

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, June 14, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting.** Called to order at 7:04pm
 - a. **Roll call.** Firefighters present: Chief Ted Williams, Debbie Wolfe, Steve Wolfe, Citlali Werner, Guy Casey, Scott Roat, Emily Scott, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer. Members of the public: Vicki Conrad and Andy Kreamer
 - b. **Chief's Report:** See attached
 - c. **Review and discussion of chief's report.** General discussion and review of Chief's report.
 - d. **Other fire department business.** Focus on wild land training, doing a walkthrough of Heritage house property and the upcoming BBQ.
 - e. **Adjournment.** 7:40pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 7:43pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson and Terry Kemp. Ed Petrykowski was absent.
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action relevant to fire department operations.**
 - a. **Fire department personnel:** None were reviewed at this time.
 - b. **FY 2011-2012 budget review and revision:** The Board approved the following changes to the FY 2011-2012 budget by unanimous vote of board members present on a motion by Ken: Category 86-1035 (Workers Compensation Insurance) - increase by \$1,000.00 to \$8,000.00; Category 86-2050 (Clothing and Personal Items) – increase \$18,000.00 to \$69,000.00; Category 86-2101 (Insurance – General) – increase by \$500.00 to \$8,500.00; Category 86-2170 (Office Expense) – increase \$250.00 to \$1,750.00.
5. **Previous meeting minutes:** The minutes of the May 10, 2011 regular business meeting and the May 21, 2012 special FY 2012-2013 budget development meeting were approved unanimously on a motion by Ken.
6. **Communications to the Board:** Correspondence to and from the Board since the previous business meeting were presented. See attached.
7. **Financial report:** Current financial statements for the District were presented.
8. **Other Items for consideration and possible action:**
 - a. **Bylaws amendments:** The Board reviewed, discussed, and voted unanimously on a motion by Ken to adopt proposed District bylaws amendments as presented at the May 10, 2012 regular business meeting.
 - b. **FY 2012-2013 budget:** The board voted unanimously to adopt the 2012-2013 budget developed at the special budget meeting held May 21, 2012 as amended on a motion by Alan.
9. **Committee reports:**
 - a. **New fire station committee.** No report
 - b. **Parcel tax committee:** No report
10. **Directors' discussion:** None.
11. **Next scheduled regular business meeting:** Meeting scheduled for Thursday, July 12, 2012, 7:00 pm. Cancelled and adjourned to the August 9, 2012 regular business meeting.
12. **Adjournment:** Meeting adjourned at 9:24pm

Fire Chief's Report, 14 June, 2012, by Ted Williams

- **Purchases (noteworthy, not exhaustive)**
 - (9) NRS water rescue life vests
 - (1) NRS water rescue helmet
 - Capstan winch - 50cc Honda, 1 ton capacity (cliff rescue)
 - (2) Cardiac Science AED batteries @ \$299/each
 - (2) Santamedical Pulse Oximeters
 - Boat kill switch set with Lanyard
 - book: Wildland Firefighting Practices
 - book: Firefighter's Handbook on Wildland Firefighting
 - Whistles for water rescue
 - (3) backboards (patient packaging)
 - (3) Emergency Care 12th edition (EMT course book)
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, May 10th and today, June 14th, we were dispatched and responded to eleven incidents consisting of 6 medical aid, 2 traffic collisions, 1 water rescue (self extricated from seaweed), 1 residential fire alarm (false), .
 - **2012003033 05/10/2012 23:09:29 MEDICAL, DELTA**
 - 30520 ALBION RIDGE RD ,ALBI
 - Ted Williams (IC, 9142 to MCDH)
 - Andrea Pennebaker

Minutes approved by unanimous vote of the board of directors at the August 9, 2012 regular business meeting.

