

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

Wednesday, June 25, 2008, 7:30 pm, at Station 810, 33900 West Street, 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. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as President will make any necessary explanations.
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the 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 Department's planning.
 - B) **Fund raising, gifts and 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 Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs.
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the May 28, 2008 regular meeting along minutes of June 11, 2008 Budget Meeting will be approved and/or revised and approved.
6. **Items for consideration and possible action:**
 - A) **Office space and equipment for District record keeping.**
 - B) **Private vehicle cost compensation increase for firefighters.**
 - C) **Approval of new Budget for 2008-2009.**
 - D) **Notice of Board Vacancy**
7. **Land, buildings and equipment.**
 - A) **Vehicle maintenance status**
 - B) **Defective Equipment Repair.** Discuss alternatives for district coverage when equipment is defective. Repair options.
8. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Property Tax to Board**
9. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
10. **Next meeting July 30, 2008 at 7:30pm, Station 810.**
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, at least two days before the meeting date.

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3. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as President will make any necessary explanations. *(Bill from Carolyn @ 20/11)*
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the 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 Department's planning. *108 fires
2500 acres*
 - B) **Fund raising, gifts and 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. *\$1,500 donation from Mrs. Bluff*
 - C) **Fire Department report.** Chief's report on other Department progress. *8/31 covered More from insurance*
 - D) **Fire Department operational needs.** Chief's report on Department needs. *8/11 - tires \$100*
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.** *Conflict of Interest policy review*
 - B) **Minutes.** Minutes of the May 28, 2008 regular meeting along minutes of June 11, 2008 Budget Meeting will be approved and/or revised and approved. *Notice of application for test well*
6. **Items for consideration and possible action:**
 - A) **Office space and equipment for District record keeping.**
 - B) **Private vehicle cost compensation increase for firefighters.** *8192 - ignition problem*
 - C) **Approval of new Budget for 2008-2009.** *8162 - power steering*
 - D) **Notice of Board Vacancy** *91 driveway door*
7. **Land, buildings and equipment.** *8185*
 - A) **Vehicle maintenance status**
 - B) **Defective Equipment Repair.** Discuss alternatives for district coverage when equipment is defective. Repair options.
8. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Property Tax to Board**
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*Proper evacuation liabilities
call insurance co. RMA*

Alan Taeger

From: jlatkin@mcn.org
Sent: Friday, May 30, 2008 7:22 PM
To: ataeger@mcn.org; petrykowski@comcast.net; eriley@mcn.org; dansitts@pacific.net
Subject: Potential board member

Follow Up Flag: Follow up
Flag Status: Red

Hi Directors,

Nick Pillsbury, 937 0033, has said he would be willing to serve as a ALRFPD director, he is a former firefighter and has served on other boards, I do not know his email but he would like to be notified of the next meeting.

Josh Latkin

Alan Taeger

From: Alan Taeger [ataeger@mcn.org]
Sent: Saturday, June 21, 2008 7:12 PM
To: 'Dan Sitts'
Subject: ALRFP District Board Meeting
Attachments: ALRFPD 2008-2009 BUDGET PROPOSAL 080621.pdf

Hi Dan,

I'm sorry to get back to you so late on this, but we need to post our proposed 08-09 budget with the agenda for Wednesday's meeting. I have attached a copy of the proposed budget in the form of the official version we submit to the county. Please print this out along with the agenda for posting. You can pin it behind the agenda page in a way that allows lifting the top page to view the budget page behind to save bulletin board space.

By now you must have realized that the dates you had in the proposed agenda were wrong – i.e. our meeting date is June 25, not June 30, the minutes to be approved are from the meeting held on May 28, not May 25, and our next meeting is proposed to be held on July 30 at 7:30 pm.

Would you please add to the category "Items for Consideration and Possible Action" – "Notice of Board Vacancy".

In the minutes section of the secretary's report – Please add for the minutes for our special budget meeting. In addition to approving the minutes of the last business meeting we need to approve the minutes of the budget meeting held on June 11. That was an official public meeting which needs an official public record.

Finally, would you please email me a copy of the final version of the agenda so that I can post it to the listserves?

Thanks for your efforts,

Alan

6/21/2008

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

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 - B) **Fund raising, gifts and 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 Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs.
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.** - *conflict of interest policy review*
 - B) **Minutes.** Minutes of the May ²⁸25, 2008 regular meeting will be approved and/or revised and approved. - *Notice of application for test well.*
6. **Items for consideration and possible action:** - *posting of notice of Bd*
 - A) **Office space and equipment for District record keeping.**
 - B) **Private vehicle cost compensation increase for firefighters.** *vacancy*
 - C) **Approve new Budget for 2008-2009.**
7. **Land, buildings and equipment.**
 - A) **Vehicle maintenance status** - *8/8/5*
 - B) **Defective Equipment Repair.** Discuss alternatives for district coverage when equipment is defective. Repair options.
8. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Property Tax to Board**
9. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
10. **Next meeting July 30, 2008 and agenda.**
11. **Adjournment.** - *7:30 pm*

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, at least two days before the meeting date.

