

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING AGENDA  
THURSDAY, JANUARY 9, 2014 – 7:00 P.M.**

Station 810, 33900 West Street (behind Albion Grocery Store), Albion, CA.

**7:00-8:00 p.m. (longer if necessary)**

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

**8:00 p.m. (approximately – begins at completion of operations meeting)**

2. **Board of Directors meeting.**
  - a. Call to order and roll call
  - b. Approval of agenda
3. **Approval of minutes.** Review and correct, if necessary, minutes of Regular Business Meeting of December 12, 2013.
4. **Public Comment:** The public may address the board on 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.
5. **Financial Report:** Current financial statements for the district will be presented.
6. **Items for Board Consideration and possible action:**
  - a. **Board Vacancy:** The board will interview and review qualifications of prospective board member candidates and may vote to appoint a board member to fill the vacancy created by the resignation of board member Ken Matheson.
  - b. **Bylaws Revision:** The board will review and discuss a proposed amendment to the Albion Little River Fire Protection District Bylaws, Policies and Procedures (Section 1100- 6.a Board Meeting Schedule) to be considered for adoption at the February 13, 2014 regular business meeting.
  - c. **Building Fund Seed Money:** Discussion and possible approval to set aside \$15,000 in checking acct. for immediate expenses, costs.
  - d. **Personnel:** Any new applicants to be presented
  - e. **CSDA/Ethics Training:** CSDA is offering an online AB1234 Ethics Compliance Training. Jan 1-Feb. 28, 2014 only. State requirement.
  - f. **Annual Evaluation Meeting:** The annual board and department evaluation meeting needs to be scheduled for January, 2014.
7. **Correspondence:** Correspondence to and from the board will be presented.
  - a. Dec. 12, 2013 notice of vacancy: In accordance with Section 1780 of the Government Code, effective 12/12/2013, there is a vacancy on the District Board due to Ken Matheson's resignation. The District will fill this vacancy by appointment within 60 days after the effective date of vacancy, but no sooner than 15 days after vacancy is posted.
  - b. Dec. 15, 2013 A (PSA) Public Service Announcement advertising a Board vacancy will be aired on local radio station KOZT, also will appear in local paper The Beacon Dec. 26.
  - c. Dec. 23, 2013 received certified letter from Oliver Seeler requesting copies of records relating to any known or suspected theft of district property within the last six months.
  - d. Dec. 20, 2013 Sent certified letter to Oliver Seeler in reply to his request in above letter.
8. **Committee Reports**
  - a. **SCBA Project:** Is completed and truck back in service in Albion.
  - b. **Status of National Fire Incident Reporting System:** see Sam
9. **Director's Discussion:** Individual Board members may discuss topics of concern to the District.

CORRECT →  
DATE  
12/30/13  
RR

- a. **New Fire House:**
- b. **Fund Raising:**
- 10. **Next Meeting: Thursday, February 13, 2014, 7:00 p.m.**
- 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.

**Fire Chief's Report DRAFT, 9 January, 2014, by Ted Williams**

• **Application requiring board review:**

- Alex Stenback

• **Incident Log**

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, December 12th and today, December 12th, we were dispatched and responded to fifteen incidents consisting of 11 medical aids, 1 vegetation fire (false, warming), 1 structure fire (chimney) and 2 traffic collision.

- **2013011218 12/12/2013 02:05**

- MEDICAL, ALPHA; 41241 LITTLE RIVER AIRPORT RD ,LITR
- Jaime Placido
- Ted Williams
- Sam Levine (IC, Med GP)
- cancelled incoming
- On Scene: 02:22
- Available: 02:49

- **2013011295 12/14/2013 11:08**

- MEDICAL, ALPHA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #28 ,LITR
- Sam Levine
- Jeff Anderson (IC)
- Scott Roat
- John Oakley
- Andrew Crowningshield (Med Gp)
- John Crowningshield
- cancelled incoming
- On Scene: 11:14
- Available: 11:56

- **2013011301 12/14/2013 13:03**

- MEDICAL, DELTA; 27100 ALBION RIDGE RD ,ALBI
- Ted Williams (first on scene)
- John Oakley (8130 driver)
- Tony Oakley (8130)
- Joe Goforth
- Citlali Calvillo (MedGrp)
- John Crowningshield
- Michael Rees
- 8100 cancelled helicopter
- On Scene: 13:09
- Available: 13:39

- **2013011359 12/16/2013 11:15**

- MEDICAL, DELTA; 27100 ALBION RIDGE RD ,ALBI
- Andrea Pennebaker (first on scene)
- Joe Goforth
- Ted Williams
- John Oakley (8130)

