

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING AGENDA
THURSDAY, JULY 18, 2013 – 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 of June 13, 2013 regular business meeting and June 18, 2013 Special Meeting and June 24, 2013 Special Meeting**
4. **Recognition:** The Board would like to thank Brad Montgomery for his time and contributions as Maintenance Officer during his tenure.
5. **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.
6. **Financial Report:** Current financial statements for the district will be presented.
7. **Items for Board Consideration and possible action:**
 - a. **Maintenance Officer:** Duties and responsibilities – see attached list
 - b. **Fire Department personnel:** The Board will review recommendations by the chief for acceptance of volunteer firefighter applicant(s) for employment, appointment of probationary volunteer firefighter(s) to regular volunteer firefighter status, and/or reinstatement to active duty of a volunteer firefighter currently on leave and may vote to accept recommendations.
 - c. **Procurement Policy Revisions:** Board may vote to adopt as presented.
 - d. **Revised Bylaws:** Board may vote to adopt changes as presented.
8. **Board Organization:** The Board will discuss the duties of various board positions and possibly make new assignments.
9. **Correspondence:** Correspondence to and from the Board will be presented.
10. **Committee Reports:**
 - a. **Encroachment:** Board awarded project to John Shandel Construction at June 18, 2013 Special Meeting.
 - b. **SCBA Project:** In committee – see Sam
 - c. **Vehicle Replacement:** Discussion re: Tender 8191 and Type I Pumper 8182
 - d. **Grants:**
11. **Director's Discussion:** Individual Board members may discuss topics of concern to the District.
12. **Next Meeting: Thursday, August 8 11, 2013, 7:00 p.m.**
13. **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, 18 July, 2013, by Ted Williams

• Applications Received

- Chris Wall (approved, pending board review)

• Incident Log

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, June 13th and today, July 18th, we were dispatched and responded to eleven incidents consisting of 5 medical aids, 1 commercial fire alarm (false), 1 tree vs road, 1 burn pile (during ban), 3 traffic collisions.

• 2013004951 06/18/2013 20:26

- MED, TRAFFIC COLLISION; 45000 LITTLE RIVER AIRPORT RD / 7350 N HWY 1 BIKE DOWN PT UNCON BREATHING
- no vehicle found, CHP declined, Williams followed up with CHP by landline
- Jeff Anderson (8130)
- Ted Williams (8162, requested helicopter)
- Marshall Brown
- Tony Oakley
- Erica Geer
- Margaret Harris (MedGroup)
- Andrew Crowningshield
- John Crowningshield
- Sam Levine

• 2013005018 06/20/2013 14:01

- FIRE, SMOKE CHECK; 5500 N HWY 1 / 49798 ANDIRON RD ,LITR
- unattended burn pile into firewood pile
- John Oakley (8162)
- Ted Williams
- Scott Roat (IC, handed off to CalFire)
- Erica Geer
- Marshall Brown (8192)
- Sam Levine
- Jaime Placido
- cancelled incoming

• 20130005064 06/21/2013 1523

- MED, TRAFFIC COLLISION; HWY 128 MP 001.25
- 3 patients, vehicle vs vehicle
- Andrew Crowningshield (IC, 8132)
- John Crowningshield
- John Oakley (8162, Operations)
- Erica Geer
- Andrea Pennebaker
- Ted Williams (IC)
- Michael Rees (8131)
- Scott Roat
- Jonathan Peakall
- Joe Goforth

- **2013000433 06/24/2013 0433**
 - MED, TRAFFIC COLLISION; ALBION BRIDGE
 - John Oakley (IC)
 - Ted Williams (8162)
 - Marshall Brown
 - Erica Geer
 - Andrea Pennebaker
 - Jeff Anderson (8130)
 - Tony Oakley
 - Margaret Harris
 - Michael Rees
 - cancelled incoming, not as reported, flat tire
- **2013005365 06/29/2013 0228**
 - MEDICAL, BRAVO, 30801 Middle Ridge Road
 - Ted Williams
 - Marshall Brown
 - Margaret Harris (8132)
 - Michael Rees
 - Chris Wall
 - Andrea Pennebaker
 - Scott Roat
- **2013005367 06/29/2013 0349**
 - FIRE, COMMERCIAL ALARM; 32461 NAVARRO RIDGE RD ,ALBI
 - Ted Williams
 - Marshall Brown
 - Margaret Harris (8132)
 - Michael Rees
 - Chris Wall
 - Andrea Pennebaker
 - Scott Roat
 - Debbi Wolfe
 - Steve Wolfe
 - cancelled, false alarm
- **2013005549 06/30/2013 2220**
 - PA, AGENCY; HWY 128 MP 002.50
 - CHP -> Howard Forest -> landline -> 8100
 - limited response, tree hanging ten feet above lanes
 - John Oakley (8162)
 - Ted Williams
 - Marshall Brown (8165)
 - Margaret Harris
 - Andrea Pennebaker
 - Debbi Wolfe - CHP released
 - Steve Wolfe - CHP released
- **2013005471 07/01/2013 1140**
 - MEDICAL, CHARLIE; 3871 ALBION RIDGE RD ,ALBI

- Ted Williams
- John Oakley (8132)
- Jeff Anderson (8130)
- Michael Rees
- cancelled incoming
- **2013005548 07/03/2013 08:57**
 - MEDICAL, BRAVO; 32900 MIDDLE RIDGE RD ,ALBI
 - Ted Williams
 - Erica Geer
 - Andrea Pennebaker
 - cancelled incoming
 - Chris Wall (cancelled)
- **2013005545 07/03/2013 09:40**
 - MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD, LITR
 - Jeff Anderson
 - Ted Williams
 - John Crowningshield
 - Andrew Crowningshield
 - Margaret Harris
- **2013005993 07/14/2013,18:38**
 - MEDICAL, ALPHA, THE LODGE AT THE WOODS @ 43300 LITTLE ;RIVER AIRPORT RD, LITR
 - Jeff Anderson (IC)
 - Josh Smith
 - Sam Levine (Med Gp)
 - cancelled incoming
 - Ted Williams (cancelled)

Training Completed:

- **06/20/13 – Medical (Heat Exhaustion) - Nat Noorling (Paramedic) - Station 810 ALRFPD (3 Hours)**
 - *Training Objectives:*
 - *1. Inform Firefighters of the risk of fighting fire in warm temperatures/ environments.*
 - *2. Instruct Firefighters on how to stay hydrated:*
 - *a. Drinking water before the dispatch.*
 - *b. Staying hydrated during the call.*
 - *c. Replenishing Electrolytes.*
 - *d. What products to use when replenishing electrolytes.*
 - *3. Instruct Firefighters how to differentiate between Heat Exhaustion and Heat Stroke.*
 - *a. Signs and Symptoms*
 - *4. Demonstrate how to deal with combative patients who are altered from Heat Exhaustion/Stroke.*

- Jeff Anderson, Marshall Brown, Andrew Crowningshield, John Crowningshield, Erica Geer, Joe Goforth, Margaret Harris, Sam Levine, John Oakley, Jaime Placido, Michael Rees, Scott Roat, Chris Wall, Ted Williams.
- **06/27/13 – Ledford House Pre-Plan – Ledford House Staff/CalFire – Ledford House (2 Hours)**
 - *Training Objectives:*
 - 1. *Perform a walkthrough of the Ledford House Inn and Restaurant.*
 - a. *Driveway Access.*
 - b. *Fire Alarm Systems.*
 - c. *Standpipe/Hydrant Access.*
 - d. *How to access each structure.*
 - e. *Identify hazards:*
 - i. *Propane*
 - ii. *Electricity*
 - 2. *Go over how we would respond to any type of incident we would could be dispatched too.*
 - Jeff Anderson, Marshall Brown, Erica Geer, Margaret Harris, Sam Levine, John Oakley, Tony Oakley, Jaime Placido, Michael Rees, Josh Smith, Chris Wall, Ted Williams, Debbi Wolfe, S, Wolfe.
- **07/09/13 – CalSTAR Helicopter Operations – Calstar 4 Crew – Station 820 CVFD (2 Hours)**
 - *Training Objectives:*
 - 1. *Instruct Firefighters about the hazards of working with helicopters.*
 - 2. *Learn about the new helicopter CalSTAR has in service.*
 - 3. *Instruct Firefighters how to load patients in the new helicopter.*
 - Jeff Anderson, Marshall Brown, Jake Lathem, Tony Oakley, Andrea Pennebaker, Michael Rees.
- **07/10/13 – GSRMA Defensive Driving Overview – GSRMA Staff - Station 840 MVFD (2 Hours)**
 - *Training Objectives:*
 - 1. *Instruct Firefighters about the new Assembly Bill 2298, and how it pertains to our Fire District.*
 - 2. *Recommend Firefighters/Fire District the following in help to prevent losses or claims relative to AB2298.*
 - a. *Develop a policy regarding the use of personal vehicles for agency purposes.*
 - b. *Ensure all staff and/or volunteers have a Valid California Driver's License.*
 - c. *Provide a Defensive Driving Training program.*
 - Jeff Anderson, Marshall Brown, Andrew Crowningshield, Margaret Harris, Sam Levine, Harolde Searles, Ted Williams, Debbi Wolfe, Steve Wolfe.
- **Training Planned**
 - 07/20/13: ALRFPD Water Rescue Training, Station 810 @ 10:00
 - 07/23/13: Copter 101 Ops, Station 820 @ 17:30
 - 07/25/13: Medical Training (Assessments), Station 810 @ 19:00
 - 07/27/13: ALRFPD Cliff Rescue Training, Station 810 @ 10:00

