

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

Tuesday, November 29, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), 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. **Previous meeting minutes:** The minutes of the October 25, 2011 regular business meeting will be approved and/or revised and approved.
4. **Fire chief's report:** Acting Chief Williams will present a written report of fire department activities.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Bylaws revision:** The board will review, edit and/or modify proposed bylaws revisions introduced at the October 25, 2011 regular business meeting. The board may vote to approve and adopt proposed bylaws revisions.
 - b. **Fire department operations manual:** The board will review, edit and/or modify a proposed fire department operations manual. The board may vote to adopt the proposed fire department operations manual on a temporary emergency basis, to be reviewed for possible modification and vote for final approval at the next regular business meeting.
 - c. **Fire department personnel:** The board will review employment applications for the position of probationary volunteer firefighter as defined in the revised bylaws and the chief's recommendations for hiring. The board may vote to accept recommended candidates for employment as probationary volunteer firefighters.
 - d. **FY 2011-2012 Budget Review and Revision:** The board will review the current FY budget. The board may vote to add, change, modify or adjust amounts of items in the current FY budget.
 - e. **Albion village real estate offer and D Road fire station:** The board will discuss the offer of a donation of land for a fire station and community center in Albion Village, the feasibility of building on the offered property, and how acceptance of the offer will affect the current D Road fire station building project. The board may vote to proceed with negotiations to acquire the offered property. The board may vote to change the status of the D Road Fire Station building project.
8. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Vehicle 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 meeting schedule:** To be determined.
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.

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

Tuesday, October 25, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:32pm by President Alan Taeger. Present were Board members Rich Riley, Ed Petrykowski, Ken Matheson and Terry Kemp. Firefighters present were Acting Chief Ted Williams, Scott Roat, Marshall Brown, Chris Johnson, and Brad Montgomery. Also present was Dave Gross, a visiting board member from Mendocino Fire Department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the September 27, 2011 regular business meeting were approved unanimously by the board on a motion by Ken.
4. **Fire chief's report:** by Ted Williams
 - a. **Incident Report:** In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, September 27th and today, October 25th, we were dispatched and responded to thirteen incidents consisting of: 12 medical aids; 2 hazardous conditions; 1 traffic collision; 1 vehicle fire.
 - b. **Fund Raising, Gifts, Service Fees:** The Ledford House Restaurant "Community Harvest Dinner" generated \$2874. Donations from the Hughes party are pending tally/confirmation. At this juncture, financial gain from the 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.
 - c. **Fire Department Operational Needs:** We continued brainstorming apparatus specifications and options pertaining to quick attack vehicles. We experienced trouble with the plumbing at station 810. Fort Bragg Electric is scheduled to inspect and estimate necessary work on Wednesday, October 26. The parking lot at 810 is in need of gravel. Baxman has quoted \$460 for 10 yards and \$823 for 20 yards of base rock. We're waiting on a quote from Big River Rock. An additional expense will be incurred in spreading of the gravel.
 - d. **Vehicle Maintenance Report:** Engine 8182 is at Fort Bragg Diesel on October 25/26 getting a DOT inspection. Based on the inspection and Gary's overall assessment of the truck, Gary will advise whether we should change fluids. The next vehicle is scheduled for inspection on Friday, October 27.
5. **Communications to the board:** 9/29/11 Alan called the board's attention to a letter to the editor in September 29, 2011 Mendocino Beacon from assembly member Wes Chesbro stating his position on the new state fire fees. 10/3/11 Alan received a letter from CSDA with a request for board members to fill out a survey. 10/3/11 Alan received a telephone call from Laura Carlisle from Alliant Appraisal Services to arrange an appointment for an on-site inspection of our facilities on behalf of GSRMA. 10/3/11 Alan received a telephone call from Ed Collins of the county auditor's office announcing that they are ready to implement the changes adopted in SB 288 starting January 1, 2012. He said we must pass a resolution per the relevant Government Code and send a copy them to take advantage of the changes. 10/4/11 Alan received a request by email from Katya (our bookkeeper) for a letter of recommendation for employment. 10/6/11 Received letter from county auditor with final tax roll adjustments. (Auditor removed \$640 from total special tax billings due to low value exemption.) 10/9/11 Alan sent a letter of recommendation by email attachment to Katya. 10/11/11 Received a letter from US Census Bureau announcing that the district would be receiving the "Government Units Survey (GUS), the first phase of the 2011 Census of Governments (COG)" during the week of October 11, 2011. 10/12/11 Alan met with Jeff Faber of Alliant Appraisal Services for district property site inspections. 10/18/11 Alan received a fax from CSDA with a request for board members to fill out a survey. 10/19/11 Received a mailing from White Nelson Diehl Evens LLP with announcement of schedule of 2011 government tax seminars. 10/19/11 Received final notice of delinquent account from ATT long distance account closed in June. (Final payment has been made.) 10/19/11 Alan and Ken placed a telephone call to County Counsel Jeanine Nadel to discuss district/fire department issues. 10/20/11 Received CSDA membership

renewal/update package. 10/21/11 Received quarterly investment report from county treasurer. 10/21/11 Alan sent a number of emails to County Counsel Jeanine Nadel with documents attached for review. 10/22/11 All board members and firefighters received an email from firefighter Steve Acker describing events at and leading to the ALRVFD, Inc. special meeting of October 6, 2011. 10/24/11 Alan and Ken received email from County Counsel Jeanine Nadel with opinions and advice regarding district/fire department issues. 10/24/11 Alan telephoned county board of supervisor's office to inquire about Ken's certificate and oath of office. BOS office put incorrect address on certificate and it was returned to them. They will resend corrected certificate. 10/25/11 Received copy of email addressed to board member Terry Kemp with notes on ALRVFD, Inc. meeting held October 13, 2011 submitted by ALRVFD, Inc. President Scott Roat.

6. **Financial report:** Current financial statements for the district were presented.

7. **Items for consideration and possible action:**

- a. **Resolution authorizing revolving fund:** The board voted unanimously on a motion by Ken to approve a resolution authorizing the establishment of a larger district revolving fund per SB 288, to be implemented January 1, 2012.
- b. **Fire department member conduct:** The board was presented a report by board members Alan Taeger and Ken Matheson of improper conduct of certain fire department members at a ALRVFD, Inc. special meeting held October 6, 2011 where both board members were present. The board passed by unanimous vote a motion by Alan and Ken to censure the reported improper conduct of each the four named firefighters with language proposed in the report.
- c. **Roles and responsibilities:** The board continued its discussion of the roles and responsibilities of the district and its board members and the relationship between the district and the volunteer fire department. The committee of Alan and Ken (formed at the September 27, 2011 business meeting to find a way to make a formal agreement with ALRVFD, Inc.) presented a report of their findings, among which they found that by law the district may not make a formal agreement for firefighting services with a non-government agency. The committee report discussed the exploration of other possible options for providing emergency services for the district and presented a proposal to make necessary changes to the district bylaws to make it possible to hire volunteer firefighters directly and administer the fire department from within the district organization. In addition the committee's proposal includes correction of some other related and unrelated deficiencies and inconsistencies in the current bylaws. A draft of the proposed bylaws changes was presented for review and discussion. A vote on the proposed bylaws changes will be scheduled for the November 28, 2011 business meeting. No action was taken on this item at this meeting.

8. **Committee reports:**

- a. **New fire station committee.** No report.
- b. **Vehicle committee.** No report.

9. **Directors' discussion:** None.

10. **Next meeting schedule:** Tuesday, November 29, 2011, 7:30 pm.

11. **Adjournment:** Meeting adjourned at 9:14pm

Albion Little River Fire Protection District
Profit & Loss
 July 2010 through June 2011

	Jul '10 - Jun 11
Income	
82-1110 CURRENT SECURED TAX	72,754.79
82-1120-CURRENT UNSECURED TAX	2,565.06
82-1130-SB813 SUPPLEMENTAL TAX	298.57
82-1210-PRIOR SECURED TAX	-120.50
82-1220-PRIOR UNSECURED TAX	167.78
82-1300-SPECIAL TAX	77,426.00
82-1600-TIMBER TAX	198.28
82-1700-Highway Property Rental	1.37
82-4100-INTEREST INCOME	999.21
82-5481-HOMEOWNER PROPERTY TAX	770.92
Total Income	155,061.48
Gross Profit	155,061.48
Expense	
86-1035-WORKERS COMPENSATION IN	5,960.00
86-2050-CLOTHING & PERSONAL ITE	4,671.95
86-2060-COMMUNICATIONS	
ATT	2,629.79
Comcast	1,487.95
MCN	30.00
U.S. Cellular	467.34
86-2060-COMMUNICATIONS - Other	492.30
Total 86-2060-COMMUNICATIONS	5,107.38
86-2101-INSURANCE GENERAL	7,172.00
86-2120-MAINTENANCE EQUIPMENT	
Firefighting Equipment	700.90
Radio Maintenance	207.05
Rescue Equipment	0.00
Vehicle Maintenance	
8131	300.79
8132	2,585.62
8162	9,991.73
8163	5,423.65
8165	1,399.68
8181	1,530.86
8182	127.50
8192	87.00
Vehicle Maintenance - Other	1,023.32
Total Vehicle Maintenance	22,470.15
86-2120-MAINTENANCE EQUIPMENT - Other	1,074.83
Total 86-2120-MAINTENANCE EQUIPMENT	24,452.93
86-2130-MAINTENANCE STRUCTURES	
Station 810	46.05
Station 811	239.52
Station 812	1,831.24
86-2130-MAINTENANCE STRUCTURES - Other	434.52
Total 86-2130-MAINTENANCE STRUCTURES	2,551.33
86-2140-MEDICAL, LAB SUPPLIES	4,023.78
86-2150-MEMBERSHIPS	
CALSTAR	480.00
CSDA	599.00
Mendocino Ambulance SVC	790.00
REACH	480.00
Total 86-2150-MEMBERSHIPS	2,349.00
86-2170-DISTRICT OFFICE SUPPLIE	954.94
86-2181-AUDITING & FISCAL SERVI	
Bi-Annual Independent Audit	3,500.00
Bookkeeping Services	3,303.25
Total 86-2181-AUDITING & FISCAL SERVI	6,803.25

Albion Little River Fire Protection District
Profit & Loss
July 2010 through June 2011

	<u>Jul '10 - Jun 11</u>
86-2187-EDUCATION & TRAINING	13,773.08
86-2189-PROFESIONAL & SPECIAL S	2,072.52
86-2220-SMALL TOOLS & SUPPLIES	1,107.12
86-2250-TRANSPORTATION & TRAVEL	
Albion K	840.31
Firefighter Stipends	16,200.00
Walsh Oil	3,712.91
86-2250-TRANSPORTATION & TRAVEL - Other	-76.81
Total 86-2250-TRANSPORTATION & TRAVEL	20,676.41
86-2260-UTILITIES	
Albion Water District	540.00
PG&E	3,778.31
Suburban Propane	747.04
Thompson Septic Service	1,314.60
Waste Management	300.46
86-2260-UTILITIES - Other	-110.00
Total 86-2260-UTILITIES	6,570.41
86-3113-PAYMNTS TO GOVT AGENCIE	1,514.41
86-4360-BUILDINGS & IMPROVEMENT	11,613.74
86-4370-EQUIPMENT (PURCHASE)	
Computer Equipment	1,171.73
Firefighting Equipment	471.95
Medical Equipment	315.00
Radios	3,320.64
86-4370-EQUIPMENT (PURCHASE) - Other	2,758.14
Total 86-4370-EQUIPMENT (PURCHASE)	8,037.46
Total Expense	129,411.71
Net Income	25,649.77

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 11/29/2011 CODE #	DESCRIPTION	2007-2008		2008-2009		2009-2010		2010-2011		2011-2012		PER 11/29/11 ACTUAL
		ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	ESTIMATED	ACTUAL	
	REVENUE											
821110	CURRENT SECURED TAX	67,469.00	68,341.10	72,104.00	72,483.44	74,944.00	67,780.99	72,586.00	72,754.79	73,586.00		
821120	CURRENT UNSECURED TAX	2,053.00	2,120.79	2,074.00	2,422.26	2,322.00	2,483.32	2,405.00	2,565.06	2,470.00		
821130	SB 813 SUPPLEMENTAL TAX	2,834.00	2,516.55	2,288.00	1,185.54	1,572.00	472.10	589.00	298.57	283.00		(330.13)
821210	PRIOR SECURED PROPERTY TAX	0.00	331.97	0.00	(417.70)	0.00	(779.89)	0.00	(120.50)	0.00		
821220	PRIOR UNSECURED PROPERTY TAX	106.00	32.41	34.00	99.47	27.00	139.31	114.00	167.78	126.00		
821300	SPECIAL TAX (FIRE ASSESSMENTS)	75,000.00	77,550.00	75,000.00	77,510.00	77,630.00	77,354.00	77,630.00	77,426.00	81,920.00		
821600	TIMBER YIELD TAX	486.00	383.82	374.00	303.17	314.00	52.46	71.00	188.28	83.00		
821700	HIGHWAY PROPERTY RENTAL	0.00	0.00	0.00	0.00	0.00	0.26	0.00	1.37	0.00		
824100	INTEREST	9,000.00	13,581.82	10,000.00	6,027.92	10,000.00	1,056.06	1,000.00	999.21	650.00		
825481	HOMEOWNER PROPERTY TAX RELIEF	809.00	802.76	803.00	787.54	788.00	778.28	778.00	770.92	771.00		
825490	STATE OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
826140	ELECTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
827500	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
827700	OTHER	0.00	15,394.00	76,583.50	77,383.50	0.00	5,565.21	0.00	0.00	0.00		11,676.30
827702	INSURANCE PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
	TOTAL REVENUE	157,757.00	181,055.22	239,260.50	237,785.14	167,597.00	154,892.10	155,153.00	155,061.48	159,869.00		11,346.17
	FUND BALANCE CARRIED FORWARD	290,000.00	315,157.00	347,520.83	347,520.83	274,994.83	274,994.83	265,877.66	265,877.66	291,527.43		291,527.43
	TOTAL AVAILABLE FOR APPROPRIATIONS	447,757.00	496,212.22	586,781.33	585,305.97	442,591.83	429,886.93	421,030.66	420,939.14	451,396.43		302,873.60
	APPROPRIATIONS											
861035	WORKERS COMPENSATION INSURANCE	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	\$6,000.00	5,960.00	\$7,000.00		
862050	CLOTHING & PERSONAL ITEMS	6,000.00	8,609.26	6,000.00	4,130.64	6,000.00	2,124.44	\$12,000.00	4,671.95	\$12,000.00		1,954.15
862060	COMMUNICATIONS	10,000.00	9,162.31	10,000.00	4,247.81	5,000.00	4,918.24	\$5,000.00	5,107.38	\$5,000.00		1,765.52
862101	INSURANCE - GENERAL	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	7,172.00	8,000.00		
862120	MAINTENANCE - EQUIPMENT	12,000.00	14,820.65	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	24,452.93	32,000.00		10,378.22
862130	MAINTENANCE - STRUCTURES & GROUNDS	15,000.00	12,013.26	5,000.00	5,526.05	10,000.00	2,866.01	8,000.00	2,551.33	10,000.00		1,106.75
862140	MEDICAL LAB SUPPLIES	6,500.00	5,867.25	8,000.00	5,879.39	8,000.00	3,786.44	6,000.00	4,023.78	6,000.00		2,515.66
862150	MEMBERSHIPS	2,500.00	2,147.00	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	2,349.00	3,000.00		616.00
862170	OFFICE EXPENSE	600.00	566.22	3,000.00	3,071.91	2,000.00	698.41	1,000.00	954.94	1,000.00		277.46
862181	AUDITING & FISCAL SERVICES	5,000.00	1,144.98	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	6,803.25	3,500.00		1,221.18
862184	ARCHITECT & ENGINEERING SERVICES (811)	2,000.00	7,314.27	10,000.00	8,375.36	15,000.00	14,950.98	15,000.00	13,773.08	10,000.00		1,157.70
862187	EDUCATION & TRAINING	10,000.00	10,000.00	1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	1,500.00		10.00
862189	PROFESSIONAL & SPECIAL SERVICES - OTHER	1,500.00	1,500.00	1,500.00	1,550.20	1,500.00	1,501.37	1,500.00	2,072.52	1,500.00		
862210	RENTS & LEASES BUILDINGS & GROUNDS	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00		
862220	SMALL TOOLS & SUPPLIES	3,500.00	2,754.44	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	1,107.12	4,000.00		323.80
862231	ELECTION SUPERVISION & SERVICES	0.00	0.00	0.00	0.00	400.00	315.05	400.00	400.00	400.00		
862250	TRANSPORTATION & TRAVEL	25,000.00	18,590.52	26,000.00	22,407.55	26,000.00	22,227.44	26,000.00	20,676.41	26,000.00		1,805.31
862260	UTILITIES	3,000.00	3,869.94	5,000.00	4,627.18	5,000.00	3,728.73	7,500.00	6,570.41	7,500.00		3,066.38
863113	PAYMENTS TO OTHER GOVT AGENCIES	3,000.00	1,279.02	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	1,514.41	2,000.00		474.62
864350	LAND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
864360	STRUCTURES & IMPROVEMENTS	10,000.00	6,409.16	15,000.00	3,546.62	10,000.00	3,154.36	35,000.00	11,613.74	75,000.00		532.20
864370	EQUIPMENT	5,000.00	2,818.09	205,000.00	205,634.28	12,000.00	12,190.01	10,000.00	8,037.46	206,500.00		9,661.56
	TOTAL APPROPRIATIONS	192,600.00	107,966.37	362,800.00	310,311.14	197,000.00	163,233.24	187,400.00	129,411.71	420,400.00		36,866.51
	UNAPPROPRIATED FUNDS (funds balance)	315,157.00	347,520.83	223,981.33	274,994.83	245,591.83	266,663.69	233,630.66	291,527.43	30,996.43		266,007.09
	END OF FY 2010-2011 ONE TIME JE CORRECTION IN DISTRICT BOOKS					QB adjustment	45,906.44					
	UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS						265,877.66					

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

	Jul '11 - Jun 12	Budget	\$ Over Budget	% of Budget
Income				
82-1110 CURRENT SECURED TAX	0.00	73,566.00	-73,566.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,470.00	-2,470.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	-330.13	283.00	-613.13	-116.7%
82-1220-PRIOR UNSECURED TAX	0.00	126.00	-126.00	0.0%
82-1300-SPECIAL TAX	0.00	77,630.00	-77,630.00	0.0%
82-1600-TIMBER TAX	0.00	83.00	-83.00	0.0%
82-4100-INTEREST INCOME	0.00	650.00	-650.00	0.0%
82-5481-HOMEOWNER PROPERTY TAX	0.00	771.00	-771.00	0.0%
82-7700-OTHER	11,676.30			
Total Income	11,346.17	155,579.00	-144,232.83	7.3%
Gross Profit	11,346.17	155,579.00	-144,232.83	7.3%
Expense				
86-1035-WORKERS COMPENSATION IN	0.00	7,000.00	-7,000.00	0.0%
86-2050-CLOTHING & PERSONAL ITE	1,954.15	12,000.00	-10,045.85	16.3%
86-2060-COMMUNICATIONS				
ATT	988.45			
Comcast	747.07			
MCN	30.00			
86-2060-COMMUNICATIONS - Other	0.00	5,000.00	-5,000.00	0.0%
Total 86-2060-COMMUNICATIONS	1,765.52	5,000.00	-3,234.48	35.3%
86-2101-INSURANCE GENERAL	0.00	8,000.00	-8,000.00	0.0%
86-2120-MAINTENANCE EQUIPMENT				
Radio Maintenance	154.40			
Rescue Equipment	22.63			
Vehicle Maintenance				
8130	1,423.41			
8131	72.59			
8132	952.30			
8162	984.96			
8182	1,398.83			
8192	4,212.37			
Vehicle Maintenance - Other	58.16			
Total Vehicle Maintenance	9,102.62			
86-2120-MAINTENANCE EQUIPMENT - Other	1,098.57	32,000.00	-30,901.43	3.4%
Total 86-2120-MAINTENANCE EQUIPMENT	10,378.22	32,000.00	-21,621.78	32.4%
86-2130-MAINTENANCE STRUCTURES				
Station 811	420.00			
Station 812	634.11			
86-2130-MAINTENANCE STRUCTURES - Other	52.64	10,000.00	-9,947.36	0.5%
Total 86-2130-MAINTENANCE STRUCTURES	1,106.75	10,000.00	-8,893.25	11.1%
86-2140-MEDICAL, LAB SUPPLIES	2,515.66	6,000.00	-3,484.34	41.9%
86-2150-MEMBERSHIPS				
CSDA	616.00			
86-2150-MEMBERSHIPS - Other	0.00	3,000.00	-3,000.00	0.0%
Total 86-2150-MEMBERSHIPS	616.00	3,000.00	-2,384.00	20.5%
86-2170-DISTRICT OFFICE SUPPLIE	277.46	1,000.00	-722.54	27.7%
86-2181-AUDITING & FISCAL SERVI				
Bookkeeping Services	1,221.18			
86-2181-AUDITING & FISCAL SERVI - Other	0.00	3,500.00	-3,500.00	0.0%
Total 86-2181-AUDITING & FISCAL SERVI	1,221.18	3,500.00	-2,278.82	34.9%
86-2187-EDUCATION & TRAINING	1,157.70	10,000.00	-8,842.30	11.6%
86-2189-PROFESIONAL & SPECIAL S	10.00	1,500.00	-1,490.00	0.7%
86-2220-SMALL TOOLS & SUPPLIES	0.00	4,000.00	-4,000.00	0.0%
86-2231-ELECTION SUPERVISION &	323.80	400.00	-76.20	81.0%
86-2250-TRANSPORTATION & TRAVEL				
Walsh Oil	1,805.31			
86-2250-TRANSPORTATION & TRAVEL - Other	0.00	26,000.00	-26,000.00	0.0%
Total 86-2250-TRANSPORTATION & TRAVEL	1,805.31	26,000.00	-24,194.69	6.9%

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

	<u>Jul '11 - Jun 12</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
86-2260-UTILITIES				
Albion Water District	270.00			
PG&E	1,664.17			
Suburban Propane	460.47			
Thompson Septic Service	534.90			
Waste Management	136.84			
86-2260-UTILITIES - Other	0.00	7,500.00	-7,500.00	0.0%
Total 86-2260-UTILITIES	3,066.38	7,500.00	-4,433.62	40.9%
86-3113-PAYMNTS TO GOVT AGENCIE	474.62	2,000.00	-1,525.38	23.7%
86-4360-BUILDINGS & IMPROVEMENT	532.20	10,000.00	-9,467.80	5.3%
86-4370-EQUIPMENT (PURCHASE)				
Firefighting Equipment	530.37			
Radios	816.00			
Rescue Equipment	7,891.43			
86-4370-EQUIPMENT (PURCHASE) - Other	423.76	10,000.00	-9,576.24	4.2%
Total 86-4370-EQUIPMENT (PURCHASE)	9,661.56	10,000.00	-338.44	96.6%
Total Expense	36,866.51	158,900.00	-122,033.49	23.2%
Net Income	-25,520.34	-3,321.00	-22,199.34	768.5%

Albion Little River Fire Protection District
Profit & Loss Detail
 October 25 through November 28, 2011

Type	Date	Num	Name	Memo	Split	Amount
Income						
82-7700-OTHER						
Gener...	11/10/2011	438		Golden StateRist mamage...	County Revenue	11,676.30
Total 82-7700-OTHER						11,676.30
Total Income						11,676.30
Gross Profit						11,676.30
Expense						
86-2050-CLOTHING & PERSONAL ITE						
Check	11/17/2011	0411...	James Montgomery	Reimb. for Makela's Boots ...	County	452.50
Total 86-2050-CLOTHING & PERSONAL ITE						452.50
86-2060-COMMUNICATIONS						
ATT						
Check	11/20/2011	3245	AT&T	96075541735558	District Checki...	178.88
Total ATT						178.88
Comcast						
Check	10/30/2011	3235	Comcast	8155300570034801	District Checki...	77.46
Check	11/20/2011	3244	Comcast	8155300570124362	District Checki...	59.95
Total Comcast						137.41
Total 86-2060-COMMUNICATIONS						316.29
86-2120-MAINTENANCE EQUIPMENT						
Radio Maintenance						
Check	11/27/2011	3247	Ted Williams	Reimb. Amazon Radio Bat...	District Checki...	57.98
Total Radio Maintenance						57.98
Vehicle Maintenance						
8130						
Check	10/27/2011	0410...	Fort Bragg Diesel	#11340	County	424.04
Total 8130						424.04
8132						
Check	11/17/2011	0411...	James Montgomery	Reim. for Hake Creek Nur...	County	952.30
Total 8132						952.30
8182						
Check	11/17/2011	0411...	Fort Bragg Diesel	#11560	County	1,398.83
Total 8182						1,398.83
Total Vehicle Maintenance						2,775.17
86-2120-MAINTENANCE EQUIPMENT - Other						
Check	11/13/2011	3243	Albion-Little River Fi...	reimb. Rossi's #1110-2592...	District Checki...	21.73
Total 86-2120-MAINTENANCE EQUIPMENT - Other						21.73
Total 86-2120-MAINTENANCE EQUIPMENT						2,854.88
86-2140-MEDICAL, LAB SUPPLIES						
Check	10/27/2011	0410...	Emergency Medical...	#1399958	County	846.81
Check	11/13/2011	3241	Eureka Oxygen Co	DM00623287	District Checki...	91.80
Check	11/13/2011	3242	Matheson Tri-Gas I...	10206 #0343561	District Checki...	57.65
Total 86-2140-MEDICAL, LAB SUPPLIES						996.26
86-2150-MEMBERSHIPS						
CSDA						
Check	11/10/2011	0411...	California Special D...	#3268 membership dues 2...	County	616.00
Total CSDA						616.00
Total 86-2150-MEMBERSHIPS						616.00
86-2170-DISTRICT OFFICE SUPPLIE						
Check	11/10/2011	0411...	Katsiaryna Gregonis	AFP 6528	County	83.62
Total 86-2170-DISTRICT OFFICE SUPPLIE						83.62

Albion Little River Fire Protection District
Profit & Loss Detail
 October 25 through November 28, 2011

Type	Date	Num	Name	Memo	Split	Amount
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	11/10/2011	0411...	Katsiaryna Gregonis	AFP 6528	County	358.83
Total Bookkeeping Services						<u>358.83</u>
Total 86-2181-AUDITING & FISCAL SERVI						358.83
86-2187-EDUCATION & TRAINING						
Check	10/30/2011	3237	Nathaniel Norling	VOID: #031011 med traini...	District Checki...	0.00
Check	10/30/2011	3238	Nathaniel Norling	#03011 med training 8/11/11	District Checki...	150.00
Total 86-2187-EDUCATION & TRAINING						<u>150.00</u>
86-2250-TRANSPORTATION & TRAVEL						
Walsh Oil						
Check	11/27/2011	3246	Walsh Oil	13015 #189838	District Checki...	182.48
Total Walsh Oil						<u>182.48</u>
Total 86-2250-TRANSPORTATION & TRAVEL						182.48
86-2260-UTILITIES						
PG&E						
Check	11/7/2011	3239	PG&E	0210095100-9	District Checki...	331.16
Total PG&E						<u>331.16</u>
Thompson Septic Service						
Check	11/13/2011	3240	Thompson's PortaS...	#15469	District Checki...	97.90
Total Thompson Septic Service						<u>97.90</u>
Waste Management						
Check	10/30/2011	3236	Waste Management	799-0001196-2561-4	District Checki...	30.53
Total Waste Management						<u>30.53</u>
Total 86-2260-UTILITIES						459.59
86-4370-EQUIPMENT (PURCHASE)						
Radios						
Check	11/17/2011	0411...	Aircomm	#52487	County	816.00
Total Radios						<u>816.00</u>
Total 86-4370-EQUIPMENT (PURCHASE)						<u>816.00</u>
Total Expense						<u>7,286.45</u>
Net Income						<u><u>4,389.85</u></u>



4. Fire Chief's Report, 29 November, 2011, by Ted Williams

- Three ALRVFD, Inc. members resigned: Oliver Seeler, Stacey Weil-Dye, Terence Weil-Dye.
- As an emergency act, I hired Brad Montgomery (former district firefighter, firefighter endorsement drivers license), Jesse Martin and Jaime Placido. All three have been issued gear, have attended training and have engaged in incident response.
- On Alan's request and with his oversight, I authored a firefighter application document.
- CHP Officer Randy England offered a department training about emergency vehicle driving and highway incident issues. ALRVFD, Inc. provided pizza. Jeff Wall visited. Several firefighters commented that the get-together "felt good" -- solid cohesion. District Firefighter applications were distributed.
- Ordered and received twenty yards of gravel for station 811. A bill for approximately \$690 was sent to the district. John Shandel spread the gravel with his skid steer (donated labor).
- Fort Bragg Plumbing snaked the clogged drain at 810. The washer is now operational. An estimate of \$2600 has been provided for re-plumbing fixtures in pvc dwv.
- I walked the proposed fire station parcel donation across from Albion Grocery with Mike Biaggi (property manager), Ed Petrykowski, Steve Acker and John Shandel. Steve Acker has produced maps, including parcel overlay on arial photograph.
- Brad Montgomery and Josh Smith got together at station 811 for one on one engine, tender and dump tank training. We're encouraging this style of focused training in addition to our weekly sessions.
- I attended Comptche Volunteer Fire Department's monthly business meeting on November 1. Aron Hutchens is coordinating a "1a" driving course. The four day course will meet the requirements necessary to obtain a firefighter endorsement from the CA DMV. We attempted to locate adequate pavement in our district before capitulating and choosing Ukiah as the location. Licensed drivers are a critical shortcoming for our district. Interest from firefighters has been expressed, although four consecutive days may not be a viable option for many of our unlicensed firefighters.
- I received a call from Tom Wodetzki. He and a few other community members are curious about the potential site across from Albion Grocery. I suggested they attend the district meeting on November 29.
- I received several unsolicited emails from Jim Marquardt regarding North Coast CERT and other topics. With his permission, I forwarded to Alan Taeger. I would like guidance on how to respond.
- We are planning an extrication (jaws) training to take place December 1. Brad has pulled the Volvo out of the bushes at 812 and a van has been donated. This training, we'll focus on the basics. Several firefighters lack basic training in regards to starting the engine, switching attachments and cutting. In a subsequent training, we'll make use of instructional resources offered by Ed O'Brien (Mendocino Fire).
- Alan recently requested two years of ALRVFD, Inc. meeting minutes. This request was approved by the ALRVFD, Inc. membership. Erica Geer printed and stapled the minutes. I delivered the stack to Alan.

- I ordered five pagers. Two have been received. There was a delay in credit authorization, but it has been resolved.
- I ordered and received five handheld (Kenwood TK-2170) radios.
- I've been in contact with Joanne Blackstone regarding a donation from a group at The Woods. We're waiting for a sunny day for a photo opportunity.
- The ALRVFD, Inc. November business meeting was short with a duration of about forty-five minutes. I explained the transition. Rich and Ken were in attendance. Under guidance from ALRVFD, Inc. attorney Jone Lemos, annual nominations and election will take place at the December meeting. The ALRFPD and ALRVFD, Inc. will need to coordinate schedules and use of the Thursday meeting slot. District Firefighter applications were distributed.
- Marshall and Andrew removed the couches from the upstairs of station 811.
- I'm working with Valerie at CalFire on a US Forest Service loaner. We've been approved for a specific type 60, Ford F-800, 500 gallon + foam vehicle. I've seen the vehicle report (apparently from an independent mechanic). The truck is in good condition -- everything is reported to be working. We're waiting on paperwork and a pickup date. Chris Johnson and Brad Montgomery have both volunteered to fetch the vehicle.
- I've established an email mailing list for firefighters to remedy the address book synchronization problem inherent in group email discussions. We'll start using the list after the district's November regular meeting. I need to know whether to include distribution to district board members.
- I was asked by Alan to investigate LiveScan. Mendocino Fire and other districts use LiveScan for background checks. According to Fort Bragg Police, the applicant must pay \$12 and show identification at time of scan. Another \$32, billed to the district, will provide a DOJ background check using a California state database. For an additional \$19, a national check can be performed using an FBI database. The district must establish a DOJ application before sending applicants to the Fort Bragg Police station LiveScan.
- I attended the Mendocino County Fire Chiefs Association meeting on November 9. Chiefs expressed interest in assisting our district with training and advice. There was discussion in regards to the California Board of Forestry approved \$150 fire fee (to be imposed on rural homeowners in fiscal year 2011-2012). The fee can be reduced in several ways, including a district inspection of properties. I believe we are not in a position to perform such inspections.
- I met with Eric Chisolm (CalFire), John Schnaidt (CalFire) and Brad at stations 811 and 812. We toured vehicles, equipment and PPE. Many recommendations over several hours were offered. They offered ongoing support with purchase, configuration and placement decisions. They expressed agreement in the current placement of vehicles. They offered to assist with training.
- For the two structure fires, I called Mendocino for mutual aid at time of dispatch. I thank Mendocino Fire for their assistance.
- Engine 8162 is now at station 810 (with 8181 at station 812). According to Eric (CalFire), with the addition of some hose and ladders, this truck qualifies as a type II. The extra capability of a type I is not beneficial in our district due to the inability

to deliver the continuous supply of water necessary to exercise the higher output pump.

- Our district has not adopted NPFA standards. NPFA is a private organization, run in part by for-profit fire equipment industry.
- I returned CalStar/REACH/Ambulance paperwork to Alan. The completed forms represent ALRVFD, Inc. members. I have not confirmed eligibility due to an ambiguous situation.
- I'm working with the county to grade the space in front of station 810. Kent Standley of Mendocino County DOT will visit the site (which is actually a county road) the week of November 28. He confirmed availability of resources for the project (gravel and grading).
- I continued development on Alan's proposed operations manual and emailed the document to board members. It should get us through the next month.
- Our monthly medical training with Nat Norling (local paramedic) was in effect canceled due to a timing conflict with the Navarro Ridge structure fire.
- I registered ALRFPD with the National Registry of Emergency Medical Technicians. This will allow our employees to certify and renew certification online.
- I'm working with Nat (local paramedic) to offer a small group training on patient vitals and packaging to our new employees.
- I ordered, received and will be distributing blood pressure cuff and aneroid sphygmomanometer sets to new employees for practicing at home (less than \$30 per set).
- I received an encouraging note from David Thorpe (The Woods), "The other morning at the wood You and the guy[s] did the best job that I will have seen the department do in a long time GOOD JOB WELL DONE"
- I received a completed application from David Ayster. (former district firefighter)
- I received a completed application from Sam Levine. (former district firefighter)
- Brad has started work on a comprehensive vehicle plan. An early draft will be presented at the regular meeting. I'll continue to facilitate collaboration with input from neighboring experts.
- The pulse oximeter on 8131 failed. We replaced it with the identical model (Nonin Onyx® 9500) from Emergency Medical Products (our usual medical supplier) at a cost of \$275. I later found the identical unit on Amazon for \$150. Further, I found a similar unit, FDA approved, for \$24. We should consider switching brands and ordering enough to stock every med bag.
- Dirk from Mendocino Fire called to invite our firefighters to a (non certificate) CPR/AED training session on January 11 at 1900.
- The antenna has fallen off station 810. I'm working on getting it fixed.
- I reminded Ukiah Oxygen that we need bottles moved from 812 to 810 and empty bottles removed from 810. I'll ask again.
- I suggested we switch to
- I contacted the California Highway Patrol commercial inspection division (925 862 2223) about the option of running red/off-road diesel. I was told that it is not an option.
- I've been in contact with John Shandel in regards to developing the encroachment at station 811. He has reviewed the permit.

4.a. Incident Report

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, October 25th and today, November 27th, we were dispatched and responded to ten incidents consisting of:
 - 6 medical aids
 - 1 hazardous condition (electric line arcing on trees)
 - 1 fire alarm (false)
 - 2 structure fires

4.b. Fund Raising, Gifts, Service Fees

- Donations from the Hughes party to ALRVFD, Inc totaled \$5993.73.
- At this juncture, financial gain from the ALRVFD, Inc. 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.

4.c. Fire Department Operational Needs

- Several of our engines need hose fittings, adapters and o-rings. These items will fit under the existing maintenance budget.
- I recommend the board budget new equipment (padded for indeterminate shipping costs):
 - \$1600 - a K-12FD ventilation saw
 - \$2900 - Honda EU2000i, (2) 20,000 lumen LED lights, (2) tripods
 - \$1100 - 3 section 22' ladder
 - \$450 - roof ladder
 - \$1000 - piercing nozzle (suggested by Mendocino Fire's Dave Lindstrom)
 - \$? - consider/discuss a gas powered blower
- The station 810 backup generator is not functioning. I'd like direction from the board on how to proceed.
- Now that 8131 is functional as a quick attack, we have begun brainstorming options for configuring 8132 with water and a pump.
- We need to consider increasing the budget for new personal protective equipment:
 - Helmets: I suggest (and Eric from Calfire has expressed support for) combination structure/wildland helmets. Eric will send his recommended model number.
 - OSHA requires that we issue SCBA masks (until now, SCBA masks have been included on vehicles). We will likely need to order additional masks and protective cases.
 - We need structure and wildland boots.
 - We need structure rated helmet lights.
 - We need structure gloves.
 - We need more structure and wildland turnouts.
 - We need flashlights for firefighters and a cache (with charging or batteries) for vehicles.
 - We need to review structure turnouts on a case by case basis. I plan to ask CalFire for assistance in determining which items should be replaced.
 - We need additional fire shelters. I will talk to CalFire and neighboring districts about group purchasing. Eric suggested we eliminate the non-compliant, even from training supplies as the old units deploy differently.

4.d. Vehicle Maintenance Report

- **8182**
 - Engine 8182 went to Fort Bragg Diesel for a DOT inspection. Before Gary left with the vehicle, I demonstrated difficulty with the parking brake. Gary later reported fixing a major air leak at the horn, but he was hesitant to return the vehicle because he believed there was a substantial risk that it would leave us stranded due to the batteries failing to hold a charge overnight. New batteries were installed and the engine has been returned.
 - On Gary's recommendation, based on a 200 mile odometer reading, we did not change the fluids.
 - Auto ejects appear to be wired incorrectly (to "run" instead of "start").
 - Rusty air brake tank/lines (previous treadle valve problem) need inspection.
 - Inlet pipe partially rusted through. (Currently sealed with plumbers putty to hold tank water.)
- **8130**
 - Was low one gallon of coolant and low one half quart of oil. Brad remedied by adding fluids.
 - Went to Fort Bragg Diesel after Gary reminded us of a known steering box leak. I have not seen a bill, but the steering box was approximately \$800.
 - While in the shop, Gary discovered two substantial fuel leaks. Parts are expected to arrive the week of November 28th at which time 8130 will return to FB Diesel.
 - Winch does not work.
 - Fuel gauge does not work (FB Diesel diagnosed, sending unit is bad).
- **8192**
 - After the second / Navarro Ridge structure fire this month, Steve Acker noted noise resulting from steering tender 8192. Brad took a look and discovered that all belts were loose -- so loose that he was able to cause slip with his hand. He tightened the belts. He replaced the air compressor belt, because it had suffered substantial abrasion damage due to being loose.
 - Brad replaced a blown fuse to remedy the code 3 lights failure.
 - I need to know whether the board would like FB Diesel to inspect the above repairs.
- **8131/8132**
 - Reverted the designators of the two rescues to reduce ongoing confusion. The red quick attack truck is now 8132. The white waterless rescue is now 8131. New stickers are not necessary -- the old numbers were still in place. District files (inventory spreadsheet) might need to be updated.
- **8131**
 - Ordered, obtained and had Brad install a new Honda engine on the 8131 pump. Cost of engine was \$952.80. Brad also fixed the electric hose reel; the polarity had been reversed.
 - Fuel tank switch is broken.
 - Shorted glow plug, burnt wire to plug.
- **8132**
 - The block heater has been disabled on rescue 8132. When this vehicle was relocated, station 812 electricity decreased by approximately \$150 per month

while station 810 electricity increased by approximately \$150 per month. The block heater should not be necessary in our environment. We anticipate this change will save approximately \$1800 per year in electricity.

- Pressure gauge for pump does not work.
- Speedometer does not work.
- Hardline bushings should be replaced with radial bearings.
- **8162 / 8163 mobile radios**
 - On the way to the Navarro Ridge structure fire, mobile radios in 8162 and 8163 failed. I'd like to have Fort Bragg Diesel fix the radio wiring on 8163. I'd like to have Brad rewire the radio on 8162 to avoid taking the vehicle out of service.
- **8163**
 - Engine 8163 is next in line for FB Diesel (DOT inspection and repairs).
 - Mobile radio does not work.
 - Radio and code 3 lights cause insulation smell.
 - Several drivers have reported unusual steering handling.
 - Four wheel drive switch does not work. No four wheel drive presently.
 - Needs cab lights.
 - Compartment doors don't all shut properly.
 - Compartment door struts worn out, won't hold doors up.
 - Exposed wires on rear yellow lights.
 - Siren housing broken (works, but smell of insulation when on)
 - Needs a flare container.
 - Fuel gauge / sending unit do not work.
 - Left rear scene lights dim (suspect wiring issue).
 - Foot operated windshield washer pump should be replaced (with 12v unit).
- **8191**
 - This tender was previously taken out of service. We discovered a weight exemption for fire trucks under California Code of Regulations, Title 21, Division 2, Chapter 7, Sections 1411.1 and 1411.7. I'd like to have Fort Bragg Diesel inspect 8191 for safety. When it passes, I'd like to place it back in service.
 - Rusty rims.
 - No siren.
 - Code 3 lights switch broken.
 - Windshield washer pump/reservoir needs replacement.
 - Speedometer doesn't work.
- **8162**
 - Tail light not functional (appears to be incorrectly wired)
 - Windshield wiper pump does not work.
 - Exhaust and air governor should be directed away from ground (dust).
 - Mobile radio doesn't work (wiring).
- **8165**
 - Code 3 wiring needs attention.
 - Dash light wiring needs attention.
- **8181**
 - Knob on gear shift lever is missing.
 - Passenger door bottom hinge broken (previous weld bad). Ready to fall off.

- Passenger rear red is out.
- Extinguisher in driver side compartment #7 appears out of date (1996).
- Rusty air brake tank/lines (previous treadle valve problem) need inspection.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING NOVEMBER 29, 2011
COMMUNICATIONS TO THE BOARD**

- 10/27/11 Per unanimous vote of the board of directors at the October 25, 2011 regular business meeting a letter of censure was sent to fire department members Oliver Seeler, Stacey Weil-Dye, Jonathon Peakall, and Terrence Weil-Dye and a copy of the letter was also sent to Albion Little River Volunteer Fire Department, Inc., all by certified mail with return receipt. Return receipt was received for all five letters. Responses are as follows:
- 10/27/11 Alan received email addressed to "Chief Wall and Fellow Firefighters" and sent to all fire department members and district board members from Oliver Seeler announcing his resignation from the fire department.
 - 10/28/11 Received letter of censure addressed to Oliver Seeler returned with hand written comment.
 - 10/28/11 Alan received email addressed to "the Albion-Little River Volunteer Fire Department" and sent to all fire department members and district board members from Stacey Weil-Dye announcing her resignation from the fire department.
 - 10/29/11 Alan received email addressed to "Albion Fire" and sent to all fire department members and district board members from Terrence Weil-Dye announcing his resignation from the fire department.
 - 10/31/11 Alan received email addressed to "Albion Little River Fire Protection District Board" and sent to all fire department members and district board members from Terrence Weil-Dye in response to letter of censure.
 - 11/19/11 Alan received email addressed to "Dear Members of the ALRFD" and sent to all fire department members and district board members from Jessica Friedland announcing her resignation from the fire department.

