

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

Wednesday, Sept. 24, 2008, 7:30 pm, at Station 810, 33900 West Street, Albion, CA

1. **Call to order and determination of a quorum.**
2. **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.
- 3.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as President will make any necessary explanations.
5. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the Department has responded since the last Board meeting, and to note any trends which would suggest a need for changes to the District's and the Department's planning.
 - B) **Fund raising, gifts and service fees.** Chief's report of current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board. *Derek spoke w/ L & P. Dushnell Sleem backup on some calls*
 - C) **Fire Department report.** Chief's report on other Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs. *calls*
6. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the ~~July 30~~ *August 27*, 2008 regular meeting will be approved and/or revised and approved. *{ 8182 probs - out of service repair cost \$10K + }*
7. **Items for consideration and possible action:**
 - A) **Consider increasing appropriations for Type 3 equipment.**
 - B)
 - C)
8. **Land, buildings and equipment.**
 - A) **Vehicle maintenance report**
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Office equipment and improvements to district office space at 811.**
 - B) **Property Tax to Board report**
 - C) **Station 811 report.**
 - D) **Vehicle Committee** - *R. Vech asked for Dept help/rep*
10. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
11. **Next meeting Oct. 29, 2008 at 7:30pm, Station 810.**
12. **Adjournment.**

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

*Nick - ins committee
call for ins*

*Nick
POB
H18*

Sept 08 Budget
Rev's 2008

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 10/10/2008	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
CODE #	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	ESTIMATED
REVENUE	PER 6/30/06				
DESCRIPTION	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	ESTIMATED
82110	\$51,134.00	\$51,798.40	\$61,117.00	\$63,486.74	\$72,104.00
82120	\$1,850.00	\$1,875.17	\$1,916.00	\$2,127.35	\$2,074.00
82130	\$1,668.00	\$2,191.04	\$2,237.00	\$2,985.03	\$2,288.00
821210	\$0.00	\$57.84	\$0.00	(\$70.95)	\$0.00
821220	\$75.00	\$114.11	\$103.00	\$129.57	\$32.41
821300	\$70,687.00	\$75,300.00	\$77,550.00	\$77,710.00	\$75,000.00
821600	\$342.00	\$327.68	\$397.00	\$448.29	\$374.00
821700	\$0.00	\$0.00	\$0.00	\$0.39	\$0.00
824100	\$878.00	\$2,998.76	\$3,000.00	\$13,154.55	\$10,000.00
825481	\$925.00	\$817.42	\$806.26	\$809.12	\$803.00
825490	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
826140	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
827500	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
827700	\$0.00	\$12,247.54	\$0.00	\$0.00	\$0.00
827702	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$127,459.00	\$147,727.96	\$147,659.22	\$160,780.09	\$162,677.00
APPROPRIATIONS					
861035	\$9,000.00	\$7,972.00	\$6,000.00	\$6,208.00	\$6,000.00
862050	\$4,000.00	\$4,227.67	\$4,000.00	\$5,575.14	\$6,000.00
862060	\$2,000.00	\$3,539.85	\$5,000.00	\$5,947.31	\$10,000.00
862061	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862080	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
862090	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00
862101	\$9,000.00	\$13,575.00	\$6,000.00	\$5,880.00	\$6,000.00
862120	\$10,000.00	\$10,760.35	\$28,000.00	\$11,873.16	\$20,000.00
862130	\$2,000.00	\$1,442.06	\$3,000.00	\$9,449.71	\$5,000.00
862140	\$3,000.00	\$5,612.73	\$4,000.00	\$4,550.15	\$8,000.00
862150	\$0.00	\$0.00	\$0.00	\$459.67	\$2,500.00
862160	\$0.00	\$0.00	\$165.00	(\$100.00)	\$0.00
862170	\$200.00	\$141.26	\$192.34	\$398.35	\$600.00
862181	\$3,000.00	\$4,413.29	\$1,346.20	\$4,169.50	\$5,000.00
862184	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
862185	\$1,000.00	\$476.00	\$0.00	\$0.00	\$1,000.00
862187	\$10,000.00	\$1,208.39	\$4,505.19	\$12,270.50	\$10,000.00
862189	\$0.00	\$1,506.00	\$1,555.80	\$1,554.20	\$1,500.00
862210	\$0.00	\$0.00	\$0.00	\$4.00	\$0.00
862220	\$0.00	\$2,098.37	\$2,936.02	\$4,294.64	\$3,500.00
862231	\$0.00	\$0.00	\$225.69	\$0.00	\$0.00
862250	\$16,000.00	\$14,630.37	\$13,120.18	\$20,212.59	\$25,000.00
862260	\$4,000.00	\$2,502.83	\$2,663.27	\$3,340.58	\$3,000.00
863113	\$300.00	\$179.89	\$1,588.45	\$2,380.19	\$3,000.00
864350	\$0.00	\$30,583.00	\$0.00	\$0.00	\$0.00
864360	\$0.00	\$544.00	\$15,751.77	\$7,502.14	\$15,000.00
864370	\$6,000.00	\$2,091.05	\$1,564.61	\$27,304.46	\$5,000.00
TOTAL APPROPRIATIONS	\$81,700.00	\$107,604.11	\$92,788.46	\$133,274.29	\$280,500.00

