

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

Tuesday, October 26, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), 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. **Previous meeting minutes:** The minutes of the September 28, 2010 regular business meeting and the October 8, 2010 special meeting will be approved and/or revised and approved.
4. **Fire chief's report:**
 - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire 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 fire department's planning.
 - b. **Fund raising, gifts, service fees:** Chief's report of 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:** Chief's report on other fire department progress.
 - d. **Fire department operational needs:** Chief's report on department needs.
 - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Monthly business meeting date and time change:** The board may vote to change the date and time of the regular monthly business meeting. Bylaws revision required.
 - b. **Procurement procedures policy:** The board may vote to adopt a written procurement procedures policy.
 - c. **Computer repair authorization:** The board may vote to authorize district computer repair expense.
8. **Committee reports:**
 - a. **New fire station committee.**
 - b. **Vehicle committee.**
 - c. **Fund raising committee.**
 - d. **Tax assessment committee.**
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, November 30, 2010, 7:30 pm.
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.

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

Tuesday, October 26, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:30

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. **Previous meeting minutes:** The minutes of the September 28, 2010 regular business meeting and the October 8, 2010 special meeting will be approved and/or revised and approved.
4. **Fire chief's report:** *5 traffic, 4 medical, 1 fire alarm*
 - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire 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 fire department's planning.
 - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board. - *Hughes party rec'd \$900*
 - c. **Fire department report:** Chief's report on other fire department progress. - *fewer traffic calls*
 - d. **Fire department operational needs:** Chief's report on department needs. *dec to absorb more AEDs, rec'd repl due to mem*
 - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Monthly business meeting date and time change:** The board may vote to change the date and time of the regular monthly business meeting. Bylaws revision required.
 - b. **Procurement procedures policy:** The board may vote to adopt a written procurement procedures policy.
 - c. **Computer repair authorization:** The board may vote to authorize district computer repair expense. *\$500.-*
8. **Committee reports:**
 - a. **New fire station committee.** →
 - b. **Vehicle committee.** → *no report*
 - c. **Fund raising committee.** → *will meet w/ FD thru (app'd from earlier)*
 - d. **Tax assessment committee.** → *Ed will submit changes to tax rolls*
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, November 30, 2010, 7:30 pm.
11. **Adjournment:** *8:55 pm*

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

Tuesday, September 28, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:40 pm by President Alan Taeger, attended by board members Richard Riley, Ed Petrykowski, Ken Matheson, and Terry Kemp. Also attending was Ted Williams representing the fire department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the August 31, 2010 regular business meeting were approved as presented by unanimous vote of the board on a motion by Rich.
4. **Fire chief's report:** Presented by Ted Williams.
 - a. **Incident reports:** ?
 - b. **Fund raising, gifts, service fees:** No report.
 - c. **Fire department report:** Firefighters are receiving online training through GSRMA programs.
 - d. **Fire department operational needs:** ?
 - e. **Vehicle maintenance report:** Engine 8132 has brake problems. To be tended to immediately.
5. **Communications to the board:**
 - a. Letter received from GSRMA announcing 6th annual training conference. Included registration information.
 - b. Alan reminded board members and fire department members of the Hughes annual cowboy party on October 2, 2010.
6. **Financial report:** Current financial statements for the district were presented.
7. **Committee reports:**
 - a. **Station 811 committee. New fire station committee:** Ed reported that he had spoken to Lee Welty and that he was working on our site encroachment permit and our grading plan. Alan said that he had spoken to Bob Schlosser and Bob said that he was in contact with Welty to coordinate plans.
 - b. **Vehicle committee:** Rich has made contact with CalFire representatives and has renewed their awareness of our need for a vehicle. He will be sending a letter of renewal of our request.
 - c. **Fund raising committee:** Ken reported on the notes and observations that he made subsequent to the August fund raising committee meeting. He will be attending the next fire department business meeting with Terry to acquaint the fire department with some of our ideas and to promote unity of purpose between board and department.
 - d. **Tax assessment committee:** Ed reported that he, with the assistance of Lucy Simonson at the county auditor's office has been able to update the tax assessment rolls with the possible result of an increase in special tax revenues.
8. **Directors' discussion:** Ted arrived at the meeting with a bill from Oppenheimer and Son for over \$10,000 for work completed two months prior for the installation of improved foam induction equipment on engine 8162. Over the last several business meetings there has been discussion during the chief's report of the intention of the department to have this work performed. At no time was the item agendaized for discussion and possible action by the board. The presentation of the bill was a complete surprise to the board. This prompted a discussion about the desirability of a written procurement policy so that there would be no question about how to get proper approval for expenditures. A procurement policy proposal will be placed on the next agenda. Discussion was also held about the possibility of holding the regular district business meeting on the same night as the department' business meeting. This item will also be placed on the next business meeting agenda.
9. **Next meeting schedule:** Tuesday, October 26, 2010, 7:30 pm.
10. **Adjournment:** Meeting adjourned 9:45 pm.