- 08/01/13: ICS Briefing/Wildland Drills, Station 810 @ 19:00
- **Fundraising**
 - The BBQ raised more than twice as much as in previous year. \$11,678 gross. The Albion Little River Fire Auxiliary, Inc raised: \$707.60 from desserts, \$2069+ from raffle, \$1578 from their bar.
 - \$47.07 received in donation jars from Albion Grocery & the Flats (picked up by Debbi)
 - BBQ debrief notes from Debbi Wolfe:
 - Positive
 - Shade structure
 - Music—reasonable level, cut off at 5 pm
 - Food—Sufficient quantity, variety, vegetarian/vegan options—meat was cut well
 - Car Show—drew people
 - Kids' Area—drew kids, very creative games, variety of activities
 - T Shirt Sales—sales of approx \$1K using last year's stock; Albion Grocery has agreed to sell T shirts per Shirley H
 - Community Involvement & participation greatly increased
 - Negative
 - Announcements hard to hear
 - No signage for parking, insufficient direction
 - Signs bulky, hard to move, old—need to be replaced
 - Tickets –seem to have been sold out of sequence, ticket takers did not require all volunteers, ffs to have tickets to go thru line—as a result, no way to get accurate count of dinners
 - Facility—tables, serving benches, bar getting rickety, ground very uneven, cooler almost too small, freezer needs better seal, too much moving food between stations
 - What to do Differently
 - Better organization with serving line
 - More help with prep work
 - Tickets—set clear procedure to accurately get total count
 - Distribute work horizontally, establish committees to handle different areas
- **Development**
 - Margaret will present a draft proposal for med supplies (bag, AED) issue policy.
 - 8191 removed permanently from service by chief (too costly to repair).
 - John Shandel Construction started station 811 encroachment work.
 - John Oakley arranged for hydrostatic testing of 4 SCBA tanks (from 8163).
 - We will be sending all (minus 4 above) SCBA tanks to Mendocino for hydrostatic testing at \$74/bottle.
 - We will be returning all Matheson TriGas O2 cylinders.
 - New tactical frequencies have been coordinated with the FCC. All radios, pagers and repeaters will be reprogrammed in the coming month.
 - Estimate received from Mendocino Coast Waterworks on July 18, 2013 for Station 812 tank installation. Going ahead with project: *“Cost estimate for installation of owner supplied storage tank at Airport Rd. Station. Scope of work to include*

construction of concrete slab to match existing. Slab to be no less than 6" in depth with ½ rebar reinforcement. Tanks to be plumbed together. Existing brass 4" ball valve moved to 4" standpipe. Tanks to be connected with 3" bulk heads and connected to existing 4" standpipe. Move fill line for recirculation of water. 10' x 10' Slab Materials and Labor \$1,385.00; 3" Bulk heads, 4" Pipe & Fittings \$450.00; Plumbing Labor @ 16 Hours \$1,200.00; total \$3,035.00"

- We desperately need a second water tender.
- Sam Levine has been actively pursuing engineering assistance for SCBA compressor. He will offer a status report at our July regular meeting, including design drawings and engineer leads.
- Mendocino Coast Clinics has not yet approved our medical form.
- Next major item on chief's list is LiveScan background checks.
- District should establish a record archive plan.
- Joe Goforth organized the construction of long term shade structures at station 812 suitable for BBQ/events and hose drying.
- We need to update our Heat Illness Prevention policy.
- **Equipment maintenance**
 - All vehicles lacking DOT within past 12 months are scheduled for inspection at FB Diesel.
 - **Engine 8181**
 - Tie Rod repaired by FB Diesel.
 - **Rescue 8130**
 - needs new tires
 - next on list for inspection
 - **Engine 8162**
 - currently at Fort Bragg Diesel for DOT inspection
 - **Rescue 8131 (mini pumper)**
 - Michael Rees performed a "truck check"
 - **Tender 8191**
 - FB Diesel could not pass the vehicle for DOT inspection. Removed from service. Problems include:
 - engine oil leaks (leaking all over)
 - transmission (leaking)
 - king pins (defective)
 - front hub covers (defective)
 - torque arms & mounts (defective)
 - air dryer (defective)
 - low air buzzer (defective)
 - steering (deficient, cost unknown, aftermarket air assisted)
 - brake lights (defective)
 - rear side marker light (defective)
 - fan belt, hosts (faulty)
 - throttle pedal (missing)
 - Truck check assignments (individuals have committed to monthly inspections)
 - 8162, 8192: John Oakley
 - 8181, 8170, 8130: Tony Oakley

- 8163: Joe Goforth
- 8131: Michael Rees
- 8165, 8132: Erica Geer

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MINUTES
THURSDAY, JUNE 13, 2013 – 7:00 P.M.**

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

Commence: 7:00pm

- 1. Fire department operations meeting**
 - a. Roll call**

Board: Rich Riley, Ken Matheson, Scott Roat, Bob Canclini, Sam Levine
Firefighters: Jeff Anderson, Steve and Debbi Wolfe, Scott Roat, Sam Levine, Ted Williams, Erica Geer, Margaret Harris, John Oakley, Jaime Placido, Harolde Searles, Joe Goforth
Guests: Chris Wall, Brad Montgomery, John Shandel
 - b. Chief's Report:**

Jeff Anderson gives presentation from Grant Writing Committee
Debbi Wolfe gives BBQ Committee report

 - Medical needs and inventory to be managed by Margaret Harris & ????
 - New water tank installed at 811
 - Ukiah oxygen refill status
 - 8130 going to Sport Dodge for maintenance
 - c. Review and discussion of chief's report.**
 - d. Other fire department business**

Tender Project: Truck Acquisition Committee formed: Riley, Goforth, Anderson, Williams, Roat
Discussion of Roles: Discussion of amending By-Laws of roles and responsibilities.
Assistant Chief position vacant.
 - e. Adjournment: 8:38pm**

Commence: 8:38pm

- 2. Board of Directors meeting.**
 - a. Call to order** by President Rich Riley with Board Members: Ken Matheson, Scott Roat, Bob Canclini, Sam Levine present.
 - b. Approval of agenda**
- 3. Approval of minutes of May 9, 2013 regular business meeting and May 29, 2013 Special Meeting.** Canclini moves to approve minutes. Approved by board in favor by 5-0 vote.
- 4. New Board Members:** Sam Levine sworn in.
- 5. Public Comment:** Brad Montgomery discusses air compressor. Discussion around the process of purchasing equipment. Riley and Levine to form committee to solve containment issue.
- 6. Items for Board Consideration and possible action:**
 - a. FY 2013-2014 Budget** Ken Matheson presents budget. Canclini moves to approve budget as presented. Passed by 5-0 vote of board members present. Discussion ensues about reaching the public, explaining our needs to them and getting them to attend meetings.
 - b. Fire Department personnel:** No new personnel.
 - c. Procurement Policy Revisions:** Tabled.
 - d. Revised Bylaws:** Tabled.
 - e. Board Elections:** District Board members election November 5, 2013. Ken will be filling out the form that is due by July 3, 2013.
- 7. Board Organization:** Discussion of roles.
- 8. Correspondence:** Correspondence presented.
- 9. Committee Reports:**

9. **Committee Reports:**

a. **New Fire Station:** no report

b. **Encroachment Permit:** John Shandel was introduced as lone bidder on project. He submitted a sealed bid with quote. He will be considered for project after discussion with board members at a special June 18, 2013 meeting and possibly awarded the job.

10. **Director's Discussion:**

Relationship to CalFire

a. **Maintenance:** *THE NEED FOR A JOB DESCRIPTION FOR MAINTENANCE OFFICER,*

b. **Donations:** We are permitted to receive donations and provide tax exempt forms. Levine to pursue eligibility to receive grants.

c. **System for Award Management (SAM)**

d. **Committee:** to be formed to review all vehicles to see what we need and need to get rid of, etc., and put the results in order of priority.

e. **Presidency:** For informational purposes, Rich Riley is President of the Board, and it was approved March 1st, 2013.

11. **Next Meeting:** Thursday, July 11, 2013, 7:00 p.m.

12. **Adjournment:** 10:04pm

DUTIES AND RESPONSIBILITIES NEED TO BE ESTABLISHED.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

NOTICE OF BUSINESS MEETING DATE CHANGE

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

The regular business meeting for Thursday, July 11, 2013 is rescheduled for Thursday, July 18, 2013 at 7:00pm.

The Maintenance Officer is appointed by the Chief, with Board approval and reports directly to the Chief. The Maintenance Officer is not a hired mechanic.

Duties include, but are not limited to:

1. Reporting equipment and vehicle problems to the Chief.
2. Supervising all vehicles and small equipment repairs, and maintaining service records on all equipment and posting at fire station 810.
3. Creating a team to help him with this responsibility, maybe 2-3 people, whatever is necessary.
- X 4. ~~Should not make (manufacture) parts or modify OEM factory equipment.~~
- X 5. If he is able to do small repairs, he should: lights, etc., anything in his capabilities. Anything that is beyond his capabilities should be sent to an authorized repair shop. He should notify the Chief and make appointments.
6. Should not do DOT inspections, which should be sent to an authorized repair shop (safety checks, brakes, steering, etc.)
7. Performing walk around inspections, check tires, lights, horn, wipers, siren. Vehicles should be started to make sure batteries are up and also fuel levels checked at this time. Should also check under hood fluid levels, belts and hose conditions. Any fluid leaks should be noted at this time. There should be a dated and signed log sheet as a record for each vehicle.
- WHD - 8. A sheet should be developed for each vehicle for firefighters to log in needed repairs as noticed. The sheet should contain vehicle number, date, and signature of reporting party.
- now - 9. A monthly written report of all maintenance and repairs should be presented each month at the business meeting.
- WHD - 10. Making sure all radios and pagers are in working condition.
11. Keeping small engines in good repair. Maybe an assistant could be appointed for this job: ie: chain and roof saws, generators and pumps.
- WHD - 12. Maintaining hose records
- DEPT - 13. Developing an equipment inventory for each truck which should be checked monthly, dated & signed by Maintenance Officer.
14. Other tasks as directed by Chief or directors, coordinated through Chief.