ALRFPD REVISED BUDGET FISCAL YEAR 2008-2009

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009 \$162,677.00

ACTUAL FUND BALANCE AS OF 6/30/08 \$347,520.83

TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 **\$510,197.83**
(Appropriations must not exceed this amount)

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$72,104.00
821120	CURRENT UNSECURED TAX	\$2,074.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220	PRIOR UNSECURED TAX	\$34.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$374.00
824100	INTEREST	\$10,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$803.00
TOTAL ESTIMATED REVENUE		\$162,677.00

APPROPRIATIONS

SALARY & BENEFITS

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
TOTAL SALARY & BENEFITS		\$6,000.00

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$10,000.00
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$20,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150	MEMBERSHIPS	\$2,500.00
862170	OFFICE EXPENSE	\$3,000.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250	TRANSPORTATION & TRAVEL	\$26,000.00
862260	UTILITIES	\$5,000.00
TOTAL SERVICES & SUPPLIES		\$111,500.00

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360	STRUCTURES & IMPROVEMENTS	\$15,000.00
864370	EQUIPMENT	\$145,000.00

TOTAL APPROPRIATIONS \$280,500.00

EXCESS OF ESTIMATED REVENUE over/(under) APPROPRIATIONS -\$117,823.00

Budget revisions approved by unanimous vote of the Board of Directors September 24, 2008.

ALRFPD REVISED BUDGET FISCAL YEAR 2008-2009

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009 \$162,677.00

ESTIMATED FUND BALANCE AS OF 6/30/08 \$341,617.00

TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 \$504,294.00
(Appropriations must not exceed this amount)

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$72,104.00
821120	CURRENT UNSECURED TAX	\$2,074.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220	PRIOR UNSECURED TAX	\$34.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$374.00
824100	INTEREST	\$10,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$803.00
TOTAL ESTIMATED REVENUE		\$162,677.00

APPROPRIATIONS

SALARY & BENEFITS

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
TOTAL SALARY & BENEFITS		\$6,000.00

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$10,000.00
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$20,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150	MEMBERSHIPS	\$2,500.00
862170	OFFICE EXPENSE	\$3,000.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250	TRANSPORTATION & TRAVEL	\$26,000.00
862260	UTILITIES	\$5,000.00
TOTAL SERVICES & SUPPLIES		\$111,500.00

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360	STRUCTURES & IMPROVEMENTS	\$15,000.00
864370	EQUIPMENT	\$110,000.00

TOTAL APPROPRIATIONS **\$245,500.00**

EXCESS OF ESTIMATED REVENUE over/(under) APPROPRIATIONS **-\$82,823.00**

Budget revisions approved by unanimous vote of the Board of Directors July 30, 2008.



