

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING MINUTES  
THURSDAY, November 14, 2013 – 7:00 P.M.**

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

7:03 p.m.

1. **Fire department operations meeting**
  - **Roll call**  
Board: Matheson, Levine, Riley, Canclini, Roat  
Firefighters: Williams, Roat, Levine, Anderson, Pennebaker, Rees, Steve & Debbi  
Wolfe, Placido, Goforth, Issel, Citlali, Oakley  
Guests: Sara Spring, Shirley Holloway, And Craig Hathaway
  - **Chief's Report:** See attached.
  - **Review and discussion of chief's report.** Reviewed & discussed in great detail several items.
  - **Other fire department business**
    - Chief recommended that the donation from The Grange (Navarro Ridge) be used to buy a water tank to be located there.
    - Taco Stand is on hold until Debbie goes to Santa Rosa, going forward with getting a multi-event permit for 2014. Need more signage discussion on ways to do this. Discussion on what the money from taco stand should be used for.
    - Community meeting was well attended; there was a discussion on what was discussed. There will be a future meeting at The Woods.
    - ALRFPD won the bid for the Jet Ski's from Mendocino Fire; Ed O'Brien will contact Rich regarding transfer. Will add to insurance after transfer.
    - Discussion on CAFS Compressor return and where to store.
    - EMT class at Mendo Fire 160 hrs. Sam will be doing recent class but only wants people that already have their card.
    - Discussion on needing more Class B drivers, going the commercial route is better right now, waiting on county to approve Oakley.
    - 8181in shop
    - Purchasing 5 (O2) tanks instead of continuing to rent
    - Purchased a few cases of fuel for saws; discussion on how it works and where it will be stored.
    - Injury and Heat Programs presented will be on next month's agenda
    - Auxiliary will be doing a dinner/Christmas party at Station 810 on Dec. 8<sup>th</sup>
    - Discussion on sale of Equipment
    - Discussion on storage of AED and other vital equipment
    - Discussion on placing new Forest truck on Navarro, 8131 @ 810. Truck will not fit at Navarro so that needs to be addressed. Joe is taking charge of this.
    - Discussion on reaching out to people on calls and how to get feedback.
    - SCBA was discussed
  - **Adjournment**

7:55 p.m.

2. **Board of Directors meeting.**
  - a. **Call to order** with a quorum present by President Rich Riley with board members Matheson, Roat, Levine, & Canclini present.
  - b. **Approval of agenda**
3. **Approval of minutes.** Regular Business Meeting October 10<sup>th</sup> 2013, and Special Emergency Meeting October 16<sup>th</sup> 2013 approved 5-0 in favor.

*(PALOE)*

4. **Public Comment:** Issel made a comment regarding keeping young members and attracting new younger members. Goforth mentioned about motivation of people and mentors. Riley expressed this is on the operational side of the District.
5. **Financial Report:** Current financial statements for the district were presented.
6. **Items for Board Consideration and possible action:**
  - a. **Jet Ski Purchased from Mendo Fire:** 2 jet skis and a trailer were purchased from Mendo fire and will be picked up ASAP. Purchase price was \$7660
  - b. **Budget Amendment:** Budget items 86-1014 Benefits and Budget Item 86-2250 Transportation & Travel.
  - c. **Truck Signage:** Ted feels that the truck should say "Purchased donation money" Mike Issel reported that Rick Saks of The Sign Shop will do the work for the cost of the materials. He has offered to do the design work pro bono. He will try and capture the bridge design as much as possible. Discussion on type of application and new Forest Service truck signage. It was decided to see new tender first then decide.  
Matheson moved that up to \$1000 be approved from 81-2120 for signage and design on new tender. Approved 5 to 0
  - d. **T-shirt review:** Discussion on the T-shirt design from Epic Graphics and how many to get and if it should be vinyl or dying for the design. There was also discussion on how many to purchase. Ted recommended dying and that 72 shirts be ordered for \$1536.00  
Matheson moved for the purchase of 72 shirts for up to \$1600 from 86-2050.  
Approved 5 to 0. (Jeff will be in charge of getting everyone's size.)
  - e. **Stipend:** Discussion on changing the way the stipend is distributed. After much discussion it was decided that the current policy would stay in place and that the budget category would be changed so that it is a reimbursement of expenses and not a stipend that would be taxable. Ted will go thru call logs and trainings and then he and Sara will meet to form the list for Board approval. The 2013 checks will be issued in January of 2014. Going forward the checks will be issued quarterly. **See Item b. above**
7. **Correspondence:** Discussion on Ambulance Service and EOA in the county.
8. **Committee Reports:**
  - a. **Grants:** - No report, Calls still being entered to meet regulations.
  - b. **SCBA Project:** Status of refill station on Unit 8132 – not in shop yet. Burton's to notify when ready.
  - c. **Status of National Fire Incident Reporting System:** still a work in progress-see Sam
9. **Director's Discussion:** Individual Board members may discuss topics of concern to the District.
  - a. **New Fire House:** Levine and Riley met with Welty and have a bid for the foundation in the amount of \$63,000. Suggested to discuss with Jeff Wall for bid. Levine will talk to Westin to see if they can use the full slab. Matheson pointed out that this will deplete reserves. After further discussion Levine moved that the permit for the slab be started with the cost of the permit being up to \$5000 and that money will come from Building Fund. Approved 5-0
  - b. **Fund Raising:** Riley thanked Debbie for all of her work. The feeling is the community wants to help. A committee is needed.
10. **Next Meeting: Thursday, December 12, 2013, 7:00 p.m.**
11. **Adjournment: 9:34pm**

