



## Albion Little River Fire Protection District

# RESCHEDULED REGULAR MEETING AGENDA

Thursday, December 29, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Motion by Secretary Alan Taeger to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may do so when the agenda item is presented.
4. **Closed Session:** Conference with legal counsel, pending litigation - Calvert vs District.
5. **Report from Closed Session:**
6. **Chief's report:**
7. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action.
  - a. **Approval of the November 21, 2016 regular meeting minutes.**
  - b. **Acceptance of the monthly correspondence report.**
  - c. **Acceptance of the October, 2016 financial reports.**
  - d. **Acceptance of "Accountability Measures Related to Collection of Measure M Parcel Tax"**
  - e. **Acceptance of FY 2015-2016 Special Tax (Measure M) Annual Report.**
8. **Annual Election of Officers deferred pending seating of new board member(s):**
9. **Unfinished Business for discussion and possible action:**
  - a. **Disposal of Engine 8181 – Issel/Williams**
  - b. **Introduction of board member candidate(s).**
10. **Unfinished Business deferred pending seating of new board member(s):**
  - a. **Motion by Director Taeger to amend current district bylaws Section 1100-[Board Meetings], Article 6. [Board Meeting Schedule], item a. to read "Regular meetings to be held on the third Monday of each calendar month at 7:00 pm at Albion School, 30400 Albion Ridge Road, Albion, CA".** Motion carried by unanimous vote of the board at the September 14, 2016 regular meeting. Bylaws change requires confirmation by minimum four votes at a following regular meeting.
  - b. **Second reading of Ordinance 2016-1 proposed by Director Issel (see packet) including revisions.** Proposed ordinance would supersede Bylaws Section 1150 – Document Preparation/Postal Charges.
  - c. **Draft resolution regarding fee waivers:** To accompany ordinance above per item 3.
11. **New Items for discussion and possible action:**
  - a. **Motion by Director Taeger to increase FY 2016-2017 budget item 86-2220 – Small tools & Supplies from \$5,000 to \$10,000 which will increase authorized FY 2016-2017 total tax revenue expense budget to \$422,886.78.**
12. **New Public Relations standing committee – Issel, Taeger:**
13. **Ad hoc committee reports:**
  - a. **Dormant committees:**
    - i. **Long Term Budget Plan**
    - ii. **Friends of ALRFPD**
  - b. **Active committees:**
    - i. **Compressed air foam system – Issel**
    - ii. **Station 811 building modifications & Apparatus replacement – Issel, Taeger, Williams**
    - iii. **New Fire Station - Issel, Williams**

- iv. Mendocino Association of Fire Districts – Taeger – Report posted in packet.
  - v. Station 813 easement – Roat
  - vi. Strategic planning – Issel, Taeger
  - vii. Litigation – Issel, Taeger
14. Directors Discussion:
- a. Donor recognition - Taeger
  - b. Non agenda items of board concern.
15. Adjournment:

**Any individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board at 707-937-4022, email: [board@albionfire.com](mailto:board@albionfire.com) or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.**

**Fire Chief's Report, 1 December, 2016, by Ted Williams****• Incident Log**

- **2016012156 11/1/2016 0416**
  - MEDICAL ALPHA; 26700 ALBION RIDGE RD, ALBION
  - INCORRECT ADDRESS, PT FOUND IN RDWAY; MVFD PAGED IN ERROR
  - Ted Williams
  - Marshall Brown
  - Citlali Calvillo
  - Leslie Hrbacek (8130)
  - Jaime Placido
  - On Scene: 0448
  - Available: 0458
- **2016012425 11/8/2016 0721**
  - PUBLIC ASSISTANCE; 2000 N HWY 1/39000 NAVARRO RIDGE ROAD, ALBION
  - Marshall Brown (8162)
  - Jaime Placido
  - Steve Wolfe
  - Debbi Wolfe
  - Michael Rees
  - On Scene: 0738
  - Available: 0932
- **2016012644 11/13/2016 1327**
  - RESIDENTIAL FIRE; 113 FERN CANYON DR/FOREST DR, LITTLE RIVER
  - Ted Williams (8190)
  - Marshall Brown (8162)
  - Sam Levine
  - Kevin Spring
  - Citlali Calvillo
  - Leslie Hrbacek (canc)
  - Harolde Searles (canc)
  - Available: 1350
- **2016012705 11/15/2016 1048**
  - WATER RESCUE; LITTLE RIVER (NO ADDRESS)
  - Wasn't toned out
  - Ted Williams
  - Michael Rees
  - Sam Levine
  - Jaime Placido
  - Harolde Searles (canc)
  - On Scene: 1116
  - Available: 1305
- **2016012732 11/16/2016 0749**
  - MED ALPHA; 27201 ALBION RIDGE RD (TRAILER), ALBION
  - Call canceled, no medical merit
  - Marshall Brown (8130)