- Michael Rees (8131, cancelled)
- Harolde Searles (cancelled)
- cancelled incoming
- On Scene: 11:19
- Available: 12:04
- **201311390 12/17/2013 09:55**
  - PA, PERSON; 33900 FROG POND RD ,LITR
  - Ted Williams
  - John Oakley (8130)
  - Andrea Pennebaker
  - Michael Rees
  - Scott Roat
  - On Scene: 10:06
  - Available: 11:18
- **201311406 12/17/2013 17:08**
  - MED, TRAFFIC COLLISION; HWY 1 MP 041.50
  - Michael Rees (8131)
  - Ted Williams (8162)
  - Harolde Searles (8130)
  - John Oakley
  - CHP, CalTrans, ELK Fire, overturned big truck blocking both lanes
  - On Scene: 17:08
  - Available: 19:15
- **201311429 12/18/13 1205**
  - MEDICAL, BRAVO:LODGE AT WOODS 43300 LITTLE RIVER AIRPORT RD, LTR
  - Andrew Crowningshield (Med Gp)
  - Sam Levine (IC)
  - John Oakley (8130)
  - Ted Williams (staged/cancelled when Medic 120 arrived)
  - On Scene: 12:09
  - Available: 12:31
- **201311509 12/20/2013 1655**
  - MED, TRAFFIC COLLISION; 100 N HWY 1 / 100 HWY 128 ,ALBI
  - tbone at HW128/1 intersection
  - Harolde Searles (IC)
  - Michael Rees (8131)
  - Ted Williams (LZ)
  - John Oakley (8162)
  - Joe Goforth
  - Jeff Anderson
  - Andrew Crowningshield
  - Ben Feinburg
  - Tony Oakley
  - CHP, CalFire 1152, 2 Anderson Valley firefighters, CalStar 4, MCDH ambulance

- On Scene: 1701
- Available: 1807
- **201311525 12/21/2013 0823**
  - MEDICAL, BRAVO; 3320 ALBION RIDGE E RD ,ALBI
  - Emily Scott (first on scene)
  - Ted Williams
  - Craig Hathaway
  - 1144 confirmed, cancelled incoming, released by MCSO
  - On Scene: 0824
  - Available: 0919
- **201311539 12/21/2013 18:02**
  - FIRE, RESIDENTIAL; 33301BLK ALBION RIDGE RD ,ALBI
  - chimney fire was out; resident advised to not use until professional inspection
  - Marshall Brown (IC)
  - John Oakley (E8162, OPS)
  - Michael Rees (R8131)
  - Tony Oakley
  - Joe Goforth
  - Citlali Cavillo
  - Jake Lathem
  - Craig Hathaway
  - Scott Roat
  - Andrea Pennebaker (R8130,Safety)
  - Andrew Crowningshield (E8181)
  - Ted Williams (from Comptche, cancelled)
  - On Scene: 18:07
  - Available: 18:55
- **201311790 12/29/2013 17:16**
  - MEDICAL, ALPHA; 6028 ALBION LITTLE RIVER RD ,LITR
  - Ted Williams
  - Scott Roat
  - John Oakley
  - Jaime Placido
  - Marshall Brown
  - John Crowningshield
  - cancelled incoming
  - On Scene: 17:26
  - Available: 18:10
- **201311850 12/31/2013 15:26**
  - MEDICAL, ECHO; 6801 LITTLE RIVER H RD ,LITR
  - Marshall Brown (8132)
  - Ted Williams
  - John Oakley
  - Scott Roat
  - Sam Levine

- Michael Issel
- cancelled incoming
- On Scene: 15:34
- Available: 16:02
- **2013011854 12/31/2013 17:28**
  - FIRE, FALSE ALARM; 32600 ALBION RIDGE C RD ,ALBI
  - warming fire, marshmallows, cancelled all fire
  - Ted Williams (IC)
  - John Oakley (8162 driver)
  - Tony Oakley (8162)
  - Debbi Wolfe
  - Steve Wolfe
  - Scott Roat
  - Craig Hathaway
  - Marshall Brown (8170)
  - cancelled incoming
  - On Scene: 1735
  - Available: 18:01
- **2014000049 01/02/2014 1913**
  - MEDICAL, CHARLIE; 40930 LITTLE RIVER AIRPORT RD #CABN ,LITR
  - Andrew Crowningshield (IC)
  - John Crowningshield
  - Ted Williams
  - Marshall Brown (8130)
  - Scott Roat
  - Sam Levine
  - On Scene: 1922
  - Available: 19:54
- **2014000131 01/05/2014 1238**
  - MEDICAL, BRAVO; 29874 NAVARRO RIDGE RD ,ALBI
  - Debbi Wolfe
  - Steve Wolfe
  - Michael Rees (8131)
  - John Crowningshield
  - Marshall Brown
  - Ted Williams (8130)
  - Craig Hathaway
  - Andrea Pennebaker (cancelled)
  - On Scene: 1245
  - Available: 1314
- **Training Completed**
  - **12/19/2013 – Medical Training – Nat Noorling - Station 810 ALRFPD (2 Hours)**
    - Training Objectives:
      - 1. Go over new EMS plan for C-Spine control.
      - a. Back boarding, when to use it.

