger

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**From:** Shari Schapmire <schapmis@co.mendocino.ca.us>  
**Sent:** Friday, November 09, 2012 12:11 PM  
**To:** board@albionfire.com; rrcd@att.net; districtmgr.avcsd@gmail.com; jodim@mcn.org; mansupt@mcn.org; mue@mcn.org; keisbrenner@mcoe.us; mthornton@mcoe.us; rrfc@pacific.net  
**Subject:** Fwd: Mendocino County Investments at September 30, 2012  
**Attachments:** STAFF REPORT - QUARTERLY REPORT.doc; REPORTS - SEPT 2012 - HOLDINGS ONLY.pdf

Thanks for your recent communication!

### Shari L. Schapmire

Treasurer-Tax Collector  
County of Mendocino  
501 Low Gap Road, Room #1060  
Ukiah, CA 95482  
(707) 463-4325 (Direct Line)  
(707) 463-4166 (FAX)>>> Shari Schapmire 10/19/2012 2:24 PM >>>  
Good afternoon,

If you are receiving this email, you are a pool participant of the Mendocino County Investment Pool and/or a member of the Mendocino County legislative body.

Attached is the Mendocino County Investment Report for the quarter ending September 30, 2012, as well as the quarterly staff report. This office will no longer be mailing out hard copies of the quarterly report.

Moving forward, all recipients of this email will be receiving a monthly investment report; the staff report will be sent at a minimum of quarterly and, if needed, monthly.

Please feel free to contact me directly with any questions or concerns.

Shari

### Shari L. Schapmire

Treasurer-Tax Collector  
County of Mendocino  
501 Low Gap Road, Room #1060  
Ukiah, CA 95482  
(707) 463-4325 (Direct Line)  
(707) 463-4166 (FAX)



## COUNTY OF MENDOCINO

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*501 Low Gap Rd., Room 1060  
Ukiah, California 95482  
Phone (707) 463-4321  
Fax (707) 463-4166*

*Shari L. Schapmire  
Treasurer-Tax Collector*

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DATE: OCTOBER 19, 2012  
TO: MENDOCINO COUNTY POOL PARTICIPANTS  
FROM: SHARI L. SCHAPMIRE, TREASURER-TAX COLLECTOR  
SUBJECT: INVESTMENT REPORT – SEPTEMBER 30, 2012

Attached herewith is a listing of all investments held by the Mendocino County Investment Pool as of September 30, 2012. The investments have been made in accordance with the Investment Policy and are permitted investments according to current California law. Due to the nature of a public funds portfolio, it is mandatory that moneys be available to meet the monetary requirements inherent to operating a public entity. The attached Investment Report demonstrates that sufficient liquidity is available to meet anticipated expenditures during the next six months.

As stated in the previous quarterly report, the County's new asset allocation plan is as follows: US Treasuries – 18.01%, US Agencies – 58.28%, US Corporate – 17.81%, FDIC Insured US Corporate – 4.48% and Cash 1.42%. However, due to securities held in the portfolio prior to the development of the new asset allocation plan, targets will not be met for some time. The new asset allocation plan does not include liquid funds positioned in the Local Agency Investment Fund (LAIF), the California Asset Management Program (CAMP), the checkbook and checks/cash on hand.

The primary and overriding objective for the investment pool is to protect the safety of the principal. The second objective is to insure a sufficient portion of all funds are invested in securities providing a high degree of liquidity and availability. The third objective is to obtain a yield commensurate to current conditions; yield shall not be the driving force in determining which investments are to be selected for purchase. Due to the current financial environment, interest apportionment rates continue to be at historically low rates and will more than likely continue that way until 2014.

Please feel free to contact me directly with any questions or concerns.



PORTFOLIO CHARACTERISTICS

Average Duration	0.86
Average Coupon	0.95 %
Average Purchase YTM	0.65 %
Average Market YTM	0.52 %
Average S&P/Moody Rating	AA/Aa2
Average Final Maturity	1.11 yrs
Average Life	0.94 yrs

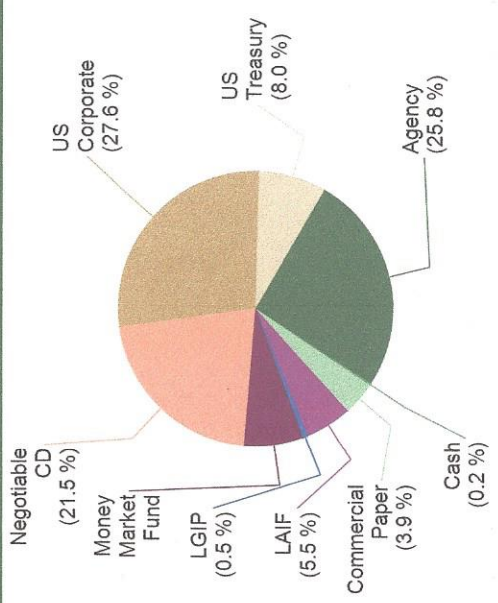
ACCOUNT SUMMARY

<b>Market Value</b>	<b>Beg. Values as of 8/31/12</b>	<b>End Values as of 9/30/12</b>
Accrued Interest	193,027,202	184,175,296
<b>Total Market Value</b>	<b>331,720</b>	<b>330,173</b>
Income Earned	102,228	99,215
Cont/WD	191,506,314	182,675,211
Par	192,701,261	183,836,687
Book Value	192,770,235	183,948,825
Cost Value		

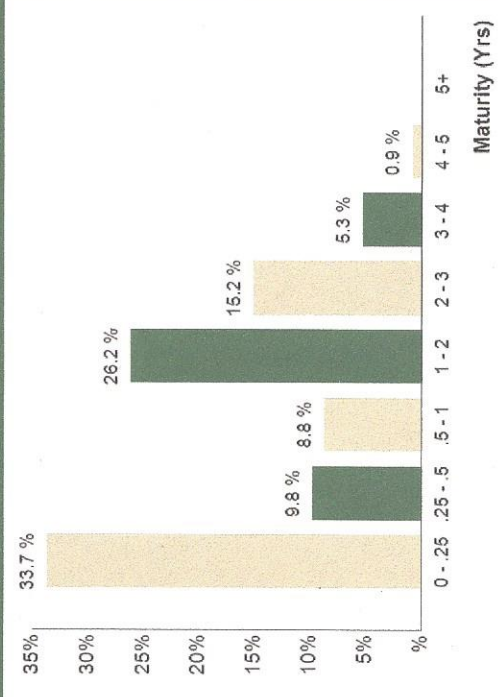
TOP ISSUERS

<b>Issuer</b>	<b>% Portfolio</b>
Government of United States	8.0 %
Federal Home Loan Bank	6.9 %
Custodial Checking Account	6.9 %
Federal Home Loan Mortgage Corp	6.5 %
Federal National Mortgage Assoc	5.7 %
Federal Farm Credit Bank	5.6 %
Local Agency Investment Fund	5.5 %
Barclays Bank	5.4 %
	<b>50.6 %</b>

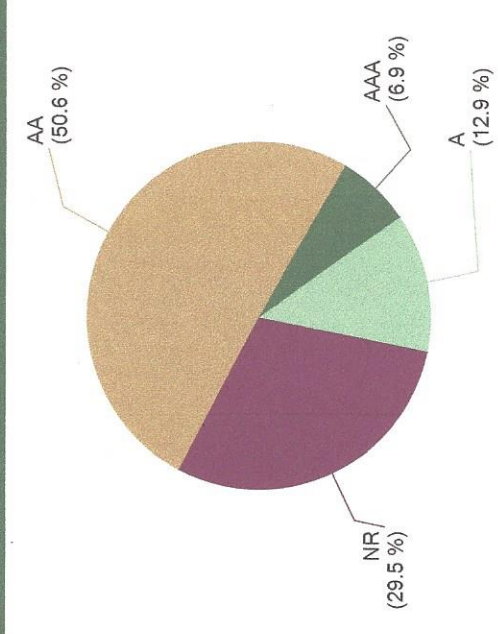
SECTOR ALLOCATION



MATURITY DISTRIBUTION



CREDIT QUALITY (S&P)





**Mendocino County Consolidated  
Account #70006**

**Holdings Report**

As of 9/30/12

AGENCY	CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
	313396J20	FHLMC Discount Note 0.15% Due 10/2/2012	1,500,000.00	06/12/2012 0.15 %	1,499,300.00 1,499,993.75	100.00 0.15 %	1,499,993.75 0.00	0.81 % 0.00	P-1 A-1+	0.01 0.01
	313384L80	FHLB Discount Note 0.17% Due 10/24/2012	2,000,000.00	05/17/2012 0.17 %	1,998,488.89 1,999,782.78	99.99 0.17 %	1,999,782.78 0.00	1.08 % 0.00	P-1 A-1+	0.07 0.07
	313384M97	FHLB Discount Note 0.15% Due 11/2/2012	1,600,000.00	05/31/2012 0.15 %	1,598,966.67 1,599,786.67	99.99 0.15 %	1,599,786.67 0.00	0.87 % 0.00	P-1 A-1+	0.09 0.09
	313396Q22	FHLMC Discount Note 0.16% Due 11/19/2012	800,000.00	07/25/2012 0.16 %	799,584.00 799,825.78	99.98 0.16 %	799,825.78 0.00	0.43 % 0.00	P-1 A-1+	0.14 0.14
	31331JBV4	FFCB Note 1.75% Due 2/21/2013	1,700,000.00	05/30/2012 0.21 %	1,718,938.00 1,710,180.95	100.58 0.27 %	1,709,837.90 3,305.56	0.93 % (343.05)	Aaa AA+	0.39 0.39
	313385EB8	FHLB Discount Note 0.19% Due 4/8/2013	1,600,000.00	05/23/2012 0.19 %	1,597,297.78 1,598,404.00	99.90 0.19 %	1,598,404.00 0.00	0.87 % 0.00	P-1 A-1+	0.52 0.52
	880591DW9	Tennessee Valley Authority Note 4.75% Due 8/1/2013	382,000.00	05/17/2012 0.29 %	402,444.64 396,125.39	103.78 0.22 %	396,432.72 3,024.17	0.22 % 307.33	Aaa AA+	0.84 0.82
	31331KB82	FFCB Note 0.35% Due 10/3/2013	700,000.00	05/11/2012 0.29 %	700,602.00 700,435.77	100.13 0.22 %	700,904.40 1,211.39	0.38 % 468.63	Aaa AA+	1.01 1.00
	3133EALT3	FFCB Note 0.3% Due 11/18/2013	1,600,000.00	05/09/2012 0.28 %	1,600,560.00 1,600,415.22	100.07 0.23 %	1,601,193.60 1,773.33	0.87 % 778.38	Aaa AA+	1.13 1.13
	3136FFEX1	FNMA Callable Note 1X 3/17/2011 1.125% Due 12/17/2013	1,500,000.00	05/18/2012 0.34 %	1,518,345.00 1,514,101.72	100.26 0.91 %	1,503,838.50 4,875.00	0.82 % (10,263.22)	Aaa AA+	1.21 1.20
	313371UC8	FHLB Note 0.875% Due 12/27/2013	1,600,000.00	05/09/2012 0.29 %	1,615,104.00 1,611,454.71	100.80 0.23 %	1,612,766.40 3,655.56	0.88 % 1,311.69	Aaa AA+	1.24 1.23
	3134G3JR2	FHLMC Note 0.45% Due 1/9/2014	2,175,000.00	05/11/2012 0.29 %	2,180,807.25 2,179,463.42	100.28 0.23 %	2,181,005.17 2,229.38	1.18 % 1,541.75	Aaa AA+	1.28 1.27
	313376UF0	FHLB Note 0.375% Due 1/29/2014	1,600,000.00	05/10/2012 0.30 %	1,602,112.00 1,601,631.08	100.18 0.24 %	1,602,928.00 1,033.33	0.87 % 1,296.92	Aaa AA+	1.33 1.33
	3133EADX3	FFCB Note 0.3% Due 2/21/2014	1,600,000.00	05/23/2012 0.32 %	1,599,504.00 1,599,605.07	100.06 0.26 %	1,600,888.00 533.33	0.87 % 1,282.93	Aaa AA+	1.39 1.39
	3134G1SG0	FHLMC Callable Note 1X 3/3/2011 1.25% Due 3/3/2014	1,000,000.00	05/11/2012 0.37 %	1,015,830.00 1,012,461.91	101.20 0.40 %	1,012,004.00 972.22	0.55 % (457.91)	Aaa AA+	1.42 1.41
	3133EALW6	FFCB Note 0.3% Due 4/23/2014	1,600,000.00	05/23/2012 0.34 %	1,598,800.00 1,599,023.18	100.04 0.28 %	1,600,616.00 2,106.67	0.87 % 1,592.82	Aaa AA+	1.56 1.56
	313373JR4	FHLB Note 1.375% Due 5/28/2014	1,575,000.00	05/10/2012 0.33 %	1,608,457.73 1,602,052.84	101.98 0.18 %	1,606,158.23 7,399.22	0.87 % 4,105.39	Aaa AA+	1.66 1.64
	3137EACU1	FHLMC Note 1% Due 7/30/2014	1,600,000.00	05/09/2012 0.37 %	1,622,161.60 1,618,226.62	101.30 0.29 %	1,620,720.00 2,711.11	0.88 % 2,493.38	Aaa AA+	1.83 1.82
	3135G0BY8	FNMA Note 0.875% Due 8/28/2014	1,600,000.00	05/23/2012 0.44 %	1,615,488.00 1,613,050.42	101.11 0.29 %	1,617,747.20 1,283.33	0.88 % 4,696.78	Aaa AA+	1.91 1.90
	3135G0DW0	FNMA Note 0.625% Due 10/30/2014	1,600,000.00	05/09/2012 0.44 %	1,607,428.80 1,606,244.14	100.65 0.31 %	1,610,374.40 4,194.44	0.88 % 4,130.26	Aaa AA+	2.08 2.06