There were several emails from firefighters in response to some of the resignations listed above.

Other Communications:

- Sept/Oct/11 Issue of CSDA magazine executive director's message announced a new service of CSDA – surplus exchange. Alan noted this service as a possible benefit to the district.
- 10/28/11 Received 2011 Government Units Survey – Census of Governments. Alan completed the survey on line On 11/14/11.
- 11/01/11 Received California billing and disclosure notice from ATT.
- 11/02/11 Alan received a fax from CSDA with announcement of sexual harassment Prevention Trainings for special districts.
- 11/02/11 Received quote (\$2,600.00) from Fort Bragg Electric to replace rotten drain and waste system at Station 810.
- 11/08/11 Received long distance bill from ATT for telephone at station 812 showing final balance paid on closed account.

- 11/10/11 Alan received an email from Laura Vogelgesang with an inquiry about changes in the fire department and a request for recent meeting records. Alan responded with an email reply that included attachments of available recent meeting records.
- 11/14/11 Received invitation from the Corning Fire Department 100th birthday party and centennial celebration to be held on April 28, 2012.
- 11/15/11 Received copy of coastal development permit application CDP #26-2011 for construction of a 2340 SF sfd and a 720 SF shop on Middle Ridge Road.
- 11/18/11 Received long distance telephone bill from ATT telephone at Station 811 for \$12.92 for two calls to Willows, CA, three minutes total call time.
- 11/18/11 Alan Received a letter from CSDA offering district financing.
- 11/20/11 "Sonoma County rural residents decry state fire fee" Article by Guy Kovner in the Press Democrat.

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

October 27, 2011

Albion Little River Volunteer Fire Department, Inc.
P. O. Box 101
Albion, CA 95410

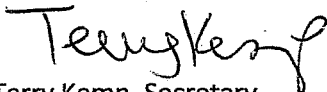
To all members of Albion Little River Volunteer Fire Department, Inc.:

At the October 25, 2011 regular business meeting of the Albion Little River Fire Protection District the board of directors received a letter from ALRFPD board members Alan Taeger and Ken Matheson with a report on events that occurred at a special meeting of the Albion Little River Volunteer Fire Department, Inc. which above named board members attended by invitation (copy enclosed).

Based on the events described in the letter presented to the board a motion was made by Alan Taeger and Ken Matheson as follows:

We condemn in the strongest terms the behavior exhibited by Oliver Seeler, Stacey Weil-Dye, Jonathon Peakall, and Terrence Weil-Dye at the special meeting of the Albion Little River Volunteer Fire Department, Inc. on October 6, 2011, and censure them individually, and further demand that all fire department members follow the fire department and district bylaws regarding conduct. We encourage the fire department to address the issue under its bylaws. The fire department cannot function if its members treat each other derisively and uncooperatively.

The motion passed by unanimous vote of the board of directors.



Terry Kemp, Secretary
Albion Little River Fire Protection District

enclosure

October 22, 2011

To the board of directors of the Albion Little River Fire Protection District:

As you are aware, Albion Little River Volunteer Fire Department, Inc. president Scott Roat presented a letter to the board at our September 27, 2011 monthly district business meeting with a statement reporting an assault made on him by a fellow member of the fire department at a fire department vehicle committee meeting held the previous week. This alleged assault was witnessed by a number of other fellow firefighters as well as by a member of the district board. The board acknowledged President Roat's letter and board member Rich Riley acknowledged being present at the incident.

In the days following the district business meeting President Roat called a special meeting of Albion Little River Fire Department, Inc., to be held Thursday, October 6, 2011, to discuss issues with fire department bylaws as they related to succession of office in the position of chief/CEO of the corporation in the case that the elected chief/CEO is unable to serve. President Roat invited district board members to attend this meeting.

To recap the issues at hand - Chief/CEO, Jeff Wall, announced on August 18, 2011 that he would be taking an indefinite leave of absence from the fire department for medical reasons. On August 28, 2011 Albion Little River Volunteer Fire Department, Inc. held a special meeting to acknowledge Chief Wall's leave and choose a member to fill the vacated position. At that meeting Assistant Chief Ted Williams was elected to serve as chief on a motion passed by a majority of the members present. However, the language of the motion passed seems to intentionally limit the authority of the position elected and also does not address the corporate CEO aspect of the position. The fact that the CEO position was not addressed at that August 28 meeting and that there were no written procedures in the bylaws for succession of the position of chief under the presented conditions became a concern to President Roat and others in the fire department when they examined the fire department bylaws. After researching the bylaws and consulting the fire department's legal counsel President Roat determined that the convening of another special meeting on October 6 was needed.

District board members Ken Matheson and Alan Taeger attended this meeting. There were thirteen fire department members in attendance. Assistant Chief Oliver Sealer, Assistant Chief Stacey Weil-Dye, Captain Terrence Weil-Dye, and Captain Jonathon Peakall entered the meeting room together at the last minute before commencement of the meeting and immediately commanded control of the meeting. President Roat was not allowed by these members to conduct the meeting. When he tried to convene with an opening statement he was immediately shouted down, with Captain Peakall standing and shouting that the district board members present should be expelled from the meeting, making a motion without recognition from the chair and calling for a vote. A vote was conceded and the membership voted against the motion, whereupon the district board members were allowed to remain at the meeting.

The meeting lasted three hours, during which time President Roat was never able to read his opening statement. His attempts were completely overridden by continuous disruption, including yelling and swearing at President Roat without abatement by the four above named fire department officers. Other fire department members who attempted to ask questions or restore order were shouted down by the four in the same manner. At various times Assistant Chief Sealer or Captain Peakall stood, leaned and pointed fingers and threatened other members, including President Roat. At another time Assistant Chief Sealer turned to Acting Chief Williams and told him he had better withdraw his name as candidate

for chief now or face not having any support in the future. At another point in the meeting, when President Roat attempted to gavel the meeting to order Captain Weil-Dye got up from his chair, walked around the table to where the president was sitting and physically removed the gavel from the president's hands, taking it back to his own seat, whereupon Secretary Erica Geer got up and retrieved the gavel from Captain Weil-Dye. This process of harassment and intimidation went on throughout the meeting. President Roat and Secretary Geer persistently tried to maintain order without success.

In the end the belligerents got their way. What passed for discussion was mostly a monologue from Assistant Chief Sealer with statements such as one about operations being a "well-oiled machine", and that the membership at large should listen to the will of the "senior membership". When the discussion was steered back to the issue of the opinions and advice of the volunteer fire department counsel, Jone Lemos, that the election of a chief/CEO was legally imperative and should be completed as soon as possible, elections in December notwithstanding, Assistant Chief Sealer stated that the corporate board didn't really have any authority. He said that the volunteer fire department was only incorporated as a means to collect tax deductible donations and that the corporate board was written into the bylaws as a legal necessity only and that the corporate officers didn't really have any authority, and that if they did, the department needed to consider revising its bylaws.

The arguments made against electing a chief/CEO started with the emotional statement from Assistant Chief Weil-Dye that electing a chief would be throwing Chief Wall under the school bus, showing him disrespect for trying to replace him while he was is out on a medical leave of absence. Others exclaimed that Chief Wall was still their chief, even if he was away, and that he had not taken a leave of absence. It was fine with these persons that the fire department would be run by the three assistant chiefs together, "with two out of three chiefs to be in agreement with any chief's actions". Chief Sealer proposed that if Chief Wall was not able to return in time to stand election in December that all of the membership should decline to run for the office, thereby leaving the office open for the coming year while the "two out of three" assistant chiefs oversee the fire department until Chief Wall might be able to resume his duties. Assistant Chief Williams asked who had the responsibility for the fire department. Assistant Chief Sealer answered that it was Chief Wall, showing that Assistant Chief Sealer was willing to assert all the authority and leave all the responsibility to the absent chief. Assistant Chief Sealer asserted that this arrangement worked well during the absence of Chief Wilson. Assistant Chief Sealer then spoke of the "dangerous situation" concerning the decline in fire department membership.

Another fire department member, appealing for order, spoke of the overall decline of the fire department during Chief Wilson's long absence, how things were not getting done, bills were not being paid, communications among fire department members was weak. He was quickly attacked by the belligerents with shouting and cursing. Captain Peakall stood and leaned over the table pointing his finger at this person and shouted insults.

The intense harassment and intimidation we observed at this meeting were severe violations of both fire department and district bylaws. The behavior of the belligerents was reprehensible to say the least. In fact, neither of the district board members present has ever been at a more violent meeting of any kind. People who should be professionals exhibited the most unprofessional, uncontrolled behavior imaginable. Officers, who should be examples of calm and reason to the rest of the membership and the public at large, even under the most stressful conditions, demonstrated an unimaginable viciousness and lack of self-control. Unfortunately, the bylaws of the district and those of Albion Little River Volunteer Fire Department, Inc. are both lacking in prescribed actions to be taken regarding this behavior. Both documents decry uncivil conduct and promise remedy but neither has a workable

discipline procedure. The only remedy available in the fire department bylaws is expulsion. While we believe that expulsion is justifiable for these four members based on their continued uncivil, uncooperative behavior, there is no mechanism for hearing their defense, and in any case, the rest of the remaining fire department membership has been successfully intimidated to the point of not being able to call a vote for the belligerents' expulsion as is prescribed in fire department bylaws.

We feel that the board has little other option but to condemn the above described behavior in the strongest terms and demand that it stop immediately. If these persons cannot conduct themselves in a professional manner and work calmly and rationally with their fellow firefighters at a meeting, let alone at an emergency scene they should not be putting other firefighters and the public at large at risk of their behavior.

We therefore recommend that the board pass a motion to make the following statement:

"We condemn in the strongest terms the behavior exhibited at the special meeting of the Albion Little River Fire Department, Inc. on October 6, 2011 by (the four people named above) and censure them individually, and further demand that all fire department members follow the fire department and district bylaws regarding conduct. We encourage the fire department to address the issue under its bylaws. The fire department cannot function if its members treat each other derisively and uncooperatively."

Respectfully submitted,

s/ Alan Taeger

s/ Ken Matheson

Alan Taeger

From: Universe of Bagpipes <bagpipes@hotmail.com>
Sent: Thursday, October 27, 2011 4:37 PM
To: Jeff Wall
Cc: Mark Anderson; john crowningshield; Ted Williams; andrew crowningshield; chris johnson; erica geer; harolde searles; jason hendricks; johnathan peakall; josh smith; Marshall Brown; stacey weildye; steve acker; terence weil-dye; ken matheson; Rich Riley; Alan Taeger; terry kemp; Ed Petrykowski
Subject: Resignation and Retirement

Dear Chief Wall and Fellow Firefighters:

After over 36 years, seven of them as Chief (2000-2007), I am no longer able to accept the liabilities and responsibilities of working with the Albion - Little River Volunteer Fire Department, Inc. The Department has deteriorated to a point where it is unable to fulfill its mission safely, thanks in large part to the recent unprecedented destructive actions of the President of the department corporate board, along with the political manipulations of an unqualified person who wants to become Chief (and who was unable to get water out of the department's primary engine at the scene of last week's fatal fire), and a District Board (which presently does not include a single person elected by the community) which has maintained a hostile, meddling posture toward the Department for years and is currently headed by an incompetent individual who places his own agenda and personal relationships above the safety of the Department and the community. The present situation is unacceptably dangerous, there is no longer a cohesive team operating as a fire department here and it is becoming increasingly likely that a call will have a very bad outcome as a result. I simply cannot be a part of that inevitability.

Therefore I herewith resign, effective immediately, from my positions as First Assistant Chief and Safety Officer. I also herewith retire, effective immediately, from the Albion Little River Fire Department. My gear will be on the table at 810 within the hour.

I will add that while the vicious personal attacks on myself by the corporate and district board presidents have been painful, these small mens' ignorant yapping is but a tiny part of my decision.

Take care of yourselves and each other, and stay safe!

Oliver Seeler
ALRVFD 1975-2011

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

October 27, 2011

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

To Oliver Seeler:

At the October 25, 2011 regular business meeting of the Albion Little River Fire Protection District the board of directors received a letter from ALRFPD board members Alan Taeger and Ken Matheson with a report on events that occurred at a special meeting of the Albion Little River Volunteer Fire Department, Inc. which above named board members attended by invitation (copy enclosed).

Based on the events described in the letter presented to the board a motion was made by Alan Taeger and Ken Matheson as follows:

We condemn in the strongest terms the behavior exhibited by Oliver Seeler, Stacey Weil-Dye, Jonathon Peakall, and Terrence Weil-Dye at the special meeting of the Albion Little River Volunteer Fire Department, Inc. on October 6, 2011, and censure them individually, and further demand that all fire department members follow the fire department and district bylaws regarding conduct. We encourage the fire department to address the issue under its bylaws. The fire department cannot function if its members treat each other derisively and uncooperatively.

The motion passed by unanimous vote of the board of directors.



Terry Kemp, Secretary
Albion Little River Fire Protection District

enclosure

HOPE YOU'RE
READY FOR THE
LAW SUIT

O.S.

Alan Taeger

From: stacey weildye <weildye@gmail.com>
Sent: Friday, October 28, 2011 3:49 PM
To: andrew crowningshield; Chris Johnson; Erica Geer; Harold Searles; jason hendricks; jessicaalexisfriedland@gmail.com; John Crowningsheild; Jonathan Peakall; josh smith; Kitahara; Mark Anderson; Marshall Brown; Scott Roat; stacey weildye; Steve Acker; Ted Williams; Terence Weil-Dye; Universe of Bagpipes; Jeff Wall; terry kemp; Rich Riley; Ed Petrykowski; Alan Taeger
Subject: the odds and the end
Attachments: The ALRVFD Operational Manual.doc

To the Albion-Little River Volunteer Fire Department,

Today, there was the first delivery of Station 811's office furniture. There will be another delivery next week, to Station 811, and will require someone willing to meet the driver and unload the items. I spent yesterday going through all the gear, moved furniture and cleaned the station in preparation for this furniture. All gear that was still in compliance and serviceable has been organized and placed in the cabinets. The gear that is either ripped, worn out or out of service is piled in the corner at the top of the stairs and awaiting the dump.

I am attaching a project that I have been working on "for the good of the department", called the ALRVFD Operational Manual. If it is something you can use, you are welcome to it. It is in the editing phase, and has been handed over to Jeff Wall and Ted Williams (with no comment as of yet) and to others who have begun editing.

For those of you who are in need of essential PPE, I'm sorry. The list of needs that I drew up was not presented to the Board like I was told it would be, so you have no supplies coming to you at this time.

In regards to small town politics...this whole drama began with the President writing and sending his libelous statement in the "My-laws, By-laws" email, to the Department and the District Board, in which he accused Oliver Seeler of actions that turned out to be proven false. I listened to him tell Oliver he was "despicable" for doing what, as it turns out, was never done. There was no "assault"; this is a complete fabrication. The President has yet to rescind or apologize for this behavior, and has never been reprimanded by the Department or the District Board, yet some of us who find his behavior abhorrent are the ones who become "condemned and censored". To feel in any way sorry for the President for the reaction of repulsion to his behavior, or to be talking about respect, without addressing the issue of his disrespectful behavior toward Oliver, is a blatant bias showing a hidden agenda and/or ignorance of the entire situation, on the part of both the Corporate and District Boards.

The question I have asked the President, repeatedly and with no response, is why he went to Oliver to obtain the bylaws instead of going to the previous President, who apparently did nothing to organize the position. The issue of transparency becomes very clouded when questions like this go unanswered, and becomes even more murky when then the current President "appoints" the previous President as Chief of this department. It just doesn't add up, which I suppose is why I have not received a response.

Obviously the District Board or the Corporate Board did not have the right to place another person in a seat that had not been vacated or they would have done so. The District Board is now changing their bylaws and eliminating prior policies so that in the future they can do whatever they want, which is confirmation of this fact.

The final straw for me, however, comes from the Chief, and his betrayal of those who defended him and his right to maintain his seat while recovering from a work-related incident; a desire he specifically stated numerous times. In an organization that must be built on trust and communication, this makes it no longer a safe or productive place to function.

Because of the manipulative politics of members of the Department and the District Board, creating an unsafe and volatile workplace, I have chosen to resign from my position of Assistant Chief and Training Officer and am retiring from the Albion-Little River Volunteer Fire Department, effective immediately. The current Training Officer binder and my gear will be at Station 811 by the end of this weekend.

To those of you are working hard to become skilled firefighters and to those of you who try to find solutions to problems instead of creating them, you have my respect and appreciation. I wish you the best and hope you stay safe.

Stacey Weil-Dye

Alan Taeger

From: terence weildye <weildye@yahoo.com>
Sent: Saturday, October 29, 2011 10:09 PM
To: andrew crowningshield; Chris Johnson; Erica Geer; Harold Searles; jason hendricks; jessicaalexisfriedland@gmail.com; John Crowningsheild; Jonathan Peakall; josh smith; Kitahara; Mark Anderson; Marshall Brown; Scott Roat; stacey weildye; Steve Acker; Ted Williams; Terence Weil-Dye; Universe of Baggpipes; Jeff Wall; terry kemp; Rich Riley; Ed Petrykowski; Alan Taeger
Subject: 8113

Albion Fire-

I here-by submit my resignation from Albion-Little River Volunteer Fire Department, effective immediately.

Due to the events of the last few weeks I find the current political situation of said organization to have deteriorated to a hazardous level. I am not willing to work in an environment that will propagate such abhorrent behavior. Even with the evolving leadership of the last few years Albion fire has maintained a response that would make any rescue organization proud. The weak link has been found off scene, within the district and corporate boards.

I am not willing to risk my well being knowing that I have no support from above. I believe in the brotherhood of firefighters and I have put my self on the line to ensure the safety of my fellow firefighters and the constituents of our community. I have stood up time and again to guard the integrity and dignity of my fellow firefighters. Where is my safety net now?

This is not a quiet profession. This is a field that requires strength and determination, a call to rush into a fire as most would flee. A few stood to defend the integrity of what it is to be Fire Chief, most sat passive by.

Jeff Wall- you are off belay. We fought for your honor and you congratulate those who dismissed you.

Ted Williams- I choose not to participate in your manipulative games

Scott Roat- You are a disgrace to all fire fighters

District Board- I will not work for an organization who will impose leadership with no regard to experience, skill or will of the department. Nor maintain basic work safety fascilities. (and, yes, I still have the smell of burnt human flesh on my turn outs because Alan Tager refuses to call a plumber)

For me, this is personal, I dedicated a lot of time and energy to hone my skills to be able to best serve my community and assist my fellow fire fighters. I did this with the belief that I was part of something better. I will stand by what I believe is just and I will stand with those who have guarded my back. I go with 8101 and 8102.

For those that remain, watch your own back, no one else will.

My gear will be on the table.

8113

Terence weil-Dye

Vision Construction

ca 1isc #800761

capt 8113 ALRVFDnt>trong>

707.357.1110

PO box 645

Albion, CA 95410

weildye@yahoo.com

Alan Taeger

From: terence weildye <weildye@yahoo.com>
Sent: Monday, October 31, 2011 1:01 PM
To: Alan Taeger; Eleanor Riley; Terry Kemp; Ed Petrykowski; ken matheson; Jeff Wall; ted; alrfd@mcn.org; steve acker; Mark Anderson; marshal brown; Andrew Crowningshield; john crowningshield; john crowningshield; Jessica Friedland; erica geer; jason hendricks; chris johnson; doubleplusunfun@yahoo.com; jonathon peakall; Scott Roat; harolde searles; oliver seeler; josh smith; Stacey Weil-Dye; Terence Weildye
Subject: censure

Albion Little River Fire Protection District Board-

I received a letter of recommendation from your secretary and I am informing you that I reject your reprimand and I refuse your censure.

I Have reviewed the document October 22, 2011, it is clearly biased and exaggerated but not completely inaccurate. The behavior mentioned for which I have been reprimanded is the type of passion that should be cultivated in a rescue organization. Scott Roat was acting against the good of the department and contrary to the will of the department. He needed to be put in line. The role that each of you volunteered for as custodians of our tax donations is to perpetuate and support emergency response in the Albion Little River area. Your tolerance of Roats action has severely undermined that ability and put your community in grave danger. Ted Williams was granted the responsibility as liaison to the district and advocate for the department. He failed in that regard by not maintaining open communication and has proven to be an ineffective leader

As you evaluate the department call sheets and training records you will notice that those you attempt to censure are those with the skill, organization and integrity to form the backbone of Albion Fire. Had you taken the effort to inform yourselves of the actual workings of a fire department you would have commended each one of us for our hard work and dedication. Who responds to the emergencies? Who attends trainings? Who instructs training? Who maintains safety? Who stocks gear, tests equipment, maintains communication with neighboring agencies? Who is capable of operating a fire truck or stabilizing an injured patient? Have you overlooked the goal of a fire department?

While I do not necessarily disagree with folding the fire department into the board, it would streamline communication and promote efficiency, I cannot tolerate the manner with which your president behaves toward the hardworking dedicated volunteers. As you will recall I, for one, immediately responded to the suggestion of a district-department committee, and received no response. As you will recall I attempted to contact the district board president 4 times to discuss these issues as well as routine maintenance issues. I received a curt response with no follow through.

Your actions as group have seriously undermined the integrity of emergency response in the district of your charge. You have placed us all in jeopardy and should be ashamed. You took an opportunity to strengthen our relationship and ruined it. Not only do you need to worry about providing essential services, now you need to worry about tending a lawsuit.

So, ALRFPD, I condemn thee for mis- use of your authority there-by jeopardizing the well being of my community. While it might be within your authority to alter your by-laws it is unacceptable to change the rules to facilitate your personal agendas.

You 5 residents of the ALRFPD have been granted the privilege as custodians of our tax dollars. You have proven to be negligent in your duties and as a member of the community I am outraged at your ineffectiveness.

Scott Roat has been asked in writing on multiple occasions to step down from his role. He has abused his position as department president on multiple occasions. He has disrupted regular fire department workings to correct a minor clerical oversight in the signing of the department by-laws. He abused the departments relationship with Jone Jackson jeopardizing future legal assistance. Scott Roat then proceeds to interrupt a scheduled training to promote his personal agenda of appointing Ted Williams as chief in the face of the fact we already had a Chief. As the attending board members can attest he attempted to dictate the meeting with the line "this is my meeting, I make the rules". This behavior is reprehensible and must be corrected. Scott then, under false pretense, abused his position again by requesting 2 Sheriff deputies to attend a private, regularly scheduled business meeting. With the county budget shortfalls this is a gross waste of my tax money and an embarrassment to the department.

Members of the Board- as a member of the community I demand you rectify the situation. Scott Roat must be disciplined- nothing short of expulsion will be acceptable.

Jeff Wall, Chief 8100 placed himself on medical leave relating to an on-duty incident . Ted Williams was then granted the privilege to hold the position of assistant chief and act as liaison to the district board. This is an administrative position and neither leadership or authority to govern was granted or implied. The department, as a group followed standard

protocols, and agreed to a cooperation of leadership until the Chief has sufficiently recovered. This is an acceptable situation, as leadership in the fire service must come from within. Decisions in the field are made in the moment and these are frequently life or death situations. There must confidence in leadership, based on skill and experience.

Members of the Board- as a member of the community I demand you rectify the situation. Your by-laws must reflect that which is best for the community, leadership must come from with-in the department. Suitable candidates for Chief will be nominated each November at a regular business meeting and elected by majority vote each December at a regular business meeting. The district board will then be obligated to accept or reject said candidate based on merit. No other situation is suitable to the specific conditions of Albion Fire.

Members of the board- The problems of the preceding weeks would have been remedied on their own had you fulfilled your duties with integrity. Your president was approached on multiple occasions with the intent of resolving some of these matters. It is your obligation to promote communication and be accurately informed. It is your obligation, as employers, to maintain facilities suitable to a fire/ rescue response organization. The constituents of the Albion Little River area also expect that their tax dollars support a work environment and facilities that meet all current health, safety and performance standards. Otherwise, there would be no fire tax and no district board.

Members of the Board- You have been mis-informed and have taken action counter to that which you were assigned there-by undermining the security of the community. It is not too late to remedy the problem if you follow the steps listed.

- Scott Roat must be disciplined and expelled

- Fire Chief remains as a position that is elected by popular vote of the Fire Department and supported by the District board

- The District board accepts the responsibility of allocating tax funds for providing and maintaining facilities related to emergency response.

- The District Board realigns itself in a manner friendly to the fire department and community promoting a goal of awareness, prevention and preparedness. This will naturally require familiarization with and/ or participation in all Fire Department activities.

- Oliver Seeler is to receive a formal written apology for the libelous assault by Scott Roat and commended for decades of service.

If you as individuals can not meet these obligations, it is you duty to step down and make room for those who are able. If you have any questions, or require assistance, feel free to contact me, I have a good working knowledge of the Albion Little River VFD and a dedication to community service.

Sincerely-

Terence Weil-Dye
Albion, CA
31oct11

Terence Weil-Dye

Vision Construction

ca lisc #800761

707.357.1110

PO box 645

Albion, CA 95410

weildye@yahoo.com

Alan Taeger

From: Jessica Friedland <jessicaalexisfriedland@gmail.com>
Sent: Saturday, November 19, 2011 6:51 AM
To: Alan Taeger; Eleanor Riley; Terry Kemp; Ed Petrykowski; ken matheson; Jeff Wall; ted; alrfd@mcn.org; steve acker; Mark Anderson; marshal brown; Andrew Crowningshield; john crowningshield; john crowningshield; Jessica Friedland; erica geer; harolde searles; oliver seeler; Chris Johnson; Scott Roat; terence weil-dye; Stacey Weil-Dye; Brad M.; Jonathan Peakall; josh smith; jason hendricks; mike kitahara
Subject: resignation

Dear Members of the ALRFD,

I am not sure to whom this may concern so I'll address you all. I have been observing the events of the last couple of months with a sinking heart. I am an intern, and observation of operations without interfering is a key part of this initial phase in my training. I have been reading and listening to the communications of the members with the open mind of a greenhorn new comer with no political agendas or affiliations, only a desire to learn and serve the community, and give back to an organization that has in the past contributed to the saving of my own life. With a history of basic lifesaving experience I felt excited to be joining the department, and have immediately upon applying started training to be a Medical asset to the department by acquiring my EMT, along with a handful of other members similarly driven. I have undertaken all of this with the expectation that I was affiliating myself with a certain type of organization that would consist of a group of people whose ultimate purpose was to provide emergency services and fire protection to a rural and vulnerable community, and whose others purposes all came secondary to that first and vital role.

I never imagined I was applying to serve a department or organization that would 'condemn and censure' constituents who have volunteered thousands upon thousands of hours and some cases decades of volunteered time, saved countless lives, and put their own personal safety at risk in the service of others. The thing I personally found so appalling is the utter insult to integrity dealt to four members who merely gave voice to their objections (borne of loyalty) in defense of a chief on medical leave and not there to represent himself, whether the Chief had asked them to or not. They should never have been treated in such a manner, and I cannot blame them for resigning after enduring such ill treatment and assaults to their character.

I am disappointed, not only as an intern but as a member of this community. Service to others is commendable, not condemnable. I have already turned in my gear, and can only hope for better from the future. Thanks for your time.
-Jessica Friedland



Jo MacKenzie
CSDA Board President

PRESIDENT'S MESSAGE

Green programs good for your district and your community

As time goes on, more and more special districts in California are learning about and taking advantage of the value of “green” projects. The projects range from implementing solar panels to promoting water conservation to encouraging employees to carpool or take mass transit to the office to applying for – or even providing – grants to implement programs that make living and working in the world better for the world.

The district on which I serve, Vista Irrigation District, has taken green projects very seriously. Our board and staff understand fully that using resources efficiently saves not just the Earth, but our district and ratepayers money as well. Special districts – and local government agencies in general – should serve as examples to the public of working as efficiently as possible. By implementing green initiatives and encouraging green programs in the community, districts are doing just that.

In the last few years alone, Vista Irrigation District has implemented two very successful “green” programs. VID’s solar power system, which was installed at no cost to the district under a power purchase agreement, generates 400,000 kilowatt hours of renewable energy annually – enough to meet about 60 percent of

the power needs of its headquarters. It is estimated that the district’s solar project will produce enough renewable energy over the next 20 years to prevent more than 9,738,133 pounds of carbon dioxide emissions, which is equivalent to planting 24,168 trees or conserving 14,429 barrels of oil.

In 2008, VID installed a water wise landscape demonstration garden. The garden is comprised of native, southwestern, and Mediterranean plantings, and is used to educate the local community on the importance of landscape water efficiency and the beauty of water wise plantings. Signs have been placed in front of the plants with both the common name and the botanical name of each plant, with the intention that those interested can take that information to the local nursery and purchase their own. The garden demonstrates effective outdoor water conservation techniques that can be used by all customers at their homes and businesses. You can read more about demonstration gardens on page 24.

What is your district doing to promote good stewardship of the environment and energy efficiency? ■

What is your district doing to promote good stewardship of the environment and energy efficiency?

CSDA NEWS

DOES YOUR DISTRICT HAVE AN ENVIRONMENTAL PURCHASING POLICY?

If you don't already include a policy in your district's policy handbook on environmental purchasing, doing so is a great way to encourage resource conservation and efficiency in your district office. Here is a sample policy, from CSDA's Sample Policy Handbook. Feel free to adapt for your agency.

Policy Title: Environmental Policy – Purchasing

Policy Number: #####

#####.1 [DISTRICT] will make every effort to consider environmental protection and conservation when purchasing office supplies and other materials. Whenever possible, [DISTRICT] will:

#####.1.1 Establish procurement contracts with companies offering environmentally preferable purchasing options and local outlets.

#####.1.2 Purchase office paper that uses 30% or more recycled post-consumer waste.

#####.1.3 Encourage commitment to purchasing recycled/biodegradable products, including paper plates, napkins, paper towels, and other kitchen supplies. Uses at [DISTRICT] facilities should include recycled products where proven to be equal to ongoing material and use standards.

#####.1.4 For [DISTRICT] uses, purchase organic, locally-grown foods that require minimal energy for transport and production.



Chapter Highlight SANTA BARBARA COUNTY SPECIAL DISTRICTS ASSOCIATION - A VERY SPECIAL ASSOCIATION

Sitting along the geographic and climatic border between northern and southern coastal California, Santa Barbara County is a very special scenic and cultural location. The Santa Ynez Range is the northern most part of the Transverse Ranges, and Point Conception marks a major change in ocean temperatures, both of which lead to its unique climate, topography, and vegetation. The University of California, Santa Barbara, Vandenberg Air Force Base, the Los Padres National Forest and the Santa Barbara Botanic Garden are among its nationally recognized special resources.

The Santa Barbara County Special Districts Association

(SBCSDA) is a very active chapter of the California Special Districts Association (CSDA). Of the thirty five special districts, twenty nine are members of CSDA and/or SBCSDA. These include water, wastewater, recreational, fire protection, mosquito and vector control, health care, air quality, airport, and other municipal functions. The SBCSDA holds monthly conferences, where state and county officials, along with other speakers on a wide variety of topics, have provided a forum for sharing information on important concerns and valuable networking opportunities. Outstanding performers, including staff, contractors and consultants are recognized annually. In 2008, Joe Barget was recognized as CSDA General Manager of the Year.

The Institute for Local Government (www.ca-ilg.org), the non-profit research and education affiliate of the California State Association of Counties and the League of California Cities, offers free resources to local agencies and officials about sustainability.

Individual directors and trustees have been active in CSDA leadership. John Fox is a past CSDA president who continues to contribute to its efforts. George Emerson has long served on the Legislative Committee, keeping members apprised of important issues. Both individuals are of the Goleta Sanitary District. Joe Barget and Tony Fox, both of Vandenberg Village Community Services District, have served on various CSDA Committees. The SBCSDA has been well represented at the annual conferences, and has consistently had a chapter display table. Many members benefit from CSDA education and training opportunities.

Recognizing its importance, SBCSDA actively promotes special district involvement in its Local Agency Formation Commission (LAFCo). Its representatives have been prominent in bringing the concerns of special districts to deliberations. The LAFCo budget and activities of the executive secretary are closely monitored. Selection of representatives is usually done in live meetings, often in conjunction with chapter conferences. SBCSDA has developed bylaws to maintain consistency in its selection and participation.

Individual directors and trustees actively participate in other organizations. Kamil Azoury,

general manager of Goleta SD, is a past president of the California Association of Sanitation Agencies (CASA). Jeff Moorhouse, director with Carpinteria SD, is on several CASA Committees. Brian Passaro, general manager of the Mosquito and Vector Management District of Santa Barbara County (MVMDSBC) is on several Mosquito and Vector Control Agencies of California (MVCAC) committees, and serves on several countywide commissions. Cathy Schlottmann, director of Mission Hills CSD and trustee of MVMDSBC, is a member of the CALAFCO Board.

Charles Blair, Director, VVCSD and Trustee MVMDSBC, is active in MVCAC activities and has presented scientific posters and programs on invasive aquatic plants and mosquitoes at MVCAC meetings. He also serves on the Southern California Vector Control Environmental Taskforce and has presented scientific programs and posters. He has also made similar presentations at scientific conferences of California Invasive Plant Council (Cal-IPC), regional invasive plant programs, and statewide and national botanic meetings.

In conclusion, the Santa Barbara County Special Districts Association is a very special, special districts chapter.

SUSTAINABILITY RESOURCES FROM THE INSTITUTE FOR LOCAL GOVERNMENT

The Institute for Local Government (www.ca-ilg.org), the non-profit research and education affiliate of the California State Association of Counties and the League of California Cities, offers free resources to local agencies and officials about sustainability. Topics include commercial recycling, green fleets, sustainability best practices, and energy efficiency, as well as resources about planning and land use, public engagement, public service ethics and local government 101.

Sustainability resources include:

Sustainability and Climate Action Best Practices

www.ca-ilg.org/ClimatePractices

Examples of activities in ten best practice areas, ranging from energy efficiency to renewable energy to climate friendly purchasing to public engagement.

Greening Agency Fleets Resource Center

www.ca-ilg.org/greeningfleets

Information for evaluating green fleet options.

Commercial Recycling Resource Center

www.ca-ilg.org/commercialrecycling

Stories and resources to expand commercial recycling.

Financing Sustainability Resource Center

www.ca-ilg.org/ghgfinance

Information and links to utility and state agency energy and sustainability financing programs.

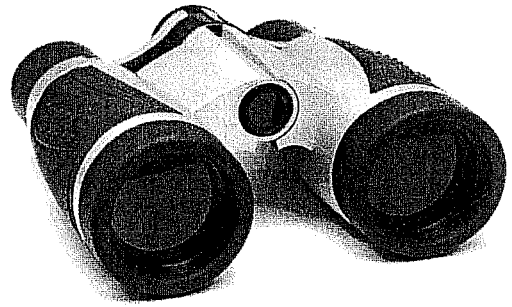
Understanding the Basics of Planning and Land Use Series

www.ca-ilg.org/landuse

Resources to help understand the land use planning process.

The Institute for Local Government promotes good government at the local level with practical, impartial, and easy-to-use resources for California communities. For more information about the Institute's Sustainable Communities resources please contact sustainability@ca-ilg.org or sign up for our newsletter at www.ca-ilg.org/newsletters. ■

What CSDA is watching



The Legislature adjourned for interim recess on September 9. Following adjournment, Governor Jerry Brown has 30 days to sign or veto all remaining bills. Below are some of the key measures that CSDA has advocated in support or opposition on behalf of all special districts. Find an updated, comprehensive list of every bill CSDA tracks, request meetings with your legislator, download Legislative Committee documents and much more by logging in at csda.net and visiting the Legislative Access Services page, located under Legislative Resources.

AB 22 (Mendoza) Credit Reports

Prohibits the use of consumer credit reports for employment purposes, except as specified. As a result of opposition, amendments were taken to allow credit reports for employees with access to over ten thousand dollars. However, this threshold is far too loose and does not include non-monetary assets.

Status: To Governor

CSDA Position: Oppose Unless Amended

AB 54 (Solorio) Mutual Water Companies

Establishes new requirements for mutual water companies, which will facilitate improved planning & coordination of water services.

Status: To Governor

CSDA Position: Support

AB 335 (Solorio) Workers' Compensation Notices

Requires the Division of Workers' Compensation to improve the quality and effectiveness of notices provided to employees in the workers' compensation system.

Status: To Governor

CSDA Position: Support

AB 344 (Furutani) Retired Annuitant Hours Cap

CSDA opposed the provision that removes employer flexibility in emergency situations by eliminating the ability of an agency to seek an exemption to allow a retired annuitant to work beyond 960 hours in a year. Along with

all other "pension reform" bills, this bill was moved to the Inactive File at the end of session. This provision may be incorporated into a comprehensive pension reform package next year.

Status: Inactive File

CSDA Position: Oppose Unless Amended

AB 375 (Skinner) Workers' Compensation Presumptions

Would have extended workers' compensation presumptions for bloodborne infectious disease, or MRSA, to a public or private hospital employee who provides direct patient care. This bill would have affected the 46 hospital districts in California and would have set a precedent of expanding presumptions to nonpublic safety workers.

Status: Refused passage on Senate Floor

CSDA Position: Oppose

AB 506 (Wieckowski) Municipal Bankruptcy

As introduced, AB 506 would have blocked districts in financial distress from seeking critical protections when necessary. However, CSDA, the League of California Cities, CSAC and other key stakeholders successfully secured amendments that preserve local control and protect delivery of core local services. As amended, AB 506 provides for a truly neutral pre-bankruptcy filing mediation process. The bill also allows special districts in dire financial straits to file for federal bankruptcy protections after taking public comment on the fiscal condition of the district and adopting a

fiscal emergency resolution by majority vote. Senate Governance and Finance Committee Chair Lois Wolk's leadership was instrumental on this priority measure.

Status: To Governor

CSDA Position: Opposition removed on September 9, 2011

AB 584 (Fong) Workers' Compensation Utilization Review

Requires a physician who is conducting utilization review to be licensed in California, which will increase costs to the workers' compensation system.

Status: To Governor

CSDA Position: Oppose

AB 646 (Atkins) Mandatory Labor Mediation

Allows local public employee organizations to request fact-finding if a mediator is unable to reach a settlement during impasse prior to a public agency being able to impose last, best, and final offer.

Status: To Governor

CSDA Position: Oppose

SB 136 (Yee) Energy Projects: Prevailing Wage

Mandates private companies pay prevailing wage for their renewable energy generation or efficiency services, if they are performed on state or local government property. Specifically targets power purchase agreements and energy audits, which will hamper alternative energy efforts and increase energy costs for public agencies.

Status: To Governor







CSDA Position: Oppose

Note: The governor may have taken action recently on the above legislation. For the most accurate and up-to-date information, please visit CSDA's Legislative Access Services at csda.net









For complete program descriptions and information about registration and accommodations, visit the Education section of the CSDA website at www.csda.net or call CSDA at (877) 924-CSDA (2732).

Education Calendar

OCTOBER

-  **Pre-Conference Workshop: Special District Leadership Academy: Governance Foundations**, Monterey
-  **Pre-Conference Workshop: Strategic Planning**, Monterey
-   **CSDA Annual Conference and Exhibitor Showcase**, Monterey
-   **Best Practices in Agenda Preparation and Taking/Recording Minutes - WEBINAR**

NOVEMBER

-  **Performance Management: Evaluation, Documentation and Discipline**, Ontario
-   **Credit Ratings: Do You Need A Credit Rating - WEBINAR**
-  **Special District Leadership Academy: Setting Direction/Community Leadership**, Monterey
-   **Gateway to Digital Document Management - WEBINAR**
-   **Handling Investments in an Increasing Rate Environment - WEBINAR**

DECEMBER

-   **Required Sexual Harassment Prevention Training - WEBINAR**

OCTOBER						
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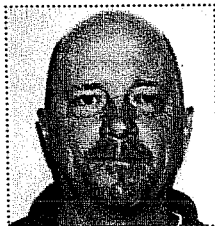
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Register online for CSDA classes and workshops by visiting www.csda.net and clicking on Education.

ManagertoManager

One of the greatest opportunities to grow as a special district leader is by getting to network and discuss issues with other leaders. CSDA knows the importance of getting inspired and hearing how other managers are handling issues in their districts. In this edition of Manager to Manager, CSDA asked two general managers:

What green projects/programs/initiatives has your district implemented that has saved the district money?



Scot A. Moody

Scot A. Moody, General Manager, Twain Harte Community Services District

Twain Harte Community Services District (THCSD) is always looking at how we can incorporate “green technology” into our infrastructure needs. As we all know, when evaluating these decisions there must be a balance between environmental impact, fiscal bottom-line, and the benefits received. One example is the reclamation of our water filter backwash water. THCSD began designing a system that allows the district to reclaim water and feed it back into the treatment system to be used as drinking water. The system has a return on investment of eight years and is environmentally friendly due to conservation.

Another example is the replacement of our old manual read water meters with new “radio read” meters. While the cost of the project is high, the benefit of this project lies in manpower savings, fuel savings, and the ability to detect underground water leaks.

Lastly, THCSD was the benefactor of a recent energy audit and the results were astounding! We are currently incorporating a co-generation facility and installing new energy efficient lighting in many of our facilities. There is no cost for the initial audit and the return on investment can be a positive item to present to your Board of Directors.



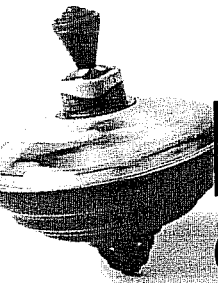
Richard B. Curry

Richard B. Curry, General Manager, Union Sanitary District

We have several green projects in place that also help us decrease costs. We use methane produced during our wastewater treatment processes to generate power and reduce energy bills. We recently completed an 11,000 square-foot vehicle storage area with solar panels on its roof that provides power to our Administrative and Collection Services buildings, and another solar project is underway that will power one of our large pump stations (500 kw.)

Our efforts as a Certified Green Business include reducing landscaping water use, recycling motor oil, and installing motion-controlled lighting in our administrative buildings. We use about one million gallons per day of recycled water for our plant and send three million gallons per day to a freshwater marsh on the San Francisco Bay shoreline.

Some of our best ideas for “green” solutions come from our employees. Our Lean & Green Task Force provides a forum for them to suggest cost-effective environmental practices, such as our food composting and trash-diversion programs, a pilot project for conversion to LED lighting in our treatment plant, and grocery-bag recycling. Our employees are always on the lookout for creative ways to help USD “go green” and “save green” at the same time.



MOVERS & SHAKERS

MOVERS AND SHAKERS

Does your district have an individual recently appointed as general manager or in a key staff position? Have you recently selected a new board president? Have any district personnel been appointed to other community boards or positions? Email your district's movers and shakers to: khale@csda.net, communication specialist, at khale@csda.net and we will include them in our next issue!

Kevin Kalman is now serving as general manager of Desert Recreation District. He previously served as assistant general manager. Kalman has served with the district since 1998, 10 years of that as assistant general manager.



Terry Dressler has retired as head of the Santa Barbara County Air Pollution Control District, after working at the agency since 1987. During his time with the district, he also served as president of the California Air Pollution Control Officers Association, working successfully to exceed state and federal air quality regulations.