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 NOV 14, 2013  
 MINUTES  
 R. RILEY



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

DATE	12/9/2013				
FUND	PREVIOUS BALANCE	CHANGES IN PREVIOUS PERIOD	INCOME	EXPENSE	CURRENT BALANCE
TAX REVENUE FUND	\$181,260.88				\$181,260.88
DISTRICT CHECKING AT	\$0.00				\$7,973.91
FIRE DEPARTMENT FUND (DONATIONS)	\$67,574.44				\$32,997.89
BUILDING FUND CHECKING	\$3,073.01		\$0.13		\$3,073.14
BUILDING FUND SAVINGS	\$9,567.75		\$1.35	\$1,800.00	\$7,769.10
TOTAL FUNDS BALANCE	\$261,476.08				\$233,074.92

4:37 PM  
 12/12/13  
 Accrual Basis

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
 November 13 through December 9, 2013

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
<b>82-7700-OTHER</b>						
Deposit	11/29/2013	9035...	Gall's Inc.	REFUND FROM PRIOR YEAR OVERPA...	District	340.73
Total 82-7700-OTHER						340.73
Total Income						340.73
Gross Profit						340.73
<b>Expense</b>						
<b>86-2060-COMMUNICATIONS</b>						
<b>TELEPHONE</b>						
<b>ATT</b>						
Check	11/27/2013		AT&T	96075541735558/0301538359001/05092...	District	280.87
Total ATT						280.87
<b>ECG</b>						
Check	11/13/2013		ECG Enhanced Comm...	2319611	District	12.34
Total ECG						12.34
Total TELEPHONE						293.21
Total 86-2060-COMMUNICATIONS						293.21
<b>86-2120-MAINTENANCE EQUIPMENT</b>						
<b>Vehicle Maintenance</b>						
<b>8165</b>						
Check	11/29/2013	3843	Village Hardware	#113 JUNE STMT	District	7.74
Total 8165						7.74
<b>8192</b>						
Check	11/29/2013	3842	MICHAEL ISSEL		District	57.96
Check	11/29/2013	3852	THE RENTAL PLACE ...		District	31.92
Check	11/29/2013	3852	THE RENTAL PLACE ...		District	10.40
Total 8192						100.28
<b>Vehicle Maintenance - Other</b>						
Check	11/29/2013	3853	Rhoades Auto Parts	#1130 Mar 2013 strmnt	District	316.11
Check	11/29/2013	3854	Sport Chrysler Jeep D...		District	869.70
Total Vehicle Maintenance - Other						1,185.81
Total Vehicle Maintenance						1,293.83
<b>86-2120-MAINTENANCE EQUIPMENT - Other</b>						
Check	11/29/2013	3843	Village Hardware	#113 JUNE STMT	District	57.22
Check	11/29/2013	3850	PRECISION HYDRO		District	76.50
Check	11/29/2013	3852	THE RENTAL PLACE ...		District	12.30
Total 86-2120-MAINTENANCE EQUIPMENT - Other						146.02
Total 86-2120-MAINTENANCE EQUIPMENT						1,439.85
<b>86-2130-MAINTENANCE STRUCTURES</b>						
<b>Station 811</b>						
Check	11/29/2013	3843	Village Hardware	#113 JUNE STMT	District	56.72
Total Station 811						56.72
Total 86-2130-MAINTENANCE STRUCTURES						56.72
<b>86-2140-MEDICAL, LAB SUPPLIES</b>						
<b>Gasses</b>						
<b>Eureka Oxygen</b>						
Check	11/29/2013	3847	Eureka Oxygen Co		District	150.36
Total Eureka Oxygen						150.36
Total Gasses						150.36
Total 86-2140-MEDICAL, LAB SUPPLIES						150.36

4:37 PM

12/12/13

Accrual Basis

**Albion Little River Fire Protection District**  
**Profit & Loss Detail**  
 November 13 through December 9, 2013

Type	Date	Num	Name	Memo	Class	Amount
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>						
<b>Postage</b>						
Check	11/29/2013	3841	Richard Riley	Reimb. for postage	District	16.16
Total Postage						16.16
<b>86-2170-DISTRICT OFFICE SUPPLIE - Other</b>						
Check	11/29/2013	3845	ZO OFFICE SUPPLY	VOID: Stat 7/21/10	District	0.00
Check	11/29/2013	3846	ZO OFFICE SUPPLY	Stat 7/21/10	District	13.88
Total 86-2170-DISTRICT OFFICE SUPPLIE - Other						13.88
Total 86-2170-DISTRICT OFFICE SUPPLIE						30.04
<b>86-2185-MED AND DENTAL</b>						
<b>Firefighter Immunization</b>						
Check	11/29/2013	3848	Mendocino Coast Clinics		District	119.00
Total Firefighter Immunization						119.00
<b>86-2185-MED AND DENTAL - Other</b>						
Check	11/29/2013	3849	MENDOCINO COUNT...		District	53.00
Total 86-2185-MED AND DENTAL - Other						53.00
Total 86-2185-MED AND DENTAL						172.00
<b>86-2250-TRANSPORTATION &amp; TRAVEL</b>						
<b>FLEET FUEL</b>						
<b>Eel River Fuels</b>						
Check	11/29/2013	3851	Eel River Fuels, Inc.	706	District	957.50
Total Eel River Fuels						957.50
Total FLEET FUEL						957.50
Total 86-2250-TRANSPORTATION & TRAVEL						957.50
<b>86-2260-UTILITIES</b>						
<b>PG&amp;E</b>						
Check	11/26/2013		PG&E	0210095100-9	District	179.90
Total PG&E						179.90
<b>Thompson Septic Service</b>						
Check	11/29/2013	3844	Thompson's PortaSept...	18204	District	101.05
Total Thompson Septic Service						101.05
Total 86-2260-UTILITIES						280.95
Total Expense						3,380.63
<b>Net Income</b>						<b>-3,039.90</b>