**Mendocino County Consolidated  
Account #70006**

**Holdings Report**  
As of 9/30/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
3135G0KL6	FNMA Callable Note 1X 4/30/13 0.5% Due 10/30/2014	1,600,000.00	05/18/2012 0.54 %	1,598,400.00 1,598,638.57	100.06 0.40 %	1,600,892.80 3,355.56	0.87 % 2,254.23	Aaa AA+	2.08 1.37
3137EADA4	FHLMC Note 0.625% Due 12/29/2014	1,600,000.00	05/24/2012 0.61 %	1,600,432.00 1,600,373.22	100.61 0.35 %	1,609,825.60 2,555.56	0.87 % 9,452.38	Aaa AA+	2.25 2.23
3133XWX95	FHLB Note 2.75% Due 3/13/2015	1,700,000.00	05/30/2012 0.55 %	1,803,394.00 1,790,876.81	105.87 0.35 %	1,799,725.40 2,337.50	0.98 % 8,848.59	Aaa AA+	2.45 2.38
3137EADD8	FHLMC Note 0.5% Due 4/17/2015	1,600,000.00	05/11/2012 0.51 %	1,599,753.60 1,599,785.90	100.34 0.36 %	1,605,508.80 3,644.44	0.87 % 5,722.90	Aaa AA+	2.55 2.52
3135G0LC5	FNMA Callable Note Qtrly 11/29/12 0.7% Due 5/29/2015	885,000.00	05/09/2012 0.70 %	885,000.00 885,000.00	100.05 0.39 %	885,446.04 2,099.42	0.48 % 446.04	Aaa AA+	2.66 0.84
880591DY5	Tennessee Valley Authority Note 4.375% Due 6/15/2015	1,425,000.00	05/29/2012 0.61 %	1,586,580.75 1,568,546.53	110.78 0.37 %	1,578,666.30 18,356.77	0.87 % 10,119.77	Aaa AA+	2.71 2.56
3133EADW5	FFCB Note 0.55% Due 8/17/2015	1,825,000.00	Various 0.56 %	1,824,474.50 1,824,567.41	100.11 0.51 %	1,827,047.65 1,226.81	0.99 % 2,480.24	Aaa AA+	2.88 2.85
3137EACM9	FHLMC Note 1.75% Due 9/10/2015	1,535,000.00	05/09/2012 0.60 %	1,593,222.55 1,586,339.10	103.93 0.41 %	1,595,270.24 1,566.98	0.87 % 8,931.14	Aaa AA+	2.95 2.88
31398A4M1	FNMA Note 1.625% Due 10/26/2015	1,600,000.00	05/17/2012 0.69 %	1,650,848.00 1,645,342.17	103.66 0.43 %	1,658,491.20 11,194.44	0.90 % 13,149.03	Aaa AA+	3.07 2.98
31331VGU4	FFCB Note 4.875% Due 12/16/2015	511,000.00	05/18/2012 0.73 %	585,529.35 577,927.81	114.04 0.46 %	582,740.31 7,265.78	0.32 % 4,812.50	Aaa AA+	3.21 2.98
3135G0CM3	FNMA Note 1.25% Due 9/28/2016	1,600,000.00	05/29/2012 0.92 %	1,622,624.00 1,620,850.69	102.72 0.56 %	1,643,518.40 166.67	0.89 % 22,667.71	Aaa AA+	4.00 3.90
313379FW4	FHLB Note 1% Due 6/9/2017	935,000.00	09/14/2012 0.82 %	942,908.70 942,844.55	100.95 0.79 %	943,868.48 3,662.08	0.51 % 1,023.93	Aaa AA+	4.69 4.56
3133EAY28	FFCB Note 0.83% Due 9/21/2017	695,000.00	09/21/2012 0.81 %	695,611.60 695,609.92	100.12 0.81 %	695,810.37 160.24	0.38 % 200.45	Aaa AA+	4.98 4.86
<b>Total Agency</b>		<b>46,843,000.00</b>	<b>0.42 %</b>	<b>47,488,999.41</b> <b>47,398,968.10</b>	<b>0.34 %</b>	<b>47,502,019.09</b> <b>97,900.29</b>	<b>25.80 %</b> <b>103,050.99</b>	<b>Aaa</b> <b>AA+</b>	<b>1.79</b> <b>1.71</b>
<b>CASH</b>									
90CASH\$00	Cash Custodial Cash Account	407,755.15	Various 0.00 %	407,755.15 407,755.15	1.00 0.00 %	407,755.15 0.00	0.22 % 0.00	NR NR	0.00 0.00
<b>Total Cash</b>		<b>407,755.15</b>	<b>N/A</b>	<b>407,755.15</b> <b>407,755.15</b>	<b>0.00 %</b>	<b>407,755.15</b> <b>0.00</b>	<b>0.22 %</b> <b>0.00</b>	<b>NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>COMMERCIAL PAPER</b>									
69372AKB7	Paccar Financial Discount CP 0.14% Due 10/11/2012	1,700,000.00	09/14/2012 0.14 %	1,699,821.50 1,699,933.89	100.00 0.14 %	1,699,933.89 0.00	0.92 % 0.00	P-1 A-1	0.03 0.03
40427RKJ9	HSBC USA Inc Discount CP 0.3% Due 10/19/2012	750,000.00	07/25/2012 0.30 %	749,468.75 749,888.81	99.99 0.30 %	749,888.81 0.00	0.41 % 0.00	P-1 A-1	0.05 0.05



**Mendocino County Consolidated  
Account #70006**

**Holdings Report**

As of 9/30/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>COMMERCIAL PAPER</b>									
89233GKW5	Toyota Motor Credit Discount CP 0.38% Due 10/30/2012	1,600,000.00	05/03/2012 0.39 %	1,596,960.00 1,599,510.22	99.97 0.39 %	1,599,510.22 0.00	0.87 % 0.00	P-1 A-1+	0.08 0.08
4662JUL18	JP Morgan Discount CP 0.31% Due 11/1/2012	1,150,000.00	05/08/2012 0.31 %	1,148,247.21 1,149,693.01	99.97 0.31 %	1,149,693.01 0.00	0.62 % 0.00	P-1 A-1	0.09 0.09
36959HL54	General Electric Capital Corp Discount CP 0.32% Due 11/5/2012	1,000,000.00	05/08/2012 0.32 %	998,391.11 999,688.89	99.97 0.32 %	999,688.89 0.00	0.54 % 0.00	P-1 A-1+	0.10 0.10
14912DM55	Caterpillar Finance Corp Discount CP 0.23% Due 12/5/2012	1,000,000.00	06/08/2012 0.23 %	998,850.00 999,584.72	99.96 0.23 %	999,584.72 0.00	0.54 % 0.00	P-1 A-1	0.18 0.18
<b>Total Commercial Paper</b>		<b>7,200,000.00</b>	<b>0.28 %</b>	<b>7,191,738.57</b> <b>7,198,299.54</b>	<b>0.28 %</b>	<b>7,198,299.54</b> <b>0.00</b>	<b>3.90 %</b> <b>0.00</b>	<b>P1</b> <b>A-1</b>	<b>0.08</b> <b>0.08</b>
<b>LAIF</b>									
90LAIF\$00	Local Agency Investment Fund State Pool	10,200,000.00	Various 0.34 %	10,200,000.00 10,200,000.00	1.00 0.34 %	10,200,000.00 14,973.64	5.54 % 0.00	NR NR	0.00 0.00
<b>Total LAIF</b>		<b>10,200,000.00</b>	<b>0.34 %</b>	<b>10,200,000.00</b> <b>10,200,000.00</b>	<b>0.34 %</b>	<b>10,200,000.00</b> <b>14,973.64</b>	<b>5.54 %</b> <b>0.00</b>	<b>NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>LGIP</b>									
90CAMP\$00	Public Financial Management C&MP	1,000,000.00	03/31/2012 0.22 %	1,000,000.00 1,000,000.00	1.00 0.22 %	1,000,000.00 0.00	0.54 % 0.00	NR NR	0.00 0.00
<b>Total LGIP</b>		<b>1,000,000.00</b>	<b>0.22 %</b>	<b>1,000,000.00</b> <b>1,000,000.00</b>	<b>0.22 %</b>	<b>1,000,000.00</b> <b>0.00</b>	<b>0.54 %</b> <b>0.00</b>	<b>NR</b> <b>NR</b>	<b>0.00</b> <b>0.00</b>
<b>MONEY MARKET FUND FI</b>									
90CHECK\$1	Checking Deposit Bank Account	12,746,724.91	Various 0.00 %	12,746,724.91 12,746,724.91	1.00 0.00 %	12,746,724.91 0.00	6.91 % 0.00	NR NR	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	84,202.93	Various 0.01 %	84,202.93 84,202.93	1.00 0.01 %	84,202.93 0.00	0.05 % 0.00	Aaa AAA	0.00 0.00
261908107	Dreyfus Treasury Cash Management Fd521	27,527.93	Various 0.01 %	27,527.93 27,527.93	1.00 0.01 %	27,527.93 0.00	0.01 % 0.00	Aaa AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>12,858,455.77</b>	<b>0.00 %</b>	<b>12,858,455.77</b> <b>12,858,455.77</b>	<b>0.00 %</b>	<b>12,858,455.77</b> <b>0.00</b>	<b>6.97 %</b> <b>0.00</b>	<b>Aaa</b> <b>AAA</b>	<b>0.00</b> <b>0.00</b>
<b>NEGOTIABLE CD</b>									
06417DT54	Bank of Nova Scotia Floating Rate Yankee CD 0.648% Due 10/26/2012	5,000,000.00	07/26/2011 0.57 %	5,004,660.00 5,000,254.37	100.01 0.57 %	5,000,254.37 6,030.93	2.71 % 0.00	NR NR	0.07 0.07
89112XWE1	Toronto Dominion Bank CD 0.245% Due 11/9/2012	1,600,000.00	05/07/2012 0.24 %	1,600,000.00 1,600,000.00	100.00 0.24 %	1,600,000.00 1,589.78	0.87 % 0.00	P-1 A-1+	0.11 0.11

**Holdings Report**

As of 9/30/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>NEGOTIABLE CD</b>									
65556QTX1	Nordea Bank Finland Floating Rate Yankee CD 1.137% Due 11/13/2012	8,000,000.00	11/12/2009 1.14 %	8,000,000.00 8,000,000.00	100.00 1.14 %	8,000,000.00 12,377.94	4.34 % 0.00	Aa3 AA-	0.12 0.12
06738U5H8	Barclays Bank PLC Floating Rate Yankee CD 1.123% Due 11/30/2012	5,000,000.00	11/30/2009 1.12 %	5,000,000.00 5,000,000.00	100.00 1.12 %	5,000,000.00 4,990.00	2.71 % 0.00	NR NR	0.17 0.17
06740MVL4	Barclays Bank PLC Floating Rate Yankee CD 1.189% Due 2/7/2013	5,000,000.00	02/07/2011 1.19 %	5,000,000.00 5,000,000.00	100.00 1.19 %	5,000,000.00 9,085.31	2.71 % 0.00	NR NR	0.36 0.11
06366US33	Bank of Montreal Chicago Floating Rate Yankee CD 0.697% Due 5/13/2013	5,000,000.00	05/12/2011 0.70 %	5,000,000.00 5,000,000.00	100.00 0.70 %	5,000,000.00 4,741.77	2.71 % 0.00	NR NR	0.62 0.12
22532XBQ0	Credit Agricole Floating Rate Yankee CD 1.442% Due 5/6/2014	5,000,000.00	05/03/2011 1.44 %	5,000,000.00 5,000,000.00	100.00 1.44 %	5,000,000.00 11,212.44	2.72 % 0.00	NR NR	1.60 0.09
06366WJB1	Bank of Montreal Floating Rate Yankee CD 0.974% Due 9/12/2014	5,000,000.00	05/03/2012 0.97 %	5,000,000.00 5,000,000.00	100.00 0.97 %	5,000,000.00 2,570.94	2.71 % 0.00	Aa2 NR	1.95 0.20
<b>Total Negotiable CD</b>		<b>39,600,000.00</b>	<b>1.00 %</b>	<b>39,604,660.00</b> <b>39,600,254.37</b>	<b>1.00 %</b>	<b>39,600,254.37</b> <b>52,599.11</b>	<b>21.49 %</b> <b>0.00</b>	<b>Aa2</b> <b>AA</b>	<b>0.63</b> <b>0.13</b>
<b>US CORPORATE</b>									
9612E0AX5	Westpac Banking Corp Floating Rate Note 1.005% Due 10/23/2012	5,000,000.00	08/25/2011 0.64 %	5,021,735.00 5,001,125.11	100.02 0.63 %	5,001,200.00 9,771.81	2.72 % 74.89	Aa2 AA-	0.06 0.06
6325C0BA8	National Australia Bank Floating Rate Note 0.941% Due 1/8/2013	5,000,000.00	05/12/2010 1.02 %	4,990,010.00 4,998,982.50	100.14 0.44 %	5,006,910.00 10,973.67	2.72 % 7,927.50	Aa2 AA-	0.27 0.02
46623EJA8	JP Morgan Chase Floating Rate Note 1.081% Due 2/26/2013	6,348,000.00	05/12/2010 1.00 %	6,361,762.46 6,349,994.95	100.30 0.35 %	6,367,285.22 6,860.60	3.45 % 17,290.27	A2 A	0.41 0.16
225434AP4	Credit Suisse USA Inc. Floating Rate Note 0.708% Due 4/12/2013	5,000,000.00	12/18/2009 0.94 %	4,961,975.00 4,993,939.86	100.11 0.51 %	5,005,425.00 7,960.50	2.72 % 11,485.14	A1 A+	0.53 0.03
91159HGY0	US Bancorp Callable Note Cont 8/13/13 1.375% Due 9/13/2013	1,200,000.00	05/09/2012 0.51 %	1,212,876.00 1,208,922.84	100.85 0.39 %	1,210,256.40 825.00	0.66 % 1,333.56	Aa3 A+	0.95 0.86
74153WBJ7	Pricoa Global Funding Floating Rate Note 0.564% Due 9/27/2013	3,000,000.00	11/18/2009 1.36 %	2,908,533.00 2,976,565.23	99.69 0.93 %	2,990,694.00 187.83	1.62 % 14,128.77	A2 AA-	0.99 0.24
74254PPF3	Principal Life Inc Fdg Floating Rate Note 0.619% Due 11/8/2013	4,270,000.00	12/23/2010 0.89 %	4,236,792.21 4,257,266.66	100.08 0.54 %	4,273,531.29 3,963.73	2.32 % 16,264.63	Aa3 A+	1.11 0.11
166751AH0	Chevron Texaco Corp Note 3.95% Due 3/3/2014	1,000,000.00	05/10/2012 0.50 %	1,061,700.00 1,048,646.27	104.98 0.44 %	1,049,805.00 3,072.22	0.57 % 1,158.73	Aa1 AA	1.42 1.39
59157BAF9	Melville Institutional Floating Rate Note 1.361% Due 4/4/2014	5,000,000.00	04/19/2011 1.12 %	5,035,915.00 5,018,273.13	100.79 0.84 %	5,039,615.00 16,629.56	2.74 % 21,341.87	Aa3 AA-	1.51 0.01



