

# ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## BUSINESS MEETING AGENDA

Wednesday, January 13, 2016, 7:00pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Previous meeting minutes:** Minutes of the December 9, 2015 regular business meeting will be approved or revised and approved.
3. **Public communication to the Board:** Members of the public may address the Board on any matter within the jurisdiction of the Board whether on the agenda or not. For action items members of the public may also address the Board regarding the item at the time the item is presented for action.
4. **Financial Report:** Current financial statements for the district will be presented.
5. **Chief's Report:**
6. **Items for Board consideration and possible action:**
  - a. Proposed "Travel Policy" and alternatives, including proposed Operations Manual changes.
  - b. Local Agency Formation Commission candidate selection.
  - c. Budget adjustments
7. **Committee reports:**
  - a. Critical incident Counseling
  - b. Compressed Air Foam System
  - c. Station 811 building modifications
  - d. Apparatus replacement
  - e. MCAFD
  - f. Station 813 easement
8. **Directors discussion:**
  - a. Agenda formatting and scheduling.
    - i. Consent calendar.
    - ii. Document submission timing.
  - b. District checking account signature cards.
  - c. District credit cards.
  - d. District mail distribution.
  - e. Fire department personnel categories.
  - f. Other items of Board concern.
9. **Meeting schedule:**
  - a. Special meeting: Parcel tax appeal hearing, Thursday, January 14, 2016, 6:00pm, Albion School.
  - b. Annual special evaluation session: Wednesday January 20, 2016, 6:00pm, Albion School.
  - c. Next regular business meeting: Wednesday, February 10, 2016, 7:00pm, Albion School.
10. **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 board in writing at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.**

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT**  
**BUSINESS MEETING MINUTES**

**Wednesday December 9, 2015 6:15 PM**

**Albion School, 30400 Albion Ridge Road, Albion CA**

1. **Board of Directors Meeting:** Call to order at 6:25 pm. Skyhawk, Wolfe, Roat and Taeger present. Issel entered at 6:39 pm
2. **Closed Session:** The Board of Directors as well as Chief Williams and Clerk Spring went into session with Counsel regarding possible litigation.
3. **7:29 Reconvene to Open Session**
  - a. Call to Order: All Directors were present.
  - b. Closed Session Report: Staff was directed to schedule an appeal session with Commercial Timber appeals regarding Measure M.
  - c. Approval of agenda: 5 Y 0 N
4. **Approval of Minutes:** Minutes from Special Meeting of November 7, 2015 and Business Meeting of November 11, 2015. 5Y 0N
5. **Public Comment:** Malcolm Macdonald presented his appeal to the Board.
6. **Financial Report:** Current financial report was presented to the Board.
7. **Chief's Report:** Held to future meeting.
8. **Subcommittee Reports:**
  - a. **Compressed Air Foam System on truck 8162:** Issel reported that on November 10<sup>th</sup> the truck was being tested and 5-10 minutes in a fitting came free and caused an oil leak. Repairs have been made. Some switches need to be changed out and we are still waiting for some nozzles from Darley. Issel recommends sending a few personnel to a Darley training in OR.
  - b. **Station 811 Building modifications:** The committee reported that there are a few issues. 1. There is no header on the west wall. There are no drawings of the building.
  - c. **Critical Incident Counseling:** Ted and Chris have been working on this. They are looking for an additional person besides Steve Siler.

They are looking into whether the insurance company will cover any of this. Skyhawk will draft a policy to present next month. He expressed that he would like this to be at the discretion of personnel, it may need to be automatic. Taeger expressed that this needs to be sorted out with the fire fighters. Chis will attend the next fire meeting.

- d. **Friends of ALRFPD Report: VFA Grant award:** Fire hose has been approved. VFA grant was awarded as a matching grant. The Board is very grateful for the help from “Friends”
- e. **Measure M Appeals:** Covered earlier.

**9. Director’s Discussion: Individual Board members may discuss topics of concern to the District**

- a. **Mendocino County Association of Fire Districts Report:**  
Taeger sent a copy of minutes from the last meeting. Main topics; ballot ordinance for Board of Supervisors to provide EMS and Fire with Prop 172 funds. Statewide most funds have gone to law enforcement. The three different ways to deal with the ordinance were discussed. The Association seems to be gaining steam, new districts are still joining. The next meeting will be next Wednesday. Wolfe pointed out she is no longer on the committee. She also reminded the committee to make sure to follow up on Ted’s request to discuss training.
- b. **Station 813 easement status:** The station of Middle Ridge straddles two properties. The District has a prescribed easement not a deeded one. Taeger recalls a document from the parcel that is not on the market. He suggested that Roat contact the owner of the parcel not on the market and get a history. Roat is the 813 subcommittee and he will report back.
- c. **District Phone:** Skyhawk and Taeger spoke regarding a Google number and how the board will deal with it. It was explained that a number can be set up tied to [Board@Albionfire.com](mailto:Board@Albionfire.com). After a message is received Taeger feels the President should make sure the correct person deals with it. Ted, Skyhawk and Taeger will set it up.

- d. **Strategic Plan grant submission:** Issel is project manager. He said he will need help with the strategic plan. He addressed why he feels a plan is important.
- e. **Long term planning for vehicles 8130, 8131, 8181:** Issel has been corresponding with a consultant on this matter. Issel recommends that the #1 priority be replacing 8181.
- f. **Strategic planning priorities: see above**
- g. **Special Annual Evaluation Session:** Scheduled for Wednesday January 20<sup>th</sup> at 6:00 pm
- h. **Other topics of concern:** Wolfe went to the bank to change the signature cards. This matter will be discussed at a later time. Taeger feels things are missing from the Agenda packet. He would like to see as much information as possible available 72 hours prior to meeting.

**10. Items for Board consideration and possible action:**

- a. **Personnel Bylaws Change: Hiring:** Roat explained that the Board bylaws currently have the Board involved in the hiring and promotion of personnel. He has learned they should not be. He will present an update in the future to be reviewed in January and February.
- b. **Adjustment to Budget:** 86-2189 Skyhawk would like to adjust this category to \$8000.00, Wolfe recommend \$10,000.00. **86-2120** Taeger recommend an adjustment to \$30,000.00. Taeger moved that 86-2120 be adjusted to \$30,000.00 and 86-2120 be adjusted to \$8,000.00. Wolfe 2<sup>nd</sup>. Passed 5Y 0N
- c. **Travel Policy:** Wolfe presented a draft of the travel policy. She expressed that there needs to be a clear and expressed agreement with personnel. Issel requested kinder, gentler language. There was clarification of what a receipt is. Skyhawk feels Ted needs input. This matter will be discussed at a future meeting
- d. **Approval of payment to Burton's:** The matter was discussed and Taeger moved that Burton's be paid less the adjustment of the payment to Fort Bragg Diesel. Motion passed 3 Y (Wolfe, Taeger, Issel) 2 N ( Roat, Skyhawk)

e. **Election of Officers:** Taeger presented a list of positions and duties that was an agreement with a past board.