see reviewed

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL MEETING

Date: Friday, October 8, 2010 4:00 pm

Location: Station 810, 33900 West Street (behind Albion Grocery, Albion, California)

1. **Call to order and determination of a quorum:** Called to order at 4:05 pm by President Alan Taeger, attended by board members Ed Petrykowski, Richard Riley, Ken Matheson and Terry Kemp. Also in attendance; Stacey Weil-Dye and Ted Williams representing the fire department.
2. **Public communication to the board:** None.
3. **Items for consideration and possible action:** The board voted unanimously on a motion from Ken to approve the expenditure of district funds for installation of improved foam induction equipment on Engine 8162. Expense to be charged to existing equipment maintenance budget. No budget revision required.
4. **Adjournment:** Meeting adjourned 4:20 pm.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUDGET OVERVIEW WORKSHEET

UPDATED 10/26/2010	2006-2007	PER 6/30/07	2007-2008	PER 6/30/08	2008-2009	PER 06/30/09	2009-2010	PER 6/30/10	2010-2011	PER 10/26/10
CODE #	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL	REVISED	ACTUAL	REVISED	ACTUAL	ESTIMATED	ACTUAL
DESCRIPTION										
REVENUE										
821110 CURRENT SECURED TAX	61,117.00	63,486.74	67,469.00	66,341.10	72,104.00	67,715.92	74,944.00	67,780.99	72,586.00	
821120 CURRENT UNSECURED TAX	1,916.00	2,127.35	2,053.00	2,120.79	2,074.00	2,330.60	2,322.00	2,483.32	2,405.00	
821130 SB 813 SUPPLEMENTAL TAX	2,237.00	2,985.03	2,834.00	2,516.55	2,288.00	1,136.75	1,572.00	472.10	569.00	(136.48)
821210 PRIOR SECURED PROPERTY TAX	0.00	(70.95)	0.00	331.97		(244.48)		(779.89)		
821220 PRIOR UNSECURED PROPERTY TAX	103.00	129.57	106.00	32.41	34.00	62.84	27.00	139.31	114.00	
821300 SPECIAL TAX (FIRE ASSESSMENTS)	77,550.00	77,710.00	75,000.00	77,550.00	75,000.00	72,084.30	77,630.00	77,354.00	77,630.00	
821600 TIMBER YIELD TAX	397.00	448.29	486.00	383.82	374.00	279.74	314.00	52.46	71.00	
821700 HIGHWAY PROPERTY RENTAL	0.00	0.39	0.00	0.26				0.26		
824100 INTEREST	3,000.00	13,154.55	9,000.00	13,581.82	10,000.00	5,483.08	10,000.00	1,056.06	1,000.00	
825481 HOMEOWNER PROPERTY TAX RELIEF	806.00	809.12	809.00	802.76	803.00	393.77	788.00	778.28	778.00	
825490 STATE OTHER	0.00	0.00	0.00							
826140 ELECTION SERVICES	0.00	0.00	0.00							
827500 SALE OF FIXED ASSETS	0.00	0.00	0.00							
827700 OTHER	0.00	0.00	0.00	15,394.00	76,583.50	77,383.50		5,555.21		
827702 INSURANCE PAYMENT	0.00	0.00	0.00							
TOTAL REVENUE	147,126.00	160,780.09	157,757.00	181,055.22	239,260.50	226,626.02	167,597.00	154,892.10	155,153.00	(136.48)
FUND BALANCE CARRIED FORWARD			290,000.00	315,157.00	347,520.83	347,520.83	264,846.08	264,846.08	256,504.94	256,504.94