Sonoma Valley Health Care District has elected **Bill Boerum** as board treasurer. Boerum is a former board chair and current member of the district's Finance Committee. He succeeds David W. Chambers, who resigned from the Board last month.

Louis David Van Mullem, Jr. now serves as the new district director and air pollution control officer. Van Mullem brings to the district extensive experience with air quality issues and regulations, as well as a rich background in business and environmental management.

Jerry Davis is retiring as general manager of Turlock Mosquito Abatement District after 24 years of service. Davis has served twice as president of the Mosquito and Vector Control Association of California.

Desert Healthcare District has appointed **Kathy Greco** as chief executive officer. Greco has a broad background in healthcare and community service, including a stint in the Peace Corps. She has extensive experience in special district leadership, and worked for several years in resource and project development.

CSDA's Business Affiliates Directory

CSDA gratefully relies on the generous support of all Business Affiliates:

Diamond level

CSDA Finance Corporation
www.csdafinance.net

Meyers Nave Riback Silver & Wilson
www.meyersnave.com

Special District Risk Management Authority
www.sdrma.org

Gold level

Burke, Williams & Sorensen, LLP
www.bwslaw.com

CPS Human Resource Services
www.cps.ca.gov

PARS
www.pars.org



CONTACT US!

For more information about all CSDA Business Affiliates, see the Buyer's Guide at www.csda.net. To learn more about becoming a CSDA Business Affiliate or participating at a higher level, contact our office at 877.924.CSDA(2732).

In Brief



Park District Celebrates Anniversary in a Big Way

Rancho Simi Recreation and Park District celebrated their 50th anniversary in a big way; a really big way. On August 20, the district hosted four concerts in four locations, all at the same time. In addition to the concerts, each site featured games and family activities, dance lessons, free ice cream, prizes, and fireworks. An estimated 10,000 people showed up to dance, play games, watch fireworks and celebrate their community. Musical entertainment was provided by Dean Simmons: A Tribute to Garth Brooks; Boogie Knights: 70s Disco; The Long Run: Eagles tribute; and Fantastic Diamond: Neil Diamond tribute.

Rancho Simi encompasses 113 square miles, including 50 parks, almost 6,000 acres of open space, and 80 miles of hiking trails. The district works well with both the City of Simi Valley and Simi Valley Unified School District to bring excellence in parks and recreation to all segments of the communities it serves. These partnerships have resulted in preservation of open space, parkland acquisition, joint use agreements on school properties and more. Highlights of the district include two golf courses, a historical park, a historical railroad depot, 521 acres of developed park sites, partnerships with youth organizations for sports programming, 600+ volunteers providing services year-round, and the ongoing support of the residents of the communities served.

Goats Trim Weeds and Costs

Helix Water District (HWD) recently hired some unusual new employees to plow down and maintain the weeds surrounding some of its properties – goats. The goats consume the weeds at a local dam and the property surrounding HWD's water treatment plant. By keeping the properties maintained like this, it reduces the risk of losing property due to wildfire. In 2003, one local wildfire came dangerously close to burning the property near the water treatment plant. The goats offer a green option for the weeding as no exhaust is involved from weed trimmers and mowers and no vehicles are necessary to collect and dump the clippings. They also save the district money: "From what we normally pay and then what we pay now, this is a huge savings for us," says Field Service Coordinator Richard Gilroy. "Cost-wise, fiscally, it's a great way for Helix to save."



Afghan Delegation Visits Union Sanitary District

Union Sanitary District recently hosted a delegation from the Ghazni province of Afghanistan at its Alvarado Wastewater Treatment Plant in Union City. The delegation visited the Bay Area as part of a "sister city" program with the City of Hayward. The purpose of their visit was to see examples of how local government works in the United States as a guide to future rebuilding efforts in Ghazni. USD was recommended as being an example of good local government and was asked to present information about how special districts operate and how USD serves its customers. The delegation was comprised of many government representatives, including the Mayor of Ghazni, a member of Afghanistan's Parliament, and a senior advisor to President Karzai on urban development and

Sources for In Brief and Recognitions: 10news.com, Bakersfield Californian, Camarillo Health Care District, Kern County Water Agency, Rancho California Water District, The Daily Californian, Union Sanitary District

GOT NEWS?

California Special District wants to hear about newsworthy people, projects, events and accomplishments in your district. To submit a news item for In Brief, contact Nicole Dunn at nicoled@csda.net or (877) 924-2732.



Rancho California Water District and Upper Santa Margarita Watershed Integrated Regional Water Management Planning Region Awarded \$2.167 Million Grant

The California Department of Water Resources (DWR) announced \$205 million of grant awards from Proposition 84 in August. The recent grant awards are through the State's Integrated Regional Water Management (IRWM) Program for Implementation Grants. The Upper Santa Margarita Watershed (USMW) IRWM Planning Region has been awarded \$2.167 million.

Projects that will be implemented with a combination of grant funds and local matching funds include implementing Nutrient Management in the Santa Margarita River, a Vail Lake Stabilization and Conjunctive Use Project and a County of Riverside project to make water quality enhancements in Riverside County. Rancho California Water District's (RCWD) Vail Lake Stabilization and Conjunctive Use Project will better enable RCWD to provide safe and reliable drinking water to the region. Facilities constructed under this project will allow RCWD to store available imported water during wet years for later use during dry years. Imported water will be delivered via pumping station and pipeline for storage in RCWD's Vail Lake, east of Temecula. This water can be released later for recharge into the groundwater basin, enhancing the reliability of local supplies during dry years.

national construction. USD's Board members explained the role of special districts, how they fit in with other forms of government, and the types of services they provide. The delegation also heard information about the district's treatment processes and how it monitors businesses and industries to protect San Francisco Bay.

"The visit was a reminder of the important role wastewater treatment plays in protecting public health and furthering the development of nations," said board member Jennifer Toy. "It is easy in our country to take services like USD's for granted, but the Ghazni delegation's curiosity and enthusiasm about the district made me especially proud of our commitment to protecting our communities and San Francisco Bay."

50TH ANNIVERSARY

▼ Kern County Water Agency Prepares to Celebrate 50 Years

This fall, the Kern County Water Agency will celebrate its 50th anniversary. Created by a special act of the California Legislature in 1961, and approved by Kern County voters, the Kern County Water Agency was initially envisioned as the local contracting entity for the State Water Project. Now, the agency and its 13 local "member unit" water district partners have become an international model for water resources management and environmental protection. In addition to groundwater and groundwater banking responsibilities, the agency provides a supplemental water supply for metropolitan Bakersfield through its Improvement District No. 4. The agency also facilitates, through the Cross Valley Canal, complicated water movement among the California Aqueduct, the Friant-Kern Canal and Kern County groundwater banking projects and water districts.

The agency will ring in its 50th anniversary October 21 by hosting Vision 2061. Vision 2061 is an educational event that will bring federal, state and local leaders and stakeholder organizations together to encourage creative thinking and big ideas so California can meet its water needs during the next 50 years. Invited guests include Governor Jerry Brown, U.S. Senator Dianne Feinstein and U.S. House of Representatives Majority Whip Kevin McCarthy.

continued on page 30

Dirt, dollars and duties

Interview with Peter Detwiler

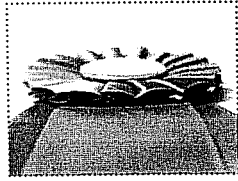


Peter Detwiler has worked in local government for decades and has become an expert on the issues that matter to local agencies most, including land-use and local government finance. For nearly 30 years, he served on what is now called the Senate Governance and Finance Committee, previously known as the Senate Local Government Committee. His knowledge and work on the committee is well-regarded and for years he has been a fountain of knowledge for CSDA.

Detwiler retired in September but will continue to use his knowledge and experience to educate students through the teaching positions he holds at two Sacramento-area universities. *California Special District* asked Detwiler to explain what he has learned over the years at the Capitol, what he sees coming for special districts and why public service has been so important to him over the years.

What brought you to start working in the Senate Local Government Committee?

My two previous jobs before this were with San Diego LAFCo, where I started in 1972, and the Governor's Office of Planning and Research, where I started in 1975. I've been working in the kinds of topics I've always described as dirt, dollars and duties. Land use is the dirt, dollars is public finance and duties is the structure and process of governance. It was getting to be the end of the first Jerry Brown administration and there was about another year to go in the administration. The gentleman who had hired me to come to Sacramento, Fred Silva, had been the local government committee consultant. Fred was leaving to take another position in the Senate and he called me up and asked if I'd be interested in taking the position. Of course I was. So Fred made it possible for me to come from OPR to here and it was a great opportunity.



CSDA is pleased to present Detwiler with the prestigious William Hollingsworth Award of Excellence at this year's Annual Conference and Exhibitor Showcase.

What is the most valuable lesson you've taken from your time working in the Capitol?

There are two lessons. One is the behavioral lesson: patience. We're all imperfect people and we all have bad days and we need to be patient with one another.

The other thing is the substantive part of being a committee staffer and that is really knowing your topic and digging in. Make phone calls, read court cases, study Attorney General opinions. I learned to talk to people in the field when doing bill analyses. When I started with the committee and when I was at the OPR, I always found it really useful to pick up the phone and call the people behind the lobbyists. Talk to the general manager of the mosquito abatement district, talk to the city planning director. It was really important to know more about the bill than the author or the author's staff so I could help the committee get ready to vote.

How has your perspective of special districts evolved over the years?

I learned about special districts at my father's dinner table. My parents were both public employees. My mom was a junior high school girls P.E. teacher and most of my dad's career was as a public health inspector for Santa Barbara County Health Department. Among his duties was to inspect water systems and sewer systems. So I knew about the Montecito Water District, the Carpinteria Water District and the Goleta Sanitary District. Dad would come home and tell us about his day and his work. By the time I was in

seventh grade and we had to do a science project, mine would be on how a sewer plant operates. It was natural for me.

By the time I went to college and graduate school and joined the San Diego LAFCo, I knew special districts well. (The San Diego LAFCo was the first LAFCo to accept special district representation. It was the first commission to go from five to seven members.) In a suburban county with a lot of suburban growth, special district government was an important part of delivering public services to hundreds of thousands of people. Through that, I got to know fire chiefs, water district managers, and came to realize they were a lot like my dad in that they had technical, practical knowledge and a really deep commitment to public service.

My sense of special districts started as a kid, as a young analyst with LAFCo and at OPR I was one of the few people there who seemed to know much at all about the structure of local government – many there were planners or economists or social scientists and I had this sort of weird, practical knowledge and became interested in it and stayed with it. And over a nearly 40 year career, we have seen special districts mature.

What do special districts do well and how can they do better?

My former colleague, April Manatt, wrote the first version of the Citizens' Guide "What's so Special About Special Districts". The answer to this question is focused service. What do special districts do well? Focused service. What's so special about them? They can focus and deliver service. They only do what the residents, landowners and taxpayers are willing to pay for. And they have the privilege and opportunity to focus on that one or few things. If you're a recreation and park district, that is all you do. If you are a cemetery district, that is what you do.

Focused service is so important. Counties run about 40 programs, cities typically run between six to 15

programs and with a special district, it is able to focus on the one or few things it is expected to provide.

What could they do better? Be more transparent. All of us who value our time in the public sector know that it is all about doing the public's business. It isn't about becoming wealthy, it is about serving the public. The times that we all become embarrassed about any special district is when they have lost sight of the public. In doing the service, don't forget your first name: public. Californians love sunshine laws like the Brown Act, the Political Reform Act, the Public Records Act, the amendments that enshrine those principles in the constitution plus all of the statutory requirements for public notice, public hearing and the opportunities for initiative, referendum and recall. It makes it hard to be fast and efficient but it's absolutely essential.

What challenges do you foresee for special districts in the short and long term future, and how might special district leaders best face those challenges?

The challenges will be in all three of those areas: dirt, dollars and duties. Special districts absolutely must pay better attention to the influences they have on cause and effect of land use development patterns in California. Far too long many special district leaders have pretended that what they do and how they do it doesn't affect

Peter Detwiler interview [continued]



development patterns. Water, sewer, fire protection – it all does.

In terms of dollars, I think the challenges for public finance are massive. As an electorate we have propositioned ourselves, we have put ourselves in a box from which it is very, very hard to deliver public services. Propositions 13, 86, 218, 1A, 22, have made it very hard for communities to raise the public capital. They want to build the public facilities they need and it makes it very hard to raise the operating revenues to pay for those facilities. So whether you are a cemetery district, a water district, a sewer district or a mosquito abatement district, it is really tough to raise funds even when the voters or the community are willing to pay. That's going to remain a challenge - just as it is for cities, counties and redevelopment agencies in California.

In terms of governance, I think there is a strong cause for hope and optimism when I look at some segments

of the special district community and the way that they have shown leadership in creating change that improves governance. By that I mean, for example, the leadership of some fire chiefs in cooperation with LAFCOs to reduce the number of fire districts in an area. The same can be said of resource conservation districts. When I was at OPR in the 1970s, there was something like 138 RCDs. I believe the number now is down to 91. And that is because RCDs realized that while the services were absolutely needed, there didn't need to be that many of them. As such, consolidation occurred.

As land use pressures and as fiscal pressures continue, the wise special district leader will lead the community into the discussion of government organization. The wise special district leader will educate themselves about opportunities, will make good judgements about those opportunities then move forward on their time. Don't wait for a grand jury report, don't wait for a LAFCo report, don't wait for a frustrated legislator to carry a bill – take the initiative and do things on your terms.

During your time at the Capitol, what was the most interesting issue you found to have arisen for local government?

The thing that interested me and that I am proud of is my participation in being able to rewrite the principle acts of six classes of special districts. Starting with fire protection districts in 1987, and moving on to mosquito abatement districts, cemetery districts, recreation and park districts, community services districts and county service areas. As a result of that, what we have is modern statutes that allow communities and special district leaders to go forward for a very long time. Of the 3,200 special districts in California, about two-thirds of them operate under those statutes. It has been a privilege to help the special district community and help legislators revise the statutes that govern an overwhelming majority of the special districts in California. That's a legacy, and I'm proud of it.

In addition, over the years – almost every year – we would get great stories of very specific situations local agencies were dealing with. They were having some kind of friction or difficulty with a statute and for me to be able to help people work through that was very satisfying. That is the kind of problem-solving I like.

You've served for decades at the Capitol. What brought you to stay committed for such a notable period?

It is what I learned from my parents – a commitment to public service. As I was becoming politically aware

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as a teenager – those were the Kennedy years. I was in ninth grade when Kennedy was assassinated and it had a huge impact on me. I clearly remember watching the inauguration in class, on tv, and him instructing, “Ask not what your country can do for you but what you can do for your country.” I felt that sense of a call to public service. Another line from the inauguration speech was: “Go forth from this time and place, that the torch has passed to a new generation of leadership.” There was this whole idea that we were going to move away from the kind of staid and stultified era of the 1950s and so much was possible and government was a force for good and it not only could but should make real people’s lives better. That’s what attracted me and kept me committed to the work I do.

If I were 41 and not 61 and knew I had 20 more years to devote to this work, I would. Because I think the next 20 years are going to be a really exciting time to be in government and public service in California. Especially around the Legislature. With these newly drawn district boundaries, with the top two primary system and with the changing democracy of California as documented by the 2010 census, this place is going to change and change rapidly. If I had 20 years to give, it would be really fun to stay and help legislators through those challenges. We’re going to get a lot of new, fresh-thinking members coming in and it would be fun to help them take their ideas through this system.

How has the role of committee consultants changed over the years?

When I first came here, there wasn’t much I needed to teach legislators about the structure and processes of local government, because they knew it. They’d been doing it a long time and so my job was to get the bills ready for them to vote on and have a decent analysis and so forth. Now, I find myself doing a lot more context-setting – if you will, a lot more teaching. Informing them on what is a LAFCo, what is a special district, why are there so many, what’s the difference between enterprise and non-enterprise districts, etc. We go over that every two years. And every two years, we get new members and we go over it again.

Members come up here and the range of their experience is more limited just because they haven’t had the time to learn these things. In a term-limited environment where this committee gets a chair just

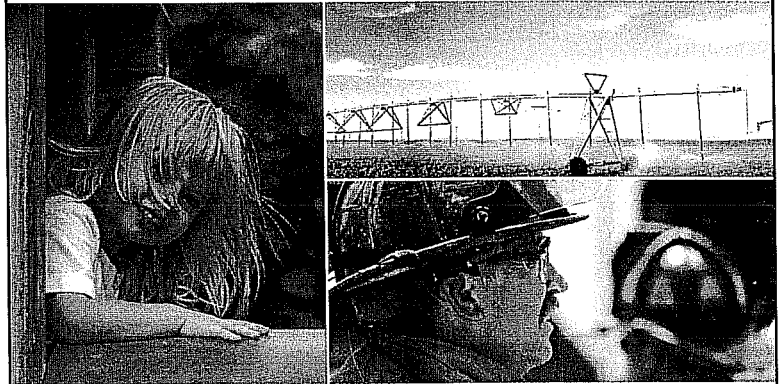
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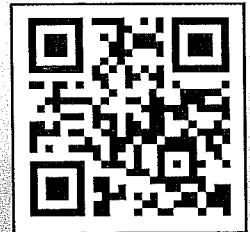
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Peter Detwiler interview [continued]

about every two years, and new membership, the staff's role has changed to being an educator while still retaining the important professional distance. I do not vote on this committee so my role is policy researcher, policy analyst, and increasingly a policy advisor, but I don't vote. So I need to keep that professional distance. I think that's really hard for legislative staff now. It is our jobs to work hard at avoiding the temptation to substitute our judgment as staff for theirs as legislators.

To me, every member has the same first name: Senator. I must keep that professional distance. I like these men and women a lot but I can't become their friend because they need that professional distance from me. They need to be able to easily walk away from my advice because either my analysis is wrong or I didn't understand the politics of it, and not feel badly about it. If they were my friend, that would be harder. I think that is something legislative staff today find challenging. But, there are 900,000 Californians behind every Senator. Who elected me?

Is there a public policy issue that you've changed your opinion on over the years?

A policy issue on which my feelings on it have grown stronger, is a much deeper and stronger commitment to democratic accountability. Public employees and elected officials have to earn trust and keep trust and the way you do that is by being accountable. I always knew that but I feel more strongly about it now in 2011 than I felt perhaps in 1982.

There's a substantive public policy issue that took me a long time to change my views on and that's property taxation. For many years I regarded it as a local tax and it's not. I came to the realization that it's really a state tax. There are three fundamental factors in any tax: base, rate and revenue. So who controls those factors? The state constitution controls the base, it controls the rate and the constitution tells the Legislature it has to allocate the revenues. There is no fiscal independence for local officials over the property tax. The state really controls it. It took me a while to think that through. ■



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Windsor Town Council (from left to right: Steve Allen, Robin Goble, Cheryl Scholar, Sam Salmon, Debora Fudge)

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SPECIAL DISTRICT CCCSWA FORGES PIONEERING PARTNERSHIP TURNING FOOD DISCARDS INTO ENERGY

By Bert Carr, Central Contra Costa Solid Waste Authority

Located in the San Francisco East Bay, the Central Contra Costa Solid Waste Authority (CCCSWA) is a Joint Powers Authority (JPA) that manages solid waste and recycling services for 132,000 residential and commercial customers. As a special district, the CCCSWA is uniquely positioned to offer its constituents high quality services while remaining cost effective, as the investment into program development and infrastructure is shared by multiple jurisdictions.

“The Authority keeps each member agency’s best interest in mind as we collaborate on expanding existing programs and designing new ones,” states Paul Morsen, CCCSWA’s Executive Director. “Of course this wouldn’t be possible without the leadership of our forward-thinking Board of Directors,” he adds.

However, the Authority’s responsibilities are becoming increasingly challenging. State regulations are setting the bar ever higher on recycling goals, but usually without funding the programs needed to comply. Against these odds, the CCCSWA continually works to identify new opportunities to improve on their already impressive array of waste reduction programs.

TARGETING FOOD DISCARDS

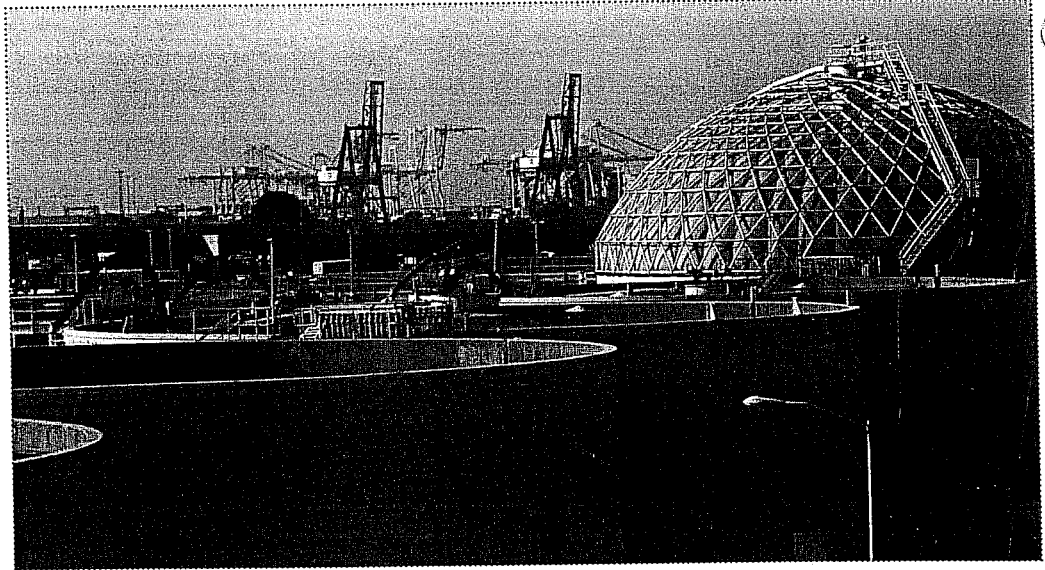
Most recently, the agency’s attention has turned to commercial food discards, which make up 19 percent of the country’s municipal solid waste, according to the U.S. Environmental Protection Agency (EPA). Restaurants and other food service businesses commonly have as much as 70 percent food discards in their garbage. Once landfilled, food discards generate more methane than any other material due to their high

organic content and tendency to decompose rapidly.

Legislative pressure is mounting to reduce greenhouse gas emissions and increase diversion of food discards from landfills—particularly in California.

Large-scale commercial composting is the technology most widely used to process food discards, but comes with its own challenges, especially in densely populated regions like the San Francisco Bay Area.

“Available composting capacity in our area is very limited, and the facilities that do exist are a long drive from the communities that generate most of the material,” explains Morsen. Currently, the composting operations closest to the agency’s service area are one- or two-hour drives away.



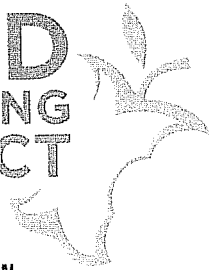
is changing rapidly. In recent years EBMUD has been experimenting with anaerobic digestion of food discards, and making the necessary modifications to the existing system.

“Today we are processing around 100 tons of food discards per week along with municipal wastewater, generating 90 percent of the electricity needed to run our facility,” calculates Dave Williams, Director of Wastewater at EBMUD. He and his team are working to increase the amount of food discards for digestion, aiming to produce enough energy to power the EBMUD plant, and even put excess electricity back into the grid.

The challenge: getting food discards that are clean enough so that they don’t obstruct EBMUD’s complex system of grinders, screens, pumps and other equipment necessary to prepare the material for the digester. Ideally, material entering the facility should be ground to particles two inches in diameter or smaller, and be free of plastics, utensils and other unwanted items. To meet these requirements, most of the food discards currently accepted at the EBMUD plant must undergo a labor-intensive and costly cleanup process before they are delivered to the facility.

FOOD RECYCLING PROJECT

PROUD PARTICIPANT



A CALL FOR INNOVATION

In 2007, determined to avoid paying for an expensive cleanup facility, Morsen proposed to pilot a new approach. “Instead of expensive pre-processing before the food discards go to EBMUD, we were going to innovate a program that keeps the material clean at the source,” he explains. This meant that commercial food discards generators—such as restaurants, cafeterias, grocery stores and institutional kitchens—would have to separate the material from other waste, before it was picked up and further processed, in order to meet EBMUD’s specifications.

Morsen presented the plans for the new program—dubbed the Food Recycling Project—to the agency’s Board of Directors. “I know I was asking our Board for a lot of trust in the team, and to take risk,” he recalls. “Most people in the industry thought it was simply impossible to deliver quality material without a processing facility,” he adds.

In addition to the Board’s support, Morsen needed a strong partnership between all players involved: the CCCSWA, their contracted waste hauler Allied Waste Services of Contra Costa County, EBMUD, and most of all, the participating businesses themselves.

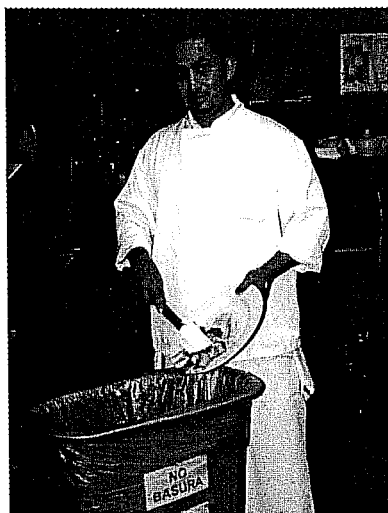
EXPLORING OPPORTUNITIES

Looking for an alternative to commercial composting of food discards, Morsen took interest in the area’s wastewater treatment plant, located only a few miles away in Oakland. Owned and operated by the East Bay Municipal Utility District (EBMUD), also a special district, the facility uses anaerobic digestion to treat municipal wastewater. In this process, bacteria break down the organic materials in the absence of oxygen in an enclosed system. This results in the production of methane-rich “biogas,” which is used to run EBMUD’s three electricity generators for green energy production.

Currently, EBMUD has significant excess digestion capacity, left from the days when the plant treated the wastewater from dozens of food processing plants and canneries in the area, in addition to sewage. Since those canneries closed, several of EBMUD’s digesters have been sitting idle. However, that situation

continued on page 22

Food discards into energy [continued from page 21]



Feedback from pilot participants was so positive that, starting in September 2010, CCCSWA made the program available to all businesses in their service area that generate significant amounts of food waste. To date 158 businesses have been set up.

GETTING BUSINESSES ON BOARD

In 2008, CCCSWA rolled out a pilot phase of the Food Recycling Project, inviting 50 carefully selected businesses to participate. These included businesses with ample discards of organics, including restaurants, cafes, hotels, grocery stores, an elementary school and an assisted living facility. Participation in the program was offered at no additional charge, and could possibly lower a business' disposal costs, if—along with avid recycling of other materials—it resulted in reduced regular garbage service.

Once signed up, the pilot businesses received thorough on-site training for their staff and were equipped with prominently labeled food collection containers. Training was delivered by CCCSWA's experienced team of consultants, and proved critical to the program's success. Participants learned in detail which materials were acceptable, how to handle containers properly, and best ways to integrate the new practices into their daily routines.

Feedback from pilot participants was so positive that, starting in September 2010, CCCSWA made the program available to all businesses in their service area that generate significant amounts of food waste. To date 158 businesses have been set up, largely following the steps that proved successful during the pilot.

Much of the credit for ongoing success of the program goes to the businesses themselves, whose diligence in following the program guidelines exceeded the Authority's expectations. "Our biggest concern was too much unwanted material in the food discards," recalls CCCSWA consultant Judith Silver. "I am amazed at how great a job the kitchen staff is doing, in spite of their hectic work environment."

"We are really happy with the program," enthuses Alex Robles, Director of Purchasing at the Lafayette Park Hotel in Lafayette, who was among the first to sign up for the pilot program. With two full-service restaurants, room service and a catering business, the hotel generates a significant amount of food discards—1,000 to 1,500 pounds per week. "We are doing something good for the environment. On top of that, we were able to reduce our regular garbage service to one pickup per week, saving us some \$7,000 each year," calculates Robles.

COLLECTION AND GRINDING

Allied Waste Services collects the food discards from participating businesses in clear bags, so that the specially trained route drivers can quickly assess the cleanliness of the material before pick-up. If a driver finds contamination that can't easily be removed, the bag is left behind with a note to the customer. In addition, a service representative promptly contacts the business and offers assistance.

Providing comprehensive feedback and support has been essential to maintaining program participants' interest and preserving the high quality of material collected. As with other aspects of the project, CCCSWA, Allied and EBMUD share this responsibility.

The approach has paid off. The collected food discards are so clean that the only processing necessary after collection is grinding the material to EBMUD's particle size specifications.

Although currently using a temporary facility, final grinding will take place at the Contra Costa Transfer & Recovery Station in Martinez, located 10 miles from



The Food Recycling Project generates about 30 tons of digestible food discards per week. Since its beginning in 2008, the program has collected and processed over 1,600 tons—a significant contribution to helping CCCSWA's jurisdiction reach, and exceed, its mandated diversion goals. Better yet, the cost per ton of the digestion is lower than that of commercial composting.



the CCCSWA service area. Using a large electric grinder—originally designed to process plant debris—the food discards are chopped into particles of two inches or less, and then trucked to the EBMUD facility in Oakland.

is lower than that of commercial composting.

Since the pilot phase, CCCSWA has made improvements to the program and increased its capacity. This is critical as food discard generators continue to come on board. So far participation is on a voluntary basis and does not cost customers more than regular garbage service. "Our customers are already paying for the program because the cost is blended into the rates. If a business can reduce its garbage bill as a result of its participation in the Food Recycling Project, that's an extra bonus," explains Morsen.

Allied Waste sees potential to replicate the Food Recycling Project with their other franchises in the area and beyond. Allied's parent company Republic Services has signaled interest to promote the service nation-wide.

the media and garnered inquiries from around the country, and even internationally. Earlier this summer, the prestigious Solid Waste Association of North America (SWANA), a leading trade association for municipal solid waste professionals, honored CCCSWA and Allied Waste Systems with the 2011 Gold Recycling Systems Excellence Award for the Food Recycling Project.

At EBMUD's wastewater treatment facility, the capacity to digest food discards is far from exhausted. "Even with our plan to process 200 tons each day, we will still have significant available capacity," comments Williams. Currently EBMUD collects \$45 per ton of food discards delivered to the facility, as well as revenue from the sale of any excess electricity generated.

The innovative partnership also received recognition from the local community. In May, lifestyle magazine *Diablo* selected the Food Recycling Project as one of the recipients of their 2011 Eco Awards for "converting 30 tons of food scraps into renewable energy every week."

THE BOTTOM LINE

Currently, the Food Recycling Project generates about 30 tons of digestible food discards per week. Since its beginning in 2008, the program has collected and processed over 1,600 tons—a significant contribution to helping CCCSWA's jurisdiction reach, and exceed, its mandated diversion goals. Better yet, the cost per ton of the digestion

Other wastewater treatment facilities in California have similar potential. According to an EBMUD report, 137 wastewater treatment plants in the state have anaerobic digesters and an average of 15-30 percent excess capacity.

CCCSWA and its partners take pride in the fact that they have lead the way in this emerging resource recovery area, demonstrating how well planned collaborative efforts among agencies can help each better serve its constituents. "We hope our example inspires other special districts in the state to pursue similar partnerships," concludes Morsen. ■

LOCAL AND NATIONAL RECOGNITION

CCCSWA's innovative program has gained national attention through

Bart Carr is a senior program manager at the Contra Costa Solid Waste Authority (CCCSWA). CCCSWA provides residential and commercial solid waste and recycling services and holds hauler franchise agreements for six communities in the San Francisco Bay Area's Contra Costa County. For more information visit www.wastediversion.org or call 925.906.1801.

Water-wise gardening an excellent model for a water-conscious state

As every resident of California knows, water is a precious resource not to be wasted. It is critical for farmers to irrigate their land, to the general public for drinking, and to public agencies for sanitation, among a multitude of other things. Water conservation is a matter not taken lightly in California, with children learning at young ages what conservation means and public agencies and private companies alike figuring out ways to boost it.

One such method of conservation that has increased in popularity over the years is that of water-wise landscaping. Sometimes called “smart gardening,” this form of landscaping uses less thirsty, drought-tolerant plants and planting techniques to reduce the amount of water used for landscaping purposes by up to 50 percent. Often, as much as 50 to 70 percent of residential water is used solely for landscaping. Special districts have started promoting water-wise landscaping as a great way to reduce the amount of water used in homes; and many have implemented these water-wise methods themselves.

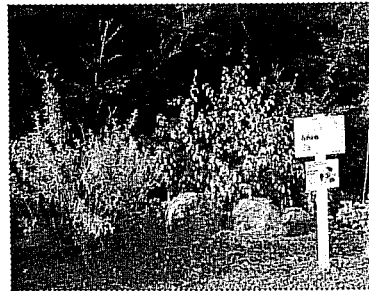
Water-wise landscapes use plants specifically suited to the region in which they are being planted and are typically planted in groups that naturally grow together. This allows the same amount of water to be used in one area as opposed to necessitating watering over a larger area at different times of the day. The soil used is routinely cultivated in order to promote water retention and prevent evaporation. The irrigation used in these gardens is controlled and often plants are watered on an as-needed basis – not on a daily, routine schedule.

As a way of promoting water-wise landscaping, some agencies have started launching demonstration gardens. These gardens are a great way of modeling and showcasing plants, soils and irrigation methods for water-conserving landscapes. The public can view these gardens, ask district personnel questions and get the information they need to begin implementing in their own homes.

Districts using Water-Wise Gardens

Pebble Beach Community Services District’s demonstration garden doesn’t just feature drought-tolerant plants, but those that are firesafe as well. The garden is landscaped with flowers, groundcovers, shrubbery and trees native to the area that are fire, drought and even deer resistant. According to PBCSD Board Member Jeffrey Froke, “There’s a misunderstanding out there that drought resistance is synonymous with brown, scrubby plants. But if you name any horticultural plant, we can find an attractive and comparable alternative among our natives that are better adapted for our area.” The garden is always open to the public and the district encourages the public to view it, ask questions and model their own landscaping after it.

Plant species used in PBCSD’s garden include: California strawberry, evergreen huckleberry, coast hairgrass, white yarrow and California buckeye.



Mt. View Sanitary District also hosts a demonstration garden, called the Wildlife Garden. The Wildlife Garden hosts approximately 80 percent California native plants. During the wet months, it is not irrigated at all and during the drier months,

the garden is watered twice a month with recycled water from the district’s treatment plant.

The purpose of the garden is to educate children and adults on water conservation, recycled water, water-wise landscaping practices and how to garden using native plants. Mt. View SD provides a free three-hour workshop to gardeners who want to learn more about using California native plants in landscaping and attracting wildlife. The garden also allows the district the opportunity to show people how their landscaping practices can impact local creeks and streams. Urban pesticide use can pollute local waters and kill the bugs that would naturally control pests.

“People don’t always think about the fact that most of us water our gardens and lawns with drinking water and maybe that isn’t the best use for this resource,” says Kelly Davidson, district biologist. “The Wildlife Garden is a way to get people to think

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about their behaviors. If enough of us make a few small changes, it can really make a difference to the health of the environment.”

Plant species used in Mt. View SD's garden include: California bee plant, deer grass, hummingbird sage, coffee berry and douglas iris.



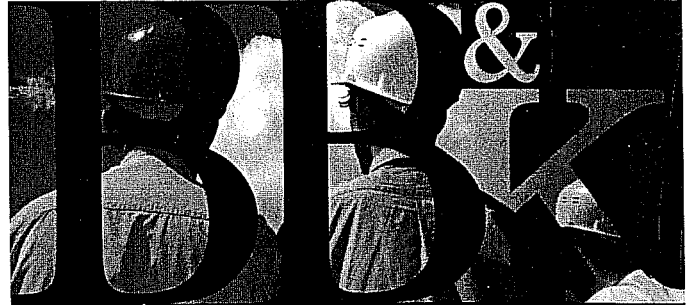
As part of its water-use efficiency program, Mesa Consolidated Water District also promotes water-wise landscaping through the use of demonstration gardens. The gardens, one of which was showcased for attendees of the 2011 OC Fair, use soil that is covered with a four-inch bed of shredded bark mulch. The mulch

assists in keeping the soil cool and allows it to retain water, prevent weeds and build soil nutrients. The gardens are irrigated with a low-flow drip system that utilizes a “smart” sprinkler controller. The controller monitors climate and weather conditions, adjusting the watering schedule automatically to provide the right amount of water. Even the walkways contribute to water conservation, made of permeable materials so water can soak through to the soil and not be lost as run-off.

The district decided to launch the gardens as a way to assist customers with reducing their outdoor water usage and costs, while also protecting natural resources. “Mesa Water created water-wise demonstration gardens in the district’s service area as a way to illustrate the wide variety of attractive plants that are also water-efficient, and inspire our customers to pursue a worthwhile improvement to their landscapes at home and work,” says Conservation Specialist Justin Finch. “The water-wise garden is a living example of efficient outdoor water use and an excellent way to educate and inform people about the importance of using water wisely.”

Plant species used in Mesa Water's gardens include: Texas silver leaf “Green Cloud,” California lilac, Mexican marigold, orchid rockrose, Mexican bush sage and English lavender.

Other districts, like the San Juan Water District, have partnered with local nurseries to provide discounts to residents on drought tolerant plants and water saving equipment. Providing rebates for installing smart irrigation systems and reducing water use is another great way local agencies can promote water conservation and the implementation of water-wise landscaping. ■



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San Mateo County Harbor District

Established in 1933, San Mateo County Harbor District has spent almost 80 years as stewards of coastal waters and overseers of harbor recreational activities and commerce. SMCHD oversees the Pillar Point Harbor, located in Half Moon Bay, and Oyster Point Harbor, in South San Francisco.

SMCHD's mission is to assure that the public is provided with clean, safe, well-managed marinas. The Pillar Point and Oyster Point Harbors both serve different purposes to the district's community and meet different needs, but both are managed by the district in the most environmentally responsible ways possible. According to SMCHD General Manager Peter Grenell, undertaking green activities "is important to protect and improve harbor water quality, conserve water and electricity, reduce harbor operations and maintenance costs, and for overall public health and safety. These activities and facilities also help increase public understanding and awareness of the need for, and benefits of, environmental protection. We expect that harbor visitors and users will take away this understanding and awareness to other facets of their lives, and spread the benefits further."

Harbor districts are faced with the unique task of not just keeping district facilities and grounds clean and green, but ensuring the waters are also managed and maintained environmentally responsibly. If they aren't, the public's health could be at risk. SMCHD has worked hard over the years to ensure the lands and waters over which it is steward are maintained to last for years to come.



Pillar Point Harbor

Pillar Point Harbor, a beautiful fishing harbor in Half Moon Bay, provides 369 berths to commercial, sport and recreational fishermen in the area. It provides an inner and outer breakwater, making it one of the safest harbors in the United States. In addition to providing harbor for boats and access to bay waters, the harbor is also home to a surf shop, restaurants, and soon a

facility to promote ecotourism and environmental education. The district provides Search and Rescue functions at Pillar Point. Its harbor patrol team has averaged 110 rescues a year, saved more than 100 lives, and helped preserve millions of dollars in boats and equipment.

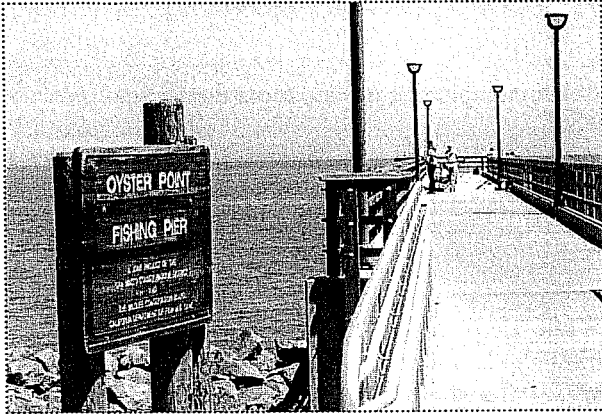
At Pillar Point, the district has undertaken a number of projects to make the harbor more green. Included in these projects are using recycled plastic for the railings along its promenade, installing waterless urinals in restroom facilities, providing a recycling station for harbor fisherman and visitors and making the disposal of remains of cleaned fish easily managed for fishermen.

Over the years, studies have found waters at the Pillar Point Harbor to be polluted. In response to this, since 2008, SMCHD has partnered with the San Mateo County Resource Conservation District on a harbor water quality survey to determine the cause of the pollution and remedy it. Through testing, it was discovered that water overseen by the harbor district had high coliform counts. Coliforms are bacteria found in our environment, including the feces of animals, and can be a potential health hazard to humans. The source of the bacteria is unclear. Seagulls, storm water outfall and a local creek are some potential theories on the source of the pollution but until it is identified, no solution for treatment and improvement can be determined.

Keeping the waters safe is a key priority for SMCHD as is keeping the environment preserved. The ongoing study with San Mateo County RCD is one critical way the district is working to preserve natural resources. Once the research and data from the survey is analyzed, the two districts will be able to work together to determine a plan to improve the water quality for good.

SHARE YOUR COMMUNITY CONNECTIONS

Is your district interacting with the community in a new and original way? *California Special District* wants to know about it! Contact Nicole Dunn at nicoled@csda.net or (877) 924-2732.



Oyster Point Harbor

SMCHD's responsibilities at the Oyster Point Harbor are rather different from those at Pillar Point. Whereas Pillar Point Harbor is home to a bustling commercial fishing harbor, Oyster Point Harbor – which is owned by the City of South San Francisco – is a primarily recreational harbor. The district runs Oyster Point under a joint powers agreement with the city. The harbor provides access to 33 acres of park and over 2 acres of beach as well as over 450 berths for recreational boats. SMCHD has taken “green” steps to improve resource management at this harbor's facilities as well, including installing LED lights to reduce electricity usage and installing drought-tolerant plants all along the grounds to conserve water. SMCHD is also working toward completion of another green project – this one of a much larger scale.

New Ferry Service

To state the obvious, the greater San Francisco region is a major metropolitan area and home to countless businesses and corporations. Millions of commuters travel to and from the area on a daily basis. The traffic and congestion from daily commuters pollutes the air with harmful emissions. Recognizing an opportunity to help commuters get to and from work every day while at the same time getting cars off the road, the district is working with the Water Emergency Transportation Authority (WETA) to get the harbor ready for a new ferry service. The ferry service, scheduled to start in early 2012, will run for two hours during morning rush hour and two hours during the evening rush hour. Seven new routes are

planned to get commuters from their homes in the Bay Area to the city. These new ferries are ten times cleaner than existing ferries and 85 percent better than the EPA's emissions standards for 2007 marine engines.

Ongoing Projects to Prepare for the Future

SMCHD is working toward becoming certified as a California Clean Marina. A clean marina, as set forth by the California Coastal Commission, is one that at minimum follows environmental laws and regulations, but also works to maintain a healthy, pollution-free environment. This includes providing services that support clean boating, educating customers about clean boating practices, and training staff to be partners in the clean marina program. By doing

everything the harbor district can to keep the waters and the harbors clean, it is ensuring the facilities and resources will be available for future generations to come.

SMCHD is also preparing for issues related to climate change such as rising water levels. According to Grenell, the sooner the district can prepare for the possible changes, the better. “By doing things sooner, they will cost less. Crisis response is far more expensive than preparation.”

Special districts are designed to serve the public good by providing specific critical services. By implementing green initiatives from as small-scale as installing LED lights to as large-scale as implementing new mass transit systems, they serve the public in the present and far into the future. ■

By the Numbers

The United States recycles about 28% of its waste today - doubled from what it was a decade ago.