FOR DISCUSSION ONLY NOT ADOPTED AS PROPOSED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT DRAFT
FY 2013-2014 BUDGET PLANNER

	Projected Item Costs	Sub- Categories	Category Totals
<u>86-1014 – Miscellaneous Employee Benefits</u>			\$21,500
Annual Firefighters Stipends		\$21,500	
<u>86-1035 – Workers Compensation Insurance</u>			\$10,000
GSRNA firefighters compensation insurance		\$10,000	
<u>86-2050 – Clothing & Personal Item</u>			\$55,000
Fire Shelters		\$ 2,000	
Turnouts		\$12,500	
SCBA Masks		\$ 2,800	
Structure Boots		\$ 1,200	
Wildland Boots		\$ 2,400	
Water Gear		\$ 1,000	
Med Bag		\$ 1,000	
Rain Gear		\$ 3,500	
<u>86-2060-Communications</u>			\$ 3,500
Telephone - ATT and ECG		\$ 2,200	
Internet – Comcast		\$ 1,600	
Webhosting		\$ 200	
<u>86-1080 – Food Incident and Training</u>			\$ 1,500
<u>86-2101 – Insurance General</u>			
GSRMA Property & Liability Insurance			\$ 9,000
<u>86-2120 Maintenance – Equipment</u>			\$20,000
Vehicle Maintenance: Per Vehicle		\$ 2,000	
Equipment Maintenance			
Radio		\$ 3,250	
Medical		0	
Rescue		\$ 500	
Firefighting		\$ 2,500	
<u>86-2130 Maintenance – Structures and Grounds</u>			\$ 4,500
Station 810		\$ 500	
Station 811		\$ 1,000	
Station 812		\$ 2,000	
Station 813		0	
Station 815		0	
Mowing		\$ 1,000	
<u>86-2140 - Medical and Lab Supplies</u>			\$ 9,000
Lab Supplies		\$ 7,000	
Gasses		\$ 2,000	

	Sub Categories	Category Totals
<u>86-2150 – Memberships</u>		\$ 3,700
CSDA	\$ 700	
Mendocinco Ambulance SVC	\$ 1,000	
Reach	\$ 1,000	
Calstar	\$ 1,000	
<u>86-2170 – District Office Expenses</u>		\$ 3,500
Postage	\$ 500	
Software	\$ 250	
Paper, ink, materials	\$ 1,000	
<u>86-2181 – Auditing and Fiscal Services</u>		\$ 5,000
Bookkeeping Services	\$ 5,000	
<u>86-2185 Medical and Dental Services</u>		\$ 7,000
Firefighter Immunization	\$ 7,000	
<u>86-2187 – Education and Training</u>		\$ 8,000
<u>86-2189 – Professional and Special Services</u>		\$ 3,000
County Council Services	\$ 3,000	
<u>86-2210 – Rents and Leases</u>		\$ 50
Station 810 Annual Rent	\$ 50	
Station 812 Property Lease (Mendo CTY 2013)	\$ 0	
Station 815 Property Lease (Conservation Fund 2016)	\$ 0	
<u>86-2220 – Small Tools and Supplies</u>		\$ 2,000
<u>86-2231 – Election Supervision and Services – County Clerk</u>		\$ 400
<u>86-2250 - Transportation and Travel</u>		\$ 8,000
<u>86-2260 – Utilities</u>		\$ 6,640
PG&E	\$ 3,000	
Suburban Propane	\$ 1,200	
Thompson Septic Service	\$ 1,500	
Albion Water District	\$ 540	
Waste Management	\$ 400	
<u>86-3113 – Payments to other Government Agencies</u>		\$ 5,300
County Auditor – Tax Collection/Allocation	\$ 1,200	
LAFCO – Dues	\$ 500	
County Assessor – Tax Assessment Report	\$ 100	
Firefighter Background Check	\$ 3,500	

	Sub Category	Category Total
<u>86-4360 – Building and Improvements – New Fire Station</u>		\$50,000
<u>86-4370 - Equipment Purchase</u>		\$79,050
Vehicles	\$65,000	
Radios	\$ 3,500	
Firefighting Equipment		
Blower	\$ 1,000	
CAFS	\$ 1,000	
Helmet Lights	\$ 1,000	
Hose	\$ 2,500	
Nozzles	\$ 2,000	
Ladders	\$ 2,000	
SCBA Compressor	\$ 1,000	
Scene Lighting	\$ 1,000	
Other	\$ 500	
Medical Equipment		
Suction	\$ 450	
Traction Splint	\$ 1,200	
 Total Expenses		 \$315,640 ✓

Projected Income for 2013-2014

On-going yearly funds	
Income form taxes both secured and special tax.	160,000
One-time funds	
Fund balance carried forward	220,000
Total	380,000
Other one-time funds	
Contributions Fund	37,000
Building Fund Checking	5,209
Building Fund Savings	13,566
Grand Total	435,775

3:43 PM
 07H5H3
 Accrual Basis

**Albion Little River Fire Protection District
 Profit & Loss Detail
 June 10 through July 15, 2013**

Type	Date	Num	Name	Memo	Class	Amount
Income						
82-7700-OTHER						
Deposit	6/10/2013	2443	Oliver Seeler	FOI DOCUMENT COPIES ...	District	9.20
Deposit	7/12/2013	08-97...	STATE OF CALIFORNIA	FORESTRY AND FIRE PR...	District	3,479.28
Total 82-7700-OTHER						3,488.48
Total Income						3,488.48
Gross Profit						3,488.48
Expense						
86-1035-WORKERS COMPENSATION IN						
Check	7/1/2013	0415...	Golden State Risk Man...	ALBILIT Jul 2012-2013	District	8,452.00
Total 86-1035-WORKERS COMPENSATION IN						8,452.00
86-2060-COMMUNICATIONS						
INTERNET SERVICE						
Comcast						
Check	7/14/2013	3760	Comcast	034801	District	82.48
Check	7/14/2013	3765	Comcast	8155300570124362/81553...	District	150.82
Total Comcast						233.30
Total INTERNET SERVICE						233.30
TELEPHONE						
ATT						
Check	7/14/2013	3764	AT&T	96075541735558/0301538...	District	365.68
Total ATT						365.68
ECG						
Check	6/11/2013		ECG Enhanced Comm...	2319611	District	12.21
Total ECG						12.21
Total TELEPHONE						377.89
Total 86-2060-COMMUNICATIONS						611.19
86-2101-INSURANCE GENERAL						
Check	7/1/2013	0415...	Golden State Risk Man...	ALBILIT Jul 2012-2013	District	8,962.00
Total 86-2101-INSURANCE GENERAL						8,962.00
86-2130-MAINTENANCE STRUCTURES						
Station 810						
Check	7/14/2013	3757	Marsha A. Regan		District	112.50
Check	7/14/2013	3763	Justin Cook	#643830	District	70.00
Total Station 810						182.50

3:43 PM
 07/15/13
 Accrual Basis

**Albion Little River Fire Protection District
 Profit & Loss Detail
 June 10 through July 15, 2013**

Type	Date	Num	Name	Memo	Class	Amount
Station 811						
Check	7/14/2013	3757	Marsha A. Regan		District	45.00
Check	7/14/2013	3763	Justin Cook	#643930	District	70.00
Total Station 811						115.00
Total 86-2130-MAINTENANCE STRUCTURES						267.50
86-2140-MEDICAL, LAB SUPPLIES						
Check	7/14/2013	3755	LIFE - ASSIST INC.	#637889	District	152.65
Check	7/14/2013	3756	LIFE - ASSIST INC.	#637587	District	2,289.16
Total 86-2140-MEDICAL, LAB SUPPLIES						2,451.81
86-2150-MEMBERSHIPS						
CALSTAR						
Check	6/20/2013	3749	AIR MED CARE NET...		District	107.00
Total CALSTAR						107.00
Total 86-2150-MEMBERSHIPS						107.00
86-2170-DISTRICT OFFICE SUPPLIE						
Postage						
Check	6/20/2013	3750	Richard Riley	Reimb. for postage	District	2.38
Total Postage						2.38
Total 86-2170-DISTRICT OFFICE SUPPLIE						2.38
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	6/12/2013	3739	Sara Spring		District	341.25
Check	7/1/2013	3752	Sara Spring	JUNE	District	600.00
Check	7/14/2013	3762	VoidFOR CK ORDER		District	
Total Bookkeeping Services						941.25
Total 86-2181-AUDITING & FISCAL SERVI						941.25
86-2189-PROFESIONAL & SPECIAL S						
COUNTY COUNSEL SERVICES						
Check	7/1/2013	3753	County Of Mendocino	County Couasel Services 4/1...	District	1,840.00
Total COUNTY COUNSEL SERVICES						1,840.00
86-2189-PROFESIONAL & SPECIAL S - Other						
Check	6/20/2013	3750	Richard Riley	Reimb. for postage	District	148.58
Check	6/30/2013	3751	JOHN SHANDEL CON...	130893	District	875.00
Total 86-2189-PROFESIONAL & SPECIAL S - Other						1,023.58
Total 86-2189-PROFESIONAL & SPECIAL S						2,863.58

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 0715M3
 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 June 10 through July 15, 2013

Type	Date	Num	Name	Memo	Class	Amount
86-2260-UTILITIES						
PG&E						
Check	7/14/2013	3758	PG&E	0210095100-9	District	166.97
Check	7/14/2013	3759	PG&E	0210095100-9	District	166.97
Total PG&E						<u>333.94</u>
Thompson Septic Service						
Check	7/14/2013	3766	Thompson's PortaSepti...	17601	District	101.05
Total Thompson Septic Service						<u>101.05</u>
Total 86-2260-UTILITIES						<u>434.99</u>
86-4370-EQUIPMENT (PURCHASE)						
Radios						
Check	7/14/2013	3761	Aircomm		District	840.62
Total Radios						<u>840.62</u>
Total 86-4370-EQUIPMENT (PURCHASE)						<u>840.62</u>
Total Expense						<u>25,964.32</u>
Net Income						<u><u>-22,475.84</u></u>

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

Proposed policy revisions to be presented for review and discussion at the February 14, 2013 regular business meeting and considered for amendment and/or adoption at the March 14, 2013 regular business meeting.