**Mendocino County Consolidated  
Account #70006**

**Holdings Report**  
As of 9/30/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>US CORPORATE</b>									
38259PAA0	Google Inc Note 1.25% Due 5/19/2014	1,000,000.00	05/23/2012 0.48 %	1,015,060.00 1,012,445.42	101.48 0.34 %	1,014,758.00 4,583.33	0.55 % 2,312.58	Aa2 AA-	1.63 1.61
594918AB0	Microsoft Note 2.95% Due 6/1/2014	950,000.00	05/23/2012 0.48 %	996,683.00 988,722.05	104.29 0.37 %	990,710.35 9,341.67	0.54 % 1,988.30	Aaa AAA	1.67 1.62
36962GK86	General Electric Capital Corp Note 4.75% Due 9/15/2014	1,182,000.00	Various 1.14 %	1,277,709.46 1,264,126.08	107.55 0.86 %	1,271,196.08 2,495.34	0.69 % 7,070.00	A1 AA+	1.96 1.88
94974BET3	Wells Fargo Corp Note 3.75% Due 10/1/2014	950,000.00	05/03/2012 1.16 %	1,007,950.00 998,291.67	106.07 0.69 %	1,007,677.35 17,812.50	0.56 % 9,385.68	A2 A+	2.00 1.91
74005PAQ7	Praxair Note 5.25% Due 11/15/2014	350,000.00	Various 0.67 %	389,276.39 383,642.57	109.45 0.76 %	383,087.60 6,941.67	0.21 % (554.97)	A2 A	2.13 2.00
09247XAD3	Blackrock Inc Note 3.5% Due 12/10/2014	1,050,000.00	Various 0.76 %	1,121,577.00 1,112,278.86	106.47 0.53 %	1,117,922.40 11,331.25	0.61 % 5,643.54	A1 A+	2.19 2.11
084670AV0	Berkshire Hathaway Note 3.2% Due 2/1/2015	1,475,000.00	05/17/2012 0.86 %	1,567,482.50 1,555,213.46	106.08 0.61 %	1,564,631.33 6,555.56	0.85 % 9,417.87	Aa2 AA+	2.37 2.28
40428HPG1	HSBC USA Inc Note 2.375% Due 2/13/2015	1,000,000.00	05/15/2012 1.89 %	1,012,780.00 1,011,043.66	102.94 1.11 %	1,029,440.00 3,166.67	0.56 % 18,396.34	A2 A+	2.37 2.30
06406HCC1	Bank of New York Callable Note Cont 1/20/15 1.2% Due 2/20/2015	366,000.00	07/17/2012 0.68 %	370,856.82 370,481.64	101.35 0.63 %	370,935.14 500.20	0.20 % 453.50	Aa3 A+	2.39 1.53
713448BX5	Pepsico Inc. Note 0.75% Due 3/5/2015	1,000,000.00	05/03/2012 0.70 %	1,001,450.00 1,001,244.67	100.63 0.49 %	1,006,257.00 541.67	0.55 % 5,012.33	Aa3 A-	2.43 2.41
191216AX8	Coca Cola Company Note 0.75% Due 3/13/2015	1,000,000.00	05/17/2012 0.64 %	1,003,080.00 1,002,683.36	100.87 0.39 %	1,008,749.00 375.00	0.55 % 6,065.64	Aa3 AA-	2.45 2.43
931142CX9	Wal-Mart Stores Note 1.5% Due 10/25/2015	975,000.00	05/10/2012 0.75 %	999,784.50 997,045.99	103.16 0.46 %	1,005,846.08 6,337.50	0.55 % 8,800.09	Aa2 AA	3.07 2.99
459200GU9	IBM Corp Note 2% Due 1/5/2016	950,000.00	05/07/2012 0.98 %	984,713.00 980,968.68	104.47 0.62 %	992,434.60 4,538.89	0.54 % 11,465.92	Aa3 AA-	3.27 3.15
46625HJA9	JP Morgan Chase Note 3.15% Due 7/5/2016	950,000.00	05/07/2012 2.12 %	988,570.00 984,908.77	105.77 1.57 %	1,004,804.55 7,148.75	0.55 % 19,895.78	A2 A	3.76 3.53
24422ERF8	John Deere Capital Corp Note 1.85% Due 9/15/2016	975,000.00	05/03/2012 1.27 %	999,072.75 996,863.69	103.32 0.99 %	1,007,324.18 801.67	0.55 % 10,460.49	A2 A	3.96 3.82
<b>Total US Corporate</b>		<b>49,991,000.00</b>	<b>0.96 %</b>	<b>50,527,344.09</b> <b>50,513,677.12</b>	<b>0.60 %</b>	<b>50,720,495.57</b> <b>142,716.59</b>	<b>27.57 %</b> <b>206,818.45</b>	<b>A1</b> <b>AA-</b>	<b>1.22</b> <b>0.81</b>
<b>US TREASURY</b>									
912828RS1	US Treasury Note 0.25% Due 11/30/2013	1,600,000.00	05/09/2012 0.24 %	1,600,192.86 1,600,144.05	100.05 0.21 %	1,600,812.80 1,344.26	0.87 % 668.75	Aaa AA+	1.17 1.16
912828SB7	US Treasury Note 0.25% Due 1/31/2014	1,600,000.00	05/09/2012 0.25 %	1,599,880.36 1,599,907.66	100.05 0.21 %	1,600,750.40 673.91	0.87 % 842.74	Aaa AA+	1.34 1.33
912828QM5	US Treasury Note 1% Due 5/15/2014	1,600,000.00	05/30/2012 0.29 %	1,622,067.86 1,618,266.25	101.24 0.23 %	1,619,875.20 6,043.48	0.88 % 1,608.95	Aaa AA+	1.62 1.61





**Mendocino County Consolidated  
Account #70006**

**Holdings Report**

As of 9/30/12

CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody S&P	Maturity Duration
<b>US TREASURY</b>									
912828RG7	US Treasury Note 0.25% Due 9/15/2014	1,600,000.00	05/09/2012 0.30 %	1,598,005.36 1,598,340.12	100.01 0.25 %	1,600,124.80 176.80	0.87 % 1,784.68	Aaa AA+	1.96 1.95
912828RV4	US Treasury Note 0.25% Due 12/15/2014	1,600,000.00	05/10/2012 0.34 %	1,596,442.86 1,596,979.43	99.98 0.26 %	1,599,625.60 1,180.33	0.87 % 2,646.17	Aaa AA+	2.21 2.20
912828RZ5	US Treasury Note 0.25% Due 1/15/2015	1,600,000.00	05/10/2012 0.35 %	1,595,942.86 1,596,535.48	99.97 0.26 %	1,599,500.80 847.83	0.87 % 2,965.32	Aaa AA+	2.29 2.28
912828SE1	US Treasury Note 0.25% Due 2/15/2015	1,600,000.00	05/10/2012 0.36 %	1,595,130.36 1,595,819.82	99.94 0.28 %	1,599,000.00 510.87	0.87 % 3,180.18	Aaa AA+	2.38 2.37
912828NV8	US Treasury Note 1.25% Due 8/31/2015	1,550,000.00	05/18/2012 0.45 %	1,590,147.77 1,585,686.91	102.72 0.31 %	1,592,141.40 1,659.19	0.86 % 6,454.49	Aaa AA+	2.92 2.87
912828PE4	US Treasury Note 1.25% Due 10/31/2015	1,825,000.00	Various 0.48 %	1,872,061.78 1,867,596.88	102.80 0.34 %	1,876,185.78 9,546.53	1.02 % 8,588.90	Aaa AA+	3.08 3.02
<b>Total US Treasury</b>		<b>14,575,000.00</b>	<b>0.34 %</b>	<b>14,669,872.07</b> <b>14,659,276.60</b>	<b>0.26 %</b>	<b>14,688,016.78</b> <b>21,983.20</b>	<b>7.97 %</b> <b>28,740.18</b>	<b>Aaa</b> <b>AA+</b>	<b>2.13</b> <b>2.10</b>
<b>TOTAL PORTFOLIO</b>									
		<b>182,675,210.92</b>	<b>0.65 %</b>	<b>183,948,825.06</b> <b>183,836,686.65</b>	<b>0.52 %</b>	<b>184,175,296.27</b> <b>330,172.83</b>	<b>100.00 %</b> <b>338,609.62</b>	<b>Aa2</b> <b>AA</b>	<b>1.11</b> <b>0.86</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>				<b>184,505,469.10</b>					

Thomas R. Parker  
COUNTY COUNSEL

DOUGLAS L. LOSAK  
CHIEF DEPUTY

DEPUTY COUNTY COUNSELS  
SANDRA L. APPELGATE  
TERRY N. GROSS  
JOAN H. TURNER  
BRINA A. LATKIN



OFFICE OF THE  
**COUNTY COUNSEL**  
ADMINISTRATION CENTER  
501 LOW GAP ROAD, RM. 1030  
UKIAH, CALIFORNIA 95482

TELEPHONE:  
(707) 463-4446


FAX NUMBER:  
(707) 463-4592

12-11-15P02:46 RCVD

**MEMORANDUM**

**CONFIDENTIAL  
ATTORNEY/CLIENT  
PRIVILEGE**

**TO:** Alan Taeger, President  
Albion Little River Fire Protection District

**FROM:** Thomas R. Parker   
Mendocino County Counsel

**DATE:** November 13, 2012

**RE:** Questions Regarding Collection of 2002 Parcel Tax **Op. No. 12-0461**

Your District has posed the following questions to this Office for legal opinions:

- A. May the Albion Little River Fire Protection District ("District") bill property owners directly for annual parcel taxes not collected through the County's property tax billing system?
- B. If the answer to the first question is in the positive, may the District assess a late payment penalty on such property owners?
- C. What, if anything, must the District Board do to establish the proposed billing other than write and properly adopt a policy to do so?

This Office responds as follows:

- A. The District may bill property owners directly for annual parcel taxes not collected through the County's property tax billing system.
- B. The District may not assess a late payment penalty as set forth in the Revenue and Taxation Code provisions relating to late payment penalties and interest attributable to delinquent property tax bill payments. Should the District obtain a court judgment establishing the debt owed to it by a delinquent property landowner, legal interest of 10% will attach to the court judgment as an alternative late payment penalty amount.
- C. This Office recommends that the District Board enact an ordinance with the procedures applicable to direct billing and collection (the preferred method) or prepare and formally approve a direct billing and collection policy for its staff and legal representatives to follow (the backup method.)

## BACKGROUND

The District, in April of 2001, enacted Ordinance No. 01-01 which set the terms for a "special fire and rescue" tax to be voted upon by the District voters. A two-thirds or greater majority of the voters (as required by California law for a special tax) was obtained by the District on November 6, 2001. The ordinance enacting the special tax calls for collection of the special tax by use of the County's property tax system.

The County does not issue tax bills for properties with property value assessments of less than \$1,000 and several of the District properties subject to the District's special tax are in that category (a total of five according to the Auditor-Controller's Office for 2011-12.) According to the District President's e-mail of November 3, 2012, "To date the owners of these parcels have never been billed for this tax assessment."

## ANALYSIS

- A. The County's property tax billing system is not the only means available to the District for the collection of the parcel taxes owed. The District can, in situations where the County tax bill system does not issue taxes, directly bill the landowner and directly collect from the delinquent landowner. The County has the option to also issue a tax bill with the tax but subsequently "strip" the tax from the tax bill amount owing and refer it back to the District for direct District collection efforts.
- B. Various provisions in the Revenue and Taxation Code call for the collection of late payment penalties and interest on delinquent tax bill payments when the amount is collected by the County. The application of these provisions is dependent on the use of the statutory tax bill collection process. They do not apply where the collection efforts are undertaken directly by the District and its staff or agents. The District has, however, the 10% legal interest on court judgments which attaches to any court judgment obtained by the District against a delinquent landowner.
- C. This Office recommends that the District either enact an ordinance setting out the procedures for its staff and/or legal counsel to follow in the direct collection of these tax payments. An ordinance is preferred because it will have the greatest legal persuasiveness with a court of law. A policy would be the alternative and less preferred means of setting out the District collection procedures. We also recommend that the District provide a copy of the policy to delinquent landowners so that they cannot claim to have never seen nor learned of the policy and its terms.

Please contact this Office if you have questions regarding this matter.

TRP/cb

12-11-15P02:47 RCVD

MENDOCINO COAST PETROLEUM, INC  
W. D. Smith/ S. B. Smith  
720 N Franklin Street, P. O Box 1455  
Fort Bragg, CA 95437  
(707) 964-2407 [mcp@mendopetrol.com](mailto:mcp@mendopetrol.com)

November, 2012

TO ALL OUR VALUED CUSTOMERS AND VENDORS:

Dave and Sandi are retiring after 34 years in the petroleum business. Mendocino Coast Petroleum is joining forces with Eel River Fuels, Inc. based in Ukiah (also known as ER Energy). Eel River Fuels distributes propane, diesel, gasoline, heating fuels, petroleum equipment, 76 lubricants and operates CFN sites. They sell and repair heating oil and propane heaters such as Monitor, Toyo Stoves & Rinnai.

It is expected that the key personnel at Mendocino Coast Petroleum will continue on with Eel River Fuels. Combined with the benefits of being with a larger company, they will be able to provide you with excellent competitive service and with the added capacity to deliver propane.

We have had a long relationship and we truly appreciate your business! We hope you will continue to be a customer of Eel River Fuels. If you have questions or concerns, please call us.

Thank you,



W. D. Smith



Sandi Smith



3371 NORTH STATE ST. UKIAH, CA. 95482 [www.eelriverfuels.com](http://www.eelriverfuels.com) (707)462-5554 FAX (707)462-2337

November 15, 2012

Dear valued customer of Mendocino Coast Petroleum,

Let me take this opportunity to introduce myself and our company.

My name is Ken Foster, President and founder of Eel River Fuels, Inc. My family, my partner, Roger Webb and his family, and our many employees would like to be introduced and announce the recent consolidation of our Company with Mendocino Coast Petroleum. You may already be familiar with us and our ER ENERGY brand as we have been marketing refined petroleum, propane, CFN Cardlocks, and 76 Lubricants throughout Mendocino, Lake, and Sonoma Counties since 1982 to a broad base of businesses, ranches, trucking, construction, industrial and residential customers.

Just as you have grown comfortable with your relationship with the Smith family over the years, I am confident you will find us to have the same hometown "one customer at a time" approach while providing you unparalleled service from many locations in Ukiah, Lakeport, Willows, Redding, Lower Lake, and now Ft. Bragg.

We have retained Dave's services for the future and intend to retain current key employees of Mendocino Coast Petroleum as well as maintain a business office in Ft. Bragg at 720 N. Franklin St. As a customer of Eel River Fuels, Inc. you can expect no major changes except for the addition of a few more products and services, primarily residential and commercial propane.

