

001

Albion Little River Fire Protection District



BOARD OF DIRECTORS REGULAR MEETING AGENDA

Monday, October 16, 2023, 6:00 pm

Please note that this meeting will be held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform Information on attending this meeting can be found on our website <http://www.alrfpd.com> under the Notices tab.

1. **Call to order and determination of a quorum.**
2. **Motion by Secretary Steve Acker to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board by emailing the board at board@albionfire.com on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may also email the board at board@albionfire.com.
4. **Chief's report** (see packet)
5. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action
 - a. **Approval of the September 18, 2023 regular meeting minutes.** (see packet)
 - b. **Acceptance of September 2023 correspondence report.** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
6. **Committee Reports:**
 - a. **Building Committee**
 - b. **Treasurers report: Welty**
 - c. **Finance Committee: Welty** (see packet)
 - d. **Resource Committee: Greenberg**
 - e. **Grants, Fire safe council, LAFCO,:** Christensen
 - f. **MCAFD report**
 - g. **Strategic Plan**
7. **Items for discussion and possible action by the board**
 - a. **Mitigation Fees, Resolution and Ordinance** (see packet)
 - b. **Motion to amend Bylaws section 1100 6-a to:**
Regular meetings of the Board of Directors will be held on the third Wednesday of each calendar month at 10:00 a.m. at ALRFPD Station 810, 33900 West Street in the town of Albion, California. The agenda will be posted 72 hours prior to all regular meetings (see packet)
 - c. **Adoption of California Fire Code**
 - d. **Approval vote re: Draft Community Wildfire Protection Plan**
8. **CLOSED SESSION**
 - a. **Discussion of fire chief contract**
9. **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 at 707-937-4022, email: or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

002

Albion-Little River Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: ALRFPD Board Meeting October 2023

Time: Oct 16, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85756422503>

Meeting ID: 857 5642 2503

One tap mobile

+16699006833,,85756422503# US (San Jose)

+16694449171,,85756422503# US

Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US

Meeting ID: 857 5642 2503

Find your local number: <https://us06web.zoom.us/u/kcl0Ahst7M>



003

Albion-Little River
Fire Protection District
Chief's Report

10/013/2023

Incidents

Other Fires-2
Medical-3
Hazmat/FMS-2
Public Assist-2
Total-9

Schedule

10/05-Operations 18:00 Station 810
10/12-Communications
10/14- Grange Spaghetti Dinner Fire Dept Fundraiser, Whitesboro Grange 16:00-?
10/16-District Board Meeting 18:00 Station 810
10/19-Medical Skills evaluations
10/21-Station 810 Open House 11-16:00
10/22 Grange Pancake Breakfast Fire Dept Fundraiser, Whitesboro Grange 07:00-11:00
10/26-Fire ground skills

Prevention

Inspections ALRFPD -See attachments
-Inspection Program Implementation Plan
-Software Quote
-2023 CA Fire Code Adoption Ordinance Draft
Inspections MFPD
-Write contract for Mendocino
-Insurance consideration GSRMA
-Fee schedule feedback from MFPD
-Drop the two hour minimum
-Include travel time
-Next meeting 11/15 18:00
Fire Prevention Month
-Albion School Visit
-Open House
-Grange Breakfast and Dinner

Fixed Fire Funding

An effort is be put forward to put a measure on the ballot to secure our County Tax sources by the Mendocino County Fire Chiefs Association and what is left of the Districts Association. 4,000 plus signatures are required. If the measure is put on the ballot by signature only >50% is required to pass the measure.



004
Albion-Little River
Fire Protection District
Chief's Report

10/013/2023

Parcel Tax

List of Community members to be approached to volunteer for campaign.

Direct Assessment

We are working on auditing the assessment for accuracy. I spoken to the County Auditor and a call into the assessor.



005
Albion-Little River
Fire Protection District
Inspection Program Implementation

10/11/2023

Purpose: Steps to implementation of State Fire Marshal mandated annual inspection program.

1. District adoption of California Fire Code
2. District Ordinance Fee Schedule
3. Identify types of inspections to be conducted
 - Annual Inspections
 - Reinspections
 - Compliance Inspections
4. Identify Occupancies for inspection
 - Albion-Little River FPD
 - Mendocino FPD
5. Obtain Reference resources
 - ICC Digital Codes
 - California Legislative Information website
 - NFPAlink
 - California Fire Inspection Guide
6. Obtain inspection and record keeping software
7. Letters of notice of inspection to Owners/Businesses
8. Contact GSRMA
9. MFPD Contract
10. Complete task book for State Certification
11. Create annual schedule



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES draft

Monday, September 18, 2023, 6:00 pm

This meeting was held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform.

1. **Call to order and determination of a quorum.** The meeting was called to order at 6:06 pm by President Greenberg. Directors Acker, Christensen, Greenberg, and Linstedt were present at Station 810. Director Welty was absent. Also present Wendy Meyer
2. **Motion by Secretary Steve Acker to adopt agenda:** Approved by a board vote of 4 ayes and 1 absent.
3. **Public communication to the board:** None
4. **Chief's report** (see packet)
5. **Consent calendar:** Approved by a board vote of 4 ayes and 1 absent.
 - a. **Approval of the August 21, 2023 regular meeting minutes.** (see packet)
 - b. **Acceptance of August 2023 correspondence report.** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
6. **Committee Reports:**
 - a. **Building Committee:** no report
 - b. **Treasurers report: Welty** (see packet)
 - c. **Finance Committee: Welty** no report
 1. Motion to direct Board Secretary Acker to do a rough assessment of the Fire district tax rolls. Approved by a board vote of 4 ayes and 1 absent
 - d. **Resource Committee: Greenberg;** Fundraising efforts are continuing for the New 810 Firehouse.
 - e. **Grants, Fire safe council, LAFCO:** Christensen: The Community Foundation grant application for a backup generator has been submitted. A grant for \$20,000 plus matching funds from the Woods for clearing defensible space at 8 residences at the Woods
 - f. **MCAFD report** no report
 - g. **Strategic Plan** on going
7. **Items for discussion and possible action by the board**
 - a. **Mitigation Fees, draft resolution and Ordinance** (see packet) Draft was submitted to the board. Director Linstedt will have our attorney review the resolution and ordinance. The revised resolution will be voted on at the next regular meeting.
 - b. **Changing Regular Meeting to 10:00 AM** on the third Wednesday of each Month was discussed. A bylaws amendment to change the regular meeting date and time will be presented at the next regular meeting. (Continued from the 8/21 Board Meeting).
8. **Adjournment:** Meeting adjourned at 7:24 pm. The next regular meeting date is Monday, October 16, 2023 at 6:00 pm at Station 810 and Zoom



BOARD OF DIRECTORS REGULAR MEETING
Monday, October 23, 2023
CORRESPONDENCE REPORT for September 1-30, 2023

- | | |
|------------|--|
| 2023-09-05 | Received email from Wendy Meyer indicating that she executed a letter of intent to GSRMA to participate in the insurance company's discount program. |
| 2023-09-06 | Received letter via USPS from League of Women Voters Invitation to Meet and Greet |
| 2023-09-13 | Received email from Pam Linstedt forwarded from MacMillian re: Measure P Information |
| 2023-09-15 | Received email from Cindy Kent re: Kent Albion Fire |
| 2023-09-19 | Received letter via USPS from County of Mendocino Department of Planning and Building Services re: CDP_2023-0033 |
| 2023-09-28 | California Coastal Commission Public Hearing Notice re: Appeal No: A-1-MEN-23-0036 (AT&T California) |
| 2023-09-28 | Received email from Ted Williams notifying District of Community Wildfire Grant offered by the U.S. Forest Service |

Albion Little River Fire Protection District

Balance Sheet

As of September 30, 2023

12:33 PM

10/10/23

Accrual Basis

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Public Tax Account	293,373.22
Fee Service Fund	18,811.37
District Checking	13,930.24
County Held Funds	16.86
Building Fund - Checking	5,777.79
Fire Department - Donations	
810 Building Capital Campaign	72,475.00
Restricted - USDA Grant	57,600.00
RESTRICTED-Cliff Rescue (CF)	5,000.00
Fire Department - Donations - Other	192,512.14
Total Fire Department - Donations	<u>327,587.14</u>
Total Checking/Savings	<u>659,496.62</u>
Total Current Assets	659,496.62
Fixed Assets	
Accumulated Depreciation	-611,890.00
Building & Improvements	578,333.49
Construction-in-Progress	
810 Soft Costs	20,497.04
812 New Building Project	148.37
810 New Building Project	90,939.58
Total Construction-in-Progress	<u>111,584.99</u>
Firefighting Equipment	
Vehicle-Type3 Model34 Wildland	45,454.55
Vehicle - Rescue Truck 2022	137,578.84
Vehicle Purchase	5,000.00
Firefighting Equipment - Other	503,254.00
Total Firefighting Equipment	<u>691,287.39</u>
Land	
escrow fees	2,287.68
Land - Other	375,683.00
Total Land	<u>377,970.68</u>
Total Fixed Assets	<u>1,147,286.55</u>
TOTAL ASSETS	<u><u>1,806,783.17</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	15,151.50
Total Accounts Payable	<u>15,151.50</u>
Total Current Liabilities	<u>15,151.50</u>
Total Liabilities	15,151.50
Equity	
30000 · Opening Balance Equity	588,887.94
32000 · Retained Earnings	1,111,382.43
Net Income	91,361.30
Total Equity	<u>1,791,631.67</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,806,783.17</u></u>

Albion Little River Fire Protection District Donations Revenue & Expense Detail July through September 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
82-7705 - Donations									
810 Building Capital Campaign									
Deposit	07/13/2023	5971	Nancy Leavens	Deposit	FD Don...		810 Building...	3,000.00	3,000.00
Deposit	07/13/2023	2073	The Daley Family Foundation	Deposit	FD Don...		810 Building...	5,000.00	8,000.00
Deposit	07/13/2023	2004...	Little River Inn	Deposit	FD Don...		810 Building...	2,000.00	10,000.00
Deposit	07/13/2023	1832	William and Karen Lewis	Deposit	FD Don...		810 Building...	200.00	10,200.00
Deposit	07/13/2023	6087	Surf and Sand Lodge	Deposit	FD Don...		810 Building...	250.00	10,450.00
Deposit	07/13/2023	4888	Beach House Inn	Deposit	FD Don...		810 Building...	250.00	10,700.00
Deposit	07/13/2023	36684	Beachcomber Motel	Deposit	FD Don...		810 Building...	500.00	11,200.00
Deposit	07/13/2023	3120	GP Investors LLC dba Harbor Lit...	Deposit	FD Don...		810 Building...	500.00	11,700.00
Deposit	07/25/2023	1033	Beyond the Cove	Capital Ca...	FD Don...		810 Building...	750.00	12,450.00
Deposit	09/03/2023		Lea Christensen	Deposit	FD Don...		Fire Depart...	23.72	12,473.72
Deposit	09/07/2023	2145	M I Property Management LLC	Deposit	FD Don...		Fire Depart...	200.00	12,673.72
Deposit	09/29/2023	4442	Gary & Lynelle Johnson	Partial che...	FD Don...		810 Building...	3,000.00	15,673.72
Deposit	09/29/2023	9376	John & Kathryn Hughes	Deposit	FD Don...		810 Building...	10,000.00	25,673.72
Deposit	09/29/2023	3542	Charles S. & Claire Ellis Greenberg	Deposit	FD Don...		810 Building...	10,000.00	35,673.72
Total 810 Building Capital Campaign								35,673.72	35,673.72
BBQ									
Deposit	08/22/2023	348	Albion-Little River Fire Auxiliary	2023 Barb...	FD Don...		Fire Depart...	11,706.23	11,706.23
Total BBQ								11,706.23	11,706.23
Business									
Deposit	07/12/2023	1444	Tai Farm Association	BBQ Boot ...	FD Don...		Fire Depart...	500.00	500.00
Deposit	07/13/2023	18030	Dennens Victorian Farmhouse	Deposit	FD Don...		Fire Depart...	100.00	600.00
Deposit	08/10/2023	2080	Chapel by the Sea	Deposit	FD Don...		810 Building...	25.00	625.00
Deposit	08/10/2023	3654	Foolstwit Holdings LLC	Andiron Inn	FD Don...		810 Building...	1,000.00	1,625.00
Deposit	08/22/2023	643	Manchester Self Storage LLC	Deposit	FD Don...		Fire Depart...	100.00	1,725.00
Deposit	09/21/2023	126	The Khosla Foundation	In honor of ...	FD Don...		Fire Depart...	5,000.00	6,725.00
Total Business								6,725.00	6,725.00
Individual									
Deposit	07/12/2023	2032	Diana Wiedemann	BBQ Boot ...	FD Don...		Fire Depart...	200.00	200.00
Deposit	07/12/2023	3062	Rita Crane	BBQ Boot ...	FD Don...		Fire Depart...	150.00	350.00
Deposit	07/12/2023	2350	Rene Roberts	BBQ Boot ...	FD Don...		Fire Depart...	300.00	650.00
Deposit	07/12/2023	2080	Noah D. Lebowitz and Tracy F. H...	BBQ Boot ...	FD Don...		Fire Depart...	250.00	900.00
Deposit	07/12/2023	2443	Shelley Martin	BBQ Boot ...	FD Don...		Fire Depart...	100.00	1,000.00
Deposit	07/12/2023	3985	Geraldine B. Grimes	BBQ Boot ...	FD Don...		Fire Depart...	20.00	1,020.00
Deposit	07/12/2023	3252	Max K. & Marilyn R. Herzog Trust	BBQ Boot ...	FD Don...		Fire Depart...	150.00	1,170.00
Deposit	07/12/2023		Cash Donations	BBQ Boot ...	FD Don...		Fire Depart...	1,447.00	2,617.00
Deposit	07/12/2023		Virginia Stearns	Deposit	FD Don...		Fire Depart...	191.90	2,808.90
Deposit	07/13/2023	3116...	Gwen Lowery	Deposit	FD Don...		Fire Depart...	100.00	2,908.90
Deposit	07/13/2023	423	Brenda Hall	Deposit	FD Don...		Fire Depart...	20.00	2,928.90
Deposit	07/13/2023	2765	Jewel O. & Donna L. Medley	In honor of ...	FD Don...		Fire Depart...	100.00	3,028.90
Deposit	07/13/2023	4941	Robert & Vicki Bruce	Deposit	FD Don...		Fire Depart...	100.00	3,128.90
Deposit	07/13/2023	34254	Steven L. & Deborah D. Wolfe	CRV Proce...	FD Don...		Fire Depart...	127.09	3,255.99
Deposit	07/13/2023	1611	Georgia C. Thorpe	In memory ...	FD Don...		Fire Depart...	1,000.00	4,255.99
Deposit	07/19/2023		Sharon Gardner	Deposit	FD Don...		Fire Depart...	38.14	4,294.13
Deposit	07/25/2023	34.46	CRV Collection	Deposit	FD Don...		Fire Depart...	34.46	4,328.59
Deposit	08/10/2023	5240	Kevin Madarus & Nancy Eddinger...	Deposit	FD Don...		Fire Depart...	100.00	4,428.59
Deposit	08/10/2023	3140...	Gwen Lowery	Deposit	FD Don...		Fire Depart...	100.00	4,528.59
Deposit	08/15/2023		Linda Bauccio	Deposit	FD Don...		Fire Depart...	239.95	4,768.54
Deposit	08/18/2023	5345	Melissa Hayes & Nancy Harris	Deposit	FD Don...		Fire Depart...	25.00	4,793.54
Deposit	08/18/2023	7915	Wm. A & C. Gwen Jacobson	Deposit	FD Don...		Fire Depart...	100.00	4,893.54
Deposit	08/18/2023	1334	Susan Cimmiyotti	Deposit	FD Don...		Fire Depart...	65.00	4,958.54
Deposit	08/18/2023	7747...	Richard Green and Susan Keller	Deposit	FD Don...		Fire Depart...	2,500.00	7,458.54
Deposit	08/22/2023	3724	Jerome L. Thomas and Patricia P...	In honor of ...	FD Don...		Fire Depart...	500.00	7,958.54
Deposit	08/22/2023	1279	Ann Zollinger	In honor of ...	FD Don...		Fire Depart...	500.00	8,458.54
Deposit	08/22/2023	35081	CRV Collection	Deposit	FD Don...		Fire Depart...	3.29	8,461.83
Deposit	08/28/2023		Sharon Hunter	In honor of ...	FD Don...		Fire Depart...	47.75	8,509.58
Deposit	08/30/2023		Maggie Drake	Deposit	FD Don...		Fire Depart...	95.80	8,605.38
Deposit	09/01/2023		Maggie Drake	On behalf ...	FD Don...		Fire Depart...	95.80	8,701.18
Deposit	09/07/2023	4552	Barbara Brennan	Deposit	FD Don...		Fire Depart...	50.00	8,751.18
Deposit	09/07/2023	130	Amy Miao	Deposit	FD Don...		Fire Depart...	200.00	8,951.18
Deposit	09/07/2023	4626	Virginia Jorgensen	Deposit	FD Don...		Fire Depart...	200.00	9,151.18
Deposit	09/07/2023	6863	Charles and Olivia Hasty	Deposit	FD Don...		Fire Depart...	500.00	9,651.18
Deposit	09/07/2023	2367	Ivan Lee and Sally Welty	Deposit	FD Don...		Fire Depart...	500.00	10,151.18
Deposit	09/07/2023	7580	Joan M. Selchau	Deposit	FD Don...		Fire Depart...	200.00	10,351.18
Deposit	09/07/2023	3165...	Gwen Lowery	Deposit	FD Don...		Fire Depart...	100.00	10,451.18
Deposit	09/07/2023	8062...	Evan Rohrbough	Deposit	FD Don...		Fire Depart...	200.00	10,651.18
Deposit	09/07/2023	35468	CRV Collection	Deposit	FD Don...		Fire Depart...	5.00	10,656.18
Deposit	09/07/2023	1452	Wayne and Susan Harvey	Deposit	FD Don...		Fire Depart...	100.00	10,756.18
Deposit	09/08/2023	5331	Patricia Dunbar	Deposit	FD Don...		Fire Depart...	200.00	10,956.18
Deposit	09/08/2023	3358	Barbara A. Prichard	Deposit	FD Don...		Fire Depart...	50.00	11,006.18
Deposit	09/08/2023	3828	Mel and Susan McKinney	Deposit	FD Don...		Fire Depart...	200.00	11,206.18