28%

Legal Brief

PROMOTING SOCIAL RESPONSIBILITY THROUGH PERSONNEL PRACTICES

By Mark Meyerhoff, Liebert Cassidy Whitmore



In recent years, the public's demand for social responsibility has increased dramatically. It is no longer good enough to provide essential services to the public, but those services must now be delivered in a manner that benefits the society as a whole. Luckily, public agencies in general, and special districts in particular, have been at the forefront of social responsibility by promoting conservation, encouraging the protection of natural resources and preserving the environment.

Agencies can also promote social responsibility from a personnel standpoint by promoting "green" practices and policies. Some suggestions for promoting socially responsible personnel practices are listed below.

Work from Home

Telecommuting sounds like a great option for many employees, but telecommuting is not for everyone. Most public sector jobs cannot be done remotely, thus making telecommunicating an impossibility. However, where possible, telecommunicating is a very effective way to save energy and reduce environmental impact.

Agencies should consider that telecommunicating does not necessarily mean that an employee performs all of their work from home. Rather, telecommuting can be applied in situations where an employee can work from only on a sporadic basis, or for portions of a workweek.

Telecommunicating can also mean that an employee who is on-call can correct problems from a computer rather than physically returning to the worksite, thus saving an agency the expense of paying the employee for more hours worked. Telecommuting may also work for specific projects that an employee can do from home.

While telecommuting has obvious benefits, agencies must also be aware of the potential pitfalls. First, any agency that allows for telecommuting must establish a detailed policy that describes, among other things, how many hours of work the employee is supposed to perform remotely and whether the employee must log on to an agency controlled database to perform their work. The agency should also have a sufficient infrastructure to monitor the employee's computer usage and hours worked in order to avoid unexpected overtime liability. In addition, the agency should consider security issues to safeguard information and documents that an employee will be using from home.

Share the Commute

Sharing the commute can reduce stress and increase productivity by ensuring that employees are not caught in unexpected traffic jams. Many agencies have implemented carpool policies that offer incentives to employees who rideshare to work. Ridesharing results in energy conservation and lessens the environmental impact of using vehicles to get to work. These incentives can include priority parking, or even looking at changing work schedules slightly to allow employees who carpool to arrive and leave at the same time. Incentives can also be offered for employees who use public transit, or who walk or bike to work.

Trash the Paper

Many people now view their favorite newspapers or magazine online. The same concept can work for your agency. Making your agency "paperless" can positively impact the environment and save your agency money on supplies such as paper, toner and printer cartridges. Consider whether your agency can place important documents such as policy manuals or personnel forms

Many agencies correctly require an employee to acknowledge receipt of important documents or forms such as harassment policies, or proof that the employee has attended a mandatory training.

on an Agency intranet to avoid copying and paper costs.

Many agencies correctly require an employee to acknowledge receipt of important documents or forms such as harassment policies, or proof that the employee has attended a mandatory training. These acknowledgments can also be obtained electronically. The California Uniform Electronic Transactions Act, Cal. Civil Code § 1633.1, et seq., provides that an electronic signature will be presumed to be valid if each party has agreed to conduct transactions electronically. Therefore, an agency that uses electronic signatures should obtain an employee's consent in writing (not digitally) to use digital signatures. Digital signatures can make it easier for an agency to preserve important employee signatures.

In addition, consider whether reports, memos, faxes or bulletins can be transmitted electronically. Employees can be urged to view and modify documents "on screen" if possible. If documents must be copied, employees should be encouraged to use double-sided copying.

Newer is not Better

We buy used cars and used books, why not used communication devices. Many agencies supply employee with all types of communications devices such as cell phones, two-way radios, blackberries and pagers. Agencies can promote green initiatives and realize potential savings by purchasing used or recycled communications devices. While the devices may not be the latest in technology, it is likely that recycled devices will get the job done.

Off is In

Agencies can also institute policies to require that employees unplug or power off their computers

at the end of the workday. Not only will this help the environment, it will save the agency money. In addition, does your agency need aging desktop computers, or will laptops do the job? Laptop computers use substantially less electricity and generate less heat waste than desktops. Turning off unneeded lights, installing light sensors and switching to energy efficient bulbs are other cost-saving green initiatives.

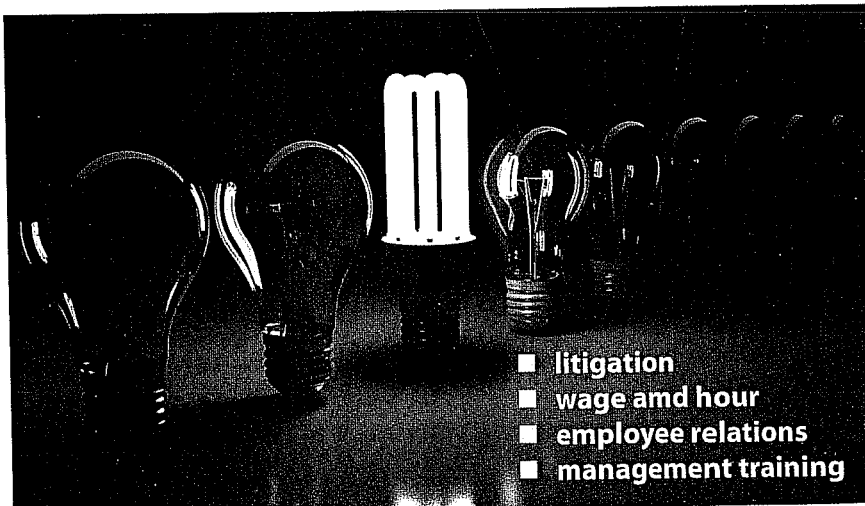
These measures, and dozens of other "green personnel practices" can not

only save an agency money, but also reinforce the social responsibility that all agencies promote. ■



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law firm representing public agencies. Mark represents clients in all types of civil litigation, administrative proceedings and arbitrations.



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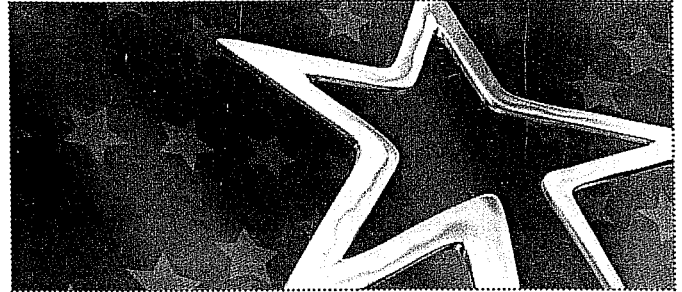
In Brief

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\$4 Million Available to Decrease Vehicle Use

The Bay Area Air Quality Management District is offering \$4 million to public agencies for programs that promote ride sharing, shuttle services and other alternatives to decrease vehicle use. The district will review applications and distribute the funds on a first-come-first serve basis. The money comes from the district's Transportation Fund for Clean Air grant program, which is funded by a \$4 surcharge on vehicles in the Bay Area. That program brings in close to \$22 million in revenue each year.

The ride sharing projects are intended to fill in existing needs and "make it more convenient so that you can get on other buses, ferries and make it to a route station," says district spokesperson Ralph Borrmann. "The overall goal is to reduce air pollution and to encourage people to take transit by filling in the needs where they exist so people can make it to major buses, trains and ferries. It makes it easier for residents to shift to transit and ride share and reduces the number of vehicles on the road." The district provided similar grants last year, which funded 11 projects.



Oro Loma Celebrates 100th Anniversary

August 7, 2011 marked the 100th anniversary of Oro Loma Sanitary District, making it one of the oldest such districts in California. The district was established in 1911 to serve a population that was growing as farms and orchards were being subdivided into individual home sites. It encompassed approximately 800 acres north of Hayward. Over the years, Oro Loma has grown to serve residents and businesses in a 13 square mile area. In addition to sewer collection and wastewater treatment, the district provides trash collection and recycling services to its customers. Oro Loma continues to serve its customers well. It has the lowest sewer service rates in the state, low garbage rates, and has been the recipient of many industry awards. It is also a leader in the use of green energy, making it well-positioned to serve for the next 100 years.

Recognitions



Camarillo Health Care District Trustee **John T. Bailey, PharmB, MPH** has been selected as recipient of the University of Arizona College of Pharmacy's Jack R. Cole, PhD, Distinguished Alumnus Award. The prestigious Cole Award recognizes alumni from the College of Pharmacy whose professional achievements have brought honor to the college.

Oxnard Harbor District – Port of Hueneme has been awarded the Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association of the United States and Canada for its comprehensive annual financial report. ■

By the Numbers

There are over 600 boat slips
at the Moss Landing Harbor
District.

600

Can you afford
not to belong?



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SDRMA annual safety awards, At-will employment and New Company Nurse telephone triage program

The SDRMA Board of Directors would like to congratulate the following Property/Liability and Workers' Compensation program outstanding Safety Award recipients:

Earl F. Sayre Excellence in Safety Award Recipients:

***Property/Liability Program - Small Member
Local Agency Formation Commission of Butte County***
A Workers' Compensation and Property/Liability Program Member since 2007, the Local Agency Formation Commission of Butte County earned 11 Credit Incentive Points and two No Claims Credits for the 2010-11 program year. The Local Agency Formation Commission of Butte County is a state mandated local agency that oversees boundary changes to cities and special districts, the formation of new agencies including incorporation of new cities, and the consolidation of existing agencies. The broad goals of the agency are to ensure the orderly formation of local government agencies, to preserve agricultural and open space lands, and to discourage urban sprawl. Butte County has not had a reported loss during its membership with SDRMA.

***Property/Liability Program - Large Member
Chico Area Recreation and Park District***
A Member of the Property/Liability Program since 2008, Chico Area Recreation and Park District earned a total of 15 Credit Incentive Points for the 2010-11 program year. Formed in 1948, with a Board of five directors and 31 full time employees and 175 part time employees, Chico Area Recreation and Park District provides recreational services for the greater Chico area supervising nine parks, two swimming pools over 134 acres.

McMurchie Excellence in Safety Award Recipients:

Workers' Compensation Program - Small Member Bighorn-Desert View Water Agency

A Workers' Compensation Program member since 1983 and a Property/Liability Program since 1986, Bighorn-Desert View Water Agency earned 11 Credit Incentive Points and two No Claims Credits for the 2010-11 program year. The Bighorn-Desert View Water Agency is located in southern California and encompasses 45-square miles serving the Hi-Desert area communities of Flamingo Heights, Johnson Valley, and Landers. The Agency has approximately 1,900 metered service accounts and provides approximately 70 metered bulk water services to both commercial and residential customers. The district has not had a reported workers' compensation claim since 2009.

Workers' Compensation Program - Large Member Nevada Irrigation District

A Member of the Workers' Compensation Program since 2005 and a Property/Liability Program Member since 2008, Nevada Irrigation District earned 14 Credit Incentive Points for the 2010-11 program year. Nevada Irrigation District is a diversified water resource agency that supplies nearly 25,000 homes, farms and businesses in Nevada and Placer counties in the foothills of Northern California's Sierra Nevada Mountains. Nevada Irrigation District collects water from the mountain snowpack and stores it in an extensive system of 10 reservoirs. As water flows to customers in the foothills, it is used to generate clean hydroelectric energy and to provide public recreational opportunities. The district supplies both treated drinking water and irrigation water and has 179 employees and is governed by a five member Board.

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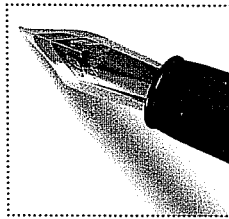
At-Will Employment

In California, wrongful termination (which may be statutory under FEHA or based on common law wrongful termination in violation of public policy) is often difficult to prove because unless an employee is hired pursuant to a union contract or an individual employment contract, the employer-employee relationship in California is presumed to be "at-will." An "at-will" relationship basically means that an employer can terminate an employee for any reason other than one based on discrimination or other illegal reason, such as when someone refuses to engage in illegal activity and is fired as a result.

The "at-will" relationship can be modified either verbally or through custom or practice. For example, if an employee handbook contains a progressive discipline policy where verbal or written criticisms must be made prior to terminating an employee, an argument exists that the employee was wrongfully terminated if the company did not follow its own policies. Similarly, if an employer gives verbal assurances of continued employment, the "at-will" relationship may be found to have been modified such that the employee had a reasonable expectation of continuing employment for some time in the future. Based on these types of assurances, the employment relationship may be found to have been modified so that an employer could be required to establish "good cause" prior to terminating an employee.

"Good Cause" means "fair and honest reasons, regulated by good faith on the part of the employer, that are not trivial, arbitrary, or capricious, unrelated to business needs or goals, or pretextual. A reasoned conclusion, in short, supported by substantial evidence gathered through an adequate investigation that includes notice of the claimed misconduct and a chance for the employee to respond."

Cotran v. Rollins Hudig Hall Int'l, Inc. (1998) 17 Cal.4th 93, 108.



Sample Language

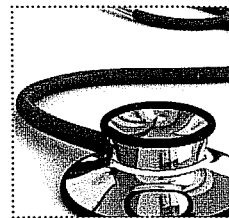
This Employee Handbook is not a contract. Accordingly, it should not be interpreted to create any expressed or implied contractual rights between (Agency Name) and any employee. It is expressly understood that the contents of this Handbook do not constitute the terms of a contract of employment or benefits. Thus, this Handbook should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid

and should not be relied upon by current or prospective employees.

(Agency Name) reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the General Manager.

All employees are "at-will" employees. At-will employees are free to terminate their employment with (Agency Name) at any time, with or without notice or a reason, and (Agency Name) has the right to terminate their employment at any time, with or without notice or cause or right of appeal, grievance or hearing. No one other than the General Manager can enter into an agreement for employment for a specified period of time or make any agreement contrary to the policy of at-will employment. Further, any such agreement must be in writing and signed by the General Manager.

SDRMA recommends that every Member have their Employee Handbook/ Personnel Manual be reviewed by an employment attorney to insure that the document is in full compliance with California and Federal employment laws.



New Company Nurse Program

The Board of Directors has approved the implementation of the Company Nurse Telephone Triage Program for participating SDRMA Workers' Compensation Program members. The goal of this program is to reduce the number of reported First Aid claims in which the injured employee can self treat with the advice of the telephone triage nurse and does not need to be seen by a nurse or doctor. In many cases simple injuries/exposures, poison oak, bee bites, simple strains – sprains, etc do not require immediate medical attention at a clinic or hospital.

Under the *complimentary* Company Nurse Program, the employee and supervisor or manager will call a SDRMA designated toll free number to report the injury. Company Nurse gathers information over the phone and helps the injured worker access the appropriate medical treatment.

Company Nurse Program Information Packets were mailed to all Workers' Compensation members in late August. If you did not receive your packet or for more information, please call Dennis at 800.537.7790 or email dtimoney@sdrma.org with any questions. ▲

Updating the government payment process

Using a purchasing card program to improve purchasing and accounts payable processing

By Bank of the West

The Situation

In today's unprecedented economic environment, California governments are facing a number of extraordinary fiscal and operating challenges. As many government agencies face lower operating budgets, staff reductions, stringent controls, multiple layers of approvals, and elaborate accounting systems and processes, many are seeking ways to improve productivity and do more with less.

Without access to the most efficient payment practices, government agencies are hampered by potential payment delays, the use of increased resources to issue and reconcile payments and possibly higher bank charges when not employing the most efficient and cost effective payment methods available. This is the reality facing the typical government payment process.

The Solution

To solve the challenges associated with government payment processes, banks are often advocating purchasing card programs to their government clients. These programs empower designated cardholders to make purchases at the point of sale, on-line, and via phone in a well-controlled and transparent manner that can streamline both the procurement and payment process.

The Benefits

According to The National Association of Purchasing Card Professionals' *Purchasing Card Essentials – The NAPCP's Guide to Establishing and Managing a Program*, the purchasing card value proposition is as follows:

- **Process Savings:**

- The purchasing card procure-to-pay process is typically much more streamlined, involving fewer people, fewer steps (20 versus 30 with a traditional procure-to-pay process) and less paperwork.
- The process cost tends to be less than \$25 per transaction compared to \$50-\$250 when using the traditional procure-to-pay process.
- Typically 80 percent of transactions only represent 20 percent of total dollars spent.

- **Staff Reallocation and/or Reduction:**

- Purchasing cards generally reduce the number of invoices moving through Accounts Payable. As a result, the organization is able to reorganize the department structures in procurement and Accounts Payable.
- Additionally, the organization's Accounts Payable department can be turned from a cost center to a profit center when they receive cash rebates.

- **Reduction in Procurement Cycle Time:**

- Purchasing cards can eliminate lengthy reviews and authorizations by procurement staff, as the approval may be pre-established through the organization's procurement policies.
- Additionally, departments can often take advantage of suppliers' volume discounts by dealing directly with suppliers on the purchases.

- **Spend Data Availability:**

- The card provider's online technology offers the company an efficient way to track and analyze spend data.

- **Supplier Consolidation/Reduction:**

- By focusing on suppliers who accept purchasing cards, organizations often see upwards of 30 percent reduction in the number of suppliers in the Accounts Payable master supplier file.
- Organizations are able to aggregate purchase dollars with strategic suppliers instead of spreading spend among many suppliers.
- Procurement may be able to negotiate more favorable terms, including price reduction, with the remaining suppliers.

- **Petty Cash Reduction/Elimination:**

- Eliminating petty cash helps to remove an element of risk, tighten controls and can reduce banking fees (no need for an account strictly for petty cash).
- Using a purchasing card rather than petty cash allows the organization to monitor those transactions.

- **Improved Cash Flow:**

- Organizations can increase their cash float up to 55 days.
- Using a purchasing card rather than petty cash facilitates data capture of those transactions

- **Rebate/Reward Potential:**

- Organizations can earn cash rebates which effectively can turn the Accounts Payable department from a Cost Center into a Profit Center.





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The Results

Bank of the West purchasing card client, Contra Costa County Office of Education, has gained benefits through the program. In their *E-Circuit* publication they were quoted:

“The agency stands to earn a tremendous amount of money via credit rebates using this new system,” said Bill Clark, associate superintendent. “Money which will go back into the general fund and help support operation costs of the agency at a time when it is desperately needed.”

Further growth in government purchasing card spending is anticipated. A recent 2010 Purchasing Card Benchmark Survey conducted by RPMG Research comments on expected card growth in the government sector.

“Cities and county respondents report average purchasing card spending growth of 11.4 percent per year over the past two years and expect average purchasing card spending growth of 9.2 percent per year over the next five years.”

The direction of purchasing card growth is clear. Now is the time to evaluate your agency’s current procurement, payment and accounting processes and join the increasing number of government organizations using this important payment tool.



Bank of the West has partnered with CSDA to bring a purchasing card solution to its members. For more information on this unique program, call your local Bank of the West Government Banker at 866-588-1358 or visit csda.net/card.

Recently closed financing through the CSDA Finance Corporation



The North County Fire Protection District in San Diego County has been working with WLC Architects to design a new, single-story Fire Station 5 in Bonsall. This will replace and relocate the current station, a double-wide trailer purchased in 1982 as a temporary facility. NCFPD obtained financing for their Station 5 project through the CSDA Finance Corporation.

The 8,800 sq ft building will feature a three bay apparatus area for one structure engine, one brush engine and one ambulance. The living quarters have been designed to house up to

eight firefighters including a training room, physical fitness area and office space. The facility will also have a personnel and equipment decontamination area as well as ample

storage room for firefighting equipment and medical supplies.

To help contain operating costs, natural lighting will be used in hallways and the bay area. Ceiling fans and operable windows will be installed wherever possible. Solar energy will be incorporated into the structure as well.

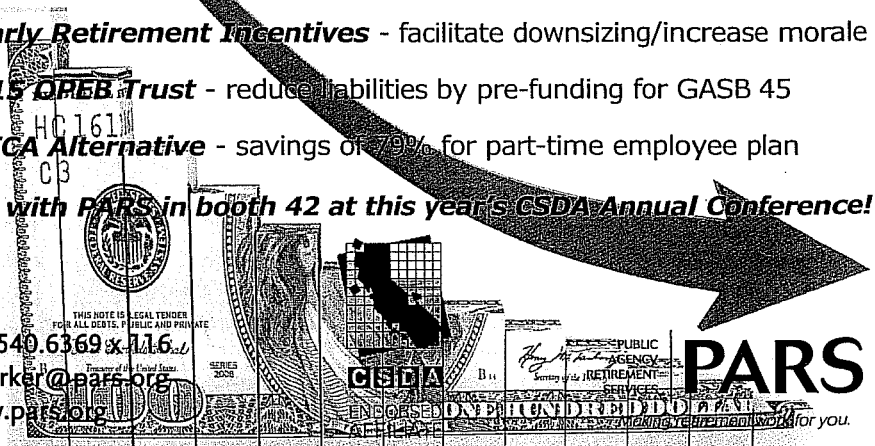
The exterior of the fire station has been designed to complement the Bonsall area and will incorporate drought-resistant landscaping to reduce water usage. Completion date is slated for summer 2012.

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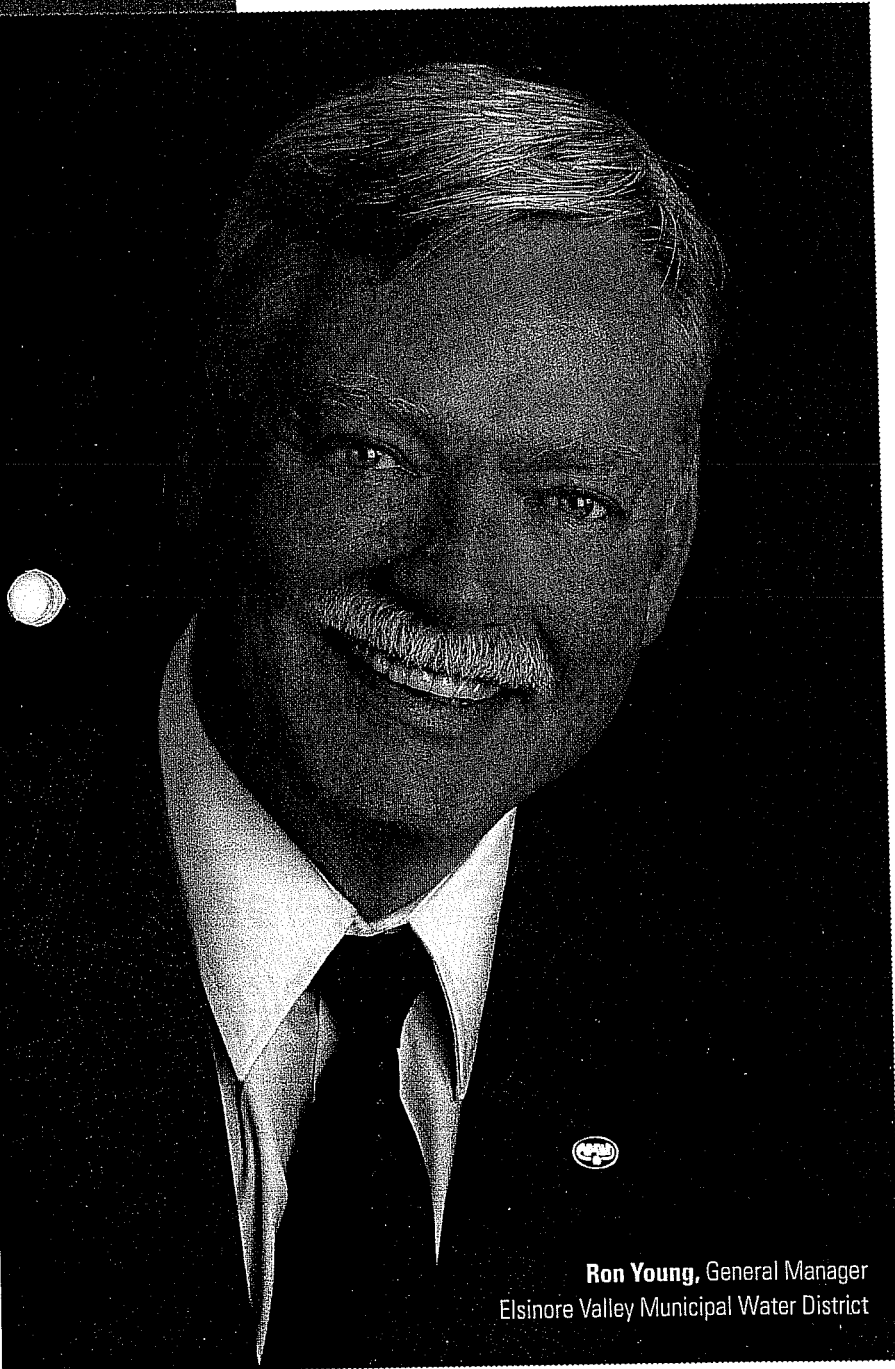


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Saving water the stealthy way

Elsinore Valley Municipal Water District



Ron Young, General Manager
Elsinore Valley Municipal Water District

Promoting water-wise ways to live has long been the focus for water agencies across California. New technologies to conserve water continue to be developed and Elsinore Valley Municipal Water District (EVMWD) has figured out a way to get one in particular out to the public.

The Stealth Toilet was developed to use only the amount of water necessary per flush, conserving water with every use. It not only helps to conserve this precious resource, but save ratepayers – and the district – money over time as well. EVMWD fully understood the value of the Stealth Toilet and to help get it out to the community and jumpstart its use, the district created an incentive program for residents to get a toilet and use it in their home.

California Special District asked EVMWD about the Stealth Toilet, its efficiency and how the district got it out to residents in record time.

How did EVMWD learn about the Stealth Toilet?

EVMWD first heard about the Niagara Stealth toilet at the Water Smart Innovations conference in Las Vegas in 2009. Niagara Conservation was demonstrating new products at their booth.

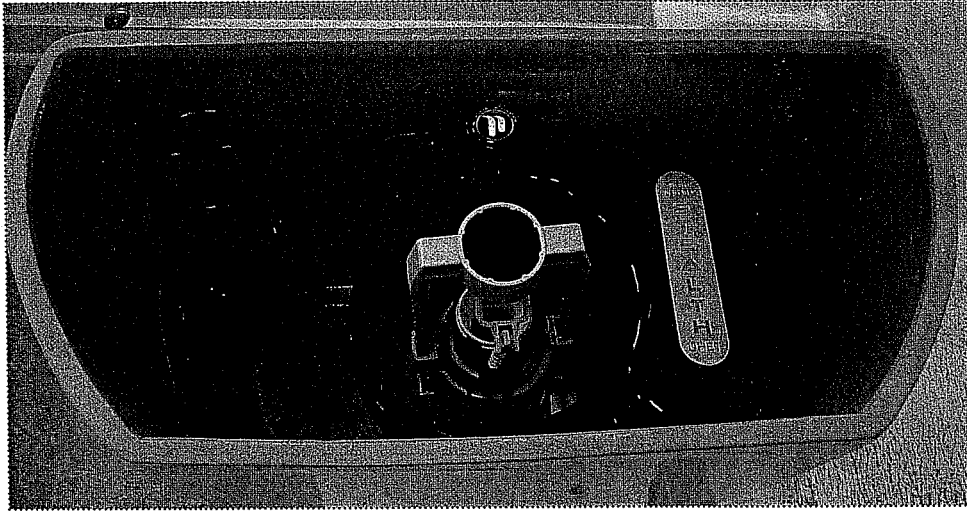
Explain how the Stealth Toilet works. What makes it the world's most water efficient toilet?

The Stealth uses a unique flushing mechanism that allows it to use only 0.8 gallons per flush. This is half as much as a standard 1.6 gallons per flush toilet. Initial results from the installation of 3,000 toilets indicate that the Stealth performs satisfactorily for customers.

Elsinore Valley Municipal Water District

Established: 1950
Location: Southwest Riverside County, between Corona and Temecula
Size: 96 Square Miles

Population: 125,727
Annual Budget: \$52,000,000
Website: www.evmwd.com



How does the EVMWD program to distribute the toilets free to the public work?

The program provided up to two toilets, two low-flow showerheads and a low-flow kitchen faucet aerator along with installation free of charge to our customers. Customers called in to a phone bank or applied online and were then scheduled by our vendor EcoGreen Services, LLC. The program took applications for 2,500 toilets in one day and the whole program sold out within three days of the start.

What are the costs associated with this program for the district? How is it funded?

The program cost EVMWD \$750,000 for the purchase and installation of 3,000 Stealth toilets. EVMWD has a water budget based rate structure in which rates rise if a customer exceeds their monthly budget. EVMWD uses the funds from those higher rates to fund

conservation programs such as the Stealth program.

According to EVMWD Board President Ben Wicke, EVMWD is a leader in finding and promoting the world's best water conservation technology. What are other water conservation programs the district has invested in?

EVMWD has provided high efficiency sprinkler nozzles to commercial and residential customers for several years. Involving only a simple changeout, the more efficient nozzles can reduce water use by 20 percent or more.

Are there any others on the horizon?

EVMWD has started a direct installation program for Weather Based Irrigation Controllers or "smart timers." These controllers monitor the weather and then water accordingly. EVMWD has targeted some of its highest water users in order to help them conserve water. EVMWD is also exploring a commercial water conservation program for our local restaurants. ■

By the Numbers

30 different workshops held at this year's Annual Conference on topics of importance to special districts.

30

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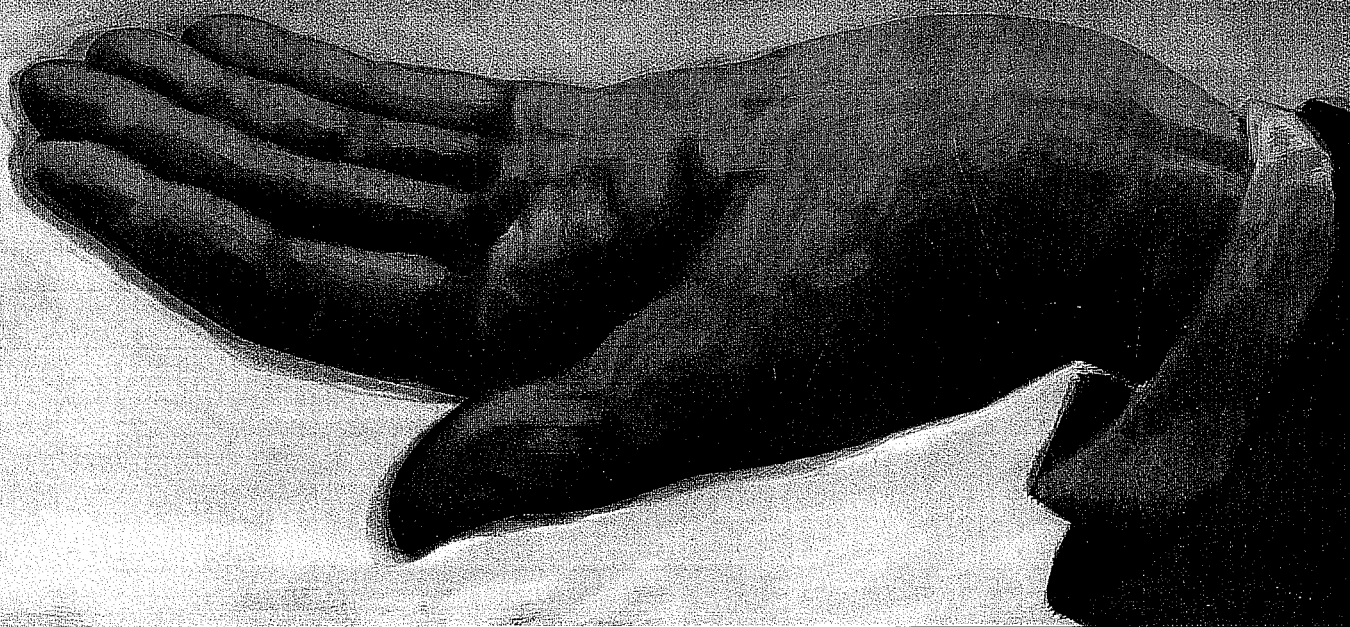
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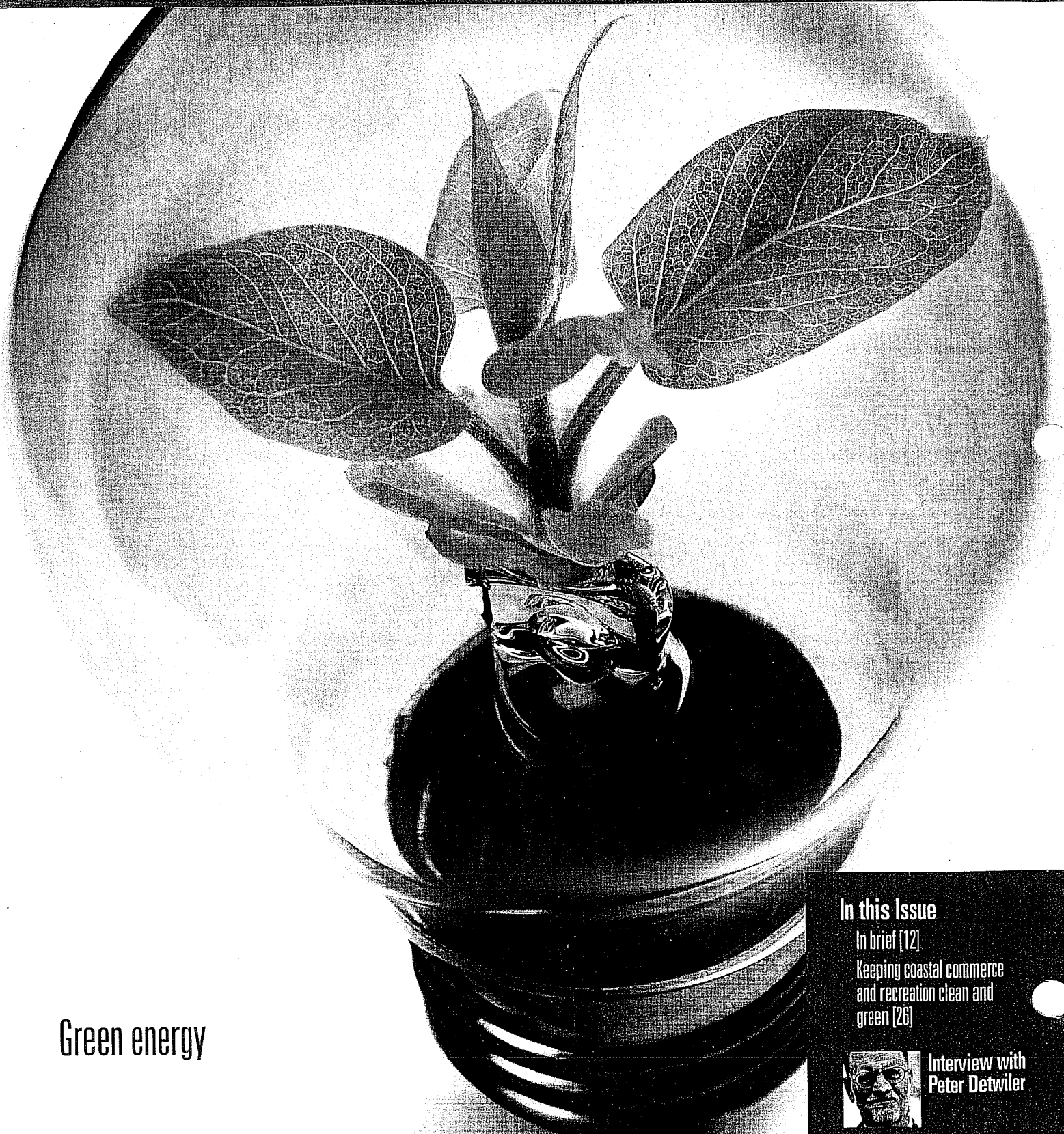
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California Special District

Volume 6, Issue 5, Sept - Oct 2011

Publication of the California Special Districts Association



Green energy

In this Issue

In brief [12]

Keeping coastal commerce
and recreation clean and
green [26]



Interview with
Peter Detwiler

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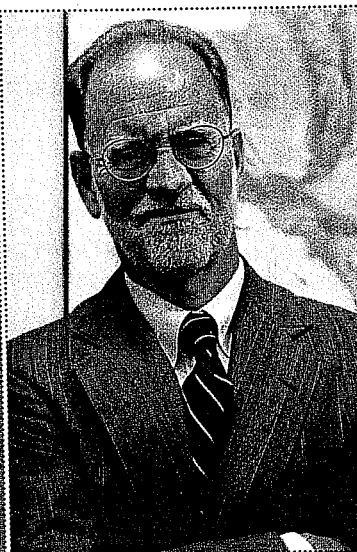
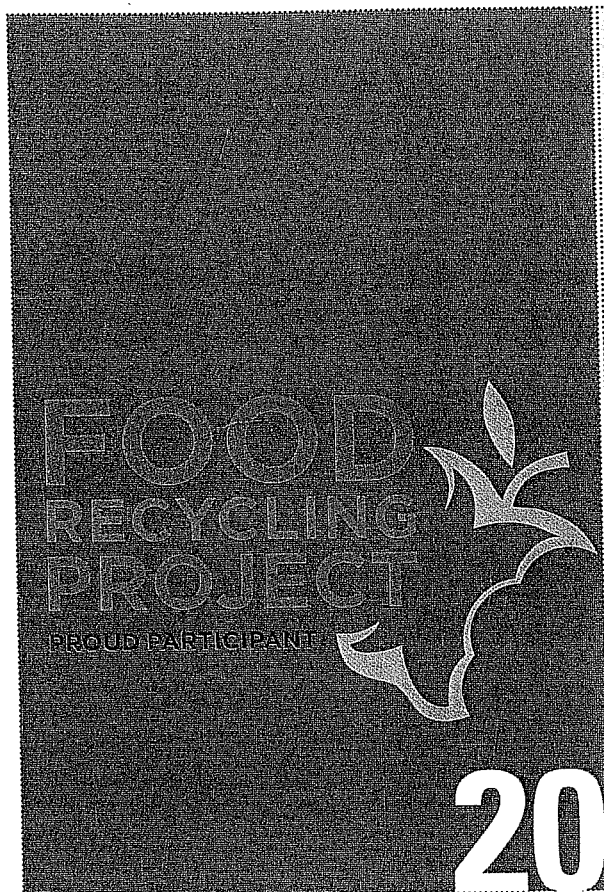
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14

**Interview with
Peter Detwiler**

20

**Special District CCCSWA
Forges Pioneering Partnership
Turning Food Discards into Energy**

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California Special District

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Vista Irrigation District

Dewey Ausmus, Vice President
North County Cemetery District

Phil Schoefer, Secretary
Western Shasta Resource Conservation District

Stanley Caldwell, Treasurer
Mt. View Sanitary District

Mark Bryant, Past President
Garberville Sanitary District

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Pete Kampa, SDA, Tuolumne Utilities District
Jim Kohnen, Ph.D., Alameda County Mosquito
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William Nelson, Orange County Cemetery District
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Timothy Ruiz, P.E., East Niles Community
Services District

Norman Shopay, McKinleyville Community
Services District

Sherry Sterrett, Pleasant Hill Recreation and
Parks District

Lathy Tiegs, Cucumunga Valley Water District
Tim Unruh, Kern County Cemetery District No.1

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Neil McCormick
CSDA Executive Director

EXECUTIVE DIRECTOR'S MESSAGE

Recycle and reuse: New CSDA benefit allows exchange of surplus items!

Is your district buying new computers, vehicles, equipment or furniture and need to find a home for your old ones? Don't throw them away! There's probably another district out there that would be happy to take them off your hands and get a few more years of life out of them.

Now districts have a tool to buy and sell surplus items online and members can post and view items on the site at no charge!

The *CSDA Exchange* is our brand new online marketplace that allows members to advertise surplus equipment, technology, supplies and other items for sale or donation.

By selling or donating used equipment, instead of throwing it away, you can make the most out of the resources you have but may no longer need. Your "old" items could be just what another district needs or can't afford to buy new!

Districts that find used items via the *CSDA Exchange* are also helping to recycle and promote resource efficiency in district

offices by making the most of what is already out there. All of this while saving money!

Posting your items on the *CSDA Exchange* is easy! If your district has any surplus items to sell or give away, or if you are in the market for a used item, simply follow these steps to complete a posting:

1. Go to csda.net and log in.
2. Under "Featured Section" on the right, click 'CSDA Exchange.'
3. To add a post, click 'New Ad', fill in the form and click 'Save' at the bottom.
4. That's it! You've now posted an ad on the new *CSDA Exchange*.

This new CSDA member benefit is designed to help your district save money and promote good stewardship of resources all while helping out other districts. Check it out at csda.net and if you have any questions, contact the CSDA Membership Department at 877.924.2732. ■

2011 Government Units Survey

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Help Telephone: 1-888-202-2691
Weekdays, 7:30am to 6:00pm EST
govs.gus@census.gov

Submission Confirmation

Thank you for completing the **2011 GOVERNMENT UNITS SURVEY**. The U.S. Census Bureau has received your data and appreciates your time and participation. Please keep a copy of the completed survey for your records by selecting the "View/Print Report as PDF" button below.

Government Name: ALBION-LITTLE RIVER, CA

Submission Date & Time: Monday, November 14, 2011, 02:11:32 PM EST




There are many intricate layers of state and local governments. The Census Bureau collects and publishes statistics for each state, including expenditures, revenue, retirement systems, education, public safety, and more.

Explore your state's statistics by selecting the "View California Statistics" button.

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OMB No.: 0507-0930
Approval Expires: 12/31/2012

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2011 GOVERNMENT UNITS SURVEY

Census of Governments

OMB No. 0607-0930: Approval Expires 12/31/2012

Due Date:

RETURN VIA MAIL TO:

**U.S. Census Bureau
1201 East 10th Street
Jeffersonville, IN 47132-0001**

If you have any questions,
please call 1-888-202-2691
weekdays, 7:30 am to
6:00 pm EST.

Questions may also be emailed
to: govsgus@census.gov

In correspondence pertaining
to this report, please refer to
the User ID printed below the
address box.

ALBION-LITTLE RIVER FPD

P. O. BOX 634

ALBION

CA

95410

0634

Report Online:

Respond to this survey via the Internet at the following
web address: **http://respond.census.gov/gus**.
You will need your User ID and Password to access the
Internet form. →

User ID:

Password:

Introduction and Survey Purpose:

This survey collects descriptive information on the basic characteristics of local governments in preparation for the 2012 Census of Governments. Data from this survey will also be used to produce the official count of local government units in the United States and to update and verify the mailing addresses of government units.

General Instructions:

- Use a blue or black ink pen.
- Mark the box with an X next to the appropriate response to each question.

BACKGROUND INFORMATION

1 Was your government in existence on October 11, 2011? (For all questions in this survey, "your government" refers to the unit of government identified in the mailing label above.)

Yes

(MM) (DD) (YYYY)

No - Enter effective date and skip to question **52**.....

2 Is your government a fiscally dependent unit on another government, unit, agency, or office? (For example, your government is unable to adopt its budget, levy taxes, set rates or charges, or issue bonded debt without another government's approval.)

Yes → County Dependent City Dependent Township Dependent

Other - Specify:

No

17011016



BACKGROUND INFORMATION - Continued

3 Is the mailing address listed in the address label on page 1 correct?

- Yes
- No - Provide address corrections below.

Address 1

P. O. BOX 634

Address 2

City

ALBION

State

CA

ZIP Code

95410

ZIP+4

0634

4 Is your government's physical location the same as the location shown in the mailing address? (P.O. Box and rural route addresses are not physical locations)

- Yes
- No - Enter physical location below.