**President:** Taeger nominated Skyhawk, Wolfe 2<sup>nd</sup>. 4 Y Skyhawk abstained. Skyhawk reelected President.

**Vice President:** Taeger nominated Issel, Wolfe 2<sup>nd</sup>. Issel nominated Wolfe. Wolfe declined. 4 Y Issel abstained

**Secretary:** Skyhawk nominated Taeger Issel 2<sup>nd</sup> 5Y 0 N

**Financial Officer:** Wolfe was appointed by Skyhawk

DRAFT

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
MONTHLY  
FUNDS BALANCE SUMMARY**

DATE	1/11/2016				
FUND	PREVIOUS BALANCE	CHANGES IN PREVIOUS PERIOD	INCOME	EXPENSE	CURRENT BALANCE
TAX REVENUE FUND	\$221,212.61				\$225,633.90
DISTRICT CHECKING AT	\$43,875.60				\$31,116.57
FIRE DEPARTMENT FUND (DONATIONS)	\$113,629.75				\$95,769.43
BUILDING FUND CHECKING	\$10,640.38		\$0.45		\$10,640.83
TOTAL FUNDS BALANCE	\$389,358.34				\$363,160.73

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUDGET OVERVIEW WORKSHEET

UPDATED	12/31/2015	2012-2013	2013-2014	PER 9/30/14	2014-2015	12/9/2015	2015-2016	12/31/2015
CODE #	DESCRIPTION	RVSD 04/11/13	RVSD 10/10/13	ACTUAL	RVSD 5/18/15	ACTUAL	RVSD 5/18/15	ACTUAL
	<b>REVENUE</b>							
821110	CURRENT SECURED TAX	73,614.00	72,466.00	72,959.35	\$ 73,985.00	\$ 73,901.91	\$ 75,521.00	\$ 23.73
821120	CURRENT UNSECURED TAX	2,470.00	2,481.00	2,586.68	\$ 2,548.00	\$ 2,374.71	\$ 2,879.00	
821130	SB 813 SUPPLEMENTAL TAX	28.00	0.00	237.29	\$ 94.00	\$ 540.58	\$ 370.00	\$ 286.84
821210	PRIOR SECURED PROPERTY TAX		150.00	(127.04)		\$ (132.31)		
821220	PRIOR UNSECURED PROPERTY TAX	101.00	0.00	61.46	\$ 75.00	\$ 161.72	\$ 99.00	
821300	SPECIAL TAX (FIRE ASSESSMENTS)	82,080.00	81,880.00	81,880.00		\$ 82,880.00		\$ (280.00)
821600	TIMBER YIELD TAX	125.00	187.00	200.02	\$ 207.00	\$ 277.85	\$ 210.00	
821700	HIGHWAY PROPERTY RENTAL			5.60				
824100	INTEREST	925.00	900.00	927.57		\$ 666.91		\$ 282.00
825481	HOMEOWNER PROPERTY TAX RELIEF	770.00	400.00	749.34	\$ 749.00	\$ 749.80	\$ 750.00	
825490	STATE OTHER							
826140	ELECTION SERVICES							
827500	SALE OF FIXED ASSETS			1,300.00			\$ -	
827700	OTHER			10,487.64		\$ 1,585.98	\$ -	\$ 904.00
827702	INSURANCE PAYMENT						\$ -	
	<b>TOTAL REVENUE</b>	160,113.00	158,464.00	171,267.91	\$ 77,658.00	\$ 163,007.15	\$ 79,829.00	\$ 1,216.57
	<b>FUND BALANCE CARRIED FORWARD</b>	290,231.60	292,671.05	292,671.05				
	<b>TOTAL AVAILABLE FOR APPROPRIATIONS</b>	450,344.60	451,135.05	463,938.96				
	<b>APPROPRIATIONS</b>							
861014	MISCELLANEOUS EMPLOYEE BENEFITS	21,500.00	0.00	-120.00	\$ -		\$ -	
861035	WORKERS COMPENSATION INSURANCE	9,000.00	9,000.00	8,452.00	\$ 9,342.00	\$ 9,342.00	\$ 9,097.00	\$ 9,097.00
862050	CLOTHING & PERSONAL ITEMS	55,000.00	30,000.00	11,068.78	\$ 18,750.00	\$ 1,675.28	\$ 15,000.00	\$ 1,487.89
862060	COMMUNICATIONS	4,000.00	4,000.00	5,191.92	\$ 4,000.00	\$ 3,535.63	\$ 4,000.00	\$ 1,470.37
862080	FOOD	1,500.00	1,500.00	1,650.67	\$ 1,500.00		\$ 1,500.00	
862101	INSURANCE - GENERAL	8,000.00	8,500.00	8,962.00	\$ 10,675.00	\$ 10,675.00	\$ 9,837.00	\$ 9,837.00
862120	MAINTENANCE - EQUIPMENT	45,700.00	30,000.00	21,677.08	\$ 20,000.00	\$ 21,876.28	\$ 20,000.00	\$ 26,286.66
862130	MAINTENANCE - STRUCTURES & GROUNDS	5,500.00	4,500.00	8,629.94	\$ 11,000.00	\$ 11,650.31	\$ 11,000.00	\$ 581.80
862140	MEDICAL, LAB SUPPLIES	9,000.00	9,000.00	9,545.78	\$ 8,750.00	\$ 1,810.78	\$ 9,000.00	\$ 640.12
862150	MEMBERSHIPS	3,700.00	3,700.00	1,062.00	\$ 1,500.00	\$ 765.00	\$ 1,500.00	\$ 1,226.00
862170	OFFICE EXPENSE	3,500.00	3,500.00	1,096.35	\$ 1,200.00	\$ 206.15	\$ 600.00	\$ 227.33
862181	AUDITING & FISCAL SERVICES	8,000.00	10,850.00	9,864.14	\$ 8,500.00	\$ 7,062.94	\$ 11,000.00	\$ 7,161.25
862184	ARCHITECT & ENGINEERING SERVICES (811)							
862185	MEDICAL, DENTAL SERVICES	3,500.00	7,000.00	1,200.44	\$ 7,000.00	\$ 440.00	\$ 2,000.00	\$ 250.00
862187	EDUCATION & TRAINING	10,000.00	8,000.00	11,894.17	\$ 10,000.00	\$ 3,997.68	\$ 10,000.00	\$ 2,058.23
862189	PROFESIONAL & SPECIAL SERVICES - OTHER	4,000.00	3,000.00	2,080.00	\$ 2,600.00	\$ 720.00	\$ 2,600.00	\$ 3,184.00
862210	RENTS & LEASES BUILDINGS & GROUNDS	50.00	50.00	50.00	\$ 50.00	\$ 50.00	\$ 100.00	
862220	SMALL TOOLS & SUPPLIES	4,000.00	2,000.00	1,217.51	\$ 2,000.00	\$ 1,462.80	\$ 4,000.00	\$ 495.50
862231	ELECTION SUPERVISION & SERVICES	400.00	400.00		\$ 3,500.00	\$ 1,935.15	\$ 3,500.00	\$ 342.50
862250	TRANSPORTATION & TRAVEL	11,000.00	29,500.00	19,517.42	\$ 29,000.00	\$ 16,426.33	\$ 20,000.00	\$ 1,851.79
862260	UTILITIES	6,640.00	6,640.00	4,348.79	\$ 5,000.00	\$ 4,681.38	\$ 5,000.00	\$ 2,084.22
863113	PAYMENTS TO OTHER GOVT AGENCIES	5,300.00	5,300.00	347.46	\$ 4,000.00	\$ 1,473.60	\$ 2,500.00	\$ 316.94
864360	STRUCTURES & IMPROVEMENTS	87,000.00	35,000.00	33,700.00	\$ 7,000.00	\$ 572.64	\$ 40,000.00	
864370	EQUIPMENT	87,450.00	46,650.00	29,674.81	\$ 15,600.00	\$ 9,325.61	\$ 100,000.00	\$ 981.62
	<b>TOTAL APPROPRIATIONS</b>	393,740.00	258,090.00	191,111.26	180,967.00	109,684.56	282,234.00	69,580.22
	<b>UNAPPROPRIATED FUNDS (funds balance)</b>	56,604.60	193,045.05	272,827.70				
	<b>UNAPPROPRIATED FUNDS (funds balance) PER COUNTY RECORDS</b>							