010

Albion Little River Fire Protection District Donations Revenue & Expense Detail July through September 2023

12:35 PM

10/10/23

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	09/08/2023	9019	Michael F. Garrison	Deposit	FD Don...		Fire Depart...	100.00	11,306.18
Deposit	09/10/2023		Eric & Dawn Campbell	In honor of ...	FD Don...		Fire Depart...	95.80	11,401.98
Deposit	09/21/2023	23355	G. Victor Pacurar & Sarah J. Sch...	In honor of ...	FD Don...		Fire Depart...	200.00	11,601.98
Deposit	09/21/2023	161	Chris Fladlien	In honor of ...	FD Don...		Fire Depart...	100.00	11,701.98
Deposit	09/21/2023	2439	David R. & Janna S. Hill	In honor of ...	FD Don...		Fire Depart...	150.00	11,851.98
Deposit	09/21/2023	6325	Sallie & Thomas Costello	In honor of ...	FD Don...		Fire Depart...	100.00	11,951.98
Deposit	09/21/2023	1836	John W. & Karen A. Clayton	In honor of ...	FD Don...		Fire Depart...	50.00	12,001.98
Deposit	09/21/2023	4774	Robert & Jean Graham	In honor of ...	FD Don...		Fire Depart...	100.00	12,101.98
Deposit	09/29/2023	6951	Leona Walden	John Hugh...	FD Don...		Fire Depart...	200.00	12,301.98
Deposit	09/29/2023	658	Diane V. Trimview	John Hugh...	FD Don...		Fire Depart...	250.00	12,551.98
Deposit	09/29/2023	7595	Joan M. Selchau	John Hugh...	FD Don...		Fire Depart...	500.00	13,051.98
Deposit	09/29/2023	872	Michael Biaggi Consulting	John Hugh...	FD Don...		Fire Depart...	100.00	13,151.98
Deposit	09/29/2023	4442	Gary & Lynelle Johnson	Partial che...	FD Don...		Fire Depart...	300.00	13,451.98
Total Individual								13,451.98	13,451.98
82-7705 · Donations - Other									
Deposit	09/29/2023	35870	CRV Collection	Miscellane...	FD Don...		Fire Depart...	1.10	1.10
Deposit	09/29/2023	35753	CRV Collection	Miscellane...	FD Don...		Fire Depart...	5.28	6.38
Total 82-7705 · Donations - Other								6.38	6.38
Total 82-7705 · Donations								67,563.31	67,563.31
Total Income								67,563.31	67,563.31
Gross Profit								67,563.31	67,563.31
Expense									0.00
Net Income								67,563.31	67,563.31

011

Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

12:33 PM

10/10/23

Accrual Basis

July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Income				
82-1230 · PROP 172	0.00	0.00	0.00	0.0%
82-1900 · Grants Received				
CalFIRE Fire Shelters Grant	9,258.28			
CA Fire Found. Water Tank Grant	17,734.65			
PGE Settlement Augment. Funds	45,454.55			
Covid-19 EMS Fiscal Relief Gran	20,000.00			
Covid-19 Fiscal Relief Grant	0.00	0.00	0.00	0.0%
Total 82-1900 · Grants Received	92,447.48	0.00	92,447.48	100.0%
82-1800 · TOT - Measures D & E	15,750.00			
82-1110 · CURRENT SECURED TAX	7,149.16	0.00	7,149.16	100.0%
82-1120 · CURRENT UNSECURED TAX	252.33	0.00	252.33	100.0%
82-1130 · SB813 SUPPLEMENTAL TAX	866.33			
82-1220 · PRIOR UNSECURED TAX	-26.03			
82-1300 · SPECIAL TAX	11,619.65	0.00	11,619.65	100.0%
82-1600 · TIMBER TAX	126.11	0.00	126.11	100.0%
82-1700 · Highway Property Rental	0.00	0.00	0.00	0.0%
82-4100 · INTEREST INCOME	79.53	0.00	79.53	100.0%
82-5481 · HOMEOWNER PROPERTY TAX	345.60	0.00	345.60	100.0%
82-7700 · OTHER				
Cal Fire ABH	1,772.32			
Fire Recovery USA, LLC	710.58			
82-7700 · OTHER - Other	0.00	0.00	0.00	0.0%
Total 82-7700 · OTHER	2,482.90	0.00	2,482.90	100.0%
82-7705 · Donations				
810 Building Capital Campaign	35,673.72			
Donor Advised Charitable Funds	0.00	0.00	0.00	0.0%
BBQ	11,706.23			
Business	6,725.00	0.00	6,725.00	100.0%
Individual	13,451.98	0.00	13,451.98	100.0%
82-7705 · Donations - Other	6.38	0.00	6.38	100.0%
Total 82-7705 · Donations	67,563.31	0.00	67,563.31	100.0%
Total Income	198,656.37	0.00	198,656.37	100.0%
Gross Profit	198,656.37	0.00	198,656.37	100.0%
Expense				
BBQ				
SUPPLIES	43.14	0.00	43.14	100.0%
BBQ - Other	570.17			
Total BBQ	613.31	0.00	613.31	100.0%
Donation expenditures	2,351.40	0.00	2,351.40	100.0%
Other Expenses				
CA Fire Found. Water Tank Grant	19,034.65			
Auxiliary Cliff Rescue Grant	0.00	0.00	0.00	0.0%
COVID-19 Fiscal Relief Grant	0.00	0.00	0.00	0.0%
USDA Grant	0.00	0.00	0.00	0.0%
Total Other Expenses	19,034.65	0.00	19,034.65	100.0%
66000 · Payroll Expenses				
taxes	7,828.25	0.00	7,828.25	100.0%
wages	18,192.35	0.00	18,192.35	100.0%
Total 66000 · Payroll Expenses	26,020.60	0.00	26,020.60	100.0%
86-1014 · MISC EMPLOYEE BENEFITS	0.00	0.00	0.00	0.0%
86-2050 · CLOTHING & PERSONAL ITE	805.22	0.00	805.22	100.0%
86-2060 · COMMUNICATIONS				
INTERNET SERVICE	1,015.08	0.00	1,015.08	100.0%
TELEPHONE	473.51			
86-2060 · COMMUNICATIONS - Other	2,251.42	0.00	2,251.42	100.0%
Total 86-2060 · COMMUNICATIONS	3,740.01	0.00	3,740.01	100.0%
86-2080 · FOOD	995.01			
86-2120 · MAINTENANCE EQUIPMENT				
Vendor Travel/Lodging	0.00	0.00	0.00	0.0%
Site Maintenance	0.00	0.00	0.00	0.0%
Firefighting Equipment	0.00	0.00	0.00	0.0%
Radio Maintenance	0.00	0.00	0.00	0.0%
Vehicle Maintenance				
8100	69.64			
8132	45.71			
8162	14.82			
8195 ZODIAC & TRAILER	10.00			
Vehicle Maintenance - Other	0.00	0.00	0.00	0.0%
Total Vehicle Maintenance	140.17	0.00	140.17	100.0%

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Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

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Accrual Basis

July through September 2023

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
86-2120 · MAINTENANCE EQUIPMENT - Other	534.58	0.00	534.58	100.0%
Total 86-2120 · MAINTENANCE EQUIPMENT	674.75	0.00	674.75	100.0%
86-2130 · MAINTENANCE STRUCTURES				
Station 810	135.53	0.00	135.53	100.0%
Station 811	509.35			
Station 812	698.34	0.00	698.34	100.0%
86-2130 · MAINTENANCE STRUCTURES - Other	352.92	0.00	352.92	100.0%
Total 86-2130 · MAINTENANCE STRUCTURES	1,696.14	0.00	1,696.14	100.0%
86-2140 · MEDICAL, LAB SUPPLIES				
Gasses				
Eureka Oxygen	618.08	0.00	618.08	100.0%
Total Gasses	618.08	0.00	618.08	100.0%
86-2140 · MEDICAL, LAB SUPPLIES - Other	21.56	0.00	21.56	100.0%
Total 86-2140 · MEDICAL, LAB SUPPLIES	639.64	0.00	639.64	100.0%
86-2150 · MEMBERSHIPS				
REACH	0.00	0.00	0.00	0.0%
86-2150 · MEMBERSHIPS - Other	153.98	0.00	153.98	100.0%
Total 86-2150 · MEMBERSHIPS	153.98	0.00	153.98	100.0%
86-2170 · DISTRICT OFFICE SUPPLIE				
Publications	0.00	0.00	0.00	0.0%
Paper, Ink, Materials	45.28	0.00	45.28	100.0%
Postage	0.00	0.00	0.00	0.0%
Software	523.09	0.00	523.09	100.0%
86-2170 · DISTRICT OFFICE SUPPLIE - Other	243.15	0.00	243.15	100.0%
Total 86-2170 · DISTRICT OFFICE SUPPLIE	811.52	0.00	811.52	100.0%
86-2181 · AUDITING & FISCAL SERVI				
Bookkeeping Services	455.00	0.00	455.00	100.0%
Total 86-2181 · AUDITING & FISCAL SERVI	455.00	0.00	455.00	100.0%
86-2187 · EDUCATION & TRAINING				
Food	951.79	0.00	951.79	100.0%
ADVANCED EMT	0.00	0.00	0.00	0.0%
EMT	0.00	0.00	0.00	0.0%
MEALS & FUEL REIMBURSEMENT	246.49	0.00	246.49	100.0%
86-2187 · EDUCATION & TRAINING - Other	1,066.90	0.00	1,066.90	100.0%
Total 86-2187 · EDUCATION & TRAINING	2,265.18	0.00	2,265.18	100.0%
86-2189 · PROFESIONAL & SPECIAL SERVICES	232.39			
86-2200 · RENT- LEASE EQUIPMENT				
8130 Lease Purchase				
Interest 8130	1,532.99	0.00	1,532.99	100.0%
Principal 8130	0.00	0.00	0.00	0.0%
8130 Lease Purchase - Other	5,807.00			
Total 8130 Lease Purchase	7,339.99	0.00	7,339.99	100.0%
8181 8191 Lease Purchase				
Interest 8181 8191	8,075.81	0.00	8,075.81	100.0%
Principal 8181 8191	16,924.19	0.00	16,924.19	100.0%
8181 8191 Lease Purchase - Other	1,250.00			
Total 8181 8191 Lease Purchase	26,250.00	0.00	26,250.00	100.0%
Total 86-2200 · RENT- LEASE EQUIPMENT	33,589.99	0.00	33,589.99	100.0%
86-2220 · SMALL TOOLS & SUPPLIES	6.39			
86-2250 · TRANSPORTATION & TRAVEL	5,092.07	0.00	5,092.07	100.0%
86-2260 · UTILITIES				
Redwood Waste Solutions	486.09			
Albion Water District	185.00	0.00	185.00	100.0%
PG&E	1,335.61	0.00	1,335.61	100.0%
Suburban Propane	286.36	0.00	286.36	100.0%
Thompson Septic Service	560.48	0.00	560.48	100.0%
Total 86-2260 · UTILITIES	2,853.54	0.00	2,853.54	100.0%
86-3113 · PAYMENTS TO GOVT AGENCIES				
Mutual Aid Recovery Payments	1,500.00			
COUNTY AUDITOR-TAX COLLECTION	0.00	0.00	0.00	0.0%
86-3113 · PAYMENTS TO GOVT AGENCIES - Other	946.28			
Total 86-3113 · PAYMENTS TO GOVT AGENCIES	2,446.28	0.00	2,446.28	100.0%
86-4370 · EQUIPMENT (PURCHASE)				
Firefighting Equipment	0.00	0.00	0.00	0.0%
Medical Equipment	0.00	0.00	0.00	0.0%