TOTAL AVAILABLE FOR APPROPRIATIONS			447,757.00	496,212.22	586,781.33	574,146.85	432,443.08	419,738.18	411,657.94	256,368.46
APPROPRIATIONS										
861035 WORKERS COMPENSATION INSURANCE	6,000.00	6,208.00	6,000.00	4,960.00	6,000.00	5,407.00	7,000.00	5,183.00	\$6,000.00	
862050 CLOTHING & PERSONAL ITEMS	4,000.00	5,575.14	6,000.00	8,722.14	6,000.00	4,130.84	6,000.00	2,124.44	\$12,000.00	
862060 COMMUNICATIONS	5,000.00	5,947.31	10,000.00	9,157.86	10,000.00	4,247.81	5,000.00	4,918.24	\$5,000.00	1,643.35
862101 INSURANCE - GENERAL	6,000.00	5,880.00	6,000.00	5,640.00	6,000.00	5,744.00	7,000.00	7,249.00	8,000.00	
862120 MAINTENANCE - EQUIPMENT	28,000.00	11,873.16	12,000.00	14,908.90	40,000.00	17,045.14	50,000.00	59,591.88	30,000.00	2,545.14
862130 MAINTENANCE - STRUCTURES & GROUNDS	3,000.00	9,449.71	15,000.00	12,062.46	5,000.00	5,528.05	10,000.00	2,866.01	8,000.00	659.52
862140 MEDICAL LAB SUPPLIES	4,000.00	4,550.15	6,500.00	5,753.38	8,000.00	5,944.90	8,000.00	3,786.44	6,000.00	1,083.14
862150 MEMBERSHIPS	0.00	459.67	2,500.00	2,147.00	2,800.00	2,695.00	3,000.00	2,630.00	3,000.00	
862170 OFFICE EXPENSE	200.00	398.35	600.00	479.13	3,000.00	3,034.72	2,000.00	698.41	1,000.00	136.39
862181 AUDITING & FISCAL SERVICES	2,000.00	4,169.50	5,000.00	1,625.28	7,000.00	6,378.24	4,000.00	2,821.91	7,000.00	2,740.56
862184 ARCHITECT & ENGINEERING SERVICES (811)	0.00	0.00	2,000.00	7,420.27	10,000.00	8,375.36	15,000.00	14,950.98	0.00	
862187 EDUCATION & TRAINING	10,000.00	12,270.50	10,000.00	1,551.00	1,500.00	1,441.69	15,000.00	5,233.03	10,000.00	8,237.08
862189 PROFESSIONAL & SPECIAL SERVICES - OTHER	500.00	1,554.20	1,500.00	1,551.00	1,500.00	1,441.69	1,500.00	1,501.37	1,500.00	
862210 RENTS & LEASES BUILDINGS & GROUNDS	0.00	4.00	0.00				100.00		0.00	
862220 SMALL TOOLS & INSTRUMENTS	3,000.00	4,294.64	3,500.00	3,173.66	3,500.00	2,381.66	7,000.00	6,291.44	4,000.00	64.94
862231 ELECTION SUPERVISION & SERVICES	0.00	0.00	0.00				400.00	315.05	400.00	
862250 TRANSPORTATION & TRAVEL	16,000.00	20,212.59	25,000.00	17,394.64	26,000.00	22,540.45	26,000.00	22,227.44	26,000.00	1,143.63
862260 UTILITIES	3,000.00	3,340.58	3,000.00	3,483.86	5,000.00	4,627.18	5,000.00	3,728.73	5,000.00	2,576.37
863113 PAYMENTS TO OTHER GOVT AGENCIES	1,000.00	2,380.19	3,000.00	285.89	3,000.00	1,663.11	3,000.00	1,771.50	2,000.00	399.27
864350 LAND	0.00	0.00	0.00						0.00	
864360 STRUCTURES & IMPROVEMENTS	0.00	7,502.14	10,000.00	6,334.16	15,000.00	3,546.82	10,000.00	3,154.36	10,000.00	414.50
864370 EQUIPMENT	3,000.00	27,304.46	5,000.00	2,818.09	205,000.00	204,571.20	12,000.00	12,190.01	10,000.00	1,355.00
TOTAL APPROPRIATIONS	94,700.00	133,374.29	132,600.00	107,917.72	362,800.00	309,300.77	197,000.00	163,233.24	154,900.00	22,998.89
UNAPPROPRIATED FUNDS (funds balance)			315,157.00	347,520.83	223,981.33	264,846.08	235,443.08	256,504.94	256,757.94	233,369.57