Thank you in advance for your support of our company. We are very excited about being your fuel and product provider.

Please feel free to contact me with any questions at our Ukiah office at 707-462-5554. You can also learn more about us at [www.ereenergy.com](http://www.ereenergy.com).

Sincerely,

A handwritten signature in black ink, appearing to be "Ken H. Foster", written in a cursive style.

Ken H. Foster  
President



COUNTY OF MENDOCINO  
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET. • UKIAH • CALIFORNIA • 95482  
120 WEST FIR STREET. • FORT BRAGG. • CALIFORNIA. • 95437

STEVE DUNNICLIFF, Director  
Telephone 707-463-4281  
FAX 707-463-5709  
Ft. Bragg Phone 707-964-5379  
Ft. Bragg Fax 707-961-2427  
pbs@co.mendocino.ca.us  
www.co.mendocino.ca.us/planning

November 9, 2012

TO: ELECTIONS/CLERK  
SHERIFF/ATTN: 911  
PLANNING & BUILDING SERVICES  
INFORMATION SERVICES: Leif Farr  
ENVIRONMENTAL HEALTH  
DEPARTMENT OF TRANSPORTATION  
CAL FIRE ECC/ATTN: Unit Chief  
ALBION-LITTLE RIVER FPD  
LITTLE RIVER POST OFFICE  
PACIFIC GAS AND ELECTRIC COMPANY

12-11-26P02:55 RCVD

FROM: RUSSELL FORD, Cartographer Planner/Address Coordinator

SUBJECT: Address change for parcel on Highway 1.

At the request of the property owner, a guest cottage on Highway 1 has been issued a different address number, shown below. Please update your records accordingly

<u>APN/Owner</u>	<u>Existing Address</u>	<u>New Address</u>
121-050-30/Mills	6700 N. Hwy. 1	6682 N. Hwy. 1

Please contact this office if you have any questions or concerns regarding this notice.

November 17, 2012

12-11-28P03:41 RCVD

Upon going through our photo files, Chief O'Brien came across this picture taken by David Russell. We're sending it along with our regards and respect to our neighboring Department and its members.

Sincerely,

Mendocino Volunteer Fire Department



Ross

LITTLE RIVER ~ ALBION  
V. F. D.

3-05-99  
#3



# Joan Sturges



Certified Public Accountant, Certified Fraud Examiner, Certified Valuation Analyst, Private Investigator

November 27, 2012

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

12-11-28P03:43 RCVD

Re: Your Audits and Accounting

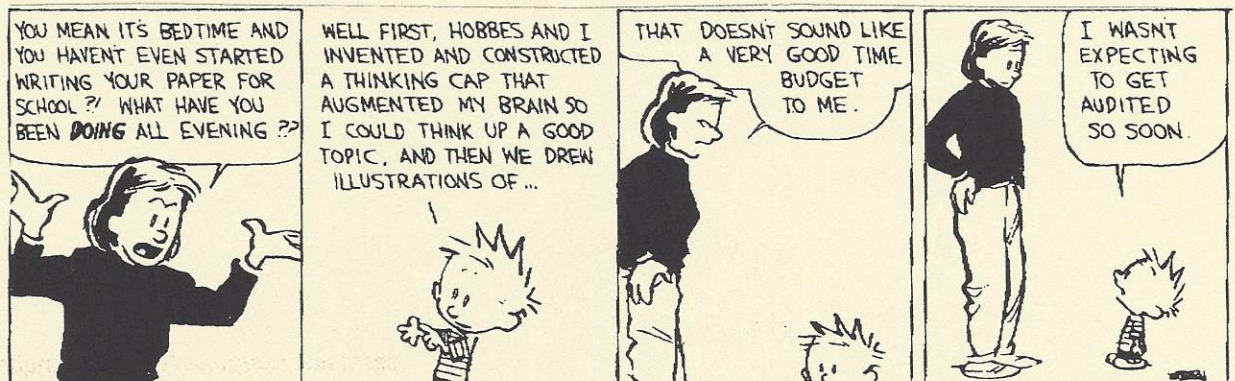
You do have a choice for an auditor. I am back in the business of auditing after a couple of years by popular demand.

I would be honored to work with you again or meet with you for the first time and see what I can do for you and your organization. My general ledger queen, Toi, is always available to assist you with those messy reconciliations and recording problems.

You probably have your audit already contracted for the current year. Keep me in your files for next year, it is recommended to change auditors for a fresh look. Better yet, give me a call and let's meet or have lunch and exchange thoughts, problems, solutions, and ideas.

Sincerely,

Joan Sturges  
Certified Public Accountant  
Certified Fraud Examiner  
Certified Valuation Analyst  
Private Investigator



## Alan Taeger

---

**From:** Alan Taeger <ataeger@mcn.org>  
**Sent:** Thursday, December 06, 2012 8:03 AM  
**To:** 'Jon Lander'  
**Cc:** 'Ted Williams'  
**Subject:** RE: Board of Equalization Fire Services Tax  
**Attachments:** SRA Fees stmt 120823.pdf

Sir,

You are correct, the parcel at the address you provided should have been given a discount. You can file a petition for redetermination with the Board of Equalization ([www.boe.ca.gov](http://www.boe.ca.gov)) to change the parcel's classification and receive the discount, or you can call Cal Fire's petition hot line at (1-888-310-6447) for more information.

Please understand that this tax is levied by the state and will not benefit our local fire district. Members of the board of directors of the Albion Little River Fire Protection District are on record in opposition to the tax. (See attached.)

Sincerely,

Alan Taeger, president, board of directors  
Albion Little River Fire Protection District

---

**From:** Jon Lander [<mailto:jalander@pacbell.net>]  
**Sent:** Wednesday, December 05, 2012 9:08 PM  
**To:** [info@albionfire.com](mailto:info@albionfire.com)  
**Subject:** Board of Equalization Fire Services Tax

Gentlepersons,

My mother is a resident in your District at 33401 Frog pond Road, Littleriver. She was billed for the state fire parcel tax. It was my understanding that being in a Fire Protection District, she would get a discount on the \$150 fee.  
Is this correct?

Jon Lander



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482
120 WEST FIR STREET • FORT BRAGG • CALIFORNIA • 95437

STEVE DUNNICLIFF, DIRECTOR
Telephone 707-463-4281
FAX 707-463-5709
FB PHONE: 707-964-5379
FB FAX: 707-961-2427
pbs@co.mendocino.ca.us
www.co.mendocino.ca.us/planning

December 7, 2012

Planning - FB
Department of Transportation
Environmental Health - Fort Bragg
Building Inspection - Fort Bragg
Assessor
Agriculture Commissioner

Forestry Advisor
Air Quality Management
Archaeological Commission
Sonoma State University
Resource Lands Protection Program
Committee

Department of Forestry/ CalFire
Department of Fish and Game
Department of Health Services
Albion/Little River Fire District
Mendocino Unified School District

CASE#: U 6-2012

DATE FILED: 10/29/2012

OWNER/APPLICANT: MOUNTAIN ROSE RANCH

AGENT: AMY WYNN

REQUEST: Minor Use Permit to establish farm labor housing for a total of three dwelling units beyond the existing single family and second residential units.

LOCATION: Approximately 4 miles east of Albion, 0.5+/- miles from the terminus of Albion Ridge Road (CR# 402), located at 26100 Albion Ridge Road; AP# 125-490-17.

PROJECT COORDINATOR: JOHN SPEKA

RESPONSE DUE DATE: 12/28/2012

Attached to this form is information describing the above noted project(s). The County Planning and Building Services Department is soliciting your input, which will be used in staff analysis, and will be forwarded to the appropriate public hearing.

You are invited to comment on any aspect of the proposed project(s). Please address any concerns or recommendations on environmental considerations and specific information regarding permits you may require to the project coordinator at the above address or submit your comments by email to pbs@co.mendocino.ca.us. Please note the case number and name of the project coordinator with all correspondence to this department.

We have reviewed the above application and recommend the following (please check one):

- Recommend approval. The Department has no comment at this time.
Recommend conditional approval (Suggested condition(s) attached).
Applicant to submit additional information (Attach list of items needed).
Recommend denial (Attach reasons for recommend denial).
Recommend preparation of an Environmental Impact Report (Attach reasons why an EIR should be required).
Other comments (Attach additional sheets if necessary).

REVIEWED BY:

Signature Department Date

**OWNER/APPLICANT:** MOUNTAIN ROSE RANCH PARTNERSHIP

**AGENT:** AMY WYNN COASTAL DEVELOPMENT PERMITS

**REQUEST:** Minor Use Permit to establish farm labor housing for a total of three dwelling units beyond the existing Single Family and Second Residential Units.

**LOCATION:** Approximately 4 mi E of Albion, 0.5± mi from the terminus of Albion Ridge Rd (CR# 402).

**STREET ADDRESS:** 26100 Albion Ridge Rd, Albion      **ACREAGE:** 40± acres

**GENERAL PLAN:** FL160      **ZONING:** TP 160      **COASTAL ZONE:** No

**EXISTING USES:** Agricultural, Timber and Residential

**SUPERVISORIAL DISTRICT:** 5

**TOWNSHIP:** 16 N      **RANGE:** 16 W      **SECTION:** 19      **USGS QUAD#:** 54

**RELATED CASES:** AP 14-90

	ADJACENT GENERAL PLAN	ADJACENT ZONING	ADJACENT LOT SIZES	ADJACENT USES
<b>NORTH:</b>	FL160	TP 160	320± ac	Timberland
<b>EAST:</b>	FL160	TP 160	10-30± ac	Timberland
<b>SOUTH:</b>	FL160	TP 160	177± ac	Timberland
<b>WEST:</b>	FL160	TP 160	320± ac	Timberland

**REFERRAL AGENCIES:**

<input checked="" type="checkbox"/> Planning (FB)	<input checked="" type="checkbox"/> Resource Lands Protection Committee	<input type="checkbox"/> County Counsel
<input checked="" type="checkbox"/> Department of Transportation	<input type="checkbox"/> Native Plant Society	<input checked="" type="checkbox"/> Albion Little River FD
<input checked="" type="checkbox"/> Environmental Health (FB)	<input type="checkbox"/> Caltrans	<input type="checkbox"/> State Clearinghouse
<input checked="" type="checkbox"/> Building Inspection (FB)	<input checked="" type="checkbox"/> Department of Forestry	<input checked="" type="checkbox"/> Sonoma State University
<input type="checkbox"/> Emergency Services	<input checked="" type="checkbox"/> Department of Fish & Game	<input checked="" type="checkbox"/> Archaeological Commission
<input checked="" type="checkbox"/> Assessor	<input type="checkbox"/> Coastal Commission	<input type="checkbox"/> County Water Agency
<input checked="" type="checkbox"/> Agriculture Commissioner	<input type="checkbox"/> RWQCB	<input checked="" type="checkbox"/> Mendocino Unified SD
<input checked="" type="checkbox"/> Forestry Advisor	<input checked="" type="checkbox"/> Department of Health Services	
<input checked="" type="checkbox"/> Air Quality Management District		

**ADDITIONAL INFORMATION:**

**ASSESSOR'S PARCEL #:** APN 125-490-17

**PROJECT COORDINATOR:** John Speka **PREPARED BY:** JS **DATE:** 12/7/2012

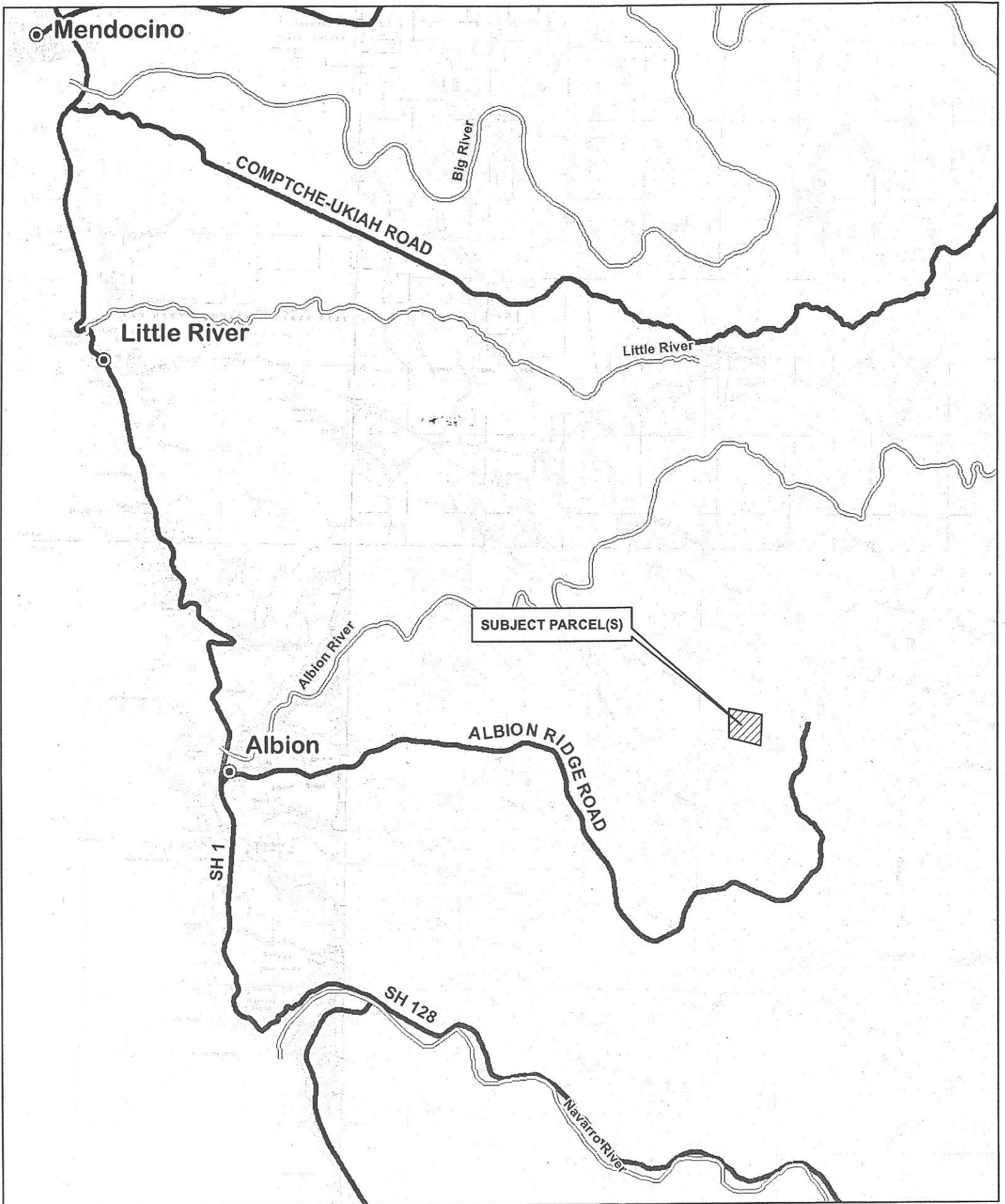
**ENVIRONMENTAL DATA  
(To be completed by Planner)**