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Albion Little River Fire Protection District Revenue & Expense Budget vs. Actual

Accrual Basis

July through September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Radios	2,740.18			
86-4370 · EQUIPMENT (PURCHASE) - Other	77.82	0.00	77.82	100.0%
Total 86-4370 · EQUIPMENT (PURCHASE)	2,818.00	0.00	2,818.00	100.0%
Total Expense	107,295.07	0.00	107,295.07	100.0%
Net Income	91,361.30	0.00	91,361.30	100.0%

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Albion Little River Fire Protection District

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Revenue & Expense Detail

Accrual Basis

July through September 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
82-1900 · Grants Received									
CalFIRE Fire Shelters Grant									
Deposit	09/21/2023	6528...	CalFire	Fire Shelte...	FD Do...		Fire Depart...	9,258.28	9,258.28
Total CalFIRE Fire Shelters Grant								9,258.28	9,258.28
CA Fire Found. Water Tank Grant									
Deposit	09/21/2023	0012...	California Fire ...	Station W...	FD Do...		Fire Depart...	17,734.65	17,734.65
Total CA Fire Found. Water Tank Grant								17,734.65	17,734.65
PGE Settlement Augment. Funds									
Deposit	07/13/2023	4375...	County Of Men...	Deposit	Grants:...		District Che...	45,454.55	45,454.55
Total PGE Settlement Augment. Funds								45,454.55	45,454.55
Covid-19 EMS Fiscal Relief Gran									
Deposit	07/13/2023	4375...	County Of Men...	Deposit	Grants:...		District Che...	20,000.00	20,000.00
Total Covid-19 EMS Fiscal Relief Gran								20,000.00	20,000.00
Total 82-1900 · Grants Received								92,447.48	92,447.48
82-1800 · TOT - Measures D & E									
Deposit	07/25/2023	4377...	County Of Men...	2020 Mea...	Public ...		Public Tax ...	15,750.00	15,750.00
Total 82-1800 · TOT - Measures D & E								15,750.00	15,750.00
82-1110 · CURRENT SECURED TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	7,149.16	7,149.16
Total 82-1110 · CURRENT SECURED TAX								7,149.16	7,149.16
82-1120 · CURRENT UNSECURED TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	252.33	252.33
Total 82-1120 · CURRENT UNSECURED TAX								252.33	252.33
82-1130 · SB813 SUPPLEMENTAL TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	866.33	866.33
Total 82-1130 · SB813 SUPPLEMENTAL TAX								866.33	866.33
82-1220 · PRIOR UNSECURED TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	-26.03	-26.03
Total 82-1220 · PRIOR UNSECURED TAX								-26.03	-26.03
82-1300 · SPECIAL TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	11,619.65	11,619.65
Total 82-1300 · SPECIAL TAX								11,619.65	11,619.65
82-1600 · TIMBER TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	126.11	126.11
Total 82-1600 · TIMBER TAX								126.11	126.11
82-4100 · INTEREST INCOME									
Deposit	07/09/2023			Interest	Public ...		Public Tax ...	16.99	16.99
Deposit	07/09/2023			Interest	Fee Se...		Fee Servic...	0.75	17.74
Deposit	07/31/2023			Interest	FD Do...		Fire Depart...	11.34	29.08
Deposit	07/31/2023			Interest	Buildin...		Building Fu...	0.25	29.33
Deposit	08/07/2023			Interest	Public ...		Public Tax ...	12.13	41.46
Deposit	08/07/2023			Interest	Fee Se...		Fee Servic...	0.74	42.20
Deposit	08/31/2023			Interest	FD Do...		Fire Depart...	11.52	53.72
Deposit	08/31/2023			Interest	Buildin...		Building Fu...	0.25	53.97
Deposit	09/07/2023			Interest	Fee Se...		Fee Servic...	0.80	54.77
Deposit	09/07/2023			Interest	Public ...		Public Tax ...	12.91	67.68
Deposit	09/30/2023			Interest	Buildin...		Building Fu...	0.24	67.92
Deposit	09/30/2023			Interest	FD Do...		Fire Depart...	11.61	79.53

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Albion Little River Fire Protection District

Revenue & Expense Detail

July through September 2023

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 82-4100 · INTEREST INCOME								79.53	79.53
82-5481 · HOMEOWNER PROPERTY TAX									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	345.60	345.60
Total 82-5481 · HOMEOWNER PROPERTY TAX								345.60	345.60
82-7700 · OTHER									
Cal Fire ABH									
Sales Receipt	07/14/2023	2023...	CalFire	Water Ten...	CalFire...	X	12000 · Un...	0.00	0.00
Sales Receipt	07/14/2023	2023...	CalFire	Water Ten...	CalFire...	X	12000 · Un...	0.00	0.00
Deposit	07/14/2023	64-8...	STATE OF CA...	Albion Inci...	CalFire...		Fee Servic...	886.16	886.16
Deposit	07/14/2023	64-8...	STATE OF CA...	Albion Inci...	CalFire...		Fee Servic...	886.16	1,772.32
Total Cal Fire ABH								1,772.32	1,772.32
Fire Recovery USA, LLC									
Deposit	07/13/2023	49661	Fire Recovery ...	Lincenber...	District		District Che...	710.58	710.58
Total Fire Recovery USA, LLC								710.58	710.58
Total 82-7700 · OTHER								2,482.90	2,482.90
82-7705 · Donations									
810 Building Capital Campaign									
Deposit	07/13/2023	5971	Nancy Leavens	Deposit	FD Do...		810 Buildin...	3,000.00	3,000.00
Deposit	07/13/2023	2073	The Daley Fami...	Deposit	FD Do...		810 Buildin...	5,000.00	8,000.00
Deposit	07/13/2023	2004...	Little River Inn	Deposit	FD Do...		810 Buildin...	2,000.00	10,000.00
Deposit	07/13/2023	1832	William and Kar...	Deposit	FD Do...		810 Buildin...	200.00	10,200.00
Deposit	07/13/2023	6087	Surf and Sand ...	Deposit	FD Do...		810 Buildin...	250.00	10,450.00
Deposit	07/13/2023	4888	Beach House Inn	Deposit	FD Do...		810 Buildin...	250.00	10,700.00
Deposit	07/13/2023	36684	Beachcomber ...	Deposit	FD Do...		810 Buildin...	500.00	11,200.00
Deposit	07/13/2023	3120	GP Investors L...	Deposit	FD Do...		810 Buildin...	500.00	11,700.00
Deposit	07/25/2023	1033	Beyond the Cove	Capital Ca...	FD Do...		810 Buildin...	750.00	12,450.00
Deposit	09/03/2023		Lea Christensen	Deposit	FD Do...		Fire Depart...	23.72	12,473.72
Deposit	09/07/2023	2145	M I Property Ma...	Deposit	FD Do...		Fire Depart...	200.00	12,673.72
Deposit	09/29/2023	4442	Gary & Lynelle ...	Partial che...	FD Do...		810 Buildin...	3,000.00	15,673.72
Deposit	09/29/2023	9376	John & Kathryn...	Deposit	FD Do...		810 Buildin...	10,000.00	25,673.72
Deposit	09/29/2023	3542	Charles S. & Cl...	Deposit	FD Do...		810 Buildin...	10,000.00	35,673.72
Total 810 Building Capital Campaign								35,673.72	35,673.72
BBQ									
Deposit	08/22/2023	348	Albion-Little Riv...	2023 Barb...	FD Do...		Fire Depart...	11,706.23	11,706.23
Total BBQ								11,706.23	11,706.23
Business									
Deposit	07/12/2023	1444	Tai Farm Assoc...	BBQ Boot ...	FD Do...		Fire Depart...	500.00	500.00
Deposit	07/13/2023	18030	Dennens Victori...	Deposit	FD Do...		Fire Depart...	100.00	600.00
Deposit	08/10/2023	2080	Chapel by the ...	Deposit	FD Do...		810 Buildin...	25.00	625.00
Deposit	08/10/2023	3654	Foolstwit Holdi...	Andiron Inn	FD Do...		810 Buildin...	1,000.00	1,625.00
Deposit	08/22/2023	643	Manchester Sel...	Deposit	FD Do...		Fire Depart...	100.00	1,725.00
Deposit	09/21/2023	126	The Khosla Fou...	In honor of...	FD Do...		Fire Depart...	5,000.00	6,725.00
Total Business								6,725.00	6,725.00
Individual									
Deposit	07/12/2023	2032	Diana Wiedem...	BBQ Boot ...	FD Do...		Fire Depart...	200.00	200.00
Deposit	07/12/2023	3062	Rita Crane	BBQ Boot ...	FD Do...		Fire Depart...	150.00	350.00
Deposit	07/12/2023	2350	Rene Roberts	BBQ Boot ...	FD Do...		Fire Depart...	300.00	650.00
Deposit	07/12/2023	2080	Noah D. Lebowi...	BBQ Boot ...	FD Do...		Fire Depart...	250.00	900.00
Deposit	07/12/2023	2443	Shelley Martin	BBQ Boot ...	FD Do...		Fire Depart...	100.00	1,000.00
Deposit	07/12/2023	3985	Geraldine B. Gr...	BBQ Boot ...	FD Do...		Fire Depart...	20.00	1,020.00
Deposit	07/12/2023	3252	Max K. & Marily...	BBQ Boot ...	FD Do...		Fire Depart...	150.00	1,170.00
Deposit	07/12/2023		Cash Donations	BBQ Boot ...	FD Do...		Fire Depart...	1,447.00	2,617.00
Deposit	07/12/2023		Virginia Stearns	Deposit	FD Do...		Fire Depart...	191.90	2,808.90
Deposit	07/13/2023	3116...	Gwen Lowery	Deposit	FD Do...		Fire Depart...	100.00	2,908.90
Deposit	07/13/2023	423	Brenda Hall	Deposit	FD Do...		Fire Depart...	20.00	2,928.90
Deposit	07/13/2023	2765	Jewel O. & Don...	In honor of...	FD Do...		Fire Depart...	100.00	3,028.90
Deposit	07/13/2023	4941	Robert & Vicki ...	Deposit	FD Do...		Fire Depart...	100.00	3,128.90

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Albion Little River Fire Protection District

