

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

Wednesday, March 26, 2008, 7:30 pm, at Station 810, 33900 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum.**
2. **Public communication to the Board.** An opportunity is provided for members of the public to address the Board with respect to matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to report on the types of calls to which the Department has responded since the last Board meeting, and to note any trends which would suggest a need for changes to the District's and the Department's planning.
 - B) **Fund raising, gifts and service fees.** The Fire Chief will report current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board.
 - C) **Fire Department report.** The Fire Chief will report on other Department progress.
 - D) **Fire Department operational needs.** The Fire Chief will report on Department needs.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations.
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the February 26, 2008 regular meeting will be approved and/or revised and approved.
6. **Update on Station 811 Project:** There will be an update on progress on this project.
7. **Items for consideration and possible action:**
 - A) **Revision of numerous budget items to restore balanced budget, including but not limited to budget allowances for vehicle maintenance.**
8. **Land, buildings and equipment.**
 - A) **Power to 815.** There will be a report on progress.
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Real Estate**
 - B) **Grants**
 - C) **Insurance**
 - D) **Requirements**
 - E) **Web Site**
10. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
11. **Next meeting date (scheduled April 30, 2008) and agenda.**
12. **Adjournment.**

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

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12. **Adjournment.**

Delayed. 31 Mar contact

*SPR AED
cert to last wk*

*800
AV need*

7:30 pm

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*Board training
need note -*

*Derek - not here
5-20 Apr*

Bd training

Election of officers
next mtg

op needs
Medical gear t.b. estimated

Mechanic
ask Paulson

densith@pacfic.net

ALRFPD Actual / Budget Report - Current Year:4
7/1/2007 through 6/30/2008 Using Budget 2007-2008

3/25/2008

Page 1

Category Description	7/1/2007 Actual	- Budget	6/30/2008 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	37,665.23	67,469.00	-29,803.77
82-1120-CURRENT UNSECURED TAX	1,976.03	2,053.00	-76.97
82-1130-SB813 SUPPLEMENTAL TAX	1,866.85	2,834.00	-967.15
82-1210-PRIOR SECURED TAX	-233.27	0.00	-233.27
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	42,652.50	75,000.00	-32,347.50
82-1600-TIMBER TAX	303.28	486.00	-182.72
82-4100-INTEREST INCOME	7,754.61	9,000.00	-1,245.39
82-5481-HOMEOWNER PROPERTY TAX RE...	401.38	809.00	-407.62
82-7700-OTHER	14,094.00	0.00	14,094.00
TOTAL INFLOWS	106,480.61	157,757.00	-51,276.39
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	5,742.97	6,000.00	257.03
86-2060-COMMUNICATIONS	8,008.34	10,000.00	1,991.66
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	4,348.12	12,000.00	7,651.88
86-2130-MAINTENANCE STRUCTURES	11,946.01	15,000.00	3,053.99
86-2140-MED SUPPLIES <i>6300 = 1600 +</i>	4,813.49	3,000.00	-1,813.49 ✓
86-2150-MEMBERSHIPS	2,147.00	<i>2500</i>	-1,647.00 -
86-2170-OFFICE SUP <i>printer & things for everyone ?</i>	475.47	<i>600</i> 200.00	-275.47 -
86-2181-AUDITS	745.00	5,000.00	4,255.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
<i>→</i> 86-2187-ED AND TRAINING	6,030.88	10,000.00	3,969.12
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS <i>808 (3,233) ?</i>	2,425.31	<i>3500</i> 2,000.00	-425.31 -
86-2231-ELECTION SUP	0.00	0.00	0.00
<i>86-2250-TRANSPORTATION 5780 (23,000)</i>	17,341.52	<i>2500</i> 20,000.00	2,658.48 ✓
86-2260-UTILITIES	2,153.90	3,000.00	846.10
<i>-</i> 86-3113-PAYMNTS TO GOVT AGENCIES	1,166.14	<i>3000</i> 3,000.00	-866.14 ✓
86-4360-BUILDINGS AND IMPROVEMENTS	6,334.16	10,000.00	3,665.84
86-4370-EQUIPMENT	2,818.09	5,000.00	2,181.91
TOTAL OUTFLOWS	76,496.40	118,500.00	42,003.60
OVERALL TOTAL	29,984.21	39,257.00	-9,272.79