Mendocino County Auditor-Controller Request For Deposit of District Funds

On behalf of the below listed District/Department/ School District, please submit a Cash Deposit to the Mendocino County Treasurer for the funds as listed below:

District/Dept/ School District: _____

<u>Account String</u>	<u>Amount of Deposit</u>
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Deposit	\$ _____

Deposit Breakdown:

Cash/Coins/Currency \$ _____

Checks/MO \$ _____ # of checks _____

Total \$ _____

I, the undersigned, approve this deposit as the true amount of receipts from this department/district:

_____ Date _____

Alan Taeger

From: Alan Taeger [ataeger@mcn.org]
Sent: Monday, September 22, 2008 5:40 PM
To: 'Dan Sitts'
Subject: RE: Draft Minutes of August Board Meeting
Attachments: Board Minutes - 080827 Regular Meeting Draft 2.doc

Dan,

Please find attached revised draft of the minutes for the August Board meeting with my proposals for revisions in red. In general, I would like to see a little bit more specific information in the minutes about what occurred (what action took place). Every decision we make that requires a motion or proposal to be voted on needs to be stated as such and detailed results of the vote recorded for the public record. This is not just private notes of the meeting. When we had our audit the auditor depended heavily on the minutes of our meetings to corroborate his findings. In addition the minutes must be made available to anyone who wants them at any time. If it isn't in the minutes, we can't prove it happened one way or the other.

Also, when I am reading the minutes it would help me a lot to have a little context in reference to the agenda items, such as the name of the committee before the report for that committee, as I have inserted in item 9.

Thanks for your efforts. See you at the meeting.

Alan

Proposed changes

ALRFPD Board of Directors Business Meeting Minutes 8/27/08

Held Wednesday, Aug. 27, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo.
2. Public Comment - None
3. Possible candidates for Board members Stella Salo, at her 2nd meeting, and Nick Pillsbury, at his 4th, were introduced and thanked for their interest as possible Board members.
4. Alan presented current year and 5 years reports. Allan and Katya will prepare for independent audit of Board funds.
5. A. No report. No representative of Fire Dept. present.
6. A. None
B. Minutes from July 30th and July 9th meetings were unanimously approved by the Board with corrections.
7. A. None
B. After much discussion Nick Pillsbury was elected by unanimous vote of the members of the Board as new Board member to fill the unexpired term of Josh Latkin per Government Code 1780d. Stella was thanked for her interest.
C. No Department representation. Rich would head Vehicle Committee to report on vehicle maintenance and replacement. Alan made a motion that the Board form a standing Vehicle Committee with Rich as chairman and the motion was unanimously approved by the Board.
8. None
9. A. District Office - Office cabinets are in 811. Alan will inquire about high speed internet installation next month.
B. Property Tax - Report from Ed that 10 parcels are not paying fire district tax. Ed will ask county to look into this.
C. Station 811 - Per Ed - station 811 project got a Fish and Game report that gave suggestions about the water issue around station 811.
10. No Board member comments.
11. Meeting adjourned 9:50pm. Next meeting 7:30 pm Sep 24, 2008 at Stn 810.

ALRFPD Board of Directors Business Meeting Minutes 8/27/08

Held Wednesday, Aug. 27, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting started at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo.

2. Public Comment - None

3. Possible candidates for Board members Stella Salo, at her 2nd meeting, and Nick Pillsbury, at his 4th, were introduced and thanked for their interest as possible Board members.

4. Alan presented current year and 5 years reports. Allan and Katya will prepare for independent audit of Board funds.

5. A. None *There was no representative of the Fire Dept present*

6. A. None

B. Minutes from July 30th and July 9th meetings were unanimously approved with corrections.

7. A. None

B. After much discussion Nick Pillsbury was selected as new Board member. Stella was thanked for her interest.

By unanimous vote of the Board members of the

C. No Department representation. Rich would head Vehicle Committee to report on vehicle maintenance and replacement. Allan motioned to approve committee and the motion was unanimously approved.

8. None

9. A. Office cabinet *are* in 811. *Allan with inquire about HS internet* Phone line installation next month.

B. Report from Ed that 10 parcels are not paying fire district tax. Ed will ask county to look into this.

C. Per Ed - station 811 project got a Fish and Game report that gave suggestions about the water issue around station 811.