Revenue & Expense Detail

July through September 2023

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Deposit	07/13/2023	34254	Steven L. & De...	CRV Proc...	FD Do...		Fire Depart...	127.09	3,255.99
Deposit	07/13/2023	1611	Georgia C. Tho...	In memory...	FD Do...		Fire Depart...	1,000.00	4,255.99
Deposit	07/19/2023		Sharon Gardner	Deposit	FD Do...		Fire Depart...	38.14	4,294.13
Deposit	07/25/2023	34.46	CRV Collection	Deposit	FD Do...		Fire Depart...	34.46	4,328.59
Deposit	08/10/2023	5240	Kevin Madarus ...	Deposit	FD Do...		Fire Depart...	100.00	4,428.59
Deposit	08/10/2023	3140...	Gwen Lowery	Deposit	FD Do...		Fire Depart...	100.00	4,528.59
Deposit	08/15/2023		Linda Bauccio	Deposit	FD Do...		Fire Depart...	239.95	4,768.54
Deposit	08/18/2023	5345	Melissa Hayes ...	Deposit	FD Do...		Fire Depart...	25.00	4,793.54
Deposit	08/18/2023	7915	Wm. A & C. Gw...	Deposit	FD Do...		Fire Depart...	100.00	4,893.54
Deposit	08/18/2023	1334	Susan Cimmiyotti	Deposit	FD Do...		Fire Depart...	65.00	4,958.54
Deposit	08/18/2023	7747...	Richard Green ...	Deposit	FD Do...		Fire Depart...	2,500.00	7,458.54
Deposit	08/22/2023	3724	Jerome L. Tho...	In honor of...	FD Do...		Fire Depart...	500.00	7,958.54
Deposit	08/22/2023	1279	Ann Zollinger	In honor of...	FD Do...		Fire Depart...	500.00	8,458.54
Deposit	08/22/2023	35081	CRV Collection	Deposit	FD Do...		Fire Depart...	3.29	8,461.83
Deposit	08/28/2023		Sharon Hunter	In honor of...	FD Do...		Fire Depart...	47.75	8,509.58
Deposit	08/30/2023		Maggie Drake	Deposit	FD Do...		Fire Depart...	95.80	8,605.38
Deposit	09/01/2023		Maggie Drake	On behalf ...	FD Do...		Fire Depart...	95.80	8,701.18
Deposit	09/07/2023	4552	Barbara Brennan	Deposit	FD Do...		Fire Depart...	50.00	8,751.18
Deposit	09/07/2023	130	Amy Miao	Deposit	FD Do...		Fire Depart...	200.00	8,951.18
Deposit	09/07/2023	4626	Virginia Jorgen...	Deposit	FD Do...		Fire Depart...	200.00	9,151.18
Deposit	09/07/2023	6863	Charles and Oli...	Deposit	FD Do...		Fire Depart...	500.00	9,651.18
Deposit	09/07/2023	2367	Ivan Lee and S...	Deposit	FD Do...		Fire Depart...	500.00	10,151.18
Deposit	09/07/2023	7580	Joan M. Selchau	Deposit	FD Do...		Fire Depart...	200.00	10,351.18
Deposit	09/07/2023	3165...	Gwen Lowery	Deposit	FD Do...		Fire Depart...	100.00	10,451.18
Deposit	09/07/2023	8062...	Evan Rohrbough	Deposit	FD Do...		Fire Depart...	200.00	10,651.18
Deposit	09/07/2023	35468	CRV Collection	Deposit	FD Do...		Fire Depart...	5.00	10,656.18
Deposit	09/07/2023	1452	Wayne and Sus...	Deposit	FD Do...		Fire Depart...	100.00	10,756.18
Deposit	09/08/2023	5331	Patricia Dunbar	Deposit	FD Do...		Fire Depart...	200.00	10,956.18
Deposit	09/08/2023	3358	Barbara A. Pric...	Deposit	FD Do...		Fire Depart...	50.00	11,006.18
Deposit	09/08/2023	3828	Mel and Susan ...	Deposit	FD Do...		Fire Depart...	200.00	11,206.18
Deposit	09/08/2023	9019	Michael F. Garr...	Deposit	FD Do...		Fire Depart...	100.00	11,306.18
Deposit	09/10/2023		Eric & Dawn Ca...	In honor of...	FD Do...		Fire Depart...	95.80	11,401.98
Deposit	09/21/2023	23355	G. Victor Pacur...	In honor of...	FD Do...		Fire Depart...	200.00	11,601.98
Deposit	09/21/2023	161	Chris Fladlien	In honor of...	FD Do...		Fire Depart...	100.00	11,701.98
Deposit	09/21/2023	2439	David R. & Jan...	In honor of...	FD Do...		Fire Depart...	150.00	11,851.98
Deposit	09/21/2023	6325	Sallie & Thoma...	In honor of...	FD Do...		Fire Depart...	100.00	11,951.98
Deposit	09/21/2023	1836	John W. & Kare...	In honor of...	FD Do...		Fire Depart...	50.00	12,001.98
Deposit	09/21/2023	4774	Robert & Jean ...	In honor of...	FD Do...		Fire Depart...	100.00	12,101.98
Deposit	09/29/2023	6951	Leona Walden	John Hugh...	FD Do...		Fire Depart...	200.00	12,301.98
Deposit	09/29/2023	658	Diane V. Trimvi...	John Hugh...	FD Do...		Fire Depart...	250.00	12,551.98
Deposit	09/29/2023	7595	Joan M. Selchau	John Hugh...	FD Do...		Fire Depart...	500.00	13,051.98
Deposit	09/29/2023	872	Michael Biaggi ...	John Hugh...	FD Do...		Fire Depart...	100.00	13,151.98
Deposit	09/29/2023	4442	Gary & Lynelle ...	Partial che...	FD Do...		Fire Depart...	300.00	13,451.98
Total Individual								13,451.98	13,451.98
82-7705 · Donations - Other									
Deposit	09/29/2023	35870	CRV Collection	Miscellane...	FD Do...		Fire Depart...	1.10	1.10
Deposit	09/29/2023	35753	CRV Collection	Miscellane...	FD Do...		Fire Depart...	5.28	6.38
Total 82-7705 · Donations - Other								6.38	6.38
Total 82-7705 · Donations								67,563.31	67,563.31
Total Income								198,656.37	198,656.37
Gross Profit								198,656.37	198,656.37
Expense									
BBQ									
SUPPLIES									
Bill	07/05/2023	3194...	ODP Business ...	Invoice 31...	District		20000 · Ac...	43.14	43.14
Total SUPPLIES								43.14	43.14
BBQ - Other									
Bill	07/31/2023	113-...	Village Hardware	Per 07312...	District		20000 · Ac...	12.41	12.41
Bill	07/31/2023	2307...	Rossi's Building...	Invoice 23...	District		20000 · Ac...	373.39	385.80
Bill	07/31/2023	2307...	Rossi's Building...	Invoice 23...	District		20000 · Ac...	184.37	570.17

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total BBQ - Other								570.17	570.17
Total BBQ								613.31	613.31
Donation expenditures									
Credit Card C...	08/03/2023	58549	BadgeandWalle...		District		Umpqua B...	2,351.40	2,351.40
Total Donation expenditures								2,351.40	2,351.40
Other Expenses									
CA Fire Found. Water Tank Grant									
Check	08/15/2023	2110	Tank Depot	Quote to A...	Grants:...		Fire Depart...	17,734.65	17,734.65
Bill	08/24/2023	1760...	Roscoe Corpor...	Water tan...	Grants:...		20000 · Ac...	1,300.00	19,034.65
Total CA Fire Found. Water Tank Grant								19,034.65	19,034.65
Total Other Expenses								19,034.65	19,034.65
66000 · Payroll Expenses									
taxes									
Check	07/17/2023	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	637.95	637.95
Check	07/17/2023	ACH	IRS/USA Taxpa...	July 2023	District		District Che...	3,309.40	3,947.35
Check	07/27/2023	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	149.42	4,096.77
Check	08/11/2023	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	212.65	4,309.42
Check	08/11/2023	ACH	IRS/USA Taxpa...	August 2023	District		District Che...	1,049.76	5,359.18
Check	08/19/2023	11301	Wendy Meyer {...	66000 Tax...	District		District Che...	-45.26	5,313.92
Check	08/19/2023	11301	Wendy Meyer {...	66000 Me...	District		District Che...	-10.59	5,303.33
Check	08/19/2023	11301	Wendy Meyer {...	66000 Fed...	District		District Che...	-50.00	5,253.33
Check	09/13/2023	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	425.30	5,678.63
Check	09/13/2023	ACH	IRS/USA Taxpa...	Septembe...	District		District Che...	2,261.20	7,939.83
Check	09/30/2023	11312	Wendy Meyer {...	66000 Tax...	District		District Che...	-49.91	7,889.92
Check	09/30/2023	11312	Wendy Meyer {...	66000 Me...	District		District Che...	-11.67	7,878.25
Check	09/30/2023	11312	Wendy Meyer {...	66000 Fed...	District		District Che...	-50.00	7,828.25
Total taxes								7,828.25	7,828.25
wages									
Check	07/14/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.22	2,776.22
Check	07/31/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.23	5,552.45
Check	08/14/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.22	8,328.67
Check	08/19/2023	11301	Wendy Meyer {...	66000 Pay...	District		District Che...	730.00	9,058.67
Check	08/31/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.23	11,834.90
Check	09/14/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.22	14,611.12
Check	09/28/2023	ACH	Michael Rees {...	Bi Monthly...	District		District Che...	2,776.23	17,387.35
Check	09/30/2023	11312	Wendy Meyer {...	66000 Pay...	District		District Che...	805.00	18,192.35
Total wages								18,192.35	18,192.35
Total 66000 · Payroll Expenses								26,020.60	26,020.60
86-2050 · CLOTHING & PERSONAL ITE									
Bill	07/01/2023	1418...	Santa Rosa Uni...	Uniform W...	District		20000 · Ac...	206.32	206.32
Bill	07/01/2023	1418...	Santa Rosa Uni...	Patches fo...	District		20000 · Ac...	74.78	281.10
Credit Card C...	08/07/2023	45938	AMAZON MKT...		District		Umpqua B...	10.78	291.88
Bill	08/08/2023	1418...	Santa Rosa Uni...	Pants/belt ...	District		20000 · Ac...	100.40	392.28
Bill	08/08/2023	1418...	Santa Rosa Uni...	Nametag/...	District		20000 · Ac...	152.79	545.07
Bill	08/10/2023	INV...	L.N. Curtis & S...	Pants - Mi...	District		20000 · Ac...	260.15	805.22
Total 86-2050 · CLOTHING & PERSONAL ITE								805.22	805.22
86-2060 · COMMUNICATIONS									
INTERNET SERVICE									
Check	07/24/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	103.06
Check	07/24/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	206.12
Check	08/24/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	309.18
Check	08/24/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	412.24
Check	09/25/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	301.42	713.66
Check	09/25/2023	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	301.42	1,015.08
Total INTERNET SERVICE								1,015.08	1,015.08

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
TELEPHONE									
Check	07/28/2023	ACH	Verizon Wireless		District		District Che...	157.62	157.62
Check	08/29/2023	ACH	Verizon Wireless		District		District Che...	158.12	315.74
Check	09/28/2023	ACH	Verizon Wireless		District		District Che...	157.77	473.51
Total TELEPHONE								473.51	473.51
86-2060 · COMMUNICATIONS - Other									
Credit Card C...	07/01/2023	64193	Adobe	Adobe Acr...	District		Umpqua B...	19.99	19.99
Credit Card C...	07/02/2023	63942	SLACK		District		Umpqua B...	147.87	167.86
Credit Card C...	07/18/2023	41455	Zoom USA	One year ...	District		Umpqua B...	149.90	317.76
Credit Card C...	07/25/2023	40183	Adobe	Adobe Acr...	District		Umpqua B...	575.76	893.52
Credit Card C...	08/01/2023	18990	Adobe	Adobe Acr...	District		Umpqua B...	19.99	913.51
Credit Card C...	08/02/2023	43350	SLACK		District		Umpqua B...	131.89	1,045.40
Credit Card C...	08/17/2023	00046	49er Communic...		District		Umpqua B...	975.92	2,021.32
Credit Card C...	08/18/2023	62113	Ameradio		District		Umpqua B...	84.00	2,105.32
Credit Card C...	08/18/2023	01921	Ameradio		District		Umpqua B...	77.00	2,182.32
Credit Card C...	08/25/2023	75441	BlueMax49ers....		District		Umpqua B...	29.24	2,211.56
Credit Card C...	08/29/2023	85855	eBay		District		Umpqua B...	39.86	2,251.42
Total 86-2060 · COMMUNICATIONS - Other								2,251.42	2,251.42
Total 86-2060 · COMMUNICATIONS								3,740.01	3,740.01
86-2080 · FOOD									
Credit Card C...	07/04/2023	33000	ALBION GROC...		District		Umpqua B...	13.98	13.98
Credit Card C...	07/11/2023	26333	ALBION GROC...		District		Umpqua B...	31.10	45.08
Credit Card C...	07/12/2023	04387	Little River Mar...		District		Umpqua B...	16.90	61.98
Credit Card C...	07/13/2023	76241	Vinny's Pizza		District		Umpqua B...	137.73	199.71
Credit Card C...	07/13/2023	86872	ALBION GROC...		District		Umpqua B...	26.37	226.08
Credit Card C...	07/17/2023	28550	Safeway		District		Umpqua B...	13.68	239.76
Credit Card C...	07/17/2023	62164	TST Schats Co...		District		Umpqua B...	10.80	250.56
Credit Card C...	07/18/2023	00079	Chipotle (Ukiah)		District		Umpqua B...	8.37	258.93
Credit Card C...	07/18/2023	45439	Safeway		District		Umpqua B...	27.52	286.45
Credit Card C...	07/18/2023	88632	Mosswood Mar...		District		Umpqua B...	11.21	297.66
Credit Card C...	07/19/2023	98457	Costco		District		Umpqua B...	293.44	591.10
Credit Card C...	07/19/2023	69603	Its Time		District		Umpqua B...	16.75	607.85
Credit Card C...	07/19/2023	80549	Mosswood Mar...		District		Umpqua B...	16.39	624.24
Credit Card C...	07/20/2023	29065	Safeway		District		Umpqua B...	31.86	656.10
Credit Card C...	07/20/2023	01811	Domino's		District		Umpqua B...	43.51	699.61
Credit Card C...	07/20/2023	03137	TST Schats Co...		District		Umpqua B...	11.04	710.65
Credit Card C...	07/21/2023	99624	In N Out Burger...		District		Umpqua B...	9.39	720.04
Credit Card C...	08/03/2023	68415	Harvest Market		District		Umpqua B...	104.47	824.51
Credit Card C...	08/03/2023	68589	Harvest Market		District		Umpqua B...	20.49	845.00
Credit Card C...	08/08/2023	38777	ALBION GROC...		District		Umpqua B...	5.99	850.99
Credit Card C...	08/10/2023	24446	ALBION GROC...		District		Umpqua B...	21.97	872.96
Credit Card C...	08/16/2023	63340	ALBION GROC...		District		Umpqua B...	9.48	882.44
Credit Card C...	08/21/2023	23046	ALBION GROC...		District		Umpqua B...	40.95	923.39
Credit Card C...	08/24/2023	10306	Harvest Market		District		Umpqua B...	22.51	945.90
Credit Card C...	08/24/2023	71266	Cafe Beaujolais		District		Umpqua B...	24.30	970.20
Credit Card C...	08/24/2023	71274	Cafe Beaujolais		District		Umpqua B...	4.55	974.75
Credit Card C...	08/29/2023	75381	ALBION GROC...		District		Umpqua B...	20.26	995.01
Total 86-2080 · FOOD								995.01	995.01
86-2120 · MAINTENANCE EQUIPMENT									
Vehicle Maintenance									
8100									
Credit Card C...	07/24/2023	88634	O'Reilly Auto P...		District		Umpqua B...	69.64	69.64
Total 8100								69.64	69.64
8132									
Credit Card C...	07/18/2023	71158	Ukiah Auto Parts		District		Umpqua B...	45.71	45.71
Total 8132								45.71	45.71
8162									
Bill	09/30/2023	113-...	Village Hardware	Station 812	District		20000 · Ac...	14.82	14.82

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Albion Little River Fire Protection District