- Leslie Hrbacek
- Michael Rees
- Available: 0817
- **2016012739 11/16/2016 1230**
  - MED DELTA; 5200 N. HWY 1, LITTLE RIVER (HERITAGE HOUSE)
  - Michael Rees
  - Steve Wolfe
  - Debbi Wolfe
  - Steve Crowningshield (8132)
  - Available: 1252
- **2016012804 11/18/2016 0816**
  - MEDCAL ALPHA; 5200 N. HWY 1, LITTLE RIVER (HERITAGE HOUSE)
  - Debbi Wolfe
  - Jaime Placido
  - Michael Rees
  - Steve Crowningshield
  - Ted Williams
  - On Scene: 0840
  - Available; 0940
- **2016012864 11/19/2016 1722**
  - MEDICAL BRAVE>ECHO; 5200 N. HWY 1, LITTLE RIVER (HERITAGE HOUSE)
  - TURNED INCIDENT OVER TO MCSO--1144 CONFIRMED
  - Jaime Placido
  - Ted Williams (8130)
  - Marshall Brown (8130)
  - Steve Wolfe
  - Debbi Wolfe
  - Sam Levine
  - On Scene: 1734
  - Available: 1802
- **2016012907 11/20/2016 1954**
  - MEDICAL DELTA; 3790 N. HWY 1, ALBION (ARI)
  - Ted Williams (8130)
  - Marshall Brown (8130)
  - Michael Rees
  - Steve Wolfe
  - Debbi Wolfe
  - Serena Randolph
  - Kevin Spring
  - Sam Levine-canc
  - John Crowningshield (8132)-canc
  - On Scene:2005
  - Available: 2023
- **2016012992 11/23/2016 1257**
  - FIRE, COMMERCIAL ALARM; 27900 NAVARRO RIDGE RD, ALBION

- False alarm, call canceled
- Michael Rees
- On Scene: 0100
- Available: 0343
- 2016013032 11/24/2016 1108
- FIRE, COMMERCIAL ALARM; 27900 NAVARRO RIDGE RD, ALBION
- False alarm, call canceled
- Michael Rees
- On Scene: 1109
- Available: 1109
- **2016013221 11/29/16 10:23**
  - MEDICAL DELTA, 33900 FROG POND RD, LITTLE RIVER, LTR
  - Sam Levine (Med Gp)
  - Jaime Placido (IC)
  - Leslie Hrbacek canceled
  - Michael Rees, cancelled
  - On Scene: 10:37
  - Available: 11:28
- **2016013240 11/29/16 18:34**
  - MEDICAL BRAVO, 43300 LITTLE RIVER AIRPORT RD, #49, LTR
  - Jaime Placido
  - Kevin Spring
  - Marshall Brown
  - On Scene: 19:00
  - Available: 19:20
- **2016013245 11//29/16 20:12**
  - HAZARDOUS CONDITION, GAS LEAK, 43701 LITTLE RIVER AIRPORT RD, LTR
  - CalFire Engine E1156 First at Scene, cancelled ALRFD by radio
  - Marshall Brown E8162 cancelled
  - Jaime Placido cancelled
  - Michael Rees cancelled
  - On Scene: 20:24
  - Available: 20:33
- **Attendance**
  - Election of officers run by Marshall Brown (with Ted video conferenced in from London) at the December operations meeting resulted in:
    - Chief - Ted Williams
    - Assistant Chief - Marshall Brown
    - Captains - Michael Rees, John Crowningshield, Andrea Pennebaker
- **Maintenance**
  - **Engine 8163**
    - inspection & minor repairs by Fort Bragg Diesel