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

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

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

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

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

2. **Board of Directors meeting.**
  - a. **Call to order and roll call**
  - b. **Approval of agenda**
3. **Approval of minutes.** Review and correct, if necessary, minutes of Regular Business Meeting of November 14, 2013
4. **Public Comment:** The public may address the board on matters within the board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented.
5. **Financial Report:** Current financial statements for the district will be presented.
6. **Items for Board Consideration and possible action:**
  - a. **Excess Inventory Sale (as is):** Open sealed bids for items advertised in paper Nov. 21. (1) '79 Int. Water Truck. Min. Bid \$500, (2) '73 VanPelt Fire eng. Min. Bid \$1000, (3) 2003 Yamaha Jet Ski/trailer Min. Bid \$1500, (4) 2006 Achilles River Boat w/Honda 4 stroke 9.9D/10D model #1602030 & trailer, min. bid \$1500. Above items to go to highest bidders.
  - b. **Injury & Illness/Health Illness Prevention Programs:** Program Administrator Chief Ted Williams / Rich Riley, Board President have the authority and responsibility for implementing the provisions of this program at this worksite. See attached informational handouts.
  - c. **Fund Raiser Matching Offer:** Ted to explain \$15,000 offer received
  - d. **Building Fund Seed Money:** Approve request to set aside \$1500 in checking acct. for immediate expenses, costs.
  - e. **Personnel:** Any new applicants to be presented
  - f. **Board Elections:** Discussion & vote for Board Members for upcoming year, 2014.
7. **Correspondence:** Correspondence to and from the Board will be presented.
  - a. Letter 10/28/2013 from The Woodlanders addressed to R. Riley, Board President thanking the fire dept. for their dedication & service & conveying their best wishes & support to all of the volunteers who make the ALRV Fire Dept possible. Signed: Nancy S. Banker, Treasurer
  - b. Sept. 5, 2013 received from County of Mendocino Dept. of Planning & Bldg. Svcs: An owner/applicant Charles D. & Dalphinia Hervilla, et al. A request for a minor subdivision creating 2 parcels (20.01+/- and 27.95+/- acres & adding a 3000 sq.ft. single family residence, attached 576 sq. ft. garage, & 640 sq. ft. guest cottage. Location : 40001 East Cove Rd. Little River. Case # CDMS 5-2013/cdp 13-2013.
  - c. Letter 11/7/2013 from John Chang, Calif. State Controller: Delinquent Report of Financial Transactions. Records have been re-sent by bookkeeper and satisfied.
8. **Committee Reports:**
  - a. **Grants:**
  - b. **Status of National Fire Incident Reporting System:** see Sam
  - c. **SCBA Project:** Waiting on Burton's
9. **Director's Discussion:** Individual Board members may discuss topics of concern to the District.

- a. **New Fire House:**
- b. **Fund Raising:**
- 10. **Next Meeting: Thursday, January 9, 2014, 7:00 p.m.**
- 11. **Adjournment**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board in writing at P.O. box 634, Albion, CA 95410-0634, as soon as possible before the meeting date.



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New ▼

Ted Williams ted@ted.net

3 hours ago

Fire Chief's Report DRAFT, 12 December, 2013, by Ted Williams

- Applications received:
- Craig Hathaway (approved, subject to board review)
- Incident Log
- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, November 14th and today, December 12th, we were dispatched and responded to fourteen incidents consisting of 10 medical aids, 1 vegetation fire, 1 structure fire, 1 tree into roadway and 1 traffic collision.
- 2013010299 11/15/2013 1100
- MEDICAL, DELTA; 6051 N HWY 1, Andiron Lodge, Cabin #1 ,LITR
- Ted Williams
- John Oakley
- Jaime Placido
- Andrea Pennebaker
- Sam Levine (IC, Med Gp)
- Citlali Calvillo
- cancelled incoming
- On Scene: 11:09
- Available: 11:30
- 2013010354 11/17/2013 00:49
- MEDICAL, BRAVO; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #104, LITR
- Marshall Brown
- John Oakley (8130)
- Jeff Anderson (IC)
- Sam Levine (Med Gp)
- Ted Williams
- cancelled incoming
- On Scene: 00:56
- Available: 01:24
- 2013010366 11/17/2013 10:47
- MEDICAL, ALPHA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #17
- Ted Williams
- John Oakley (8130)
- Marshall Brown

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- Andrea Pennebaker
- Jaime Placido
- Jake Latham
- cancelled incoming
- On Site: 10:58
- Available: 11:21
- 2013010410 11/18/2011 21:10
- FIRE, VEGETATION: 40250 LITTLE RIVER AIRPORT RD, LTR
- Ted Williams
- John Oakley
- Sam Levine, (8132) Cancelled
- Debbi Wolfe
- Steve Wolfe
- Michael Rees(cancelled)
- On Scene: 21:37
- Available: 22:43
- 2013010594 11/23/2013 09:36
- MEDICAL, DELTA; LODGE AT WOODS, 43300 LITTLE RIVER AIRPORT RD, LTR
- Ted Willams
- Scott Roat
- Sam Levine
- Jaime Placido
- Citlali Calvillo
- Jeff Anderson
- Andrea Pennebaker
- Michael Issel
- John Crowningshield
- 2013010682 11/26/2013 08:03
- MEDICAL, ALPHA, WOODS, 43300 LITTLE RIVER AIRPORT RD, #121, LTR
- Sam Levine (Med Gp)
- Jeff Anderson (IC)
- Scott Roat
- Ted Williams (cancelled)
- On Scene: 08:48
- Available: 09:10
- 2013010685 11/26/2013 09:46
- MEDICAL, BRAVO, LODGE, WOODS, 43300 LITTLE RIVER AIRPORT RD, LTR
- Jeff Anderson (IC)
- Sam Levine (Med Gp)