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 8162								14.82	14.82
8195 ZODIAC & TRAILER									
Bill	07/01/2023	4SA...	California Depa...		District		20000 · Ac...	10.00	10.00
Total 8195 ZODIAC & TRAILER								10.00	10.00
Total Vehicle Maintenance								140.17	140.17
86-2120 · MAINTENANCE EQUIPMENT - Other									
Credit Card C...	08/28/2023	10738	Grainger		District		Umpqua B...	414.83	414.83
Bill	08/31/2023	2308...	Rossi's Building...	Per 08/31/...	District		20000 · Ac...	119.75	534.58
Total 86-2120 · MAINTENANCE EQUIPMENT - Other								534.58	534.58
Total 86-2120 · MAINTENANCE EQUIPMENT								674.75	674.75
86-2130 · MAINTENANCE STRUCTURES									
Station 810									
Bill	07/31/2023	113-...	Village Hardware	Station 810	District		20000 · Ac...	48.16	48.16
Bill	08/31/2023	113-...	Village Hardware	Station 811	District		20000 · Ac...	87.37	135.53
Total Station 810								135.53	135.53
Station 811									
Bill	08/31/2023	2308...	Rossi's Building...	Station 811	District		20000 · Ac...	468.58	468.58
Bill	08/31/2023	113-...	Village Hardware	Station 812	District		20000 · Ac...	40.77	509.35
Total Station 811								509.35	509.35
Station 812									
Bill	07/31/2023	113-...	Village Hardware	Station 812	District		20000 · Ac...	19.87	19.87
Bill	07/31/2023	2307...	Rossi's Building...	Invoice 23...	District		20000 · Ac...	369.20	389.07
Bill	08/31/2023	2308...	Rossi's Building...	Station 812	District		20000 · Ac...	309.27	698.34
Total Station 812								698.34	698.34
86-2130 · MAINTENANCE STRUCTURES - Other									
Credit Card C...	07/10/2023	00070	NORVELL'S		District		Umpqua B...	352.92	352.92
Total 86-2130 · MAINTENANCE STRUCTURES - Other								352.92	352.92
Total 86-2130 · MAINTENANCE STRUCTURES								1,696.14	1,696.14
86-2140 · MEDICAL, LAB SUPPLIES									
Gasses									
Eureka Oxygen									
Bill	07/31/2023	DM0...	Eureka Oxygen...	Invoice D...	District		20000 · Ac...	208.19	208.19
Bill	08/31/2023	DM0...	Eureka Oxygen...		District		20000 · Ac...	208.19	416.38
Bill	09/30/2023	DM0...	Eureka Oxygen...	DM00849...	District		20000 · Ac...	201.70	618.08
Total Eureka Oxygen								618.08	618.08
Total Gasses								618.08	618.08
86-2140 · MEDICAL, LAB SUPPLIES - Other									
Credit Card C...	08/29/2023	82917	AMAZON MKT...		District		Umpqua B...	21.56	21.56
Total 86-2140 · MEDICAL, LAB SUPPLIES - Other								21.56	21.56
Total 86-2140 · MEDICAL, LAB SUPPLIES								639.64	639.64
86-2150 · MEMBERSHIPS									
Credit Card C...	07/02/2023	05055	International Co...		District		Umpqua B...	130.00	130.00
Credit Card C...	07/05/2023	66214	NFPA		District		Umpqua B...	11.99	141.99
Credit Card C...	08/02/2023	52335	NFPA		District		Umpqua B...	11.99	153.98
Total 86-2150 · MEMBERSHIPS								153.98	153.98
86-2170 · DISTRICT OFFICE SUPPLIE									
Paper, Ink, Materials									
Bill	07/04/2023	3194...	ODP Business ...	Invoice 31...	District		20000 · Ac...	45.28	45.28

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total Paper, Ink, Materials								45.28	45.28
Software									
Credit Card C...	07/01/2023	17388	Google Workpl...	Google W...	District		Umpqua B...	228.00	228.00
Credit Card C...	08/01/2023	75076	Google Workpl...	Google W...	District		Umpqua B...	225.10	453.10
Credit Card C...	08/04/2023	19072	Microsoft	Microsoft ...	District		Umpqua B...	69.99	523.09
Total Software								523.09	523.09
86-2170 · DISTRICT OFFICE SUPPLIE - Other									
Credit Card C...	07/24/2023	54828	USPS	Priority Mail	District		Umpqua B...	9.65	9.65
Credit Card C...	08/03/2023	11768	USPS	Priority Mail	District		Umpqua B...	17.00	26.65
Credit Card C...	08/15/2023	83248	USPS	Priority Mail	District		Umpqua B...	28.75	55.40
Credit Card C...	08/16/2023	86524	AMAZON MKT...		District		Umpqua B...	13.48	68.88
Credit Card C...	08/19/2023	62636	AMAZON MKT...		District		Umpqua B...	174.27	243.15
Total 86-2170 · DISTRICT OFFICE SUPPLIE - Other								243.15	243.15
Total 86-2170 · DISTRICT OFFICE SUPPLIE								811.52	811.52
86-2181 · AUDITING & FISCAL SERVI									
Bookkeeping Services									
Bill	07/01/2023	1062	Level Up Office...	Invoice 1062	District		20000 · Ac...	195.00	195.00
Bill	08/01/2023	1080	Level Up Office...	Invoice 1080	District		20000 · Ac...	97.50	292.50
Bill	09/01/2023	1099	Level Up Office...	Invoice 1099	District		20000 · Ac...	81.25	373.75
Bill	09/30/2023	1123	Level Up Office...	Invoice 1123	District		20000 · Ac...	81.25	455.00
Total Bookkeeping Services								455.00	455.00
Total 86-2181 · AUDITING & FISCAL SERVI								455.00	455.00
86-2187 · EDUCATION & TRAINING									
Food									
Bill	07/18/2023	2023...	Madelyn Crown...	2023 Chief...	District		20000 · Ac...	286.00	286.00
Bill	07/18/2023	2023...	Wyatt Lawrason	2023 Chief...	District		20000 · Ac...	665.79	951.79
Total Food								951.79	951.79
MEALS & FUEL REIMBURSEMENT									
Bill	07/18/2023	2023...	Madelyn Crown...	2023 Chief...	District		20000 · Ac...	138.54	138.54
Bill	07/18/2023	2023...	Wyatt Lawrason	2023 Chief...	District		20000 · Ac...	30.00	168.54
Bill	07/18/2023	2023...	Carlton Lamont	Meal Reim...	District		20000 · Ac...	77.95	246.49
Total MEALS & FUEL REIMBURSEMENT								246.49	246.49
86-2187 · EDUCATION & TRAINING - Other									
Credit Card C...	07/12/2023	36410	Clarion Subscri...		District		Umpqua B...	79.83	79.83
Credit Card C...	07/19/2023	40738	Friedmans		District		Umpqua B...	26.92	106.75
Credit Card C...	07/21/2023	63234	Hotels.com		District		Umpqua B...	210.15	316.90
Bill	07/27/2023	4JR...	Jamie Fales	Reimburse...	District		20000 · Ac...	150.00	466.90
Bill	09/15/2023	0915...	Nathaniel Norling	Medical Tr...	District		20000 · Ac...	600.00	1,066.90
Total 86-2187 · EDUCATION & TRAINING - Other								1,066.90	1,066.90
Total 86-2187 · EDUCATION & TRAINING								2,265.18	2,265.18
86-2189 · PROFESIONAL & SPECIAL SERVICES									
Deposit	09/07/2023	4379...	County Of Men...	FY2022-2...	Public ...		Public Tax ...	232.39	232.39
Total 86-2189 · PROFESIONAL & SPECIAL SERVICES								232.39	232.39
86-2200 · RENT- LEASE EQUIPMENT									
8130 Lease Purchase									
Interest 8130									
Bill	09/12/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	1,532.99	1,532.99
Total Interest 8130								1,532.99	1,532.99
8130 Lease Purchase - Other									
Bill	09/12/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	5,807.00	5,807.00

Albion Little River Fire Protection District

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Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total 8130 Lease Purchase - Other								5,807.00	5,807.00
Total 8130 Lease Purchase								7,339.99	7,339.99
8181 8191 Lease Purchase									
Interest 8181 8191									
Bill	07/10/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	4,074.07	4,074.07
Bill	09/21/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	4,001.74	8,075.81
Total Interest 8181 8191								8,075.81	8,075.81
Principal 8181 8191									
Bill	07/10/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	8,425.93	8,425.93
Bill	09/21/2023	9004...	Santa Cruz Cou...	Lease Pay...	District		20000 · Ac...	8,498.26	16,924.19
Total Principal 8181 8191								16,924.19	16,924.19
8181 8191 Lease Purchase - Other									
Bill	07/10/2023	9004...	Santa Cruz Cou...	Late Charge	District		20000 · Ac...	625.00	625.00
Bill	09/21/2023	9004...	Santa Cruz Cou...	Late Charge	District		20000 · Ac...	625.00	1,250.00
Total 8181 8191 Lease Purchase - Other								1,250.00	1,250.00
Total 8181 8191 Lease Purchase								26,250.00	26,250.00
Total 86-2200 · RENT- LEASE EQUIPMENT								33,589.99	33,589.99
86-2220 · SMALL TOOLS & SUPPLIES									
Bill	09/30/2023	113-...	Village Hardware	Station 811	District		20000 · Ac...	6.39	6.39
Total 86-2220 · SMALL TOOLS & SUPPLIES								6.39	6.39
86-2250 · TRANSPORTATION & TRAVEL									
Credit Card C...	07/21/2023	07304	Speedway		District		Umpqua B...	175.00	175.00
Bill	07/25/2023	0047...	Reladyne (Red...	Customer ...	District		20000 · Ac...	1,230.59	1,405.59
Bill	07/25/2023	0047...	Reladyne (Red...	Customer ...	District		20000 · Ac...	2,593.92	3,999.51
Credit	07/25/2023	35-0...	Reladyne (Red...	Overpaym...	District		20000 · Ac...	-132.96	3,866.55
Bill	09/19/2023	0060...	Reladyne (Red...	Customer ...	District		20000 · Ac...	1,225.52	5,092.07
Total 86-2250 · TRANSPORTATION & TRAVEL								5,092.07	5,092.07
86-2260 · UTILITIES									
Redwood Waste Solutions									
Check	07/05/2023	ACH	Redwood Wast...	Trash 812	District		District Che...	40.54	40.54
Check	07/05/2023	ACH	Redwood Wast...	Trash 810	District		District Che...	121.49	162.03
Check	08/02/2023	ACH	Redwood Wast...	Trash 810	District		District Che...	121.49	283.52
Check	08/02/2023	ACH	Redwood Wast...	Trash 811	District		District Che...	40.54	324.06
Check	09/05/2023	ACH	Redwood Wast...	Trash 811	District		District Che...	40.54	364.60
Check	09/05/2023	ACH	Redwood Wast...	Trash 810	District		District Che...	121.49	486.09
Total Redwood Waste Solutions								486.09	486.09
Albion Water District									
Bill	07/01/2023	1276	Albion Mutual ...	Invoice No...	District		20000 · Ac...	185.00	185.00
Total Albion Water District								185.00	185.00
PG&E									
Check	07/17/2023	ACH	PG&E	02100951...	District		District Che...	514.20	514.20
Check	08/16/2023	ACH	PG&E	02100951...	District		District Che...	479.36	993.56
Check	09/14/2023	ACH	PG&E	02100951...	District		District Che...	342.05	1,335.61
Total PG&E								1,335.61	1,335.61
Suburban Propane									
Bill	07/31/2023	2461...	Suburban Prop...	Ref: 2461...	District		20000 · Ac...	286.36	286.36
Total Suburban Propane								286.36	286.36
Thompson Septic Service									
Bill	07/31/2023	17879	Thompson's Po...	Invoice 17...	District		20000 · Ac...	280.24	280.24
Bill	08/31/2023	18109	Thompson's Po...	Invoice 18...	District		20000 · Ac...	280.24	560.48

\$&2

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Albion Little River Fire Protection District

10/10/23

Revenue & Expense Detail

Accrual Basis

July through September 2023

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Total Thompson Septic Service								560.48	560.48
Total 86-2260 · UTILITIES								2,853.54	2,853.54
86-3113 · PAYMENTS TO GOVT AGENCIES									
Mutual Aid Recovery Payments									
Bill	07/18/2023	814	MENDOCINO F...	Mutual Aid...	District		20000 · Ac...	1,500.00	1,500.00
Total Mutual Aid Recovery Payments								1,500.00	1,500.00
86-3113 · PAYMENTS TO GOVT AGENCIES - Other									
Bill	07/19/2023	2005...	LAFCO	ALRFPD ...	District		20000 · Ac...	946.28	946.28
Total 86-3113 · PAYMENTS TO GOVT AGENCIES - Other								946.28	946.28
Total 86-3113 · PAYMENTS TO GOVT AGENCIES								2,446.28	2,446.28
86-4370 · EQUIPMENT (PURCHASE)									
Radios									
Bill	08/21/2023	72319	49er Communic...	Pagers	District		20000 · Ac...	2,740.18	2,740.18
Total Radios								2,740.18	2,740.18
86-4370 · EQUIPMENT (PURCHASE) - Other									
Credit Card C...	07/26/2023	97070	WPSG Inc.		District		Umpqua B...	60.48	60.48
Credit Card C...	07/27/2023	91168	AMAZON MKT...		District		Umpqua B...	17.34	77.82
Total 86-4370 · EQUIPMENT (PURCHASE) - Other								77.82	77.82
Total 86-4370 · EQUIPMENT (PURCHASE)								2,818.00	2,818.00
Total Expense								107,295.07	107,295.07
Net Income								91,361.30	91,361.30

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Albion Little River Fire Protection District

Building Fund Register

July through September 2023

12:35 PM

10/10/23

Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount	Balance
Jul - Sep 23							
Deposit	07/31/2023			Interest	82-4100 · IN...	0.25	0.25
Deposit	08/31/2023			Interest	82-4100 · IN...	0.25	0.50
Deposit	09/30/2023			Interest	82-4100 · IN...	0.24	0.74
Jul - Sep 23						0.74	0.74

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RESOLUTION NO: 20230918

A RESOLUTION REVISING THE ESTABLISHED PROGRAM REGARDING CHARGING MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DISTRICT FOR SERVICES PROVIDED/RENDERED BY/FOR THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

WHEREAS, the emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security, and Health & Safety Code regulations involving equipment, personnel and training, create additional demands on all operational aspects of the fire district services; and

WHEREAS, the fire district has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire district decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the Board of the Albion-Little River Fire Protection District desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws (H&S Code 13916), regulations and guidelines; Now, Therefore

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT:

SECTION 1: The Albion-Little River Fire Protection District shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency, non-emergency incidents, and fire inspections as listed in “EXHIBIT A”. The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in “EXHIBIT A”, which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier or the responsible party(s) will be billed directly.