- Brad Montgomery
- Erica Geer
- Emily Scott
- Jaime Placido
- John Oakley
- Guy Casey (assisted in back of 9142 in route to MCDH)
- Marshall Brown
- Scott Roat
- **2012003159 05/15/2012 20:43:31 MEDICAL, DELTA**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Jaime Placido (8130)
 - Ted Williams (IC)
 - Erica Geer
 - Andrea Pennebaker
 - Debbi Wolfe
 - Steve Wolfe
 - Sam Levine
 - Adam Matthews
 - Marshall Brown
 - Brad Montgomery
 - John Crowningshield
 - Andrew Crowningshield
 - Guy Casey (Cancelled)
- **2012003217 05/18/2012 11:30:00 MEDICAL, DELTA**
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR
 - Medic called 1144
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Sam Levine
 - Citlali Calvillo
 - Erica Geer
 - Guy Casey
- **2012003219 05/18/2012 12:31:36 MEDICAL, ECHO**
 - 6850 N HWY 1 ,LITR (buck horn cove 55 yom cpr)
 - Medic called 1144
 - recovery
 - Ted Williams (IC)
 - Brad Montgomery (8131)
 - Erica Geer
 - Guy Casey
 - Michael Rees
 - Citlali Calvillo
 - Sam Levine
 - Scott Roat
 - Jaime Placido (ocean, swimmer)
- **2012003268 05/20/2012 13:48:30 MTC**
 - 6500 N HWY 1 ,LITR
 - driver removed vehicle from ditch and left scene. non injury. cancelled.
 - Brad Montgomery (IC, RP)
 - Ted Williams (cancelled)
 - Josh Smith (cancelled)
 - Guy Casey (Cancelled)
- **2012003313 May 22, 2012 1:40:16 PM PDT MED, TRAFFIC COLLISION**
 - HWY 128 MP 003.25
 - motorcycle down
 - CalStar cancelled by Medic
 - Andrea Pennebaker (IC, 8130)
 - Ted Williams (IC, 8181)
 - Joe Goforth
 - Guy Casey (Med Group)
 - Harolde Searles (8132)
 - Debbi Wolfe (first on scene)
 - Steve Wolfe (first on scene)
 - Sam Levine

- Tim Gitchel
 - Scott Roat (traffic ops)
 - Guy Casey (Med Group)
- **2012003453 May 26, 2012 5:28 PM PDT MED, TRAFFIC COLLISION**
 - 5000 N HWY 1 / 33000 FROG POND RD
 - Scott Roat (IC,RP)
 - Brad Montgomery (IC)
 - Ted Williams (R8130)
 - Tim Gitchel
 - Steve Wolfe
 - Debbie Wolfe
 - Marshall Brown (E8181)
 - Andrea Pennebaker
 - Guy Casey
 - Jamie Placido
- **2012003470 May 27, 2012 7:08 PM PDT FIRE, RESIDENTIAL ALARM**
 - 2200 N HWY 1
 - Ted Williams (IC)
 - Brad Montgomery (WT8192)
 - Scott Roat
 - Marshall Brown (E8170)
 - John Oakley
 - Jamie Placido (E8181)
 - Dennis Sweet
 - Tim Gitchel
 - Sam Levine
 - Jason Hendricks (R8130)
 - Guy Casey (Staged at 812 with 8191 if needed)
- **2012003477 May 27, 2012 11:06 AM PDT MED - WATER RESCUE**
 - 5520 N HWY 1
 - mutual aid from Mendocino Fire requested
 - Marshall Brown (IC, R8130)
 - John Oakley (Med Group)
 - Brad Montgomery
 - Ted Williams
 - Tim Gitchel (WRB8195)
 - Adam Matthews
 - Andrew Crowningshield (WRB8196)
 - Jamie Placido
 - Jonathan Peakall (R8132)
 - Guy Casey
 - Dennis Sweet
- **2012003758 May June 8th, 2012 3:29AM PDT MEDICAL, CHARLIE**
 - 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Marshall Brown (IC, Med Group, R8131)
 - Guy Casey
 - Brad Montgomery (R8132)
 - Ted Williams
 - Jamie Placido
 - Citlali Calvillo
- **2012003868 June 11th, 2012 6:41PM PDT MED, TRAFFIC COLLISION**
 - ALBION RIVER INN @ 3790 N HWY 1 ,LITR
 - Scott Roat (IC)
 - Ted Williams
 - Marshall Brown (E8170)
 - Andrew Crowningshield
 - Debbie Wolfe
 - Steven Wolfe
 - Josh Smith
 - Citlali Cavillo
 - Dennis Sweet
 - Erica Geer (R8130)
 - Andrea Pennebaker
 - Guy Casey

- Jamie Placido (E8181)
- Harolde Searles (R8132)
- Tim Gitchel
- Brad Montgomery

Training Completed:

- 05/17/2012 - Wildland Preparedness (medical) - Nat Norling at 810 (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Jason Hendricks, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/24/2012 - Wildland Theory – Ayster & CalFire (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, John Oakley, Jamie Placido, ??? Rees, Scott Roat, Harold Searles, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 05/31/2012 - Woods Walk-through - Otis Tucker (2 hours)
 - Dave Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/02/2012 - Water Rescue @ Mendocino Fire (4 hours)
 - Erica Geer, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
- 06/07/2012 - Wildland, Pump & Roll, Cutting Line - CalFire (3 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jamie Placido, Scott Roat, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
- 06/09/2012 - 8170 Engineering, Nozzle (3 hours)
 - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Tim Gitchel, Adam Matthews
- 06/12/2012 - Evacuation Drill at the Woods - Marshall Brown / Fran Tucker (4 hours)
 - Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Sam Levine, Jesse Martin, John Oakley, Andrea Pennebaker, Jamie Placido, Scott Roat, Emily Scott, Harold Searles, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

- community water sources (portable pumps, drafting, location, protocol)
- cliff rescue (Harolde Searles to lead)
- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

- Albion-Little River Volunteer Fire Department, Inc received \$424 from Scott Roat's participation at the Little River Inn concert series on May 11.

• Development:

- Ted renamed, formatted, saved as PDF and posted 307 district documents to the website. <http://albionfire.com> contains minutes, agendas, meeting packets, bylaws, and related documents. Meeting documents date back to 2006. Additional years will be added with an intention of publishing the entire archive from district formation to present. A gallery of 2012 training sessions was also added to the website. An Amazon S3 account was established for hosting. This effort delayed other tasks.
- We continue to search for a water tender.
- A Middle Ridge water source with standpipe and estimated one million gallons of water has been offered for our use to Andrea Pennebaker. Strategic use of community water sources is something we should develop. The board should consider an agreement/policy with water source owners. We should add sources to our maps and train on using such sources.
- Brad Montgomery received the Honda compressor for the compressed air foam system. The project is progressing. Brad is currently immersed in design, assembly and fabrication.
- Joe Goforth has priced water tanks. We are working on a plan to make best use of the 2012-2013 water tank budget category.
- Greg Andree painted station 811 per previous agreed parameters. He discovered a lack of flashing, but was able to execute on an appropriate remedy. We tendered the first payment (one half of total).
- Brad completed the transfer of the river boat and trailer. The district has received title and these vehicles have been added to our GSRMA insurance policy.
- We continue to search for a second water rescue shipping container.
- John Oakley delivered the second set of oxygen cylinders to Ukiah oxygen for hydro-testing.
- Andrew Crowningshield and Marshall Brown assembled and tested the K12FD ventilation saw.
- Ted migrated the callsheets to an online format. This alleviates the need to type sheets each month while improving accuracy. It also allows firefighters who were cancelled in route to add their names from home. Firefighters can also text or call Ted or Marshall with their additions.
- Brad Montgomery has webbing cut (hose tending, hasty harness, etc) and ready to issue along with rescue wrenches.

Minutes approved by unanimous vote of the board of directors at the August 9, 2012 regular business meeting.

- We had alarge evacuation training at the Woods retirement community, conducted largely by Marshall Brown and Otis Tucker (previous Albion-Little River firefighter). A drill was set up in which a pending wildland fire scenario required resident evacuation. Numerous residents participated. Volunteers went door to door and alerted residents, who left their homes and congregated at the Club House; Lodge residents were also evacuated. Numerous firefighters attended, lending support, management, apparatus and was available for discussion. The training served to familiarize Albion Fire with Woods infrastructure and identify some future needs, and served to familiarize Woods residents and staffs with emergency procedures.
- Steve Acker presented a check for \$20,000 to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender.
- Ken McNair from LN Curtis sized fourteen firefighters for structure turnouts. Color will be yellow. Names will be as individual firefighters prefer (goal of avoiding ambiguity). Order total is approximately \$25k.
- Wildland gear has been inventoried and an order has been assembled. Approximately \$15k.
- We have agreed to allow Albion Little River Fire Department, Inc. to hold the annual fundraising BBQ at station 812 on July 14. Erica is commandeering BBQ and doing a great job. She has site cleared, bands booked, wine donated, is working on fliers, etc. Scott Roat wrote an article that appeared in the paper that seems to be garnering good response and we hope will draw additional attendees. Debbi Wolfe is active with donation letters and solicitation of business donations.
- It was decided that gym flooring would impede SCBA training opportunities at station 811. Alternative flooring might be considered.