## Albion Little River Fire Protection District

# RESCHEDULED REGULAR MEETING MINUTES

**Monday, November 21, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA**

1. **Call to order and determination of a quorum:** Meeting called to order 7:00 pm by President Issel. Directors Taeger and Roat present. Also present were Assistant Chief Brown, district counsel Terry Gross, two firefighters, and five members of the public. Chief Williams absent.
2. **Motion by Secretary Alan Taeger to adopt agenda:** Motion carried by unanimous vote of board members present.
3. **Public communication to the board:** None.
4. **Closed Session:** Adjourned to closed session 7:03 pm. Conference with legal counsel, pending litigation - Calvert vs District. Reconvened open session 7:37 pm.
5. **Report from Closed Session:** No action taken.
6. **Chief's report:** See packet.
7. **Consent calendar:** Motion by Director Taeger to approve consent calendar approved by unanimous vote of board members present.
  - a. **Approval of the October 17, 2016 regular meeting minutes.**
  - b. **Acceptance of the monthly correspondence report.**
  - c. **Acceptance of the September, 2016 financial reports.**
  - d. **Acceptance of resignation of Director Debbi Wolfe.**
8. **Unfinished Business for discussion and possible action:**
  - a. **Disposal of Engine 8181 – Issel/Williams:** Director Issel reported no serious offers to date, need to lower expectations.
  - b. **Introduction of board member candidate(s):** Eydie Bergeson and S. A. Ephraim introduced themselves as possible candidates for open seats on the board.
9. **Unfinished Business deferred pending seating of new board member(s):**
  - a. **Motion by Director Taeger to amend current district bylaws Section 1100-[Board Meetings], Article 6. [Board Meeting Schedule], item a. to read “Regular meetings to be held on the third Monday of each calendar month at 7:00 pm at Albion School, 30400 Albion Ridge Road, Albion, CA”.** Motion carried by unanimous vote of the board at the September 14, 2016 regular meeting. Bylaws change requires confirmation by minimum four votes at a following regular meeting.
  - b. **Second reading of Ordinance 2016-1 proposed by Director Issel (see packet) including revisions.** Proposed ordinance would supersede Bylaws Section 1150 – Document Preparation/Postal Charges.
  - c. **Draft resolution regarding fee waivers:** To accompany ordinance above per item 3.
10. **New Items for discussion and possible action:**
  - a. **Amended motion by Director Taeger approved by unanimous vote of board members present as follows:** Direct district bookkeeper to provide detailed donation reports going forward as a regular item in the monthly financial report. Modifications to the current report to be made as follows: 1. For each donation reported list the name of the donor unless donor requests anonymity. 2. Change report title from “Profit and Loss” to “Revenue and Expense”.
11. **Committee reports:** Currently all committees are ad hoc.
  - a. **Dormant committees:**
    - i. **12 Year Financial Plan – Renamed “Long Term Budget Plan”**
    - ii. **Friends of ALRFPD**
  - b. **Active committees:**

- i. **Compressed air foam system – Issel:** Director Issel reported that there are still puzzling issues in system operations. Currently waiting for response to questions posed to Darley.
- ii. **Station 811 building modifications & Apparatus replacement – Issel, Taeger, Williams:** Director Issel reported on continuing efforts to settle 811 building siting issues and estimate construction costs.
- iii. **New Fire Station - Issel, Williams:** Director Issel reported on a meeting held with directors of Northern California Presbyterian Homes and Services, owners of the now closed Lodge at the Woods in Little River, to discuss proposed ideas for possible repurposing of the facility, including possible fire district functions. Further discussions to be held if NCPHS determines proposals worthy.
- iv. **Mendocino Association of Fire Districts – Taeger –** Report posted in packet.
- v. **Parcel tax appeals – Roat:** Director Roat reported that remaining current tax appeal issues have been settled, no issues remaining. With all committee business completed President Issel dissolved the committee.
- vi. **Station 813 easement – Roat:** Director Roat reported that there was not likely to be any further progress on the effort to obtain an easement to the current Station 813 location. Director Issel reported details of preliminary investigation of the possibility of moving the building to county transfer station property.
- vii. **Strategic planning – Issel, Taeger –** Report posted in packet.
- viii. **Litigation – Issel, Taeger:** No report.

**12. Directors Discussion:**

- a. **Taeger – District Office:** Director Taeger reported that long-stored office furniture has been assembled and installed at Station 810, a combination lock key cabinet has been installed, the new printer is installed and ready for use, and the new district computer is configured with necessary software, including QuickBooks and Dropbox, installed. District office email address is [office@albionfire.com](mailto:office@albionfire.com).
- b. **Taeger – Donations reports:** Director Taeger suggested that a donation tracking process policy needs to be created for better board oversight of donations. Policy can be considered when board seat(s) filled. Policy to possibly include a requirement that the chief review monthly donations report and initial entries acknowledged/thanked. Discussion centered on whether the chief or a director should be the one to sign thank you notes.
- c. **Non agenda items of board concern:** None.

**13. Adjournment:** Meeting adjourned 9:10 pm.



**RESCHEDULED REGULAR MEETING THURSDAY, DECEMBER 29, 2016  
CORRESPONDENCE REPORT**

November 29, 2016 -Email thread started by inquiry from Jeannette Rasker to [info@albionfire.com](mailto:info@albionfire.com) requesting donation information and credit card convenience be placed on district website and requesting direct deposit donation information.



**From:** Alan Taeger  
**To:** "[Maggie Watson](#)"; "[Jeannette Rasker](#)"  
**Cc:** [info@albionfire.com](mailto:info@albionfire.com); "[Ted Williams](#)"; [Michael Issel](#)  
**Subject:** RE: monthly donations  
**Date:** Tuesday, November 29, 2016 1:18:21 PM

---

Hi,

I'm going to jump in here. I'm Alan Taeger, secretary of the board of directors of the fire district.

First, I am certain that you can set up a regular donation payment through S/B electronic banking and many other banks' automated payment services. If you don't do electronic banking you can certainly set it up in person at the bank if you wish. We can give account information as necessary and would appreciate deeply the continued support.

Second, the district board has voted repeatedly to set up credit card and PayPal donation access on our website for people's convenience. We have not yet managed to do so but we are working on it.

In the mean time you can send checks at any time and in any denomination whenever you feel you would like to do so. There is never a time your contribution won't be welcome.