SECTION 3: The fire district’s Board may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in open meetings of this

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Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Resolutions of the Board.

SECTION 5: This resolution shall take effect at the date of adoption.

SECTION 6: The Mitigation Rates listed in Exhibit A will increase by 2.6 annually or based on the annual percentage increase in the Consumer Price Index (CPI) , as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire district's cost recovery program in conformity with increasing operating expenses.

APPROVED, PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT THIS 17th day of SEPTEMBER 2023 BY THE FOLLOWING VOTE:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

VACANT: _____

Chuck Greenberg, President, Board of Directors of the Albion Little River Fire Protection District

Attest:

Pam Linstedt, Vice President, Board of Directors of the Albion Little River Fire Protection District

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EXHIBIT A MITIGATION RATES

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$516.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$588.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – AUTOMOBILE FIRE - \$718.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,550.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and the fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$474.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s) .

Itemized Response: Each incident may be billed as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

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HAZMAT

Level 1 - \$832.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,971.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decontamination center.

Level 3 – \$7,012.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean-up. Includes above, in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

FIRE INVESTIGATION

Includes:

Fire Investigation Team - \$327.00 per hour

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

FIRES

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire district has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

When a fire is started by any person or persons that requires a fire district response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire district response at a cost not to exceed the actual expenses incurred by the fire district to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS**Level 1 - \$475 plus \$59 per hour per rescue person.**

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

Level 2 - \$950 plus \$59 per hour per rescue person.

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Level 3 - \$2,350 plus \$59 per hour per rescue person, plus \$119 per hour per HAZMAT team member

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decontamination center, detection equipment, recovery and identification of material. Disposal and environment clean-up. Includes above, in addition to any disposal rates of material and contaminated equipment and material used at scene.

Level 4

Itemized Response: Each incident may be billed as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACKCOUNTRY OR SPECIAL RESCUE

\$475 for the first response vehicle plus \$59 per rescue person. Additional rates of \$475 per hour per response vehicle and \$59 per hour per rescue person.

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

CHIEF RESPONSE**\$297 per hour**

This includes the set-up of Command, and providing direction of the incident. This may

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include operations, safety, and administration of the incident.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$475 per hour.

Truck billed at \$594 per hour.

Miscellaneous equipment billed at \$357.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage) . The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

FIRE SAFETY INSPECTIONS - ANNUAL INSPECTIONS REQUIRED BY STATE FIRE MARSHAL (pursuant to H&S Code 13145 and 13146)

The improvements included in the table below and all reinspections shall be billed at \$80.00 per hour, 2-hour minimum charge. Site visits/inspections will include travel time plus mileage at the current IRS rate (65.5 cents per mile). Additionally, as described herein, a 10% administration fee will be charged.

Payment will be due at the time of application or upon the receipt of an invoice for services rendered.

A cost recovery rate of \$80.00 per hour for office time and/or site visits may be billed for the actual time required (one hour minimum, subsequent time rounded to the nearest half hour) to provide the required: research, written report, and phone consultation.

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Improvement Designation	Description
R-1	Hotels, Motels, Transient Occupancies
R-2	Two or more dwelling units, Apartments, Dormitories
R-2.1	Residential Care Facilities
R-4	Residential Care/Assisted Living
E	Educational Occupancies
I-3	Institutions

Penalties

-Failure to correct a Fire Department Fire Code Violation by the required time may result in a **\$100** fee per day until the violation is corrected.

-Failure to follow a required Fire Department Stop Work Order shall result in a **\$200** fee per day until the violation is corrected.

Administrative Fee

-A 10% administrative fee will be added to all rates to cover the District's payroll taxes and other administrative costs.



ORDINANCE 2023-1 (replaces 2016-1)

**AN ORDINANCE OF THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT REVISING
A SCHEDULE OF FEES, INCLUDING THE ADDITION OF NEW FEES**

The Board of Directors of the Albion-Little River Fire Protection District (the District) do ordain as follows:

1. AUTHORIZATION AND PURPOSE

This ordinance to revise a schedule of fees including the establishment of new fees is adopted pursuant to Section 13916 of the Health and Safety code which provides that the District may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged. This ordinance rescinds any other Fee Schedule Ordinance or Resolution.

2. APPLICABILITY

The schedule of fees set forth by this ordinance indicates fees charged pursuant to Sections 13917 and 13918 of the Health and Safety Code which provides that the District may charge residents of the district a fee which is less than the fee which it charges to nonresidents of the District and provides that the District may charge a fee to other public agencies.

3. WAIVER OF FEES

Pursuant to Health and Safety Code Section 13919, after adopting by resolution policies and procedures governing waivers, the Board of Directors may waive payment of a fee when it determines that payment would not be in the public interest.

4. COST RECOVERY OF SERVICES

A fee in accordance with the following schedules shall be paid to the District at the time of application or upon the receipt of an invoice for services rendered.

- a. The following field services may be cost recovered at the rate of \$80 per hour for office time and/or site visits** to anyone receiving those services. This rate may be billed for the actual time required (one hour minimum, subsequent time rounded to the nearest half hour) to provide the required: research, written report, and phone consultation. Costs for site visits or inspection will include travel time plus mileage at the current IRS rate for all required or requested:
- i.** Plan Reviews (all types).
 - ii.** Subdivision Reviews (minor or major).
 - iii.** All work required for commenting on Use Permits or Amendments to Existing Use Permits.
 - iv.** Fire Suppression Equipment Inspection (all types).
 - v.** Hydrant Tests or Inspections.
 - vi.** All work required for installation or removal of Combustible/Flammable Liquid Storage Tanks.
 - vii.** All requested inspections for licensing compliance.
 - viii.** All required outside professional services at actual cost plus a 10% administrative fee.
 - ix.** State Fire Marshal Annual Inspections for public facilities and businesses, **two hour minimum charge and 10% administrative fee.**

- b. **The following rates for Apparatus, Equipment and Personnel Responding to Emergencies** may be charged to persons or entities receiving services from the Albion-Little River Fire Protection District, including non-tax paying public agencies, *excluding fire agencies with mutual aid agreements*. (All charges include cleaning and restocking.)

Resource Type	Personnel Included	Fee	Per
Engine/Pumper	3	\$475	Hour
Rescue Unit	1	\$475	Hour
Tender	1	\$594	Hour
Utility/Patrol/Command Vehicle	1	\$357	Hour
Vehicle Extrication Equipment		\$357	Incident
Consumable Supplies			*Actual Cost
Hired Equipment			*Actual Cost
Additional Required Personnel		\$59	Each/Hour

*A 10% administration fee will be added to the price of resources billed at actual cost.

c. Standby Services Rates

Rates for apparatus, personnel, and equipment to standby shall be the same as emergency response rates, but with the following exceptions:

i. STANDBY APPARATUS RATES

The cost for apparatus will be the same as Emergency Response Rates, which does not include a charge for personnel costs. When members of the Fire Department are involved in emergency responses, they function as unpaid volunteers. The volunteer commitment does not include providing committed standby duty which often involves extended hours of work. Therefore, separate personnel charges shall apply as described below:

ii. STANDBY PERSONNEL RATES

All personnel - \$59 per hour each.

Note: The above labor rates are for straight time. Standard overtime rules will apply (time and one-half over eight (8) hours a day or 40-hours per week, double time over 12-hours per day).

Personnel Administrative Charges - a 10% Personnel Administrative Rate will apply to all personnel rates to cover the District's cost to provide the personnel. This consists of the employer's portion of payroll taxes and other administrative costs.

d. Incident Response Rates

The mitigation rates below are average “billing levels” and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided. These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter's wage. These include wages, retirement, benefits, workers comp, etc.

i. MOTOR VEHICLE INCIDENTS

Level 1 - \$516.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$588.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – MOTOR VEHICLE FIRE - \$718.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:**Extrication - \$1,550.00**

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and the fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$474.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: Each incident may be billed as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ii. HAZMAT**Level 1 - \$832.00**

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,971.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decontamination center.

Level 3 – \$7,012.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean-up. Includes above, in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - each additional hour @ \$336.00 per HAZMAT team.

iii. FIRE INVESTIGATION**Fire Investigation Team - \$327.00 per hour****Includes:**

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment

- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

iv. FIRES

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire district has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

v. ILLEGAL FIRES

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

When a fire is started by any person or persons that requires a fire district response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire district response at a cost not to exceed the actual expenses incurred by the fire district to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

vi. WATER INCIDENTS

Level 1 - \$475 plus \$59 per hour per rescue person.

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Level 2 - \$950 plus \$59 per hour per rescue person.

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Level 3 - \$2,350 plus \$59 per hour per rescue person, plus \$119 per hour per HAZMAT team member

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decontamination center, detection equipment, recovery and identification of material. Disposal and environment clean-up. Includes above, in addition to any disposal rates of material and contaminated equipment and material used at scene.

Level 4

Itemized Response: Each incident may be billed as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

vii. BACKCOUNTRY OR SPECIAL RESCUE

\$475 for the first response vehicle plus \$59 per rescue person. Additional rates of \$475 per hour per response vehicle and \$59 per hour per rescue person.

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

viii. CHIEF RESPONSE

\$297 per hour

This includes the set-up of Command, and providing direction of the incident. This may include operations, safety, and administration of the incident.

ix. MISCELLANEOUS / ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$475 per hour.

Truck billed at \$594 per hour.

Miscellaneous equipment billed at \$357.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels" for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

x. FIRE SAFETY INSPECTIONS - ANNUAL INSPECTIONS REQUIRED BY STATE FIRE MARSHAL (pursuant to H&S Code 13145 and 13146)

The improvements included in the table below and all reinspections shall be billed at \$80.00 per hour, 2-hour minimum charge. Site visits/inspections will include travel time plus mileage at the current IRS rate (65.5 cents per mile). Additionally, as described herein, a 10% administration fee will be charged.

Payment will be due at the time of application or upon the receipt of an invoice for services rendered.

The following services may be cost recovered at a rate of \$80.00 per hour for office time and/or site visits to anyone receiving those services. The rate may be billed for the actual time required (one hour minimum, subsequent time rounded to the nearest half hour) to provide the required: research, written report, and phone consultation.

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Improvement Designation	Description
R-1	Hotels, Motels, Transient Occupancies
R-2	Two or more dwelling units, Apartments, Dormitories
R-2.1	Residential Care Facilities
R-4	Residential Care/Assisted Living
E	Educational Occupancies
I-3	Institutions

Penalties

Failure to correct a Fire Department Fire Code Violation by the required time may result in a \$100 fee per day until the violation is corrected.

Failure to follow a required Fire Department Stop Work Order shall result in a \$200 fee per day until the violation is corrected.

e. Medical Supplies and Equipment Rates

Consumable medical supplies and equipment (*e.g.*, oxygen, splinting materials, patient packaging for spine immobilization, etc.) will be billed at actual cost.

Note: The cost of providing Scene Management, Traffic Control, Patient Assessments and Medical Evacuation Helicopter coordination, including establishing and securing helicopter landing zones, is included in the billing for apparatus.

f. Administrative Services Rates

Incident Reports	\$5.00 each
Copies of Code Excerpts	\$5.00 each up to 5 pages, \$1.00 per each additional page
Copies of other Documents	\$5.00 each up to 5 pages, \$1.00 per each additional page
Photographs	\$10.00 each
Postage	Actual Cost
Administrative Billing Fee	\$45.00 per Incident

Any constituent wishing to receive meeting notices, agendas and/or meeting packets by mail may do so by written request per California Government Code Section 54954.1 for a fee not to exceed the cost of providing the service.

g. Third Party Services Rates

Any third party services required may be billed at the actual cost billed for the services.

h. False Fire Alarm Response Rates**i. ALARM COMPANIES**

Alarm companies providing services within the response area of the Albion-Little River Fire Protection District may be billed for responses to third and subsequent false alarms utilizing the Apparatus, Equipment and Personnel fee schedule in Section 4, Paragraph B above, when no apparent valid cause is discovered for the alarm sounding. Examples of "valid cause" include, but are not limited to, activation of the manual pull station, the presence of smoke, or heat from any source. Alarm companies may be billed for all apparatus that respond to the call (if the alarm is canceled prior to any apparatus responding, no fees will be charged). Alarm companies may also be billed for Fire Department response to alarm companies testing equipment and failing to notify dispatch of the test.

ii. PROPERTY OWNERS AND RESIDENTS

Property owners or residents residing within the District may be charged for the third and subsequent False Alarm responses to structures under their control if it is determined the alarms were generated by their actions and do not involve "good intent", i.e., repeatedly triggering a false alarm by creating dust during cleaning and failing to notify the alarm company or repeatedly triggering a false alarm response from the normal operation of heating or cooking equipment. Property owners or residents will be billed at one half the rates established in Section 4, Paragraph B.

i. Out-of-District Response

The Albion-Little River Fire Protection District provides services to approximately 150 square miles that are adjacent to the district but not included in it. Property owners and residents within these areas receive services but provide no income to the District. Anyone receiving services in these areas may be charged for the cost of providing the service as defined in Sections A through G.

j. Strike Team Rates

Strike Team rates will be governed by a separate contract.

5. SEVERABILITY

If any section, subsection, sentence, phrase or clause of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board hereby declares that they would have adopted the ordinance and each section despite the fact that any one or more sections, subsections, sentences, phrases or clauses be declared invalid.

6. OTHER INFORMATION

All fees are due and payable within thirty (30) days of being invoiced. After 30 days, a service charge of 1.5% per month will be assessed on the remaining balance. Any fees unpaid after 60 days may be turned over to a collection agency. *Note, additional fees will be assessed for Fire Code violations as described in "Penalties" item 4x above.*

7. EFFECTIVE DATE:

This ordinance shall take effect and be in force thirty (30) days after its adoption and prior to the expiration of fifteen (15) days from the passage thereof notice of said Ordinance will be published twice in the local area newspaper of general circulation in the County of Mendocino, State of California.