**COUNTY WIDE**

- | Yes                                 | No                                  |   |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 1. Alquist-Priolo Earthquake Fault Zone.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 2. Hazard/Landslides Map.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 3. Floodplain/Floodway Map.   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 4. Adjacent to Agriculture Preserve or Timberland Production.<br>Timberland Production Zone   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | 5. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 110-11<br>Very High Fire Hazard |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 6. Wild and Scenic River.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 7. Adjacent to State Forest/Park/Recreation Area.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 8. Adjacent to Equestrian/Hiking Trail.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 9. Within/Near Hazardous Waste Site.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 10. Require Water Efficient Landscape Plan.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 11. Biological Resources/Natural Area Map.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 12. Natural Diversity Data Base.  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 13. Soil Type(s)/Pygmy Soils.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 14. Airport CLUP Planning Area.   |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | 15. Specific Plan Area.   |

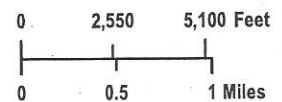
**COASTAL ZONE**

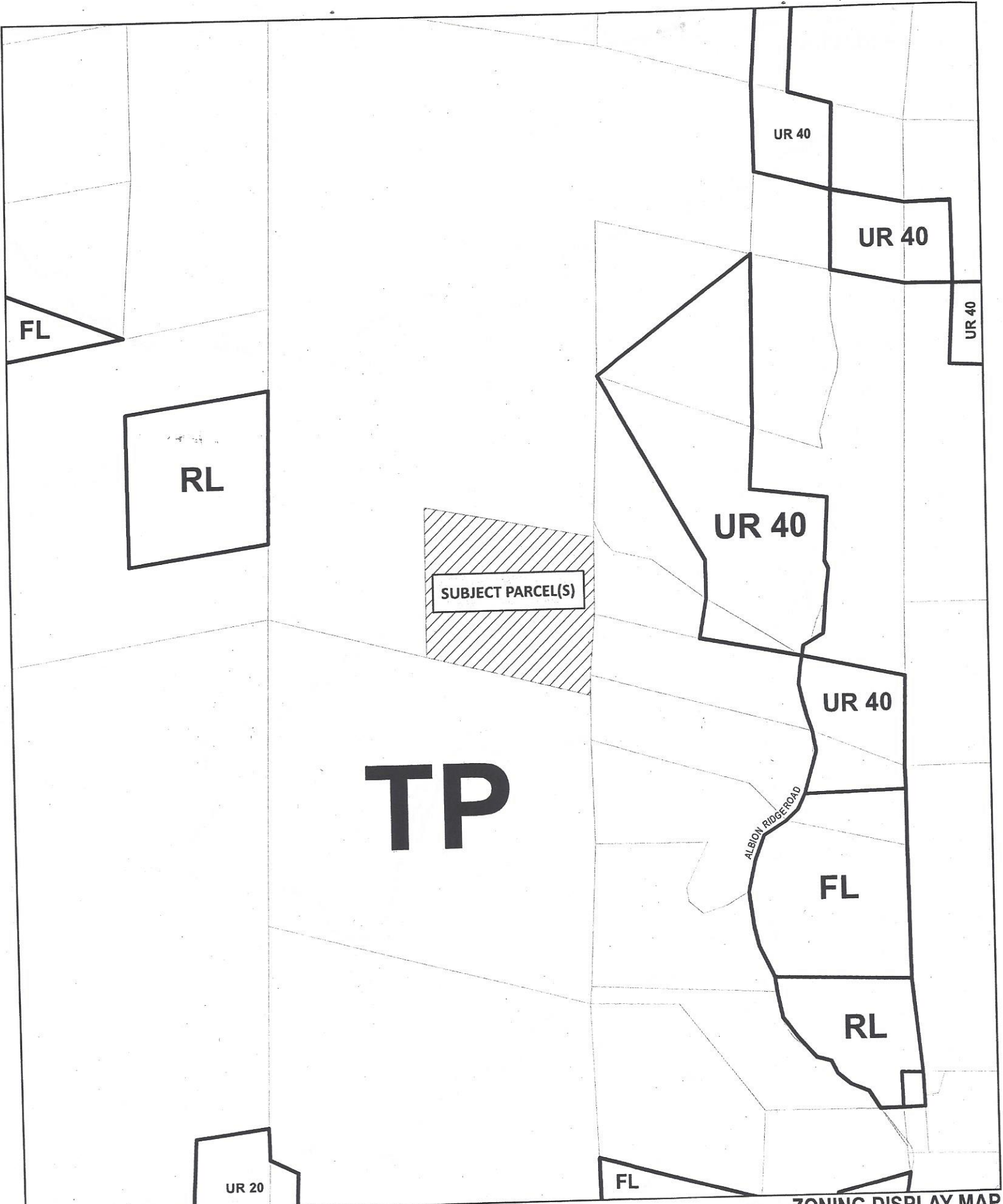
- | Yes                      | No                                  |   |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 16. Exclusion Map.  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17. Appealable Area/Original Jurisdiction Map.                    |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 18. Blayney-Dyett Map.  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 19. Land Capabilities/Natural Hazards Map.                        |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 20. Habitats/ESHA/Resources Map.                                  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 21. Coastal Groundwater Study Zone.<br>CWR- Bedrock               |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 22. Highly Scenic Area/Special Communities.                       |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 23. Ocean Front Parcel (Blufftop Geology).                        |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 24. Adjacent to beach/tidelands/submerged land/Public Trust Land. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 25. Noyo Harbor/Albion Harbor.                                    |



**OWNER:** Mountain Rose Ranch  
**APN:** 125-490-17  
**CASE:** U 6-2012  
**ADDRESS:** 26100 Albion Ridge Road, Albion

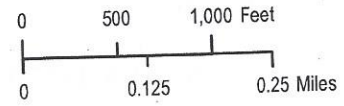
**LOCATION MAP**

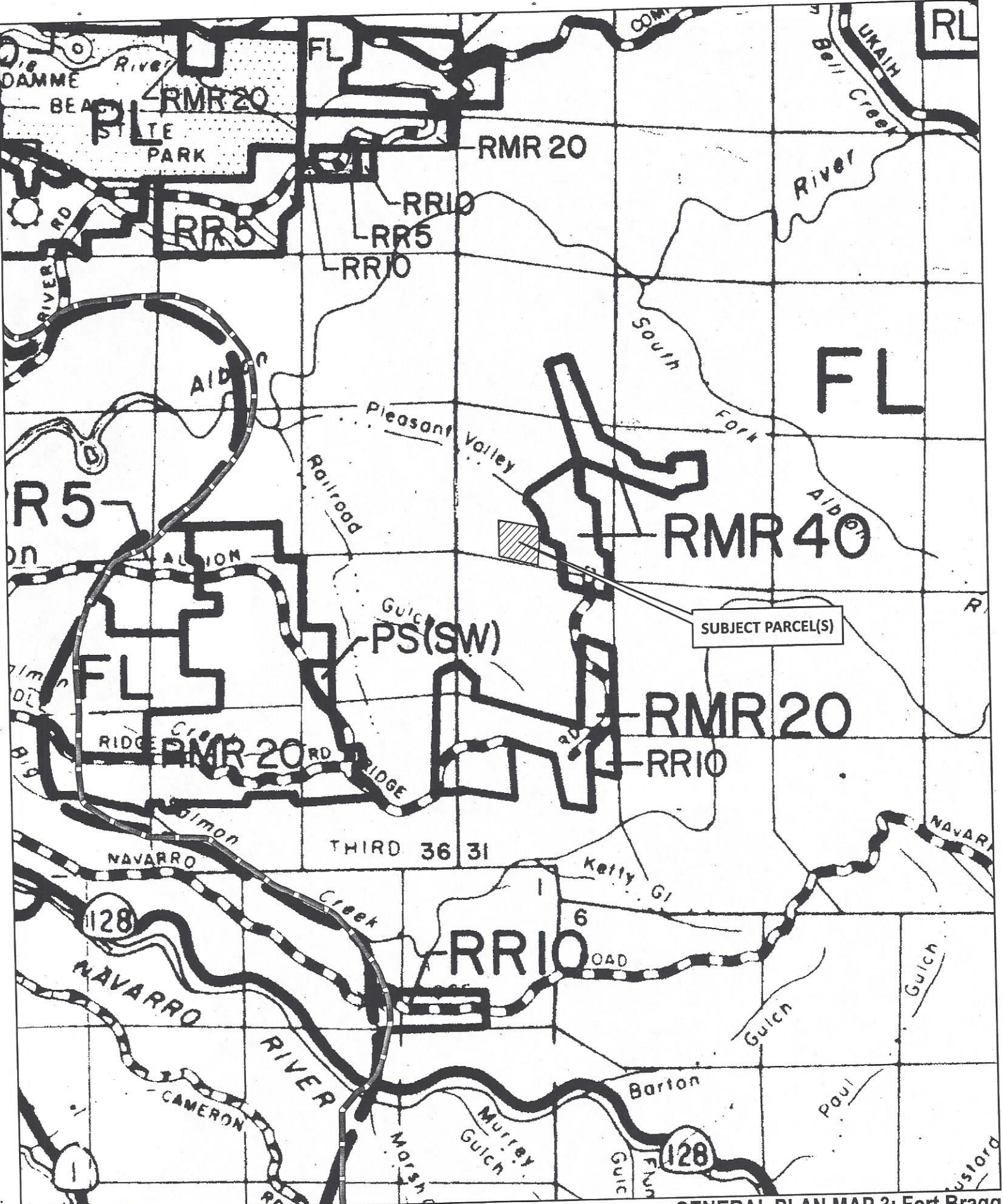




OWNER: Mountain Rose Ranch  
APN: 125-490-17  
CASE: U 6-2012  
ADDRESS: 26100 Albion Ridge Road, Albion

**ZONING DISPLAY MAP**

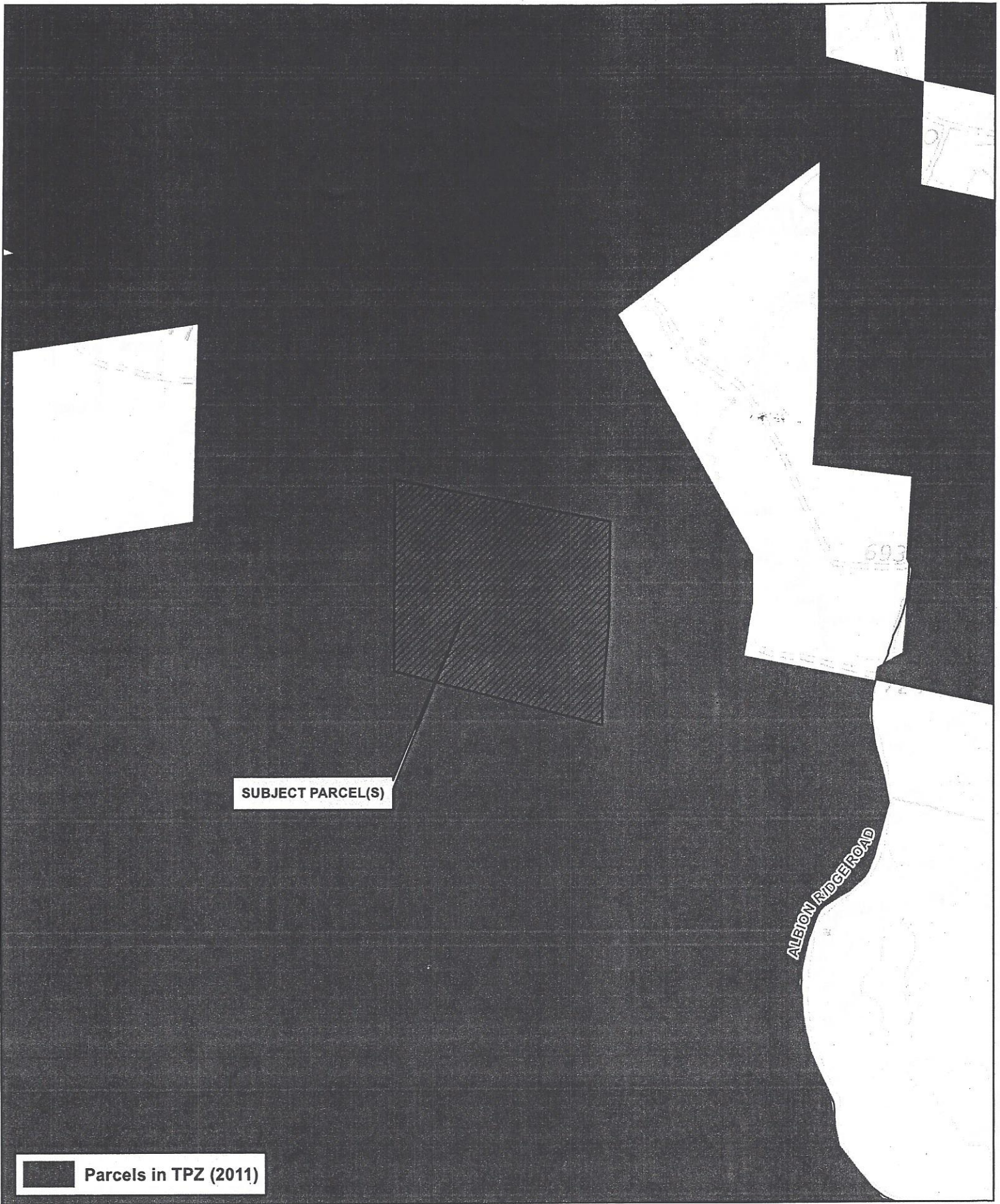




OWNER: Mountain Rose Ranch  
 APN: 125-490-17  
 CASE: U 6-2012  
 ADDRESS: 26100 Albion Ridge Road, Albion

GENERAL PLAN MAP 3: Fort Bragg



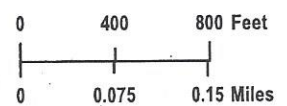


SUBJECT PARCEL(S)

Parcels in TPZ (2011)

OWNER: Mountain Rose Ranch  
APN: 125-490-17  
CASE: U 6-2012  
ADDRESS: 26100 Albion Ridge Road, Albion