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

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) ~~should~~ **are to be delivered** billed directly to the District **bookkeeper** to be paid ~~on signature of approval and budget category assignment of the District fiscal officer or other board member~~ **routinely**. **Invoices of this type which show unusual or unexpected amounts due are to be referred by the bookkeeper to the chief, the board fiscal officer, or another board member for approval for payment.**
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget category before being delivered ~~to the District fiscal officer or other board member for his/her signature of approval. The District fiscal officer will then present the approved invoice to the district bookkeeper for payment.~~
5. Any commitment of approved District budget funds over \$1,000 (\$3,000 for vehicle maintenance & repair) not itemized in the approved current FY budget must be approved by ~~vote of the board on an agendized item for consideration at a regular or special meeting~~ **the chief, the board fiscal officer, or another board member.**
6. Any commitment of District funds not included in the approved current FY budget must be approved by vote of the board on an agendized item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to any individual upon signature of approval and assignment of budget category by the chief, ~~and~~ the District fiscal officer or other board member of presented (copies of) original receipt(s) showing who was charged for what by whom and to whom reimbursement should be made.
8. **The bookkeeper will email a detailed report of all invoices and expenses incurred to the chief and all members of the board in enough time for review (at least 72 hours) prior to each regular monthly business meeting.**

*REVISED POLICY ADOPTED BY UNANIMOUS VOTE OF THE
BOARD OF DIRECTORS AT THE JULY 18, 2013 REGULAR
BUSINESS MEETING*

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BYLAWS

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ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

P. O. BOX 634
ALBION, CA 95410
(707) 937-4022

*ADOPTED
JULY 18, 2013
UNANIMOUS VOTE
OF BOARD OF
DIRECTORS
R. RILEY*

1000 - 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.

1010 - MISSION STATEMENT

The mission of the District is to provide 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.

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

1. Employ necessary personnel to provide services to the district.
2. 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.

1020 - 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 President or 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.

1030 - LIMITATIONS OF AUTHORITY

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.

Individual Board members do not have authority to direct, assign, order or otherwise supervise District staff without express consent of a majority the Board.

1040 - BOARD MAKEUP

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.

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.

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.

It will be the duty of the Secretary to see that all minutes for all meetings are properly prepared.

~~The President, with the assistance of the other members of the Board, will ensure that the budget is developed each year and will also be responsible for seeing that the budget is complied with, and will oversee all income and expense items. The Board may employ a bookkeeper from time to time to assist in fulfillment of these obligations, and to draw checks in accordance with item #6, below.~~

~~In accordance with California Health and Safety Code Section 13854, the Mendocino County Treasurer acts as the district treasurer. However, the President or another board member appointed by the President will act as fiscal officer for the district to oversee district financial matters. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county maintained tax revenue fund account in order to expedite district fiscal activity. Each board member will have signing authority on all accounts.~~

1050 – BOARD OPERATIONS EMPLOYMENT OF BOOKKEEPER

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.

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 all district financial matters. The Board may deposit funds in district held checking and savings accounts at independent financial institutions in addition to the county-maintained tax revenue fund account in order to expedite district fiscal activity. Each board member will have signing authority on all accounts.

The Board may employ a bookkeeper or engage an independent bookkeeping service from time to time to assist in fulfillment of the district's financial duties and obligations. Any bookkeeper or bookkeeping service employed by the Board, whether as an employee of the District or as an independent contractor, is authorized by the Board to make draws on any funds maintained by the District for the purpose of making payments for Board approved District expenses.

The Board may employ a board clerk from time to time to assist in fulfillment of the district's legal and clerical duties and obligations.

1060 - 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 Fire Department.

1070 - COMMITTEES OF THE BOARD OF DIRECTORS

1. The Board 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 President as necessary.
4. The Chairman of a committee is responsible for the makeup of the committee and for reporting on its progress.

1080 - 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 or video recordings of the meeting can be erased (Government Code Section 54953.3(b)).
3. Printed copies of minutes of Board meetings, Board actions, motions, resolutions, ordinances, and votes taken, will be distributed to Board Members and the Chief with the agenda for the next regular Board Meeting, and made available to the public after approval by a majority of the Board.

1090 - 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.

1100 - 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 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 amenable.
- 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:

- i. **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:"
- ii. **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.
- iii. 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 MEETING 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.
- b. **Special meetings (non-emergency)** of the Board of Directors may be called by the Board President or any member of the Board.
 - i. All Directors, 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.

1110 - BOARD MEETING AGENDA

- 1. The Board Secretary, in cooperation with the Board President, will prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may contact the 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 President with supporting documents and information, if any, at least five (5) business days before the date of the meeting
 - b. The Board 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.

1120 - 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 (Form 700) with the Clerk of the County of Mendocino within 30 days of assuming office and annually per Government Code Section 87200.

APPENDIX A

Designated Positions:

All members of the board of directors of the Albion Little River Fire Protection District.

Disclosure Categories for Above Designated Positions:

All sources of income.

Interests in real property:

Investments and business positions in business entities.

1130 - 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.

1140 - PROCUREMENT

It is 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 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 or electronic funds transfer from the appropriate district checking account.
 - b. Payment by credit card.
 - c. Payment by County of Mendocino Auditor-Controller issued check.
2. Purchase authority is limited to the maximum amount of funds that have been allocated for the item in the current budget. Normal operational needs dictate that the Fire Chief or his delegate must have the ability to obligate District funds to the amounts approved for items listed in the current budget. Fund obligation above that level is subject to the approval of the Board of Directors. In addition, good business practices require that fund obligation take advantage of competition in the marketplace. Purchasers are therefore encouraged to pursue the best prices available for goods and services without sacrifice to quality or safety.
3. In compliance with the above, the following is the Albion-Little River Fire Protection District policy:
 - a. **Checking Accounts:**
 - i. A joint checking account with the County of Mendocino shall be established for the purpose of writing checks **or making electronic funds transfers** directly to the recipient from a revolving account funded by drafts from District tax revenues held by the county. Each check written on this account will require one signature. Each Board Member and

the district bookkeeper shall be authorized signers of **checks and may authorize electronic funds transfers** on this account.

- ii. **Other checking and savings accounts** shall be established as needed for the purpose of receiving and holding donations to the district for specified and unspecified district needs and/or projects as well as authorized payment of expenses for same. Board approved drafts from each account will require one authorized signature. Each Board Member, as well as the district bookkeeper, shall be authorized signers of each of these accounts.
 - b. **Credit Card:** A credit card account shall be established to expedite internet and non-vendor purchases. Each board member, the district bookkeeper, the chief and the assistant chief will be authorized users of this account for purchases of board approved budget items. This account is to be paid in full each billing period to avoid interest charges.
 - c. **County of Mendocino Auditor-Controller:** The Auditor-Controller is authorized to make payment from the District's General Fund when presented with approved vouchers. Vouchers will be written only for board approved budget items or to replenish the district revolving fund (one authorized signature will be required). Each board member and the district bookkeeper will be authorized signers.
4. **Expenditure authority within budget:**
 - a. The Chief of the District or his/her designate will have the authority to purchase goods and services up to the amount of funds made available by the board for the budget category of the item or service.
 - b. The Chief of the District will be prepared to justify his or her authorization of the expenditure of district funds used to purchase goods or services on behalf of the district.
5. **Expenditure authority for items not budgeted or for amounts in excess of budget allowance:** Only a majority vote of the board of directors shall constitute the granting of authority to the board, the Chief, or his or her designate to make any expenditure over the amount authorized in the district budget.

1150 - DOCUMENT PREPARATION/POSTAL CHARGES

1. As a courtesy to the public, the Albion-Little River Fire Protection District will reproduce any District document available to the public, at a nominal charge of \$0.15 per page.
2. The development of reports requiring "work-up" and/or "research" by clerical staff will have a production fee of \$5.00 for the first five pages and \$0.15 for each page after that.
3. Any constituent wishing to receive mailings of meeting notices must notify the district in writing. He or she must cover the costs for providing notices by paying the amount of \$1.00 per meeting noticed or provide stamped, self-addressed envelopes to the District to cover the expense of the mailings.
4. Any constituent wishing to receive copies of any reports, documents, or agendas by mail must supply the district stamped self-addressed envelopes or funds sufficient to cover mailing expenses.