Small Engines Maintenance

- **Portable pumps**
 - oil changed to 10w30 synthetic
 - neodymium magnets attached to drain plugs

Vehicle Maintenance

- **Boat 8195**
 - The motor is still not running as it should. Better from service.
- **River Boat 8196**
 - Tim Gitchel took it on the water. No known issues.
- **Rescue 8132**
 - Alternator replaced (again)
- **MiniPumper 8165**
 - Backfires. The Navarro crew is regularly responding 8165 to incidents and trainings. We need to move towards housing a more capable vehicle on Navarro Ridge.
- **Engine 8162**
 - Driver rear axle seal repaired.
 - Burnt wiring bypassed (by FB Diesel).
 - \$15k estimate on wiring harness replacement, plus labor (not executing)
- **Engine 8170**
 - Foam system tested successful

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING JUNE 14, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

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| 5/23/12 | Alan received by hand delivery from Erica a letter from Oliver Seeler requesting copious quantities of District records. The letter was sent by certified mail addressed to "Board of Directors, Albion-Little River Fire Protection District" and sent to Albion Little River Volunteer Fire Department, Inc. mailing address. Erica, who receives ALRVFD, Inc. mail signed for the letter on May 22, 2012. |
| 5/23/12 | Alan sent email to county counsel Jeanine Nadel seeking advice on how to proceed with Oliver Seeler's public records request. Ms Nadel responded by email. |
| 5/23/12 | Alan sent a letter by mail to GSRMA with information about and a copy of the signed resolution to provide workers compensation insurance to non-firefighter volunteers adopted at the May 10, 2012 regular business meeting. |
| 5/24/12 | Alan sent a letter by certified mail to Oliver Seeler in response to his public records request with an estimate and a request for a deposit for recoverable costs for production of requested records and 14 days from receipt of deposit to deliver the requested records, balance of costs due upon delivery. |
| 5/24/12 | Alan received by email from Ted pdf copies of signed bid and valid certificate of insurance for painting of Station 811. |
| 5/29/12 | Received a letter by mail from Oliver Seeler containing accusations of unlawful response by the board to his request for copies of public records accompanied, under protest, by a check for the requested deposit for public records production. |

Minutes approved by unanimous vote of the board of directors at the August 9, 2012 regular business meeting.

- 5/30/12 Alan sent an email to county counsel Jeanine Nadel to request comment on Oliver Seeler's accusations in his letter of 5/29/12. Ms. Nadel responded by email.
- 6/1/12 Alan received at Station 810 a signed bid for painting Station 811 from Greg Andre Painting with a price not to exceed \$5,625.00
- 6/1/12 Alan received at Station 810 a letter forwarded by Erica from Marsha Regan, the person contracted previously by ALRVFD, Inc. to clean stations 810 & 811, with requested information about the work she does, her rates, and frequency of service. Also included were invoices for service in April and May, 2012.
- 6/1/12 Received letter by mail from Mendocino County Auditor/Controller with estimated FY 2012-2013 county tax revenues.
- 6/4/12 Received annual insurance bill from GSRMA by mail with attached notice of implementation of a payroll audit process beginning in the 2012-2013 program year.
- 6/4/12 Alan received at Station 810 end-of-month joint checking account reconciliation reports from the district bookkeeper.
- 6/7/12 Noted article by Scott Roat in the Mendocino Beacon.
- 6/8/12 Alan sent a package by mail (COD) to Oliver Seeler containing copies of requested public records and a letter detailing total charges.
- 6/8/12 Alan and Ed received and email from Bob Schlosser stating that the structural calcs had arrived from the metal building manufacturer.
- 6/11/12 Received check from Oliver Seeler for postal COD balance due for public records request.
- 6/11/12 Received form letter by mail from Fletcher & Co., CPAs, Sacramento, CA requesting to be placed on independent audit bidders list.
- 6/12/12 Received AT&T customer service record by mail for 707 937 4766 (Station 810) showing rates and services for this number.
- 6/13/12 Received CD and billing statement by mail for the annual parcel tax report from the Mendocino County Assessor's Office.
- 6/13/12 Received by mail CSDA 2012 Board elections ballot and election information.
- 6/14/12 Received Coastal Development Permit Application report (CDP #7-2012, Marcos Alban) for review and comment.