- Chuck Sisco, Citlali Cavillo, Craig Hathaway, Debbi Wolfe, Emily Scott, Harolde Searles, Joe Goforth, John Crowningshield, John Oakley, Marshall Brown, Michael Issel, Michael Rees, Scott Roat, Steve Wolfe, Ted Williams.
- Public watching: Alex Stenback
- **01/04/2014 – ALRFPD Cliff Training– Searles/Latham/A. Crown/J. Crown – ALRFPD Station 810 (2 Hours)**
  - Training Objectives:
    - Detailed Inventory of Cliff Rescue Gear.
    - Create an order of Cliff Rescue Gear needed for operations.
  - Andrea Pennebaker, Andrew Crowningshield, Chris Wall, Chuck Sisco, Citlali Cavillo, Craig Hathaway, Debbi Wolfe, Harolde Searles, Jake Latham, Jamie Placido, John Crowningshield, John Oakley, Marshall Brown, Michael Issel, Michael Rees, Steve Wolfe, Ted Williams, Tony Oakley.
  - Public watching: Alex Stenback
- **Training Planned**
  - 01/11/2014: R.I.T. Training, Station 811 @ 10:00
  - 01/15/2014: Medical Training, Station 810 @ 19:00
  - 01/18/2014: ALRFPD Water Rescue, Station 810 @ 10:00
  - 01/22/2014: Traffic Operations, Station 810 @ 19:00
  - 01/29/2014: ALRFPD Cliff Rescue, Station 810 @ 19:00
  - 02/05/2014: Structure Fires with Solar Panels, Station 811 @ 19:00
- **Development**
  - Burton's Fire completed fill station enhancements on Rescue 8132 (SCBA truck). Sara Spring drove the vehicle back to district from Little River. The department has already used the compressor to fill bottles. We are very happy with the installation. The district owes thanks to Brad Montgomery (for initial installation), Sam Levine (for meticulous planning of fill station), Burton's Fire (for flawless execution of plan) and Sara Spring (for driving the vehicle home).
  - Chris Skyhawk has planned a community meeting for January 23, 1900, at the Woods Lodge in Little River. The format will be similar to the meeting held at the Albion School. Our goal is to inform the community about the state of fire department operations, financials and needs.
  - The buyer of tender 8191 removed the truck from station after signing all paperwork. Release of liability submitted to DMV.
  - The buyer of the river boat removed the boat from station. Rich completed transfer paperwork.
  - Mendocino County has declared an emergency in response to drought conditions. Wells are drying in district. I've asked firefighters to conserve. We will continue to train with water, but will make every attempt to recycle. Two recent fires in northern California, 300 and 700 acres in size, have prompted CalFire to call up season crews (in January!).
  - In response to a demand by CalOSHA pressure vessel unit, I had Suburban propane replace a rusted propane tank at station 810 at no cost to district. Two additional crash posts are needed.

- Chief attended the County Chief's Association January meeting in Brooktrails and asked Coastal Valleys EMS representative to please provide a path to Advanced EMT. They continue to prohibit AEMT.
- We started the year with a change in training night. We are shifting to Wednesday to better align with Mendocino Fire. Additionally, this day will allow for greater attendance.
- We took possession of the pair of jet skis purchased from Mendocino Fire. Additional bays are necessary. Lack of space is impacting operations.
- Director Bob Canclini is communicating with the Grange about next steps on site prep and portable water tank installation at their site.
- Our cliff program has been rebooted. We are incorporating the formerly separate program into our normal training schedule and asking all firefighters to participate. Attendance at our first session was mid-20s. Equipment was inventoried and checked for safety.
- We had a fire department officer's meeting on Saturday, January 4 with Marshall, John C, John O, Andrew, Michael and Ted in attendance. Andrea had a schedule conflict. Focus was delegation and sharing of tasks to increase safety, scope and effectiveness. We're reinstating the mentor model to help ensure that new folks aren't left to find answers on their own. Marshall put together a duty officer schedule. Duty officer will be responsible for answering calls from Howard Forest, keeping an engine driver in district and making sure mutual aid is requested if our response is inadequate. We all agreed to increase emphasis on PPE at scene. There's enough risk without shorting ourselves protective equipment. All notes, whether training or maintenance, will be sent to Ted to incorporate into the monthly report. We plan to meet about once per month (or as necessary). I don't want anyone to feel excluded, but attendance for non-officers is optional. This is meant to be a work session. Marshall will remain training officer, with activity specific leads to help schedule, procure necessary supplies and track progress:
  - Andrea - water rescue
  - Andrew - cliff / hazmat
  - John O - engines / maintenance
  - John C - portable pumps, saws & assisting John Oakley with maintenance
  - Michael - medical
- Within the next month, we plan to kick off a Communications Committee.
- **Fundraising:**
  - We received a matching donation challenge of \$15k with six month window starting Dec 1. After an article was run in the Mendocino Beacon, donations arrived. Sara Spring will bring final accounting to the January regular meeting. It appears we may met the challenge.
  - Little River Inn will hold a Concert series fundraiser in January to benefit our district.
- **Equipment maintenance (John Oakley)**
  - Fire hose washed and tested
  - **Station 811**
    - Medical cabinets relocated to upstairs to make room for 8190
    - cleaned