Itemized Categories for Monthly Meeting:58
2/26/2008 through 3/27/2008 (Cash Basis)

3/25/2008

Page 1

Date	Account Num	Description	Memo	Cl	Amount
EXPENSES					-5,958.74
86-2050-CLOTHING					-1,028.61
3/27/2008	District Ch...2580	Gall's Inc.	#59328309...		-550.54
3/27/2008	District Ch...259...	ALBION LITTLE RIVER FIRE...			-478.07
86-2060-COMMUNICATIONS					-178.52
3/27/2008	District Ch...2577	AT&T	960-755-41...		-140.78
3/27/2008	District Ch...2579	AT&T	030 153 83...		-37.74
86-2120-MAINTENANCE EQ					-1,271.77
3/5/2008	District Ch...256...	Bruce Jenkins			-650.00
3/5/2008	District Ch...257...	ALBION LITTLE RIVER FIRE...			-21.33
3/27/2008	District Ch...2578	Emergency Medical Products...	INV1042119		-480.44
3/27/2008	District Ch...2589	Bruce Jenkins	3/19/08 stat...		-120.00
86-2130-MAINTENANCE STRUCTURES					-397.94
3/5/2008	District Ch...2566	Rhoads Auto Parts	#279619, a...		-30.37
3/5/2008	District Ch...2575	**VOID**Fort Bragg Electric, I...	#252208	R	0.00
3/27/2008	District Ch...2585	Fort Bragg Electric, Inc.	#252361		-367.57
86-2140-MED SUPPLIES					-895.63
3/5/2008	District Ch...2570	Aeris	#10095		-147.34
3/5/2008	District Ch...2572	SAM LEVINE	ERF #71		-656.23
3/27/2008	District Ch...2581	Aeris	#10095, #1...		-92.06
86-2170-OFFICE SUP					-35.47
3/5/2008	District Ch...2569	Ed Petrykowski	copies		-35.47
86-2187-ED AND TRAINING					-714.07
3/5/2008	District Ch...256...	Bruce Jenkins			-134.29
3/5/2008	District Ch...257...	ALBION LITTLE RIVER FIRE...			-282.96
					-256.29
3/27/2008	District Ch...2586	ZO OFFICE SUPPLY	2/29/08 stat...		-40.53
86-2220-SM TOOLS					-271.66
3/5/2008	District Ch...2567	L.N Curtis & Sons	#1144620-02		-68.19
3/27/2008	District Ch...2582	Rossi's	#11075		-15.90
3/27/2008	District Ch...2584	VILLAGE HARDWARE	February		-88.21
3/27/2008	District Ch...259...	ALBION LITTLE RIVER FIRE...			-99.36
86-2250-TRANSPORTATION					-978.29
3/5/2008	District Ch...2571	WALSH OIL CO.	#10315		-454.88
3/27/2008	District Ch...2583	Mendocino Coast Petroleum	#00910		-37.26
3/27/2008	District Ch...2588	Albion K Incorporated	#150		-486.15
86-2260-UTILITIES					-186.78
3/5/2008	District Ch...2574	Empire Waste Management	0017201-2...		-22.65
3/13/2008	District Ch...2576	PG&E	#02100951...		-116.63
3/27/2008	District Ch...2587	SUBURBAN PROPANE	#1426-080...		-47.50

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3/27/2008	District Ch...	2578	Emergency Medical Products,...	INV1042119		-480.44
3/27/2008	District Ch...	2589	Bruce Jenkins	3/19/08 stat...		-120.00
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ALRFPD Actual / Budget Report - Current Year:4
7/1/2007 through 6/30/2008 Using Budget 2007-2008

3/25/2008

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82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
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86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
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86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
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86-2260-UTILITIES	2,153.90	3,000.00	846.10
86-3113-PAYMNTS TO GOVT AGENCIES	1,166.14	300.00	-866.14
86-4360-BUILDINGS AND IMPROVEMENTS	6,334.16	10,000.00	3,665.84
86-4370-EQUIPMENT	2,818.09	5,000.00	2,181.91
TOTAL OUTFLOWS	76,496.40	118,500.00	42,003.60
OVERALL TOTAL	29,984.21	39,257.00	-9,272.79