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New ▼

- Sam Levine (Med Gp)
- Scott Roat
- Ted Williams
- Patient AMA regarding Ambulance
- On Scene: 09:49
- Available: 10:15
- 2013010703 11/26/13 17:16
- MEDICAL, DELTA; 29801 NAVARRO RIDGE RD ,ALBI ;
- Ted Williams (IC, Medgroup)
- John Oakley (R8130)
- Marshall Brown (R8131, LZ Coordinator)
- Jamie Placido
- Andrea Pennebaker
- Steve Wolfe
- Debbi Wolfe
- Tony Oakley
- Joe Goforth
- On Scene: 17:24
- Available: 18:31
- 2013010784 11/29/2013 17:48
- MED, TRAFFIC COLLISION; HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
- Ted Williams (IC, 8162)
- John Oakley (8162 driver)
- Tony Oakley
- Scott Roat
- Sam Levine
- Debbi Wolfe
- Steve Wolfe
- Joe Goforth
- Michael Rees(8131)
- cancelled incoming, not as reported, non-injury, PT AMA
- On Scene: 17:59
- Available: 18:00
- 2013010799 11/30/2013 10:16
- PA, AGENCY; 39820 LITTLE RIVER AIRPORT RD ,LITR
- tree topped, fell into road, blocking both lanes
- Ted Williams (IC, first on scene)
- Marshall Brown (8170 driver)
- Steve Wolfe (8170)
- Debbi Wolfe (8170)
- John Cunningham (8170)



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New ▼

- John Crowningshield (8170)
- Jake Latham
- Michael Issel (8170)
- Harolde Searles
- cancelled incoming
- On Scene: 10:22
- Available: 11:05
- 2013010817 11/30/2013 19:07
- MEDICAL, CHARLIE; 40725 LITTLE RIVER AIRPORT RD ,LITR
- 65 YOM ALOC, FELL 2 HOURS AGO
- actually at Wild Fish, highway one
- Ted notified HF of Mendocino district, continued Albion response
- Sam Levine MedGroup)
- Scott Roat
- Jeff Anderson (IC) (8132)
- Ted Williams
- Marshall Brown (8130)
- incoming Albion cancelled by Mendocino 8430
- 2013010829 12/01/2013 01:01
- FIRE, OTHER; 30901 ALBION RIDGE RD ,ALBI
- structure fire, chick coop, into vegetation, dumped ashes
- Ted Williams (IC, first on scene)
- John Oakley (8162 driver, Operations)
- Andrea Pennebaker (8162)
- Marshall Brown (8190)
- Jaime Placido (8192 driver)
- Jeff Anderson (8192)
- Michael Rees (8131)
- Harolde Searles
- Joe Goforth
- On Scene: 01:06
- Available: 02:35
- 2013011196 12/11/2013 04:56
- MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
- Sam Levine
- Jeff Anderson
- Scott Roat
- Jaime Placido
- Ted Williams
- cancelled incoming
- On Scene: 05:22

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New ▼

- cancelled incoming
- On Scene: 05:33
- Available: 05:27
- 2013011218 12/12/2013 02:05
- MEDICAL, ALPHA; 41241 LITTLE RIVER AIRPORT RD ,LITR
- Jaime Placido
- Ted Williams
- Sam Levine
- cancelled incoming
- Training Completed:
- 11/21/2013 – Water Tender Ops. (8190) – Oakley/Williams - Station 811 ALRFPD (2 Hours)
- Training Objectives:
  - Learn to operate new water tender (WT8190)
  - Power to the pump, Water to the pump, water out of the pump.
  - Drafting Procedures.
  - Pump and Roll Procedures.
  - Chuck Sisco, Citlali Cavillo, Craig Hathaway, Debbi Wolfe, Jamie Placido, John Oakley, Marshall Brown, Michael Issle, Michael Rees, Scott Roat, Steve Wolfe, Ted Williams, Tony Oakley.
- Public: Alex Stenback
- 11/23/2013 – ALRFPD Cliff Training– Searles/Lathem – ALRFPD Station 810/Ledford Cliff (4 Hours)
- Training Objectives:
  - Brief each firefighter on the safety of working with ropes and rescue systems.
  - Go over how to setup picket systems.
  - Demonstrate how to load a patient up in a stokes basket.
  - Simulate a call where rescuers have to get patient from a low angle position and bring him back up to safety.
  - Andrea Pennebaker, Citlali Cavillo, Harolde Searles, Jake Lathem, Marshall Brown, Michael Issle, Michael Rees, Steve Wolfe, Ted Williams, Tony Oakley.
- Public: Alex Stenback
- 11/30/2013 – Tender/Engine Ops (8190/8170) – Brown/Oakley – Station 812 (2 Hours)
- Training Objectives:
  - Learn to operate new water tender (WT8190)
  - Power to the pump, Water to the pump, water out of the pump.
  - Drafting Procedures.
  - Pump and Roll Procedures.
  - Tender operations with 8170