8:19 AM

01/11/16

Accrual Basis

# Albion Little River Fire Protection District

## Profit & Loss Detail

December 2 - 31, 2015

Type	Date	Num	Name	Memo	Class	Amount
<b>Expense</b>						
<b>86-2060-COMMUNICATIONS</b>						
<b>INTERNET SERVICE</b>						
<b>Comcast</b>						
Check	12/15/2015		Comcast	8155300570124362/815530057003...	District	50.75
	Total Comcast					50.75
	Total INTERNET SERVICE					50.75
<b>TELEPHONE</b>						
<b>ATT</b>						
Check	12/28/2015		AT&T	96075541735558/0301538359001/0...	District	141.03
	Total ATT					141.03
<b>ECG</b>						
Check	12/11/2015		ECG Enhanced Comm...	2319611	District	14.83
	Total ECG					14.83
	Total TELEPHONE					155.86
	Total 86-2060-COMMUNICATIONS					206.61
<b>86-2120-MAINTENANCE EQUIPMENT</b>						
<b>Vehicle Maintenance</b>						
<b>8131</b>						
Check	12/20/2015	4219	Fort Bragg Diesel	21309	District	1,388.94
	Total 8131					1,388.94
<b>8132</b>						
Check	12/20/2015	4219	Fort Bragg Diesel	21374	District	307.36
	Total 8132					307.36
<b>8162</b>						
Check	12/22/2015	4218	Darley		District	417.66
	Total 8162					417.66
<b>8181</b>						
Check	12/20/2015	4219	Fort Bragg Diesel	21388	District	2,331.40
	Total 8181					2,331.40
	Total Vehicle Maintenance					4,445.36
<b>86-2120-MAINTENANCE EQUIPMENT - Other</b>						
Check	12/09/2015	4215	MICHAEL ISSEL		District	20.80
	Total 86-2120-MAINTENANCE EQUIPMENT - Other					20.80
	Total 86-2120-MAINTENANCE EQUIPMENT					4,466.16
<b>86-2140-MEDICAL, LAB SUPPLIES</b>						
<b>Gasses</b>						
<b>Eureka Oxygen</b>						
Check	12/20/2015	4220	Eureka Oxygen Co	10001577	District	110.60
	Total Eureka Oxygen					110.60
	Total Gasses					110.60
	Total 86-2140-MEDICAL, LAB SUPPLIES					110.60
<b>86-2170-DISTRICT OFFICE SUPPLIE</b>						
<b>Postage</b>						
Check	12/09/2015	4211	Richard Riley	Reimb. for postage	District	6.96
Check	12/09/2015	4215	MICHAEL ISSEL		District	19.99
	Total Postage					26.95
	Total 86-2170-DISTRICT OFFICE SUPPLIE					26.95



8:19 AM

01/11/16

Accrual Basis

# Albion Little River Fire Protection District

## Profit & Loss Detail

December 2 - 31, 2015

Type	Date	Num	Name	Memo	Class	Amount
<b>86-2181-AUDITING &amp; FISCAL SERVI</b>						
<b>Bookkeeping Services</b>						
Check	12/09/2015	4216	Sara Spring	September and October 2015	District	2,070.00
Check	12/09/2015	4217	Sara Spring	November 2015	District	1,180.00
Total Bookkeeping Services						3,250.00
Total 86-2181-AUDITING & FISCAL SERVI						3,250.00
<b>86-2187-EDUCATION &amp; TRAINING</b>						
<b>MEALS &amp; FUEL REIMBURSEMENT</b>						
Check	12/09/2015	4213	Marshall Brown	Mileage to Willits x2 for training	District	168.05
Check	12/09/2015	4213	Marshall Brown	Food	District	171.02
Total MEALS & FUEL REIMBURSEMENT						339.07
<b>86-2187-EDUCATION &amp; TRAINING - Other</b>						
Check	12/09/2015	4210	Nathaniel Norling	OCT AND NOV 2015	District	300.00
Check	12/09/2015	4215	MICHAEL ISSEL		District	40.00
Total 86-2187-EDUCATION & TRAINING - Other						340.00
Total 86-2187-EDUCATION & TRAINING						679.07
<b>86-2220-SMALL TOOLS &amp; SUPPLIES</b>						
Check	12/09/2015	4212	Ted Williams	haz mat	District	8.50
Check	12/09/2015	4214	Village Hardware	#113	District	4.64
Check	12/09/2015	4215	MICHAEL ISSEL		District	114.11
Check	12/09/2015	4215	MICHAEL ISSEL		District	15.99
Total 86-2220-SMALL TOOLS & SUPPLIES						143.24
<b>86-2260-UTILITIES</b>						
<b>PG&amp;E</b>						
Check	12/08/2015		PG&E	0210095100-9	District	136.06
Total PG&E						136.06
Total 86-2260-UTILITIES						136.06
Total Expense						9,018.69
<b>Net Income</b>						<b>-9,018.69</b>

## TRAVEL POLICY

### **BACKGROUND**

It is the intent of the ALRFPD to encourage and promote the creation of a trained volunteer firefighting/rescue force. Due to the District's location, travel out of the area in order to attend relevant training classes is frequently necessary. Establishing standards of accountability relating to eligibility and limits on travel related expenses rests with the Board of Directors as having authority over the administration and operation of the District budget. The Chief, or his designated representative, shall APPROVE all Travel Requests and present to the Board at the next meeting following the request for approval.