ALRFPD PROPOSED BUDGET
FISCAL YEAR 2008-2009

DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION

approved Jun 25, 2008

FUND NUMBER: 341

TOTAL ESTIMATED REVENUE FOR 2008-2009	\$162,677.00
ESTIMATED FUND BALANCE AS OF 6/30/08	\$341,617.00
TOTAL AVAILABLE FOR APPROPRIATIONS IN 2008-2009 (Appropriations must not exceed this amount)	<u>\$504,294.00</u>

ESTIMATED REVENUE

821110	CURRENT SECURED TAX	\$72,104.00
821120	CURRENT UNSECURED TAX	\$2,074.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,288.00
821220	PRIOR UNSECURED TAX	\$34.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$374.00
824100	INTEREST	\$10,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$803.00
TOTAL ESTIMATED REVENUE		\$162,677.00

APPROPRIATIONS

SALARY & BENEFITS

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
TOTAL SALARY & BENEFITS		\$6,000.00

SERVICES & SUPPLIES

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$10,000.00
862090	HOUSEHOLD EXPENSE	
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$20,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$5,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$8,000.00
862150	MEMBERSHIPS	\$2,500.00
862170	OFFICE EXPENSE	→ \$2,000.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862184	ARCHITECT & ENGINEERING SERVICES (811)	
862185	MEDICAL, DENTAL SERVICES	
862187	EDUCATION & TRAINING	\$10,000.00
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	\$1,500.00
862220	SMALL TOOLS & INSTRUMENTS	\$3,500.00
862250	TRANSPORTATION & TRAVEL	\$26,000.00
862260	UTILITIES	\$5,000.00
TOTAL SERVICES & SUPPLIES		\$110,500.00

863113	PAYMENTS TO OTHER GOVERNMENT AGENCIES	\$3,000.00
864360	STRUCTURES & IMPROVEMENTS	\$15,000.00
864370	EQUIPMENT	\$10,000.00
TOTAL APPROPRIATIONS		\$144,500.00

Summary of taxpayer concerns and ideas

Their concerns were pretty equally divided between:

A desire to provide support,
Lack of information in the first couple of days,
And a need for pre-planning-- where to go if the need arises.

To elaborate on those concerns and communicate their ideas.

Support

A location to drop off sandwiches and drinks where folks would not be in the way.
A desire to communicate location of ponds, tanks and pools available for water.
One resident wanted to start a bond initiative to get the county more air support.

Suggestions:

The old and new Albion Schools for food drop offs.
A firefighter during quiet times could check out water draw possibilities.
An education plan for locals on how dispatch and the ICS system works.

Information:

Location of the call, so they can decide if it affects their safety enough to remain alert.
They can hear sirens, they can see and smell smoke; are they supposed to put their lives in the hands of a little tin god or do they have some control over their decisions.

Suggestions:

“Official” information takes time—days!
Unofficial information, if identified as such, can reduce panic and worry.
An answering machine handled by a team of persons with more access to info than the average resident, an emergency website or even a bulletin board if phones are out would be better than bombarding officials with questions.
A computer expert offered to post a map on Google if she had geo information.
If nothing else each neighborhood group could pitch in on a scanner.

Evacuation plans:

Where will people go?
Pets?
Large animals?

Suggestions:

A ready list in each home of possible evac shelters and contacts.

Large animals might be sheltered in a nearby defensible place. (The Anderson Ranch was mentioned.)

A list of locals able and willing to help with transport.

Most of these plans need to be dependent on community meetings and individual responsibility.

In short, the public wants to be closer to the fire dept. They have been in the dark for years. No call reports, no knowledge of training, they didn't even know who the fire people were until Stacy got her bi-annual newsletter started. It shows lack of respect on the part of the powers that be, inferring that all the locals are stupid and will panic at the drop of a hat.

accepted as amended

ALRFPD Board of Directors Business Meeting Minutes 5/28/08

Held Wednesday, May 28, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35. Attending Directors Alan Taeger, Richard Riley, Ed Petrykowski and Dan Sitts, along with Chief Derek Wilson, Ted Williams.

The Board took a moment to recognize the loss of the Paulsen family members.

2. Nothing to report.

3. Treasurer's report. The Board will be looking for a bookkeeper. Alan received ~~together~~ estimated tax report from county and special property tax revenue. Both estimated to be approximately 163,000. Budget report was examined. Will need special budget meeting on June 11th at 7:30 to plan new budget. Alan also presented updated Budget Overview Worksheet. Ed Petrykowski will study parcel tax accuracy and report to Board.