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- 11/23/2013 – ALRFPD Cliff Training– Searles/Lathem – ALRFPD Station 810/Ledford Cliff (4 Hours)
  - Training Objectives:
  - Brief each firefighter on the safety of working with ropes and rescue systems.
  - Go over how to setup picket systems.
  - Demonstrate how to load a patient up in a stokes basket.
  - Simulate a call where rescuers have to get patient from a low angle position and bring him back up to safety.
  - Andrea Pennebaker, Citali Cavillo, Harolde Searles, Jake Lathem, Marshall Brown, Michael Issle, Michael Rees, Steve Wolfe, Ted Williams, Tony Oakley.
  - Public: Alex Stenback
- 11/30/2013 – Tender/Engine Ops (8190/8170) – Brown/Oakley – Station 812 (2 Hours)
  - Training Objectives:
  - Learn to operate new water tender (WT8190)
  - Power to the pump, Water to the pump, water out of the pump.
  - Drafting Procedures.
  - Pump and Roll Procedures.
  - Tender operations with E8170.
  - Debbi Wolfe, Harolde Searles, John Crowningshield, John Oakley, Marshall Brown, Michael Issle, Michael Rees, Steve Wolfe, Ted Williams.
  - Public: Alex Stenback
- 12/05/2013 – RIC Intro – CalFire – Station 811 (2.5 Hours)
  - Training Objectives:
  - Teach Firefighters the basics of Firefighter Survival.
  - Teach Firefighters the basic of Rapid Intervention Crew (RIC) operations.
  - Demonstrate the following Skills involved with RIC:
    - Drags
    - Carries
    - Packaging
    - Review operations of department SCBA's and various rescue tools.
  - Andrea Pennebaker, Citali Cavillo, Craig Hathaway, Debbi Wolfe, Jake Lathem, Jamie Placido, Joe Goforth, John Crowningshield, John Oakley, Marshall Brown, Michael Issle, Michael Rees, Steve Wolfe, Ted Williams, Tony Oakley.
  - Public: Alex Stenback
  - Training Planned
- 12/14/2013: Engineering Training, Station 812 @ 10:00
- 12/19/2013: Medical Training, Station 810 @ 19:00
- 12/24/2013: ALRFPD Water Rescue, Station 810 @ 10:00

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New ▼

- 12/21/2013: ALRFPD Water Rescue, Station 810 @ 10:00
- 12/26/2013: (NO TRAINING)
- 12/28/2013:ALRFPD Cilff Rescue, Station 810 @ 10:00
- Development
- Jason Hendricks and Jaime Placido shuttled the new water truck from vendor to district.
- Jaime is coordinating a flight to Santa Maria to retrieve a MDL-62 federal loaner engine. Joe Goforth has expressed availability to assist if Jaime's plans change.
- Brad Montgomery returned all remaining district property to station 812 on December 5. John Crowningshield used his forklift to unload the CAFS air compressor into the back of station 812.
- The Auxiliary hosted a firefighter appreciation dinner.
- Cruise control on the new water truck needs to be adjusted from 1200 RPM to 1800 RPM in order to maximize pump flow. The truck will need to go to the dealership in Napa. Fort Bragg Diesel confirmed their ability to work on the truck motor sans computer programming.
- Burton's Fire picked up Rescue 8132 for SCBA fill station work. Sara Spring (bookkeeper) will be driving the truck back from Modesto on December 15.
- Ted, Sam and Diana Wiedemann met to review station 811 plans.
- Ted reviewed the 811 foundation quote and found "groundwork" to be excluded. Sam discovered a need for 2500 cubic yards of compacted fill. Ted received an estimate from Granite Construction of \$85k per 1000 cubic yards of compacted fill. The board needs to decide on a path. The department is in need of additional bays.
- John Oakley met with the property owner to discuss installation of a larger container at the Albion Flats to house our jet skis. The district received permission.
- A community meeting to discuss fire department status is planned for January 16 at 1900. Chris Skyhawk (Auxiliary) is organizing the event.
- The district received a \$15k matching donation challenge for the period of Dec 1 through April 1. We should advertise.
- The district has received several donations and offers for access to community water in event of fires.
- Five sealed bids were received by the Dec 5 deadline for surplus property. These should be opened by the board at the Dec 12 regular meeting.
- Mendocino Coast Water Works is preparing to complete the plumbing of new tanks at stations 811 and 812.
- CalOSHA pressure vessel unit certified the air compressor at station 810. We received an order to have two additional posts placed at the 810  
pressure tank and for the tank to be painted

- CalOSHA pressure vessel unit certified the air compressor at station 810. We received an order to have two additional posts placed at the 810 propane tank and for the tank to be painted.
- Josh Latkin fixed (calibrated?) the oven at station 810.
- The department drafted an evaluation form and would like to begin sending post incident to gain valuable feedback.
- We are actively working toward Firefighter 1 and Volunteer firefighter certificates. Training (with assistance from CalFire) will be focused on missing topics.
- Fundraising:
  - Recycling, 2013 to date: \$332.70
  - Tacos, 2013 to date (Auxiliary): \$1791.09
  - donation cans, 2013 to date:
    - Albion Grocery: \$15.81
    - Flats: \$249.93
    - Little River Market: \$13.66
    - Equipment maintenance (John Oakley)
      - Mini Pumper 8165
        - stripped for disposal
      - Mini Pumper 8131
        - rewired radio
        - repaired auto eject
      - Tender 8190
        - fixed windshield wipers (painted over)
        - installed mobile radio
        - installed back up beeper
        - stocked with fittings, hose, map book
        - installed chain to hold rear compartment open
        - attached draft line
        - sent to Fort Bragg Diesel for DOT inspection
  - Station 812
    - recorded missing fuel
  - Station 811
    - repaired (long standing) holes in wall at back of long bay
  - Engine 8162
    - lubed attic ladder
  - Tender 8192
    - wrapped exposed water plumbing with insulation to prevent freeze damage.
  - small engines
  - started all