Itemized Categories

9/28/2010 through 10/25/2010 (Cash Basis)

10/24/2010

Page 1

Date	Account	Num	Description	Memo	Amount
EXPENSES					-5,335.29
86-2060-COMMUNICATIONS					-439.28
9/30/2010	District Checki...	3053	Comcast	8155300570034801	-75.36
10/23/2010	District Checki...	3062	AT&T	96075541735558	-192.93
10/23/2010	District Checki...	3063	AT&T	0301538359001	-34.73
10/23/2010	District Checki...	3064	Comcast	8155300570124362	-59.95
10/23/2010	District Checki...	3065	U.S. Cellular	957915514	-76.31
86-2120-MAINTENANCE EQ					-42.96
Vehicle					-42.96
9/30/2010	County	4077861	...Albion LITTLE RIVER FI... meals for 8162 truck repairs		-42.96
86-2130-MAINTENANCE STRUCTURES					-420.00
10/23/2010	District Checki...	3066	Mendocino Property Mai...	5/11-7/20 mowing	-420.00
86-2140-MED SUPPLIES					-194.95
9/30/2010	County	4077861	...Albion LITTLE RIVER FI... latex gloves		-85.95
10/17/2010	District Checki...	3059	Eureka Oxygen Co.	DM00609436	-54.50
10/17/2010	District Checki...	3060	Matheson Tri-Gas Inc.	#10206 Inv. 01759904	-54.50
86-2170-OFFICE SUP					-8.80
9/30/2010	District Checki...	3054	S Katsiaryna Gregonis	Postage	-8.80
86-2181-AUDITS					-877.83
10/24/2010	County	4079017	Michael A. Celentano	#4055	-600.00
9/30/2010	District Checki...	3054	S Katsiaryna Gregonis		-277.83
86-2187-ED AND TRAINING					-1,799.70
9/30/2010	County	4077861	...Albion LITTLE RIVER FI... cpr training mannequins, ...		-1,799.70
86-2220-SM TOOLS					-49.95
9/30/2010	County	4077861	...Albion LITTLE RIVER FI... batteries & software for ha...		-49.95
86-2250-TRANSPORTATION					-601.73
9/30/2010	County	4078331	WALSH OIL CO.	#182389	-468.83
10/6/2010	District Checki...	3058	Mendocino County Audit...	Voided check 2792, reimb...	-132.90
86-2260-UTILITIES					-585.09
10/6/2010	District Checki...	3055	Waste Management	2438797525610	-24.88
10/6/2010	District Checki...	3056	PG&E	0210095100-9	-326.91
10/6/2010	District Checki...	3057	Thompson's Porta Septic	#13947	-98.30
10/17/2010	District Checki...	3061	ALBION MUTUAL WAT...	#795 Oct-Dec	-135.00
86-4370-EQUIPMENT					-315.00
Other 86-4370-EQUIPMENT					-315.00
9/30/2010	County	4077861	...Albion LITTLE RIVER FI... battery for Powerheart AED		-315.00
TRANSFERS					0.00
District Checking					-2,324.01
9/30/2010	County Transf...	4077309	County Check	AFP 6455	-1,212.33
10/23/2010	County Transf...	4078955	County Check	AFP 6458	-1,111.68
County Transfers					2,324.01
9/30/2010	District Checki...	DEP	County Check	AFP 6455	1,212.33
10/23/2010	District Checki...	DEP	County Check	AFP 6458	1,111.68
OVERALL TOTAL					-5,335.29

ALRFPD Actual / Budget Report - Current Year:4

7/1/2010 through 6/30/2011 Using Budget 2010-2011

10/24/2010

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Category Description	7/1/2010 Actual	- Budget	6/30/2011 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	72,586.00	-72,586.00
82-1120-CURRENT UNSECURED TAX	0.00	2,405.00	-2,405.00
82-1130-SB813 SUPPLEMENTAL TAX	-136.48	569.00	-705.48
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	114.00	-114.00
82-1300-SPECIAL TAX	0.00	77,630.00	-77,630.00
82-1600-TIMBER TAX	0.00	71.00	-71.00
82-1700-Highway Property Rental	0.00	0.00	0.00
82-4100-INTEREST INCOME	0.00	1,000.00	-1,000.00
82-5481-HOMEOWNER PROPERTY TAX REL...	0.00	778.00	-778.00
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	-136.48	155,153.00	-155,289.48
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	0.00	12,000.00	12,000.00
86-2060-COMMUNICATIONS	1,643.35	5,000.00	3,356.65
86-2101-INSURANCE	0.00	8,000.00	8,000.00
86-2120-MAINTENANCE EQ			
Vehicle	2,545.14	0.00	-2,545.14
Other 86-2120-MAINTENANCE EQ	0.00	30,000.00	30,000.00
TOTAL 86-2120-MAINTENANCE EQ	2,545.14	30,000.00	27,454.86
86-2130-MAINTENANCE STRUCTURES	659.52	8,000.00	7,340.48
86-2140-MED SUPPLIES	1,083.14	6,000.00	4,916.86
86-2150-MEMBERSHIPS	0.00	3,000.00	3,000.00
86-2170-OFFICE SUP	136.39	1,000.00	863.61
86-2181-AUDITS	2,740.56	7,000.00	4,259.44
86-2184-ARCH ENG	0.00	0.00	0.00
86-2187-ED AND TRAINING	8,237.08	10,000.00	1,762.92
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2200-RENTS	0.00	0.00	0.00
86-2220-SM TOOLS	64.94	4,000.00	3,935.06
86-2231-ELECTION SUP	0.00	400.00	400.00
86-2250-TRANSPORTATION	1,143.63	26,000.00	24,856.37
86-2260-UTILITIES	2,576.37	5,000.00	2,423.63
86-3113-PAYMNTS TO GOVT AGENCIES	399.27	2,000.00	1,600.73
86-4360-BUILDINGS AND IMPROVEMENTS	414.50	10,000.00	9,585.50
86-4370-EQUIPMENT			
Fire Engine	0.00	0.00	0.00
Radio Repeaters	1,040.00	0.00	-1,040.00
Rolling Stock	0.00	0.00	0.00
SCBAs	0.00	0.00	0.00
Other 86-4370-EQUIPMENT	315.00	10,000.00	9,685.00
TOTAL 86-4370-EQUIPMENT	1,355.00	10,000.00	8,645.00
TOTAL OUTFLOWS	22,998.89	154,900.00	131,901.11
OVERALL TOTAL	-23,135.37	253.00	-23,388.37