Address 1

32600 Albion Ridge Road

Address 2

City

ALBION

State

CA

ZIP Code

95410

ZIP+4

5 Does your government have an Internet website that contains information about your government and its activities?

- Yes - Enter the web address
(e.g., www.mylocalgov.state.us):
- No

Month (MM) Day (DD)

6 On what date does your government's fiscal year end?

6 30

(YYYY)

7 What year was your government first incorporated or formed?

1962

17011024



DEBT

8 Is your government authorized to issue long-term debt with an original term of more than one year? (For example, bonds, mortgages, revenue bonds, special assessment bonds, general obligation bonds, industrial development revenue bonds, conduit debt, etc.) Yes No

9 Is your government authorized to issue short-term debt with an original term of less than one year? (For example, tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, etc.) Yes No

10 Is your government authorized to issue any other debt not specified above?
 Yes - Specify:
 No

11 Does your government require voter approval to issue certain types of debt? Yes No

LICENSE AND PERMIT FEES

12 Does your government have the authority to impose any of the following types of license or permit fees? (Mark "Yes" or "No" for each item)

A. Alcoholic beverages license Yes No

B. Amusement license (For example, race tracks, theaters, athletic events, pinball and video machines, etc.) Yes No

C. Hunting and fishing license Yes No

D. Motor vehicles license Yes No

E. Motor vehicle operators license Yes No

F. Public utilities license (Exclude franchise fees) Yes No

G. Occupational or businesses license (For example, inspection and examination fees, barber, chain store, etc.) Yes No

H. Other licenses or permit fees (For example, building permits, marriage license, etc.)
 Yes - Specify:
 No

17011032

TAXES

13 Does your government have the **authority to levy** any of the following types of taxes?
(Mark "Yes" or "No" for each item)

- A. Property tax Yes No
- B. General sales and gross receipts tax Yes No
- C. Alcoholic beverages sales tax Yes No
- D. Amusements sales tax Yes No
- E. Motor fuels sales tax Yes No
- F. Insurance premiums sales tax Yes No
- G. Pari-mutuels sales tax (For example, taxes measured by amounts wagered or bet on horse-racing, dog racing, jai-alai, etc. including "breakage" collected by the government). . . . Yes No
- H. Public utilities sales tax Yes No
- I. Tobacco products sales tax Yes No
- J. Individual income tax Yes No
- K. Corporation net income tax Yes No
- L. Death and gift tax Yes No
- M. Documentary and stock transfer tax Yes No
- N. Severance tax (For example, taxes imposed distinctively on removal of natural resources (e.g., oil, gas, coal, fish, etc.) from land or water and measured by the value or quantity of products removed or sold) Yes No
- O. Other tax (For example, hotel tax, motel tax, car rental tax, etc.) - Specify ∇ Yes No

RETIREMENT/PENSION PLAN

14 Do employees of your government participate in any retirement or pension plans?

- Yes - List plans →
- No

15 Do retirees of your government have the option of participating in any retiree healthcare plans?

- Yes - List plans →
- No

17011040

GOVERNMENT ACTIVITY

- 16 Does your government operate a liquor store? Yes No
- 17 Is your government responsible for highways, streets, roads, alleys, bridges, tunnels, ferry boats, or related structures? Yes No
- 18 Does your government operate a toll road? Yes No
- 19 Does your government operate a transit authority? Yes No
- 20 Does your government operate an airport? Yes No
- 21 Does your government operate a sea or in-land port? Yes No
- 22 Does your government operate a hospital? Yes No
- 23 Does your government own a gas utility? Yes No
- 24 Does your government own an electric utility? Yes No
- 25 Does your government supply water within its jurisdiction? Yes No
- 26 Does your government own a water utility? Yes No
- 27 Does your government operate a sewer system? Yes No
- 28 Is the sewer system separate from the water supply system? Yes No
- 29 Does your government keep separate records for the sewer system and the water supply? Yes No
- 30 Does your government operate a landfill? Yes No
- 31 Does your government provide refuse collection or disposal? (*For example, curbside or containerized collection including recycling, periodic special collection programs, tire disposal, leaf and Christmas tree collection, etc.*) Yes No
- 32 Does your government construct, operate, or support housing and redevelopment projects? (*For example, "Section 8" assistance, housing and mortgage finance agencies, promotion of homeownership, and assistance for repair and renovation of existing homes, etc.*) Yes No
- 33 Does your government perform activities related to community development? (*For example, use of community development block grants, renewal of urban areas, clearing of slums, redevelopment of rural areas, etc.*) Yes No
- 34 Does your government perform activities that affect natural resources? (*For example, irrigation, drainage, flood control, soil conservation, land reclamation, fisheries, forestry, etc.*) Yes No
- 35 Does your government perform activities related to open space or land preservation? (*For example, land preservation for agricultural conservation, etc.*) Yes No
- 36 Does your government provide or financially support recreational and cultural facilities or activities? (*For example, parks, public beaches, galleries, zoos, botanical gardens, memorials, community music, celebrations, etc.*) Yes No

17011057



PUBLIC SERVICES

37 Does your government provide police protection services? *(Include contracted services)* Yes No

38 Does your government provide fire protection services? *(Include contracted services)* Yes No

39 Does your government provide emergency medical services (EMS)? *(Include contracted services)*

Yes

No – Skip to **41**

40 *(If yes)* Are emergency medical services separate from the fire services? Yes No

41 Does your government provide regulation and inspection services? *(For example, buildings and construction regulation, licensing and regulation of financial institutions, the examination of professional occupations, etc.)* Yes No

42 Does your government provide services to the elderly, homeless, needy, veterans, children, or disabled people in the community? *(For example, transportation services, medical and cash assistance, nursing homes, foster care, day care, veterans services, homeless shelters, food banks, welfare programs, etc.)* Yes No

43 Does your government provide any of the following types of library services?

A. Public libraries Yes No

B. Academic libraries Yes No

C. Law libraries Yes No

D. Other library services - *Specify* Yes No

[Empty text box for specifying other library services]

44 Does your government provide any other activities or services not mentioned above?

Yes – *Specify:* [Empty text box]

No

45 Does your government perform judicial or legal activities that relate to courts, legal services, or legal counseling? *(For example, criminal and civil court expenditures, court related activities, legal departments, attorneys, child support enforcement, etc.)* Yes No

46 Does your government operate any correctional facilities? *(For example, prisons, jails, juvenile correctional facilities, etc. Exclude temporary holding or lockup facilities from which inmates are usually transferred within 72 hours and not held beyond arraignment.)* Yes No

47 Does your government use any privately-owned correctional facilities? *(For example, detention centers, jails, other correctional facilities, etc.)* Yes No

17011065

REMARKS

52 Please use this space for any explanations that may be important to understanding any of your responses.

[Empty space for remarks]

CONTACT INFORMATION

Name of person to contact regarding this report

Alan Taeger

Title

President, board of directors

Area Code

Telephone Number

Ext.

Fax

707 - 937 - 0154

866 - 559 - 9687

E-mail address

ataeger@mcn.org

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17011081





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Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM
GUS-1 (08-15-2011)

2011 GOVERNMENT UNITS SURVEY

Census of Governments

OMB No. 0607-0930: Approval Expires 12/31/2012

Due Date:

November 11, 2011

RETURN VIA MAIL TO:

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SEQ001-19421



**ALBION-LITTLE RIVER
FIRE PROTECTION DISTRICT**

ATTN: AUDITOR-CONTROLLER
PO BOX 101
ALBION CA 95410-0101

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Respond to this survey via the Internet at the following
web address: **http://respond.census.gov/gus**.
You will need your User ID and Password to access the
Internet form. →

User ID:

064142422

Password:

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Yes → County Dependent City Dependent Township Dependent

Other - Specify:

No

17011016



BACKGROUND INFORMATION - Continued

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- Yes
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City

State

ZIP Code

ZIP+4

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Month (MM) Day (DD)

(YYYY)

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17011024



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H. Other licenses or permit fees (For example, building permits, marriage license, etc.)
 Yes - Specify:
 No

17011032



TAXES

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17011040

GOVERNMENT ACTIVITY

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0641424220000



JUDICIAL OR LEGAL ACTIVITIES

- 45 Does your government perform judicial or legal activities that relate to courts, legal services, or legal counseling? (For example, criminal and civil court expenditures, court related activities, legal departments, attorneys, child support enforcement, etc.)
 - Yes
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 - Yes
 - No
- 47 Does your government use any privately-owned correctional facilities? (For example, detention centers, jails, other correctional facilities, etc.)
 - Yes
 - No

44 Does your government provide any other activities or services not mentioned above?

Yes - Specify: _____

No

- 43 Does your government provide any of the following types of library services?
- A. Public libraries Yes No
 - B. Academic libraries Yes No
 - C. Law libraries Yes No
 - D. Other library services - Specify Yes No

- 42 Does your government provide services to the elderly, homeless, needy, veterans, children, or disabled people in the community? (For example, transportation services, medical and cash assistance, nursing homes, foster care, day care, veterans services, homeless shelters, food banks, welfare programs, etc.)
 - Yes
 - No
- 41 Does your government provide regulation and inspection services? (For example, buildings and construction regulation, licensing and regulation of financial institutions, the examination of professional occupations, etc.)
 - Yes
 - No

- 40 (If yes) Are emergency medical services separate from the fire services?
 - Yes
 - No
- No - Skip to 41

- 39 Does your government provide emergency medical services (EMS)? (Include contracted services)
 - Yes
 - No
- 38 Does your government provide fire protection services? (Include contracted services)
 - Yes
 - No
- 37 Does your government provide police protection services? (Include contracted services)
 - Yes
 - No

PUBLIC SERVICES

Include bonds, mortgages, revenue bonds, special assessment bonds, general obligation bonds, industrial development revenue bonds, conduit debt, tax-anticipation notes, bond-anticipation notes, interest-bearing warrants, etc.

How much outstanding debt did your government have at the end of the last completed fiscal year? (If none, enter \$0. Estimates are acceptable.)

51

\$Bil. Mil. Thou. Dol.

Exclude fringe benefits, lump-sum payments, and the value of living quarters and subsistence allowances furnished for employees. *Include* salaries, wages, fees, commissions, overtime, premium, night differential pay, bonuses, incentive payments, amounts withheld for taxes, employee contributions to retirement systems, etc.

What was your government's annual gross payroll (before deductions) in the last completed fiscal year? (If none, enter \$0. Estimates are acceptable.)

50

\$Bil. Mil. Thou. Dol.

Include salaries, wages, capital outlay, interest on debt, current operations, payments to other governments, etc.

How much did your government expend in the last completed fiscal year? (If none, enter \$0. Estimates are acceptable.)

49

\$Bil. Mil. Thou. Dol.

Exclude borrowings. *Include* all taxes, charges, state or Federal grants, etc. Consolidate amounts covering all funds and accounts of your government, net of any duplicative transfers between funds, amounts of expenditure from bond funds, construction accounts, and other capital funds.

How much revenue did your government receive in the last completed fiscal year? (If none, enter \$0. Estimates are acceptable.)

48

\$Bil. Mil. Thou. Dol.



REMARKS

52 Please use this space for any explanations that may be important to understanding any of your responses.

[Empty space for remarks]

CONTACT INFORMATION

Name of person to contact regarding this report

Title

Area Code

Telephone Number

Ext.

Fax

E-mail address

THANK YOU FOR COMPLETING THE 2011 GOVERNMENT UNITS SURVEY

NOTE: Public reporting burden for this collection of information is estimated to vary from 30 minutes to 60 minutes per response, with an average of 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0930, U.S. Census Bureau, 4600 Silver Hill Road, GOVS-6K151, Washington, DC 20233. You may e-mail comments to gov.s.gus@census.gov; use "Paperwork Project 0607-0930" as the subject. No agency may conduct and no person may be required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) approval number. The OMB approval number for this information collection is 0607-0930.

17011081

AT&T supplies this notice under the rules of the California Public Utilities Commission relating to business customer notifications. Please refer to your contract, tariffs and service guides for additional information.

CALIFORNIA – BILLING and DISCLOSURE

QUESTIONS REGARDING YOUR BILL

Thank you for choosing AT&T as your service provider. AT&T supplies this notice under the rules of the California Public Utilities Commission relating to business customer notifications. Please refer to your contract, tariffs and service guides for additional information.

Your local bill may be bundled with AT&T long distance service. Please pay all bills promptly. You may direct any questions you have concerning your billing to AT&T at the toll-free telephone number shown on your bill.

If you believe you have been billed incorrectly, you may contact AT&T at the toll-free number on your bill, or you may file a complaint with the California Public Utilities Commission (CPUC), Consumer Affairs Branch, 505 Van Ness Avenue, San Francisco, CA 94102. You may also contact the Consumer Affairs Branch by telephone at 1 800 649-7570.

If you dispute any amount, please advise us in writing immediately. If you notify us of a bill dispute, we will investigate. Disputed amounts will not be considered overdue while we investigate. We will withhold disconnection until our investigation is complete. Undisputed amounts must be paid in a timely fashion or be subject to a late payment charge.

If AT&T's investigation determines that any disputed amounts were billed correctly, then you may still avoid having service disconnected by paying the disputed bill "under protest" to the CPUC or by making arrangements with AT&T pending the outcome of the Commission's Consumer Affairs Branch review. The Consumer Affairs Branch shall review the basis of the billed amount, communicate the results to the parties and inform you of your recourse to pursue the matter further with the CPUC.

PRIVACY RIGHTS – REST ASSURED YOUR BUSINESS INFORMATION IS SAFE AT AT&T

AT&T takes very seriously the protection of your privacy. We do not sell, trade or share your Customer Proprietary Network Information ("CPNI") – including your calling records – with anyone outside of the AT&T family of companies or with anyone not authorized to represent AT&T to offer our products or services, or to perform functions on our behalf, except as may be required by law or authorized by you. Moreover, if you ask us to remove your name from our company's telephone, e-mail, or mail solicitation lists, AT&T will do so.

Caller ID Blocking: Your right to control who gets your phone number.

Since June 1, 1996, your phone number has been transmitted to any person or business you called through a service known as Caller ID – unless you took action to block it.

So how does Caller ID work? Any person or business who subscribes to this service can see the phone numbers of incoming calls on a display unit attached to their phone. Caller ID subscribers can also capture your phone number for future use. Caller ID is available in most states and works automatically, even if you do not have the service yourself. What's more, there is no way to tell if the number you are calling has Caller ID.

(CA Continued)

Please review your custom contract for additional information concerning the rates, terms and conditions of your services. Your telecommunications services are provided by one or more of the following AT&T Corp. subsidiaries: AT&T Communications of California, Inc., or TCG Los Angeles, Inc., TCG San Diego, and/or TCG San Francisco. Please do not send inquiries or payments to the return address on this notice. If you have comments or questions, please contact AT&T Customer Service at the toll-free number on your bill.

03/08-CA-12493

State of California Monthly Taxes/Surcharges for AT&T Business Services (Switched Services) as of October 2011

Information to assist you in calculating your monthly service fees can be found in your contract, tariff and / or service guide. Additional details concerning Federal and State Taxes and Surcharges are found below.

- **Taxes**

- Federal Excise Tax: 3.00% of stand alone local charges, net of discount.
- State Sales Tax: DOES NOT APPLY TO TELECOM SERVICES.
- California Utility User's Tax: varies by locality, rates range from 0.1% to 11.00%. Application also varies by locality. Some only impose the tax on intrastate and local services, some on all services.

- **State Surcharges**

- 911 Surcharge: 0.5% of the total net intrastate and local charges
- CA High Cost Fund A: 0.00% of total net intrastate and local charges
- CA High Cost Fund B: 0.30% of total net intrastate and local charges
- CA CASF: 0.00% of total net intrastate and local charges
- CA Com Devices Fund Deaf and Disabled: 0.20% of total net intrastate and local charges
- CA Universal Lifeline Telephone Service Surcharge: 1.15% of total net intrastate and local charges
- CA Teleconnect Fund: 0.079% of total net intrastate and local charges
- CA Public Utility Fee: 0.18% of total net intrastate and local charges

- **Federal Surcharges**

- Property Tax Allotment (PTA): 3.53% of the total net interstate and international charges for all services, after application of all applicable discounts and credits.
- Federal Regulatory Fee (FRF): 2.14% of the total net interstate and international charges for all services, after application of all applicable discounts and credits: to recover amounts paid to the federal government for regulatory costs and telecommunications services for the hearing impaired
- Administrative Expense Fee: 0.88% of the total net interstate and international charges for all services, after application of all applicable discounts and credits.
- UCC (Universal Connectivity Charge): 15.3% of the total net interstate and international charges for all services, after application of all applicable discounts and credits to recover costs AT&T incurs in support of the Federal Universal Service Fund reflects the Quarterly Universal Service Fund contribution factor established by the Federal Communications Commission.
- The Federal Access Recovery Fee (FARF): is an undiscountable monthly charge that recovers, in part, the regulatory fees that the Local Exchange Carriers (LECs) assess on AT&T in connection with the local access component. The FARF is equal to 9.0% of the monthly price of the local access component AT&T charges its Customers when the local access component is integrated into Managed Internet Services (MIS) including with MPLS Private Network Transport (MPLS PNT) and AT&T VPN Tunneling Services (AVTS). The FARF percentage is subject to change.
- CLC (Carrier Line Charge) or CLA (Carrier Line Assessment): based on interstate, outbound, switched lines or Centrex. CLA applies to All in One, Commercial Long Distance, Clear Advantage, CustomNet, CustomNet Option I - VI, Distributed Network Services, GICS, Option S/Model T, ProWats Plan Q, Small Business Option, Simply Better, Simply Better Flex, and all ACC Business Services; \$4.95 per single or multiple-line and \$0.10 per Centrex line. CLC applies to other outbound services including ABN; \$0.27 per multiple line and \$0.04 per Centrex line; there is no single line charge for CLC.
- FCC Line Charge or Local FCC Line Charge or Subscriber Line Charge (SLC) or End User Common Line Charge: is subject to billing availability; charged as a separate line item for AIO, Local on ABN, and ACC Business. AIO single line customers at \$5.49 and for multi-line customers at \$6.99 in Pacific Bell territory. AIO single line customers in Verizon territory at \$7.54 and for multi-line customers at \$8.54. Rate for Local On ABN and ACC Business at \$4.48 per line, in Pacific Bell territory and \$7.54 per line, in Verizon territory, except for Local ISDN PRIs on ABN. Local ISDN PRIs on ABN are charged \$22.40 per ISDN PRI DS1 in Pacific Bell territory and \$37.70 in Verizon territory, per ISDN PRI DS1. AIO Centrex is not available. EUCL is not charged for Prime and ADL.

Please review your custom contract for additional information concerning the rates, terms and conditions of your services.

Your telecommunications services are provided by one or more of the following AT&T Corp. subsidiaries: AT&T Communications of California, Inc., or TCG Los Angeles, Inc., TCG San Diego, and or TCG San Francisco.

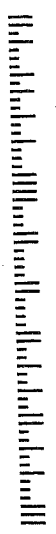
October, 2011 -CA T&S-12493



at&t

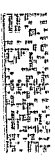
200 Circle Drive North
Piscataway, NJ 08854

ALBION LITTLE RIVER
FIRE DEPT.
P.O. BOX 634
ALBION, CA 95410-0634



Please do not send inquiries or payments to the return address on this envelop

US POSTAGE
FIRST-CLASS
\$0.44
10/28/2011
042K02002366
ZIP 08854
REQUEST#



WEBINAR

Required Sexual Harassment Prevention Training for Special Districts

JULY 27, 2011 – Webinar

DECEMBER 7, 2011 – Webinar



Receive your AB 1825 compliance training for special districts with this webinar. AB 1825 makes sexual harassment prevention training mandatory for supervisory employees of special districts and other organizations. This legislation requires employers to ensure that all managers/supervisory employees receive at least two hours of sexual harassment prevention training every two years.

DATE: JULY 27, 2011 OR DECEMBER 7, 2011

Time: 10:00 a.m. – 12:00 p.m. (**Length:** 2 hours)

Cost: FREE to SDRMA Members; \$69 CSDA member; \$99 non-member

Earn SDRMA Credit Incentive Points

Agenda

- 10:00 a.m. – 12:00 p.m. Workshop

Cost

FREE to SDRMA members	
CSDA member	\$ 69
Non-member	\$ 99

Mail – CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 or **Fax** – 916.442.7889 • **Questions?** Call – 877.924.2732 (CSDA)

Required Sexual Harassment Prevention Training for Special Districts

JULY 27, 2011 – Webinar

DECEMBER 7, 2011 – Webinar

Name/Title:		
District:		
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		
Payment		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:	Acct. Number:	
Expiration date:	Authorized Signature:	
Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.		



Fort Bragg Plumbing

PO Box 1578, Fort Bragg, Ca., 95437 Lic # 407516

707-964-0604 Fax 707-964-1404

11/01/11

Page # 1

Albion Little River Fire District
Po Box 101
Albion, CA, 95410

Job Address: Albion Little River Firehouse Albion Ca
Proposal

Dear Ted

Thank you for the opportunity to present this proposal. Fort Bragg Electric, Inc. agrees to furnish and provide necessary labor, materials, tools and equipment to perform and complete in a workmanship-like manner the scope of work as described be in this agreement

This proposal is void if not accepted in 30 days and is contingent on acceptance of the plans. Any work ordered not on the plans will be charged extra.

Date 11-1-11 Signed Mary Thompson

Acceptance

Fort Bragg Electric, Inc. is hereby authorized to proceed with the work outlined above and we agree to pay the contract price listed below in accordance with the terms:

Contract Price: Two Thousand Six Hundred Only.

\$2,600.00

Payment Terms: Cash on completion

Date _____ Signed _____

Fort Bragg Plumbing

PO Box 1578, Fort Bragg, Ca., 95437 Lic # 407516

707-964-0604 Fax 707-964-1404

Albion Little River Fire District
Po Box 101
Albion, CA, 95410

11/01/11
Page # 2

Job Address Albion Little River Firehouse Albion Ca
Proposal

Scope of Work

Replumb drains to all fixtures in pvc dwv.
Surface mount kitchen and laundry drains on the exterior of building.
Excavate and replumb under bathroom floor.
Connect to septic tank after tree.

SERVICE TO THE FOLLOWING FIXTURES:

1-Kitchen sink.
1-Laundry drain.
1-Lavi.
1-Toilet.
1-Shower

INCLUDES:

County building permit.

EXCLUDES:

Work not outlined in this proposal.
Painting of any kind.
Carpentry of any kind.
Wall cutting and patching.

Fort Bragg Plumbing

PO Box 1578, Fort Bragg, Ca., 95437 Lic # 407516

707-964-0604 Fax 707-964-1404

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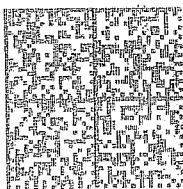
INCLUDES:

County building permit.

EXCLUDES:

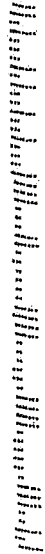
- Work not outlined in this proposal.
- Painting of any kind.
- Carpentry of any kind.
- Wall cutting and patching.

FORT BRAGG ELECTRIC
P.O. Box 1878
Fort Bragg, CA 95437



neopost
045J83209029
\$0.440
11/01/2011
Mailed From 95437
The logo for the United States Postal Service, featuring an eagle with wings spread, perched on a globe.
US POSTAGE

5241040 1



AT&T ALL in One Service - Reference Guide

AT&T ACCOUNT HIERARCHY

- * **Account Number:** The Main Billed AT&T account number for your All in One account.
- * **Subaccount Number:** Customers with toll free service, or those who have more than one location, will have their toll free/location level charges summarized under subaccounts. Multiple subaccounts can be associated with one.

Example:

- * 030-555-1111 (Account Number) - Total Charges
- * 011-555-1234 (Subaccount) - Charges for Location #1
- * 161-555-1235 (Subaccount) - Charges for toll free service

SUMMARY OF MONTHLY CHARGES

LONG DISTANCE SERVICE

Monthly Charges

- * **Toll-Free Service:** A monthly charge, billed one month in advance, applies for Customers with AT&T Toll-Free Service.
- * **Minimum Usage Charge:** Assessed when the total AT&T Long Distance Usage charges are below the monthly minimum.

LOCAL SERVICE

Monthly Charges

- * **Line Charge:** A monthly charge applies for each line subscribed to AT&T Local service.
- * **Local Feature(s):** A monthly charge may apply for specific Local Features and/or Feature packages.

SURCHARGES

- * **Subscriber Line Charge:** The Subscriber Line Charge is an FCC-approved, flat-rated monthly charge paid by consumers to their Local Telephone Company so that the Local Telephone Company can recover the costs associated with connecting customers to the network which are not recovered in local rate.
- * **In State Connection Fee:** AT&T is charged by your local telephone company to carry your AT&T in state long distance and local toll calls over its lines. In order to help recover these costs, AT&T includes in your monthly bill an In State Connection Fee. The fee applies to Customers subscribed to AT&T for Business long distance or local toll service. The fee does not apply to customers that subscribe only to AT&T Local Service.

PLEASE NOTE ONLY THE ITEMS THAT HAVE CHANGED

Company Name																														
Attention																														
Street Address																														
City - State																														
Zip Code											Area Code and Phone Number																			

HAS YOUR BUSINESS MOVED ? Y ___ N ___

HAS OWNERSHIP CHANGED ? Y ___ N ___



Account Number	Bill Date	Payment Due Date
030 153 8359 001	NOV 6, 2011	DEC 1, 2011



ALBION LITTLE RVR FIRE PD
 PO BOX 634
 ALBION CA 95410-0634

TELEPHONE NUMBER: 707 937 0772

AT&T All in One Service

For Customer Care: 1 877 325-0445

Account Status

We've closed your account. Thank you for using AT&T. We look forward to serving you again.

Regulatory News

Attention Customers in Maine, North Carolina, Nevada, Utah and California:

If you do not pay your bill by the due date, and the outstanding balance is \$25 or more, AT&T may assess a charge of \$5.00 or assess an interest charge of up to 1.5% of the outstanding balance, as permitted by law. In Maine and North Carolina the maximum interest is 1%. In Utah and Nevada the maximum interest is 1.5%.

Attention Valued AT&T Business Customers:

Effective January 1, 2012, selected International Direct Dialed and International Direct Dialed Mobile Termination Rates for AT&T's All In One Long Distance Plans will increase. This increase impacts All In One Long Distance Plans A, B, C, F, G, H, J, M (Advantage Plan), L (Preferred Option Plan), K (Multisaver) and Q (Q Term Plus Plan). Starting on December 1, 2011, the new rates can be viewed by visiting the AT&T Business Service Guide at <http://www.att.com/serviceguide/business>. Select the Price Change Information option to view the new rates. If you have any questions, please call the AT&T Customer Care Center at the toll-free billing inquiries number listed on your invoice or contact your AT&T Sales Representative.

Attention Customers:

Bill Period is the monthly period that the customer's bill processing began and ended. Typically, usage is billed within the current Bill Period and Monthly Recurring Charges (MRCs) are billed one month in advance. For example: Invoice Date is April 1 - MRCs are for April 1 through April 30 and Usage/Bill Period is the monthly period beginning the first day after the prior Bill Period and ending approximately 11 days prior to April 1.

DO NOT CALL

If your business makes outbound telephone solicitations, you must comply with federal do-not-call laws and regulations (47 C.F.R. 64.1200 and 16 C.F.R. 310) and any applicable state laws.

AT&T Calling Card is a US-based telecommunications service provided by AT&T Corp. Worldwide access is provided on a bilateral basis in cooperation with AT&T's correspondent carriers in non-US jurisdictions, and in accordance with the Regulations of the International Telecommunications Union, as applicable.



ALBION LITTLE RVR FIRE PD
PO BOX 634
ALBION CA 95410-0634

Account Number	Bill Date	Payment Due Date
030 153 8359 001	NOV 6, 2011	DEC 1, 2011

TELEPHONE NUMBER: 707 937 0772

AT&T All in One Service

For Customer Care: 1 877 325-0445

Regulatory News

Important News About Your Account

You are requested to provide in writing to AT&T, within six months of the date of this bill, any dispute with respect to the charges on this bill, unless a different notification period applies under your contract, State Tariff and/or Service Guide.

You can reach AT&T either by using the toll free number on your bill, or in writing at the remittance address listed on your bill.

<http://serviceguide.att.com/servicelibrary/business/ext/state-tariff-buss.cfm>

Attention Valued AT&T Customers:

Federal regulation requires AT&T to inform our valued customers that basic local services will not be disconnected for the non-payment of your non-regulated service charges. To avoid collection activity, please remember to pay all charges by the due date.

In addition, you may experience disconnection of your basic local service if payment is not received for the Long Distance portion of your bill except in the following states of: Alabama, Arizona, California, Colorado, Hawaii, Idaho, Indiana, Iowa, Maryland, Michigan, Minnesota, Missouri, New Mexico, New York, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Texas, Utah, Vermont, Virginia, Washington, and the District of Columbia.

Any intrastate services you subscribe to are provided by AT&T Communications of California, Inc. and any interstate/international services you subscribe to are provided by AT&T Corp. To view service publications go to: att.com/servicepublications and click on Service Guides and/or Tariffs.

Attention Customers with Locations in CA (Verizon/GTE):

NOTICE OF PRICE INCREASE

Effective February 1, 2012, the Monthly Recurring Charge (MRC) for the following AT&T All In One local rate plans will increase as shown:
Plan A local MRC will increase from \$48.25 to \$52.25
Plan B local MRC will increase from \$48.25 to \$52.25
Plan C local MRC will increase from \$29.75 to \$31.75
Plan E local MRC will increase from \$23.90 to \$25.90
Plan K local MRC will increase from \$38.95 to \$42.95
Plan L MRC will increase from \$65.95 to \$70.95
Advantage Plan (Plan M) MRC will increase from \$78.95 to \$83.95
Advantage Term Plus (Plan M+) MRC will increase from \$74.95 to \$79.95

If you have any questions, please call the AT&T Customer Care Center at the toll-free billing inquiry number listed on your invoice, or call your AT&T Sales Representative.

See next page for more news!



Account Number	Bill Date	Payment Due Date
030 153 8359 001	NOV 6, 2011	DEC 1, 2011



ALBION LITTLE RVR FIRE PD
PO BOX 634
ALBION CA 95410-0634

TELEPHONE NUMBER: 707 937 0772

AT&T All in One Service

For Customer Care: 1 877 325-0445

Regulatory News

Attention Customers with Locations in CA (Pacific Bell):

NOTICE OF PRICE INCREASE

Effective February 1, 2012, the Monthly Recurring Charge (MRC) for the following AT&T All In One local rate plans will increase as shown:
 Plan A local MRC will increase from \$40.50 to \$44.50
 Plan B local MRC will increase from \$38.50 to \$42.50
 Plan C local MRC will increase from \$21.00 to \$23.00
 Plan E local MRC will increase from \$20.50 to \$22.50
 Plan K local MRC will increase from \$34.00 to \$38.00
 Plan L MRC will increase from \$65.95 to \$70.95
 Advantage Plan (Plan M) MRC will increase from \$78.95 to \$83.95
 Advantage Term Plus (Plan M+) MRC will increase from \$74.95 to \$79.95

If you have any questions, please call the AT&T Customer Care Center at the toll-free billing inquiry number listed on your invoice, or call your AT&T Sales Representative.

Attention Customers with Locations in California:

SURCHARGE INCREASE

The CA High Cost Fund-A surcharge, the CA High Cost Fund-B surcharge and the CA Advanced Service Fund surcharge together make up the CA High Cost Fund-A, CA High Cost Fund-B and CA Advanced Service Fund line item that appears in the Government Fees and Taxes and Surcharges section of your bill. Effective November 1, 2011, the surcharge rate for this line item is increasing from 0.300% to 0.440%. The CA Advanced Service Fund surcharge element, previously set at 0.000%, is increasing to 0.140%. The CA High Cost Fund-A remains unchanged at 0.00% and the CA High Cost Fund-B surcharge element, previously set at 0.300%, remains unchanged. If you have any questions, please call us at the number listed on the front of your bill.

This bill is now due and payable; it becomes subject to a late payment charge if not paid within 15 calendar days of presentation date. Please address any questions about this bill to AT&T by calling the toll free number on your bill. If you believe you have been billed incorrectly you may file a complaint with the California Public Utilities Commission, Consumer Affairs Branch, 505 Van Ness Avenue, San Francisco, CA 94102 or dial 800 649-7570. To avoid having service disconnected, payment of the disputed bill should be made "under protest" to the CPUC, or payment arrangements should be made agreeable to AT&T pending the outcome of the Commission's Consumer Affairs Branch review. The Consumer Affairs Branch shall review the basis of the billed amount, communicate the results of its review to the parties and inform you of your recourse to pursue the matter further with the Commission.

Attention Valued AT&T Customers:

If your invoice includes any back-billed charges, you have the right to pay these charges in full with your regular bill, or to call AT&T to make reasonable payment arrangements. You may choose to pay the back-billed amount in monthly installments equal to the number of back-billed months. Please take note that you must pay the full amount of your phone bill each month, including installments to repay back-billed charges, in order to avoid possible disconnection and other charges and penalties. If you are interested in using this payment method for any back-billed amount, please call AT&T on the toll-free number located on your bill.

See next page for more news!



at&t

 ALBION LITTLE RVR FIRE PD
 PO BOX 634
 ALBION CA 95410-0634

TELEPHONE NUMBER: 707 937 0772

Account Number	Bill Date	Payment Due Date
030 153 8359 001	NOV 6, 2011	DEC 1, 2011

AT&T All in One Service

For Customer Care: 1 877 325-0445

Regulatory News

The terms, conditions and charges that apply to all your detariffed AT&T services can be viewed at the AT&T web site: <http://www.att.com/agreement>. Important limits of liability apply, including: AT&T is not liable for indirect or consequential damages (such as your lost profits or other economic loss) and direct damages during any 12 months cannot exceed one month of your payments for affected service.

Additional terms, conditions, charges, penalties and price change information for all detariffed business services can be viewed at <http://www.att.com/serviceguide/business>. Price changes will be posted at this AT&T web site before they apply to your bill. If you do not have access to the Internet, please contact your AT&T Sales Representatives or Customer Care Center for information.

Alan Taeger

From: William S. Huff or Laura J. Vogelgesang <wshljv@mcn.org>
Sent: Thursday, November 10, 2011 3:14 PM
To: ataeger@wildblue.net
Subject: ALRFPD - Greetings, and Request

Alan, I have just now become aware of some of the recent developments in the fire district's and fire department's affairs. The movement of the district toward clarification and normalization of the district's responsibilities is positive and I trust that the forward momentum will continue. If the district's public records are available to be e-mailed to interested persons, I would appreciate receiving them at temporary2010@comcast.net; I do not mean to request all of the records from the past, but would appreciate receiving those from October 25, 2011 forward.

I presume that the district board is ahead of my thoughts, as a taxpayer, that the district's property should be safeguarded in light of the recent high emotions, and that access to all of the district's property (whether structures, vehicles, or other equipment) must be limited to authorized personnel and that any indicia of authority be issued to, or retained by, only authorized personnel so that there is no confusion on the part of the public as to who is authorized to act.

Thank you,
Laura Vogelgesang

Alan Taeger

From: Alan Taeger <ataeger@mcn.org>
Sent: Thursday, November 10, 2011 4:53 PM
To: 'temporary2010@comcast.net'
Subject: ALRFPD
Attachments: Agenda 111025 Regular Meeting.doc; letter to board 111022a.doc; Agreement committee report 111022c.doc; Bylaws revision 111020 draft 2.2.docx

Hi Laura,

It's been so long since I have seen or heard from you I have wondered if you were still in the area. I hope you are well.

I can report to you that there are many positive changes happening in the fire department right now and that there is no danger of unauthorized use of district property or insignia. Subsequent to our October 25 regular business meeting Oliver Seeler, Stacey Weil-Dye and Terrence Weil-Dye resigned from the department and relinquished their gear. The remaining members as well as several new recruits and returning members continue to respond to calls. All of the remaining firefighters appear to be in support of the proposed changes to the organization of the fire department and have received application forms to fill out and return in anticipation of the implementation of the new district bylaws after a vote of approval at our November 29 business meeting.

I have attached some of the pertinent records of our business meeting on October 25 which may help you understand where we are going. The minutes from that meeting won't be available until they are approved at the November meeting, but I can tell you that the meeting was orderly and uninterrupted and that the board voted unanimously to approve the motion to censure the individuals named in the letter to the board from Ken Matheson and myself, which precipitated the resignations mentioned above.

Parallel to the drama that unfolded within the ALRVFD, Inc. I, as board president, formed a committee of Ken Matheson and myself at our September business meeting to see if ALRFPD could find a way to make some kind a binding agreement with ALRVFD, Inc. to try to solve the impasse. Our research showed that our best move is to bring the fire department into the district to be directly administered by the district as it should be (see attached report). To facilitate as rapid a transition as possible Ken and I prepared a draft bylaws revision to present to the board at the October 25 meeting. The proposed bylaws changes were well received by the other members of the board and by the five or six fire department members present at the meeting. I have attached a copy for your review, including additional proposed changes in red typeface, made since our October 25 meeting.

We anticipate approval of the revised bylaws at our November 29 meeting, and intend to implement them immediately. We will have a draft operations manual ready to present at that meeting for review and expect to implement it on an emergency basis until we can approve a final version at a following regular business meeting. In the meantime, Ted Williams has been doing an excellent job as acting chief. He has done more positive good for the district and the department in the last six weeks than the previous chiefs have done in the last three years.

As I am guessing that you are concerned about the organizational issues I have spared you in this email some of the bulk of the board packet distributed at the October 25 meeting. If you would like me to send you the minutes from the September meeting, the financial reports or the other items attached to the packet let me know.

The board packet for the November 29 meeting will also be quite bulky. We will have budget issues to discuss and vote on as well as the organizational changes. The best way for you to get all the information would be to come to our meeting. I expect pretty good attendance. I do not expect any trouble. We have had nothing but good feedback since the resignations.

It was good to hear from you. Let me know if I can be of further service.

Alan

Alan, I have just now become aware of some of the recent developments in the fire district's and fire department's affairs. The movement of the district toward clarification and normalization of the district's responsibilities is positive and I trust that the forward momentum will continue. If the district's public records are available to be e-mailed to interested persons, I would appreciate receiving them at temporary2010@comcast.net; I do not mean to request all of the records from the past, but would appreciate receiving those from October 25, 2011 forward.

I presume that the district board is ahead of my thoughts, as a taxpayer, that the district's property should be safeguarded in light of the recent high emotions, and that access to all of the district's property (whether structures, vehicles, or other equipment) must be limited to authorized personnel and that any indicia of authority be issued to, or retained by, only authorized personnel so that there is no confusion on the part of the public as to who is authorized to act.

Thank you,
Laura Vogelgesang

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Sonoma County rural residents decry state fire fee

By GUY KOVNER

THE PRESS DEMOCRAT

Published: Sunday, November 20, 2011 at 3:00 a.m.

Sonoma County rural residents and fire chiefs, along with some state lawmakers, are protesting a new fire fee intended to raise an estimated \$80 million statewide.

Approved last week by an obscure state board, the fee sought by Gov. Jerry Brown will cost rural homeowners \$150 a year, with a \$35 discount for those who pay an assessment to a local fire district.

The state Board of Equalization will issue bills for the fee next year, no later than July 1.

"It seems like double taxation," said Craig Harrison, president of the Bennett Valley Community Association. "One more tax disguised as a user fee coming down the pike."

Harrison pays \$170 a year to the Bennett Valley Fire Department, one of 17 fire districts supported by parcel taxes in Sonoma County.

"Why am I paying for it again?" he said.

In Sonoma County, the fee applies to about 32,000 homes in the 800,000-acre rural area — 80 percent of the county — where Cal Fire provides fire protection.

Statewide, it applies to more than 840,000 homes on 31 million acres known as state responsibility area.

Cal Fire, a state agency, and local fire departments have a "shared mission" in responding to fires, Sonoma County Fire Chief Mark Aston said. Local agencies are typically first on the scene, but rely on Cal Fire's vast resources for support, he said.

Aston and other local fire officials are concerned that the state fee will jeopardize support for their departments.

Forestville Fire District Chief Dan Northern said residents in his area pay a \$115 district parcel tax and many will pay another \$115 for the discounted state fee.

And he worries that local fire agencies will find it harder to get support for their own tax increases from voters paying a state fee. Last year, Forestville area voters boosted their tax from \$40 to \$115, he said.


Volunteer fire companies that depend largely on community fund-raisers for support will be hurt if donations fall by as little as \$1,000 due to the state fee, Aston said.

"It's a big deal," he said of the fee's potential impact.



CHRISTOPHER CHUNG/The Press Democrat

Craig Harrison, president of the Bennett Valley Community Association, pays \$170 a year parcel tax to support the Bennett Valley Fire Department. Harrison is against an additional \$150 fire fee sought by Governor Jerry Brown to raise \$50 million to offset state firefighting costs.




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Petaluma, California 94952
800.292.6001 x12
www.marinfrenchcheese.com

A state fire fee, repeatedly proposed in Sacramento over the last 20 years, re-emerged this year and was authorized in a budget-related bill approved by the Legislature in June.

In September, lawmakers rebuffed the governor's proposal for a \$175 fee, and Brown subsequently appointed four new members, all Democrats, to the state Board of Forestry and Fire Protection.

The nine-member board approved the \$150 fee on a 6-2 vote on Nov. 9, two days after releasing the plan to the public.

"Clearly, it wasn't the most transparent" action, said Paul A. Smith of the Regional Council of Rural Counties, which opposes the fee.

Cal Fire will get \$50 million of the fee revenue, with the remaining \$30 million going to a special fund that will cover administrative expenses related to the fee and other programs, said Paul Berlant, a Cal Fire spokesman.

Cal Fire took a \$70 million budget cut this year, prompting a reduction from four to three crew members on state fire engines.

"We made sure our folks knew they were going to have to do the same job with fewer people," Berlant said. Fire incident commanders can still call in added resources, if needed, he said.

Fire fee revenue will "prevent further cuts from being made" to Cal Fire services, he said.

The five North Coast lawmakers, all Democrats — Sens. Noreen Evans and Mark Leno and Assemblymen Wesley Chesbro, Michael Allen and Jared Huffman — voted for the budget bill authorizing the \$150 fee.

Chesbro, D-Arcata, whose district stretches from the Oregon border to Larkfield, said his vote was a mistake and that the state forestry board "took a bad idea and made it worse."

The fee is inequitable, Chesbro said, because it applies the same rate to a one-room cabin on the North Coast as a \$1 million mansion in Santa Barbara.

It also fails to consider the difference in fire risk between the foggy coast and an arid inland area, Chesbro said.

Seven of California's 10 worst wildland fires in recent years occurred in the southland, consuming more than 5,000 structures and causing 24 deaths. The three northern fires ruined 58 structures and killed two people.

Under a uniform fire fee, Forestville Chief Northern said, "Northern California is going to be subsidizing fire suppression in Southern California."

Chesbro also faults the \$35 fee discount for those who pay local fire taxes as "just throwing the fire districts a bone," he said.

Chesbro is meeting with North Coast fire chiefs in an effort to draft a fire fee reform bill to be submitted in January. It could not be enacted in time to change the fee collected next year, he said.

Evans, D-Santa Rosa, said there were "no good choices" to be made in funding fire protection for rural California.

Cal Fire's budget has tripled in 10 years, while state tax revenues have dwindled. "What are you going to do, let the homes burn?" Evans said. "I don't think so."