10:35 AM  
 12/12/13  
 Accrual Basis

**Albion Little River Fire Protection District  
 Profit & Loss Detail  
 November 12 through December 9, 2013**

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
<b>82-7700-OTHER</b>						
Deposit	11/29/2013	179		AUXILIARY	FD Donations	410.10
Deposit	11/29/2013	181		AUXILIARY	FD Donations	955.68
Total 82-7700-OTHER						1,365.78
<b>82-7705 Donations</b>						
Deposit	11/12/2013			ABALONE DINNER #2 DEPOSIT	FD Donations	291.17
Deposit	11/25/2013			GRANGE	FD Donations	1,772.50
Deposit	11/25/2013	001...	THE WOODLANDERS	Deposit	FD Donations	1,000.00
Deposit	11/25/2013	589...		COWBOY PARTY	FD Donations	300.00
Deposit	11/25/2013			COMMUNITY NIGHT	FD Donations	107.00
Deposit	11/25/2013	3115		Deposit	FD Donations	50.00
Deposit	11/25/2013	7883		Deposit	FD Donations	200.00
Deposit	11/29/2013			Deposit	FD Donations	357.00
Total 82-7705 Donations						4,077.67
Total Income						5,443.45
Gross Profit						5,443.45
<b>Expense</b>						
<b>86-4370-EQUIPMENT (PURCHASE)</b>						
<b>Vehicles</b>						
Check	11/14/2013	1021	CASH	travel \$	FD Donation...	1,500.00
Deposit	11/29/2013			Cash back from travel \$ for truck trip	FD Donations	-1,340.00
Total Vehicles						160.00
<b>86-4370-EQUIPMENT (PURCHASE) - Other</b>						
Check	11/14/2013	1020	Global Truck & Equipm...	new truck balance due	FD Donations	32,200.00
Total 86-4370-EQUIPMENT (PURCHASE) - Other						32,200.00
Total 86-4370-EQUIPMENT (PURCHASE)						32,360.00
Total Expense						32,360.00
<b>Net Income</b>						<b>-26,916.55</b>

## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

***INJURY AND ILLNESS PREVENTION PROGRAM*****RESPONSIBILITY**

The Injury and Illness Prevention (IIP) Program administrator,  
Ted Williams, Chief  
Program Administrator

has the authority and the responsibility for implementing and maintaining this IIP  
Program for

Albion Little River Fire Protection District

**Establishment Name**

Managers and supervisors are responsible for implementing and maintaining the  
IIP Program in their work areas and for answering worker questions about the IIP  
Program. A copy of this IIP Program is available from each manager and  
supervisor.

**COMPLIANCE** All workers, including managers and supervisors, are responsible  
for complying with safe and healthful work practices. Our system of ensuring that  
all workers comply with these practices include the following practices:

Informing workers of the provisions of our IIP Program.

Evaluating the safety performance of all workers.

Recognizing employees who perform safe and healthful work practices.

Providing training to workers whose safety performance is deficient.

Disciplining workers for failure to comply with safe and healthful work practices.

**COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers  
about occupational safety and health in a form readily understandable by all  
workers. Our communication system encourages all workers to inform their  
managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following items:

New worker orientation including a discussion of safety and health policies and  
procedures.

Review of our IIP Program.

Training programs.

Regularly scheduled safety meetings



Regularly scheduled safety meetings.

Posted or distributed safety information.

A system for workers to anonymously inform management about workplace hazards.

#### **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

#### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

#### **HAZARD CORRECTION**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

10. in areas where they can become contaminated.

### **RECORDKEEPING**

We have checked one of the following categories as our recordkeeping policy.

We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## HEAT ILLNESS PREVENTION PROGRAM

The following designated person or persons (Program Administrator Safety Coordinator/Supervisor/Foreman/Field Supervisor/Crew Leader) have the authority and responsibility for implementing the provisions of this program at this worksite.

Name/Title/Phone Number

1. Ted Williams / Chief / 707 937 3600
2. Rich Riley / Board President / 707 0689

Procedures for Provision of Water (include but are not limited to the following):

Drinking water bottles will be brought to the incident site, so that at least two quarts per employee are available at the start of the shift. All workers whether working individually or in smaller crews, will have access to drinking water.

As part of the Effective Replenishment Procedures, the availability of bottles will be checked periodically (e.g. every hour, every 30 min), and more frequently when the temperature rises.

Water containers will be placed as close as possible to the workers (given the working conditions and layout of the worksite), to encourage the frequent drinking of water. If field terrain prevents the water from being placed as close as possible to the workers, bottled water or personal water containers will be made available, so that workers can have drinking water readily accessible.

Firefighters will be reminded of the location of the water and of the importance of drinking water frequently.

Procedures for Access to Shade (include but are not limited to the following):



following):

Firefighters will be reminded to take breaks in shade, whether shade provided by the natural environment or fire department vehicles.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide shade upon request.

In situations where it is not safe or feasible to provide shade, a note will be made of these unsafe or unfeasible conditions, and of the steps that will be taken to provide alternative cooling measures but with equivalent protection as shade.