Please send donations to our mailing address:

**Albion Little River Fire Protection District**  
**PO Box 634**  
**Albion, CA 995410**

If you have any other questions or suggestions about donations or perhaps other contributions you might like to make to the district I would be happy to continue the conversation.

Alan Taeger  
[ataeger@mcn.org](mailto:ataeger@mcn.org)  
707 489 3052

---

**From:** Maggie Watson [mailto:[mwatson@mcn.org](mailto:mwatson@mcn.org)]  
**Sent:** Tuesday, November 29, 2016 12:42 PM  
**To:** Jeannette Rasker  
**Cc:** [info@albionfire.com](mailto:info@albionfire.com); Ted Williams  
**Subject:** Re: monthly donations

Hi Ted and Jeannette,

Could we do a monthly donation from our bank account to the fire department bank account through the Savings Bank? That is if you are using the Savings Bank.

**Maggie**

On Nov 29, 2016, at 10:27 AM, Jeannette Rasker <[jrasker1@gmail.com](mailto:jrasker1@gmail.com)> wrote:

Good Morning!

Some of us, Albion residents, are wondering IF it would be possible to introduce a way by which locals, and any other interested people for that matter, could make a (monthly) donation to the fire department.

It is easier for me, for instance, (and I imagine for others as well), to give a smaller amount every month, than a chunk once or twice a year.

The easier it is for people to do this the better, of course.

KZYX is encouraging this method as you might know.

It would mean some expert web site design to make this happen, I realize.

A DONATE button on your website would be best. You would have the ability to receive \$\$ on a monthly basis. But to start right now, an invitation on your website, with a POBOX address, would motivate some people when they think about it!

All little bits help.

The season of giving is upon us....

Thank you for considering,

Jeannette Rasker  
937-2011

6:01 AM  
12/15/16  
Accrual Basis

**011**  
**Albion Little River Fire Protection District**  
**Balance Sheet**  
**As of October 31, 2016**

	<u>Oct 31, 16</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Building Fund - Checking	10,645.27
County Held Funds	246,914.77
District Checking	55,243.06
Fire Department - Donations	146,888.83
<b>Total Checking/Savings</b>	<u>459,691.93</u>
<b>Total Current Assets</b>	459,691.93
<b>Fixed Assets</b>	
Accumulated Depreciation	-611,890.00
Building & Improvements	322,400.00
Construction-in-Progress	81,152.00
Firefighting Equipment	503,254.00
Land	125,683.00
<b>Total Fixed Assets</b>	<u>420,599.00</u>
<b>TOTAL ASSETS</b>	<b><u>880,290.93</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Bank of the West Credit Card	24,146.91
<b>Total Credit Cards</b>	<u>24,146.91</u>
<b>Total Current Liabilities</b>	<u>24,146.91</u>
<b>Total Liabilities</b>	24,146.91
<b>Equity</b>	
Opening Balance Equity	588,887.94
Retained Earnings	364,340.20
Net Income	-97,084.12
<b>Total Equity</b>	<u>856,144.02</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>880,290.93</u></b>