### **WHO IS ELIGIBLE**

All firefighters who have passed probationary status and are on active status are eligible to request participation in a class that will directly enhance their firefighting/rescue skills. Firefighters who are still on probationary status may apply; their request will be examined on an individual case by case basis and may be approved if no other active firefighter has applied for the slot. **It is expected that shortly after their return, attendees will develop a presentation/demonstration of the skills acquired from the class and share the information with the rest of the firefighters at a time that is coordinated with the Training Officer. Furthermore, there is an expectation that volunteers who have been sent to training with costs underwritten by the District will remain an active firefighter for a minimum of six months after the training occurred in order that the District reap the benefit of their skills.**

For each event that class costs and/or travel reimbursement is being requested, there shall be a submission by the requestor that includes the name of the class and associated details regarding the instructor and type of training.

### **REIMBURSEMENT OF EXPENSES**

Volunteers shall exercise care and economy in managing expenses while traveling. **All requests for reimbursement must be accompanied by a detailed receipt that indicates date, what was purchased, and where. Receipts must be submitted within 30 days after the last day of training/travel in order to be reimbursed. A credit card receipt by itself is not an acceptable receipt and will not be accepted for reimbursement.**

### **Mileage/Accommodations**

Firefighters will be reimbursed for mileage based on the standard IRS reimbursement rate in force at the time of the class. If multiple persons are attending the same class, it is expected that they will carpool to the class destination and the owner of the vehicle will be reimbursed; if more people are attending than can safely travel together, a van may be leased through the District to facilitate travel. Proof of insurance will be provided by the District Bookkeeper. An individual attending a class with others who chooses to drive alone will not be reimbursed unless a reasonable explanation is provided to the Chief in advance and approved. Any fines or other expenses related to traffic violations while

Created 12/6/2015

on District-related travel are the responsibility of the respective driver(s) and will not be reimbursed by the District. All reasonable parking fees and tolls will be reimbursed by the District upon presentation of receipts.

All reservations for hotel accommodations should be made in advance and, if possible, in the hotel in which the conference is being held or at the most economical hotel located within walking distance of the class. Whenever possible, attendees of the same sex are expected to share a room to minimize costs. If a separate room is requested, reimbursement will only be provided up to the cost of one half the rate of the double room. If a person does not make a timely request for a class, is not able to secure accommodations in the conference hotel and is required to seek alternate lodging, the District shall reimburse the individual an amount not to exceed the daily standard rate as incorporated in the registration fee for the conference hotel.

### **Meals/Per Diem**

Firefighters who attend out-of-area classes shall be provided a per diem allowance for meals in the amount of \$50.00 per day; this may be obtained prior to travel by submitting a request to the Chief. The per diem request shall include the date of departure and the date of return. When the departure time is after twelve noon or the return home prior to twelve noon, the per diem shall be pro-rated to one-half of the daily date or \$25.00. Should meal expenses for the entire trip exceed the total per diem allowed, all meal receipts must be submitted for review and approval before reimbursement will be made. Gratuities for meals should be included in the costs of meals. In the event a per diem is not provided prior to travel, all meal receipts (**detailed receipt, not a credit card receipt**) must be submitted and approved before reimbursement will be made. **Under no circumstances will an individual be reimbursed for the cost of alcoholic beverages.**

### **Incidentals**

Firefighters shall be reimbursed for expenses incurred which are incidental and necessary to travel, provided that any request for reimbursement of expenses in excess of \$10.00, must be accompanied by an original receipt. (Example: parking receipt, bridge tolls) For expenses less than \$10.00, the individual shall be reimbursed upon submitting a written explanation detailing the reason for incurring such expenses. Reimbursement shall be made only to the person who actually made payment for the expense. Unless otherwise approved by the Chief, no reimbursement shall be paid for receipts submitted beyond the thirty day period for expenses incurred. Individuals will not be reimbursed for personal expenses associated with business travel, such as in-room movies, mini-bar charges, gym fees, entertainment or recreational expenses, laundry and dry cleaning or any payments for personal services.

# ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## FIREFIGHTER TRAINING COSTS REIMBURSEMENT POLICY

### Draft 1

#### **BACKGROUND**

The Board of Directors of ALRFPD wishes to encourage and promote the creation of a well-trained volunteer firefighting/rescue force. Individual firefighters frequently incur out of pocket expenses for travel out of the area in order to attend relevant training classes. The District hereby establishes a policy for the reimbursement of individual firefighter's approved expenses incurred for training.

#### **EXPENSE REIMBURSEMENT APPROVAL**

1. Requests for individual firefighter training cost reimbursement must include the following information:
  - a. Name of class
  - b. Type of training
  - c. Location of class
  - d. Dates attended
  - e. Name of instructor
2. Individual firefighter reimbursements may be granted upon presentation of approved documentation of expenses [detailed written receipts which include date, vendor name and what was purchased].
3. Individual firefighter reimbursements are to be granted only upon written approval of The Chief, or his designated representative.
4. Reimbursement requests must be submitted within 30 days of completion of training.

#### **EXPENSE REIMBURSEMENT ALLOCATION**

Allocation for reimbursements to individual firefighters for training expenses will be made from the District training budget.