Tax revenue
& interest
on reserve

4. Chief report (18 current members)

A. The department had 5 trainings, 12 medical calls, 2 fire calls and 2 traffic collisions. Also trainings with rescue helicopter and coast guard. Chief is moving department emphasis towards medical coverage for the district.

Training

B. Discussion of insurance claims for traffic accidents when out of district people are involved. BBQ is on July 12.

C. Engine 8185 getting estimate to be DOT approved. 5 firefighters in EMT program to conclude in June. Working to get repeater up at station 812.

5. A. No Report

B. Minutes of the April 30, 2008 regular meeting were unanimously approved after revisions.

C. Josh Latkin is resigning as of June 30, 2008.

6. A. The Fire Department will handle bathroom repair.

B. The Fire Department will handle how compensation is distributed to members.

C. Janine Nadel from the county will provide Board with training on June 4 at 7:00pm at station 810.

8. A. Engine 8181 was at Fort Bragg Diesel for DOT certification and electrical improvements. Vehicle 8185 is in currently. Board has set limits on maintenance and repair spending before needing further Board approval. Vehicle maintenance and certification set at \$1000.00 and repairs cost set at \$1000.00. This will allow the chief most vehicle work done in an expeditious manner and get vehicles back in service.

by unanimous
vote
of Board
members
present

B. Chief was asked to conceive a plan for vehicle replacement. Possibly some vehicles should be replaced instead of repaired.

9. Building report of station 811. Moving slowly along.

10. New bylaws were handed out by Alan.

11. Next meeting June 25, 7:30pm at station 810.

Time of adjournment?

9:35

to have

approvals amended 6/25/08

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS BUDGET MEETING**

Wednesday, June 11, 2008, 7:30pm at Stn 810, 33900 West St, Albion, Ca.

Meeting called to order at 7:40pm. Attended by Rich Riley, Dan Sitts, Allan Taeger, Mike Kitahara, and Derek Wilson.

Proposed
Item 1. The Budget was discussed and adjusted to meet this years needs.

FY 08-09

*noted on
Budget to be approved
at regular bus mtg*

Item 2. Proposal for bookkeeping was discussed. No candidates that could meet the districts needs have been found. District member will keep looking.

JUN 25th

Meeting adjourned at 9:25pm

ALRFPD Board of Directors Business Meeting Minutes 6/25/08

Held Wednesday, June 25, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting started at 7:35pm with Board members Richard Riley, Ed Petrokowski, Alan Taeger, Dan Sitts present along with Ted Williams Janie Tate, Mike Kitahara, Stacey Weil-Dye and Chief Derek Wilson.
2. Ted asked about money that's planned for D road station. He was told of the history and agreements between the Department and District to build onto the existing station to add room for more vehicles plus other benefits.
3. No Bookkeeper has yet been found. Alan has paid bills with Ed signing.
4.
 - A. Chief reports department assisted with Little River Market fire, had 10 fires with 2,500 acres burned, 4 medical calls.
 - B. Department received 1,500.00 in donations because of fires and newsletter.
 - C. No training to report
 - D. Three tires were purchased at a cost of 1,100.00 for tender8191 and two spare. Vehicle 8131 pump is getting repaired and 8131 hard line is getting replaced.
5.
 - A. Received letter from county about test well in our district and letter from county clerk about 700 form. Ed will look into these.
 - B. Minutes from May 28 and June 11 meetings were unanimously approved with revisions.
6.
 - A. Dan and Rich find location at D road station for district office. After discussion the Board unanimously approved 1,500.00 for computer, software and printer for district office equipment.
 - B. After discussion the Board unanimously approved a Personal Vehicle Compensation increase of 300.00 per firefighter per year. Taking the PVC from \$600.00 to \$900.00.
 - C. Budget proposal for fiscal year 2008-2009 (copy attached) approved unanimously.
 - D. Notice of board vacancy to be posted 7/1/08.
7. Stacey would like the Board to move ahead with replacing old vehicles with new ones. Stacey stated vehicle safety concerns as reason. Chief Derek suggested replacing 8185 engine as it is defective and not worth repairing. The Board ask Derek to propose replacement vehicle soon. Maybe arrange emergency meeting to get purchase plan started. Also Chief would like to purchase spare tires for all type one vehicles as to avoid any down time.
8.
 - A. Property Tax report – on going.
 - B. Station 811 (D Road) report -- on going.
9. None
10. Next meeting July 30, 2008 at 7:30pm, Station 810.
11. Meeting adjourned at 9:40pm.

Minutes approved as corrected by unanimous vote of the Board of Directors July 30, 2008.