

ORIGINAL

COUNTY OF SHASTA  
OFFICE OF AUDITOR-CONTROLLER  
REPORT OF CLAIMS REQUIRING BOARD ACTION IN ORDER TO  
AUTHORIZE PAYMENT BY AUDITOR-CONTROLLER  
2/7/2017

| FUND/DEPT/ACCT | DEPARTMENT         | PAYEE             | DESCRIPTION  | Amount      | REASON  | DEPARTMENT'S EXPLANATION             |
|----------------|--------------------|-------------------|--|-------------|---|--------------------------------------|
| 00391/034500   | SHASTA COUNTY FIRE | DEER VALLEY PRESS | HANDBOOKS, FLASH CARDS,<br>POWERPOINT DVD, STUDY<br>GUIDES | \$ 1,342.51 | Per Admin Policy 2-201 and Gov Code<br>sections 910 and 911.2 invoices older<br>than one year require Board approval. | SEE ATTACHED MEMO FROM<br>DEPARTMENT |
|                | TOTAL              |                   |  | \$ 1,342.51 |   |                                      |

**Auditor's Certification:**

I certify that the foregoing is a true list of claims properly and  
regularly coming before the Shasta County Board of Supervisors,  
and that the computations are correct.

ns Date: 2/1/17 Signature: Christina Feylis

**Approval of Claims:**

These claims were allowed and the Claims List was approved as correct, by vote  
of the Board of Supervisors on this date.

Date: \_\_\_\_\_

Chairman  
Board of Supervisors  
County of Shasta  
State of California



**CALIFORNIA DEPARTMENT OF FORESTRY  
AND FIRE PROTECTION**

COOPERATIVE FIRE PROTECTION  
Since 1980

**SHASTA COUNTY FIRE DEPARTMENT**  
**875 Cypress Ave Redding CA 96001**



Mike Hebrard  
Chief

**MEMORANDUM**

Date: January 30, 2017

To: Brian Muir, Shasta County Auditor-Controller

From: Mike Hebrard, Shasta County Fire Warden

A handwritten signature in black ink, appearing to read "M Hebrard", is written over the "From:" line.

Subject: Board Claim for Deer Valley Press

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In July 2015, Shasta County Fire purchased training manuals and study materials as a part of our volunteer firefighter training program. The materials arrived, however an invoice was never received. This oversight was not discovered by staff from Deer Valley Press or County Fire staff until Deer Valley Press recently performed a review of their records. The invoice was received at Shasta County Fire Headquarters in January 2017. The items were received in July 2015, and the charges are due to Deer Valley Press. This invoice must be approved by the Board of Supervisors for payment, per Admin Policy 6-101.

**Deer Valley Press**

5125 Deer Valley Road  
Rescue, CA 95672  
(530) 676-7401 Fax (530) 676-7418  
orders@deervalleypress.com

**Invoice**DVP Invoice: **00014011**

Customer PO:

**Satisfaction Guaranteed!**

If not satisfied, return for full refund.


**Bill To:**

Shasta County Fire Department  
875 Cypress Ave  
Redding, CA 96001

**Ship To:**

Shasta County Fire Department  
Attn: Mary  
Training Div  
875 Cypress Ave  
Redding, CA 96001

| SALESPERSON |          | YOUR NO.                   | SHIP VIA | COL | PPD     | SHIP DATE     | TERMS  |            | DATE     | PG. |
|-------------|----------|----------------------------|----------|-----|---------|---------------|--------|------------|----------|-----|
|             |          |                            |          |     |         | 7/2/2015      | Net 45 |            | 7/2/2015 | 1   |
| QTY.        | ITEM NO. | DESCRIPTION                |          |     | PRICE   | UNIT          | DISC % | EXTENDED   | TX.      |     |
| 20          | 007      | Firefighter's Handbook 3ed |          |     | \$57.95 | 1             | 25%    | \$869.25   | X        |     |
| 20          | 0023     | Study Guide 3rd Edition    |          |     | \$14.95 | 1             | 25%    | \$224.25   | X        |     |
| 5           | 004      | Flash Cards                |          |     | \$24.95 | 1             | 25%    | \$93.56    | X        |     |
| 1           | 020      | PowerPoint DVD             |          |     | \$49.95 | 1             | 4.09%  | \$12.94    | X        |     |
|             |          |                            |          |     |         | Sale Amount:  |        | \$1,200.00 |          |     |
|             |          |                            |          |     |         | Freight:      |        | \$52.51    |          |     |
|             |          |                            |          |     |         | Sales Tax:    |        | \$90.00    |          |     |
|             |          |                            |          |     |         | Total Amount: |        | \$1,342.51 |          |     |
|             |          |                            |          |     |         | Paid Today:   |        | \$0.00     |          |     |
|             |          |                            |          |     |         | Balance Due:  |        | \$1,342.51 |          |     |



Thank you for your order.

**Thank you for your order.**

Deer Valley Press, 5125 Deer Valley Road, Rescue, CA 95672  
530 676 7401 fax 530 676 7418 teie@deervalleypress.com

[www.deervalleypress.com](http://www.deervalleypress.com)