ALRFPD Year to Date Budget Report - YTD:6
7/1/2007 through 3/25/2008 Using Budget 2007-2008

3/25/2008

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82-1210-PRIOR SECURED TAX	-233.27	0.00	-233.27
82-1220-PRIOR UNSECURED TAX	0.00	77.79	-77.79
82-1300-SPECIAL TAX	42,652.50	55,040.32	-12,387.82
82-1600-TIMBER TAX	303.28	356.66	-53.38
82-4100-INTEREST INCOME	7,754.61	6,604.84	1,149.77
82-5481-HOMEOWNER PROPERTY TAX REL...	401.38	593.69	-192.31
82-7700-OTHER	14,094.00	0.00	14,094.00
TOTAL INFLOWS	106,480.61	115,773.25	-9,292.64
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	4,403.23	4,403.23
86-2050-CLOTHING	4,714.36	4,403.23	-311.13
86-2060-COMMUNICATIONS	7,829.82	7,338.71	-491.11
86-2101-INSURANCE	0.00	4,403.23	4,403.23
86-2120-MAINTENANCE EQ	3,747.68	8,806.45	5,058.77
86-2130-MAINTENANCE STRUCTURES	11,578.44	11,008.06	-570.38
86-2140-MED SUPPLIES	4,721.43	2,201.61	-2,519.82
86-2150-MEMBERSHIPS	2,147.00	366.92	-1,780.08
86-2170-OFFICE SUP	475.47	146.76	-328.71
86-2181-AUDITS	745.00	3,669.34	2,924.34
86-2184-ARCH ENG	0.00	1,467.73	1,467.73
86-2185-MED AND DENTAL	0.00	733.87	733.87
86-2187-ED AND TRAINING	5,990.35	7,338.71	1,348.36
86-2189-PROF AND SPEC	0.00	1,100.81	1,100.81
86-2220-SM TOOLS	2,221.84	1,467.73	-754.11
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	16,818.11	14,677.41	-2,140.70
86-2260-UTILITIES	2,106.40	2,201.61	95.21
86-3113-PAYMNTS TO GOVT AGENCIES	1,166.14	220.16	-945.98
86-4360-BUILDINGS AND IMPROVEMENTS	6,334.16	7,338.71	1,004.55
86-4370-EQUIPMENT	2,818.09	3,669.34	851.25
TOTAL OUTFLOWS	73,414.29	86,963.62	13,549.33
OVERALL TOTAL	33,066.32	28,809.63	4,256.69

FIRE DISTRICT OF ALBION -LITTLE RIVER

Board Contact & Phone Number

Authorized by voters of the District at election held April 24, 1962 - Reso No. 3956.
Membership: 5 members - all terms expire on first Friday in December of given year.
Office: Box 101, Albion, CA 95410

LATKIN, JOSH
P.O. BOX 123
ALBION, CA 95410

SHORT-TERM: TO COMMENCE DECEMBER 7, 2007
IN-LIEU OF ELECTION

9/11/2007
Appointed

Original

12/04/2009
Expire Date

FIRE DISTRICT OF ALBION
-LITTLE RIVER

MCDONALD, RICHARD
PO BOX 600
ALBION, CA 95410
937-5452

TERM COMMENCES FRIDAY, DECEMBER 2, 2005
AT NOON.
IN LIEU OF ELECTION

10/04/2005
Appointed

Original

12/2009
Expire Date

FIRE DISTRICT OF ALBION
-LITTLE RIVER

FIRE DISTRICT OF ALBION
-LITTLE RIVER

12/2009
Expire Date

Original

02/26/08
Appointed

**APPOINTED PURSUANT TO GOVERNMENT
SECTION 1780(F)(1)
BOARD OF SUPERVISORS**

SITTS**, DAN
PO BOX 396
ALBION, CA 95410
937-0915

FIRE DISTRICT OF ALBION
-LITTLE RIVER

12/02/2011
Expire Date

Original

9/11/2007
Appointed

LONG-TERM: TO COMMENCE DECEMBER 7, 2007

IN-LIEU OF ELECTION

TAEGER, ALAN
P.O. BOX 805
ALBION, CA 95410

FIRE DISTRICT OF ALBION
-LITTLE RIVER

12/2009
Expire Date

Original

10/04/2005
Appointed

TERM COMMENCES FRIDAY, DECEMBER 2, 2005
AT NOON.