5:55 AM  
 12/15/16  
 Accrual Basis

**012**  
**Albion Little River Fire Protection District**  
**Budget vs. Actual**  
**July through October 2016**

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
82-1110 CURRENT SECURED TAX	0.00	77,691.00	-77,691.00	0.0%
82-1120-CURRENT UNSECURED TAX	0.00	2,555.00	-2,555.00	0.0%
82-1130-SB813 SUPPLEMENTAL TAX	425.85	397.00	28.85	107.3%
82-1210-PRIOR SECURED TAX	-1.12			
82-1220-PRIOR UNSECURED TAX	0.00	74.00	-74.00	0.0%
82-1300-SPECIAL TAX	0.00	191,685.78	-191,685.78	0.0%
82-1600-TIMBER TAX	0.00	265.00	-265.00	0.0%
82-4100-INTEREST INCOME	407.13	0.00	407.13	100.0%
82-5481-HOMEOWNER PROPERTY TAX	0.00	731.00	-731.00	0.0%
82-7700-OTHER	8,384.07	0.00	8,384.07	100.0%
82-7705 Donations	0.00	0.00	0.00	0.0%
BBQ INCOME	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>9,215.93</b>	<b>273,398.78</b>	<b>-264,182.85</b>	<b>3.4%</b>
<b>Gross Profit</b>	<b>9,215.93</b>	<b>273,398.78</b>	<b>-264,182.85</b>	<b>3.4%</b>
<b>Expense</b>				
86-1014-MISC EMPLOYEE BENEFITS	715.00	2,000.00	-1,285.00	35.8%
86-1035-WORKERS COMPENSATION IN	9,381.00	9,340.00	41.00	100.4%
86-2050-CLOTHING & PERSONAL ITE	3,277.31	15,000.00	-11,722.69	21.8%
86-2060-COMMUNICATIONS	1,343.39	2,500.00	-1,156.61	53.7%
86-2080-FOOD	117.48	1,000.00	-882.52	11.7%
86-2101-INSURANCE GENERAL	8,950.00	9,268.00	-318.00	96.6%
86-2120-MAINTENANCE EQUIPMENT	2,738.01	35,000.00	-32,261.99	7.8%
86-2130-MAINTENANCE STRUCTURES	349.00	3,500.00	-3,151.00	10.0%
86-2140-MEDICAL, LAB SUPPLIES	1,158.11	5,000.00	-3,841.89	23.2%
86-2150-MEMBERSHIPS	0.00	1,300.00	-1,300.00	0.0%
86-2170-DISTRICT OFFICE SUPPLIE	629.90	2,500.00	-1,870.10	25.2%
86-2181-AUDITING & FISCAL SERVI	5,033.11	15,000.00	-9,966.89	33.6%
86-2185-MED AND DENTAL	0.00	1,500.00	-1,500.00	0.0%
86-2187-EDUCATION & TRAINING	0.00	7,500.00	-7,500.00	0.0%
86-2189-PROFESIONAL & SPECIAL S	7,858.11	25,000.00	-17,141.89	31.4%
86-2210-RENT LEASES	0.00	54.00	-54.00	0.0%
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>	<b>5,786.95</b>	<b>5,000.00</b>	<b>786.95</b>	<b>115.7%</b>
86-2231-ELECTION SUPERVISION &	0.00	500.00	-500.00	0.0%
86-2250-TRANSPORTATION & TRAVEL	2,437.58	15,000.00	-12,562.42	16.3%
86-2260-UTILITIES	2,397.44	5,000.00	-2,602.56	47.9%
86-3113-PAYMNTS TO GOVT AGENCIE	782.40	1,600.00	-817.60	48.9%
86-3310 Interest	7,079.93	21,068.47	-13,988.54	33.6%
86-3311 Principal	5,420.07	16,431.53	-11,011.46	33.0%
86-4360-BUILDINGS & IMPROVEMENT	0.00	140,000.00	-140,000.00	0.0%
86-4370-EQUIPMENT (PURCHASE)	60,946.72	77,824.78	-16,878.06	78.3%
BBQ	0.00	0.00	0.00	0.0%
Suspense	901.16	0.00	901.16	100.0%
<b>Total Expense</b>	<b>127,302.67</b>	<b>417,886.78</b>	<b>-290,584.11</b>	<b>30.5%</b>
<b>Net Income</b>	<b>-118,086.74</b>	<b>-144,488.00</b>	<b>26,401.26</b>	<b>81.7%</b>

4:39 AM

12/15/16

Accrual Basis

**013**  
**Albion Little River Fire Protection District**  
**Building Fund Revenue & Expenses**  
**October 2016**

	<u>Oct 16</u>
Income	
82-4100-INTEREST INCOME	0.45
Total Income	<u>0.45</u>
Gross Profit	0.45
Expense	<u>0.00</u>
Net Income	<u><u>0.45</u></u>

5:53 AM

12/15/16

Accrual Basis

**014**  
**Albion Little River Fire Protection District**  
**Revenue & Expenses Detail**  
**October 2016**

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
<b>82-1130-SB813 SUPPLEMENTAL TAX</b>						
Gene...	10/13/2016	55		REF	District	-4.77
Gene...	10/13/2016	55		REF SBRECV	District	42.75
Total 82-1130-SB813 SUPPLEMENTAL TAX						37.98
<b>82-4100-INTEREST INCOME</b>						
Gene...	10/01/2016	56		REF 1ST QTR	District	407.13
Total 82-4100-INTEREST INCOME						407.13
Total Income						445.11
Gross Profit						445.11
<b>Expense</b>						
<b>86-2050-CLOTHING &amp; PERSONAL ITE</b>						
<b>Fire Shelters</b>						
Credit...	10/19/2016	45533	L.N Curtis & Sons		District	141.25
Credit...	10/19/2016	46026	L.N Curtis & Sons		District	188.34
Total Fire Shelters						329.59
<b>Structure Boots</b>						
Credit...	10/19/2016	43321	L.N Curtis & Sons		District	189.42
Total Structure Boots						189.42
<b>Wildland Boots</b>						
Credit...	10/19/2016		L.N Curtis & Sons	boots	District	305.12
Credit...	10/19/2016	40125	L.N Curtis & Sons	boots	District	305.12
Total Wildland Boots						610.24
<b>86-2050-CLOTHING &amp; PERSONAL ITE - Other</b>						
Credit...	10/19/2016	38527	L.N Curtis & Sons		District	1,277.96
Credit...	10/19/2016	42278	L.N Curtis & Sons	Helmet	District	107.84
Credit...	10/19/2016	45533	L.N Curtis & Sons		District	762.26
Total 86-2050-CLOTHING & PERSONAL ITE - Other						2,148.06
Total 86-2050-CLOTHING & PERSONAL ITE						3,277.31
<b>86-2060-COMMUNICATIONS</b>						
<b>INTERNET SERVICE</b>						
<b>Comcast</b>						
Check	10/18/2016		Comcast	8155300570124362/815530057003...	District	80.71
Total Comcast						80.71
Total INTERNET SERVICE						80.71
<b>TELEPHONE</b>						
<b>ATT</b>						
Check	10/26/2016		AT&T	96075541735558/0301538359001/0...	District	272.53
Total ATT						272.53
<b>ECG</b>						
Check	10/11/2016		ECG Enhanced Comm...	2319611	District	15.48
Total ECG						15.48
Total TELEPHONE						288.01
Total 86-2060-COMMUNICATIONS						368.72