10. No Board member comments.

11. Meeting adjourned 9:50pm. Next meeting 7:30 pm Sep 24, 2008 at Stn 810.

Prop tax commt- station 811 real estate comm

ALRFPD Board of Directors Business Meeting Minutes 8/27/08

Held Wednesday, Aug. 27, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts present along with Ted Williams, Nick Pillsbury, Stella Salo.
2. Public Comment - None
3. Possible candidates for Board members Stella Salo, at her 2nd meeting, and Nick Pillsbury, at his 4th, were introduced and thanked for their interest as possible Board members.
4. Alan presented current year and 5 years reports. Allan and Katya will prepare for independent audit of Board funds.
5. A. No report. No representative of Fire Dept. present.
6. A. None
B. Minutes from July 30th and July 9th meetings were unanimously approved by the Board with corrections.
7. A. None
B. After much discussion Nick Pillsbury was elected by unanimous vote of the members of the Board as new Board member to fill the unexpired term of Josh Latkin per Government Code 1780d. Stella was thanked for her interest.
C. No Department representation. Rich would head Vehicle Committee to report on vehicle maintenance and replacement. Alan made a motion that the Board form a standing Vehicle Committee with Rich as chairman and the motion was unanimously approved by the Board.
8. None
9. A. District Office - Office cabinets are in 811. Alan will inquire about high speed internet installation next month.
B. Property Tax - Report from Ed that 10 parcels ~~are not paying~~ *might not be paying* fire district tax. Ed will ask county to look into this.
C. Station 811 - Per Ed - station 811 project got a Fish and Game report that gave suggestions about the water issue around station 811.
10. No Board member comments.
11. Meeting adjourned 9:50pm. Next meeting 7:30 pm Sep 24, 2008 at Stn 810.

*appd as corrected
24 Sept 08*

*8173
Next veh
sch for SVC*

*increase equip budget to \$145, K
6135 allocated for vehicle*

ALRFPD Board of Directors Business Meeting Minutes 9/24/08

Held Wednesday, Sept. 24, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35pm with Board members Richard Riley, Ed Petrykowski, Alan Taeger, Dan Sitts, Nick Pillsbury, along with Ted Williams, Derek Wilson, Bruce Jenkins, Mike Kitahara.
2. No public communication
3. Blank
4. No report this month. Audit took up time. Auditor sent a schedule of assets that are listed for depreciation, requested clarification of certain items listed. Renewal package for Cal Star, Reach and Ambulance given to Derek for updated names of firefighters who are eligible for coverage.
5. A) Derek reported a small amount of calls this month. An incident with an overturned logging truck. Through a new arrangement, Derek reported that Cal Fire will respond automatically with ALRVFD to fire and vehicle accidents.
B) No funds to report at this time. Expect fundraising activity soon.
C) Talked to sheriff about backup coverage for certain calls.
D) 8182 is back from Fort Bragg Diesel without DOT certificate. FBD reports a steering problem and recommends putting 8182 out of service. Derek reports that 8182 is now out of service. With steering, radiator and springs needing repair cost of around \$10,000 the Board has asked the Vehicle Committee to make recommendations on 8182 at the next business meeting.
6. A) Nick Pillsbury is a Board member as of this meeting. Alan asked that all approved minutes be sent to ALRVFD email (alrfpd@mcn.org) for record keeping. Dan will send.
B) Minutes of 8/27/08 meeting were approved with corrections.
7. A) Derek reported on possible type 3 engine for purchase. Bruce went to check out the vehicle and gave a report on its condition. Mike gave pricing options. Board discussed whether this purchase was still the best for coverage of the District. At this time the Board has allocated \$100,000 for the purchase. The type 3 available for purchase needs \$35,000 more. Dan made a motion to increase the equipment budget from \$110,000 to \$145,000 with \$135,000 allocated towards the total cost of this vehicle. Motion was unanimously carried.
8. Previously reported condition of 8182. 8173 will go to FBD in October.
9. A) Per Alan the District office is set up. Phone improvements and internet to follow.
B) All properties in the District are recorded as paying into parcel tax except one. Ed will look into this exception. Alan asked Ed to look into possible parcel tax increase ballot measure.
C) 811 report – Mendocino County Archeological Committee request Archeological study to be done on that site. Ed will contact someone to complete this study.
D) Vehicle Committee has compiled information on vehicles. Rich ask Derek for a Department person to work with the District Vehicle Committee.
10. No Board Member report.
11. Meeting adjourned 9:30pm, next meeting Oct. 29, 2008, Station 810.

Minutes approved as corrected by unanimous vote of the board of directors October 29, 2008.