Itemized Categories - YTD
 1/1/2010 through 10/24/2010 (Cash Basis)

10/24/2010

Page 1

Date	Account	Num	Description	Memo	Amount
INCOME					18,034.34
Donations					18,034.24
8/4/2010	Checking	DEP	DEPOSIT	W. Roberts ck #1406	100.00
8/4/2010	Checking	DEP	DEPOSIT	M. Kunkel ck #1993	50.00
10/6/2010	Checking	DEP	DEPOSIT	Albion Little River Fire Auxilia...	17,884.24
Interest Inc					0.10
9/30/2010	Savings	ATM		interest earned	0.10
EXPENSES					-63.50
Office					-63.50
7/29/2010	Checking		Check	Stamp	-25.00
8/3/2010	Checking	ATM	Deluxe Check...		-18.50
8/31/2010	Checking	ATM	Savings Bank ...	Maintenance fee	-10.00
9/30/2010	Checking	ATM	Savings Bank ...	Maintenance fee	-10.00
TRANSFERS					0.00
Checking					13,170.74
7/20/2010	Savings	TXFR		opening balance	100.00
10/7/2010	Savings				13,070.74
Savings					-13,170.74
7/20/2010	Checking	TXFR		opening balance	-100.00
10/7/2010	Checking	TXFR			-13,070.74
OVERALL TOTAL					17,970.84

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

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

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], fuel deliveries, monthly medical gas contracts, etc.) should be billed directly to the District.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget code before being delivered to the president of the board of directors for his/her signature of approval. The president of the board will then present the approved invoice to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (\$1,000 vehicle maintenance & safety certification+ \$1,000 vehicle repair) not itemized in the annual budget must be approved by vote of the board on an agenda item for consideration at a regular or special meeting.
6. Any commitment of District funds not included in the approved annual FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to the fire department or any individual upon signed approval of the president of the board of presented (copies of) original receipt(s) showing who was paid for what by whom and how, with the chief's signature of approval and assigned budget code. (ERF form can be useful for this.)

*has moved
passed.*

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

**Board vehicle maintenance policy per minutes of business meeting May 28,
2008:**

"Board, by unanimous vote of board members present, has set limits on maintenance and repair spending before needing further board approval. Vehicle maintenance and certification set at \$1,000.00 and repairs cost set at \$1,000.00. This will allow the chief to have most vehicle work done in an expeditious manner and get vehicles back in service."

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

Tuesday, September 28, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:40 pm by President Alan Taeger, attended by board members Richard Riley, Ed Petrykowski, Ken Matheson, and Terry Kemp. Also attending was Ted Williams representing the fire department.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the August 31, 2010 regular business meeting were approved as presented by unanimous vote of the board on a motion by Rich.
4. **Fire chief's report:** Presented by Ted Williams.
 - a. **Incident reports:** 1 water rescue, 2 traffic collisions, 1 helicopter assist, 1 vegetation fire, 1 cliff rescue (mutual aid)
 - b. **Fund raising, gifts, service fees:** No report.
 - c. **Fire department report:** Firefighters are receiving online safety training through GSRMA programs.
 - d. **Fire department operational needs:** No report.
 - e. **Vehicle maintenance report:** Engine 8132 has brake problems. To be tended to immediately.
5. **Communications to the board:**
 - a. Letter received from GSRMA announcing 6th annual training conference. Included registration information.
 - b. Alan reminded board members and fire department members of the Hughes annual cowboy party on October 2, 2010.
6. **Financial report:** Current financial statements for the district were presented.
7. **Committee reports:**
 - a. **Station 811 committee. New fire station committee:** Ed reported that he had spoken to Lee Welty and that he was working on our site encroachment permit and our grading plan. Alan said that he had spoken to Bob Schlosser and Bob said that he was in contact with Welty to coordinate plans.
 - b. **Vehicle committee:** Rich has made contact with CalFire representatives and has renewed their awareness of our need for a vehicle. He ~~will be sending~~ *has sent* a letter of renewal of our request.
 - c. **Fund raising committee:** Ken reported on the notes and observations that he made subsequent to the August fund raising committee meeting. He will be attending the next fire department business meeting with Terry to acquaint the fire department with some of our ideas and to promote unity of purpose between board and department.
 - d. **Tax assessment committee:** Ed reported that he, with the assistance of Lucy Simonson at the county auditor's office has been able to update the tax assessment rolls with the possible result of an increase in special tax revenues.
8. **Directors' discussion:** Ted arrived at the meeting with a bill from Oppenheimer and Son for over \$10,000 for work completed two months prior for the installation of improved foam induction equipment on engine 8162. Over the last several business meetings there has been discussion during the chief's report of the intention of the department to have this work performed. At no time was the item agendized for discussion and possible action by the board. The presentation of the bill was a complete surprise to the board. This prompted a discussion about the desirability of a written procurement policy so that there would be no question about how to get proper approval for expenditures. A procurement policy proposal will be placed on the next agenda. Discussion was also held about the possibility of holding the regular district business meeting on the same night as the department' business meeting. This item will also be placed on the next business meeting agenda.
9. **Next meeting schedule:** Tuesday, October 26, 2010, 7:30 pm.
10. **Adjournment:** Meeting adjourned 9:45 pm.