- started all small engines
- **Station 810**
  - cleaned
- **8191**
  - removed lettering
- **8162**
  - replaced battery in infrared thermometer
  - filled 5 SCBA bottles
- **8190**
  - low profile antenna arrived; installation pending
  - quote on cross member, \$3755 and two days out of service.

APPROVED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING MINUTES  
THURSDAY, DECEMBER 12, 2013 – 7:00 P.M.

Station 810, 33900 West Street (behind Albion Grocery Store), Albion, CA.

7:09 p.m.

1. Fire department operations meeting

- Roll call  
Board: Levine, Riley, Canclini, Roat & Matheson absent. STEVE  
Firefighters: Chief Williams, Levine, Anderson, Pennebaker, Rees, & Debbi Wolfe, Placido, Goforth, Issel, J. Oakley, T. Oakley, A. Crowningshield, Searles, Brown  
Guests: Sara Spring And Craig Hathaway
- Chief's Report: See attached.
- Review and discussion of chief's report. Reviewed & discussed in great detail several items.
- Other fire department business .
  - The Wolfe's have offered to have a LZ at their property.
  - Discussion of a need of an updated map book-see Acker
  - Discussion on future trainings and a water source.
  - January 16<sup>th</sup> Chris Skyhawk will be doing a community meeting at The Woods. (Has been changed to January 23, 7:00 pm).
  - The District received a donation along with an offer for a matching grant of \$15,000.
  - Maintenance Officer J. Oakley gave a report on all of the maintenance he has done for the month.
  - Discussion on where to place equipment (vehicles).
  - Marshall discussed future training, there will be technical training for the next 3-4 months. Cliff training will be a focus for 2014. There was discussion on training schedule and a need for more involvement in both water and cliff training. There is also a need for more drivers for the trucks. There was discussion and a vote and training was moved to Wednesday nights in hopes of coordinating with Mendocino.
  - Checklist for Volunteer Firefighters is here for certificates.
  - The need for orientation training for new members was discussed.
  - Jeff Anderson will be leaving the department and the area as of Dec. 31<sup>st</sup> Citlali will be taking over the med supply duties.
  - Discussion on compressed air foam-see Issel.
  - Levine will not be responding to calls after March 3<sup>rd</sup> for about a month.
  - Department election of officers: New officers are:
    - Chief 8100- Ted Williams
    - Asst. Chief 8101- John Oakley
    - Asst. Chief 8102- Marshall Brown
    - Fire Captain 8110 John Crowningshield
    - Fire Captain 8111 Andrea Pennebaker
    - Fire Captain 8112 Andrew Crowningshield
    - Fire Captain 8113 Michael Rees
    - 8120 eliminated for now
  - Discussed the need of a duty officer in district at all times
- Adjournment

8:20 p.m.