PASSED AND ADOPTED, by the Board of Directors of the Albion-Little River Fire Protection District,
County of Mendocino, State of California, on September 18, 2023, by the following vote:

 AYE **NAY** **ABSTAIN** **ABSENT**

Director Greenberg

Director Linstedt

Director Welty

Director Acker

Director Christensen

Chuck Greenberg, President
Albion Little River Fire Protection District
Board of Directors

ATTEST:

Pam Linstedt, Vice President
Albion Little River Fire Protection
District Board of Directors

Dated _____

039

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

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, its secretary, and its treasurer. 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.

1050 – BOARD OPERATIONS

The President, with the assistance of the fire chief and 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 board will direct one of the district officers to be a bonded treasurer. The Treasurer will receive money from the Mendocino county Auditor and will be the 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. One account will be designated for tax money received from the County in which two district officers will be needed for signing authority. 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 third Wednesday of each calendar month at 10:00 a.m. at ALRFPD Station 810, 33900 West Street in the town of 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 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 checking account shall be established for the purpose of depositing tax funds paid to the district. Two district officers will be needed to sign and to draw money from this tax account and deposit it in an established general checking account. Each board member and the district bookkeeper shall be authorized signers of checks and may authorize electronic funds transferred 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.

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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 – Section superseded by Ordinance 2016-1 passed December 18, 2017.

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 on the form provided. The form will be retained in the employee's personnel file.

4. Any person who believes he or she has been or is being harassed by a coworker, supervisor, Board Member, or any person doing business with or for the District should immediately report the facts of the incident without fear of reprisal to the 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 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.

1. 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 REGULAR MEETING OCTOBER 16, 2023 AS FOLLOWS:

AYE NAY ABSTAIN ABSENT

Director Greenberg

Director Acker

Director Welty

Director Linstedt

Director Christensen

**Chuck Greenberg, Director & President
Albion Little River Fire Protection District
Board of Directors**

ATTEST:

**Steven Acker, Director & Secretary
Albion Little River Fire Protection District
Board of Directors**

Dated _____

Proposed Bylaws Amendment ALRFPD

1100 Board Meetings

6. BOARD MEETING SCHEDULE:

- a. Regular meetings** of the Board of Directors will be held on the third Wednesday of each calendar month at 10:00 a.m. at ALRFPD Station 810, 33900 West Street in the town of Albion, California. The agenda will be posted 72 hours prior to all regular meetings.

draft

ALRFPD Community Wildfire Protection Plan

The Albion Little River Fire Protection District (ALRFPD) Community Wildfire Protection Plan has been written to evidence that the community has planned for wildfire and that it is aware of various actions that need to be accomplished to better protect both of our communities. ALRFPD is located in an unincorporated portion of Mendocino County's rural coast. The District consists of approximately 55 square miles that is bounded on the south by the Navarro River, on the north by the Little River Inn's golf course and Van Damme State Park, on the east by the first ridge of the Mendocino Coastal Range and on the west by the rugged cliffs off the Pacific Ocean. The Village of Little River does not lie within our District.

The topography of our District is marked by the Mendocino ecological staircase. This staircase was created millions of years ago by wave action sequentially uplifting the land into three terraces, each with their own type of vegetation. Consequentially, each terrace presents different fire prevention issues that, in turn, require different planning and strategies. Additionally, except for the pygmy forests which are old growth, all our forests are second growth forests meaning that most of the area has never experienced the forest cleaning/rejuvenation process of fire. Most of the pygmy forest areas have no recorded fire history.

Our entire area is rated as either Very High Fire Severity Risk (all five areas of pygmy forest) or High Fire Severity Risk (everything else).

Community Descriptions:

ALBION

Albion comprises about two-thirds of the District. Albion is bounded on the South by the Navarro River, on the North by the Albion River and on the West by the Pacific Ocean and on the East by the first ridge of the Coastal Range. Albion is further divided into two ridges by the Salmon Creek. There is a third smaller ridge that branches off the Albion Ridge in between the north and south Salmon Creeks before they join. The coastal area of Albion Ridge consists primarily of coastal bluff grasslands dotted with small family farms. Further inland, the vegetation transitions to mixed conifer/redwood forests mixed in with large areas of pygmy forests. The entire area is rated by the new CalFire standard (June 15, 2023) as High to Very High Fire Severity Risk.

Albion has a small village of about twenty houses that is located on the south side of the mouth of Albion River where it joins the sea and a cluster houses up on the bluff on the north side of the river. The Village is unincorporated though it does have a small water district that oversees the village's water supply. the Village does have a Grocery with two gasoline pumps. There is also a small hardware store and the US Post Office. Across from this area of Albion Village is the Whitesboro Farm. Their pastures might be suitable for the creation of a Safe Haven.

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As Albion Ridge Road extends further inland up through the three terraces, residences and business are located on 1-20+ acre parcels spread throughout the forests, many along several narrow, barely one-laned side roads that have no egress until Albion Ridge Road ends at the base of the Mendocino Coastal Range at the land owned by the Redwood Lumber Company. Besides various small farms and ranches, several business dot the Albion Ridge forests. There is no egress for this road.

Additionally, there is a one room school located on Albion Ridge Road that serves children in classes K through 5. This school building is identified by the County's 2020 Annex to the Fire Evacuation Plan as a vulnerable facility. It is located in the Very High Fire Severity Risk area of the Pygmy forest. Presently, this school is very vulnerable to fire as the cleared area barely encompasses the school building and parking lot. The cleared area is not large enough to be a Safe Haven.

The Middle Ridge area of Albion presents the need for different fire prevention strategies. Here the narrow, mostly one lane road connects several small farms and ranches. This heavily forested area consists of mixed conifer and redwood trees. And while there are clearings for farm animals and gardens, none are very large. The Middle Ridge Road does end at the point where the coastal grasses reach up to the forest. This grass covered clearing might be able to be made suitable as a safe haven area for the Middle Ridge residents instead of having them access Albion Ridge Road as an exit. This entire area is rated as High Fire Severity Risk

The third area of Albion lies to the south along the Navarro Ridge. This third area is accessed by Navarro Ridge Road. And while this county road technically connects inland to Highway 128, the upper (most inland portion) was long ago pulled from the County's Department of Transportation maintenance calendar resulting in road conditions that are today barely traversable by 4WD vehicles. Thus there is no egress for regular 2WD vehicles.

The Navarro Ridge area consists of several homes up above the Navarro River along the bluff as well as several small farms and ranches on the north side of the road. Topographically, much of this area consists of windswept grassy slopes marked by forested northward running ravines that end down in the Salmon Creek gorge. There are also two comparatively smaller areas of pygmy forests up above this creek gorge where the South Salmon Creek joins with the North Salmon Creek to form the main, larger gorge. Further inland, the forest becomes mostly densely treed with redwoods, Douglas Fir, spruce and ferns. The two areas of pygmy forest are rated as Very High Fire Severity Risk while the remaining areas are rated as High Fire Severity Risk.

LITTLE RIVER

Generally, our portion of Little River lies north of the Albion River and extends north along the coast consists up to the southern boundary of the Little River Cemetery. The northern boundary then moves eastward along Little River Airport Road (center line) until the eastern boundary of the Comb's Family's Little River Inn Golf Course then further eastward along the southern border of Van Damme State Park until about 1 mile east of the Little River headwaters. The village of Little River is not in our District.

As with Albion, this area is marked by the Mendocino ecological staircase that has three distinct types of vegetation. The first extends along the coast where the forest is mixed conifer/redwoods with alders and Bishop Pines. The second level begins where coastal forest transitions into the pygmy forest. There

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are two distinct and large areas of pygmy forest in Little River both of which are surrounded by transition forests that contain a mix of pockets of dwarf trees right next to full sized pines and cypress.

The third level of the Little River portion of Mendocino's ecological staircase begins further east where the forest transitions from pygmy into dense stands of redwood, Douglas fir, spruce and ferns. This forest area continues past the eastern boundary of the district. This entire area is rated as High Fire Severity Risk.

The northernmost area of pygmy within our District is the location of Mendocino County's Coastal Little River Airport. Little River Airport Road is our District's sole true through road. This allows access to the Airport from three directions; from the east and west via Little River Airport Road and from the south off Highway 1 immediately north of Albion Bridge in Albion via Albion Little River Road. The entrance to the Airport is off Little River Airport Road about 3 miles inland from Highway 1 and about 1 mile west of the intersection the with Albion Little river Road. The access road to the main gate of the Airport is Airport Road. Airport Road is surrounded by the Very High Fire Severity Risk pygmy forest. Additionally, Little River Airport Road runs through the pygmy from both directions. Adequate fuel breaks have not been established along any of the Airport's access roads. These areas are rated as Very High Fire Severity Risk. With no recent history of any fires in this pygmy forest, this Airport is a very vulnerable piece of infrastructure.

Little River Airport Road is about 7 miles long and connects with the Comptche Ukiah Road just outside our the northeast corner of our District. This is the which as the name implies goes eastward through Comptche over the Mendocino Coastal Range and then down into the City of Ukiah. The western end of the Comptche Ukiah Road ends at Highway 1 about 1 mile south of the village of Mendocino.

Besides the Airport, Little River does contain The Woods. The Woods is a resident owned Cooperative Association which consists of 109 manufactured homes with approximately 165 residents. It is the County's largest recognized Senior (55 years+) community. The Woods residents bought their Community 3 years ago and are presently working to address or upgrade delayed infrastructure issues. Amongst these delayed issues is maintenance and fire clearances of the common areas. Recently, The ALRFPD and the Mendocino County Fire Safe Council applied for a \$20,000 grant to address fire clearances in the common areas, especially the "No Mans Land" area adjacent to Van Damme State Park's Fire Road. The Community is also asking PG&E to take down the trees that died subsequent to PG&E's Contractor's "prevention" trimming through their transmission lines that run in the frontage area along Little River Airport Rd. The Association has separately applied to the Community Foundation of Mendocino for monies to remove ladder fuel and additional standing or fallen dead trees and bushes in this frontage area.

The Woods has a 15 year history in working as a community on issues involved in all levels of disaster preparedness such as go-bags, preparing to shelter in place, how to survive an earthquake and fire evacuation drills. The Community has a small group of residents that volunteer to help their neighbors with fire clearance work such as raking and bush trimming. Recently 9 residents had their lots cleared by the County Fire Safe Council's Defensible Space Assistance for Income Eligible work crew. Currently, the Community is in the process of making application to become a FireWise USA Community. And the large piles of green waste that the maintenance crew picks up weekly gives evidence that residents spend significant additional energy and resources maintaining fire clearances. Lastly, it is to be noted that the last of the shake roofs are now gone and most of the recent external renovations now include installation of some form of cement fiber siding.

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The Woods has been designated as a “Vulnerable Community” by the County Board of Supervisors. If the need to evacuate this community arises, The County’s 2020 Fire Evacuation Plan has designated the Little River Airport as the Woods community’s evacuation site. The Woods is located on Little River Airport Road about 1/3 mile west of Airport Rd, the access road to the Airport. As noted above, this access runs through the pygmy forest. This fact places even more emphasis on the need to focus on better fuel breaks in and around and on the way to the airport.

Additionally, beyond designating the Airport as the location to which The Woods Community will be evacuated, no preparations have been made to select or prepare and stock a location at the airport that could receive the Community.

The Woods is located in an area where the transition from Douglas Fir and Redwood, and then on to Pygmy Forest occurs within just a few dozen feet. Some of the lots have all three forests with the changes moving through all three forest types as the lot changes from the back to the front yards. The northern lots are bounded by Van Damme State Park. There is a fire road between the Park and the Woods homes that was last cleared prior to 2015.

Community Risk Assessment

ALBION

<u>Area or Structure(s) at Risk</u>	<u>Fuel Hazard</u>	<u>Risk of Wildfire Occurrence</u>	<u>Structure Ignitability</u>	<u>Overall Risk</u>	<u>Risk Reduction (+ or -)</u>
Albion School	Pygmy	Very High	Mod Resistive	Very High	Needs Zone 2 Fire Clearances
Albion Village	Steep Slope, Wood Sided Structures	High	Very High	High	Water Available, Needs Zone 0 Work
Station 810	Grasses, Winds, Wood Structure	High	Very High, cedar shingle siding	High	Water Available
Station 811	Mixed Conifer/Redwood Forest, Wood Structure	High	Very High, Wood Siding	High	Water Available, Needs Zone 2 Work Behind Station And Around New Water Tanks, On Albion Ridge Road, Scotch Broom

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Station 814	Mixed Conifer/Redwood Forest	High, No Water	Very High, Wood Siding	High	On Navarro Ridge Road
Station 815	Mixed Conifer/Redwood Forests, Wood Structure	High, No Water	Very High, Wood Siding	High	On Middle Ridge Road, Needs Zone 0 and 2 Clearance Work
Areas West of Hwy 1, South of Dark Gulch	Grasses, Some Eucalyptus, Steep Slopes	High, Limited Water, Wood Sided Structures	High	High	Some Buildings need Zone 0 and 2 Work
Areas /west of Hwy 1, Dark Gulch & northward	Mixed Conifer/Redwood Forests	Wood Sided Structures, Many Inns and B&Bs	High to Very High	Moderate	Limited Water at Inns, Zone 0 and 2 Clearances Needed, Scotch Broom
Albion Ridge Road, Entire Length	Mixed Conifer/Redwood, Pygmy And Transition Forests, Wood Sided Structures	High To Very High	High To Very High	High To Very High,	Very Little Water, Entire length Needs Fuel Breaks And Scotch Broom Removal, Multiple Side Roads Need Fuel Breaks And Scotch Broom Removal
Navarro Ridge Road, Entire Length	Grasses, Mixed Conifer/Redwood Forests With 2 Pockets Of Pygmy South of South Salmon Creek, Wood Sided Houses And Buildings	High To Very High	High To Very High	High To Very High	Entire Length Needs Fuel Breaks (especially just east of Hwy 1), Upper Areas Need Scotch Broom Removal, Buildings Need Zone 0 And Zone 2 Clearances.
Albion Little River Road	Mixed Conifer/Redwood	High To Very High	High To Very High	High To Very High	Entire Length Needs Fuel