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> From: terry kemp [mailto:kiwanisqueen@yahoo.com]
> Sent: Wednesday, October 20, 2010 8:28 AM
> To: alan taeger
> Subject: me

>
>
>
>
>
> Hi Alan,

>
> I am having a serious situation at work. Without going into too much
> detail, I am working various shifts to cover employees that are out on
> leaves. I am down 4 staff right now and I am unable to replace them so
> I am the one filling in. I recently moved and have boxes that need to
> be put away. I am unable to put my hands on my minutes so I have not
> typed anything up. Please type up the minutes for me as well as cover
> for me next Tuesday as I will be working. I hate to add this to what
> you already do but I am in desperate need of your help and
> understanding. I have dropped all of my other commitments and I want
> to hang on to my role in the fire district but I am buried right now.
> I am planning on going to the fire dept bus meeting tomorrow but then
> I am working through the following Sat night. I went and signed things
> for Katya yesterday and put them in the mail so everything should be up to date for your
> return.

>
> thank you in advance for your help.

>
> Terry
>
>
>

Alan Taeger

From: ted@ted.net
Sent: Tuesday, October 26, 2010 5:47 PM
To: Alan Taeger
Cc: earl@mcn.org
Subject: RE: September ALRFPD business meeting minutes.

1 water rescue (turned out to be a non call, but we responded/investigated)

5 Medical/Trauma

2 Traffic Collisions

1 helicopter assist (paged while they were in air, mechanical failure, non injury)

1 vegetation fire

1 cliff rescue (with USGC, Calstar, Calfire)

I believe we discussed 8132 brakes and the board said to just get it done.

We're all enrolled in the insurance pool's "Target Safety" online training program. It's not a replacement for in person trainings, but it's a solution for covering mandatory basics (harassment training, ICS, ...).

see you tonight.

On Mon, 25 Oct 2010, Alan Taeger wrote:

> Ted,
>
>
>
> Terry has asked me to prepare the minutes from the September Board
> business meeting (see below). I made few notes at the meeting because
> I thought Terry had it covered. Could you give me a short synopsis of
> the information you presented for the chief's report (i.e. - Incident
> report, report of online and other training activities, & vehicle
> maintenance report) so I can include the info in the minutes? I guess
> I have to keep my own notes no matter what. A written monthly chief's report would
really be appreciated.
>
>
>
> Thanks,
>
>
> Alan
>
>
>
> PS - I have withheld mailing a check to US Cellular the bill for which
> was presented while I was away. The bill was due September 24, 2010
> and was presented to us for payment only last week. Derek mentioned
> at the district business meeting he attended in August that this
> account was to be cancelled upon completion of the two year contract. Has this contract
been completed?
> Has this account been terminated? If this bill is truly due and
> payable please let me know and I will put the check in the mail. A

2010 GOVERNMENT TAX SEMINAR

Diehl, Evans & Company, LLP is pleased to present its eighteenth annual Government Tax Seminar. The 2010 program will address recent federal and California tax developments affecting California governmental agencies, including cities, counties, redevelopment agencies, water districts, special districts and government-related nonprofit corporations. It will be presented from 9:00 a.m. to 3:00 p.m. and will qualify for five hours of government continuing education credit with the California State Board of Accountancy. Each attendee will receive a copy of the *2010 Government Tax Manual*.