5:53 AM

12/15/16

Accrual Basis

**015**  
**Albion Little River Fire Protection District**  
**Revenue & Expenses Detail**  
**October 2016**

Type	Date	Num	Name	Memo	Class	Amount
<b>86-2120-MAINTENANCE EQUIPMENT</b>						
<b>Vehicle Maintenance</b>						
<b>8131</b>						
Check	10/23/2016	10010	Mendocino Automotive ...	wire auxiliary	District	96.80
Total 8131						96.80
Total Vehicle Maintenance						96.80
Total 86-2120-MAINTENANCE EQUIPMENT						96.80
<b>86-2140-MEDICAL, LAB SUPPLIES</b>						
<b>Gasses</b>						
<b>Eureka Oxygen</b>						
Check	10/23/2016	10009	Eureka Oxygen Co	683500	District	113.00
Total Eureka Oxygen						113.00
Total Gasses						113.00
Total 86-2140-MEDICAL, LAB SUPPLIES						113.00
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>						
Credit...	10/11/2016		EASYKEYSCOM.INC		District	27.80
Total 86-2170-DISTRICT OFFICE SUPPLIE						27.80
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>						
<b>Bookkeeping Services</b>						
Check	10/20/2016	4346	Sara Spring		District	306.25
Total Bookkeeping Services						306.25
<b>86-2181-AUDITING &amp; FISCAL SERVI - Other</b>						
Credit...	10/28/2016			Service Charge	District	56.85
Total 86-2181-AUDITING & FISCAL SERVI - Other						56.85
Total 86-2181-AUDITING & FISCAL SERVI						363.10
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>						
Credit...	10/19/2016	39788	L.N Curtis & Sons	foam	District	4,907.70
Total 86-2220-SMALL TOOLS & SUPPLIES						4,907.70
<b>86-2260-UTILITIES</b>						
<b>Albion Water District</b>						
Check	10/23/2016	10006	Albion Mutual Water C...	1615-01	District	135.00
Total Albion Water District						135.00
<b>PG&amp;E</b>						
Check	10/11/2016		PG&E	0210095100-9	District	189.52
Total PG&E						189.52
<b>Thompson Septic Service</b>						
Check	10/23/2016	10008	Thompson's PortaSepti...	2885, 811 and 812	District	196.10
Total Thompson Septic Service						196.10
<b>86-2260-UTILITIES - Other</b>						
Check	10/30/2016	10007	Debbie Wolfe	dump	District	34.75
Total 86-2260-UTILITIES - Other						34.75
Total 86-2260-UTILITIES						555.37
<b>86-3310 Interest</b>						
Check	10/30/2016	10006	Santa Cruz County Bank	900482080	District	7,079.93
Total 86-3310 Interest						7,079.93
<b>86-3311 Principal</b>						
Check	10/30/2016	10006	Santa Cruz County Bank		District	5,420.07
Total 86-3311 Principal						5,420.07

5:53 AM

12/15/16

Accrual Basis

**016**  
**Albion Little River Fire Protection District**  
**Revenue & Expenses Detail**  
**October 2016**

Type	Date	Num	Name	Memo	Class	Amount
<b>86-4370-EQUIPMENT (PURCHASE)</b>						
<b>Firefighting Equipment</b>						
<b>HOSE</b>						
Credit...	10/19/2016	39122	L.N Curtis & Sons	hose	District	607.82
Total HOSE						607.82
Total Firefighting Equipment						607.82
<b>86-4370-EQUIPMENT (PURCHASE) - Other</b>						
Credit...	10/19/2016	43872	L.N Curtis & Sons	SCBA MASKS	District	14,871.62
Total 86-4370-EQUIPMENT (PURCHASE) - Other						14,871.62
Total 86-4370-EQUIPMENT (PURCHASE)						15,479.44
<b>Suspense</b>						
Credit...	10/24/2016		Amazon.com		District	9.68
Credit...	10/27/2016		AMAZON MKTPLACE ...		District	76.49
Credit...	10/27/2016		AMAZON MKTPLACE ...		District	75.14
Total Suspense						161.31
Total Expense						37,850.55
<b>Net Income</b>						<b>-37,405.44</b>