Rural firefighting should be supported by the state general fund, she said, "but we can't do that anymore."

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Cal Fire spent \$466 million in 2001-02, compared with \$777 million last fiscal year, with a peak expenditure of more than \$1 billion in 2008-09.

Assemblyman Jim Nielsen, R-Gerber, blasted the fire fee as "an unacceptable government abuse" that amounts to "a blank check to assess more taxes on citizens."

Since landowners pay property taxes and in many areas fire district taxes, the state fire fee amounts to "double or triple taxation," he said.

The fee, authorized by a majority vote of the Legislature, violates the Proposition 26 requirement of a two-thirds vote for certain fees and will likely be challenged in court, said Nielsen, who formerly represented Sonoma County in the state Senate.

Fred Levin, executive director of the Sonoma County Taxpayers Association, also said the fee required a two-thirds vote. "It's a hardship on rural homeowners, especially in this economy," he said.

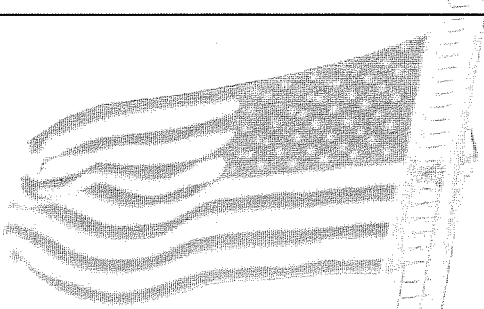
Craig Harrison, the Bennett Valley community leader, said the fee was poorly conceived.

"We pay our property taxes and the money just seems to disappear in Sacramento," he said.

CORNING FIRE DEPARTMENT

814 5th St. Corning, CA 96021 (530) 824-7044 - Fax (530) 824-7042
e-mail firehall@corning.org

Greetings Fire Fighters,



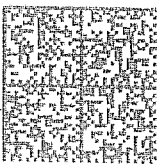
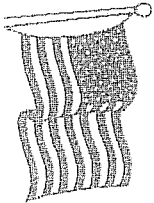
In 2012 The Corning Volunteer Fire Department will be 100 years old and you're invited to Our Birthday Party and Centennial Celebration. We have chosen April 28th, 2012 for the date. We'll start with one of our, now famous, Pancake Breakfasts at our Firehouse from 6am to 10 am. At 11am we'll have a Parade with hopefully 100 pieces of Fire Apparatus. In the afternoon we'll have static displays, demonstrations, children's Fire Truck rides, children's Water Polo and a 5 man, 4 event, Muster for Fire Fighters. The events will be: Wet Extension, Bucket Brigade, 8 man 4 hose Water Polo and a special event we'll just call The 3rd Alarm (you'll need to bring 1 working SCBA from your department for this event) After a full day of fun and events we have a nice Prime Rib Dinner planned at Rolling Hills Casino. There will be 300 tickets available for \$30 each. After dinner there will be dancing and some discounted rooms for those who would like to spend the night. The success of our event depends on your participation. A simple RSVP of your intentions before 1/1/2012 will be appreciated. If you interested call me, email me, or even drop me a line and I will send you all the particulars for the Parade and Muster Events as well as dinner tickets and room reservation information. We really hope you can attend.



Thank You
Frank Rua Centennial Chairman
Corning Vol Fire Dept
814 5th Street
Corning, Ca 96021
530 824-7044
530 824-7042 fax
Firehall@corning.org

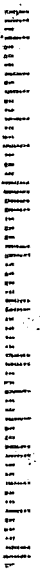
Corning City Fire
814 5th Street
Corning, Ca 96021

Albion-Little River Fire Protection District
P.O. Box 634
Albion Ca 95410



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

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

November 10, 2011

Planning-Ukiah
DOT
Environmental Health
Building Inspection (FB)

Assessor
SSU
Dept of Fish & Game
US Fish & Wildlife

Coastal Commission
Albion/Little River Fire District

***CASE#:** CDP #26-2011
OWNER: Rob Middleton & Susan Forlifer
AGENT: Diana Wiedemann
REQUEST: Construction of a new 2340+- sq. foot single-family residence, detached 865 +- sq. foot garage, and 720+- sq. foot shop. The project would be serviced by an on-site well and septic disposal system. Associated development includes grading, driveway development, and connect to utilities including underground electric and propane.

APPEALABLE AREA: No

LOCATION: In the coastal zone, approximately 2.5 miles southeast of Albion, on the south side of Middle Ridge Road, approximately 2 miles southwest of its intersection with Albion Ridge Road at 32751 Middle Ridge Road (APN 123-420-42).

***PROJECT COORDINATOR:** Teresa Spade
RESPONSE DUE DATE: November 28, 2011

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

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

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

REVIEWED BY: Name _____ Department _____ Date _____

_____ No Comment

_____ Comment to follow

_____ Comments attached or Below

COASTAL DEVELOPMENT PERMIT REVIEW SHEET

STANDARD ADMINISTRATIVE MODIFICATION CDP # 26-2011
 USE PERMIT VARIANCE _____ DATE FILED: 10-27-11
 APPEALABLE AREA: YES NO GOV'T CODE DATE:

OWNER/APPLICANT: Rob Middleton & Susan Forlifer

AGENT: Diana Wiedemann

REQUEST: Construction of a new 2340[±] sq. foot single-family residence, detached 865[±] sq. foot garage, and 720[±] sq. foot shop. The project would be served by an on-site well and septic disposal system. Associated development includes grading, driveway development, and connect to utilities including underground electric and propane.

LOCATION: In the Coastal Zone, approximately 2.5 miles southeast of Albion, on the south side of Middle Ridge Road, approximately 2 miles southwest of its intersection with Albion Ridge Road at 32751 Middle Ridge Road (APN 123-420-42)

STREET ADDRESS: 32751 Middle Ridge Road APN: 123-420-42

GENERAL PLAN: RMR-20 FP ZONING: RMR: L-20 FP PARCEL SIZE: 32.35[±] acres

EXISTING USES: cabin SUPERVISORIAL DISTRICT: 5

TOWNSHIP: RANGE: SECTION: USGS QUAD#:

RELATED CASES: Building permit 13869 for existing cabin according to Assessor's office (Roy).
 PERMITS ON HOLD PENDING CDP:

REFERRAL AGENCIES:

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

ADDITIONAL INFORMATION: Existing cabin built around 1982 is 16x24

ASSESSOR'S PARCEL #: 123-420-42

PROJECT COORDINATOR: Teresa Spade PREPARED BY: TS DATE: 11-8-11

ENVIRONMENTAL DATA
(To be completed by Planner)

ENVIRONMENTAL DATA

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1. CDP Exemption or CDP Exclusion. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. LUP Map Number. 19 Navarro |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Blufftop Parcel. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Highly Scenic Area: East or West of Hwy 1. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 5. Adjacent to State Forest/Park/Recreation Area. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 6. Within/Adjacent to Agriculture Preserve or Timberland Production. RL 160 to west; APN 123-370-12 Williamson Act |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 7. Within Mendocino Historic Preservation District: Zone A or B: |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Alquist-Priolo Earthquake Fault Zone (Manchester to Gualala). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 9. Floodplain/Floodway Map. Zone A, panel 06045C 1385F |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Natural Diversity Data Base. Swamp Harebell |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. ESHA - Riparian, Wetland, Rare Plants, Sand Dunes, Pygmy Vegetation/Soils. Big Salmon Creek |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 12. Building Envelopes/Buffer Zones. 100 Foot buffer |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 13. Geotechnical Hazards: Coastal Bluff, >20% Slopes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Coastal Groundwater Study Zone: CWR |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 198-11 Moderate |

CEQA Status: _____

ADDITIONAL INFORMATION: Google Earth shows a large pond approx. 500 feet northwest of the building site. Google Earth shows the building site is at about 400 feet above sea level and the river is at about 40 feet above sea level - the building site is definitely outside of the flood zone.

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

Case No(s) 26-2011
CDF No(s)
Date Filed
Fee \$
Receipt No.
Received by
Office Use Only

COASTAL DEVELOPMENT PERMIT APPLICATION FORM

Name of Applicant ROB MIDDLETON SUSAN (SAM) FORLIFER	Name of Owner(s) ROB MIDDLETON SUSAN FORLIFER	Name of Agent DIANA WIEDEMANN
Mailing Address 27193 BAILEY HECK EASTON, MD 21601	Mailing Address 27193 BAILEY HECK EASTON, MD 21601	Mailing Address PO Box 395 ALBION, CA 95410
Telephone Number 410 822- 822-5937	Telephone Number 410 822-587	Telephone Number 707 937-2807

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

Diana Weidemann 10-17-11 OT Forlifer 10-17-
Signature of Applicant/Agent Date Signature of Owner Date

Driving Directions: Hwy 1 to ALBION RIDGE TO MIDDLE RIDGE TO END - TURN left -
The site is located on the S (N/S/E/W) side of MIDDLE RIDGE ROAD (name road)
approximately 2 MILES (feet/miles) SW (N/S/E/W) of its intersection with
ALBION RIDGE & MIDDLE RIDGE (provide nearest major intersection).

Assessor's Parcel Number(s)
123-420-42

Parcel Size
32.35
 Square Feet
 Acres

Street Address of Project
32751 MIDDLE RIDGE RD,
ALBION, CA 95410
Please note: Before submittal, please verify correct street address with the Planning Division in Ukiah.

COASTAL DEVELOPMENT PERMIT APPLICATION QUESTIONNAIRE

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

1. Describe your project and include secondary improvements such as wells, septic systems, grading, vegetation removal, roads, driveways, propane tanks, oil tanks, water storage tanks, solar panels, etc.
 New SINGLE STORY RESIDENCE, DETACHED SINGLE STORY GARAGE, GARDEN WORKSHOP BLDG, NEW GRAVEL DRIVEWAY, NEW SEPTIC SYSTEM, NEW PROPANE TANK, 2500 GALLON WATER STORAGE TANK, NEW 200 AMP ELECT. MAIN @ PUMP HOUSE, Wire (see thru) GARDEN FENCE w/ WOOD POSTS DECKS AT HOUSE w/ METAL RAILING & SS WIRE.

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

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	EXISTING SQ. FEET PER STRUCTURE	PROPOSED SQ. FEET PER STRUCTURE	TOTAL SQ. FEET PER STRUCTURE
<input checked="" type="checkbox"/> Single Family	1		2,337	2,337
<input type="checkbox"/> Mobile Home				
<input type="checkbox"/> Duplex/Multifamily				
<input checked="" type="checkbox"/> Detached Structures (List individually)				
	1 GARAGE		864	864
	1 GARDEN WORKSHOP		720	720
	1 WELL PUMP HOUSE		30	30
	1 KITCHEN CABIN 400			400
	1 EXISTING PUMP HOUSE 30			30

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

OLD CABIN & PUMP HOUSE WELL - SEE PARCEL MAP -

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

A. Electricity

- Utility Company (service exists to the parcel). New UNDERGROUND FEED
- Utility Company (requires extension of services to site: 200 feet _____ miles)
- On Site generation, Specify: _____
- None

B. Gas

- Utility Company/Tank PROPANE
- None

C. Telephone: Yes No

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

EXTERIOR WALL MOUNT LIGHTS & PATH LIGHTS PER PLAN
ALL EXTERIOR LIGHTING SHALL BE DOWNCAST &/OR
NIGHT SKY RATED - SEE HAND OUT

6. What will be the method of sewage disposal?
 Community sewage system, specify supplier _____
 Septic Tank (indicate primary + replacement leachfields on plot plan) ON SITE
 Other, specify _____

7. What will be the domestic water source?
 Community water system, specify supplier _____
 Well On-site Off-site
 Spring On-site Off-site
 Other, specify _____

8. Is any grading including road/driveway construction planned? Yes No
Estimate the amount of grading (cut and fill quantities) in cubic yards: APPROX. 48 c.y. Please indicate on the site plan the areas and quantities of grading. If greater than 50 cubic yards or if greater than 2 feet of cut or 1 foot of fill will result, please provide a grading plan.
Estimate the length of the proposed road/driveway: 180 ^{L.F.} feet. MAYBE LESS BY 20'
Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

MODERATE SLOPE TO FLAT @ BLDG. SITE
(TIE INTO EXISTING GRAVEL ROAD - PRIVATE PROPERTY NOT COUNTY)

9. Will vegetation be removed to accommodate the proposed project? Yes No
If yes, explain: MOSTLY SCRUB BRUSH, SOME FIRS
How many trees will be removed as a result of the project: 9 (OF WHICH 3 ARE 12" DIAMETER) Indicate on the site plan all trees to be removed which are greater than 12-inches in diameter (measured four feet from the ground). If applicable, please indicate on the site plan the size, location and species of all on-site trees that provide screening from public view areas.
SITE IS NOT VISABLE FROM PUBLIC VIEW AREAS -

10. Will the proposed development be visible from:
A. State Highway 1? Yes No
B. Park, beach, or recreation area? Yes No
If you answered yes to either question, explain.

11. Project Height: Maximum height of structure(s): 20'-0" feet FROM AVERAGE GRADED

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

	HOUSE	GARAGE	GARDEN WORKSHOP	
Siding material	VERTICLE WOOD	HARDI PANEL	HARDI PANEL	Color GRAY OR TAN
Trim material	WOOD	WOOD	WOOD	Color DARKER GRAY/TAN
Chimney material	METAL			Color GRAY-
Roofing material	METAL			Color GRAY
Window frame material	ALUM. METAL	ALUM.	ALUM.	Color DARK GRAY & MERLOT.
Door material	FIBER GLASS / WOOD	FIBER GLASS -	METAL	Color DARK GRAY & MERLOT.
Fencing material	WU 6.10.10		METAL	Color METAL WIRE -
Retaining walls material	STONE	CONC.		Color GRAY - TAN -
Other exterior materials			WLD PASTE	Color BROWN
DECKING	- COMPOSITE		COMPOSITE	Color GRAY OR TAN
RAILING @	COPPER - METAL			- DARK BROWNISH
HOUSE DECK	- SS WIRE OR GLASS			

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

Yes No BLOWS ARE 100 FEET FROM ANY SEASONAL WETLANDS

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

SEE REPORT & SITE PLANS

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

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

Will the proposed project be phased? Yes No

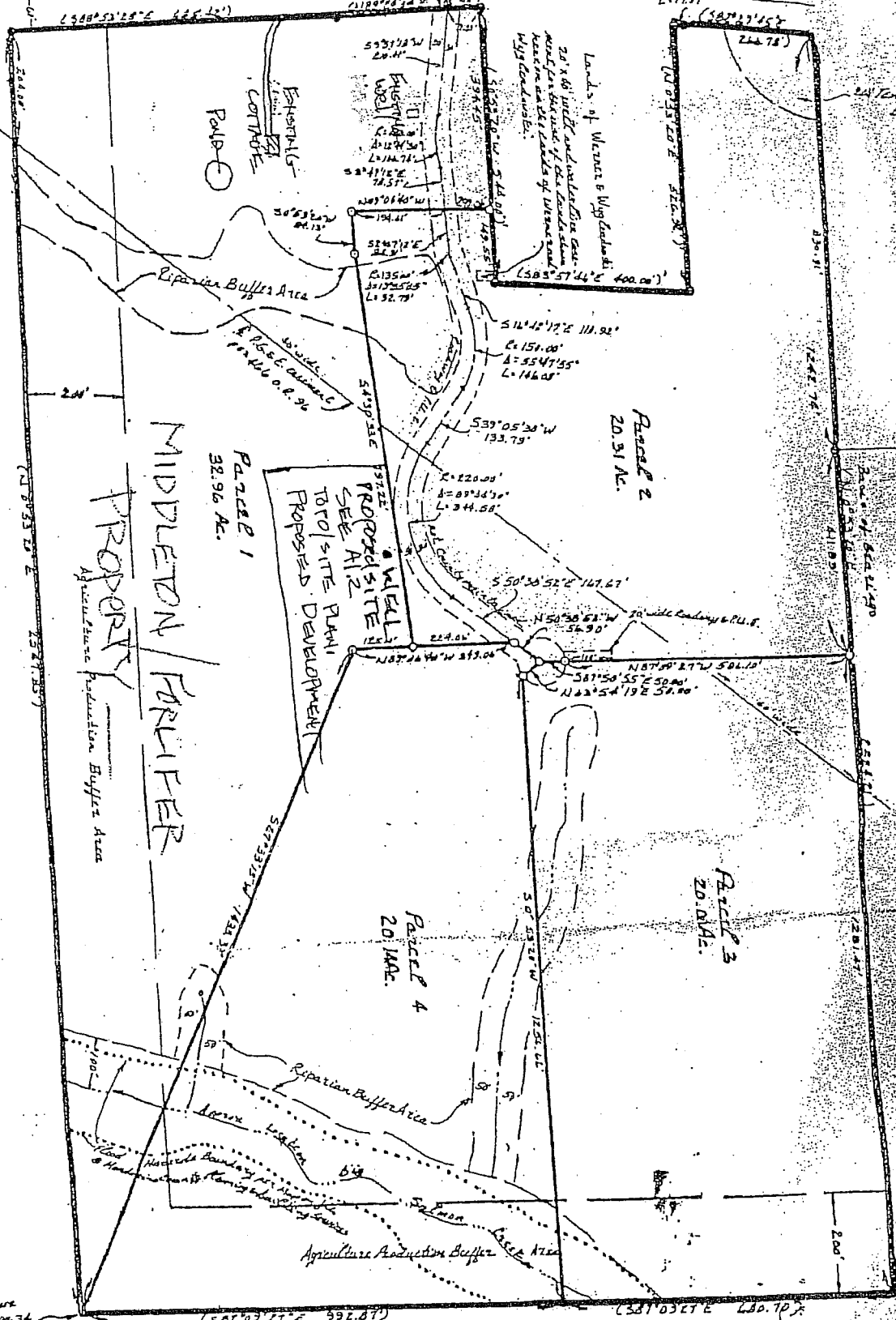
If Yes, explain your plans for phasing.

Parking will be provided as follows:

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

Number of standard spaces: _____ Size: _____
 Number of handicapped spaces: _____ Size: _____

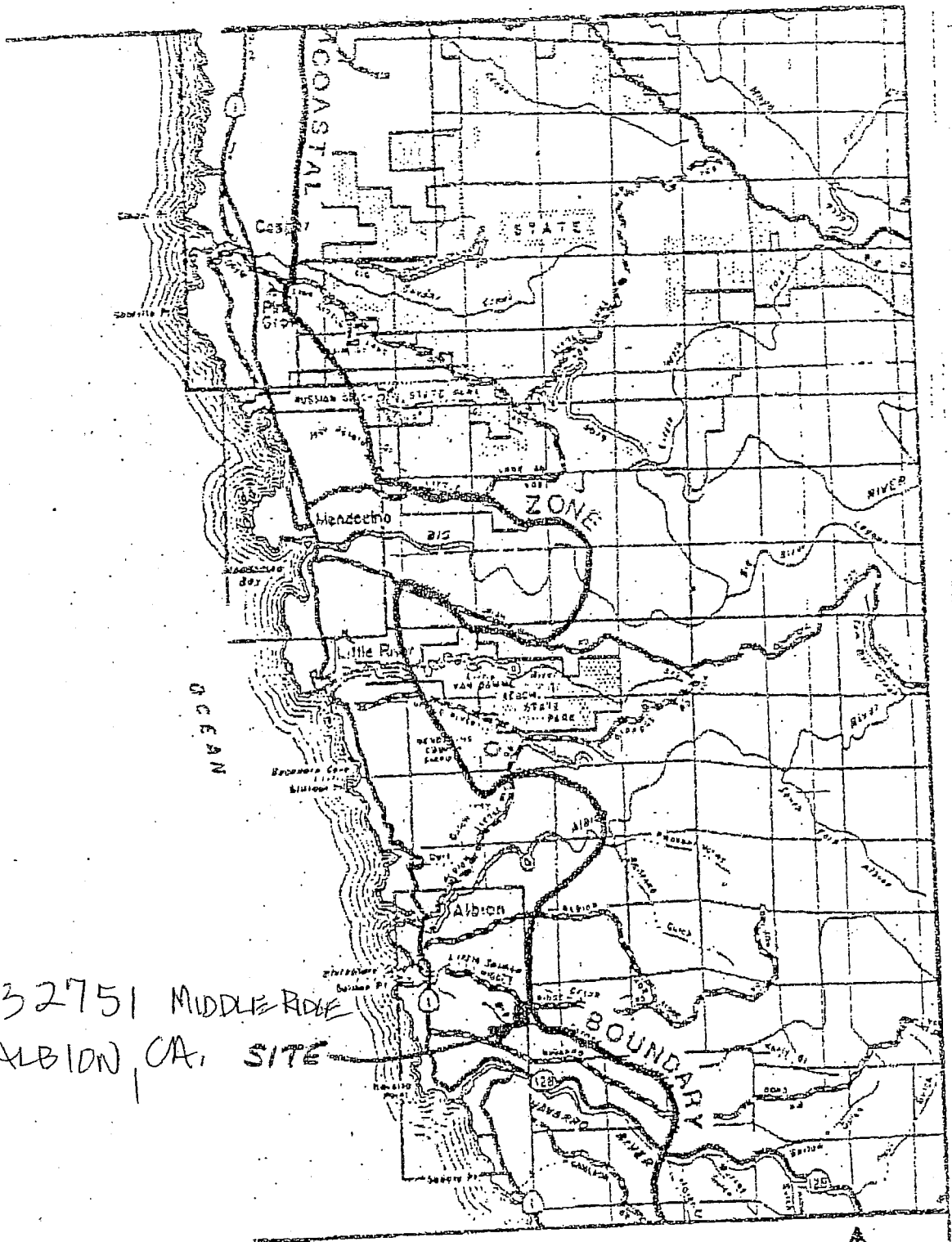
Middle Ridge Rd. C.R. 201A



4 Course Section 34 A.C.D. 17, 5.12

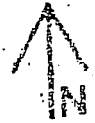
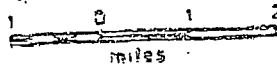
Lands of Mattiucco

NORTH



32751 MIDDLE RIDGE
 ALBION, CA. SITE

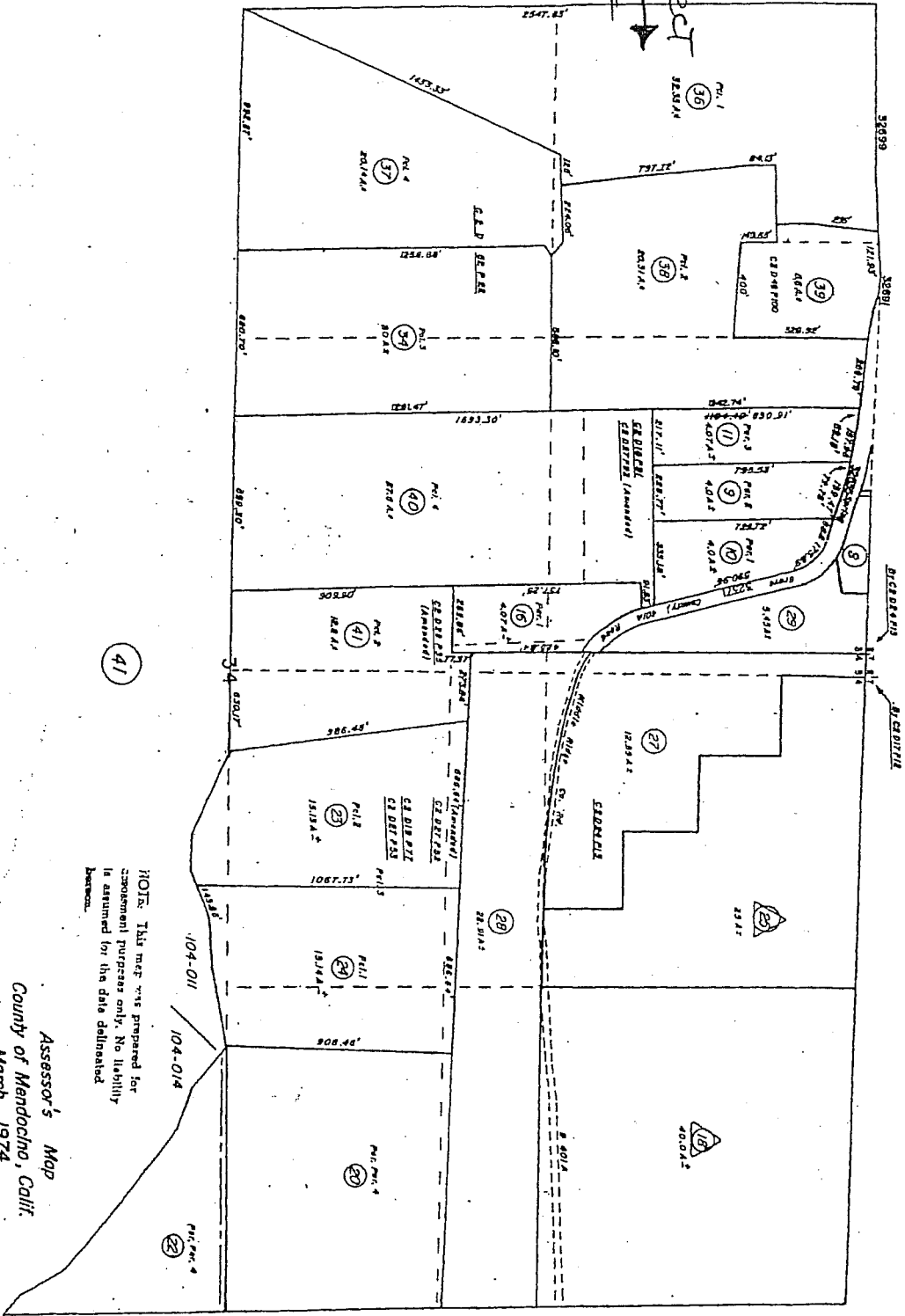
LOCATION MAP



N 1/2 of Sec. 34, T16N. R17W, M.D.B.A.M.

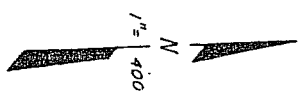
104-011
104-014

123-42



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

Assessor's Map
County of Mendocino, Calif.
March, 1974



12

MIDDLETON-FORLIFER RESIDENCE

OWNERS:
SAM FORLIFERO & MIDDLETON
27193 BAILEYNECK
EASTON, MD 21801

ARCHITECT:
DIANA WIEDEMANN
P.O. BOX 395
ALBION, CA 95410
707-937-2807

ENGINEER:
I.L. WELTY & ASSOCIATES
703 N. MAIN ST.
FORT BRAGG, CA 95437
707-964-8865

PROJECT ADDRESS:
32751 MIDDLE RIDGE ROAD
ALBION, CA 95410
APN # 123-420-42

SEWAGE SYSTEM REPORT:
CARL RITTIMAN & ASSOCIATES, INC.
P.O. BOX 590
MENDOCINO, CA 95460
707-937-0804

INDEX OF DRAWINGS:

ARCHITECTURAL

A1.1 TITLE PAGE & PROJECT INFORMATION
A1.2 SITE PLAN & FLOOR PLANS WITH EXTERIOR LIGHTING
A1.3 LANDSCAPING & EXTERIOR LIGHTING PLAN
A2.1 FLOOR PLAN HOUSE
A2.2 GARAGE FLOOR PLAN & ELEVATIONS
GARDEN WORKSHOP/PAVILION FLOOR PLAN & ELEVATIONS
A3.1 EXTERIOR HOUSE ELEVATIONS

AREA SPECIFICATIONS:

LOT SIZE: 32.35 ACRES
OCCUPANCY GROUP: R1
CONSTRUCTION GROUP: TYPE V N

NEW SINGLE FAMILY RESIDENCE:
RESIDENCE: 2337 S.F.
HOUSE DECKS: 900 S.F.
WORKSHOP DECKS: 480 S.F.
GARDEN WORKSHOP: 720 S.F.
GARAGE: 864 S.F.

SITE & BUILDING NOTES:

GRADING NOTES:
ELEVATIONS ARE SHOWN AS EL. 100.00' - 100.00' - 100.00'
EXISTING GRADE SHOWN IN PARENTHESES ()

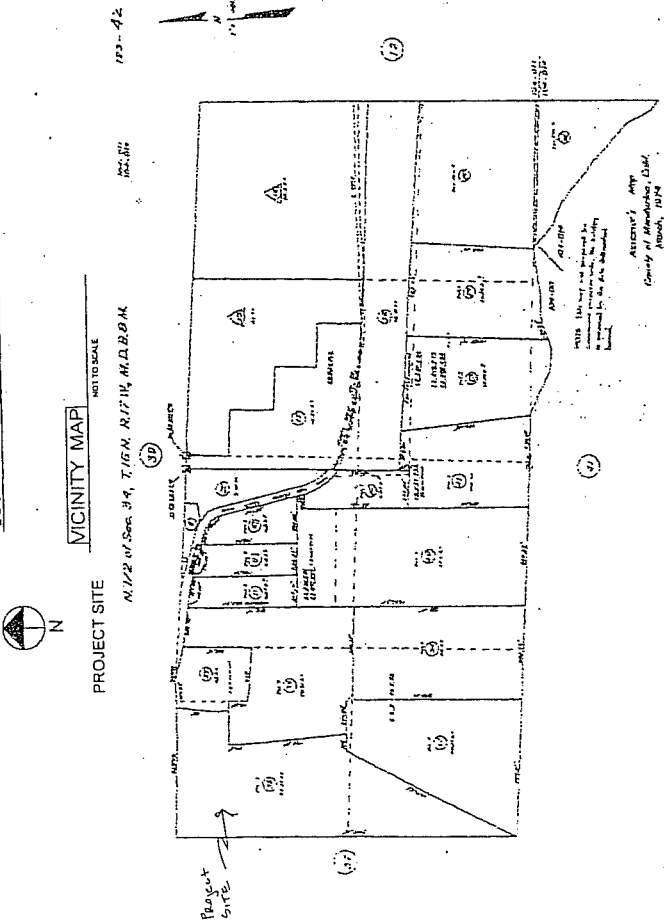
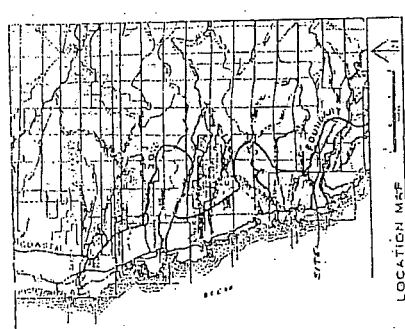
EXTERIOR LIGHTING NOTES:
ALL EXTERIOR LIGHTING FIXTURES SHALL BE SPACED FROM DIRECT VIEW AND SHALL BE DOWNCAST ON NIGHT SKY IN DESIGN.

LANDSCAPING NOTES:
LANDSCAPING SHALL CONSIST OF DROUGHT TOLERANT PERENNIALS AND SHRUBS. WATERED WITH A LOW WATER GWP IRRIGATION SYSTEM.

BUILDING MATERIALS:
EXTERIOR MATERIALS: HOUSE, GARAGE, WORKSHOP
ROOFING: METAL
FLOORING: HARDWOOD FLOORING
DRIVEWAY: ASPHALT

PROJECT DESCRIPTION

THIS PROJECT PROPOSES THE NEW CONSTRUCTION OF A SINGLE FAMILY RESIDENCE WITH DETACHED GARAGE, NEW GRAVEL DRIVEWAY & GUEST PARKING, GARDEN WORKSHOP, PROPANE TANK AND UTILITIES PER SITE PLAN ON A 32.35 ACRE SITE ON MIDDLE RIDGE ROAD IN ALBION



ASSESSOR'S PARCEL MAP

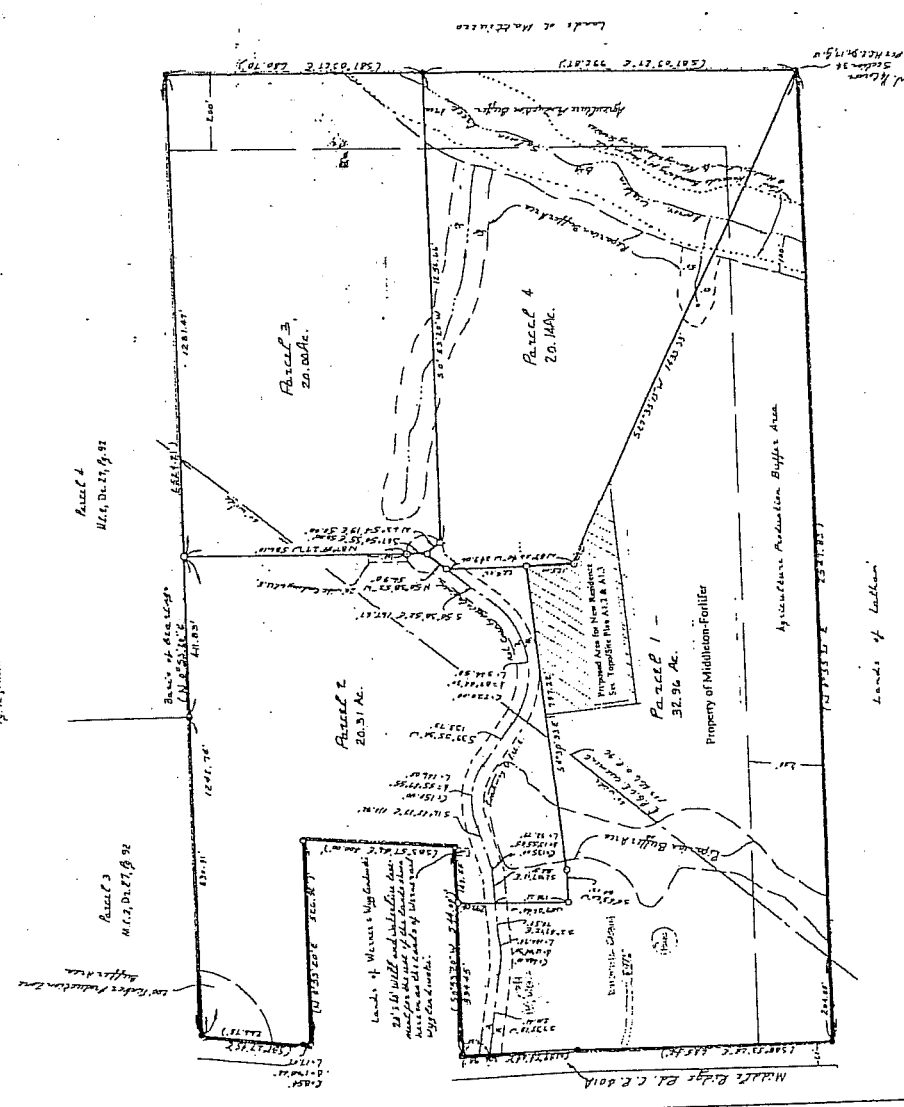
NOT TO SCALE

Legend

- 0 --- Set 70 inch wheel dugged L.S. 1165.
- 0 --- Found 70 inch wheel dugged L.S. 3188 per M.C. 17, 18, 19, M.C.E.
- 1 --- Record data per M.C. 17, 18, 19, M.C.E.
- 2 --- Record data per M.C. 17, 18, 19, M.C.E.
- 0 --- Found 70 inch wheel dugged L.S. 3188 per M.C. 17, 18, 19, M.C.E.
- 0 --- Found 70 inch wheel dugged L.S. 3188 per M.C. 17, 18, 19, M.C.E.

Unless otherwise noted record data agree with measured.

Drawings are in honor of California State Grid, Zone 2, 1987 datum, based on County found monuments per M.C. 17, 18, 19, M.C.E.



P A R C E L M A P

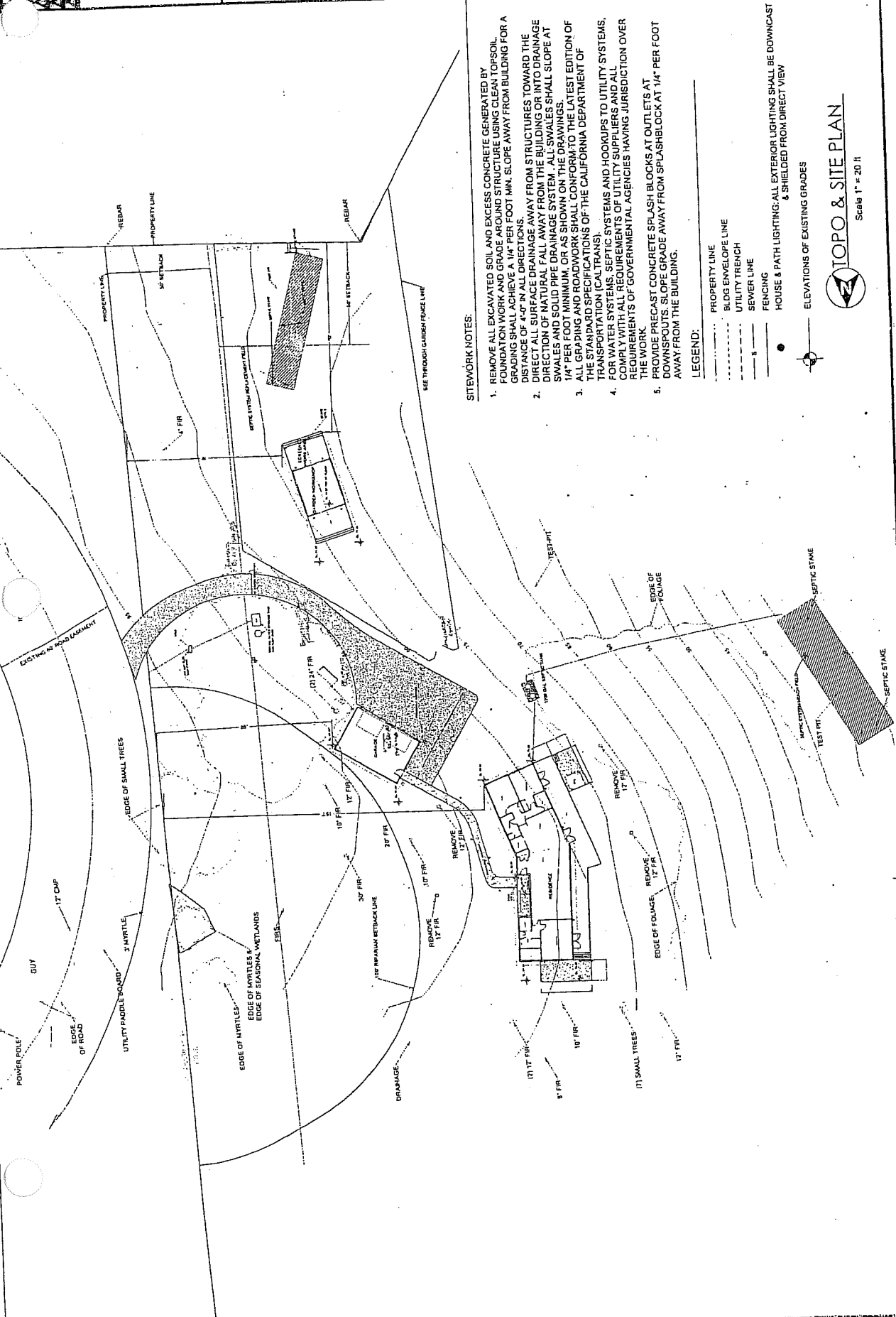
Of Minor Subdivision #13-89 Being a portion of Section 34, Township 16 North, Range 17 West, Mount Diablo Base and Meridian. California Mendocino County July, 1990

Scale - 1" = 200'

Mapsheet 2
Drawing 53
Page 23

#25553

Sheet two of two

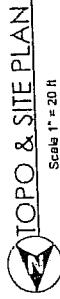


SITENOTE:

1. REMOVE ALL EXCAVATED SOIL AND EXCESS CONCRETE GENERATED BY FOUNDATION WORK AND GRADE AROUND STRUCTURE USING CLEAN TOPSOIL. GRADING SHALL ACHIEVE A 1/4" PER FOOT MIN. SLOPE AWAY FROM BUILDING FOR A DISTANCE OF 4'-0" IN ALL DIRECTIONS.
2. DIRECT ALL SURFACE DRAINAGE AWAY FROM STRUCTURES TOWARD THE DIRECTION OF NATURAL FLOW. ALL SWALES SHALL SLOPE AT 1/4" PER FOOT MINIMUM. DRAINAGE SHALL CONFORM TO THE LATEST EDITION OF THE STANDARD SPECIFICATIONS OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION (CALTRANS).
3. FOR WATER SYSTEMS, SEPTIC SYSTEMS AND HOOKUPS TO UTILITY SYSTEMS, COMPLY WITH ALL REQUIREMENTS OF UTILITY SUPPLIERS AND ALL REQUIREMENTS OF GOVERNMENTAL AGENCIES HAVING JURISDICTION OVER THE WORK.
4. PROVIDE PRECAST CONCRETE SPLASH BLOCKS AT OUTLETS AT DOWN SLOPES. SLOPE GRADE AWAY FROM SPLASHBLOCK AT 1/4" PER FOOT AWAY FROM THE BUILDING.
5. HOUSE & PATH LIGHTING: ALL EXTERIOR LIGHTING SHALL BE DOWNCAST & SHIELDED FROM DIRECT VIEW

LEGEND:

- PROPERTY LINE
- BLDG ENVELOPE LINE
- UTILITY TRENCH
- SEWER LINE
- FENCING
- HOUSE & PATH LIGHTING: ALL EXTERIOR LIGHTING SHALL BE DOWNCAST & SHIELDED FROM DIRECT VIEW
- ELEVATIONS OF EXISTING GRADES



TOPO & SITE PLAN
Scale 1" = 20 ft



LANDSCAPE PLAN & EXTERIOR LIGHTING

SCALE: 1" = 20'-0"

PROJECT: MIDDLETON/FORLIFER
2729 MADDE ROGE ROAD
ALBION, CALIFORNIA 95410
AFN13-12-12

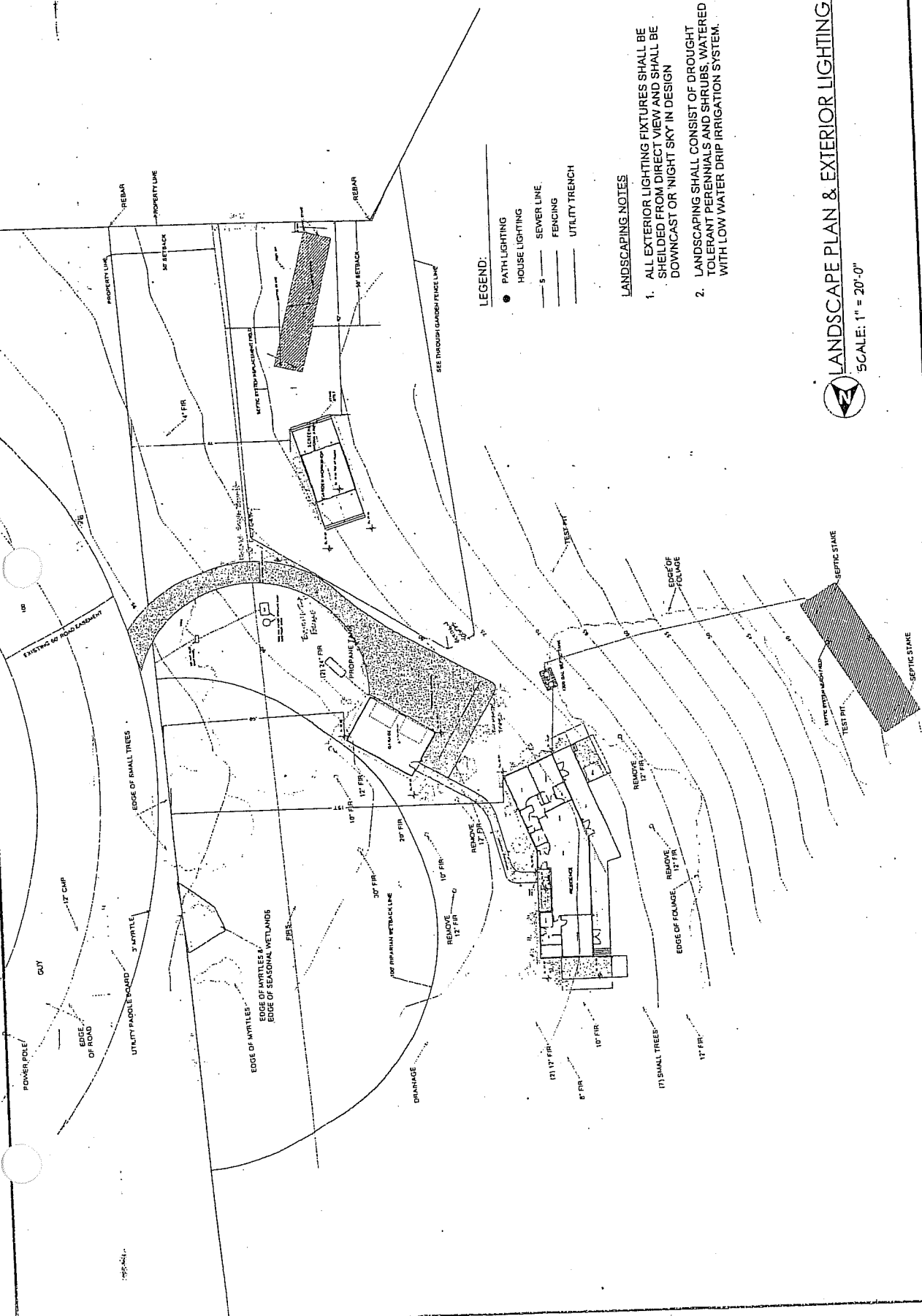
TITLE: LANDSCAPE & EXTERIOR LIGHTING PLAN

ARCHITECT: DANA WIDEMANN
P.O. BOX 375
ALBION, CA 95410
707-931-2807



STAMP:

SCALE: AS SHOWN
DATE: OCT 11, 2011
CHECKED: DM
DRAWN BY: JD
SHEET



- LEGEND:
- PATH LIGHTING
 - HOUSE LIGHTING
 - 5" SEWER LINE
 - FENCING
 - UTILITY TRENCH

LANDSCAPING NOTES

1. ALL EXTERIOR LIGHTING FIXTURES SHALL BE SHIELDED FROM DIRECT VIEW AND SHALL BE DOWNCAST OR NIGHT SKY IN DESIGN
2. LANDSCAPING SHALL CONSIST OF DROUGHT TOLERANT PERENNIALS AND SHRUBS, WATERED WITH LOW WATER DRIP IRRIGATION SYSTEM.