The above fees are based on machine use costs, clerical time, and material costs. These charges are subject to change due to cost changes.

The Ralph M. Brown Act, Government Code Sections 54954.1 and 54954.2 are the authority for items 3 and 4 above.

1160 - 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.

1170 - HARASSMENT

1. The Albion Little River Fire Protection District strictly prohibits unlawful discrimination and harassment on the basis of race, religion, creed, color, sex, sexual orientation, national origin, ancestry, physical or mental disability, medical condition (cancer related), pregnancy, childbirth, veteran status, marital status or age. The District considers discrimination and/or harassment a serious offense and is firmly committed to the philosophy that every employee has the right to work in an environment free from discriminatory intimidation, ridicule and insult and to be treated with courtesy, dignity and respect. Every employee is expected to adhere to a standard of conduct that is respectful to all persons within the work environment.
2. In keeping with this commitment, the District maintains and follows a strict policy prohibiting unlawful discrimination and harassment, in any form, including verbal, physical and visual harassment, coercion, and/or reprisal. This policy applies to all employees, vendors and visitors. The District does not tolerate sexual or other harassment of employees at the work place or in any work-related situation by anyone. If, after a prompt and thorough investigation, it is determined that an employee has engaged in discrimination and/or sexual or other harassment, that employee will be disciplined, up to and including discharge.
3. The full District policy and procedure for handling complaints will be posted on the District website (www.albionfire.com) for review at any time. Each employee is required to read and sign the policy to acknowledge acceptance of the form provided. The form will be retained in the employee's personnel file.
4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the President of the District Board, any other board member, the Chief, or any other officer of the Fire Department. If the incident deals with a fire department officer, complaints should be directed to another fire department officer or the president of the Board. All complaints and related information will be investigated promptly, thoroughly and handled as confidentially as possible. Appropriate corrective action will be taken if an allegation is proven.

1180 - 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 Chief, or any member of the Board of Directors.

1190 - 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.
 - c. All employees of the District shall be insured by District provided workers' compensation insurance.
 - d. No person shall be permitted to participate in District fire department trainings or emergency responses unless listed on the District's active duty roster, or on the official roster of another participating agency.
2. **HIRING:**
 - a. District residents 18 years old or older may apply for employment with the district.
 - b. Non-resident applications for employment may be accepted upon the chief's recommendation.
 - c. Employment positions include the position of volunteer firefighter.
 - d. Applications for employment may be obtained at any regular meeting or from the chief.
 - e. The chief and the Board shall review and approve, reject, or postpone the application.
 - f. Upon approval of the application, employment will be granted if a position is available.
 - g. The chief may hire an applicant for the position of volunteer firefighter provisionally until her/his application is approved or denied.
 - h. All applicants for employment must submit to criminal and driving background checks (Live Scan). Results of criminal and driving background checks are subject to review by the chief and board of directors to determine the suitability of the applicant for employment by the District. Determination of the unsuitability of an applicant for employment based on criminal or driving background information and Board policy may result in denial of employment of the applicant.
 - i. This procedure is to be followed for all district employees, paid or volunteer.
3. **EMPLOYEE STATUS:**
 - a. A regular employee is one who has been hired to fill a regular position in any job classification and has completed her/his probationary period.
 - b. A probationary employee is one who has been hired to fill a regular position and has less than six months of service with the district. Upon completion of six months of continuous service in the position and upon the decision to retain said employee, the employee shall be granted regular employee status.
 - c. A probationary employee's employment may be terminated by the chief or by a majority vote of the board without cause.
 - d. 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.
 - e. A probationary volunteer firefighter is a probationary employee whose employment has been recommended by the chief and approved by a majority vote of the Board who when hired must perform certain tasks and attain certain training and certification requirements as required in the district's operations manual and as further directed by the chief.
 - f. A probationary volunteer firefighter must receive a favorable evaluation and appointment to regular volunteer firefighter status within one year following appointment to probationary volunteer firefighter status.
 - g. A regular volunteer firefighter is an employee who has been appointed to the position on the recommendation of the chief and by a majority vote of the Board after completing all requirements for probationary firefighters as directed in the district's Operations Manual and as

further directed by the chief 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.

- h. A probationary volunteer firefighter applicant will be placed on the active duty roster as soon as her/his employment application is accepted by the chief, subject to confirmation by the board of directors.
- i. A regular volunteer firefighter must participate in a minimum number of fire department activities (including, but not limited to, trainings and call responses) annually, as outlined in the fire department operations manual, to maintain regular volunteer firefighter status. Firefighters who do not meet the minimum annual participation requirements may be placed on probationary firefighter status or may be dismissed from employment by the District.
- j. All regular employees are subject to continuing driving and criminal history reports. Determination of the unsuitability of a regular employee for continued employment based on criminal or driving background information and Board policy may result in termination of employment.

4. RESIGNATION/LEAVE OF ABSENCE:

- a. Resignation from employment by the District does not, by itself, preclude re-application for employment by the District.
- b. A regular volunteer firefighter may take a leave of absence for any reason for up to one year upon request.
- c. Any volunteer firefighter who takes a leave of absence will be removed from the roster of active duty firefighters and will be relieved of the duties and responsibilities of any office held and the requirements of item (3.i.) above. Active duty status may be reinstated by application for reinstatement, recommendation of the chief and a majority vote of the board of directors.
- d. Prior to returning to active duty any employee requiring a medical leave of absence due to injury covered by District workers compensation insurance must provide the District with a "fit for duty" evaluation (available at District expense) from an independent physician who has expertise in the covered injury (but who is not involved with the employee's treatment for the injury) before applying for reinstatement to active duty status.
- e. A regular volunteer firefighter who wishes to take a leave of absence for longer than one year for reasons other than injury covered by District workers compensation insurance will be asked to resign and reapply for employment when available for service to the District.
- f. Employment will be terminated for a probationary volunteer firefighter who wishes to take a leave of absence for reasons other than injury covered by District workers compensation insurance.

5. 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.

6. 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 include but are not limited to: 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.

7. GRIEVANCES:

- a. The purpose of this section is to provide a procedure by which a regular 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. This section does not apply to probationary employees.
- c. Any regular 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 or special 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.

1200 - SPECIAL ANNUAL EVALUATION SESSION

The Albion-Little Fire Protection District shall hold a special meeting ~~on the third Wednesday of~~ in January of **each year** to critique board and fire department performance of the past year, evaluate the performance of the Chief, and discuss planning strategies for the coming calendar year.

2000 - ADOPTION/ AMENDMENT OF BYLAWS

1. Consideration by the Board of Directors of the Albion-Little River Fire Protection District to adopt a new policy or to amend an existing policy may be initiated by any board member, the Chief, or member of the public. The proposed policy or amendment must be delivered by email to any board member or by regular mail to Box 634, Albion, CA 95410 and should include a request that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.
2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least ~~two (2)~~ **three days (72 hours)** prior to any meeting during which the amendment or policy is to be considered.

THESE REVISIONED BYLAWS PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING ~~MARCH 14, 2013~~ AS FOLLOWS: **JULY 18, 2013**

AYES: 4

NOES: 0

ABSTAIN: 0

ABSENT: 1

RICH RILEY PRESIDENT
Alan Taeger

Alan Taeger

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.

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- c. Any regular 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 or special 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.

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consideration on the agenda of the appropriate regular meeting of the Board of Directors. A copy of this proposed policy or amendment will be distributed by the Secretary of the Board to each board member and the Chief by mail or email so they may properly prepare themselves to discuss and consider the item(s) in question.

2. Proposals for additions, deletions, or amendments to district policies will be received at any regular meeting of the Board of Directors. All such proposals will be put on the agenda for discussion and/or action at the next regular meeting of the Board.
3. Adoption of a new policy or amendment of an existing policy will be accomplished at a regular meeting of the Board of Directors and will require a 4/5 affirmative vote of the entire Board of Directors.
4. Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration of adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three days (72 hours) prior to any meeting during which the amendment or policy is to be considered.

THESE REVISED BYLAWS PASSED AND ADOPTED BY VOTE OF THE BOARD OF DIRECTORS AT A REGULARLY SCHEDULED BUSINESS MEETING ON JULY 18, 2013 AS FOLLOWS:

AYES: _____4_____

NOES: _____0_____

ABSTAIN: _____0_____

ABSENT: _____1_____



Richard Riley

President, Albion Little River Fire Protection District

Attest:



Scott Roat

Secretary, Albion Little River Fire Protection District

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING JULY 18, 2013

CORRESPONDENCE WITH THE BOARD OF DIRECTORS

- 6/1/13 Letter from Wendy S. Boise CPA re: Notice to discontinue offering audit services
- 6/3/13 Proof of Publication from Mendocino Beacon re: Public Notice o Encroachment Project Ad.
- 6/11/13 Letter (USPS) from County of Mendocino Dept. of Planning & Building Svc. re: Request of Demolition of Existing Residence and Construction of New Residence. Owner name Van L. Phillips. Case No. CDPR#5-2011 (2013)Location: 0.8 miles north of highway intersection Hwy 1 at 4560 Albion Little River Rd.
- 7/1/13 Letter from Golden State Risk Management Authority addressed to Ken re: Insurance cards for vehicles to be placed in vehicles as proof of insurance.