The program will be presented at four locations as follows:

<u>Lakewood</u>	<u>Ontario</u>	<u>Irvine</u>	<u>San Francisco</u>
Wednesday, December 1	Monday, December 6	Wednesday, December 8	Tuesday, December 14
Centre at Sycamore Plaza	Doubletree Hotel	Orange Co Fire Authority	The Westin Hotel SFO
5000 Clark Avenue	222 N. Vineyard Ave	1 Fire Authority Road	1 Old Bayshore Hwy
Lakewood, CA 90712	Ontario, CA 91764	Irvine, CA 92602	Millbrae, CA 94030
(562) 866-9771, ext 2801	(909) 937-0900	(714) 573-6304	(650) 692-3500

The seminar will be presented by Mr. Bill Morgan, CPA, the firm's Director of Consulting Services, and will focus on **new developments** affecting the following government-related tax topics:

Employee vs. Independent Contractor	De Minimis Fringe Benefits
Expense Reimbursement Plans	Transportation Fringe Benefits
Fringe Benefits Related to Autos	Deferred Compensation Plans
Group-Term Life Insurance	Accrued Vacation/Sick Leave Benefits
Workers Compensation Benefits	Employer "Pick-Up" of Pension Contributions
Disability Benefits Programs	Supplemental Wages
Accident and Health Plans	Form W-2 Reporting
Cafeteria Plans	Form W-4 Reporting
Educational Assistance Programs	Form 1099 Reporting
Working Condition Fringe Benefits	Social Security and Medicare Reporting

Also, the program will include a special analysis of how the **2010 Health Care Bills** will affect the taxation of governmental entities and their employees.

The cost of this seminar is **\$275.00** per person, which includes the *2010 Government Tax Manual*, a continental breakfast, beverages and a luncheon buffet. Seminar attendees will be responsible for all parking charges. If you are interested in attending one of the seminars, please complete and return the enclosed registration form. All checks should be made payable to "Diehl, Evans & Company, LLP."

You may order the *2010 Government Tax Manual* separately for a cost of **\$175.00**, which includes applicable sales tax. A separate order form is attached for the manual only.

For information regarding the seminar, please visit our website at www.diehlevans.com, or contact Ms. Luiza Kuehn at (949) 399-0600.

2010 NEW TAX DEVELOPMENTS

The 2010 Government Tax Seminars will include extensive coverage of the following new developments:

How the New Health Care Bills Will Affect the Governmental Entities:

- How government employees will be affected by the “Universal Health Care Mandate”?
- What employer obligations will result from the “Play or Pay Mandate”?
- Which government health plans will be subject to the 40% Excise Tax?
- How will the “Grandfather Rules” affect existing health plans and separate plans for highly-compensated government officials?
- How can “collectively bargained” health plans avoid the burdensome requirements of the new health laws?
- How will government payroll departments interact with the new California “Insurance Exchange”?
- Which government employees will qualify to receive “Free-Choice Vouchers” for the purchase of health insurance?
- Which new rules will have 2010 and 2011 “effective dates”?
- What Cafeteria Plan amendments need to be adopted before December 31, 2010?
- How should government agencies prepare for the burdensome new Form W-2 and 1099 rules?

Taxation of Pension Contributions Reimbursed by Employees:

- If employees agree to increase their contribution for retirement benefits, what are the income tax consequences?
- Are such employee contributions to retirement plans subject to Social Security and Medicare taxes?

Other New Developments:

- What are the tax consequences of paying “severance pay” in connection with layoffs and downsizing?
- How does a 2010 California Attorney General’s Opinion affect the taxation of car allowances?
- How will 2010 legislation affect the taxation of cell phones and similar electronic equipment?

DIEHL, EVANS & COMPANY, LLP

REGISTRATION FORM
2010 GOVERNMENT TAX SEMINAR

Name of Governmental Agency: _____

Names of Persons Attending: _____

Total Cost of Seminar: ___ persons at \$275.00 per person = \$ _____

Session Desired (Check One):

Lakewood
Wednesday, December 1 _____

Ontario
Monday, December 6 _____

Irvine
Wednesday, December 8 _____

San Francisco
Tuesday, December 14 _____

Please mail this form and your check to:

Diehl, Evans & Company, LLP
2010 Government Tax Seminar
5 Corporate Park, Suite 100
Irvine, CA 92606-5165

Contact Information:

Ms. Luiza Kuehn
Phone: 949-399-0600
Fax: 949-399-0610
E-mail: luizak@diehlevans.com

CANCELLATION AND REFUND POLICY

In connection with each program, Diehl, Evans & Company, LLP is required to provide the hotel (or other venue) with a guarantee regarding the expected number in attendance. Payments to the hotel must be made in accordance with these guarantees. Accordingly, the final date for cancellation and refund of any registration fee will be five business days before the date of the seminar.