Procedures for Monitoring the Weather (include but are not limited to):

Firefighters will be trained and instructed to check in advance the extended weather forecast. Weather forecasts can be heard on the dispatch daily report via pager during fire season, checked with the aid of the internet (<http://www.nws.noaa.gov/>), or by calling the National Weather Service phone numbers (see CA numbers below) or by checking the Weather Channel TV Network.

CALIFORNIA Dial-A-Forecast

Eureka 707-443-7062

San Francisco 831-656-1725 (#1)

High Heat Procedures (include but are not limited to):

High Heat Procedures are additional preventive measures that this company

will use when the temperature equals or exceeds 95 degrees Fahrenheit.

Effective communication by voice, observation, or electronic means will be maintained, so that employees at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then an electronic device, such as a radio, cell phone or text messaging device, may be used for this

purpose if reception in the area is reliable



purpose if reception in the area is reliable.

Frequent communication will be maintained with employees working by themselves or in smaller groups (keep tabs on them via phone or two-way radio), to be on the lookout for possible symptoms of heat illness.

Employees will be observed for alertness and signs and symptoms of heat illness. When the supervisor is not available, an alternate responsible person may be assigned, to look for signs and symptoms of heat illness. Such a designated observer will be trained and know what steps to take if heat illness occurs.

Employees will be reminded throughout the work shift to drink plenty of water.

New employees will be closely supervised, or assign a "buddy" or more experienced coworker for the first 14 days of the employment (unless the employee indicates at the time of hire that he or she has been doing similar outdoor work for at least 10 of the past 30 days for four or more hours per day).

Procedures for Acclimatization (include but are not limited to):

Acclimatization is the temporary and gradual physiological change in the body that occurs when the environmentally induced heat load to which the body is accustomed is significantly and suddenly exceeded by sudden environmental changes. In more common terms, the body needs time to adapt when temperatures rise suddenly, and an employee risks heat illness by not taking it easy when a heat wave strikes or when starting a new job that exposes the employee to heat to which the employee's body hasn't yet adjusted.

Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. Employers are responsible for the working conditions of their employees, and they must act effectively when conditions result in sudden exposure to heat their employees are not used to.

The weather will be monitored daily. The supervisor will be on the lookout for sudden heat wave(s), or increases in temperatures to which employees haven't been exposed to for several weeks or longer.

employees haven't been exposed to for several weeks or longer.

The supervisor will be extra-vigilant with new employees and stay alert to the presence of heat related symptoms.

New employees will be assigned a "buddy" or experienced coworker to watch each other closely for discomfort or symptoms of heat illness.

During a heat wave, all employees will be observed closely (or maintain frequent communication via phone or radio), to be on the look out for possible symptoms of heat illness.

Employees and supervisors will be trained on the importance of acclimatization, how it is developed and how these company procedures address it.

Procedures for Emergency Response (include but are not limited to):

Prior to assigning a crew to a particular worksite, efforts will be made to ensure that a qualified and appropriately trained and equipped person is available at the site to render first aid if necessary.

All supervisors will carry radios, cell phones or other means of communication, to ensure that emergency medical services can be called. Checks will be made to ensure that these electronic devices are functional prior to each shift.

When an employee is showing symptoms of possible heat illness, steps will be taken immediately to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).

During a heat wave or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing.

Employees and supervisors training will include every detail of these written emergency procedures.



#### Handling a Sick Employee:

When an employee displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will check the sick employee and determine whether resting in the shade and drinking cool water will suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade, as he or she can take a turn for the worse!

When an employee displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, emergency service providers will be called.

Emergency service providers will be called immediately if an employee displays signs or symptoms of heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), does not look OK or does not get better after drinking cool water and resting in the shade. While the ambulance is in route, first aid will be initiated (cool the worker: place the worker in the shade, remove excess layers of clothing, place ice pack in the armpits and groin area and fan the victim). Do not let a sick worker leave the site, as they can get lost or die before reaching a hospital!

If an employee does not look OK and displays signs or symptoms of severe heat illness (loss of consciousness, incoherent speech, convulsions, red and hot face), and the worksite is located more than 20 minutes away from a hospital, call emergency service providers, communicate the signs and symptoms of the victim and request Air Ambulance.

Procedures for Employee and Supervisory Training (include but are not limited to):

Supervisors will be trained prior to being assigned to supervise other workers. Training will include this company's written procedures and the steps supervisors will follow when employees' exhibit symptoms consistent with heat illness.

Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature highs and periodically using a thermometer). Supervisors will be instructed on, how weather information will be used to modify work schedules, to increase number of water and rest breaks or cease work early if necessary.

< All employees and supervisors will be trained prior to working outside

All employees and supervisors will be trained prior to working outside. Training will include the company's written prevention procedures.

Employees will be trained on the steps that will be followed for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite.

When the temperature exceeds 75 degrees Fahrenheit, short 'tailgate' meetings will be held to review the weather report, to reinforce heat illness prevention with all workers, to provide reminders to drink water frequently, to inform them that shade can be made available upon request and to remind them to be on the lookout for signs and symptoms of heat illness.

New employees will be assigned a "buddy" or experienced coworker to ensure that they understand the training and follow company procedures.

# The Woodlanders

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43300 Little River Airport Rd.  
Littleriver, CA 95456

October 28, 2013

ALRV Fire Department  
P.O. Box 634  
Albion, CA 95410

Attn: Richard Riley, Board President

Dear Mr. Riley,

We are pleased to be able, once again, to support the critical services of the ALRV Fire Department. We are all grateful for your dedication and service. Please convey our best wishes and support to all of the volunteers who make the ALRV Fire Department possible.