Wendy S. Boise, CPA



P.O. Box 2898 ♦ 325 E. Redwood ♦ Fort Bragg, CA 95437
Phone 707-964-0105 ♦ Fax 707-964-3706 ♦ Email wboise@mcn.org

Albion Volunteer Fire Department
P O Box 634
Albion, CA 95410

June 1, 2013

To the Board and Management,

To start, I would like to thank you for the confidence and trust you have placed in me. I have always approached the auditing of special districts as part business and part community service. In that regard I have always attempted to balance my professionalism with my concern for the cost of providing required services to public agencies.

Unfortunately the continually increasing requirements for my profession make impossible for me, as a sole proprietor, to maintain the expected level of internal documentation and internal oversight at a cost effective level. Therefore I find it necessary to discontinue offering audit services.

I currently have the information to complete the audit for the 2011-12 year and plan to provide that to you in the next couple weeks.

I suggest you schedule an agenda item for you next board meeting to develop a plan for contracting with a successor auditor. If I can be of any assistance in the process, please let me know.

Wendy Boise

Fort Bragg Advocate-News

450 N. Franklin Street
PO Box 1188
Fort Bragg, California 95437
707-964-5642

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
PO BOX 634
ALBION CA 95410

PROOF OF PUBLICATION (2015.5 C.C.P.)


STATE OF CALIFORNIA COUNTY OF MENDOCINO

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the Office Clerk of the Fort Bragg Advocate-News, a newspaper of general circulation by the Superior Court of the County of Mendocino, State of California under the date of May 9, 1952 - Case Number 9151, that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been printed in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates:

05/30/2013

I certify (or declare) under penalty or perjury that the foregoing is true and correct.

Dated at Fort Bragg, California,
May 30, 2013


SANDI MOSDEN, CLERK

Legal No. 0004868218

PUBLIC NOTICE

NOTICE INVITING BIDS

Office of I.L. Welty & Associates, 703 N. Main Street, Fort Bragg, CA 95437, will receive up to, but not later than, 11:00 a.m., June 6, 2013 and will then publicly open and read aloud the sealed bids for the Encroachment Road work on Albion Ridge Road adjacent to the Fire Station.

Each bid must conform and be fully responsive to this invitation, the plans and specifications and all other documents comprising the pertinent Contract Documents.

Copies of the Contract Documents are available for examination beginning on May 24, 2013 at the office of I.L. Welty and Associates, 703 N. Main Street, Fort Bragg, CA.

Contractors of the following classifications:

A licensed contractor by the California State Contractors License Board may obtain one copy of the Contract Documents upon deposit with the Engineer, of a check made payable to I.L. Welty and Associates in the amount of \$25.00 per set.

The project is briefly described as driveway encroachment paving as shown on the

plans and de-
scribed in the
processed en-
croachment
permit from
MDOT.
Publish:
05/30/2013



COUNTY OF MENDOCINO
DEPARTMENT OF PLANNING AND BUILDING SERVICES

360 NORTH BUSH STREET · UKIAH · CALIFORNIA · 95482
120 WEST FIR STREET · FORT BRAGG · CALIFORNIA · 95437

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

June 11, 2013

Planning-Ukiah
DOT
Environmental Health
Building Inspection (FB)

Assessor
Air Quality Mgmt District
Dept of Fish & Wildlife
US Fish & Wildlife Svc

Coastal Commission
~~Albion~~/Little River Fire District

***CASE#:** CDP# 5-2011(2013)
OWNER: Van L. Phillips
REQUEST: Renewal of CDP 5-2011 which authorized: Demolition of the existing 1200± sq. foot single-family residence and construction of a new 4,300± sq. foot residence with an attached 630± sq. foot garage. Associated development includes construction of a 615± sq. foot accessory structure, on site septic disposal system, propane tank, driveway development and associated grading and landscaping. No development has occurred to date. **The renewal will result in a new expiration date of May 18, 2014.**

APPEALABLE AREA: No
LOCATION: In the Coastal Zone, approx. ½ mile north of Albion, on the east side of Highway One, on the west side of Albion Little River Road, approx. 0.8 mile north of its intersection with Highway One, at 4560 Albion Little River Road (APN 123-020-22).

***PROJECT COORDINATOR:** Abbey Stockwell
RESPONSE DUE DATE: June 26, 2013

***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

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. 18 Albion |
| <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. conditionally scenic but not within view |
| <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. FL to north |
| <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 type="checkbox"/> | <input checked="" type="checkbox"/> | 9. Floodplain/Floodway Map. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10. Natural Diversity Data Base. great burnett, Sonoma tree vole shown as present in general area |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 11. ESHA - Riparian, Wetland, Rare Plants, Sand Dunes, Pygmy Vegetation/Soils. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. Building Envelopes/Buffer Zones. |
| <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: MWR |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Fire Hazard Severity Classification: <input type="checkbox"/> LRA <input checked="" type="checkbox"/> SRA-CDF# 42-11 Very High |

CEQA Status: _____

ADDITIONAL INFORMATION:

COASTAL DEVELOPMENT PERMIT REVIEW SHEET

STANDARD ADMINISTRATIVE MODIFICATION CDPR # 5-2011(2013)
 USE PERMIT VARIANCE RENEWAL DATE FILED: 6.10.13
APPEALABLE AREA: YES NO GOV'T CODE DATE:

OWNER/APPLICANT: Van L. Phillips

REQUEST: Renewal of CDP 5-2011 which authorized: Demolition of the existing 1200± sq. foot single-family residence and construction of a new 4,300± sq. foot residence with an attached 630± sq. foot garage. Associated development includes construction of a 615± sq. foot accessory structure, on site septic disposal system, propane tank, driveway development and associated grading and landscaping.

No development has occurred to date. The renewal will result in a new expiration date of May 18, 2014.

LOCATION: In the Coastal Zone, approx. ½ mile north of Albion, on the east side of Highway One, on the west side of Albion Little River Road, approx. 0.8 mile north of its intersection with Highway One, at 4560 Albion Little River Road (APN 123-020-22).

STREET ADDRESS: 4560 Albion Little River Road APN: 123-020-22

GENERAL PLAN: Remote Residential ZONING: RMR: L-20 PARCEL SIZE: 21 acres

EXISTING USES: Residential SUPERVISORIAL DISTRICT: 5

TOWNSHIP: RANGE: SECTION: USGS QUAD#:

RELATED CASES: PAC 2-2011

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 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 checked="" 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 Schoener Gulch
<input type="checkbox"/> Gualala Municipal Advisory Council	<input type="checkbox"/> Native Plant Society	<input type="checkbox"/> Point Arena City Hall

ADDITIONAL INFORMATION:

ASSESSOR'S PARCEL #: 123-020-22

PROJECT COORDINATOR: Abbey Stockwell PREPARED BY: AS DATE: 6.10.13

**COUNTY OF MENDOCINO
DEPT OF PLANNING & BUILDING SERVICES**

**120 WEST FIR STREET
FORT BRAGG, CA 95437
Telephone: 707-964-5379
Fax: 707-961-2427**

Case No(s) CDPR 5-2011 (2013)
Date Filed _____
Fee \$ _____
Receipt No. _____
Received by _____

Office Use Only

COASTAL DEVELOPMENT PERMIT RENEWAL APPLICATION FORM

Name of Applicant Van L. Phillips	Name of Owner(s) Van L. Phillips	Name of Agent
Mailing Address 33000 Navarro Ridge Rd. Albion, CA 95410	Mailing Address	Mailing Address
Telephone Number (707) 937-3337	Telephone Number	Telephone Number

Please describe any actions taken to initiate development since issuance of the coastal development permit. List any changes to the property and or structure(s) since CDP issuance.

Architectural construction documents have been prepared; no changes have been made to the site.

Driving Directions

The site is located on the W (N/S/E/W) side of Albion Little River Road (name road) approximately 0.8 miles (feet/miles) N (N/S/E/W) of its intersection with Highway 1 (at Albion River) (provide nearest major intersection).

Assessor's Parcel Number(s) 123-020-22	Date of expiration of issued CDP
---	----------------------------------

Parcel Size <u>21.0</u> <input type="checkbox"/> Square Feet <input checked="" type="checkbox"/> Acres	Street Address of Project 4560 Albion Little River Road Albion, CA 95410
---	--

COASTAL DEVELOPMENT PERMIT RENEWAL

APPLICATION QUESTIONNAIRE

The purpose of this questionnaire is to relate information concerning your application to the Planning & Building Services Department and other agencies that 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. For 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, etc.

Construction of a 4,279 sf, two-bedroom single-family residence with attached garage (631 sf) and separate 616 sf accessory structure, including septic system, underground propane tank, grading for structure(s), landscaping, hardscaping and extension of driveway. Well is existing. Existing ~1,200 single-family residence to be removed and existing 1,265 sf garage to remain.

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

TYPE OF UNIT	NUMBER OF STRUCTURES/UNITS	SQUARE FEET PER UNIT
<input checked="" type="checkbox"/> Single Family	1	4,279 sf
<input type="checkbox"/> Mobile Home	_____	_____
<input type="checkbox"/> Duplex/Multifamily	_____	_____

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

Former residence and garage - former to be removed and latter to be used for storage.

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

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

- B. Gas
 Utility Company/Tank
 None

- C. Telephone: Yes No

5. Will there be any exterior lighting? Yes No

If yes, describe below and identify the location of all exterior lighting on the plot plan and building plans.
Please see attached plans for details

6. What will be the method of sewage disposal?

- Community sewage system, specify supplier _____
 Septic Tank (indicate primary + replacement leachfields on plot plan)
 Other, specify _____

7. What will be the domestic water source?

- Community water system, specify supplier _____
 Well
 Spring
 Other, specify _____

8. Is any grading or road construction planned? Yes No

Estimate the amount of grading in cubic yards ~100 c.y. 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.