#### **REIMBURSEMENT SCHEDULE**

1. Registration
  - a. Registration/fees for training are to be prepaid by the District prior to the class/event unless otherwise pre-approved by the Chief in writing for individual firefighter reimbursement.
2. Transportation
  - a. Private Vehicle Mileage – reimbursed to the owner/driver applicant at the current IRS rate for distance calculated by Google Maps.
  - b. Fines or expenses related to traffic violations or other infractions of law while on fire department business are not reimbursable.
3. Food and Lodging
  - a. Reimbursement for food not to exceed \$50 per person per day inclusive of tax and gratuities unless prior approval obtained from Chief.
  - b. No reimbursement shall be made for the purchase of alcoholic beverages.
4. Necessary Incidental Expenses may be reimbursed upon Chief's approval with appropriate documentation as described in Expense Reimbursement Approval section above.
5. A credit card receipt which does not include the written details described in Expense Reimbursement Approval section above will not be approved for reimbursement.
6. Expenses incurred for unlisted personal services, entertainment or recreational purposes while on fire department business will not be approved for reimbursement.

# ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

## FIREFIGHTER TRAINING COSTS REIMBURSEMENT POLICY

### Draft 2

#### **BACKGROUND**

The Board of Directors of ALRFPD wishes to encourage and promote the creation of a well-trained volunteer firefighting/rescue force. Individual firefighters frequently incur out of pocket expenses for travel out of the area in order to attend relevant training classes. The District hereby establishes a policy for the reimbursement of individual firefighter's approved expenses incurred for training.

#### **EXPENSE REIMBURSEMENT APPROVAL**

1. Requests for individual firefighter training cost reimbursement must include the following information:
  - a. Name of class
  - b. Type of training
  - c. Location of class
  - d. Dates attended
  - e. Name of instructor
2. Individual firefighter reimbursements may be granted upon presentation of approved documentation of registered attendance at the training.
3. Individual firefighter reimbursements are to be granted only upon written approval of The Chief.
4. Reimbursement requests must be submitted within 30 days of completion of training.

#### **EXPENSE REIMBURSEMENT ALLOCATION**

Allocation for reimbursements to individual firefighters for training expenses will be made from the District training budget.

#### **REIMBURSEMENT SCHEDULE**

1. Member firefighter class registration/attendance must have prior written approval from the Chief. In many instances registration/fees will be paid in advance by the District. Registration/class fees paid by the individual firefighter will be reimbursed only by prior written approval of the Chief.
2. For day long classes that do not require an overnight stay away from the District each firefighter/class registrant will be entitled to a \$25/day per diem.
3. For classes requiring one or more overnight stay away from the District each firefighter/class registrant will be entitled to a \$100/day per diem.
4. Transportation: Mileage is to be reimbursed to the owner/driver applicant at the current IRS rate for distance calculated by Google maps. Carpooling is encouraged. Application for mileage reimbursement may be denied if carpooling opportunities are not followed, subject to determination of the Chief. The hiring of a van for group transport may be utilized if to the economic benefit of the District.
5. Coincidental group expenses (e.g. tolls, parking fees) will be reimbursed with submission of itemized receipts and Chief's written approval.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT**  
**FIRE DEPARTMENT OPERATIONS MANUAL**  
**Draft Revision 20160113**

### Organization

1. Firefighting and EMS operations execute under the direction of the board of directors of the Albion Little River Fire Protection District (District).
2. All District firefighters, whether paid or volunteer, are employees of the District per District Bylaws and California Health and Safety Code Section 13861.
3. District employment positions include the positions of probationary and regular volunteer firefighter.
4. The positions of probationary and regular volunteer firefighter will be filled by the employment procedures detailed in District Bylaws Personnel section.

### Volunteer Firefighter Status

1. A Volunteer Firefighter begins employment as a probationary employee.
2. The probationary period is six months. The probationary period may be extended by the Chief, but may not exceed one year from the date of hire. The probationary period may be reduced by recommendation from the chief for returning or demonstrably qualified volunteer firefighters.
3. To continue employment beyond the probationary period, a probationary volunteer firefighter must:
  - a. Meet certain requirements during the probationary period:
    - i. Obtain a Driver License Firefighter Endorsement from the California Department of Motor Vehicles.
    - ii. Obtain CPR and first aid (or district valid EMT) certifications.
    - iii. Complete FEMA's ICS-100 course.
  - b. Receive a favorable evaluation by the chief ~~and the board~~.
4. The driver license firefighter endorsement requirement may be temporarily or permanently suspended by the ~~Board of Directors~~ chief for cause (general feasibility, individual capability).
5. To continue employment as a regular volunteer firefighter, minimum training and certification requirements as required for probationary volunteer firefighters must be maintained. In addition, minimum participation requirements must be met during each calendar year:
  - a. 33% of training
  - b. 20% of calls
  - c. 33% of meetings
6. Regular volunteer firefighters unable to maintain minimum training, certification and participation requirements specified in item 5 above may qualify to retain regular firefighter employment status by making some other recognized valuable contributions to Fire Department operations to justify her/his continued employment by the District. Determination of eligibility under this requirement is at the sole discretion of the chief.
7. A volunteer firefighter who fails to maintain the stated minimum training, certification and attendance may be placed on probationary status for up to one year, until s/he can meet the

requirements. If minimum requirements are not reached within this additional probationary period, employment shall be terminated.

8. A regular volunteer firefighter who maintains her/his regular firefighter status throughout the calendar year may qualify for benefits as determined by District policy.

## Officers

1. **Chief** - The chief is chosen by the board of directors from a candidate or candidates nominated by a majority of regular volunteer firefighters as detailed in District bylaws.
2. **Assistant Chief** - The assistant chief is elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
3. **Captains** – Three captain positions are elected annually at the December regular District business meeting by a majority vote of regular volunteer firefighters.
4. **Special Officers** – The positions of Fire Marshal, Safety Officer, Training Officer, Vehicle Maintenance Officer, Property Maintenance Officer, and/or other special officer(s) are to be appointed by the chief.

## Duties of Officers include but are not limited to the following:

1. **Chief**
  - a. Develop the fire department mission and execution plan.
  - b. Coordinate all fire department activities.
  - c. Author a monthly report with content and quality appropriate for publication.
  - d. Facilitate communication between the fire department and the district board of directors.
  - e. Facilitate communication among officers and firefighters.
  - f. Monitor, coordinate and verify necessary fire department records and reports.
  - g. Coordinate and facilitate annual FY budget preparation.
  - h. Monitor, coordinate and verify budget expenses.
2. **Assistant Chief**
  - a. Coordinate all fire department operations.
  - b. Coordinate all vehicle and property service and maintenance.
  - c. Coordinate all firefighter training and safety awareness.
3. **Captains**
  - a. Assist in mentoring District firefighters.
  - b. Perform duties as directed by the Chief and Assistant Chief.