4:40 AM

12/15/16

Accrual Basis

**017**  
**Albion Little River Fire Protection District**  
**Donation Revenue & Expense**  
**October 2016**

Type	Date	Num	Name	Memo	Class	Amount
<b>Income</b>						
<b>82-4100-INTEREST INCOME</b>						
Deposit	10/31/2016		Savings Bank Of Mend...	Interest	FD Donations	6.09
Total 82-4100-INTEREST INCOME						6.09
<b>82-7705 Donations</b>						
<b>Individual</b>						
Deposit	10/13/2016	1762	Craig Davis	Deposit	FD Donations	3,500.00
Deposit	10/13/2016	1042	The Daley Family Foun...	2016	FD Donations	500.00
Total Individual						4,000.00
<b>82-7705 Donations - Other</b>						
Deposit	10/13/2016	127...	Mendocino Coast Hosp...	Deposit	FD Donations	1,500.00
Deposit	10/13/2016	156...	RECYCLE PROGRAM	RECYCLE \$	FD Donations	42.24
Deposit	10/13/2016			\$ from Bishoff sale	FD Donations	1,358.00
Check	10/18/2016			bounced check	FD Donations	-500.00
Deposit	10/31/2016	198		Lynda J Reed	FD Donations	500.00
Deposit	10/31/2016	157...	Waste Management	recycle \$	FD Donations	57.22
Deposit	10/31/2016	157...	Waste Management	Recycle \$	FD Donations	37.28
Deposit	10/31/2016	157...	Waste Management	Recycle \$	FD Donations	85.81
Total 82-7705 Donations - Other						3,080.55
Total 82-7705 Donations						7,080.55
Total Income						7,086.64
Gross Profit						7,086.64
<b>Expense</b>						
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>						
Check	10/18/2016		Savings Bank Of Mend...	bank fee	FD Donations	7.00
Total 86-2181-AUDITING & FISCAL SERVI						7.00
Total Expense						7.00
<b>Net Income</b>						<b>7,079.64</b>



# Albion Little River Fire Protection District

## Accountability Measures Related to Collection of Measure M Parcel Tax

Measure M, a proposed ordinance establishing a special tax on property within the Albion Little River Fire Protection District, was adopted by the voters of the district in the general election of November 4, 2014. This special tax was implemented in FY 2015-2016.

In accordance with California Government Code Section 50075.1 Albion Little River Fire Protection District (District) provides the following accountability measures related to the collection of this special tax:

- **The Specific Purpose** of this tax is to maintain and improve the current level of fire protection, prevention, suppression, emergency medical, hazardous materials response, search, and rescue service. In addition, the increase will be directed toward procurement, equipping, operating, and maintaining equipment, and for the purpose of paying salaries of personnel or any related services.
- **The Proceeds** of this tax will be applied only to the specific purposes stated above.
- The District will maintain a **Separate Account** for the proceeds of this tax.
- The District will file an **Annual Report** pursuant to California Government Code Section 50075.3 which contains the following:
  - a. The amount of special tax funds collected and expended.
  - b. The status of any project required or authorized to be funded by the special tax as identified in the specific purpose detailed above.



## Albion Little River Fire Protection District

### FY 2015-2016 SPECIAL TAX (MEASURE M) ANNUAL REPORT

In accordance with California Government Code Section 50075.3 Albion Little River Fire Protection District hereby provides this annual report of FY 2015-2016 special tax revenues and expenditures as follows:

- Total special tax collected FY 2015-2016 - \$190,852.66
- Total special tax expended FY 2015-2016 - \$ 87,143.63

In this first fiscal year of special tax assessment approved by voters November 4, 2014 the District has authorized a 20 year commitment to a financial package to acquire two new firefighting apparatus which will be partially funded by special tax revenues. A type I fire engine and a 1,200 gallon water tender are currently being built to District specifications. Delivery of the water tender is scheduled for the first quarter of 2017. Delivery of the Type I fire engine is scheduled for the second quarter of 2017.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Alan Taeger", is written over a horizontal line.

Alan Taeger  
Secretary, acting fiscal officer  
Albion Little River Fire Protection District  
December 8, 2016

**020**  
**Meeting Notes**

**Mendocino County Association of Fire Districts**

**10:00am Wednesday December 14, 2016**

**at the Anderson Valley CSD, Boonville**

**MEETING - Introductions and Attendees:**

Michael Schaeffer (CCSD), Dave Roderick (HFPD), Linda Talso (RVCFPD), Joe Sutphin (FBFPA), John Allison (WFPC), Tony Orth (BTCSD), Claudia Hillary (RCFPD), Andres Avila (AVCSD), Kathleen McKenna (AVCSD), Alan Taeger (ALRFPD), Lucien Long (ECSD), Bill Knapp (WFPC), Denise Rose (BTCSD), Ben MacMillan (ECSD)

**CONTINUING and NEW BUSINESS ITEMS:**

1. Discussion of the County's draft version of the Prop 172 funding allocation agreement occurred. As written, the draft was significantly more complex than Colusa County's example. It contained misinformation and incorrectly cited one section of California Code as applicable to each of our various types of Fire Agencies. (Chris Neary participated in MCAFD's critique of the document.) Proposed revisions were routed back to Alan Flora for review/changes. His latest email indicated our suggestions were being reviewed and he expected to have a revised document back to us shortly. Its uncertain at this point how many versions of the agreement template will be needed to accommodate our different forms of agencies (FPD's, CSD's, VFC's, and cities).