TIMBER PRODUCTION ZONES



COUNTY OF MENDOCINO  
 DEPT OF PLANNING & BLDG SERVICES  
 Office: 860 North Bush Street, Ukiah  
 Ukiah, CA 95482  
 Telephone: 707-463-4281

Case No(s) \_\_\_\_\_  
 CDF No(s) \_\_\_\_\_  
 Date Filed \_\_\_\_\_  
 Fee \$ \_\_\_\_\_  
 Receipt No. \_\_\_\_\_  
 Received By \_\_\_\_\_

Office Use Only

**APPLICATION FORM**

<b>Name of Applicant</b> Mountain Rose Ranch Partnership	<b>Name of Owner(s)</b> same	<b>Name of Agent</b> Amy Wynn Coastal Development Permits
<b>Mailing Address</b> PO Box 212 Albion, CA 95410	<b>Mailing Address</b> same	<b>Mailing Address</b> 703 North Main Street Fort Bragg, CA 95437
<b>Telephone Number</b> 707-937-1498	<b>Telephone Number</b> same	<b>Telephone Number</b> 707-964 2537



**Assessor's Parcel Number(s)**  
 125-49-017

<b>Parcel Size</b> 40 <input type="checkbox"/> square feet <input checked="" type="checkbox"/> acres	<b>Street Address of Project</b> 26100 Albion Ridge Road, Albion CA 95410
--	--

**TYPE OF APPLICATION**  
 (Check Appropriate Boxes)

<input checked="" type="checkbox"/> <b>Rezoning</b>	<input checked="" type="checkbox"/> <b>Use Permit</b>
<input type="checkbox"/> <b>Land Division: Minor</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Land Division: Major</b>	<input type="checkbox"/> <b>General Plan Amendment</b>
<input type="checkbox"/> <b>Land Division: Parcel</b>	<input type="checkbox"/> <b>Agricultural Preserve</b>
<input type="checkbox"/> <b>Land Division: Resubdivision</b>	<input type="checkbox"/> <b>Reversion to Acreage</b>
<input type="checkbox"/> <b>Exception</b>	<input type="checkbox"/> <b>Certificate of Compliance</b>
<input type="checkbox"/> <b>Modification of Conditions</b>	<input type="checkbox"/> <b>Other:</b>

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

 Signature of Applicant/Agent	10.26.12 Date	 Signature of Owner	ISHVI ALAM michael rose 10/25/12 Date
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# SITE AND PROJECT DESCRIPTION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Department of Planning and Building Services and other agencies who will be reviewing your project proposal. Please remember that the clearer picture that you give us of your project and the site, the easier it will be to promptly process your application. Please answer all questions. Those questions that do not pertain to your project, please indicate "Not applicable" or "N/A".

## THE PROJECT

1. Describe your project. Include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, etc.

This is an application for Farm Labor Housing. Mountain Rose Ranch (MRR) is a 25-year old permaculture farm of orchards, annual vegetables, and sustainably produced added value wood products. We have a Non-Industrial Timber Management Plan (NTMP) covering the forested areas of the property. The cleared portion is split between wood processing and agriculture, with most of the land in apples, pears, walnuts, figs, and annual vegetables.

There are currently five families living on the land in five dwellings. One family in a legal Single-Family Residence; one family in a legal Second Residential Unit; and three employees living in unpermitted dwellings. We propose converting two unpermitted dwellings into Farm Labor Housing, discontinue dwelling use of a trailer, and propose to build a third dwelling as Farm Labor Housing as the trailer's replacement. In addition, there is an unpermitted Detached Bedroom that requires an Occupancy Permit.

Of the three employees living on the land, two families are living in unpermitted dwellings proposed to be converted to Farm Labor Housing; one single man is living in an Airstream Trailer, dwelling use to be discontinued. We already have permitted septic for the existing, unpermitted Farm Labor Housing (FLH) dwellings. One existing, unpermitted FLH dwelling is adequately sized for a family, but the other existing, unpermitted FLH dwelling is too small to accommodate a family. We propose to build one additional FLH dwelling for the family that is currently living in the unpermitted FLH dwelling that is too small for them. Then we can move the single employee from the Airstream Trailer into the small, unpermitted FLH dwelling. This would give us a total of three Farm Labor Housing dwellings.

The water system is more than adequate to deal with the current population and irrigation needs. It has been doing so successfully for at least 10 years at current population levels. There will be no new roads needed as part of this project. We have already obtained and completed a Less than Three-Acre Conversion, so no additional trees will need to be removed. We will need to install one additional septic system for the proposed FLH dwelling. We would also like to build a small barn in the clearing adjacent to the proposed FLH dwelling. The two existing, unpermitted FLH dwellings will be retrofitted to meet current building code requirements. Lastly, we will construct a pole barn for lumber drying and equipment storage.

All of these employees have been living on the land for a number of years and will continue to do so if we can obtain the necessary permits. As you are aware, the rural location of our project makes commuting to work very expensive. Rents within our area are very high, making it unaffordable for farm workers to live off site without driving very long distances. This, coupled with the labor-intensive nature of the farming and creation of timber products (milling lumber and custom manufacturing timbers into timber frames), make off site housing economically impossible. Production of food and added value timber products are essential to the economy in Mendocino County. To do this successfully requires that employers can provide housing as part of the benefit package of full time employment.

2. Structures/Lot Coverage	Number of Units			Square Footage		
	Existing	Proposed	Total	Existing	Proposed	Total
<input checked="" type="checkbox"/> Single Family	1	0	1	1,400	0	1,400
<input checked="" type="checkbox"/> Second Residential Unit	1	0	1	1,400	0	1,400
<input type="checkbox"/> Mobile Home	0	0	0	0	0	0
<input checked="" type="checkbox"/> Farm Labor Housing	2	1	3	1,300	1,400	2,700
<input checked="" type="checkbox"/> Detached Bedroom	1	0	1	624	0	624
<input type="checkbox"/> Multifamily	0	0	0	0	0	0
<input checked="" type="checkbox"/> Other: shops	2	0	2	3,550	0	3,550
<input checked="" type="checkbox"/> Other: barns/greenhouses	3	2	5	2,912	5,376	8,288
<input checked="" type="checkbox"/> Other: garages/sheds	2	0	2	880	0	880
Total Structures	12	3	15	12,066	6,776	18,842
Paved Area & Roads				28,000	1,800	29,800
Landscaped Area				215,000	129,000	386,000
Unimproved Area						30 acres
<b>GRAND TOTAL (Equal to gross area of Parcel)</b>						40 acres

3. If the project is commercial, industrial or institutional, complete the following:  
 Estimated employees per shift: \_\_\_\_\_ 3 \_\_\_\_\_  
 Estimated shifts per day: \_\_\_\_\_ 1 \_\_\_\_\_ Type of loading facilities proposed: \_\_ Pole Barn & Forklift \_\_

4. Will the proposed project be phased?  Yes  No If yes, explain your plans for phasing

Construct Pole Barn Winter 2012  
 Construct new Farm Labor Housing, Spring 2013  
 Plant 2 acres of Pear & Walnut orchards, Winter 2013  
 Remodel/Retrofit unpermitted SFRs, Spring 2014  
 Construct new Barn, Fall 2015

5. Will vegetation be removed on areas other than the building sites and roads?  Yes  No

Explain:

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6. Will the project involve the use or disposal of potentially hazardous materials such as toxic substances, flammables, or explosives?  Yes  No If yes, explain:

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7. How much off-street parking will be provided? n/a

	Number	Size
Number of covered spaces	_____	_____
Number of uncovered spaces	_____	_____
Number of standard spaces	_____	_____
Number of handicapped spaces	_____	_____
Existing Number of Spaces	_____	
Proposed Additional Spaces	_____	
Total	_____	

8. Is any road construction or grading planned?  Yes  No If yes, grading and drainage plans may be required. Also, describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

All terrain in the developed area is flat and roads are existing. There are many logging roads that will need to be improved over time. This work will comply with the requirements of an NTMP, and be overseen by CalFire, a Licensed Timber Operator (LTO), and a Registered Professional Forester (RPF).

9.	For grading or road construction, complete the following:	n/a
	A. Amount of cut	_____ cubic yards
	B. Amount of fill	_____ cubic yards
	C. Maximum height of fill slope	_____ feet
	D. Maximum height of cut slope	_____ feet
	E. Amount of import or export	_____ cubic yards
	F. Location of borrow or disposal site	_____
10.	Does the project involve sand removal, mining or gravel extraction? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, detailed extraction, reclamation and monitoring plans may be required?	
11.	Will the proposed development convert land currently or previously used for agriculture to another use? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	If yes, how many acres will be converted? _____ acres. An agricultural economic feasibility study may be required.	
12.	Will the development provide public or private recreational opportunities? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, explain below:	
13.	Is the proposed development visible from State Highway 1 or other scenic route? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. Is the proposed development visible from a park, beach or other recreational area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
15.	Does the development involve diking, filling, dredging or placing structures in open coastal water, wetlands, estuaries or lakes?  n/a	
	Diking: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Filling: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Dredging: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Placement of structures in:	
	<input type="checkbox"/> open coastal waters	
	<input type="checkbox"/> wetlands	
	<input type="checkbox"/> estuaries	
	<input type="checkbox"/> lakes	
	If so, amount of material to be dredged or filled? _____ cubic yards.	
	Location of dredged material disposal site? _____	
	Has a U.S. Army Corps of Engineers permit been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16.	Will there be any exterior lighting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.  _____	

17. Utilities will be supplied to the site as follows: (all existing)

A. Electricity:

- Utility Company (service exists to the parcel)
- Utility Company (requires extension of service to site: \_\_\_\_\_ feet \_\_\_\_\_ miles)
- On Site Generation - Specify: \_\_\_\_\_ solar \_\_\_\_\_

B. Gas:

- Utility Company/Tank (existing)
- On Site Generation - Specify: \_\_\_\_\_
- None

C. Telephone:  Yes (existing)  No

18. What will be the method of sewage disposal?

- Community sewage system - Specify supplier \_\_\_\_\_
- Septic Tank (existing)
- Other - Specify: \_\_\_\_\_

19. What will be the domestic water source: (existing)

- Community water system - Specify supplier \_\_\_\_\_
- Well (existing)
- Spring
- Other - Specify: \_\_\_\_\_

20. Are there any associated projects and/or adjacent properties under your ownership?

Yes  No If yes, explain (e.g., Assessor's Parcel Number, address, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. List and describe any other related permits and other public approval required for this project, including those required by other County departments, city, regional, state and federal agencies:

\_\_\_\_\_  
CalFire, Mendocino County Planning & Building, Mendocino County Environmental Health Department.  
\_\_\_\_\_  
\_\_\_\_\_

## THE SITE

22. Describe the location of the site in terms of readily identifiable landmarks (e.g., mailboxes, mile posts, street intersections, etc.):

Go East on Albion Ridge Road to the 7.57 mile marker. Turn Left and go ½ mile on dirt to 26100 Albion Ridge Road.

23. Are there existing structures on the property?  Yes  No  
If yes, describe below, and identify the use of each structure on the plot plan or tentative map if the proposal is for a subdivision.

Existing SFR, SRU and unpermitted dwellings; well, water tank, septic, roads, driveways, barns, garages, workshops and typical outbuildings. See attached Plot Plan.

24. Will any existing structures be demolished?  Yes  No  
Will any existing structures be removed?  Yes  No

If yes to either question, describe the type of development to be demolished or removed, including the relocation site, if applicable?

25. Project Height. Maximum height of existing structures 35 feet. Maximum height of proposed structures 30 feet.

26. Gross floor area of existing structures 10,142 sq ft \_\_\_\_\_ square feet (including covered parking and accessory buildings). Gross floor area of proposed structures 9,200 sq ft \_\_\_\_\_ square feet (including covered parking and accessory buildings).

27. Lot area (within property lines): 40 \_\_\_\_\_  square feet  acres.



28. Briefly describe the project site as it exists before the project, including information on existing structures and their uses, slopes, soil stability, plants and animals, and any cultural, historical or scenic aspects. Attach any photographs of the site that you feel would be helpful.

Mountain Rose Ranch is a permaculture Farm. For 25 years we have been building soil fertility and gardens.

We have been selecting fruits and seeds that are well adapted for our region, and have been propagating orchards from this stock. We have been logging and adding value to wood products by milling lumber and constructing timber frames. The developed portions of the property are nearly flat and the forested areas range from gentle to medium steep. Our parcel is surrounded by Timber company holdings, mostly heavily logged. We have been doing extensive thinning of the underbrush for fire prevention. We have also been developing water storage from roofs and springs to act as insurance against fire and drought.

29. Briefly describe the surrounding properties, including information on plants, animals and any cultural, historic or scenic aspects. Indicate the type of land use (use chart below) and its general intensity. Attach any photographs of the vicinity that you feel would be helpful.

The surrounding property is timberland currently under the management of Mendocino Redwood Company. Over the years it has been heavily logged by Masonite, Louisiana Pacific, and now MRC.