ARCHITECT
 DYANA WIEDEBANN
 P.O. BOX 295
 ALBION, CA 95410
 510-937-2807

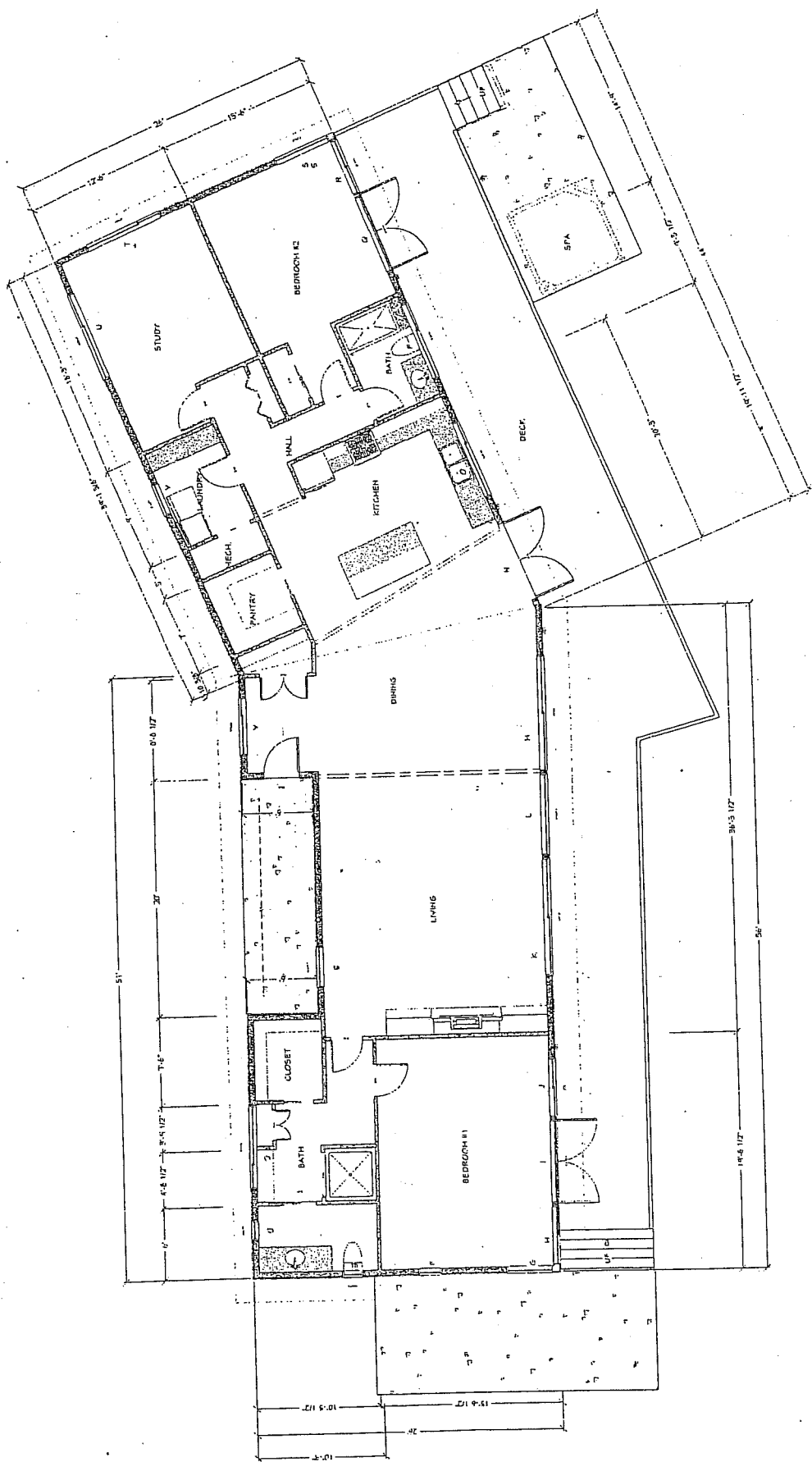


FLOOR PLAN

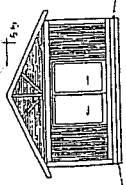
PROJECT: MIDDLETON/FORLIFER
 27751 MIDDLE ROCK ROAD
 ALBION, CALIFORNIA 95410
 APN: 123-45-42

SCALE AS SHOWN
 DATE: OCT 11, 2011
 CHECKED: DM
 DRAWN BY: JD
 SHEET

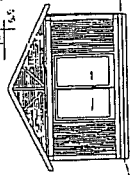
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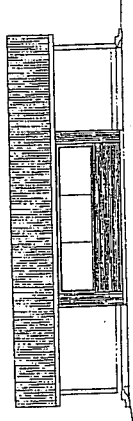
FLOOR PLAN
 SCALE: 1/4" = 1'-0"
 2337 P



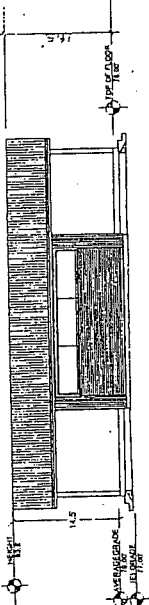
WORKSHOP NORTHWEST ELEVATION
SCALE: 1/8" = 1'-0"



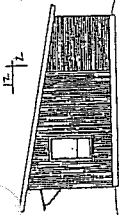
WORKSHOP SOUTHEAST ELEVATION
SCALE: 1/8" = 1'-0"



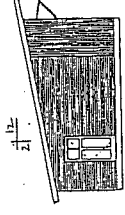
WORKSHOP SOUTHWEST ELEVATION
SCALE: 1/8" = 1'-0"



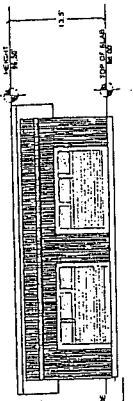
WORKSHOP NORTHEAST ELEVATION
SCALE: 1/8" = 1'-0"



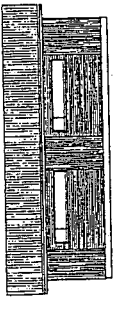
GARAGE SOUTHEAST ELEVATION
SCALE: 1/8" = 1'-0"



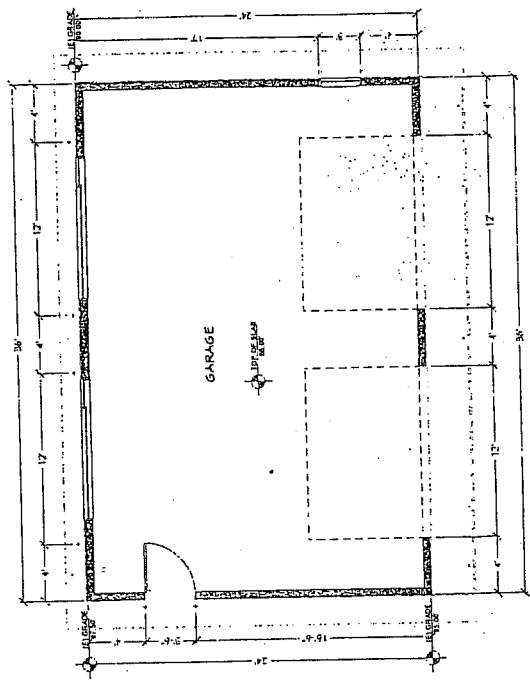
GARAGE NORTHWEST ELEVATION
SCALE: 1/8" = 1'-0"



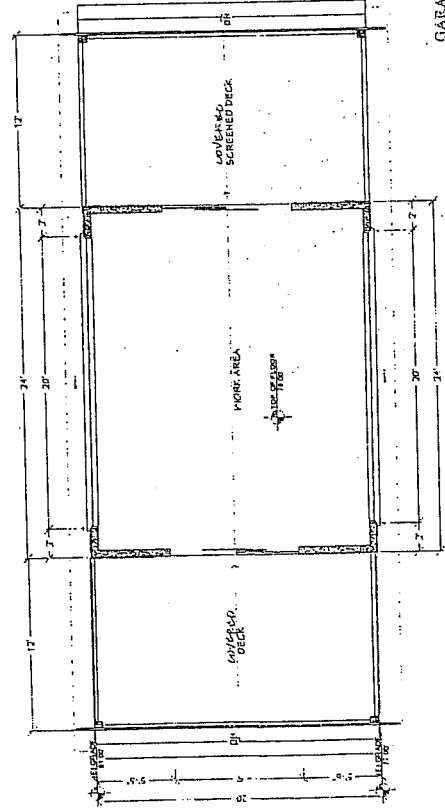
GARAGE SOUTHWEST ELEVATION
SCALE: 1/8" = 1'-0"



GARAGE NORTHEAST ELEVATION
SCALE: 1/8" = 1'-0"



GARAGE FLOOR PLAN
SCALE: 1/4" = 1'-0"



GARDEN/WORKSHOP FLOOR PLAN
SCALE: 1/4" = 1'-0"

GARAGE & GARDEN WORKSHOP
ROOF MATERIAL: METAL
SIDING MATERIAL: STAINED WOOD SIDING &
HARDI PANEL SIDING - STAINED



720 8'

864 8'

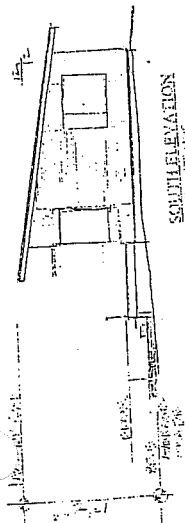
A2.2
OF

STAMP: DANA WIEDMANN ARCHITECT P.O. BOX 265 ALBION, CA 95410 707-931-2807

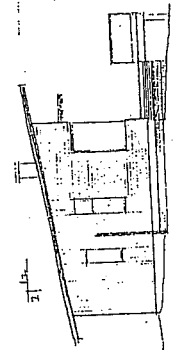
TITLE: GARAGE & GARDEN/WORKSHOP FLOOR PLANS & ELEVATIONS

PROJECT: MIDDLETON/FORLIFER 2751 MADOLE RIDGE ROAD ALBION, CALIFORNIA 95410 APR123-12043

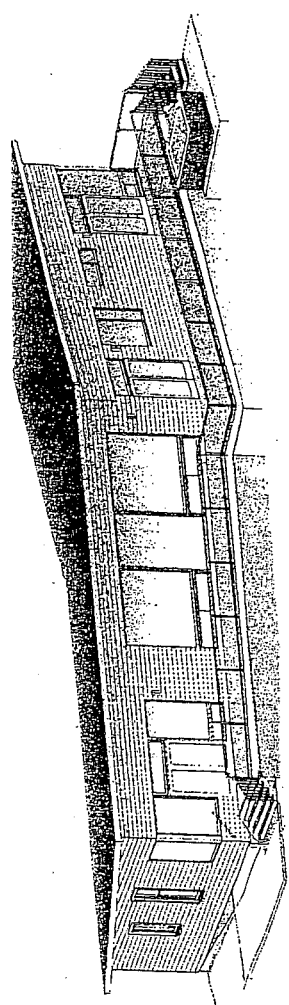
SCALE AS SHOWN
DATE: OCT 13, 2011
CHECKED BY:
DRAWN BY: JD
SHEET



SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

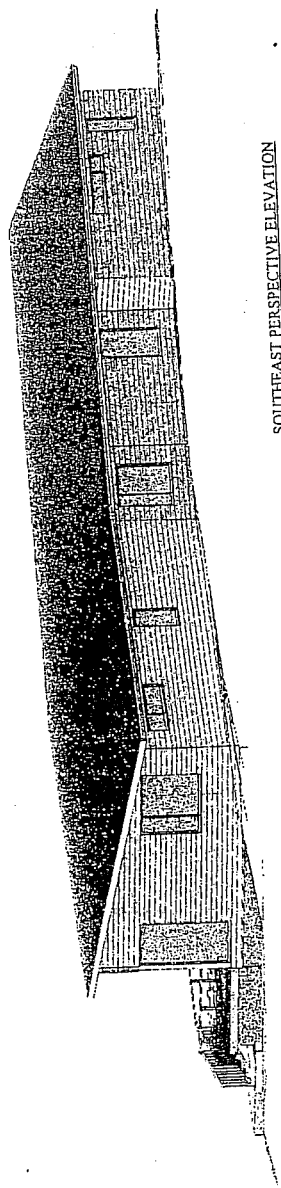


NORTH ELEVATION
SCALE: 1/4" = 1'-0"

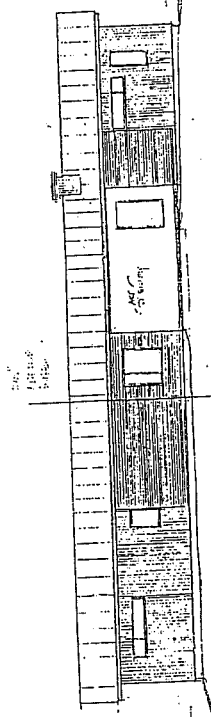


NORTHWEST PERSPECTIVE ELEVATION
1/4" SCALE

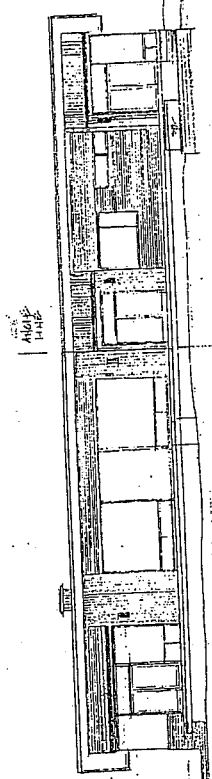
SINGLE FAMILY RESIDENCE
ROOF MATERIAL: METAL
SIDING MATERIAL: STAINED WOOD SIDING



SOUTHEAST PERSPECTIVE ELEVATION
1/4" SCALE



NORTHEAST ELEVATION
SCALE: 1/4" = 1'-0"



WEST ELEVATION
SCALE: 1/4" = 1'-0"

SOUTHWEST ELEVATION
SCALE: 1/4" = 1'-0"

HOUSE EXTERIOR ELEVATIONS

PROJECT: MIDDLETON/FORLIER

22751 MIDDLE ROCK ROAD
ALBION, CALIFORNIA 95410
AP#123-120-42

SCALE: AS SHOWN
DATE: OCT 17, 2011
CHECKED: DM
DRAWN BY: JD

SHEET

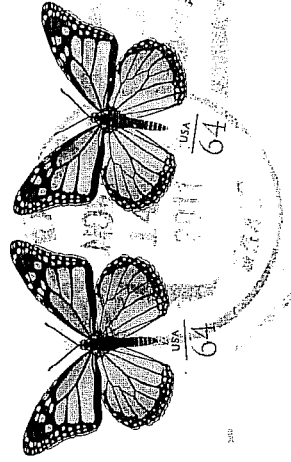
A3.1
OF

DIANA WIEDEMANN ARCHITECT
P.O. BOX 395
ALBION, CA 95410
707-931-7807



STAMP:

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



Rec'd 15/Nov/11

Albion Little River FPD
PO Box 634
Albion CA 95410



CSDAFC

November 14, 2011

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

Dear Mr. Taeger,

Even when budgets are tight and times are hard, your special district may still have mission critical projects that can't be ignored. In fact, many forward-looking special districts have taken advantage of rock-bottom construction costs and low real estate prices to move ahead with their capital improvement projects.

So far this year, the CSDA Finance Corporation has responded to requests from dozens of special districts of all types and financed more than \$30 million in infrastructure improvements, equipment purchases, and land acquisitions.

Whether your district is considering the construction of a new fire station, purchase of a fire truck, safety equipment or the refinancing of prior debt, you can turn to the CSDA Finance Corporation for competitive interest rates, streamlined processes and responsive service.

The enclosed request form can be completed and returned to our office for a free, no obligation financing quote. You can also visit the CSDA Finance Corporation website at csdafinance.net to submit a request online.

For further information, contact us at 877.924.2732. We look forward to hearing from you.

Best regards,

Cathrine Lemaire
Program Director

PS: Looking for cost-effective refinancing or counterparty services? We can help!



CSDA Finance Corporation



1112 I Street, Suite 200
Sacramento, CA 95814
t: 916.442.7887 f: 916.442.7889
www.csdafinance.net

FINANCING FOR FIRE PROTECTION DISTRICTS

Why use the CSDA Finance Corporation?

- Highly competitive interest rates
- Flexible terms
- Professional service & experienced consultants
- Prompt delivery of funds
- Ability to handle both small & large financings

What kinds of projects or purchases?

- Fire station construction
- New & used fire trucks
- Safety equipment
- Administrative buildings
- Land acquisitions
- Refinancing & counter party services

Examples of successful financings:

- North County Fire Protection District
Fire Station - \$3,000,000
- Murphys Fire Protection District
Fire Engine - \$50,000
- Cloverdale Fire Protection District
Equipment purchases - \$850,000



We encourage you to consider the CSDA Finance Corporation as a solution to the financial needs of your special district. To find out what we can do for your agency, please call us at 877.924.2732 or visit our website at www.csdafinance.net to request a quote online.

Get a FREE, no-obligation quote for your next financing need!

Contact Name: _____ Title: _____

District Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Website: _____

Description of Proposed Project: _____

Estimated Amount Needed: _____

Desired Terms: _____ Date Funding Needed: _____

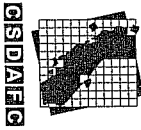
Send or fax this form to:

CSDA Finance Corporation

1112 I Street, Suite 200, Sacramento, CA 95814

Fax: 916-442-7889 Phone: 877-924-CSDA

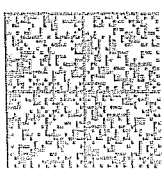
The CSDA Finance Corporation is a proud California Special District Alliance Partner



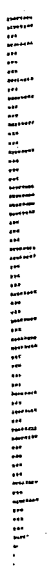
CSDA FINANCE CORPORATION
1112 J Street, Suite 200
Sacramento, CA 95814

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

ALBION CA 95410



UNITED STATES POSTAGE
02 1P
0003131769
\$ 000.440
NOV 16 2011
MAILED FROM ZIP CODE 95814
PRIME POWER



Account Number	Bill Close Date	Payment Due
050 925 1299 001	11/15/11	12/15/11



ALBION LITTLE RIVER

REF # 707 937 4022

Regulatory News

Attention Valued AT&T Customers:

Federal regulation requires AT&T to inform our valued customers that basic local services will not be disconnected for the non-payment of your non-regulated service charges. To avoid collection activity, please remember to pay all charges by the due date.

In addition, you may experience disconnection of your basic local service if payment is not received for the Long Distance portion of your bill except in the following states of: Alabama, Arizona, California, Colorado, Hawaii, Idaho, Indiana, Iowa, Maryland, Michigan, Minnesota, Missouri, New Mexico, New York, New Jersey, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, Texas, Utah, Vermont, Virginia, Washington, and the District of Columbia.

Attention Customers in Maine, North Carolina, Nevada, Utah and California:

If you do not pay your bill by the due date, and the outstanding balance is \$25 or more, AT&T may assess a charge of \$5.00 or assess an interest charge of up to 1.5% of the outstanding balance, as permitted by law. In Maine and North Carolina the maximum interest is 1%. In Utah and Nevada the maximum interest is 1.5%:

Any intrastate services you subscribe to are provided by AT&T Communications of California, Inc. and any interstate/international services you subscribe to are provided by AT&T Corp. To view service publications go to: att.com/servicepublications and click on Service Guides and/or Tariffs.

Thank you for choosing AT&T as your business long distance service provider. Your current long distance price plan is our default price plan (Commercial Long Distance) billed at per minute rates as defined in the AT&T Business Service Guides and/or tariffs which can be found at www.att.com/serviceguide/business. If you would like to discuss other price plans, please contact us, toll free, at 1-888-612-2747. Again, thank you for choosing AT&T.

Attention Customers:

Bill Period is the monthly period that the customer's bill processing began and ended. Typically, usage is billed within the current Bill Period. For example: Invoice Date April 1, Usage/Bill Period is the monthly period beginning the day after the prior Bill Period and ending approximately 11 days prior to April 1.

AT&T Calling Card is a US-based telecommunications service provided by AT&T Corp. Worldwide access is provided on a bilateral basis in cooperation with AT&T's correspondent carriers in non-US jurisdictions, and in accordance with the Regulations of the International Telecommunications Union, as applicable.

DO NOT CALL

If your business makes outbound telephone solicitations, you must comply with federal do-not-call laws and regulations (47 C.F.R. 64.1200 and 16 C.F.R. 310) and any applicable state laws.

See next page for more news!



ACCOUNT Number	BILL DUE Date	Payment Due
050 925 1299 001	11/15/11	12/15/11

ALBION LITTLE RIVER

REF # 707 937 4022

Regulatory News

Attention Valued AT&T Customers:

If your invoice includes any back-billed charges, you have the right to pay these charges in full with your regular bill, or to call AT&T to make reasonable payment arrangements. You may choose to pay the back-billed amount in monthly installments equal to the number of back-billed months. Please take note that you must pay the full amount of your phone bill each month, including installments to repay back-billed charges, in order to avoid possible disconnection and other charges and penalties. If you are interested in using this payment method for any back-billed amount, please call AT&T on the toll-free number located on your bill.

 *****Important News About Your Account*****

You are requested to provide in writing to AT&T, within six months of the date of this bill, any dispute with respect to the charges on this bill, unless a different notification period applies under your contract, State Tariff and/or Service Guide.

You can reach AT&T either by using the toll free number on your bill, or in writing at the remittance address listed on your bill.

<http://serviceguide.att.com/servicelibrary/business/ext/state-tariff-buss.cfm>

 This bill is now due and payable; it becomes subject to a late payment charge if not paid within 15 calendar days of presentation date. Please address any questions about this bill to AT&T by calling the toll free number on your bill. If you believe you have been billed incorrectly you may file a complaint with the California Public Utilities Commission, Consumer Affairs Branch, 505 Van Ness Avenue, San Francisco, CA 94102 or dial 800 649-7570. To avoid having service disconnected, payment of the disputed bill should be made "under protest" to the CPUC, or payment arrangements should be made agreeable to AT&T pending the outcome of the Commission's Consumer Affairs Branch review. The Consumer Affairs Branch shall review the basis of the billed amount, communicate the results of its review to the parties and inform you of your recourse to pursue the matter further with the Commission.

 The terms, conditions and charges that apply to all your detariffed AT&T services can be viewed at the AT&T web site: <http://www.att.com/agreement>. Important limits of liability apply, including: AT&T is not liable for indirect or consequential damages (such as your lost profits or other economic loss) and direct damages during any 12 months cannot exceed one month of your payments for affected service.

Additional terms, conditions, charges, penalties and price change information for all detariffed business services can be viewed at <http://www.att.com/serviceguide/business>. Price changes will be posted at this AT&T web site before they apply to your bill. If you do not have access to the Internet, please contact your AT&T Sales Representatives or Customer Care Center for information.

Thank you for using AT&T where every customer counts

Account Number	Bill Close Date	Payment Due
050 925 1299 001	11/15/11	12/15/11



ALBION LITTLE RIVER REF # 707 937 4022

AT&T Business Service	For Billing Inquiries 1 800 847-3595
	To Place an Order 1 800 222-0400
	For Repair Service 1 800 222-3000

Total Current Charges	Account Status
LONG DISTANCE CHARGES	PREVIOUS BALANCE .00
DIRECT DIALED 6.68	TOTAL CURRENT CHARGES \$12.92
TOTAL LONG DISTANCE CHARGES \$6.68	TOTAL AMOUNT DUE \$12.92
TOTAL SURCHARGES 6.08	
TOTAL TAXES .16	
TOTAL CURRENT CHARGES \$12.92	

IMPORTANT MESSAGES ABOUT YOUR ACCOUNT

Account Status

Please submit all telephone line or calling card additions, deletions or changes directly to AT&T, by calling the billing inquiry number on the first page of your bill.

Regulatory News

Attention Customers with Locations in California:

SURCHARGE INCREASE

The CA High Cost Fund-A surcharge, the CA High Cost Fund-B surcharge and the CA Advanced Service Fund surcharge together make up the CA High Cost Fund-A, CA High Cost Fund-B and CA Advanced Service Fund line item that appears in the Government Fees and Taxes and Surcharges section of your bill. Effective November 1, 2011, the surcharge rate for this line item is increasing from 0.300% to 0.440%. The CA Advanced Service Fund surcharge element, previously set at 0.000%, is increasing to 0.140%. The CA High Cost Fund-A remains unchanged at 0.00% and the CA High Cost Fund-B surcharge element, previously set at 0.300%, remains unchanged. If you have any questions, please call us at the number listed on the front of your bill.

See next page for more news!

PLEASE MAKE CHECKS PAYABLE TO AT&T AND INCLUDE YOUR ACCOUNT NUMBER ON PAYMENT.
 MAKE SURE THAT THE AT&T P.O. BOX ADDRESS SHOWS THROUGH THE ENVELOPE WINDOW.
 AT&T WILL NO LONGER REPLY TO COMMENTS ON THIS DOCUMENT. SUBMIT ALL CORRESPONDENCE TO www.att.com/customer-care

TO ENSURE PROPER CREDIT, PLEASE DETACH AND RETURN WITH REMITTANCE.

2448.1.16.3984 2 AB 0.493 HH



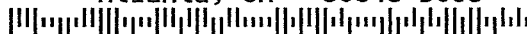
ALBION LITTLE RIVER
 FIRE DEPT
 PO BOX 634
 ALBION CA 95410-0634



Account Number: 050 925-1299 001
 Bill Close Date: 11/15/11
 Payment Due: 12/15/11

Check here for name/
 address/telephone
 number corrections
 only. See reverse side.

AT&T
 P O Box 105068
 Atlanta, GA 30348-5068



Total Amount Due: **\$12.92**

Amount Enclosed: \$

05092512990010610000000001292000000129200000000005

TO REPLACE LOST OR STOLEN
 AT&T CARDS CALL
 1-800-CALL-ATT

AT&T LONG DISTANCE SERVICE
 CALL TYPE AND RATING INFORMATION

CALL TYPE	RATE PERIOD
CCO - Operator Handled Card Calls	DAY - Day
CCP - Calling Card Person Call	DAYSA - Daytime Savings Time
CCS - Calling Card Station Call	DISAB - Disabled Person Discount Rate Applied
CEL - Cellular Calls	DISC - Discount
DDC - Direct Dialed Call	ECON - Economy
DFR - Direct Dialed Call - Per Minute Or Flat Rate Applied	EVE - Evening
INT - Interrupt Request	MFLAT - Per Minute Or Flat Rate
OBP - Operator Handled Person Call Billed To Third Number Or Special Billing Number	MULTI - Multi-rated (More Than One Rate Period Applies)
OBS - Operator Handled Station Call Billed To Third Number Or Special Billing Number	MXSPC - Mexico Special Rate
OCP - Operator Handled Person Collect Call	NT/WK - Night/Weekend
OCS - Operator Handled Station Collect Call	OPEAK - Off Peak (Evening & Night/Weekend Or Discount & Economy)
ODR - Operator Handled Station Call-Dial Rate Applied	PEAK - Peak (Day or Standard)
OHP - Operator Handled Person Call	RAOPK - Regional Advanced Off Peak
OHS - Operator Handled Station Call	RAPK - Regional Advanced Peak
VER - Verification Request	SPECL - Special Additional Discount Rate Applied
	STAND - Standard
	DOMESTIC - Interstate & Intrastate
Note: An Operator Service Charge will apply when the Customer has the capability of dialing the called number, but elects to have the Operator dial the called number.	(&) - Call displayed more than once to identify separate rate periods used to calculate Optional Calling Plan totals.

PLEASE NOTE ONLY THE ITEMS THAT HAVE CHANGED

Company Name																				
Attention																				
Street Address																				
City - State																				
Zip Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Area Code and Phone Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>														

HAS YOUR BUSINESS MOVED ? Y ___ N ___

HAS OWNERSHIP CHANGED ? Y ___ N ___

Account Number	Bill Close Date	Payment Due
050 925 1299 001	11/15/11	12/15/11



ALBION LITTLE RIVER

REF # 707 937 4022

Surcharges

ITEM	EXPLANATION	CHARGES	
SURCHARGES BILLED TO: 0509251299001			
LONG DISTANCE			
1	UNIVERSAL CONNECTIVITY CHARGE	.81	
2	ADMINISTRATIVE EXPENSE FEE	.04	
3	PROPERTY TAX ALLOTMENT	.17	
4	FEDERAL REGULATORY FEE	.11	
	CARRIER LINE ASSESSMENT		
5	1 SINGLE LINE(S) AT 4.95	4.95	
TOTAL LONG DISTANCE SURCHARGES:			\$6.08
TOTAL BILLED TO: 0509251299001			\$6.08
TOTAL SURCHARGES:			\$6.08

Taxes

ITEM	EXPLANATION	CHARGES	
CHARGES BILLED TO: 0509251299001			
LONG DISTANCE			
6	COM DEV FND/DEAF & DISABLED	.01	
7	UNIV LIFELINE TELE SERV SUR	.08	
8	CHCF-A, CHCF-B & CASF	.02	
9	PUB. UTIL. COMM. FEE	.01	
10	CALIFORNIA TELECONNECT FUND	.01	
11	STATE 9-1-1 SURCHARGE	.03	
TOTAL LONG DISTANCE TAXES:			\$.16
TOTAL BILLED TO: 0509251299001			\$.16
TOTAL TAXES:			\$.16

Call Detail

No	Date	Time	Place	Area/Number	Mins	Call Type	Rate Period	Amount
LONG DISTANCE CALLS								
LONG DISTANCE CHARGES BILLED TO: 050 925 1299 001								
LONG DISTANCE CALLS BILLED TO: 707 937-4022								
12.	OCT 12	2:28P	WILLOWS CA	530 934-5633	3	DDC	DAY	4.96
13.	OCT 12	2:35P	WILLOWS CA	530 934-5633	1	DDC	DAY	1.72
TOTAL CHARGES								\$6.68
TOTAL AT&T CALL CHARGES								\$6.68

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
 FY 2011-2012 BUDGETED EXPENSES WORKSHEET

AT

PROJECTED
 ITEM COSTS

CATEGORY
 TOTALS

86-1035-WORKERS COMPENSATION INSURANCE

GSRMA FIREFIGHTERS COMPENSATION INSURANCE \$7,000.00

\$7,000.00

86-2050-CLOTHING & PERSONAL ITEMS

FIRE SHELTERS \$5,000.00
 TURNOUTS $\rightarrow 10,000$ ~~\$4,000.00~~
 OTHER $- 3,000$ ~~\$3,000.00~~
 SEBA Masks $8,000.00$

~~28,000~~
~~\$12,000.00~~

86-2060-COMMUNICATIONS

ATT \$3,000.00
 COMCAST \$1,600.00
 MCN \$30.00
 US CELLULAR \$0.00
 OTHER \$370.00

\$5,000.00

86-2101-INSURANCE - GENERAL

GSRMA PROPERTY & LIABILITY INSURANCE \$8,000.00

\$8,000.00

86-2120-MAINTENANCE - EQUIPMENT

VEHICLE MAINTENANCE

$\rightarrow 8130$ $\rightarrow 5,000$ ~~\$2,000.00~~
 $- 8131$ \$2,000.00
 $\bullet 8132$ \$2,000.00
 $- 8162$ $4,000$ ~~\$12,000.00~~
 $\rightarrow 8163$ $4,000$ ~~\$2,000.00~~
 $- 8165$ \$2,000.00
 $\bullet 8181$ $-$ ~~\$2,000.00~~
 $\rightarrow 8182$ \rightarrow \$2,000.00
 $\bullet 8191$ $4,000$ $-$ \$0.00
 $\rightarrow 8192$ \$2,000.00

$8163 - 4,000$

should retire

ZODIAC & TRAILER \$0.00
 PWC & TRAILER \$0.00
 OTHER VEHICLE \$0.00

RADIO MAINTENANCE \$0.00
 MEDICAL EQUIPMENT \$2,000.00
 RESCUE EQUIPMENT \$0.00
 FIREFIGHTING EQUIPMENT \$1,000.00
 DISTRICT OFFICE EQUIPMENT \$0.00
 OTHER EQUIPMENT MAINTENANCE \$1,000.00

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2011-2012 BUDGETED EXPENSES WORKSHEET**

	PROJECTED ITEM COSTS	CATEGORY TOTALS
<u>86-2130-MAINTENANCE – STRUCTURES AND GROUNDS</u>		\$10,000.00
→ STATION 810		
→ STATION 811		
PAINT	4,000 \$5,000.00	
STATION 812		
REPAIRS, GRAVEL	\$3,000.00	
STATION 813		
STATION 815		
MOWING	\$1,000.00	
→ OTHER	\$1,000.00	
<u>86-2140-MEDICAL, LAB SUPPLIES</u>		\$6,000.00
LAB SUPPLIES	\$2,500.00	
GASSES	\$1,600.00	
OTHER	\$1,900.00	
<u>86-2150-MEMBERSHIPS</u>		\$3,000.00
CSDA	\$700.00	
MENDOCINO AMBULANCE SVC	\$900.00	
REACH	\$700.00	
CALSTAR	\$700.00	
<u>86-2170-DISTRICT OFFICE SUPPLIES</u>		\$1,000.00
POSTAGE	\$150.00	
SOFTWARE	\$250.00	
PAPER, INK, MATERIALS	\$500.00	
OTHER	\$100.00	
<u>86-2181-AUDITING & FISCAL SERVICES</u>		\$3,500.00
BI-ANNUAL INDEPENDENT AUDIT	\$0.00	
BOOKKEEPING SERVICES	\$3,500.00	
<u>86-2187-EDUCATION & TRAINING</u>		\$10,000.00
CPR	\$1,000.00	
OTHER	\$9,000.00	
<u>86-2189-PROFESIONAL & SPECIAL SERVICES</u>		\$1,500.00
COUNTY COUNSEL SERVICES	\$1,500.00	
<u>86-2220-SMALL TOOLS & SUPPLIES</u>		\$4,000.00
BATTERIES	\$500.00	
MISC. HARDWARE	\$500.00	
OTHER	\$3,000.00	

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2011-2012 BUDGETED EXPENSES WORKSHEET**

	PROJECTED ITEM COSTS	CATEGORY TOTALS
<u>86-2231-ELECTION SUPERVISION & SERVICES</u>		\$400.00
COUNTY CLERK - ELECTION SERVICES	\$400.00	
 <u>86-2250-TRANSPORTATION & TRAVEL</u>		 \$26,000.00
WALSH OIL	\$5,000.00	
ALBION K	\$1,000.00	
FIREFIGHTER STIPENDS	\$18,000.00	
OTHER	\$2,000.00	
 <u>86-2260-UTILITIES</u>		 \$7,500.00
PG&E	\$4,000.00	
SUBURBAN PROPANE	\$900.00	
THOMPSON SEPTIC SERVICE	\$1,500.00	
ALBION WATER DISTRICT	\$540.00	
WASTE MANAGEMENT INC.	\$350.00	
OTHER	\$210.00	
 <u>86-3113-PAYMENTS TO OTHER GOVT AGENCIES</u>		 \$2,000.00
COUNTY AUDITOR - TAX COLLECTION/ALLOCATION	\$1,200.00	
LAFCO - DUES	\$500.00	
COUNTY ASSESSOR - TAX ASSESSMENT REPORT	\$100.00	
OTHER	\$200.00	
 <u>86-4360-BUILDINGS AND IMPROVEMENTS</u>		 \$75,000.00
STATION 810		
STATION 811	\$75,000.00	
STATION 812		
STATION 813		
STATION 815		
 <u>86-4370-EQUIPMENT (PURCHASE)</u>		 \$206,500.00
- VEHICLES	\$100,000.00	
- RADIOS	9,500 \$6,500.00	
- FIREFIGHTING EQUIPMENT →	20,000 \$0.00	
- MEDICAL EQUIPMENT	500. \$0.00	
RESCUE EQUIPMENT	\$0.00	
DISTRICT OFFICE EQUIPMENT	\$0.00	
OTHER EQUIPMENT	\$0.00	
 TOTAL BUDGETED EXPENSES		 \$420,400.00

TOTAL BUDGETED EXPENSES

\$420,400.00

Employment expenses

\$3,000

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

~~BYLAWS, POLICIES AND PROCEDURES~~

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ESTABLISHMENT

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

MISSION STATEMENT

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

POLICY STATEMENT

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

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

1001

BOARD MEMBER DUTIES AND RESPONSIBILITIES

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

1. Maintain regular attendance at various meetings of the Board.
2. Participate as a member of Board appointed committees and local/state professional organizations.
3. Become familiar with the Fire Protection District Law of 1987.
4. Become familiar with laws governing open meetings. (The Brown Act)
5. Become familiar with laws governing public employees and public agencies.
6. Become familiar with the District's operational philosophy, personnel, chain of command, services, programs, facilities and resources.
7. Become familiar with how the District is funded and how funds are administered at the County and District level.
8. Become familiar with policies governing the operation of the District.
9. Develop and ratify the District's annual budget and compensation program.
10. Become familiar with the in house rules used to govern meetings.
11. Refer questions/matters pertaining to District operations to the Fire Chief; if not alleviated, place the issue on the agenda for Board discussion.
12. Be an apolitical voice representing District-wide issues and concerns.
13. Keep an open mind to new ideas and encourage innovation that increases the level of services being provided.
14. Practice open and timely two-way communication.
15. Utilize each member's specific background, experience, and expertise during the development of projects, policies, and contracts.
16. Directors will, at all times, conduct themselves with courtesy to each other, to the staff, and to members of the public present at Board Meetings.
17. Directors will abstain from participating in consideration on any item involving a personal or financial conflict of interest.

Limitations of Authority

1. Individual Board members do not have authority to encumber District funds or enter into any contract or arrangement without express consent of a majority of the Board.
2. Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

1002

BOARD MAKEUP AND EMPLOYMENT OF BOOKKEEPER

1. The Board of Directors of the Albion-Little River Fire Protection District consists of five (5) members. Board members are elected by voters of the District in accordance with California Election Code 10500-10556 "Uniform District Election Law". In accordance with California Health and Safety Code Section 13853, the officers of the Board are its president, its vice-president, and its secretary. Officers of the Board shall be elected annually by the Board members at the December business meeting. All officers shall serve without pay or compensation unless otherwise determined by resolution of the Board in accordance with law. ~~Any reference in these Bylaws, Policies and Procedures to the "Chairman" is to the President. Any reference in these Bylaws, Policies and Procedures to the "Treasurer" is to the President.~~
2. The President of the Board of Directors will preside at all Board meetings. He or she will have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions.
3. The President shall designate an interim chair-person to serve as President during his or her absence. If no Interim President is appointed, the Vice-President of the Board of Directors will serve as Interim President. If the President and Vice-President of the Board are both absent, the Secretary of the Board will serve as chairman of the meeting.
4. It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.
5. The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with ~~1002.60~~ item #6. below.
6. In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board maintains a checking account or accounts and hereby authorizes any bookkeeper employed by the Board from time to time in accordance with California Health and Safety Code Section 13854 to draw checks on any checking account maintained by the Board ~~which shall be signed by two persons, one of whom may be the bookkeeper and the other of whom shall in that event be a member of the Board who is not related to the bookkeeper, or shall be signed by two members of the Board.~~

1003

MEMBERSHIP IN ASSOCIATIONS

1. The directors of the Board may hold membership and attend meetings of such national, state and local associations as may exist which have applicability to the functions of the District and will look upon such memberships as opportunity for in-service training.
2. Albion-Little River Fire Protection District Directors may be active members of the Albion Little River Volunteer Fire Department, Inc.

1004

COMMITTEES OF THE BOARD OF DIRECTORS

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

1005

MINUTES OF BOARD MEETINGS

1. The Secretary of the Board will be responsible for taking and recording the minutes for the Board of Directors meetings with the exclusion of closed sessions.
2. Thirty (30) days after a meeting is adjourned and the minutes of the meeting are completed, any audio tape or video recordings of the meeting can be erased (pg. 11 Rev. Brown Act 4/1/94) (Government Code Section 54953.3(b)).
3. Typed Printed copies of highlights minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Fire Chief with the agenda

for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1006

COMMUNICATION AND CORRESPONDENCE

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

1007

CONDUCTING BOARD MEETINGS

Purpose

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

1. Rules of Order

- a. **Informal:** A board is free to select its own rules, within the bounds of democratic procedures. Many are familiar with "Robert's Rules of Order", which have been in existence for over a century. They were designed for large parliamentary bodies, and may be too formal and detailed for small groups such as a five-member District board. If informal rules are used they should observe the following basic principles:
 - i. The majority decides.