## Department Operations

### 1. Training

- a. The District Board of Directors recognizes the importance of a well-trained volunteer firefighter force and will provide continuous training opportunities for regular and probationary firefighters.
- b. The Chief, in coordination with the appointed safety officer, will establish a regular training program for all District firefighters with the goal of equipping each volunteer with knowledge of all aspects of fire/rescue.
- c. Volunteers are encouraged to achieve certification in as many aspects of fire/rescue as they are able.
- d. Training courses will be offered that take place both within and outside the District.
  - i. Regular training within the district may be led by a qualified member firefighter or by a qualified instructor from out of District.
  - ii. Regular joint training exercises with adjacent fire districts are to be encouraged.
- e. Specialized and advanced training courses are frequently only available at some distance from home and district. The District will cover costs for qualified member firefighters training out of District as specified in Firefighter Training Costs Reimbursement Policy.
- f. Member firefighters receiving training at District expense are expected to pass their greater knowledge and skills to their fellow member firefighters to the extent possible through hands on training and participation in local classroom training.

### ~~Transparency~~

~~Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.~~

### 2. ~~Hepatitis B vaccination~~ Immunizations

- a. Hepatitis B vaccinations shall be offered free of charge to employees.
- b. Because the Hepatitis B vaccination series is not always 100% effective in developing the ~~anti-bodies~~ antibodies necessary to protect the individual from the disease, a blood test and antibody titer shall also be offered free of charge to employees.

### 3. Transparency - Transparency, the foundation of accountability, instills public trust, participation and collaboration. Except where prohibited by law or by district policy, open communication between all parties, including the community at large, shall be encouraged.



## Incident Operations

### 1. ICS

- a. The response structure shall utilize the Incident Command System.

### 2. Priorities

- a. Priorities in descending order of concern: employee safety, protection of life, protection of property, protection of the environment.

### 3. Common Sense

- a. Unforeseen circumstances inherent in firefighting impede the ability to create hard rules for all potential incidents. Volunteer firefighters are empowered to use individual judgment to deviate from industry best practices as reasonably necessary.

### 4. Personal Vehicles

- a. Firefighters may respond to scene in personal vehicles when sufficient district fire/rescue vehicles have been deployed, when responding to a station would cause the firefighter to pass the scene or when time is of the essence for life saving equipment present in the personal vehicle to reach the scene.

### 5. Ability

- a. Firefighters shall perform tasks according to their level of training and physical ability.
- b. As a means to ensure safety of the employee, other district employees and members of the public, firefighters must verbalize rejection of tasks when requested to perform beyond their ability.

### 6. Employee injury

- a. Firefighters must report injuries suffered in the course of district activity as soon as reasonably possible to the chief or board of directors.

### 7. EMS Incidents

- a. Firefighters shall follow Coastal Valleys EMS treatment protocols.
- b. Firefighters shall utilize body substance isolation.

### 8. Fire Incidents

- a. Where possible, firefighting tasks shall be solved using methods documented by Essentials of Fire Fighting, Fifth Edition or otherwise accepted by the International Fire Service Training Association.

### 9. Intoxication

- a. Firefighters shall not respond when under the influence of alcohol or otherwise intoxicated.

### 10. Issued equipment

- a. Firefighters shall properly maintain issued equipment.
- b. Firefighters shall notify the chief when issued equipment becomes lost or damaged.
- c. All issued equipment remains property of the District and must be returned immediately upon termination of employment.

### 11. Personal protection

- a. Firefighters shall not perform tasks without appropriate personal protective equipment.

- b.** Firefighters lacking necessary PPE must inform the chief.

## **12. Patient confidentiality**

- a.** Patient confidentiality shall be respected to the greatest extent possible.
- b.** All publication must conform to the rules of the Health Insurance Portability and Accountability Act of 1996.

## **13. Radio Communication**

- a.** Radio communications shall be conducted in plain English following protocol specified by dispatch.
- b.** Accidental radio traffic can severely impact operations elsewhere in the county. Firefighters shall take necessary precautions to prevent unintended transmissions.

## **14. Restock Apparatus**

- a.** Supplies used on an incident must be restocked, reconditioned or organized at the close of the incident. The incident commander shall confirm restocking upon close of incident.

DRAFT

# MENDOCINO

## Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482  
Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: [eo@mendolafco.org](mailto:eo@mendolafco.org) Web: [www.mendolafco.org](http://www.mendolafco.org)

### CHAIR

**Jerry Ward**  
Public Member

### VICE-CHAIR

**John McCowen**  
County Board  
Of Supervisors

### MEMBERS

**Dan Hamburg**  
County Board  
Of Supervisors

**Doug Hammerstrom**  
Fort Bragg City Council

**Holly Madrigal**  
Willits City Council

**Theresa McNerlin**  
Ukiah Valley Sanitation  
District

**Vacant**  
Special District Member

### ALTERNATE MEMBERS

**Carre Brown**  
County Board  
Of Supervisors

**Kevin Doble**  
Ukiah City Council

**Carol Rosenberg**  
Public Member

**Angela Silver**  
Calpella County Water  
District

**Executive Officer**  
**George Williamson**

**Counsel**  
**Scott Browne**

**Analyst**  
**Colette Metz**

**Administrator**  
**Sarah West**

**Commission Clerk**  
**Elizabeth Salomone**

### Regular Meetings

Frist Monday  
of each month  
at 9:00 AM  
at the Mendocino  
County Board  
Of Supervisors Chambers  
501 Low Gap Road

**Date:** December 21, 2015  
**To:** Presiding Officers of Independent Special Districts in Mendocino County  
**From:** George Williamson, Executive Officer  
**Subject:** **Official Independent Special District Election Ballot**

There is a vacancy for one of the special district members on LAFCo, previously held by Richard Shoemaker of the Russian River Flood Control and Water Conservation Improvement District, whose unexpired term ends on December 31, 2016.

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332. This provides for a meeting to be convened among representatives from each of the 48 independent special districts in Mendocino County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible at this time due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself is being conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on October 15, 2015, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancy. The nomination period ended on December 15, 2015, with three (3) nominations received by the deadline.

Enclosed is an official ballot to elect one candidate to serve as a regular special district member on Mendocino LAFCo for an unexpired term that ends December 31, 2016.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to Mendocino LAFCo, 200 South School Street, Ukiah, CA, 95482, on or before February 25, 2016 at 5:00 p.m.