Grading plan is being prepared by I. L. Welty and Assoc.

Describe the terrain to be traversed (e.g., steep, moderate slope, flat, etc.).

Level to moderate slope.

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

If yes, explain:

10. Is the proposed development 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). 28' feet

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

Stucco material	Wood, stone plaster	color	Please see rendered
Interior wall	Wood	color	elevations for colors
Exterior wall	Plaster	color	(primarily natural wood
Roofing material	Slate and Metal	color	tones and gray)
Window frame material	Wood	color	
Door material	Wood	color	
Flooring material		color	
Remaining materials	Stone	color	
Other exterior materials		color	

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

No.

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

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

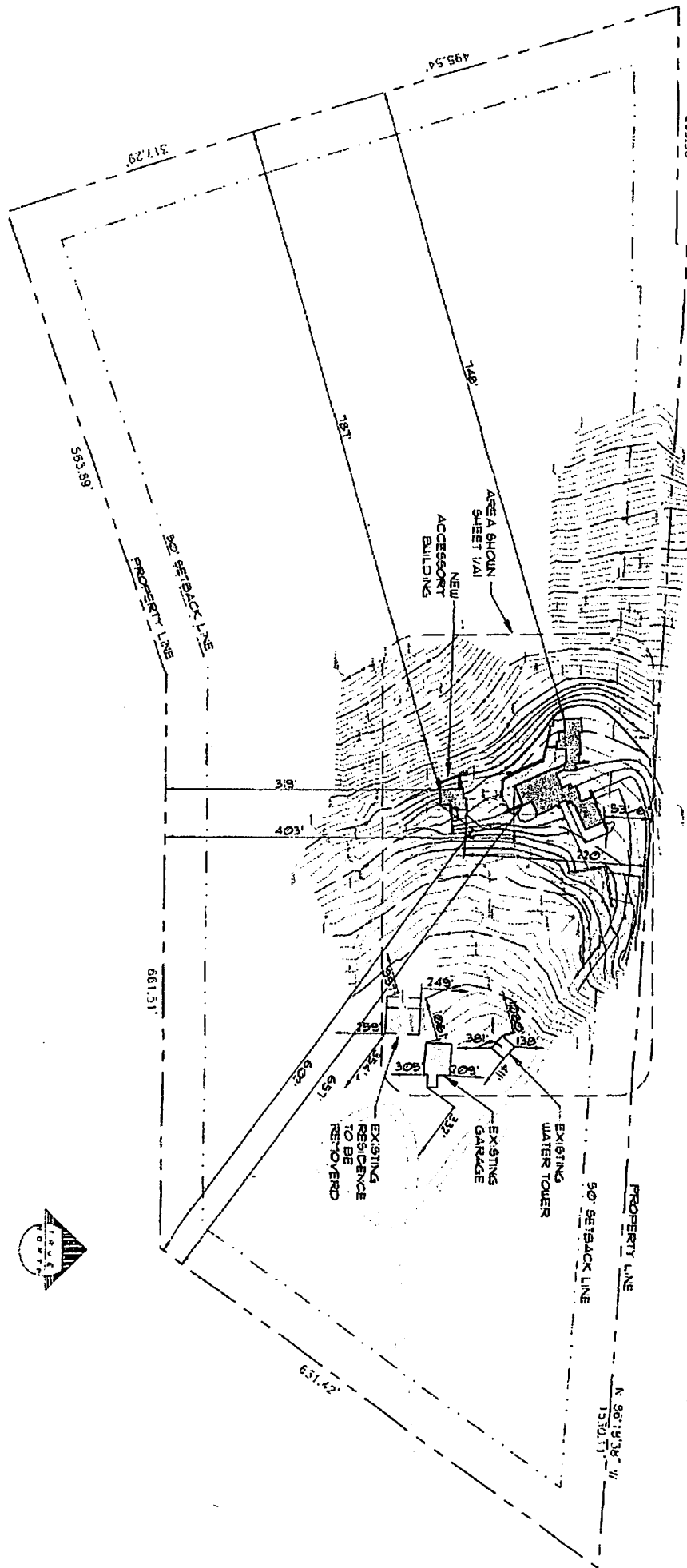
If Yes, explain your plans for phasing.

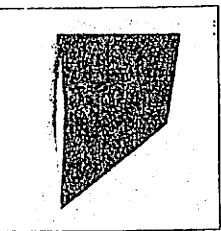
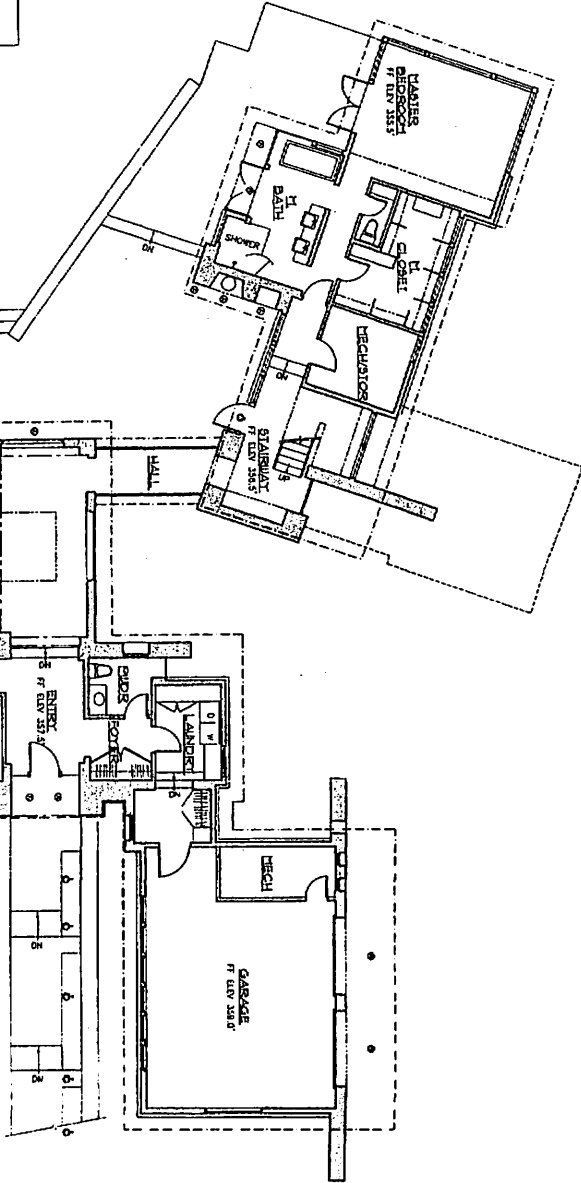
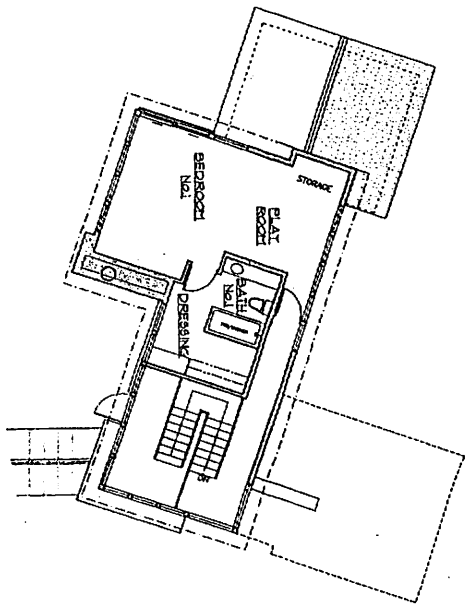
Parking will be provided as follows:

Number of Spaces	Existing _____	Proposed _____	Total _____
Number of standard spaces	_____	Size _____	
Number of handicapped spaces	_____	Size _____	

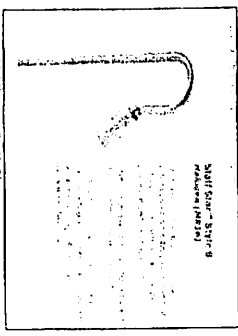
4560 ALBION LITTLE RIVER ROAD
PHILLIPS RESIDENCE - WHITE DEER MOUNTAIN
APN 123-020-22



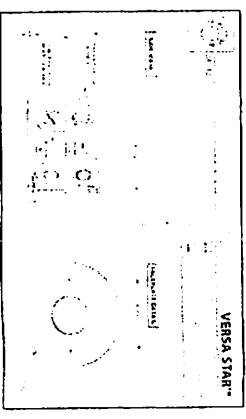




B SURFACE MOUNTED FIXTURE



C B-K Lighting - Soft Star
PATH LIGHTS

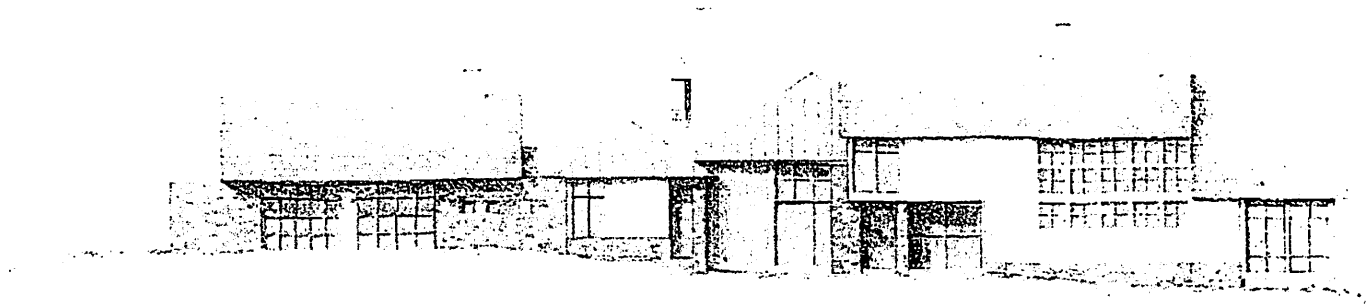


A B-K Lighting - Versa Star
EAVE SOFFIT DOWN LIGHT TYPE 'A'

