

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

Tuesday, April 26, 2011, 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 by President Alan Taeger at 7:33pm. Present were Board members Rich Riley, Ed Petrykowski, Ken Matheson and Terry Kemp. Chief Derek Wilson, Erica Geer, Ted Williams, Scott Roat, John Crowningshield and Marshall Brown attended from the Fire Department. Brad Montgomery also was present.
2. **Public communication to the board:** None.
3. **Previous meeting minutes:** The minutes of the March 29, 2011 regular business meeting were approved as presented by unanimous vote of the board members present on a motion by Ken.
4. **Fire chief's report:**
  - a. **Incident reports:** 4 medical, 1 boat/trailer fire.
  - b. **Fund raising, gifts, service fees:** The BBQ will be held on July 9<sup>th</sup>, 2011 from 1pm-4pm followed by a benefit concert until 10pm.
  - c. **Fire department report:** Chief Wilson announced his resignation effective end of May. Marshall Brown and Andrew Crowningshield completed the Fire Fighter I training course offered by the CalFire Academy. John Crowningshield will talk to Dave Thorpe at the airport about the availability of a hanger at the airport for fire department use.
  - d. **Fire department operational needs:** The equipment that was recently stolen from 812 will need to be replaced. Some of the cost will be covered by insurance. Derek will research the cost of the replacement equipment to provide necessary information to complete the insurance claim.
  - e. **Vehicle maintenance report:** 8132- is at FB Diesel for maintenance. 8163- is still at Opperman's and should be back by April 28<sup>th</sup>. 8162 will be going to Opperman's for water level indicator replacement. 8192- Is having water pumping difficulty.
5. **Communications to the board:**
  - a. Received a letter from LAFCO with a notice of its final budget hearing for FY 2011-2012 to be held at its regular meeting on May 2, 2011.
  - b. Received correspondence from CSDA with a notice of availability of financial assistance.
  - c. Received quarterly investment report from the county treasurer.
  - d. Received notice from county planning and building services of an application for renewal of CDP #49-2003.
  - e. Received a letter from the county clerk with the correct filing dates (7/18/11-8/12/11) for the board member election in November.
6. **Financial report:** Current financial statements were presented.
7. **Items for consideration and possible action:**
  - a. **Chief's absence:** Chief Wilson has resigned effective end of May. The fire department will discuss nominations for a new chief at their next business meeting May 12, 2011. No action taken.
  - b. **Fire department member expense compensation policy:** Presented for adoption after introduction, discussion and revision at the March 29, 2011 regular business meeting. Approved (as attached) by unanimous vote of the members of the board on a motion by Alan.
  - c. **Budget:** The board members voted unanimously to Increase budget category 86-2260 Utilities by \$2,500 (to \$7,500) on a motion by Alan.

Minutes approved as presented by unanimous vote of the board at the May 31, 2011 regular business meeting.

- d. **Bylaws revision:** The board reviewed and discussed attached proposed amendment to the Albion Little River Fire Protection District Bylaws, Policies and Procedures (Section 1017 – Appointment and Removal of Fire Chief). The board will further review and consider the amendment for possible adoption at the May 31, 2011 regular business meeting.
- 8. **Committee reports:**
  - a. **New fire station committee.** Lee Welty is reviewing documents provided by the metal building manufacturer to determine what is needed to move forward with the foundation engineering. He has completed plans for the encroachment permit.
  - b. **Vehicle committee.** No report.
  - c. **Property maintenance committee.**
    - i. New electrical system is in place at Station 812 in Little River. A concrete generator pad needs to be placed for a generator. (Generator yet to be selected by the fire department.)
    - ii. The temporary metal canopy/carport has been installed at Station 812. The gate and fence in front of the canopy will need to be moved.
    - iii. Alan requested that there be a meeting of the Building Committee, including fire department committee members, to further discuss property maintenance issues.
- 9. **Directors' discussion:** Ed reported that he will attend a special tax assessment update seminar in Ukiah next month. Rich reported that he attended a Mendocino Fire District/Fire Department meeting to observe how their meetings run.
- 10. **Next meeting schedule:** Tuesday, May 31, 2011, 7:30 pm.
- 11. **Adjournment:** meeting adjourned at 8:34 pm.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
ALBION LITTLE RIVER VOLUNTEER FIRE DEPARTMENT  
MEMBER ANNUAL EXPENSE COMPENSATION POLICY**

**Fire Department Member Annual Expense Compensation.** It is policy of the Albion Little River Fire Protection District (ALRFPD) to reimburse the Albion Little River Volunteer Fire Department (ALRVFD) for the department's payment of partial compensation to qualified Albion Little River Volunteer Fire Department, Inc. active duty members for out-of-pocket expenses incurred while responding to emergency calls [e.g. tire wear & fuel for personal vehicles responding to the fire station, wear & tear of personal clothing & equipment (eyeglasses, etc.)] during the course of a year. The ALRFPD board of directors has approved reimbursement for payment by ALRVFD of up to \$900 to each qualified active duty Albion Little River Volunteer Fire Department member in December of each year.

Adopted by unanimous vote of the members of the board of directors at the April 26, 2011 regular business meeting.

Second Version

1017

APPOINTMENT AND REMOVAL OF FIRE CHIEF

The Fire Chief is the only employee of the District. The Board of Directors is responsible for appointing and dismissing the Fire Chief. (new)

Procedure for appointment of Fire Chief by the Board of Directors

1. Department submits names of candidates to the Board of Directors at the meeting prior to annual department election. (no change)
2. The Board of Directors interviews candidates and using the criteria below selects the Fire Chief. (change)

Qualifications for Fire Chief: (no change)

- Experience in department activities
  - Ability to perform duties
  - Desire to fill position
3. If all candidates are rejected with cause, this process shall be repeated until a Fire Chief is selected. (change)
  4. The Fire Chief shall serve until the next annual Department election. (no change)

Procedure for dismissal of the Fire Chief

In order for the Board of Directors to remove the Fire Chief, at least one of the following conditions must exist:

1. A petition of a majority of regular Department members requesting removal of the Fire Chief is presented to the Board of Directors at a regular meeting. (no change)
2. The Board is informed in writing of a serious misapplication of policies, regulations, rules or procedures of the Albion-Little River Fire District or Department. (no change)
3. The Board of Directors determines the chief is unable to fulfill his/her duties. The determination will be made at a regular Board meeting and will require a simple majority vote of the Board. (new)

If any of the above 3 conditions exist, the Board shall call a special meeting to discuss the allegations with the Fire Chief. If after this discussion, a majority of Board members feels the removal of the Fire Chief should be considered, the Board may call a properly noticed and agendaized special closed session to discuss the removal in accordance with Govt. Code 54957(b)(2) "As a condition of holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session...". (no change)

It shall require 4/5 majority of the Board of Directors to dismiss the Fire Chief (no change)

[Presented for review and discussion at the April 26, 2011 regular business meeting. To be presented for possible adoption at the May 31, 2011 regular business meeting.]