- ii. The minority has a right to be heard.
- iii. Only one main motion may be considered at any given time.
- iv. Members have a right to know at all times what the immediately pending motion is.
- v. Official action can be taken only in meetings properly called, and with a quorum of members present.
- vi. If a board can make decisions without further parliamentary rules, it should do so. Under this approach the chairman would request a formal vote only when unanimity seems impossible, and the wording of motions might be discussed before the motion is actually proposed, avoiding the time-consuming process of making amendments to reach agreement. When board opinion appears to have crystallized, the chairman can announce: "If there is no objection, we will". However, as noted under the legal requirements for each type of district, the law sometimes requires a recorded vote.

b. Formal: If a more formal method of proceeding is preferable - for example, where the board finds it cannot informally unite on the issues before it within a reasonable time the following guidelines are suggested. They are ~~adoptions~~ adaptations of Robert's Rules.

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

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

- a. **To reconsider a vote** (must be at same session).
- b. **To rescind a previous action.**
- c. **To amend a motion already adopted.**
- d. **To amend the bylaws** (usually requires notice and 2/3 vote).
- e. **To appeal** (only when no motion is pending).
- f. **To recess** (only when nothing else is being considered; should stipulate a time to reconvene; is not debatable but can be amended as to time).
- g. **To adjourn** (not debatable or amendable, unless it specifies an unusual time for the next meeting).
- h. **To amend** changes the wording of a motion, usually a main motion. It is debatable (unless it amends a non-debatable motion) and amendable and requires only a majority vote to pass, even if a 2/3 vote is required to pass the motion amended. Although amendments can be amended, to avoid confusion it is preferable that suggested changes be accepted without a formal vote, or voted on after the original amendment.

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

3. Precedence of ordinary motions

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

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

4. Special Motions

- a. Point of order
- b. To appeal
- c. To withdraw

- d. To suspend the rules
- e. To reconsider
- f. To rescind

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

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

5. Conducting the Meeting

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

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

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

- b. The Chairman:** The chairman presiding over any district meeting should remain impartial, particularly while administering the rules, although this applies more to large formal bodies than to the small informal district boards in Mendocino County. The more partial a chairman, the less effective he is as presiding officer. A chairman wishing to speak for or against a motion should

"step down" and relinquish the chair to another board member during the discussion. The chairman should be able to help the board to reach decisions, and should understand the basic rules of parliamentary procedure, in particular knowing the fundamentals required to present, modify, refer and postpone motions, and to bring them to a vote in an orderly and efficient fashion. He should be careful not to become confused by what is going on in a meeting, or to permit members to speak at will, to offer main motions when a main motion is already under consideration, to interrupt speakers, or to claim the floor without the recognition of the chair.

- c. Quorum:** A quorum is normally a majority of the members. The chairman must determine the presence of a quorum, both at the beginning of a meeting and, if members have left, (a "disappearing quorum") during the meeting. If a quorum is no longer present, the chairman must either close the meeting or restrict it to those actions permissible in the absence of a quorum. These include to adjourn, to take a recess, to set a time for the next meeting, to listen to committee reports or the remarks of others, and to take any emergency action necessary, though this would have to be approved at a later meeting with a quorum present. As noted under the legal requirements for each type of district, the law sometimes requires not only the presence of a quorum, but the affirmative vote of a majority if the board members (not just of the quorum) to act.
- d. The Secretary:** This person keeps the official record. S/he should be seated close to the chairman and observe the meeting as s/he takes notes, later to be rewritten in the form desired by the board. These minutes should include a record of all official actions taken, the identity of the chairman, the presence of a quorum, and information showing that the meeting was duly called. The minutes can go into greater detail, but only the following are suggested:
- i. An exact statement of motions passed.
 - ii. The major arguments for and against a motion, without identifying the speakers, because this could inhibit free discussion.
 - iii. All referrals, postponements and appeals.
 - iv. Motions not passed, and amendments, may or may not be entered.

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

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

- e. Voting:** The chairman should state the motion before asking for a vote. A **unanimous** vote means all members did vote, and voted the same way. This is somewhat different than **general consent**, under which the chairman declares a motion passed or a request granted "if there is no objection", which is a useful way of expediting business and should be used wherever possible. The **voice vote** is the most common, asking those in favor to say "aye" and those opposed "no". If a close vote is expected, the chairman should instead ask for a **show of hands**. A **roll call vote**

is slow and is justified only when it is desirable, or legally required, to make public the members' votes. After voting, any member may **change** his vote, as long as he does so before the results are announced. It is the duty of the chairman to first state the motion being voted on, call for the vote, and then to state the results.

f. Ordinances and Resolutions:

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

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

The secretary should have a system to keep track of the distribution of ordinances and resolutions, and a file system of keeping copies available for the public. If there are a large number, indexing them by subject matter is useful. If some ordinances or resolutions contain an expiration date or a time certain when something is to be accomplished, a tickler system giving advance warning should be applied to them.

6. BOARD MEETINGS SCHEDULE:

- a. **Regular meetings** of the Board of Directors will be held on the ~~last Tuesday~~ second Thursday of each calendar month at ~~7:30~~ 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board ~~Chairman~~ President or a ~~majority of the members~~ any member of the Board.
 - i. All Directors, the Fire Department Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.
 - ii. Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.
- c. **Special (emergency) meetings:** In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice. All rules governing a special meeting will be observed with the exception of the twenty-four (24) hour notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.
- d. **Public Notice of Board Meetings:** All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).
- e. **Adjourned meetings:** A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

1008

BOARD MEETING AGENDA

1. The Board Secretary, in cooperation with the Board ~~Chairman~~ President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the ~~Chairman~~ President or the Secretary and request any item to be placed on the agenda five (5) or more days before the date of the meeting.
2. Any member of the public may request that a matter, directly related to District business, be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- a. The request must be in writing and be submitted to the District Board ~~Chairman~~ President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
- b. The Board ~~Chairman~~ President will be the sole judge of whether the public request is or is not a "matter directly related to District business." The member of the public will be informed of the decision.
- c. Matters that are legally a proper subject for consideration by the Board in closed session will be accepted under this policy.
- d. The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for anyone person to speak on the issue at the meeting.
- e. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda that a member of the public may wish to bring before the Board. However, the Board will not discuss or take action on such matters at that meeting.

1010

CONFLICT OF INTEREST

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

APPENDIX A

Designated Positions:

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

Disclosure Categories for Above Designated Positions:

All sources of income.
Interests in real property.
Investments and business positions in business entities.

1011

PUBLIC COMPLAINTS

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

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

1012

PROCUREMENT

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

1. The following two processes will be used to disburse funds from the Albion-Little River Fire Protection District to individuals or businesses who are owed funds for goods and/or services:
 - a. Payment by check issued from district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.

2. **Purchase authority is defined as limited to the maximum amount of funds that can be obligated by an individual or an entity have been allocated for the item in the current budget.** Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to a specific level the amounts approved for items listed in the current budget. Fund obligation above that level ~~rests with~~ is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation ~~above a certain level~~ take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. **In compliance with the above, the following is the Albion-Little River Fire Protection District policy:**
 - a. **Checking Account:** A checking account shall be established for the purpose of ~~hand~~ writing checks directly to the recipient from a revolving fund. Each check will require ~~two~~ one signatures. Each Board Member and the district bookkeeper shall be authorized signers of this account.
 - b. **Credit Card:** A credit card account shall be established to expedite internet and non-vendor purchases. Each board member, the district bookkeeper, and the chief will be authorized users of this account for purchases of board approved budget items. This account is to be paid in full each billing period to avoid interest charges.
 - c. **County of Mendocino Auditor-Controller:** The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. ~~A list of vouchers will be put on the agenda for Board approval. This will normally be done as a consent item. The treasurer of the board is responsible for the accuracy and completeness of the voucher list.~~ Vouchers will be written only for board approved budget items or to replenish the district revolving fund (~~two one signatures will be required~~). Each board member and the district bookkeeper will be authorized signers.
4. **Expenditure authority within budget:**
 - a. The Fire Chief of the District or his designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
 - b. The Fire Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority ~~Over~~ for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the district directors shall constitute the granting of authority to the board, the Fire Chief, or his or her designate to make any expenditure over the amount of the district budget.

1013

DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District publication open to the public, at a nominal charge of .15 cents per page.

2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and 15 cents for each page after that.
3. Any constituent wishing the mailing of meeting notices is to notify the district in writing, annually He or she must cover the costs for providing notices for the year in the amount of \$12.00 or leave 12 stamped, self-addressed envelopes at the District office to cover the mailings.
4. Any constituent wishing the mailing of any reports, documents, or agendas will supply a stamped self-addressed envelope, or the cash equivalent, sufficient to guarantee post office delivery of the same.

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

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

1014

NEPOTISM

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

1015

HARASSMENT

(11/11)

Albion Little River Fire Protection District policy prohibits harassment in any form, including verbal, physical and visual harassment. Such harassment includes racial or ethnic jokes, religious, age, physical disability, gender, sexual orientation or medical condition slurs. This also includes unwelcome requests for sexual favors or any conduct of a sexual nature. The Albion Little River Fire Protection District will not tolerate any violation of this policy.

Harassment is an extremely sensitive issue that can have dire consequences even when accusations are false. We require Board Members and all employees to share in the responsibility to maintain a work place that is free of discrimination and abuse.

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted in the office for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance on the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the ~~Chairman~~ President of the District Board, any Board member, the ~~Fire Department President~~, the ~~Fire Department Chief~~, or any officer ~~or special officer~~ of the Fire Department. If the incident deals with a Fire Department Officer, complaints should be directed to another Fire Department Officer or the ~~Chairman~~ President of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1016

DISCRIMINATION

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

1017

~~APPOINTMENT AND REMOVAL OF FIRE CHIEF~~

~~The Fire Chief is the only employee of the District. The Board of Directors is responsible for appointing and dismissing the Fire Chief.~~

~~Procedure for appointment of Fire Chief by the Board of Directors:~~

1. ~~Department submits names of candidates to the Board of Directors at the meeting prior to annual department election.~~
2. ~~The Board of Directors interviews candidates and using the criteria below selects the Fire Chief:~~
 - o ~~Qualifications for Fire Chief:~~
 - ~~Experience in department activities~~
 - ~~Ability to perform duties~~
 - ~~Desire to fill position~~
3. ~~If all candidates are rejected with cause, this process shall be repeated until a Fire Chief is selected.~~
4. ~~The Fire Chief shall serve until the next annual Department election.~~
5. ~~This process will be used if for any reason the Chief is unable to serve until the next annual Department elections.~~

(11/11)

Procedure for dismissal of the Fire Chief:

In order for the Board of Directors to remove the Fire Chief, at least one of the following conditions must exist:

1. A petition of a majority of regular Department members requesting removal of the Fire Chief is presented to the Board of Directors at a regular meeting.
2. The Board is informed in writing of a serious misapplication of policies, regulations, rules or procedures of the Albion Little River Fire District or Department.
3. The Board of Directors determines the chief is unable to fulfill his/her duties. The determination will be made at a regular Board meeting and will require a simple majority vote of the Board.

If any of the above 3 conditions exist, the Board shall call a special meeting to discuss the allegations with the Fire Chief. If after this discussion, a majority of Board members feels the removal of the Fire Chief should be considered, the Board may call a properly noticed and agendaed special closed session to discuss the removal in accordance with Govt. Code 54957(b)(2) "As a condition of holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session..."

It shall require 4/5 majority of the Board of Directors to dismiss the Fire Chief.

PERSONNEL

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

- b. The chief, all volunteer firefighters, and any other district volunteer workers are employees of the district not subject to regular compensation and benefits. However, the district board may set stipends, and or other benefits for the chief and other qualified volunteer firefighters.

2. HIRING

- a. District residents 18 years old or older may apply for employment with the district.
- b. Employment positions include the position of volunteer firefighter. *Non-district residents may be eligible for employment at the discretion.*
- c. Applications for employment may be obtained at any regular meeting or from the chief.
- d. The chief and the board shall review and approve, reject, or postpone the application. *This chief may hire an employee provisionally until his/her application has been approved or denied.*
- e. Upon approval of the application, employment will be granted if a position is available.
- f. All applicants must submit to background checks (Live Scan).
- g. This procedure is to be followed for all district employees, paid or volunteer.

add language to allow chief to hire provisionally

3. EMPLOYEE STATUS

- a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
- b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
- c. A full time employee is a regular employee employed for 35 or more hours per week. A part time employee is a regular employee employed for less than 35 hours per week.
- d. A probationary volunteer firefighter is a probationary employee who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operating guidelines and as further directed by the chief.
- e. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year of hiring.
- f. A regular volunteer firefighter is an employee who has completed all requirements for probationary firefighters as directed in the district's operation guidelines and as further directed by the chief, and has received a favorable evaluation by the chief and the board after a minimum of six months of service. The six month minimum probation period may be reduced by recommendation of the chief for returning or demonstrably qualified volunteer firefighters.

4. APPOINTMENT AND REMOVAL OF THE CHIEF

- a. The district board may appoint the chief from the employees of the district.
- b. If there is a vacancy in the position of chief as a result of resignation, removal, or any other reason district employees hired as regular volunteer firefighters shall, at the first scheduled meeting following the vacancy, function as a committee to select one or more qualified candidates to submit to the district board for consideration for appointment to the open position. If all candidates proposed by the regular volunteer fire fighters are rejected by the district board this process will be repeated until a chief is selected.

- c. In the interim between the vacancy and the appointment of an acceptable candidate for chief, if the outgoing chief does not appoint an acting chief, the board may, without consultation, appoint an acting chief.
- d. Notwithstanding the appointment of an interim chief by the outgoing chief, the board may at any time rescind that appointment and appoint an acting chief.
- e. The term of appointment to the position of chief is indeterminate.
- f. Removal from the position of chief shall be the sole responsibility and option of the district board of directors and can be with or without cause.

5. DISCIPLINARY ACTION

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

6. GRIEVANCES

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

1018

SPECIAL ANNUAL EVALUATION SESSION

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

2001

ADOPTION/ AMENDMENT OF BYLAWS

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

~~Adopted This 31st Day of July, 2002~~

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING NOVEMBER 29, 2011 AS FOLLOWS:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Alan Taeger
President, Albion Little River Fire Protection District

Attest:

Terry Kemp
Secretary, Albion Little River Fire Protection District

AT

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT FIRE DEPARTMENT OPERATIONS MANUAL

Organization

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

Volunteer Firefighter Status

1. A Volunteer Firefighter begins employment as a probationary employee.
2. The probationary period is six months. The period may be extended by the Chief, but may not exceed one year from the date of hire. The period may be reduced by recommendation from the chief for returning or demonstrably qualified volunteer firefighters.
3. To continue employment beyond the probationary period, the employee must:
 - a. Meet certain requirements during the probationary period:
 - i. Obtain a Driver License Firefighter Endorsement from the California Department of Motor Vehicles.
 - ii. Obtain CPR and first aid (or district valid EMT) certifications.
 - iii. Complete FEMA's ICS-100 course.
 - b. Receive a favorable evaluation by the chief and the board.
4. The driver license firefighter endorsement requirement may be temporarily or permanently suspended by the Board of Directors for cause (general feasibility, individual capability).
5. To continue employment as a volunteer firefighter, minimum training and certification requirements as required for probationary employees must be maintained. In addition, annual minimum attendance and training requirements must be met:
 - a. 33% of training
 - b. 20% of calls

- c. 33% of meetings
6. A volunteer firefighter who fails to maintain the stated minimum training, certification and attendance shall be placed on probationary status for up to one year, until s/he can meet the requirements. If minimum requirements are not reached within this probationary period, employment shall terminate.
7. A non-probationary volunteer firefighter who maintains her/his regular firefighter status throughout the year may qualify for benefits as determined by District policy.

Officers

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

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

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

- b. Coordinate all vehicle and property service and maintenance.
 - c. Coordinate all firefighter training and safety awareness.
- 3. Captains**
- a. Assist in mentoring district firefighters.
 - b. Perform duties as directed by the Chief and Assistant Chief.

Department Operations

- 1. Transparency**
- a. Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.
- 2. Hepatitis B vaccination**
- a. Hepatitis B vaccinations shall be offered free of charge to employees. Because the vaccination series is not always 100% effective in developing the anti-bodies necessary to protect the individual from the disease, a blood test and titer shall also be offered free of charge to employees.

Incident Operations

- 1. ICS**
- a. The response structure shall utilize the Incident Command System.
- 2. Priorities**
- a. Priorities in descending order of concern: employee safety, protection of life, protection of property, protection of the environment.
- 3. Common Sense**
- a. Unforeseen circumstances inherent in firefighting impede the ability to create hard rules for all potential incidents. Volunteer firefighters are empowered to use individual judgement to deviate from industry best practices as reasonably necessary.
- 4. Personal Vehicles**
- a. Firefighters may respond to scene in personal vehicles when sufficient district fire/rescue vehicles have been deployed, when responding to a station would cause the firefighter to pass the scene or when time is of the essence for life saving equipment present in the personal vehicle to reach the scene.
- 5. Ability**
- a. Firefighters shall perform tasks according to their level of training and physical ability.

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

6. Employee injury

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

7. EMS Incidents

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

8. Fire Incidents

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

9. Intoxication

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

10. Issued equipment

- a. Firefighters shall properly maintain issued equipment.
- b. Firefighters shall notify the chief when issued equipment becomes lost or damaged.

11. Personal protection

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

12. Patient confidentiality

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

13. Radio Communication

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

14. Restock Apparatus

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

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

Tuesday, November 29, 2011, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order by President Alan Taeger at 7:32pm. Present were Board members Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp. Acting chief Ted Williams, Scott Roat, Erica Geer, Marshall Brown, Harold Searles and Brad Montgomery represented the Fire Department. Janie Tate also attended.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the October 25, 2011 regular business meeting were approved unanimously on a motion by Ken.
4. **Fire chief's report:** Acting Chief Williams presented a written report of fire department activities which is here attached.
5. **Communications to the board:** A report containing an outline of communications to the board since the last business meeting was presented with the board packet and is here attached.
6. **Financial report:** Current financial statements for the district were presented.
7. **Items for consideration and possible action:**
 - a. **Bylaws revision:** The board reviewed and voted unanimously on a motion by Ed to adopt the proposed bylaws revisions as amended.
 - b. **Fire department operations manual:** The board reviewed and approved unanimously on a motion by Ken to adopt the proposed fire department operations manual on a temporary emergency basis to be reviewed for possible modification and vote for final approval at the next regular business meeting.
 - c. **Fire department personnel:** The board reviewed employment applications for the position of probationary volunteer firefighter as defined in the revised bylaws and the chief's recommendations for hiring. The board voted unanimously on a motion by Ken to accept the following recommended candidates- Marshall Brown, David Ayster, Jonathan Peakall, Mark Anderson, Ted Williams, Harold Searles, Andrew Crowningshield, Jaime Placido, John Crowningshield, Scott Roat, Chris Johnson, Joshua Smith, Erica Geer, Steve Acker, Jason Hendricks, Brad Montgomery, and Jesse Martin for employment as probationary volunteer firefighters.
 - d. **FY 2011-2012 Budget Review and Revision:** The board reviewed the current FY budget. The board voted unanimously on a motion by Ken to adjust amounts of items in the current FY budget as shown in attached revised budget worksheet.
 - e. **Albion village real estate offer and D Road fire station:** Tabled.
8. **Committee reports:**
 - a. **New fire station committee.** No report.
 - b. **Vehicle committee.** No report.
9. **Directors' discussion:** No report.
10. **Next meeting schedule:** December 8th, 2011 at 7:00pm
11. **Adjournment:** meeting adjourned at 11:06pm

Attachments

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

4. Fire Chief's Report, 29 November, 2011, by Ted Williams

- Three ALRVFD, Inc. members resigned: Oliver Seeler, Stacey Weil-Dye, Terence Weil-Dye.
- As an emergency act, I hired Brad Montgomery (former district firefighter, firefighter endorsement drivers license), Jesse Martin and Jaime Placido. All three have been issued gear, have attended training and have engaged in incident response.
- On Alan's request and with his oversight, I authored a firefighter application document.
- CHP Officer Randy England offered a department training about emergency vehicle driving and highway incident issues. ALRVFD, Inc. provided pizza. Jeff Wall visited. Several firefighters commented that the get-together "felt good" -- solid cohesion. District Firefighter applications were distributed.
- Ordered and received twenty yards of gravel for station 811. A bill for approximately \$690 was sent to the district. John Shandel spread the gravel with his skid steer (donated labor).
- Fort Bragg Plumbing snaked the clogged drain at 810. The washer is now operational. An estimate of \$2600 has been provided for re-plumbing fixtures in pvc dwv.
- I walked the proposed fire station parcel donation across from Albion Grocery with Mike Biaggi (property manager), Ed Petrykowski, Steve Acker and John Shandel. Steve Acker has produced maps, including parcel overlay on arial photograph.
- Brad Montgomery and Josh Smith got together at station 811 for one on one engine, tender and dump tank training. We're encouraging this style of focused training in addition to our weekly sessions.
- I attended Comptche Volunteer Fire Department's monthly business meeting on November 1. Aron Hutchens is coordinating a "1a" driving course. The four day course will meet the requirements necessary to obtain a firefighter endorsement from the CA DMV. We attempted to locate adequate pavement in our district before capitulating and choosing Ukiah as the location. Licensed drivers are a critical shortcoming for our district. Interest from firefighters has been expressed, although four consecutive days may not be a viable option for many of our unlicensed firefighters.
- I received a call from Tom Wodetzki. He and a few other community members are curious about the potential site across from Albion Grocery. I suggested they attend the district meeting on November 29.
- I received several unsolicited emails from Jim Marquardt regarding North Coast CERT and other topics. With his permission, I forwarded to Alan Taeger. I would like guidance on how to respond.
- We are planning an extrication (jaws) training to take place December 1. Brad has pulled the Volvo out of the bushes at 812 and a van has been donated. This training, we'll focus on the basics. Several firefighters lack basic training in regards to starting the engine, switching attachments and cutting. In a subsequent training, we'll make use of instructional resources offered by Ed O'Brien (Mendocino Fire).
- Alan recently requested two years of ALRVFD, Inc. meeting minutes. This request was approved by the ALRVFD, Inc. membership. Erica Geer printed and stapled the minutes. I delivered the stack to Alan.

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

Fire Chief's Report, 29 November, 2011, by Ted Williams - page 1

- I ordered five pagers. Two have been received. There was a delay in credit authorization, but it has been resolved.
- I ordered and received five handheld (Kenwood TK-2170) radios.
- I've been in contact with Joanne Blackstone regarding a donation from a group at The Woods. We're waiting for a sunny day for a photo opportunity.
- The ALRVFD, Inc. November business meeting was short with a duration of about forty-five minutes. I explained the transition. Rich and Ken were in attendance. Under guidance from ALRVFD, Inc. attorney Jone Lemos, annual nominations and election will take place at the December meeting. The ALRFPD and ALRVFD, Inc. will need to coordinate schedules and use of the Thursday meeting slot. District Firefighter applications were distributed.
- Marshall and Andrew removed the couches from the upstairs of station 811.
- I'm working with Valerie at CalFire on a US Forest Service loaner. We've been approved for a specific type 60, Ford F-800, 500 gallon + foam vehicle. I've seen the vehicle report (apparently from an independent mechanic). The truck is in good condition -- everything is reported to be working. We're waiting on paperwork and a pickup date. Chris Johnson and Brad Montgomery have both volunteered to fetch the vehicle.
- I've established an email mailing list for firefighters to remedy the address book synchronization problem inherent in group email discussions. We'll start using the list after the district's November regular meeting. I need to know whether to include distribution to district board members.
- I was asked by Alan to investigate LiveScan. Mendocino Fire and other districts use LiveScan for background checks. According to Fort Bragg Police, the applicant must pay \$12 and show identification at time of scan. Another \$32, billed to the district, will provide a DOJ background check using a California state database. For an additional \$19, a national check can be performed using an FBI database. The district must establish a DOJ application before sending applicants to the Fort Bragg Police station LiveScan.
- I attended the Mendocino County Fire Chiefs Association meeting on November 9. Chiefs expressed interest in assisting our district with training and advice. There was discussion in regards to the California Board of Forestry approved \$150 fire fee (to be imposed on rural homeowners in fiscal year 2011-2012). The fee can be reduced in several ways, including a district inspection of properties. I believe we are not in a position to perform such inspections.
- I met with Eric Chisolm (CalFire), John Schnaidt (CalFire) and Brad at stations 811 and 812. We toured vehicles, equipment and PPE. Many recommendations over several hours were offered. They offered ongoing support with purchase, configuration and placement decisions. They expressed agreement in the current placement of vehicles. They offered to assist with training.
- For the two structure fires, I called Mendocino for mutual aid at time of dispatch. I thank Mendocino Fire for their assistance.
- Engine 8162 is now at station 810 (with 8181 at station 812). According to Eric (CalFire), with the addition of some hose and ladders, this truck qualifies as a type II. The extra capability of a type I is not beneficial in our district due to the inability

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

Fire Chief's Report, 29 November, 2011, by Ted Williams - page 2

to deliver the continuous supply of water necessary to exercise the higher output pump.

- Our district has not adopted NPFA standards. NPFA is a private organization, run in part by for-profit fire equipment industry.
- I returned CalStar/REACH/Ambulance paperwork to Alan. The completed forms represent ALRVFD, Inc. members. I have not confirmed eligibility due to an ambiguous situation.
- I'm working with the county to grade the space in front of station 810. Kent Standley of Mendocino County DOT will visit the site (which is actually a county road) the week of November 28. He confirmed availability of resources for the project (gravel and grading).
- I continued development on Alan's proposed operations manual and emailed the document to board members. It should get us through the next month.
- Our monthly medical training with Nat Norling (local paramedic) was in effect canceled due to a timing conflict with the Navarro Ridge structure fire.
- I registered ALRFPD with the National Registry of Emergency Medical Technicians. This will allow our employees to certify and renew certification online.
- I'm working with Nat (local paramedic) to offer a small group training on patient vitals and packaging to our new employees.
- I ordered, received and will be distributing blood pressure cuff and aneroid sphygmomanometer sets to new employees for practicing at home (less than \$30 per set).
- I received an encouraging note from David Thorpe (The Woods), "The other morning at the wood You and the guy[s] did the best job that I will have seen the department do in a long time GOOD JOB WELL DONE"
- I received a completed application from David Ayster. (former district firefighter)
- I received a completed application from Sam Levine. (former district firefighter)
- Brad has started work on a comprehensive vehicle plan. An early draft will be presented at the regular meeting. I'll continue to facilitate collaboration with input from neighboring experts.
- The pulse oximeter on 8131 failed. We replaced it with the identical model (Nonin Onyx® 9500) from Emergency Medical Products (our usual medical supplier) at a cost of \$275. I later found the identical unit on Amazon for \$150. Further, I found a similar unit, FDA approved, for \$24. We should consider switching brands and ordering enough to stock every med bag.
- Dirk from Mendocino Fire called to invite our firefighters to a (non certificate) CPR/AED training session on January 11 at 1900.
- The antenna has fallen off station 810. I'm working on getting it fixed.
- I reminded Ukiah Oxygen that we need bottles moved from 812 to 810 and empty bottles removed from 810. I'll ask again.
- I suggested we switch to
- I contacted the California Highway Patrol commercial inspection division (925 862 2223) about the option of running red/off-road diesel. I was told that it is not an option.
- I've been in contact with John Shandel in regards to developing the encroachment

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

at station 811. He has reviewed the permit.

Fire Chief's Report, 29 November, 2011, by Ted Williams - page 3

4.a. Incident Report

• In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, October 25th and today, November 27th, we were dispatched and responded to ten incidents consisting of:

- 6 medical aids
- 1 hazardous condition (electric line arcing on trees)
- 1 fire alarm (false)
- 2 structure fires

4.b. Fund Raising, Gifts, Service Fees

- Donations from the Hughes party to ALRVFD, Inc totaled \$5993.73.
- At this juncture, financial gain from the ALRVFD, Inc. 2011 department BBQ has not been calculated. Steve Acker is analyzing the details and working on a report.

4.c. Fire Department Operational Needs

• Several of our engines need hose fittings, adapters and o-rings. These items will fit under the existing maintenance budget.

• I recommend the board budget new equipment (padded for indeterminate shipping costs):

- \$1600 - a K-12FD ventilation saw
- \$2900 - Honda EU2000i, (2) 20,000 lumen LED lights, (2) tripods
- \$1100 - 3 section 22' ladder
- \$450 - roof ladder
- \$1000 - piercing nozzle (suggested by Mendocino Fire's Dave Lindstrom)
- \$? - consider/discuss a gas powered blower

• The station 810 backup generator is not functioning. I'd like direction from the board on how to proceed.

• Now that 8131 is functional as a quick attack, we have begun brainstorming options for configuring 8132 with water and a pump.

• We need to consider increasing the budget for new personal protective equipment:

• Helmets: I suggest (and Eric from CalFire has expressed support for) combination structure/wildland helmets. Eric will send his recommended model number.

• OSHA requires that we issue SCBA masks (until now, SCBA masks have been included on vehicles). We will likely need to order additional masks and protective cases.

• We need structure and wildland boots.

• We need structure rated helmet lights.

• We need structure gloves.

• We need more structure and wildland turnouts.

• We need flashlights for firefighters and a cache (with charging or batteries) for vehicles.

• We need to review structure turnouts on a case by case basis. I plan to ask CalFire for assistance in determining which items should be replaced.

• We need additional fire shelters. I will talk to CalFire and neighboring districts about group purchasing. Eric suggested we eliminate the non-compliant, even

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

from training supplies as the old units deploy differently.

4.d. Vehicle Maintenance Report

Fire Chief's Report, 29 November, 2011, by Ted Williams - page 4

• 8182

- Engine 8182 went to Fort Bragg Diesel for a DOT inspection. Before Gary left with the vehicle, I demonstrated difficulty with the parking brake. Gary later reported fixing a major air leak at the horn, but he was hesitant to return the vehicle because he believed there was a substantial risk that it would leave us stranded due to the batteries failing to hold a charge overnight. New batteries were installed and the engine has been returned.
- On Gary's recommendation, based on a 200 mile odometer reading, we did not change the fluids.
- Auto ejects appear to be wired incorrectly (to "run" instead of "start").
- Rusty air brake tank/lines (previous treadle valve problem) need inspection.
- Inlet pipe partially rusted through. (Currently sealed with plumbers putty to hold tank water.)

• 8130

- Was low one gallon of coolant and low one half quart of oil. Brad remedied by adding fluids.
- Went to Fort Bragg Diesel after Gary reminded us of a known steering box leak. I have not seen a bill, but the steering box was approximately \$800.
- While in the shop, Gary discovered two substantial fuel leaks. Parts are expected to arrive the week of November 28th at which time 8130 will return to FB Diesel.
- Winch does not work.
- Fuel gauge does not work (FB Diesel diagnosed, sending unit is bad).

• 8192

- After the second / Navarro Ridge structure fire this month, Steve Acker noted noise resulting from steering tender 8192. Brad took a look and discovered that all belts were loose -- so loose that he was able to cause slip with his hand. He tightened the belts. He replaced the air compressor belt, because it had suffered substantial abrasion damage due to being loose.
- Brad replaced a blown fuse to remedy the code 3 lights failure.
- I need to know whether the board would like FB Diesel to inspect the above repairs.

• 8131/8132

- Reverted the designators of the two rescues to reduce ongoing confusion. The red quick attack truck is now 8132. The white waterless rescue is now 8131. New stickers are not necessary -- the old numbers were still in place. District files (inventory spreadsheet) might need to be updated.

• 8131

- Ordered, obtained and had Brad install a new Honda engine on the 8131 pump. Cost of engine was \$952.80. Brad also fixed the electric hose reel; the polarity had been reversed.
- Fuel tank switch is broken.
- Shorted glow plug, burnt wire to plug.

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

- **8132**

- The block heater has been disabled on rescue 8132. When this vehicle was relocated, station 812 electricity decreased by approximately \$150 per month *Fire Chief's Report, 29 November, 2011, by Ted Williams - page 5*

- while station 810 electricity increased by approximately \$150 per month. The block heater should not be necessary in our environment. We anticipate this change will save approximately \$1800 per year in electricity.

- Pressure gauge for pump does not work.

- Speedometer does not work.

- Hardline bushings should be replaced with radial bearings.

- **8162 / 8163 mobile radios**

- On the way to the Navarro Ridge structure fire, mobile radios in 8162 and 8163 failed. I'd like to have Fort Bragg Diesel fix the radio wiring on 8163. I'd like to have Brad rewire the radio on 8162 to avoid taking the vehicle out of service.

- **8163**

- Engine 8163 is next in line for FB Diesel (DOT inspection and repairs).

- Mobile radio does not work.

- Radio and code 3 lights cause insulation smell.

- Several drivers have reported unusual steering handling.

- Four wheel drive switch does not work. No four wheel drive presently.

- Needs cab lights.

- Compartment doors don't all shut properly.

- Compartment door struts worn out, won't hold doors up.

- Exposed wires on rear yellow lights.

- Siren housing broken (works, but smell of insulation when on)

- Needs a flare container.

- Fuel gauge / sending unit do not work.

- Left rear scene lights dim (suspect wiring issue).

- Foot operated windshield washer pump should be replaced (with 12v unit).

- **8191**

- This tender was previously taken out of service. We discovered a weight exemption for fire trucks under California Code of Regulations, Title 21, Division 2, Chapter 7, Sections 1411.1 and 1411.7. I'd like to have Fort Bragg Diesel inspect 8191 for safety. When it passes, I'd like to place it back in service.

- Rusty rims.

- No siren.

- Code 3 lights switch broken.

- Windshield washer pump/reservoir needs replacement.

- Speedometer doesn't work.

- **8162**

- Tail light not functional (appears to be incorrectly wired)

- Windshield wiper pump does not work.

- Exhaust and air governor should be directed away from ground (dust).

- Mobile radio doesn't work (wiring).

- **8165**

- Code 3 wiring needs attention.

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- Dash light wiring needs attention.
- **8181**
- Knob on gear shift lever is missing.
- Passenger door bottom hinge broken (previous weld bad). Ready to fall off.
Fire Chief's Report, 29 November, 2011, by Ted Williams - page 6
- Passenger rear red is out.
- Extinguisher in driver side compartment #7 appears out of date (1996).
- Rusty air brake tank/lines (previous treadle valve problem) need inspection.
Fire Chief's Report, 29 November, 2011, by Ted Williams - page 7

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING NOVEMBER 29, 2011
COMMUNICATIONS TO THE BOARD**

- 10/27/11 Per unanimous vote of the board of directors at the October 25, 2011 regular business meeting a letter of censure was sent to fire department members Oliver Seeler, Stacey Weil-Dye, Jonathon Peakall, and Terrence Weil-Dye and a copy of the letter was also sent to Albion Little River Volunteer Fire Department, Inc., all by certified mail with return receipt. Return receipt was received for all five letters. Responses are as follows:
- 10/27/11 Alan received email addressed to "Chief Wall and Fellow Firefighters" and sent to all fire department members and district board members from Oliver Seeler announcing his resignation from the fire department.
 - 10/28/11 Received letter of censure addressed to Oliver Seeler returned with hand written comment.
 - 10/28/11 Alan received email addressed to "the Albion-Little River Volunteer Fire Department" and sent to all fire department members and district board members from Stacey Weil-Dye announcing her resignation from the fire department.
 - 10/29/11 Alan received email addressed to "Albion Fire" and sent to all fire department members and district board members from Terrence Weil-Dye announcing his resignation from the fire department.
 - 10/31/11 Alan received email addressed to "Albion Little River Fire Protection District Board" and sent to all fire department members and district board members from Terrence Weil-Dye in response to letter of censure.
 - 11/19/11 Alan received email addressed to "Dear Members of the ALRFD" and sent to all fire department members and district board members from Jessica Friedland announcing her resignation from the fire department.

There were several emails from firefighters in response to some of the resignations listed above.

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

Other Communications:

- Sept/Oct/11 Issue of CSDA magazine executive director's message announced a new service of CSDA – surplus exchange. Alan noted this service as a possible benefit to the district.
- 10/28/11 Received 2011 Government Units Survey – Census of Governments. Alan completed the survey on line On 11/14/11.
- 11/01/11 Received California billing and disclosure notice from ATT.
- 11/02/11 Alan received a fax from CSDA with announcement of sexual harassment Prevention Trainings for special districts.
- 11/02/11 Received quote (\$2,600.00) from Fort Bragg Electric to replace rotten drain and waste system at Station 810.
- 11/08/11 Received long distance bill from ATT for telephone at station 812 showing final balance paid on closed account.
- 11/10/11 Alan received an email from Laura Vogelgesang with an inquiry about changes in the fire department and a request for recent meeting records. Alan responded with an email reply that included attachments of available recent meeting records.
- 11/14/11 Received invitation from the Corning Fire Department 100th birthday party and centennial celebration to be held on April 28, 2012.
- 11/15/11 Received copy of coastal development permit application CDP #26-2011 for construction of a 2340 SF sfd and a 720 SF shop on Middle Ridge Road.
- 11/18/11 Received long distance telephone bill from ATT telephone at Station 811 for \$12.92 for two calls to Willows, CA, three minutes total call time.
- 11/18/11 Alan Received a letter from CSDA offering district financing.
- 11/20/11 "Sonoma County rural residents decry state fire fee" Article by Guy Kovner in the Press Democrat.

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
FY 2011-2012 BUDGETED EXPENSES REVISED WORKSHEET**

	PROJECTED ITEM COSTS	CATEGORY TOTALS
<u>86-1014-MISCELLANEOUS EMPLOYEE BENEFITS</u>		\$18,000.00
ANNUAL FIREFIGHTER STIPENDS	\$18,000.00	
<u>86-1035-WORKERS COMPENSATION INSURANCE</u>		\$7,000.00
GSRMA FIREFIGHTERS COMPENSATION INSURANCE	\$7,000.00	
<u>86-2050-CLOTHING & PERSONAL ITEMS</u>		\$26,000.00
FIRE SHELTERS	\$5,000.00	
TURNOUTS	\$10,000.00	
SCBA MASKS	\$8,000.00	
OTHER	\$3,000.00	
<u>86-2060-COMMUNICATIONS</u>		\$5,000.00
ATT	\$3,000.00	
COMCAST	\$1,600.00	
MCN	\$30.00	
US CELLULAR	\$0.00	
OTHER	\$370.00	
<u>86-2101-INSURANCE - GENERAL</u>		\$8,000.00
GSRMA PROPERTY & LIABILITY INSURANCE	\$8,000.00	
<u>86-2120-MAINTENANCE – EQUIPMENT</u>		\$37,000.00
VEHICLE MAINTENANCE		
8130	\$5,000.00	
8131	\$2,000.00	
8132	\$2,000.00	
8162	\$4,000.00	
8163	\$4,000.00	
8165	\$2,000.00	
8170	\$4,000.00	
8181	\$2,000.00	
8182	\$2,000.00	
8191	\$4,000.00	
8192	\$2,000.00	
ZODIAC & TRAILER	\$0.00	

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

PWC & TRAILER	\$0.00	
OTHER VEHICLE	\$0.00	
RADIO MAINTENANCE	\$0.00	
MEDICAL EQUIPMENT	\$2,000.00	
RESCUE EQUIPMENT	\$0.00	
FIREFIGHTING EQUIPMENT	\$1,000.00	
DISTRICT OFFICE EQUIPMENT	\$0.00	
OTHER EQUIPMENT MAINTENANCE	\$1,000.00	
<u>86-2130-MAINTENANCE – STRUCTURES AND GROUNDS</u>		\$14,000.00
STATION 810	\$4,000.00	
STATION 811	PAINT	\$5,000.00
STATION 812	REPAIRS, GRAVEL	\$3,000.00
STATION 813		
STATION 815		
MOWING	\$1,000.00	
OTHER	\$1,000.00	
<u>86-2140-MEDICAL, LAB SUPPLIES</u>		\$6,000.00
LAB SUPPLIES	\$2,500.00	
GASSES	\$1,600.00	
OTHER	\$1,900.00	
<u>86-2150-MEMBERSHIPS</u>		\$3,000.00
CSDA	\$700.00	
MENDOCINO AMBULANCE SVC	\$900.00	
REACH	\$700.00	
CALSTAR	\$700.00	
<u>86-2170-DISTRICT OFFICE SUPPLIES</u>		\$1,000.00
POSTAGE	\$150.00	
SOFTWARE	\$250.00	
PAPER, INK, MATERIALS	\$500.00	
OTHER	\$100.00	
<u>86-2181-AUDITING & FISCAL SERVICES</u>		\$3,500.00
BI-ANNUAL INDEPENDENT AUDIT	\$0.00	
BOOKKEEPING SERVICES	\$3,500.00	
<u>86-2187-EDUCATION & TRAINING</u>		\$10,000.00
CPR	\$1,000.00	
OTHER	\$9,000.00	

Minutes approved as amended by unanimous vote of the board at the December 8, 2011 regular business meeting.

<u>86-2189-PROFESIONAL & SPECIAL SERVICES</u>		\$1,500.00
COUNTY COUNSEL SERVICES	\$1,500.00	
<u>86-2210-RENTS AND LEASES BUILDINGS AND GROUNDS</u>		\$100.00
STATION 810 ANNUAL RENT (2011 & 2012)	\$100.00	
STATION 812 PROPERTY LEASE (MENDO CTY 2021)		
STATION 815 PROPERTY LEASE (CONSERVATION FUND d?)		
<u>86-2220-SMALL TOOLS & SUPPLIES</u>		\$4,000.00
BATTERIES	\$500.00	
MISC. HARDWARE	\$500.00	
OTHER	\$3,000.00	
<u>86-2231-ELECTION SUPERVISION & SERVICES</u>		\$400.00
COUNTY CLERK - ELECTION SERVICES	\$400.00	
<u>86-2250-TRANSPORTATION & TRAVEL</u>		\$8,000.00
WALSH OIL	\$5,000.00	
ALBION K	\$1,000.00	
OTHER	\$2,000.00	
<u>86-2260-UTILITIES</u>		\$7,500.00
PG&E	\$4,000.00	
SUBURBAN PROPANE	\$900.00	
THOMPSON SEPTIC SERVICE	\$1,500.00	
ALBION WATER DISTRICT	\$540.00	
WASTE MANAGEMENT INC.	\$350.00	
OTHER	\$210.00	
<u>86-3113-PAYMENTS TO OTHER GOVT AGENCIES</u>		\$2,000.00
COUNTY AUDITOR - TAX COLLECTION/ALLOCATION	\$1,200.00	
LAFCO - DUES	\$500.00	
COUNTY ASSESSOR - TAX ASSESSMENT REPORT	\$100.00	
OTHER	\$200.00	

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86-4360-BUILDINGS AND IMPROVEMENTS

		\$75,000.00
STATION 810		
STATION 811	\$75,000.00	
STATION 812		
STATION 813		
STATION 815		

86-4370-EQUIPMENT (PURCHASE)

		\$130,000.00
VEHICLES	\$100,000.00	
RADIOS	\$9,500.00	
FIREFIGHTING EQUIPMENT	\$20,000.00	
MEDICAL EQUIPMENT	\$500.00	
RESCUE EQUIPMENT	\$0.00	
DISTRICT OFFICE EQUIPMENT	\$0.00	
OTHER EQUIPMENT	\$0.00	

TOTAL BUDGETED EXPENSES	\$367,000.00
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