



## Albion Little River Fire Protection District

### REGULAR MEETING MINUTES

Wednesday June 8, 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 at 7:09 pm by Vice President Michael Issel. Board members Debbi Wolfe and Scott Roat present. Also present were Chief Ted Williams, Bookkeeper Sara Spring, and one member of the public. Absent: Chris Skyhawk and Alan Taeger. Issel stated that in Skyhawk's absence he would chair the meeting, and requested that strategic planning process item 6.f. be pulled out of order to be heard if Consultant Paulson arrives at the meeting. Upon Directors Roat and Wolfe agreement, the agenda was approved unanimously.
2. **Public communication to the board:** None.
3. **Chiefs Report:** 8180 is now in service in Little River. 8181 is in front of 811 awaiting disposition. Discussion on alternative storage locations followed and ultimate disposition by sale or donation of surplus asset. As part of 8181 replacement project, Issel has contacted with vehicle disposal vendors and provided Chief Williams with application form.  
 Chief discussed proposal to adjust the District's agreement with CalFire by reducing the minimum of 4 hours of service before CalFire payments are made, in which Mendocino Fire is also in agreement. The Board consensus recommends Chief propose two hours service to incur a CalFire payment.  
 Chief Williams reported that a payment demand for abalone case is still in the works.  
 Thirteen SCBA's have been ordered, it was decided the old ones will be used for training and firefighters who will not be entering buildings.  
 In response to previous public inquiry about when our map books will be updated to reflect address and road name changes, Ted informed the board that he is waiting for additional future changes before proceeding. Board response was that firefighters can update their maps in the meantime from available County data.
4. **Consent Calendar:** Roat moved approval of Consent Calendar with one correction to the minutes dated Wednesday May 11, 2016. Motion approved unanimously.
5. **Items for Discussion and possible action**
  - a. Issel discussed a finding that 15 year term vehicle financing is difficult and 20 year term even more so. Financing priorities remain as follows: 8181, 8130, 8192, 811 remodels, and a new station, which followed priorities identified by Chief Williams last year. Short discussion ensued regarding new versus used vehicles in which the Board was reminded of previous vehicle cost value analysis demonstrating the True Cost of maintenance verses a new financed vehicle and the variance in incident response functionality. Motion by Roat to direct Chief Williams to provide identification, confirmation, and prioritization of key district vehicle replacement requirements as well as 811 remodel and new station in order to develop Board response in advance of strategic plan development (vehicles 8181,8130,8192, station 811 remodel and new station). Motion passed unanimously
  - b. Discussed under Chief's report.
  - c. 8181 vehicle replacement finance vendor submission progress report: Issel discussed the four different types of funding available: federal, state, private and direct placement. Direct placement tax exempt municipal financing vendors are being solicited, whereas our local Savings Bank is a commercial lender not well configured to respond to special district financing. Noted also was that vehicle cost is going up 3-4%/yr, and interest rates hovering at 1-2%/yr, while the difference in interest rates between new vs. used vehicles ranges 1-2% higher for used vehicles. Discussion followed regarding finance signature authorization, how a down payment would change annual debt service, available carry forward tax reserves, but no motion ensued after budget was discussed and it was determined that vehicles have already been specified, and

now it is just a matter of selecting financing vendors. Roat motioned that Issel continue to research financing vendors and explore the option of Savings Bank. Issel will then call a special meeting at which the board will choose best option and authorize purchase of trucks. Motion passed unanimously

- d. Motion presented by Wolfe in Skyhawk's absence, expressing Skyhawk's desire to remain with our current audit firm. After discussion Wolfe moved to rescind Board action authorizing a Request for Proposal for financial auditor. Motion passed unanimously. Bookkeeper Spring was then instructed to set an appointment for the next audit.
- e. Motion by Wolfe to adapt policy on Bookkeeper Duties and Responsibilities. After discussion of methodologies to be employed to define the of scope of "extra" work, its associated cost, and the timeliness that such a work product response would be made, the motion passed unanimously.
- f. Roat expressed his surprise at the intended use of 810 as an office, stating he spoke with Robert in the Fort Bragg Planning office, regarding the use of 810 for "public" meetings and was informed that there would need to be a use permits in place, and that applying for one may trigger ADA requirements. Roat then reported a following discussion with Mike Oliphant, building inspector, regarding 810 grandfathered uses. Roat moved that the board abandon pursuit of using 810 for members of the public pending Roat researching grandfathered use of 810. Motion passed unanimously

#### 6. Committee reports:

- a. **Compressed Air Foam System:** Issel reported that calibration, and Training are needed, Ted reported more foam is needed and Wolfe asked when calibrating will happen.
- b. **Station 811 building modifications:** Issel reported that we can use the same permit and add a 2 bay building with a pad and land prep for around \$50,000.00. A building that can hold 4 vehicles would be \$72,000.00 about a 20% increase. He foresees the total cost being \$100,000-\$110,000. There was discussion of changing the name from station to garage at 811.
- c. **Parcel Tax Appeals:** Roat had no report. Wolfe stated she has been communicating with the county to correct the tax rolls for the appeals that needed correction and some other errors. Ted spoke of an appeal that was supposed to receive a refund and has not. Wolfe will research what the status is.
- d. **Station 813 easement:** No report
- e. **Measure M Defense:** No report
- f. **Strategic Plan:** Issel reviewed the need of, and solicited signatures for, the Paulson Consulting MOU that accompanies our engagement agreement. Board signatures were supplied in seriatim.

#### 8. Directors Discussion:

**Development of FY 2017 Budget:** Special meeting will be set.

#### Non agenda items of Board concern:

- **Fundraising:** There is a kayak group that wants to hold a fundraiser for the District.
- **Vehicles:** Sacramento has two Type 1 engines they would like to sell us. Ted and Issel will examine prospect viability. Issel reported consolidation of former ALRFPD logos and subsequent application to 8180 and 8190 door signage by local vendor. Wolfe is working on transferring title on 8180.
- **Friends of Albion Fire:** Wolfe reminded the District of a signed MOU last year stipulating the Board would receive status reports and requested an update. Issel reported his understanding of their group's present status as "Temporally Suspended", while expressing the Board's gratitude for their Grant assistance in receiving our Strategic Planning Grant, together with the notion that the need for hiring a grant writer may be in the District's future.
- **Meeting adjourned at 10:15 pm**