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

# MENDOCINO

# Local Agency Formation Commission

Ukiah Valley Conference Center ◊ 200 South School Street ◊ Ukiah, California 95482  
Telephone: 707-463-4470 Fax: 707-462-2088 E-mail: eo@mendolafco.org Web: www.mendolafco.org

### Election Schedule

LAFCo request for nominations mailed to independent special districts via certified mail	Sent October 15, 2015
Nominations due to LAFCo	December 15, 2015 by 5:00 p.m.
Ballots mailed to independent special districts via certified mail	No later than December 24, 2015
Ballots due to LAFCo	February 25, 2016 by 5:00 p.m.
Ballots opened and tallied at LAFCo office; successful candidate notified	February 26, 2016 at 1:00 p.m.
Election results mailed to independent special districts	No later than March 3, 2016
Confirmation of election results at regular Commission meeting	March 7, 2016 at 9:00 a.m. at the Mendocino County Board of Supervisors Chambers, 501 Low Gap Road, Ukiah

### Current Special District Members on LAFCo

Designation	Current Member	Term Ends
Regular Member	Vacant	December 31, 2016
Regular Member	Theresa McNerlin, Ukiah Valley Sanitation District	December 31, 2018
Alternate Member	Angela Silver, Calpella County Water District	December 31, 2018

### Independent Special Districts

Albion-Little River Fire District	Hopland Fire Protection District	Pacific Reefs Water District
Anderson Valley Cemetery District	Hopland Public Utility District	Piercy Fire Protection District
Anderson Valley Community Services District	Irish Beach Water District	Potter Valley Cemetery District
Brooktrails Township Community Services District	Laytonville County Water District	Potter Valley Community Services District
Calpella County Water District	Leggett Valley Fire Protection District	Potter Valley Irrigation District
Caspar South Water District	Little Lake Fire Protection District	Redwood Coast Fire Protection District
Cemetery District of the Redwoods	Long Valley Fire Protection District	Redwood Valley-Calpella Fire District
Comptche Community Services District	Mendocino City Community Services District	Redwood Valley County Water District
Covelo Community Services District	Mendocino Coast Health Care District	Round Valley County Water District
Covelo Fire Protection District	Mendocino Coast Recreation and Park District	Russian River Cemetery District
Covelo Public Cemetery District	Mendocino County Resource Conservation District	Russian River Flood Control and Water Conservation Improvement District
Elk Community Services District	Mendocino Fire Protection District	South Coast Fire Protection District
Elk County Water District	Mendocino-Little River Cemetery District	Ukiah Valley Fire Protection District
Fort Bragg Rural Fire Protection District	Millview County Water District	Ukiah Valley Sanitation District
Gualala Community Services District	Noyo Harbor District	Westport County Water District
Hopland Cemetery District		Westport-Ten Mile Cemetery District
		Willow County Water District

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# MENDOCINO

## Local Agency Formation Commission

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### OFFICIAL BALLOT INDEPENDENT SPECIAL DISTRICT ELECTION

Please vote for one of the following candidates:

- T. Dusty Dillion**  
Sponsor: Noyo Harbor District
- Charles "Tony" Orth**  
Sponsor: Brooktrails Township Community Services District
- Robert Page**  
Sponsor: Ukiah Valley Sanitation District

The Board of Directors of the \_\_\_\_\_ hereby votes for the above candidate to fill the unexpired term that ends on December 31, 2016, as a regular special district member of the Mendocino Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:  
NOSE:  
ABSENT:  
ABSTAIN:

PRESIDING OFFICER: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**Proposed revision of agenda format**  
**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT**  
**BUSINESS MEETING AGENDA**

**Wednesday, January 13, 2016, 7:00pm, Albion School, 30400 Albion Ridge Road, Albion CA**

- 1. Call to order and determination of a quorum:**
- 2. Public communication to the Board:** Members of the public may address the Board on any matter within the jurisdiction of the Board whether on the agenda or not. For action items members of the public may also address the Board regarding the item at the time the item is presented for action.
- 3. Consent calendar:**
  - a. Previous meeting minutes:** Minutes of the December 9, 2015 regular business meeting.
  - b. Financial Report:** Current financial statements for the district.
  - c. Chief's Report:**
  - d. Board correspondence:** Report of correspondence to and from the Board since the previous business meeting.
- 4. Items for Board consideration and possible action:**
  - a.** Proposed "Travel Policy" and alternatives, including proposed Operations Manual changes.
  - b.** Proposed bylaws revision, including items regarding hiring of personnel.
  - c.** Local Agency Formation Commission candidate selection.
  - d.** Budget adjustments.
- 5. Committee reports:**
  - a.** Critical incident Counseling
  - b.** Compressed Air Foam System
  - c.** Station 811 building modifications
  - d.** MCAFD report
  - e.** Station 813 easement
- 6. Directors discussion:**
  - a.** Agenda formatting and scheduling.
    - i.** Consent calendar.
    - ii.** Document submission timing.
  - b.** District checking account signature cards.
  - c.** District credit cards.
  - d.** Fire department personnel categories.
  - e.** Other items of Board concern.
- 7. Meeting schedule:**
  - a.** Annual special evaluation Session: Wednesday January 20, 2016, 6:00pm, Albion School.
  - b.** Next regular business meeting: Wednesday, February 10, 2016, 7:00pm, Albion School.
- 8. 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 board in writing at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.**

## **Fire Chief's Report DRAFT, 13 January, 2015, by Ted Williams**

### **• Incident Log**

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Wednesday, December 9th and today, January 13, we were dispatched and responded to fourteen incidents consisting of 7 medical aids, 5 hazardous conditions, 1 traffic collision, 1 search and rescue (found).
- **205013489 12/10/2015 1528**
  - HAZARDOUS CONDITION; 32526 BLOCK ALBION RIDGE C ROAD, ALBION
  - John Oakley (IC, 8162)
  - Andrea Pennebaker (8162)
  - Steve Wolfe
  - Debbi Wolfe
  - Ted Williams
  - Arrow Pierce (canceled)
  - Ben Jackson (canceled)
  - On Scene: 1540
  - Available: 1644
- **201013619 12/11/2015 1400**
  - ELECT HAZARD; 30500 MIDDLE RIDGE ROAD, ALBION
  - John Oakley (IC, 8162)
  - Andrea Pennebaker (8190)
  - John Crowningshield (8170)
  - CalFire 1165
  - On Scene: 1422
  - Available: 1602
- **2015013760 12/17/2015 0451**
  - MEDICAL BRAVO; 43300 LITTLE RIVER AIRPORT RD, WOODS #98, LR
  - Sam Levine
  - John Crowningshield (8132)
  - Ben Jackson (8132)
  - Jaime Placido
  - Kevin Spring
  - Steve Crowningshield
  - Ted Williams
  - On Scene: 0508
  - Available: 0535
- **2015013796 12/18/2015 1100**
  - MEDICAL ALPHA; 3201 ALBION RIDGE B RD, ALBION
  - Ted Williams (8130)
  - Citlali Calvillo (8130)
  - Andrea Pennebaker
  - Steve Crowningshield (8132) cancelled
  - On Scene: 1112
  - Available: 1140
- **2015013834 12/19/2015 1046**
  - MEDICAL BRAVO; 43300 LITTLE RIVER AIRPORT RD, WOODS #41, LR