30. Indicate the surrounding land uses:

	North	East	South	West
Vacant	_____	_____	_____	_____
Residential	_____	_____	_____	_____
Agricultural	_____	_____	_____	_____
Commercial	_____	_____	_____	_____
Industrial	_____	_____	_____	_____
Institutional	_____	_____	_____	_____
Timberland	TPZ (vacant)	TPZ (vacant)	TPZ (vacant)	TPZ (vacant)
Other	_____	_____	_____	_____

LIST OF STRUCTURES

- A Wood Shop / Office
- B Shed
- C Air Stream Trailer
- D Second Residential Unit (SRU)
- E Farm Labor Housing (FLH Existing, unpermitted)
- F Barn Storage
- G Barn
- H Garage
- I Single Family Residence (SFR)
- J Office
- K Farm Labor Housing (FLH existing, unpermitted)
- L Metal Shop
- M Detached Bedroom (DB)
- N Bath House
- O Water Tower
- P Composting Out House
- Q Proposed Pole Barn for Lumber Drying
- R Proposed New Barn
- S Farm Labor Housing (FLH Proposed)

TODD NEUMBERGER  
 ENVIRONMENTAL  
 DESIGN  
 P.O. BOX 816  
 ALBION, CA 95410  
 PH: 707-857-5534  
 FAX: 707-857-2801  
 EMAIL: TNEUMBER@COMCAST.NET

GUYTON & LAWRENCE, ARCHITECTS  
 1000 UNIVERSITY AVENUE, SUITE 100  
 OAKLAND, CA 94612  
 PROFESSIONAL REG. NO. 12345  
 CERTIFIED ENERGY ANALYST

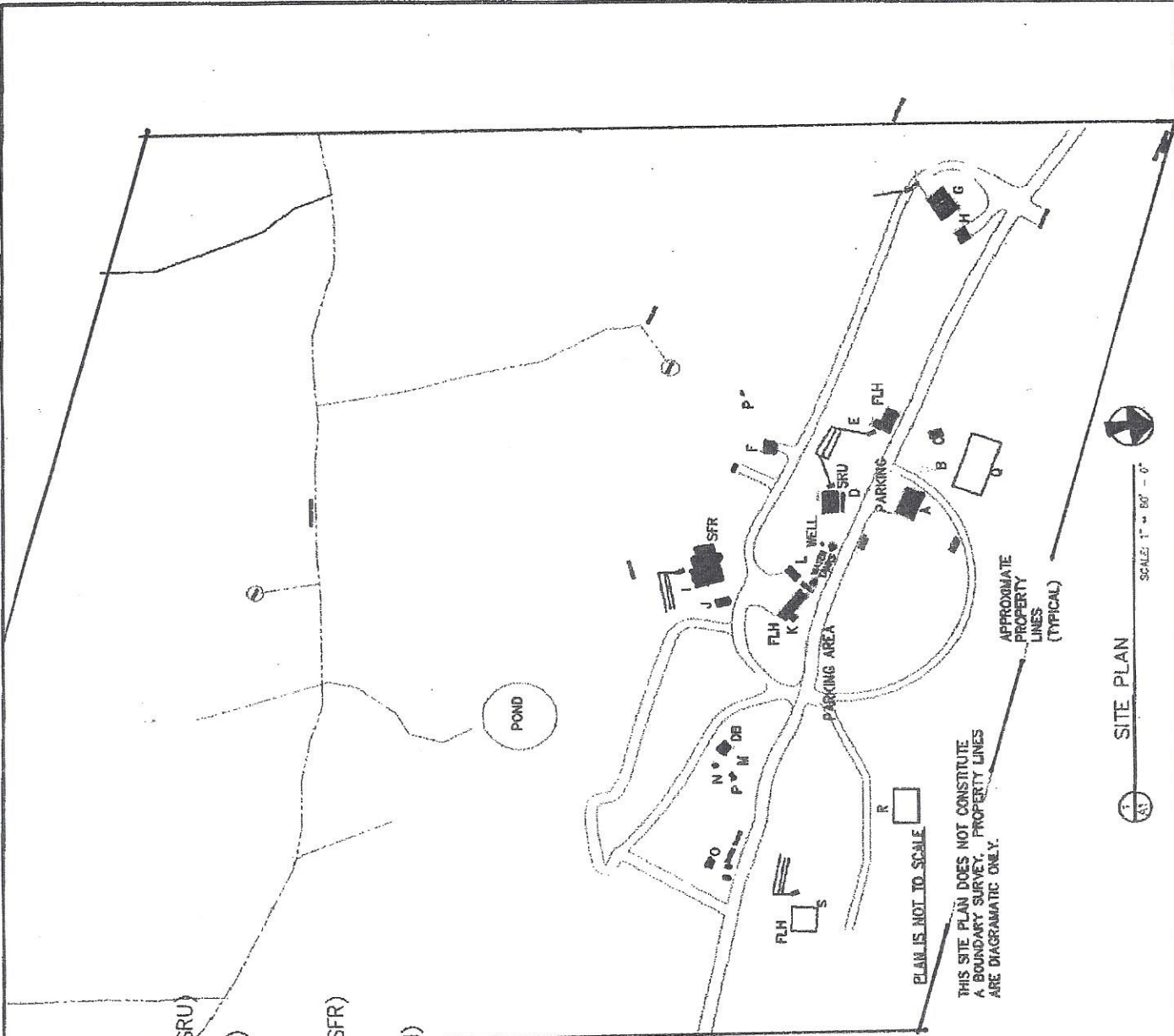
THIS PLAN WAS PREPARED BY ME  
 OR UNDER MY SUPERVISION

28103 ALBION HEDGE ROAD  
 ALBION, CA 95410  
 APR: 125-480-17

REVISION	DATE	BY	DESCRIPTION

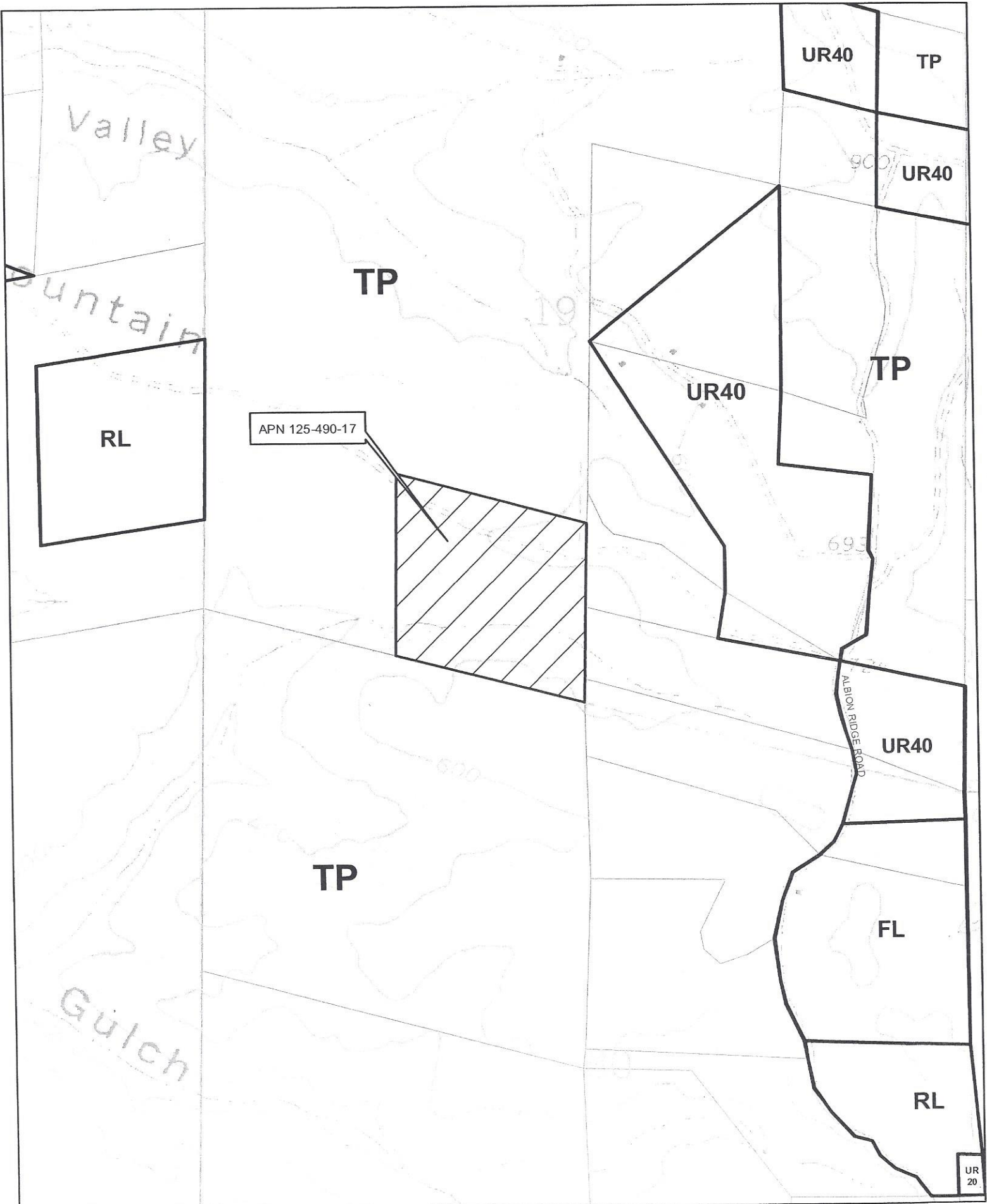
  

DATE FOR DETAIL	
DATE FOR SET	
DATE FOR PERMITS	
DATE FOR RECORDS	



SCALE: 1" = 80'-0"  
 SITE PLAN  
 SHEET

10-2012



APN 125-490-17

**ZONING DISPLAY MAP**

Parcel lines are approximate. Parcel lines on this map are NOT SURVEY LINES, they are for viewing purposes only and should not be used to determine legal boundary lines. Parcel line may be over 200 feet off. (Parcel lines are as of October 2009)

This map is provided as a visual display of County Information. Map prepared by Mendocino County, Department of Planning & Building Services. Reasonable effort has been made to ensure the accuracy of the map and data provided; nevertheless, some information may not be accurate. The positional accuracy of the data is approximate and not intended to represent map accuracy from a published record of survey.

**THIS MAP AND ASSOCIATED DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.**

DO NOT USE THIS MAP TO DETERMINE PROPERTY BOUNDARIES.

Either expressed or implied, including but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

DO NOT make a business decision based on this data without first validating the information with appropriate County agencies or other government entities.

ZONING DISPLAY MAP ONLY - NOT ADOPTED BY THE COUNTY. Zoning was adopted by a computer print out parcel by parcel. Map prepared by the Department of Planning and Building Services Cartographic Section. Data was extracted from the County's Property System Database using the appropriate use codes assigned by the Planning Department.



## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

### BUSINESS MEETING MINUTES

Thursday, December 13, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order at 7:04pm
  - a. **Roll call:** Firefighters present: Chief Ted Williams, Jaime Placido, Debbie Wolfe, Steve Wolfe, Guy Casey, Scott Roat, Emily Scott, Michael Rees, Harold Searles, Tim Gitchel, Marshall Brown, Ben Feinburg, Jason Hendricks, Margaret Harris, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer. Members of the public: Gary Moraga, and Debbie Casey (arrived later).
  - b. **Chief's Report:** See attached.
  - c. **Review and discussion of Chief's Report:** General discussion and review of Chief's Report.
  - d. **Annual election of line officers:**
  - e. **Other fire department business:** Current focus to be on wild land training. Plans are being made to perform a pre-planning walkthrough of Heritage house property. Ideas were explored for organizing and enhancing the upcoming annual BBQ.
  - f. **Adjournment:** 8:15pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 8:20 pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Scott Roat and Ed Petrykowski.
3. **Public communication to the Board:**
  - a. Guest Gary Moraga in attendance. Recommends and volunteers to help with hot rod/ car show attached to BBQ; all parties seemed in favor.
  - b. Debbie Casey offered to aide in fundraising efforts.
  - c. Scott confirms \$25k check given to District on behalf of the 501c3 nonprofit. More coming. Confirm 501c3 dissolution underway – target date, first quarter 2013.
4. **Items for Board consideration and possible action relevant to fire department operations:**
  - a. **Fire department personnel:** Applicant Ben Feinburgh was recommended for employment as probationary volunteer firefighter by Chief Williams. The board voted 5-0 in favor of approval of the chief's recommendation on a motion by Ken.
  - b. **Agreements and contracts policy:** Policy authorizing the chief to enter the district into contracts adopted as presented by unanimous vote of the board on a motion by Alan.
  - c. **Facilities use insurance:** Revised facilities use policy adding language requiring proof of insurance for non-district users of district facilities adopted by unanimous vote of the board on a motion by Alan.
  - d. **Annual election of officers of the district board of directors:**
5. **Previous meeting minutes:** Minutes of the November 8, 2012 regular business meeting approved as amended by unanimous vote of the board on a motion by Ken.
6. **Board Correspondence:** See attached.
7. **Financial Report:** Monthly financial reports distributed. Funds going at about going about the rate we expect at this point. Alan presented a list of donors from 2012. Ted to post on website (stripped of personal information). There is a balance of approximately \$35k in fire department (donations) fund.
8. **Committee reports:**
  - a. **New fire station committee:** Ed reported that Lee Welty expects to have foundation engineering ready for completion of plans permit requirements within days. Encroachment permit needs to be renewed.
9. **Director's Discussion:** Alan presented a list of duties of the district board of directors compiled from the district bylaws. Included in the list were some additional de facto duties not expressly listed in the bylaws. Alan asked that the board consider ways to more equitably distribute the workload of the district among board members or find some other way to get the work done. Thoughts expressed included:
  - Burden shouldn't be across Board members. Most special districts have clerk or secretary.
  - Discussion of adding positions to distribute work load.
  - Current practices and procedures place too much burden on Secretary and President
  - Consideration proposed to add part time (paid or volunteer) position to aide in this regard.
  - Discussion is to be continued at the next regular district business meeting.
10. **Next scheduled regular business meeting:** Thursday, January 10, 2013, 7:00pm at Station 810.
11. **Adjournment:** Meeting Adjourned: 21:35.

#### Fire Chief's Report, 13 December, 2012, by Ted Williams

- **Applications received**
  - Ben Feinburgh (approved by chief, subject to board review)
- **Resignations**
  - Jesse Martin
- **Incident Log**
  - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, November 8th and today, December 13th, we were dispatched and responded to twenty-four incidents consisting of 1 wild land fire and 15 medical aids, 2 structure fires (false alarms), 2 traffic collisions, and 5 electrical hazards.