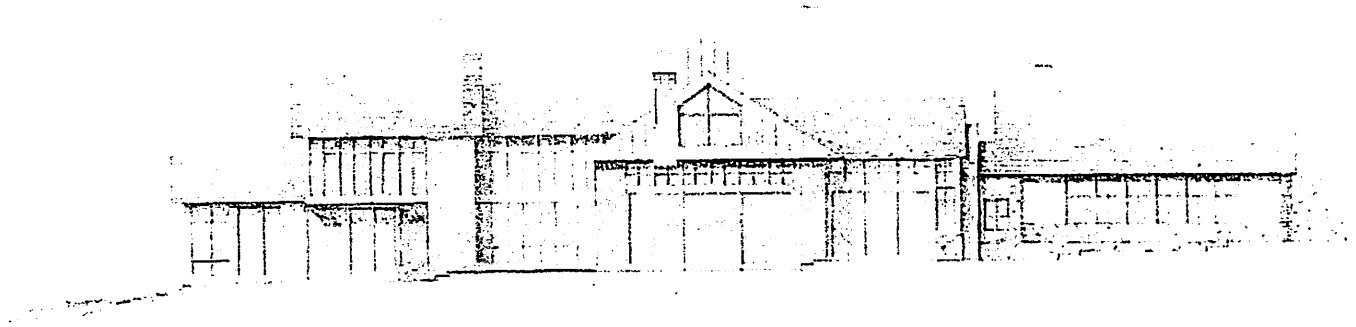
2 LIGHT FIXTURES
AZ NONE

1 MAIN LEVEL FLOOR PLAN
AZ 1/8"=1'-0"

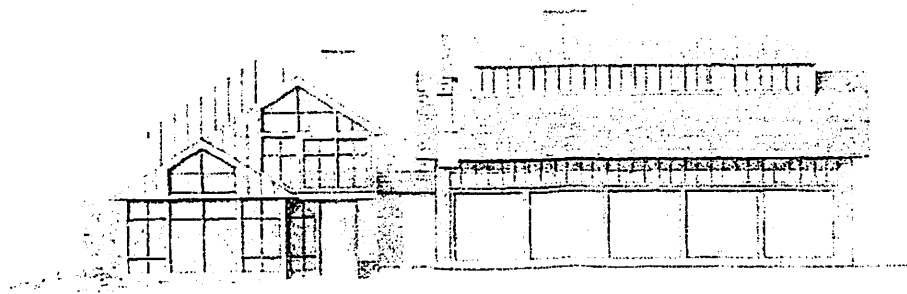




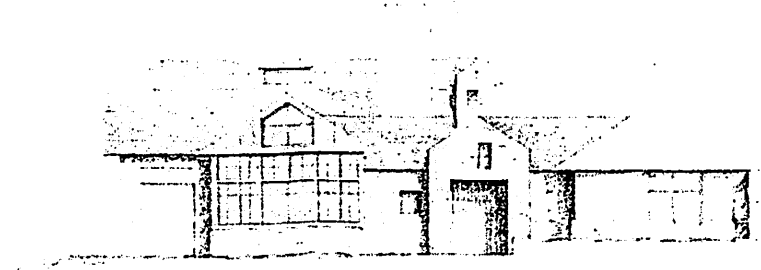
4 NORTH EXTERIOR ELEVATION
A4 1/8" = 1'-0"



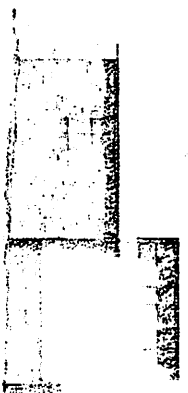
3 SOUTH EXTERIOR ELEVATION
A4 1/8" = 1'-0"



2 WEST EXTERIOR ELEVATION
A4 1/8" = 1'-0"

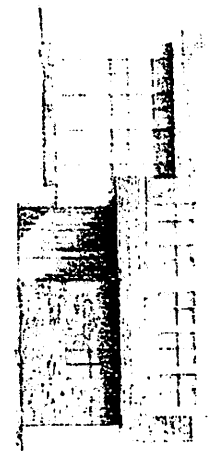


1 EAST EXTERIOR ELEVATION
A4 1/8" = 1'-0"



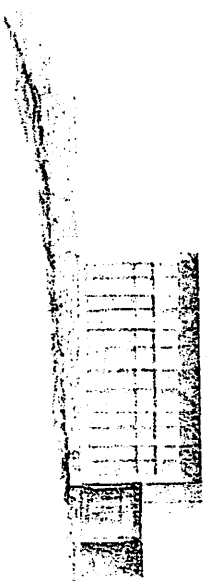
10
AS

NORTH ELEVATION
1/8" = 1'-0"



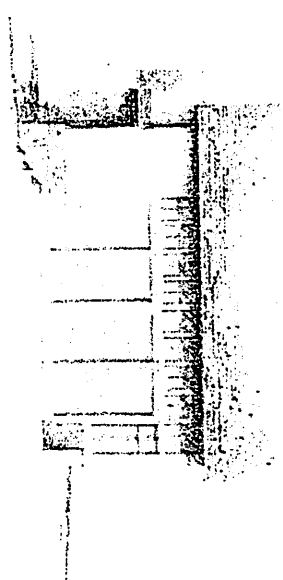
8
AS

EAST ELEVATION
1/8" = 1'-0"



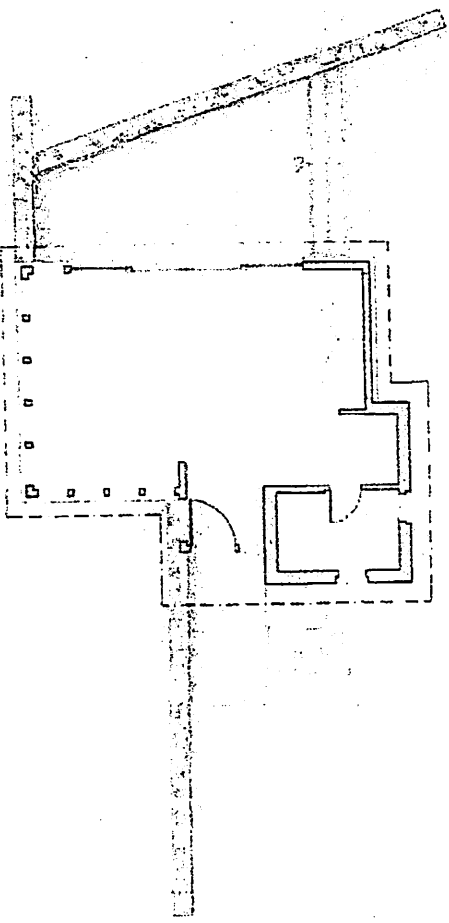
9
AS

SOUTH ELEVATION
1/8" = 1'-0"



7
AS

WEST ELEVATION
1/8" = 1'-0"



6
AS

ACCESSORY BUILDING FLOOR PLAN
1/8" = 1'-0"



GOLDEN STATE
RISK MANAGEMENT AUTHORITY

Innovative programs, personalized service

July 1, 2013

Ken Matheson
Albion-Little River FPD
PO Box 634
Albion, CA 95410

Dear Ken,

Once again it is time to send your renewal cards for your vehicles. Enclosed you will find the insurance cards for the period of July 1, 2013 through June 30, 2014. Please place these in the vehicles as proof of insurance.

We are always here to answer any questions you may have. Have a great day and be safe.

Sincerely,



Dan Berry
Member Services Director

Encl.

Grant Writing

Attendees:

Harvey Chess, Sam, Bob, and Jeff

Ideas proposed by Harvey Chess

- Offered to review grants written prior to submission.
- Offered to research for grants that we want to pursue.
- Suggested Department talk to Cal Trans about the affect of the Highway project on the fire station. Bob offered to take this project on.
- Suggested making a priority list of grants.

Information provided by Sam

- ❑ Sam talked to Steve Orsi Chief of Fort Bragg Fire Department.
- Offered to help any way possible with grants.
- Suggested when applying for grants write everything that is wrong with the vehicles. Age, mechanical, ect.
- Verified that appropriate paperwork needs filed with the Federal Government to get Federal Grants.

Possible Grant Priorities

- ❑ Replacement of vehicles.
 - Need to list vehicles in priority of replacement.
 - List of vehicles to replace them with.
 - Need specs of new vehicles.

- ❑ New Fire Station.

- ❑ AEDS and ALS Monitor with Defibrillator.
 - Already started with quotes and looking for grants.

- ❑ Proposal for hiring a Grant Writer.
 - Firegrantshelp.com
 - Grant Committee suggests hiring Grant Writer for 2 Grants to have as examples to help with other Grants.

Specific Donation Request

- ❑ Mendocino Redwood Company
 - Bob suggested approaching them for assistance for a new Type 3 Engine and Water Tender. As it would benefit them.

- ❑ Heritage House
 - Harvey suggested talking to the new owner about assistance obtaining a new Type 1.

- ❑ Before approaching any one for large donations it's important to have information about what specific donation the department is looking for and how it would benefit them directly