IN LIEU OF ELECTION

THORPE, DAVID W
PO BOX 303
LITTLE RIVER, CA 95456
937-5129

41 approved as corrected
Mar 26, 2008 Bus Mtg

Albion Little River Fire Protection District Board of Directors Meeting Minutes

Tuesday, Feb 26, 2008 Stn 810 33900 West St Albion 95410

1. Meeting called to order at 7:33 PM with members Taeger, Sitts, Riley, Latkin, and Petrykowski present. Also present Chief Wilson, C. Latkin and T. Williams.
2. Communication to the board: The official address of Stn 810 is 33900 West St. and should be used in all public notices.
3. Welcome to new board members Richard Riley and Dan Sitts. R. Riley appointed to replace L Vogelsegang and D. Sitts to be appointed by BOS due to time elapsed since resignation of Jim Shock.
4. Chief's report
 - A. Calls have been predominantly medical and as an information item the Dept intends to retain Rick Davis for medical training @ \$125/month.
 - B. Dept has not received \$800.00 billed to Anderson Valley for mutual aid call. Is board action required? No action taken.
 - C. Service fees with regard to Waldman incident. 2-3 hours for one truck and two firefighters. Awaiting status from Air Quality before proceeding.
 - D. Dept needs. Radios and handhelds. A Cal Fire matching grant for \$7500.00 will become available later this year and when it does the Dept will likely request a match from ALRFPD. No action taken.
 - E. 810 Men's bathroom floor needs repair. A lengthy discussion ensued. There was a consensus that if such repairs are to be done on an other-than-volunteer basis, the person or firm so doing must be certified/licensed to perform the task. No action taken.
5. Treasurer report.
6. Secretary Report A. On 1/30/08 a special meeting was held to make appointments to fill vacancies on the board. See item 3 above. A decision was made to hold off board elections until all new members were sworn in. This meeting adjourned at 7:16 PM and the minutes were approved as read.
7. Station 811 Awaiting engineering calculations regarding drainage culvert sizing. A bill for \$35.40 for photocopies for application packets was presented. Application fees to Mendocino County of \$1915.00 will be required at time of submission.
8. A. A bill for \$8336.20 for repairs to water tender 8191 was presented. This amount greatly exceeded original estimate and resulted in a lengthy discussion of appropriate procedures to be followed in committing District funds. The chief or another agent authorized by the board are permitted to sign on the district account. A motion was made and carried to pay this bill.
 - B. A motion was made and carried to pay the invoice for \$650.00 presented by the maintenance officer for work performed on unit 8173. This is to be a one time occurrence and future work is to be performed by licensed/certified persons.
9. Station 815 is to be connected to PG&E by 3/26/08.
10. Committee reports. No Reports
11. BOD Reports. J. Latkin reported that inasmuch as the Department is a private, non-governmental agency it is probably unable to enforce any laws. Dispensing District fuel into private vehicles is prohibited.
12. Next meeting 3/26/08/ @ 33900 West St. @ 7:30 PM.
13. Meeting adjourned at 10:15 PM.
Ed Petrykowski, acting secretary