- John Oakley (8130)
- Marshall Brown (8130)
- John Crowningshield (8132)
- Kevin Spring (8132)
- Sam Levine
- Jaime Placido
- Ted Williams (cancelled)
- On Scene: 1056
- Available: 1120
- **2015013877 12/20/2015 1518**
  - PUBLIC ASSISTANCE; HIGHWAY 128, MP 7.5, ALBION
  - Ted Williams
  - Debbi Wolfe
  - Marshall Brown (8162) cancelled
  - Andrea Pennebaker (8162) cancelled
  - Ben Jackson (cancelled)
  - On Scene: 15
  - Available: 1545
- **2015013962 12/22/2015 1547**
  - MEDICAL BRAVO; 44962 BLK LITTLE RIVER AIRPORT RD/RD 18, LR
  - ADDRESS CORRECTED TO 6744 ROAD 19
  - Ted Williams
  - John Oakley (8101)
  - Marshall Brown (8132)
  - John Crowningshield
  - Ben Jackson
  - Jaime Placido
  - Andrew Crowningshield
  - Steve Crowningshield
  - On Scene: 1555
  - Available: 1608
- **2015014029 12/24/2015 1022**
  - MEDICAL ALPHA; 41951 LITTLE RIVER AIRPORT ROAD, LR
  - Sam Levine
  - John Crowningshield (8132)
  - Ben Jackson (8132)
  - Ted Williams (8130)
  - Marshall Brown (8130)
  - On Scene: 1041
  - Available: 1102
- **20150xxxxx 12/24/2015 2044**
  - OTH, REFERRAL; 6300 N. HIGHWAY 1, LR
  - Ted Williams
  - John Oakley (8130)
  - Andrea Pennebaker (8130)
  - Marshall Brown



- Sam Levine
- Ben Jackson (canc)
- John Crowningshield (canc)
- On Scene: 2058
- Available: 2059
- **2015014257 12/30/2015 1832**
  - PUBLIC ASSISTANCE; HWY 128, MP 7.0, ALBION
  - John Oakley (IC)
  - Andrea Pennebaker (OPs, 8162)
  - John Crowningshield (8170)
  - Ben Jackson (8170)
  - On Scene: 1903
  - Available: 1952
- **201600084 1/3/2016 1013**
  - MEDICAL, 1144 6700 I ROAD, LR
  - Ben Jackson IC
  - Sam Levine (Med Gp)
  - Kevin Spring
  - Jaime Placido
  - Ted Williams
  - Andrea Pennebaker cancelled
  - On Scene: 1027
  - Available: 1107
- **201600084 1/3/2016 1013**
  - MEDICAL, 1144 6700 I ROAD, LR
  - Ben Jackson IC
  - Sam Levine (Med Gp)
  - Kevin Spring
  - Jaime Placido
  - Ted Williams
  - Andrea Pennebaker cancelled
  - On Scene: 1027
  - Available: 1107
- **2016000406 1/11/2016 1459**
  - SEARCH & RESCUE; 26901 ALBION RIDGE RD, ALBION
  - Provided aid to MCSO; mutual aid provided by MVFD (6 ff + quad)
  - Ted Williams (IC), 8130
  - John Oakley
  - Ben Jackson
  - Andrea Pennebaker
  - Michael Rees
  - Michael Issel
  - Debbi Wolfe
  - Steve Wolfe
  - Serena Randolph (canceled)
  - On Scene: 1505

- Available: 1610
- **2016000426 1/12/2016 0824**
  - MEDICAL/TRAFFIC COLLISION; HWY 128, MP 8.00 (P. DIMMICK SP)
  - Ted Williams (8162)
  - John Oakley (8162)
  - Tony Oakley
  - John Crowningshield (8181)
  - Ben Jackson (8181)
  - Michael Rees
  - Jaime Placido
  - Andrea Pennebaker 8130)
  - Debbi Wolfe
  - On Scene: 0853
  - Available: 0921
- **Training Completed**
  - **12/16/2015 – Operations Meeting – (2.5 Hours)**
    - *Andrea Pennebaker, Andrew Crowningshield, Ben Jackson, Craig Hathaway, Debbi Wolfe, Jamie Placido, John Crowningshield, John Oakley, Kevin Spring, Marshall Brown, Michael Issel, Michael Rees, Robert Hedman, Sam Levine, Serena Randolph, Steve Crowningshield, Steve Wolfe, Ted Williams, Tony Oakley.*
  - **01/06/2015 – Operations Meeting – Brown - Station 811 ALRFPD (2 Hours)**
    - *Andrea Pennabaker, Arrow Pierce, Ben Jackson, Craig Hathaway, Daniel Gates, Debbi Wolfe, Jamie Placido, John Crowningshield, John Oakley, Kevin Spring, Marshall Brown, Michael Issel, Michael Rees, Roberd Hedman, Sam Levine, Steve Crowningshield, Steve Wolfe, Ted Williams.*
- **Development**
  - Little River Inn concert series will benefit ALRFPD. Dave Stamey, January 15. Auxiliary is baking for the event.
  - Department discussed concept of specialized teams, to augment roster in specific areas (cliff, water rescue, water shuttling). Participation at training and incidents would be limited, allowing for a larger roster, while limiting the cost of outfitting volunteers. Discussion will continue before being presented to board.
  - A search and rescue required solicitation of ATVs and operators. The district should better prepare for these scenarios, allowing for incident specific recruiting.
  - CAFS is still pending. Michael Issel will report status to board.
  - The department will be burning an ocean front house west of Ledford. Clearance from the county and CAL FIRE is underway. Several trainings on site will take place leading up to the burn. The district should provide a release of liability to the Hughes for allowing the exercise.
  - Peter Temple and Rita Crane, residents on Albion Ridge, have installed a water tank for five suppression, with placement in accord with recommendations from the department. The department will practice shuttling to and from this location (where water has been lacking). Upon completion, we will leave a full tank. Resident has been advised that this water will not be potable and has assured department it may

be used to suppress fire within the district. No plumbing to the tank exists.  
Department should refill after use.

- **Equipment maintenance**

- **station 812 small engines**

- fluids checked
    - engines run

- **station 811 small engines**

- fluids checked
    - engines run
    - pumps run

- **Tender 8190**

- code 3 lights/siren installation started

- **Engine 8162**

- Foam Pro pump internals arrived, FB Diesel to install on January 18 to address proportioning for CAFS (left incomplete by Burton's)