2. Board of Directors meeting.

APPROVED MINUTES JAN. 9, 2014 MEETING  
by R. A. Hill

- a. **Call to order** with a quorum present by President Rich Riley with board members Levine, and Canclini present. Absent: Roat & Matheson.
- b. **Approval of agenda**
3. **Approval of minutes.** November 14<sup>th</sup> 2013 regular business meeting approved 3-0 in favor.
4. **Public Comment:** Letter from Ken Matheson - resignation from the Board effective 12/12/2013 causing a board vacancy, which was posted that day. The board would like to thank Ken for his years of excellent service.
5. **Financial Report:** Current financial statements for the district were presented.
6. **Items for Board Consideration and possible action:**
  - a. **Excess Inventory Sale (as is):** Received 5 bids. Opened sealed bids for items advertised in paper Nov. 21. (1) '79 Int. Water Truck. Min. Bid \$500, 3 bids, Warren Shandel winning bid of \$750. (2) '73 Van Pelt Fire eng. Min. Bid \$1000, no bids. (3) 2003 Yamaha Jet Ski/trailer Min. Bid \$1500, 1 bid below minimum, no sale (4) 2006 Achilles River Boat & trailer, min. bid \$1500. 1 bid of \$1500, winner Andrea Pennebaker.. Canclini moved to accept the bids for the tender and River Boat. All approved. 3-0 in favor
  - b. **Injury & Illness/Health Illness Prevention Programs:** Program Administrator Chief Ted Williams / Rich Riley, Board President have the authority and responsibility for implementing the provisions of this program at this worksite. The new programs were discussed. Riley moved to accept and implement these new programs. All approved. 3-0 in favor.
  - c. **Fund Raiser Matching Offer:** The district received a matching grant from an anonymous donor in the amount of \$15,000 as discussed in the Chief's Report. Canclini read a letter from Mendocino Redwood company enclosed with a donation of \$5000.00
  - d. **Building Fund Seed Money:** This matter was tabled until future time.
  - e. **Personnel:** Craig Hathaway was approved as provisional and Chris Wall was promoted to regular and is no longer probationary.
  - f. **Board Elections:** Discussion of 2014 Board Positions with the current members. Voting results: President-Rich Riley: Vice President/Financial Officer-Bob Canclini,; Secretary-Scott Roat, Board Member-Sam Levine.
7. **Correspondence:** The following Correspondence to and from the Board was presented.
  - a. Letter 10/28/2013 from The Woodlanders addressed to R. Riley, Board President thanking the fire dept. for their dedication & service & conveying their best wishes & support to all of the volunteers who make the ALRV Fire Dept. possible. Signed: Nancy S. Banker, Treasurer
  - b. Sept. 5, 2013 received from County of Mendo. Dept. of Planning & Bldg. Svcs: An owner/applicant Charles D. & Dalphinia Hervilla, et al. A request for a minor subdivision creating 2 parcels (20.01+/- and 27.95+/- acres & adding a 3000 sq. ft. single family residence, attached 576 sq. ft. garage, & 640 sq. ft. guest cottage. Location : 40001 East Cove Rd. Little River. Case # CDMS 5-2013/cdp 13-2013.
  - c. Letter 11/7/2013 from John Chang, Calif. State Controller: Delinquent Report of Financial Transactions. Records have been re-sent by bookkeeper and satisfied.
  - d. 12/10/2013 Ken Matheson letter of resignation from the board.
  - e. 12/12/2013 posted board vacancy.
8. **Committee Reports:**
  - a. **Grants:**
  - b. **Status of National Fire Incident Reporting System:** Levine has 1<sup>st</sup> three quarters of 2013 done will be training Debbi on 4<sup>th</sup> Qtr. He will also do 2012 and maybe 2011.
  - c. **SCBA Project:** Waiting on Burton's Sara will pick up when ready
9. **Director's Discussion:**
  - There was discussion on the fire house and where to go from here. This matter was tabled until more information is available to the board.
  - The placement of the new Jet Ski's was discussed there was a bid for a 20\*20\*12 building for \$21,000. This was tabled for now

- The need to correct addresses on county map of Little River Airport Rd. was discussed and Canclini was going to follow up with the County on that and a few other matters
- The new tender was discussed and the overall feeling is that it is a great improvement.
- There was discussion of Fire Department evaluation after a call from the public and it was decided to give out a business card with the District's name and address and direction to MCDH.
- The need for fundraising was discussed and the possibility of raising the assessment was also discussed.

10. **Next Meeting: Thursday, January 9, 2013, 7:00 p.m.**

11. **Adjournment: 9:45pm**



**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
MONTHLY  
FUNDS BALANCE SUMMARY**

DATE	1/6/2014					
FUND	PREVIOUS BALANCE	CHANGES IN PREVIOUS PERIOD	INCOME	EXPENSE	CURRENT BALANCE	
TAX REVENUE FUND	\$181,260.88				\$183,190.33	
DISTRICT CHECKING AT	\$0.00				\$16,318.39	
FIRE DEPARTMENT FUND (DONATIONS)	\$32,997.89				\$50,013.67	
BUILDING FUND CHECKING	\$3,073.27		\$0.13	\$197.29	\$2,876.11	
BUILDING FUND SAVINGS	\$7,769.10		\$0.98		\$7,770.08	
TOTAL FUNDS BALANCE	\$225,101.14				\$260,168.58	