**Albion Little River Fire Protection District
Board of Directors Meeting Minutes**

Tuesday, Feb 26, 2008 @ Stn 810 33900 West St Albion 95410

- 1. Meeting called to order at 7:33 PM with members Taeger, Sitts, Riley, Latkin, and Petrykowski present. Also present Chief Wilson, C. Latkin and T Williams.**
- 2. Communication to the board: The official address of Stn 810 is 33900 West St. and should be used in all public notices.**
- 3. Welcome to new board members Richard Riley and Dan Sitts. R. Riley appointed to replace L Vogelsegang and D. Sitts to be appointed by BOS due to time elapsed since resignation of Jim Shock.**
- 4. Chief's report**
 - A. Calls have been predominantly medical and as an information item the Dept intends to retain Rick Davis for medical training @ \$125/month.**
 - B. Dept has not received \$800.00 billed to Anderson Valley for mutual aid call. Is board action required?
No action taken.**
 - C. Service fees with regard to Waldman incident. 2-3 hours for one truck and two firefighters. Awaiting status from Air Quality before proceeding.**
 - D. Dept needs. Radios and handhelds. A Cal Fire matching grant for \$7500.00 will become available later this year and when it does the Dept will likely request a match from ALRFPD. No action taken.**
 - E. Men's bathroom floor needs repair. A lengthy discussion ensued. There was a consensus that if such repairs are to be done on an other-than-volunteer basis, the person or firm so doing must be certified/licensed to perform the task. No action taken.**
- 5. Treasurer report.**
- 6. Secretary Report A. On 1/30/08 a special meeting was held to make appointments to fill vacancies on the board. See item 3 above. A decision was made to hold off board elections until all new members were sworn in. This**

meeting adjourned at 7:16 PM and the minutes were approved as read.

7. **Station 811 Awaiting engineering calculations regarding drainage culvert sizing. A bill for \$35.40 for photocopies for application packets was presented. Application fees to Mendocino County of \$1915.00 will be required at time of submission.**
8. **A. A bill for \$8336.20 for repairs to water tender 8191 was presented. This amount greatly exceeded original estimate and resulted in a lengthy discussion of appropriate procedures to be followed in committing District funds. The chief or another agent authorized by the board are permitted to sign on the district account. A motion was made and carried to pay this bill .**
B. A motion was made and carried to pay the invoice for \$650.00 presented by the maintenance officer for work performed on unit 8173. This is to be a one time occurrence and future work is to be performed by licensed/certified persons.
9. **Station 815 has been connected to PG&E on 3/26/08**
10. **Committee reports. No Reports**
11. **BOD reports. J. Latkin reported that inasmuch as the Department is a private, non-governmental agency it is probably unable to enforce any laws. Dispensing District fuel into private vehicles is prohibited.**
12. **Next meeting 3/26/08/ @ 33900 West St. @ 7:30 PM**
13. **Meeting adjourned at 10:15 PM**

Ed Petrykowski, acting secretary

ALRFPD Board of Directors Business Meeting Minutes 3/26/08

Wednesday, March 26, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:40. Attending Directors Alan Taeger, Josh Latkin, Rich Riley, Ed Petrykowski, Dan Sitts, along with Chief Derek Wilson, Stacy Weil-Dye, Carolyn Latkin, Bruce Jenkins, Ted Williams.
2. Stacy asked if the Fire Department newsletter was still funded. Alan said yes.
3. A. Chief reported responses this month have been small - no report.
B. Department has received awaited \$800 mutual aid reimbursement funds from Anderson Valley FD.
C. 16 responders have recertification on the AED equipment. All current ALRVFD firefighters are now certified.
D. Chief would like to double up on some medical equipment. Some equipment, when used, leaves the department unable to respond to the same type incident. Chief will provide funding needs to the Directors for these items.
Derek discussed defective equipment that diminishes coverage for the district. It was suggested by the board to go to mutual aid. Directors Josh and Alan will contact sources for repair alternatives.
4. Carolyn presented financial statement. Her report will be moved to item three at next meeting.
5. A. It has been reported again that 810 has bathroom floor repairs needed.
B. Minutes of February 26, 2008 meeting were read and approved with revisions.
6. Rick Miller of the Planning Department gave a break on permit application extension fees. Paula Deeter, of the Fort Bragg office of the Planning Department will be guiding our building plans through the planning department/Coastal Commission process.
7. Budget adjustments are as follows;
86-2140 adjusted to 6500.00
86-2150 adjusted to 2500.00
86-2170 adjusted to 600.00
86-2220 adjusted to 3500.00
86-3113 adjusted to 3000.00
86-2250 adjusted to 25000.00
The budget revisions were unanimously accepted.
8. Chief Wilson reported PGE stated new power connection would be completed on 3/30 to 815.
9. None
10. Alan will request training from the county on duties and responsibilities of Board. At next meeting Board member will select positions on the board. Acting secretary Dan Sitts will write a letter to Bank of Mendocino requesting new signature cards.
11. Next meeting April 30, 2008, 7:30 at station 810.

Dan Sitts, Acting Secretary

(Minutes approved at regular business meeting 4/30/08.)