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- **2012008162 11/12/12 13:48**
  - MEDICAL DELTA 43300 Little River Airport Rd #514
  - Brad Montgomery (8132/IC)
  - Sam Levine (Medgroup)
  - Guy Casey
  - Andrea Pennebaker
  - Ted Williams
  - Scott Roat
  - Cancelled incoming
- **2012008197 11/14/12 01:29**
  - MEDICAL ECHO Albion River Campground
  - Guy Casey (8130 Med Group)
  - Jaime Placido
  - John Oakley
  - Erica Geer
  - Marshall Brown
  - Andrea Pennebaker
  - Brad Montgomery (8165)
  - Ted Williams (IC)
  - Lauren Lopez
  - Michael Rees
  - Scott Roat
  - Sam Levine
  - Joe Goforth
  - Margaret Harris
  - Cancelled incoming
- **2012008227 11/14/12 21:29**
  - MEDICAL, CHARLIE; 44451 LITTLE RIVER AIRPORT RD
  - Marshall Brown (IC, R8132)
  - Guy Casey
  - Ted Williams
  - Andrea Pennebaker
  - Jaime Placido (R8130)
  - Brad Montgomery (E8165, cancelled)
  - Scott Roat
  - Tim Gitchel
  - Sam Levine (Med Group)
  - Andrew Crowningshield
  - John Crowningshield
  - Margaret Harris
  - Erica Geer
  - Canceled Incoming
- **2012008228 11/14/2012 22:10**
  - MED, TRAFFIC COLLISION
  - COMPTCHE UKIAH RD MP 008.52
  - Comptche Fire district, Comptche Fire responded
  - Ted Williams (traffic control)
- **2012008252 11/15/2012 20:26**
  - MED, TRAFFIC COLLISION
  - HW1 1 MP 41.5
  - cancelled by Elk; some Albion resources reached scene
  - Jason Hendricks (8130)
  - Ted Williams
  - Lauren Lopez
  - Jonathan Peakall
  - Brad Montgomery
  - Marshall Brown (8170)
  - Guy Casey
  - Harolde Searles (with Elk)
  - Debbi Wolfe
  - Steve Wolfe
  - Erica Geer
  - Michael Reese
  - Andrea Pennebaker
  - Tim Gitchel

- Scott Roat
- John Crowningshield
- Andrew Crowningshield
- Jaime Placido
- Sam Levine
- Margaret Harris
- **2012008276 11/16/2012 21:26**
  - MEDICAL, ALPHA
  - WOODS @ 43300 Little River Airport Rd Space 118
  - Ted Williams
  - Andrea Pennebaker
  - Marshall Brown
  - Brad Montgomery (8132)
  - Guy Casey
  - Sam Levine (IC, Med Grp)
  - cancelled incoming
- **2012008281 11/17/2012 07:31**
  - MEDICAL, CHARLIE
  - 4651 ALBION LITTLE RIVER RD
  - Ted Williams (IC)
  - Jaime Placido (8130)
  - Brad Montgomery (MedGroup)
  - John Crowningshield (8132)
  - Sam Levine
  - Erica Geer
  - Harolde Searles
  - Michael Rees
  - Marshall Brown
  - Guy Casey (8165)
  - Joe Goforth
  - Andrea Pennebaker
  - Scott Roat
  - Margaret Harris
  - cancelled incoming
- **2012008491 11/25/12 20:04**
  - Medical Bravo w/staging
  - 32101 Middle Ridge Rd
  - Brad Montgomery (8165)
  - Ted Williams
  - Andrew Crowningshield
  - Guy Casey
  - Cancelled by dispatch (not as reported)
- **2012008511 11/26/12 15:41**
  - Medical Alpha
  - 43300 LR Airport Rm 512
  - Jaime Placido (8132)
  - Pascal Rice (mendo FF)
  - Andrew Crowningshield
  - Brad Montgomery
  - Scott Roat
  - Ted Williams
  - Cancelled incoming
- **2012008518 11/27/12 09:14**
  - Medical Charlie
  - 32101 Middle Ridge Rd
  - Andrea Pennebaker
  - Emily Scott
  - Brad Montgomery
  - Ted Williams
  - Tim Gitchel (8130)
  - Margaret Harris
  - Guy Casey Cancelled
  - Cancelled incoming
- **2012008526 11/27/12 15:14**
  - Residential fire alarm

- 6850 Hwy1 Mp47.25
- Ted Williams
- Brad Montgomery
- Scott Roat
- Erica Geer
- Guy Casey
- Cancelled- false alarm
- **2012008529 11/27/12 18:34**
  - MEDICAL, ALPHA; 44635 LITTLE RIVER AIRPORT RD ,LITR
  - Scott Roat (IC)
  - Andrea Pennebaker (Medgroup)
  - Margaret Harris
  - Marshall Brown
  - Ted Williams
  - Brad Montgomery
  - Andrew Crowningshield (R8132)
  - Guy Casey (R8130)
  - Erica Geer
  - cancelled incoming
- **2012008551 11/28/2012 11:56**
  - RESIDENTIAL STRUCTURE FIRE; 26100 ALBION RIDGE
  - cancelled by RP before any firefighters reached scene
  - Ted Williams
  - Brad Montgomery (8162/8192)
  - Scott Roat
  - Jonathan Peakall
  - Debbi Wolfe
  - Steve Wolfe
  - Erica Geer
  - Marshall Brown (8170)
  - Andrew Crowningshield
  - Andy Gitchel
  - Tim Gitchel
  - Andrea Pennebaker
  - Guy Casey
  - Sam Levine
  - John Oakley
  - Jaime Placido
- **2012008580 11/29/2012**
  - HAZ, ELECTRICAL; 31300 MIDDLE RIDGE
  - Ted Williams
  - Brad Montgomery (IC)
  - Erica Geer
  - Scott Roat
  - John Crowningshield
  - Guy Casey
  - Andrew Crowningshield
  - Marshall Brown
  - Jaime Placido
  - John Oakley
  - Joe Goforth
  - Emily Scott
- **2012008570 11/29/2012 10:33**
  - HAZ, ELECTRICAL; 29771 ALBION RIDGE RD ,ALBI ; ALR
  - Ted Williams (IC)
  - Brad Montgomery (8165)
  - Tim Gitchel (8162)
  - Emily Scott
  - Michael Rees (8131)
  - Erica Geer
  - Andrea Pennebaker
  - Steve Wolfe (cancelled)
  - Debbi Wolfe (cancelled)
  - Guy Casey
  - John Oakley

- Joe Goforth
- Josh Smith (cancelled)
- Margaret Harris (cancelled)
- cancelled incoming
- **2012008580 11/29/12 17:16**
  - HAZ, ELECTRICAL; 31900 MIDDLE RIDGE RD / 29700 ALBION RIDGE RD ,ALBI ;
  - Brad Montgomery (E8163)
  - Erica Geer
  - Ted Williams (IC)
  - John Oakley (E8162)
  - Jamie Placido
  - Tim Gitchel
  - Marshall Brown
  - Margaret Harris
  - Lauren Lopez
  - Scott Roat
  - John Crowningshield
  - Guy Casey (E8165)
  - Michael Rees
  - Harolde Searles
- **2012008592 11/29/12 22:07**
  - HAZ, ELECTRICAL; 3250 ALBION RIDGE RD / 34010 ALBION RIDGE RD ,ALBI ;
  - --Paged out as: MALE TRAPPED INSIDE A VEHICLE, LINES DOWN, POSS WITH FIRE
  - --Confirmed no vehicle or victims at scene upon arrival as PG&E turned off power. Medic 9140 was on standby until confirmed.
  - Brad Montgomery (E8162)
  - Jonathan Peakall (East Ops)
  - Ted Williams (IC)
  - John Oakley (R8130)
  - Marshall Brown (West Ops)
  - Michael Rees (R8131)
  - Andrew Crowningshield
  - John Crowningshield
  - Emily Scott
  - Lauren Lopez
  - Margaret Harris
  - Tim Gitchel (E8163)
  - Josh Smith
  - Andrea Pennebaker
  - Guy Casey (E8165)
  - Erica Geer
  - Scott Roat
  - Jamie Placido
  - Joe Goforth
- **2012008657 12/02/12 02:25**
  - HAZ, ELECTRICAL; 3750 ALBION RIDGE RD ,ALBI ;
  - Ted Williams (IC)
  - Brad Montgomery
  - Emily Scott
  - Jamie Placido (E8162)
  - Marshall Brown
  - Guy Casey (E8165)
- **2012008758 12/05/12 13:24**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS, LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat
  - Margaret Harris
  - Guy Casey
  - Brad Montgomery
- **2012008771 12/5/12 21:48**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS, LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat



- Margaret Harris
- Guy Casey (R8130)
- Brad Montgomery
- Marshall Brown (R8132)
- **2012008831 12/7/12 19:06**
  - MEDICAL DELTA 32291C Middle Ridge Rd.
  - Ted Williams (8130)
  - Marshall Brown (Medgroup)
  - Margaret Harris
  - Brad Montgomery
  - Erica Geer (cancelled)
- **2012008892 12/10/12 21:10**
  - MEDICAL ALPHA 30801 Middle Ridge Rd
  - Ted Williams
  - Marshal Brown
  - Brad Montgomery (8130) cancelled
  - Margaret Harris
  - Guy Casey
  - Erica Geer
  - Andrea Pennebaker
  - Josh Smith
- **2012008905 12/11/12 11:26**
  - MEDICAL INITIALLY ECHO, CHANGED TO BRAVO: 44451 LITTLE RIVER AIRPORT RD, LITTLE RIVER
  - Sam Levine (IC, Med Grp)
  - Scott Roat
  - Ted Williams
  - Brad Montgomery
  - Joe Goforth
  - Tim Gitchel
  - Guy Casey
- **2012008944 12/13/12 09:37**
  - MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR ;
  - (Canceled Incoming, Lift assist only)
  - Marshall Brown (IC, R8132)
  - Sam Levine (Medgroup)
  - Ted Williams (Canceled)
  - Brad Montgomery (E8165, Canceled)
  - Scott Roat (Canceled)
  - Andrea Pennebaker (Canceled)

#### Training Completed:

- **11/15/2012 - Incident Reviews - Nat Norling (paramedic) (2 hours)**
  - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Ben Feinburgh, Erica Geer, Tim Gitchel, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Adam Matthews, Jonathan Peakall, Jaime Placido, Michael Rees, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/29/2012 - Ropes & Knots - (2 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Harolde Searles, Josh Smith, Debbi Wolfe, Steve Wolfe. (Brad Montgomery, Ted Williams stuck on overlapping incident)
- **12/01/2012 - Water Rescue @ Mendocino Fire (3 hours)**
  - Erica Geer, Tim Gitchel, Adam Matthews, Jaime Placido
- **12/06/2012 - Electrical Hazards (2.5 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Erica Geer, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Brad Montgomery, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe

#### • Development

- Andrea and Joe suggested organizing first out teams prior to storms to mitigate power line risks.
- Gary Moraga contacted Ted to offer help with fundraising. He has assisted with past fire department BBQs and would like to combine a classic car show to increase attendance.
- Calendar added to [www.albionfire.com](http://www.albionfire.com) for all district/fire department activities and facility use.
- ALRVFD, Inc. donated \$25,000 to our district.
- ALRVFD, Inc. has continued to be a catalyst for confusion and conflict. Corporate officers are working towards dissolving the entity.
- Firefighter compensations checks were calculated and issued.
- Mike and Debbie Casey have offered to help with fundraising.

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- Debbi, Steve, Brad and Ted met with the Pacific Reefs Water District board to review proposed terms for a water use agreement necessary for the fire department to conduct training exercises in the Pacific Reefs community.
- Additional flashlights and wildland helmet lights received and ready for issue.
- Valarie from CalFire inspected 8165 and 8170 (both on loan from US Forest Service).
- A firefighter appreciation dinner was held on December 12 at the Ledford house.
- EMT course registration for seven firefighters is in progress. Class will be taught by Nat Norling at Mendocino Fire Station 840, Tuesday/Thursday, 1730 - 2200, January 8 - April 25.
- **Vehicle Maintenance**
  - **Mini-pumper 8165**
    - Oil and filter change
    - Air filter replaced.
    - Installed exhaust headers, dual exhaust, thrush turbo mufflers
    - Installed 1.6:1 valve rocker arms in place of 1.5:1 New valve cover gaskets
    - Shaved accelerator pump rod 1/8" (eliminate hesitation on acceleration)
    - Installed 50kv coil, updated distributor electronics, advance springs, new cap, rotor, spark plugs, wires, set ignition timing
    - New starter
    - Repaired start circuit coil resistor bypass
    - Cleaned carburetor
    - New battery
    - Replaced front leaf spring and shackle bushings with polyurethane bushings
    - Repaired various vacuum leaks
    - Repaired tank switch, diluted old fuel in Driver's side tank with water treatment and fresh high octane fuel
    - Replaced broken headlight bracket and installed new headlight bulb
    - Identified axle types, carrier split, gear ratio:
      - Front: Kingpin 35 spline dana 60 4.56-up open carrier with 4.56:1 gears
      - Rear: Corporate 30 spline 14 bolt 4.56-down open carrier 4.56:1 gears
    - 100' 1.5" wildland quick attack line has been replaced with two 50' 1.5" structure hoses for durability.
    - Truck stalled again, and I discovered a bad connection in the low voltage ignition system connector, which has now been replaced.
    - Parts for shore power (suction) to cab acquired, to be installed.
    - Donated positraction would require a gear spacer, and install kit as it is a Dana 60 "4.10 and down" carrier. The extra cost and effort makes installation of a locker only minimally more cost ,and much easier installation, thus the positraction is not practical for installation on 8165. It may, however, install in the front of 8132 which I believe has a Dana 60 front, and very likely has a compatible 4.10 and down ratio for simple drop in.
    - Remaining maintenance work to be done:
      - Intake manifold replacement, cooling system flush, radiator cap, thermostat.
  - **Engine 8163**
    - 8163 had windshield wipers fail on a call. Brad repaired.
  - **Engine 8162**
    - Sent to FB diesel for oil leaks.
    - A HUI 3kpsi oil leak was repaired.
    - Valve cover gasket replaced.
    - Oil and filter changed.
    - Faulty headlight switch replaced.
  - **SCBA compressor**
    - High pressure relief was sent back and readjusted from 2500psi to 4950psi. They also sent fittings to plumb in all four fill whips.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING DECEMBER 13, 2012  
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- |          |   |
|----------|---|
| 11/9/12  | Received email at <a href="mailto:board@albionfire.com">board@albionfire.com</a> from Shari Schapmire, county tax collector, with attached quarterly investment report. |
| 11/15/12 | Received letter by USPS from County Counsel Thomas Parker with recommendations for special tax direct billing.  |
| 11/15/12 | Received letter of notification by USPS from Mendocino Coast Petroleum (CFN fueling vendor) that their firm is merging with Eel River Fuels.                            |
| 11/26/12 | Received letter of notification by USPS from county planning department of a change of designated address for a district parcel on HWY 1.                               |

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- 11/28/12 Received an 8x10 B/W group photo of ALRVFD dd 3/5/99 by USPS with accompanying note from Mendocino VFD.
- 11/28/12 Received solicitation letter from Joan Sturges, CPA, Kelseyville, CA with a request to bid on our next independent audit.
- 11/28/12 Received holiday greeting card from Ken McNair, LN Curtis & Sons by USPS.
- 11/30/12 Received anonymous donation of \$1,000.00 by USPS.
- 11/30/12 Alan received in his box at Station 810 an application for use of district facilities from Redwood Coast Seniors.
- 11/30/12 Alan received in his box at Station 810 (by way of Scott Roat) a check in the amount of \$25,000.00 as a donation to the district from ALRVFD, Inc.
- 12/5/12 Received email at [info@albionfire.com](mailto:info@albionfire.com) from Jon Lander with request for information about SRA fees. Alan responded with requested information by email.
- 12/5/12 Received donation of \$25.00 from Charles J. Furey by USPS.
- 12/13/12 Received package by USPS addressed to Alan at the district PO Box from Empire Steel Buildings containing gift of 50 cal. Bullet bottle opener.
- 12/13/12 Received packet by USPS from county planning department with use permit application to establish farm labor housing at Mountain Rose Ranch, Albion Ridge Road.