**Albion Little River Fire Protection District  
Profit & Loss Detail  
December 10, 2013 through January 6, 2014**

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
<b>82-7700-OTHER</b>						
Deposit	12/26/2013		TACO STAND		FD Donations	117.00
Total 82-7700-OTHER 117.00						
<b>82-7705 Donations</b>						
Deposit	12/10/2013	1035	TIP JAR		FD Donations	48.78
Deposit	12/24/2013	7888	Deposit		FD Donations	500.00
Deposit	12/24/2013	7298	Deposit		FD Donations	500.00
Deposit	12/24/2013	1075	Deposit		FD Donations	200.00
Deposit	12/24/2013	131	Deposit		FD Donations	30.00
Deposit	12/24/2013	5807	honor of Debhi and Steve Wolfe		FD Donations	100.00
Deposit	12/24/2013	000...	Mendocino Redwood Co, LLC		FD Donations	2,500.00
Deposit	12/24/2013	000...	Humboldt Redwood Co, LLC		FD Donations	2,500.00
Deposit	12/24/2013	247	Bart Burstein		FD Donations	50.00
Deposit	12/24/2013	370	THE WOODS IN HONOR OF SARA...		FD Donations	750.00
Deposit	12/24/2013	1046	Deposit		FD Donations	50.00
Deposit	12/24/2013	6623	Deposit		FD Donations	45.00
Deposit	12/24/2013	3175	Deposit		FD Donations	100.00
Deposit	12/24/2013	1166	Deposit		FD Donations	100.00
Deposit	12/24/2013	570	Deposit		FD Donations	1,000.00
Deposit	12/24/2013	5093	Deposit		FD Donations	100.00
Deposit	12/26/2013	3175	Sharon Lau		FD Donations	100.00
Deposit	12/26/2013	1704	Deposit		FD Donations	75.00
Deposit	12/26/2013	623...	Deposit		FD Donations	2,000.00
Deposit	1/6/2014	1061	Deposit		FD Donations	1,000.00
Total 82-7705 Donations 5,000.00						
Total Income 16,798.78						
Gross Profit 16,915.78						
Expense 16,915.78						
Net Income 16,916.78						

**Albion Little River Fire Protection District  
Profit & Loss Detail  
December 9, 2013 through January 6, 2014**

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
82-7700-OTHER						
Deposit	1/6/2014		SALE OF TENDER		District	750.00
Deposit	1/6/2014		SALE OF RIVER BOAT		District	1,500.00
						2,250.00
Total 82-7700-OTHER						2,250.00
<b>Total Income</b>						
<b>Gross Profit</b>						
<b>Expense</b>						
<b>86-2050-CLOTHING &amp; PERSONAL ITE</b>						
Wildland Boots						
Deposit	12/24/2013	522		Deposit	District	-50.00
						-50.00
Total Wildland Boots						-50.00
<b>Total 86-2050-CLOTHING &amp; PERSONAL ITE</b>						
<b>86-2060-COMMUNICATIONS</b>						
<b>INTERNET SERVICE</b>						
Comcast						
Check	12/16/2013		Comcast	8155300570124362/8155300570034801	District	82.48
Check	1/4/2014		Comcast	8155300570124362/8155300570034801	District	65.36
						147.84
Total Comcast						147.84
<b>Total INTERNET SERVICE</b>						
<b>TELEPHONE</b>						
ATT						
Check	12/26/2013		AT&T	96075541735558/0301538359001/050925...	District	130.44
						130.44
Total ATT						130.44
<b>ECG</b>						
Check	12/10/2013		ECG Enhanced Comm...	2319611	District	13.67
						13.67
Total ECG						13.67
<b>Total TELEPHONE</b>						
<b>86-2060-COMMUNICATIONS - Other</b>						
Check	12/24/2013	3858	Fort Bragg Advocate-N...	0000709842 11/21-11/27	District	276.27
						276.27
Total 86-2060-COMMUNICATIONS - Other						276.27
<b>Total 86-2060-COMMUNICATIONS</b>						
<b>568.22</b>						

*Equip Sacks*



**Albion Little River Fire Protection District  
Profit & Loss Detail  
December 9, 2013 through January 6, 2014**

Type	Date	Num	Name	Memo	Class	Amount
<b>86-2120-MAINTENANCE EQUIPMENT</b>						
Vehicle Maintenance						
Check	12/26/2013	3868	Village Hardware	#113 JUNE STMT	District	13.82
						13.82
						8181
						50.70
						50.70
						286.48
						286.48
						351.00
						11.97
						11.97
						362.97
						142.47
						142.47
						142.47
						142.47
						350.00
						350.00
						712.00
						712.00
						1,062.00
						6.37
						6.37
						6.37
						6.37