2. Once the agreement format is finalized, it will be sent to MCAFD. We will then route to each agency. Upon approval, each agency will return the signed original agreement to MCAFD where they will be collected prior to being delivered en mass to the County for processing. This process will likely result in delays due to meeting frequencies of different Boards. The County basically wants to deal with all agreements at once, not piecemeal. It was stated that they would likely process the bulk of the funding allocation payments if only a few agreements hadn't been returned. The County plans to provide a single payment to each district for the entire amount called for by the allocation formula, not installments..

3. Planning for participation in the first meeting of the re-titled "Public Safety" standing committee of the BoS led to some quite lively exchanges that covered a wide gamut of information, details, and suggestions. Supervisor Woodhouse's departure has impacted the BoS' staffing of committees and likely Gjerde and Hamburg will be the new members of the Public Safety committee. This will not be known for sure until after the BoS completes its annual reorganization in January 2017. It is known that McCowen will replace Gjerde as Board Chair. With the changes, it was felt that MCAFD's steering committee should attempt to set up meetings with McCowen and also with the Gjerde/Hamburg duo. The McCowen meeting would be more introductory to make him aware of Fire related issues. Because of the sensitivity of the upcoming dispatch RFP and the dominant position of CVEMS in the process, it was deemed important to include Chiefs John Bartlett and Andres Avila in these meetings due to their knowledge and hands-on experience. The meeting with Gjerde/Hamburg would be more in-depth and detail oriented. Michael Schaeffer will try to schedule these meetings prior to the scheduled BoS reorganization meeting on January 10, 2017.

Beyond dispatch issues, the new EMS ordinance with its provisions allowing creation of an ambulance EOA, and the interrelationship of the ambulance EOA with the dispatch RFP will be topics for discussion. It is quite evident that under HHS, CVEMS is pushing to institute an EOA and that they feel the possible merging of the EOA with the dispatch function might be a better selling point for the EOA provider because potential cost reductions.

The new EMS ordinance will replace an Ambulance Ordinance that was adopted in 1991. A very interesting (and apparently overlooked portion of the Ambulance Ordinance) is that it calls for specified ambulance fees to be used (in part) to "help volunteer fire agencies for equipment and supplies used in response to medical aid calls ..." Initial questioning in the December EMCC meeting about this portion of the ordinance resulted in blank stares. The wording clearly shows that in 1991 the County did recognize its responsibility to provide some funding support to Fire. The new EMS ordinance doesn't contain this language.

Following November voter approval of TOT tax increases in Fort Bragg and Pt Arena, a suggestion to recommend the County increase their TOT by the same 2% was made. This increase would then be dedicated to funding dispatch, a service that clearly benefits visitors as well as residents. Assuming this tax increase were to take effect, Prop 172 funds now being diverted to dispatch could be allocated to Fire under our formula. This is another topic for our early meetings.

4. With the passage cannabis tax measures AI and AJ, our existing allocation formula doesn't seem to match the sources of the new revenues. After discussion of some of the complexities, Denise Rose volunteered to develop a couple of alternative proposals for our agencies to consider. While the allocation of these new revenues among the top priority recipients (mental health, roads, fire, cannabis enforcement) is not known, it seems wise to be prepared with an agreed upon plan for how Fire funds will be distributed.

5. Opportunities for purchasing savings up to 40% were introduced by Alan Taeger. These savings are available once an agency registers to participate in publicly solicited purchasing contracts. There is no cost to register and then achieve the savings. Copies of one organization offering these services were passed out in the meeting. (Copies will be emailed to each of our agencies.) Fort Bragg, Mendocino, Albion-LR, and Brooktrails are utilizing these purchasing options which cover everything from office supplies, to fire equipment, even fire engines.

6. Themed meetings (i.e., presentations to occur in our meetings) was discussed and favorably received. Tony Orth offered to have LAFCO give a presentation at our next meeting in February. Other topics included CHP providing info on Colorado's EMS responses following cannabis legalization, OES, and others. Michael Schaeffer offered to pursue this further.

7. GSRMA (Golden State Risk Management Authority, insurance provider for many of our agencies) is now providing mandated sexual harrasment training. Comptche and Mendocino are working together on a joint training session. As a GSRMA Board Member, Michael Schaeffer can provide further information. Spin-off discussions about mandatory ethics and Brown Act training also took place. These trainings used to be offered by County Counsel in a combined class, but this hasn't happened on the Coast for 3 years. Kit Elliott has not yet offered these classes following her recent promotion to the office. Both ethics and Brown Act training are required of all Board Members and Board officers every two years. Sexual harrasment training is required for all Board Members, Board officers, and officers of Fire Departments.

NEXT MEETING:

10:00am Wednesday  
February 15, 2017  
Anderson Valley CSD

Adjourned: 11:50am