SEPARATE ORDER FORM FOR 2010 GOVERNMENT TAX MANUAL
(FOR THOSE NOT ATTENDING THE SEMINAR)

Number of Manuals Desired _____

Cost per Manual _____ x \$175.00

Total Cost for Manuals \$ _____

Contact Information:

Name: _____

Title: _____

Governmental Agency: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

E-mail: _____

Please mail this form and your check to: Diehl, Evans & Company, LLP
2010 Government Tax Manual
5 Corporate Park, Suite 100
Irvine, CA 92606-5165

Contact Information: Ms. Luiza Kuehn
Phone: 949-399-0600
Fax: 949-399-0610
E-mail: luizak@diehlevans.com

Anticipated shipping date for the *2010 Government Tax Manual*: December 15, 2010

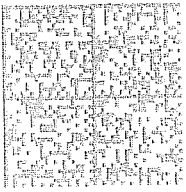
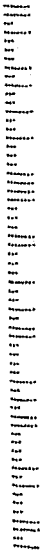


DIEHL, EVANS & COMPANY, LLP
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Alan Taeger
President
Albion-Little River Fire Protection District
PO Box 805
Albion, CA 95410

95410805 8008



neopost[®]
045J82988038
\$0.440
10/12/2010
Mailed from: 92605
US POSTAGE

Jim
MASTIN
for 5TH DISTRICT SUPERVISOR

11/8/10

DEAR ALRFPD,

AS WE CLOSE OUT MY CAMPAIGN, WE ARE LUCKY ENOUGH TO HAVE SOME FUNDS LEFT OVER. I CONSIDERED THE MANY NON-PROFITS IN THE 5TH DISTRICT AND YOUR NEW FIREHOUSE IS ONE PROJECT I CHOSE TO SUPPORT WITH A CONTRIBUTION. YOU ARE A VALUABLE ASSET TO THE COMMUNITY AND I'M PROUD TO SUPPORT YOUR CONTINUING EFFORTS ON ITS BEHALF.

GOOD LUCK IN THE COMING YEARS!



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

Tuesday October 26, 2010, 7:30 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:34 pm by President Alan Taeger, attended by board members Rich Riley, Ed Petrykowski, Ken Matheson. Also attending were Ted Williams and Stacey Weil-Dye representing the fire department.
2. **Public communication to the board:** None
3. **Previous meeting minutes:** The minutes of the September 28, 2010 regular business meeting and the October 8, 2010 special meeting were approved with only one change: September 28, 2010 Vehicle Committee Report: Rich ~~sent~~ **sent** a Letter of Renewal Request, not ~~he will be sending~~. With the correction made both minutes were approved by unanimous vote of the board on a motion by Ken.
4. **Fire chief's report:** Presented by Ted Williams in place of Derek Wilson, not in attendance.
 - a. **Incident reports:** 5 traffic incidents, 4 medical aid, 1 fire call, 1 search & rescue Little River.
 - b. **Fund raising, gifts, service fees:** Cowboy Party at Hughes netted donations to the fire department totaling \$4,000.
 - c. **Fire department report:** 1. Asked about REACH, ambulance, CALSTAR renewals for F.F. in budget Oked. 2. Said some vehicle wiring problems needing attention, asked if Gary of F.B. Diesel was person to repair. Told yes, should be on DOT inspection sheets.
 - d. **Fire department operational needs:** Reported problems with 2 repeaters. Believe should be in warranty will check on.
 - e. **Vehicle maintenance report:** Vehicle #8162 back in service. #8163 was to go in shop (F.B. Diesel) as of October 26. Moved back a week for steering problem but drivable. All vehicles in service at this time.
5. **Communications to the board:**
 - a. Quarterly report from county treasurer
 - b. Letter received from Diehl-Evanns Co. re: Tax Seminar.
6. **Financial report:** Current financial statements for the district were presented. There is \$18,000 in the building fund.
7. **Items for consideration and possible action:**
 - a. **Monthly business meeting date and time change:** No action taken at this time. May be brought up again at the November meeting. Bylaws revision required.
 - b. **Procurement procedures policy:** Alan submitted a 7 item procurement policy. After some conversation with fire department representatives and board members, it was approved by unanimous vote of board members present on a motion by Rich.
 - c. **Computer repair authorization:** The board authorized spending up to \$500 for repair if needed on district computer. It was Ok'd by unanimous vote on a motion from Alan.
8. **Committee reports:**
 - a. **Station 811 committee:** Nothing new to report. Waiting for Lee Welty & Schlosser to get together on soils.
 - b. **Vehicle committee:** No report.
 - c. **Fund raising committee:** Ken still looking for people to help with donations.
 - d. **Tax assessment committee:** Ed has a list of people owing tax & will send back to tax assessor for collection.
9. **Directors' discussion:** None.
10. **Next meeting schedule:** Tuesday, November 30, 2010.
11. **Adjournment:** Adjourned at 8:55 PM.

Minutes approved as presented by unanimous vote of the board at the November 30, 2010 regular business meeting.