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
December 9, 2013 through January 6, 2014

Type	Date	Num	Name	Memo	Class	Amount	
<b>86-2185-MED AND DENTAL</b>							
Firefighter Immunization					District	174.44	
Check	12/24/2013	3859	Mendocino Coast Clinics		District	174.44	
Total Firefighter Immunization							174.44
<b>Total 86-2185-MED AND DENTAL</b>							174.44
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>							
<b>FLEET FUEL</b>							
<b>Eel River Fuels</b>							
Check	12/24/2013	3865	Eel River Fuels, Inc.	706 #255934	District	1,063.43	
Check	12/24/2013	3867	Eel River Fuels, Inc.	706 #261173.257247.258407.257247	District	1,074.08	
Total Eel River Fuels							2,137.51
<b>Total FLEET FUEL</b>							2,137.51
<b>Total 86-2250-TRANSPORTATION &amp; TRAVEL</b>							2,137.51
<b>86-2260-UTILITIES</b>							
<b>PG&amp;E</b>							
Check	12/26/2013		PG&E	0210095100-9	District	353.51	
Total PG&E							353.51
<b>Thompson Septic Service</b>							
Check	12/24/2013	3861	Thompson's PortaSepti...	statement	District	257.10	
Total Thompson Septic Service							257.10
<b>Total 86-2260-UTILITIES</b>							610.61
<b>86-3113-PAYMENTS TO GOVT AGENCIE</b>							
Check	12/24/2013	3863	DM.V.	dnrv fee	District	36.00	
Total 86-3113-PAYMENTS TO GOVT AGENCIE							36.00
<b>86-4370-EQUIPMENT (PURCHASE)</b>							
<b>Firefighting Equipment</b>							
Check	1/5/2014	3871	Burton's Fire Inc	Final payment	District	12,150.85	
Total SCBA COMPRESSOR							12,150.85
<b>Total Firefighting Equipment</b>							12,150.85
<b>Total 86-4370-EQUIPMENT (PURCHASE)</b>							12,150.85
<b>Total Expense</b>							17,201.44
<b>Net Income</b>							-14,951.44

*Handwritten signature/initials*

December 10, 2013

Richard Riley, President  
Albion Little River Fire Protection District

Dear Richard,

I hereby resign my position as a Board of Directors member of the Albion Little River Fire Protection District effective December 12, 2013.

I have great pride and admiration for the firefighters and board members of this organization. Much has been accomplished during the last few years, and both organizations are very effective. I will always be a strong advocate and supporter of the firefighters and the board. I am willing to help if needed with the transition for a Board member who takes on the Fiscal Officer position.

We are going to sell our home the beginning of next year and most likely our new residence will be outside the Fire District's boundary.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kenneth Matheson".

Kenneth Matheson

CERTIFICATE OF APPOINTMENT AND OATH OF OFFICE

STATE OF CALIFORNIA )  
 ) SS  
COUNTY OF MENDOCINO )

I, RICHARD RILEY of the ALBION/LR FIRE PROT. District, County of Mendocino, State of California, hereby certify that at a REG. BUS. MEET meeting of said district, held at ALBION, CA in said County, on the 9 day of JANUARY, 2014, CHRIS SKYHAWK was appointed to the office of BOARD MEMBER to fill the unexpired term of KEN MATHESON as appears by the records of said ALBION/LR FIRE PROT. District now in my custody.

Dated: 1/9/14

IN WITNESS WHEREOF, I have hereunto affixed.

My hand and the Seal of said

ALBION/LR FIRE PROTECTION District

By Richard Riley PRES. OF BOARD.

Term Expires: 2015

STATE OF CALIFORNIA )  
 ) SS  
COUNTY OF MENDOCINO )

KEN'S TERM WOULD HAVE ENDED 2017 -  
THIS APPOINTMENT WILL BE UNTIL THE NEXT  
REGULARLY SCHEDULED ELECTION 11/2015

I, Chris Skyhawk, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Chris Skyhawk  
Appointee's Signature

Address: 28401 Albion Ridge Rd.  
PO Box 127 Albion CA 95410

(Residence & Mailing addresses required)

Subscribed and sworn to before me, this 9<sup>th</sup> day of January, 2014, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

(seal)

Scott Root  
ALRPD Secretary

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS CHANGE OF BOARD MEETING SCHEDULE

Proposed policy to be submitted for review and discussion at the January 9, 2014 regular business meeting and to be considered for revision/adoption at the February 13, 014 regular business meeting.