Best regards,



Nancy S. Banker  
Treasurer



**COUNTY OF MENDOCINO**  
**DEPARTMENT OF PLANNING AND BUILDING SERVICES**

860 NORTH BUSH STREET • UKIAH • CALIFORNIA • 95482  
 120 WEST FIR STREET • FT. BRAGG • CALIFORNIA • 95437

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

September 5 , 2013

PBS Planning –FB  
 Department of Transportation  
 Environmental Health - Ukiah  
 Environmental Health FB  
 Building Inspection – Ukiah  
 PBS Building-FB  
 Assessor

Forestry Advisor  
 Air Quality Management  
 Archaeological Commission  
 Caltrans  
 Cal-Fire  
 CA Dept Fish & Wildlife

CA Dept. Fish & Wildlife attn:  
 Rick Macedo  
 CA Coastal Commission  
 County Addresser  
 Mendocino School Dist  
 Albion/LR Fire Dist

**CASE#:** CDMS 5-2013/CDP 13-2013

**DATE FILED:** 6/23/2013

**OWNER/APPLICANT:** Charles D. & Dalphinia Hervilla, et al.

**REQUEST:** Coastal Development Minor Subdivision creating two (2) parcels of 20.01+- and 27.95+- acres. Installation of a 4000 gal water storage tank and development of access road. Exception to the Road Development Standards- MCC 17-53 (B) Road Width Requirement  
 Additionally, Coastal Development Permit (Proposed Parcel 2, 20.01+- pcl) for the placement of a 3,000 sq. ft. Single Family Residence with attached 576 sq. ft garage, 640 sq. ft. Guest Cottage. Max bldg height of both structures, 18 ft above natural grade, Placement of septic, well, utilities and development of a 7500 sq. ft. gravel

**LOCATION:** Within the Coastal Zone, approx. 1+- mi S of Little River, lying N off of Buckhorn Cove Rd, E (pvt) 0.5+- mi from its intersection with State Highway 1

**PROJECT COORDINATOR:** Mary Lynn Hunt

**RESPONSE DUE DATE** September 20, 2013

Attached to this form is information describing the above noted project(s). The County Planning and Building Services Department is soliciting your input, which will be used in staff analysis, and will be forwarded to the appropriate public hearing.

You are invited to comment on any aspect of the proposed project(s). Please address any concerns or recommendations on environmental considerations and specific information regarding permits you may require to the project coordinator at the above address or submit your comments by email to [pbs@co.mendocino.ca.us](mailto:pbs@co.mendocino.ca.us). Please note the case number and name of the project coordinator with all correspondence to this department.

We have reviewed the above application and recommend the following (please check one):

- Recommend approval. The Department has no comment at this time.
- Recommend conditional approval (Suggested condition(s) attached).
- Applicant to submit additional information (Attach list of items needed).
- Recommend denial (Attach reasons for recommend denial):
- Recommend preparation of an Environmental Impact Report (Attach reasons why an EIR should be required).
- Other comments (Attach additional sheets if necessary).

**REVIEWED BY:**

Signature \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_



**JOHN CHIANG**  
**California State Controller**  
 Division of Accounting and Reporting

*CCP 2. CA 56 02W TX*

November 7, 2013

District Fiscal Officer  
 Albion-Little River Fire Protection  
 P. O. Box 634  
 Albion, CA 95410-0634

Entity ID - 12072302800

Re: Delinquent Report(s) of Financial Transactions

Dear District Fiscal Officer:

The State Controller's Office (SCO) records indicate we have not received your 2012-13 report(s) of financial transactions for the fiscal year ending June 30, 2013. Government Code (GC) section 53891 requires local agencies to submit report(s) within 110 days (electronic) or 90 days (paper) after the close of the fiscal year.

This letter provides written notice of failure to provide the report(s) within the due date, and provides an opportunity to submit the report(s) listed below to the SCO by: **December 2, 2013**

<u>Year</u>	<u>Report Not Received</u>
Fiscal 2012-13	Special Districts Financial Transactions Report
Calendar 2012	Government Compensation in California Report

Pursuant to GC section 53895, failure to file your report(s) by **December 2, 2013** will result in a forfeiture ranging from \$1,000 to \$5,000 based on your prior year total revenue. Additionally, GC section 12464 provides the SCO authority to investigate and to obtain information required to prepare your report(s) if necessary. Any costs incurred by the SCO in compiling the report(s) shall be borne by your agency.

Financial Transactions Report (FTR)

Reporting instructions and FTR forms can be found on the SCO Web site at [sco.ca.gov/ard\\_local\\_reporting\\_forms.html](http://sco.ca.gov/ard_local_reporting_forms.html).

Compensation Report (GCC)

Reporting instructions and compensation forms can be found on the SCO Web site at [sco.ca.gov/ard\\_locinstr\\_lgcomp\\_forms\\_main.html](http://sco.ca.gov/ard_locinstr_lgcomp_forms_main.html).

## PROOF OF SERVICE BY MAIL

I declare: I am a citizen of the United States, over the age of 18 years, and not a party to this action. My business address is State Controller's Office, 3301 C Street, Suite 750, Sacramento, California 95816.

On the date set forth below, I served the following entitled document:

### **Delinquent Report(s) of Financial Transactions**

by placing a true copy thereof in a sealed envelope addressed to the person(s) named below at the address(es) shown and by placing said envelope for collection and mailing, following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

Name: District Fiscal Officer  
Albion-Little River Fire Protection

Address: P. O. Box 634  
Albion, CA 95410-0634

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on November 7, 2013, at Sacramento, California.

Signature: \_\_\_\_\_

*Kim Brown*

Printed Name: \_\_\_\_\_

*Kim Brown*