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	Forests Up To Step Two, Pygmy Forest Beginning Step Two Until End At Little River Airport Rd., Wood Sided Structures And Very Steep Slopes				Breaks, Especially At Eastern End Of Airport Runway (even inside fencing), Some Structures Need Zone 0 Clearances. Scotch Broom Removal
Area East Of Hwy 1 And North Of Albion Bridge Up To Little River Airport Road	Mixed Conifer/ Redwood Forests Up tTo Step Two, Pygmy begins At Step Two, Wood Sided Structures, Steep Slopes	High to Very High	High To Very High	High To Very High	Structures Need Zone 0 and 2 Clearances, Scotch Broom Removal

Little River

<u>Areas Or Structures At Risk</u>	<u>Fuel Hazard</u>	<u>Risk Of Wildfire Occurrence</u>	<u>Structure Ignitability</u>	<u>Overall Risk</u>	<u>Risk Reduction (= or -)</u>
MC Little River Airport	Pygmy Forest, Scotch Broom	Very High	Moderate	Very High	Some Clearances To East And South Of Airport By Calfire (2016-17), Access Road (Airport Road) Needs Fuel Break And Scotch Broom Removal
The Woods	Mixed Conifer/Redwood, Transition, And	High To Very High	Very High	Very High	Few Lots Allow For 30'

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	<p>Pygmy Forests, Manufactured Homes, Most With Wood Siding, Common Areas Need Ladder Fuel Removal And Better Plant Spacing And Zone 0 Clearances</p>				<p>Clearances, Northern Side Is Bounded By Van Damme State Park Where Fire Road Has Not Been Maintained For 8 Years. Fire Hydrants And Significant Water Available. Community Regularly Addresses Fire Prevention And Holds Evacuation Exercises, Presently Developing FireWise Community, There Is No Scotch Broom, Evacuation Site At Airport Needs To Be Developed</p>
<p>Little River Airport Road</p>	<p>Mixed Conifer/Redwood, Transition, Pygmy Forests, Most Buildings Have Wood Siding</p>	<p>High To Very High</p>	<p>Very High</p>	<p>High To Very High</p>	<p>Road Is Significantly Overgrown For Entire Length, Significant Presence Of Scotch Broom, Very Little Water Available, Multiple Side Roads Need Shaded Fuel Breaks And</p>

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					Scotch Broom Removal
Station 812	Pygmy And Transition Forests	High to Very High	High To Very High	Very High	Water Available, Only 1 Building Is Metal

Community Fire Clearance Needs

<u>Issue To Be Addressed</u>	<u>Solution/Action Plan</u>	<u>Priority</u>	<u>Success Metric At 5 years (2029)</u>
Hyperreflective Green and White Street Signage	Continued Emphasis at District Community Functions	Very High	80% Conversion to Green and White Signage
Street and Road Naming	District Board to work with residents on unnamed roads and lanes	Very High	All Roads and Lanes Named
Development of Neighborhood Firewise Communities	Support the development of at least 5 FireWise USA Communities within District within 5 years	High	NFPA recognition of 5 FireWise Communities within District
Development of 10 NEAR Pods in areas that do not pursue FireWise Status	Continued use of NEAR Questionnaire to identify interested residents, Door to Door Organizational Efforts, Active use of Pod residents in Community Clearance projects.	High	6 functioning Pods in 5 years
Join Prescribed Burn Association and conduct Prescribed burns	Focus on the intersections and first 100 yards of all 4 Major Roads with Highway 1	Very High	Prescribed burns done on at least 3 intersections
100' clearance around Albion School	Work with private landowners adjacent to	Very High	100%

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	school, Request CalFire assistance		
30' fuel clearance on roads adjacent and leading to Little River Airport; Remove standing and fallen dead trees an additional 15'	Apply for grants to pay for work crews. Coordinate grant funded work crews with DOT dump truck, MCFSC Chipper and Chipper crew and plant removal tools, Coordinate volunteers for traffic control, brush removal and stacking for chipper	Very High	½ mile of treated road along Albion Little River, Airport and Little River Airport Roads
No egress for residents of Albion Ridge and Navarro Ridge Roads; All roads east of Hwy 1 narrow, overgrown with significant tree overhanging roads and no cleared roadsides	Work with interested property owners to create adequate "Safe Haven" clearances, Create Educational Program to inform Residents about "Safe Haven" locations; Hold annual fire evacuation table top drills for each "Safe Haven"	Very High	At least one Safe Haven created for three of the four roads. Table Top Drills done for each Safe Haven by 2029.
Van Damme State Park Fire Road adjacent to the Woods cleared	District Board and Fire Safe Council to write letter requesting this Fire Road to be cleared	Very High	Fire Road Cleared and Maintained
Fire Clearances for Common Areas of The Woods	Woods Maintenance staff, Woods' residents and MCFSC to do maintenance on all common areas	High	Clearing and removal of ladder fuel in firebreak next to Van Damme State Park and along frontage on Little River Airport Rd
Scotch Broom Removal	ALRFSC in conjunction with the MCFSC and DOT and Community volunteers to remove broom along roadways	High	Targeted areas along Little River, Albion Little River, Albion Ridge and Navarro Ridge Roads. At least 1 mile of removal done and maintained by 2029
Continued Promotion of the MCFSC DSAFIE Home Clearance Program for Seniors	ALRFSC, MCFSC DSAFIE work Crew	Very High	On-going promotion of this program. Success measured by at least 10 homes cleared by

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and the Disabled throughout the District.			DSAFIE Work Crews per year
Promotion of MCFSC Chipper Program	ALRFSC	High	Schedule at least 2 Chipper Days per year in Little River and 5 per year in Albion

Home Hardening Needs

<u>Strategy</u>	<u>Responsible Parties</u>	<u>Community Value</u>	<u>Measure of Success</u>
Educate Community on New Standards	ALRFSC along with MCFSC	High	At least 1 demonstration event by ALRFSC and/or MCFSC per year in 3 neighborhoods
Educate local Hardware Stores on importance of only carrying products that promote home hardening	ALRFSC and VFD	High	Meet with owners, managers and sales staff at Rossi's, Coast to Coast, Mendo Mill, and Mendocino Hardware and Village Hardware within first year of CWPP; Inform Managers of every new standard recognized or expected by CalFire within 12 months of new standard
Train at least two firefighters or retired firefighters and Chief to become NFPA Certified Wildfire Hazard Mitigation Specialists	ALRFSC, District Board	Very High	At least 3 people holding NFPA Wildfire Hazard Mitigation Specialists Certificates. Each specialist to accomplish at least 5 home inspections per year
Write Grants to pay for training of Chief and Firefighters to become Wildfire Hazard Mitigation Specialists and for the promotion	ALRFSC	High	At least 1 grant by 2025 to pay for or reimburse training expenses and in program maintenance.

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of residents obtaining NFPA Certified Inspections			

This Community Wildfire Protection Plan has been specifically written for the Albion Little River Fire Protection District. Input has been sought and provided by several Community members, Chief Rees and our Volunteer Firefighters, the ALRFPD Board Members and staff, the ALFSC Members, The Woods Cooperative Association Disaster Preparedness Committee, the Mendocino County FSC along with dozens of residents from both Communities.

Zo Abell
Albion Little River Fire Save Council

Chuck Greenberg
President, Albion Little River Fire Protection District

Ted Willims
5th District Member,
Mendocino County Board of Supervisors

EMPLOYMENT AGREEMENT

Fire Chief

Albion Little River Fire Protection District

This Employment Agreement (“Agreement”) becomes effective September 1, 2022 by and between the Albion Little River Fire Protection District (ALRFPD) and Michael Rees (Rees), (collectively “the parties”).

A. ALRFPD is engaged in the business of governing the Albion Little River Volunteer Fire Department. Rees will primarily perform appropriate Fire Chief job duties for ALRFPD.

B. ALRFPD desires to have the services of Rees.

C. Rees is willing to be employed by ALRFPD.

Therefore, the parties agree as follows:

1. EMPLOYMENT. ALRFPD shall employ Rees as the Fire Chief. Rees shall provide to ALRFPD the services described on the attached Exhibit A (“Job Description”) which is made a part of this agreement by this reference. Rees accepts and agrees to such employment, and agrees to be subject to the general supervision, advice and direction of the ALRFPD Board of Directors. Rees shall continue his education for the full requirements of the Fire Chief position. Rees shall also perform (i) such other duties as are customarily performed by an employee in similar positions, and (ii) such other and unrelated services and duties as may be assigned to Rees by ALRFPD.

2. EXEMPT POSITION. The position of fire chief entails the use of independent judgment and supervision of staff and volunteers. Therefore, Rees is exempt from overtime provisions of state and federal law. As a management employee, Rees does not earn or accrue overtime or compensatory time off. The Fire Chief will be fully compensated for hours worked. Rees acknowledges that extraordinary time will be devoted for emergency responses, trainings, coordination with other agencies, community relations, and ALRFPD meetings.

3. BEST EFFORTS OF EMPLOYEE. Rees agrees to perform faithfully, industriously, and to the best of his ability, experience, and talents, all of the duties that may be required by the express and implicit terms of their Agreement, to the reasonable satisfaction of the ALRFPD.

4. COMPENSATION. This contract is effective as of September 1, 2022. As compensation for the services provided by Rees under this Agreement, Rees will be paid bi-monthly, determined by the base compensation of \$90,000 per year. Depending on a performance review at the end of ALRFPD fiscal year, the annual salary may be increased. **Additionally, while Rees is performing Fire Inspector duties outside the District, he will be paid \$43/hour for all hours that ALRFPD bills to other Districts at \$80/hour.**

5. BENEFITS. Rees shall be entitled to employment benefits such as vacation and sick leave. This benefit will be given as leave time off and will be initially set at five (5) weeks. ALRFPD will pay their part of employee benefits such as FICA and Medicare. ALRFPD will provide the Fire Chief with a vehicle

to be used for department business. The Fire Chief may use the vehicle for personal use only within Mendocino County, in order for response time to any emergency be as quick as possible.

6. STRIKE TEAM. Rees is permitted to participate in strike team assignments and collect his full normal salary and strike team pay for the period of deployment. The decision to go on strike team assignments must be made in the best interests of the Fire District.

7. EXPENSE REIMBURSEMENT. ALRFPD will reimburse Rees for “out-of-pocket” expenses incurred by him for the benefit of ALRFPD, in accordance with ALRFPD policies. Rees may also be reimbursed for reasonable travel expenses for occasions when Rees is out-of-district for district business and/or training. Rees will also be reimbursed for work boots and uniform expenses.

8. RECOMMENDATIONS FOR IMPROVING OPERATIONS. Rees shall provide ALRFPD with all information, suggestions, and recommendations of which Rees has knowledge that will be of benefit to ALRFPD.

9. PERFORMANCE EVALUATION. ALRFPD shall conduct an annual performance evaluation of Rees. The performance review shall be in writing and shall be placed in Rees’s confidential personnel file. The ALRFPD Board, fire department staff and volunteers, interested community members, and other related community agencies will provide input for the Fire Chief’s annual performance evaluation.

10. PROBLEM-RESOLUTION. The ALRFPD expects that as Fire Chief, Rees will act in a professional manner and not use a public forum for complaints, problem solving of confidential, internal conflicts regarding the ALRFPD, personnel or departmental complaints, problems or issues. Rees will communicate directly with the ALRFPD Board of Directors regarding any area of concern. This provision is not intended to interfere with Rees’s free speech rights but is limited to confidential, internal, department conflicts.

11. COMPLIANCE WITH EMPLOYER’S RULES AND PROFESSIONAL STANDARDS. Rees agrees to comply with all of the rules and regulations of the ALRFPD and relevant public laws or regulations relating to his position and its duties.

12. SUSPENSION. ALRFPD may suspend Rees with pay, in response to any complaint that is legally required to be investigated (e.g., sexual harassment) or that the majority of the ALRFPD Board votes should be investigated. The ALRFPD may suspend Rees without pay as a result of disciplinary action.

13. TERM/TERMINATION. The parties will work in good faith to ensure that this Employment Agreement continues on an annual basis. However, ALRFPD reserves the right to terminate this Agreement on the following bases:

a. For Cause Termination by Majority Approval of ALRFPD Board. The District may terminate this Agreement with or without notice “for-cause”. This Agreement can be terminated “for-cause” if Rees violates the terms of this Agreement, or does not perform the job duties as described in Exhibit A, or is convicted of any state or federal violation, whether related to his position or not, in or out of District, that would “seriously jeopardize” the integrity and reputation of the ALRFPD. Examples of crimes that would seriously jeopardize the Department’s integrity and reputation include, but are not limited to: arson, distribution of illegal drugs, sexual assault, stalking, violent crimes, or DUIs. Termination “for-cause” must be approved by a simple majority of the ALRFPD Board of Directors.

b. Without-Cause Termination by Super-Majority Approval of ALRFPD Board. The District may terminate this Agreement “without-cause” due to emergency circumstances. Termination of this Agree “without-cause” must be approved by a 4/5th vote of the Board of Directors.

c. No Severance Pay. There will be no severance pay to Rees under any circumstances.

d. Rees Resigns With Notice. ALRVFD cannot legally require Rees to provide any specific notice of his intent to terminate this Agreement. However, in exchange for the ALRFPD’s promise to work in good faith to effectuate this Agreement through its full term, and the procedural protections stated above, the ALRFPD Board requests that Rees provide at least 90 days notice of his intent to resign or to terminate this Agreement.

14. RETURN OF PROPERTY. Upon termination of this Agreement, Rees shall as soon as practicable deliver to ALRFPD all property which is ALRFPD’s property or related, including keys, records, notes, data, memoranda, vehicle, and equipment that are in Rees’s possession or under Rees’s control.

15. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. This Agreement supersedes any prior written, oral contracts/agreements, or practices between Rees and ALRFPD.

16. AMENDMENT. This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties with the ALRFPD Board’s approval.

17. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

18. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Agreement.

19. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

EMPLOYER: Albion Little River Fire Protection District

By: _____

Date: _____

Lee Welty, Treasurer

On behalf of the ALRFPD Board of Directors



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AGREED TO AND ACCEPTED.

EMPLOYEE: Michael Rees

_____ **Date:** _____

Enclosure: Attachment "A" Fire Chief Job Description