It is the policy of the Albion Little River Fire Protection District to conduct regular board meetings on the 2<sup>nd</sup> Thursday of the month

Current Bylaws Section 1100

6. BOARD MEETINGS SCHEDULE

a. Regular meetings of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.

**Proposed Bylaws Change**

**6. BOARD MEETINGS SCHEDULE**

**a. Regular meetings of the Board of Directors will be held on the second Wednesday of each calendar month at 7:00 pm in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.**

**Notice of Vacancy**

**Board of Directors  
of the  
Albion-Little River Fire Protection District**

In accordance with Section 1780 of the Government Code, the Board of Directors of the Albion-Little River Fire Protection District (the District Board) announces that effective on December 12, 2013, there is a vacancy on the District Board. The District Board will fill this vacancy by appointment within 60 days after the effective date of the vacancy, but not sooner than 15 days after the vacancy is posted.

Any person interested in filling this vacancy should notify the District Board by mail to the Albion-Little River Fire Protection District, P.O. Box 634, Albion, CA 95410 or e-mail to Richard Riley at [eriley@mcn.org](mailto:eriley@mcn.org) and/or attend the January 8, 9, 2014 monthly meeting of the District Board. An applicant must be a registered voter and a resident of the Albion-Little River Fire Protection District.

Dated: December 12, 2013

By: Richard Riley, Board President

*PLEASE LEAVE POSTED UNTIL 12,28,2013*

*THANK YOU*

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

December 12, 2013

PSA

There is a vacancy on the board of directors of the Albion Little River Fire Protection District, and the District Board members request that residents of the District who are registered to vote consider volunteering to serve on the District Board.

The Albion Little River Fire Protection District was formed in 1962. Presently there are over 30 active firefighters on the force. Excellent training is provided for all the firefighters. All of our vehicles are well maintained and are ready for service. The moral of the department is at an all time high. Because of our excellent firefighters we are able to complete our mission which is to provide oversight of numerous resources allocated for the provision of protection of life and property in the District against threats from structural and wild land fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

An elected five-member district board governs the District. Ken Matheson resigned as a member of the District Board on December 12, 2013; the remaining board members have 60 days (or, until February 10, 2014) in which to appoint a successor to serve the position until the next election. The members of the District Board attend regular monthly meetings, as well as work on various district projects between meetings. Board members make decisions about budgeting and spending of district revenues and serve without compensation.

If you would like to become involved in this community endeavor, please call board president Richard Riley 937-0689 and plan to attend the January 8<sup>th</sup> District Board meeting. Be prepared to tell the District Board about yourself. The meeting will begin at 7:30 p.m. at Station 810 behind the Albion Grocery.

9, THURS-

Oliver Seeler  
P.O. Box 447  
Albion CA 95410

December 16, 2012

Board of Directors  
Albion - Little River Fire Protection District  
P.O. Box 634  
Albion CA 95410

Directors:

Pursuant to California Government Code §6250-6268 etc. I herewith formally request copies of any records of any type in your possession as follows:

1. All documents and records relating to any known or suspected theft or unexplained disappearance of Albion - Little River Fire Protection District property, including but not limited to motor vehicle fuel, known or suspected to have occurred within the past six months and including:

A. Documents and records of what actions District Board members took individually or as a group, formally or informally, in regard to any such incident(s) including records of notification to law enforcement officials and any actions taken by the District against individuals, including District employees, suspected of criminal activity or misappropriation or misuse of District property;

B. Documents and records of any involvement in any aspect of events related to items 1 and 1A (above) by any employee of the District including but not limited to officers of the Fire Department.

Synopsis: Pursuant to the cited code sections this request does not need to ask for specific documents, rather you are required to provide whatever documents and records you have that relate to the intent of the request. To put that intent into plain language: This request is intended to determine if the District and/or District employees are aware of any possible thefts, misappropriation, unauthorized consumption, etc., of property belonging to the district, and if so how and when such awareness arose, and to determine whether the District or its employees have reported any such possible events to law enforcement officials and if not, why not.

Pursuant to the above cited code sections you are required to provide the requested information within ten days of your receipt of this request. The copies may be mailed to the address provided at the head of this letter. I herewith agree to pay for the cost of copies at 25 cents per page plus mailing at postage cost and will remit payment on receipt of an invoice.

Thank you.



Oliver Seeler  
Chief (Retired), ALRVFD, Inc.

Cc:  
Mendocino County District Attorney David Eyster



# Albion Little River Fire Protection District

PO BOX 634, ALBION, CA 95410

December 27, 2013

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

Mr. Seeler,

District received your Public Records request postmarked December 18, 2013.

District has conducted a search and found no responsive documents.



Richard Riley  
President, Board of Directors