

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

Thursday, January 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

**Call to order and determination of a quorum:** The meeting was called to order at 7:06 pm by President Alan Taeger at the conclusion of a brief meeting of the Albion Little River Volunteer Fire Department Inc. Board members present were Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp. Firefighters attending were Acting Chief Ted Williams, Brad Montgomery, Sam Levine, Jessie Martin, Marshall Brown, Harold Searles, Jaime Placido, Chris Johnson, Scott Roat, Erica Geer, Andrew Crowningshield, John Crowningshield, Jonathan Peakall, Josh Smith, Jason Hendricks, Andrea Pennebaker, Dennis Sweet, Adam Mathews, Tim Gitchel, Citlali Calvillo, and Steve Acker. Firefighters not present: Dave Ayster, Mark Anderson and Jeff Wall. Also attending: Steve Wolfe, Debbie Wolfe, Emily Scott and Mike Rees.  
**Public communication to the board:** None.

**Fire department business:**

**Chief's Report:** Acting Chief Williams presented a written report of fire department activities which is attached.

**Fire department operations discussion:** Fire department operations issues and responses to chief's report were discussed.

**Previous meeting minutes:** The minutes of the December 8, 2011 regular business meeting were approved as amended by unanimous vote of the board on a motion by Ken.

**Communications to the board:** Communications to the board were presented, see attached sheet with summary.

**Financial report:** Current financial statements for the district were presented.

**Items for consideration and possible action:**

**Fire department personnel:** The board reviewed new employment applications for the position of probationary volunteer firefighter from Andrea Pennebaker, Adam Mathews, Timothy Gitchel, Dennis Sweet and Emily Scott presented by Chief Williams with a recommendation they be hired. Chief Williams also recommended approval of award of regular volunteer firefighter status for probationary volunteer firefighters Jesse Martin and Jaime Placido. All Chief Williams recommendations were approved by unanimous vote of the board on a motion by Ken.

**Election of fire department officers:** By majority secret ballot vote of attending active regular volunteer firefighters Ted Williams was nominated as sole candidate for the position of chief of the district. Ted's nomination was accepted by the board and he was elected chief by unanimous vote of the board on a motion by Ken. The following fire department officers were then elected by nominations and secret ballot elections by attending active regular volunteer firefighters: Assistant Chief - Brad Montgomery; Captain - Jonathan Peakall; Captain - Andrew Crowningshield; Captain - Marshall Brown.

**FY 2011-2012 Budget Review and Revision:** No action taken.

**Banking:** The board discussed modification of current banking and fiscal procedures and took the following action:

The board voted to establish a district credit card account by unanimous approval of Resolution 120112.1.

The board voted to establish electronic banking capabilities for all district bank accounts by unanimous approval of Resolution 120112.2.

The board voted to establish additional checking and savings accounts to facilitate receipt of general donations to the district by unanimous approval of Resolution 120112.3.

Resolution to establish the new maximum amount of the county/district revolving fund was not required and no action was taken on this item. Previous authorization letter to county auditor was sufficient for establishment of new fund limits.

**Apparatus liquidation:** At the recommendation of Chief Williams and the firefighters the Board voted unanimously on a motion by Ken to decommission the district's 1973 Van Pelt type I fire engine currently designated 8182 and keep it for repair parts for other similar district owned vehicles.

**Committee reports:**

**New fire station committee.** Bob Schlosser is still waiting for final shop drawings from Empire Steel

**Vehicle committee.** See Chiefs report

**Parcel tax committee.** No report.

**Directors' discussion:** Rich reminded everyone of the scheduled Board annual evaluation meeting set in the bylaws for the third Wednesday of January.

**Next meeting schedule:** Annual evaluation meeting Wednesday 1/18/12 at 7:00 pm. Regular business meeting Thursday, February 9, 2012, 7:00 pm.

**Adjournment:** Meeting adjourned at 8:50 pm.

Attachments

**Fire Chief's Report, 12 January, 2012, by Ted Williams**

**Applications Received**

Andrea Pennebaker (approved by Chief, subject to board review)

Adam Matthews (approved by Chief, subject to board review)

Timothy Gitchel (approved by Chief, subject to board review)

Andy Gitchel

Dennis Sweet (approved by Chief, subject to board review)

Emily Scott (approved by Chief, subject to board review)

**Guests / Applications Anticipated**

Steve Wolfe

Debbie Wolfe

**Recommendation for full firefighter employee status**

Jesse Martin

Jaime Placido

**New Vendor Accounts**

JME Ellsworth (fittings, hose, pump equipment)

TheFireStore (PPE, tools)

**Purchases (noteworthy, not exhaustive)**

8162: Pike Pole, Roof ladder

812/811: Foam Wrenches

8170: Sledge Hammer, Fireman's Crowbar, Bolt cutter, Axe

Stations/Engines: 2.5" PVC Suction Hose, Uncoupled, 100 feet

(5) Structural Helmets with goggle system (model 360S)

(1) ESS Structure Goggles

(9) Gloves, NFPA

(5) Gear bags

(10) Replacement NFPA/ESS structure goggle lens

(5) Book: Essentials of Fire Fighting and Fire Department Operations (5th Edition)

(1) Book: Vehicle Extrication: Levels I & II: Principles And Practice

(4) Pulse Oximeter (FDA approved for clinical)

medical supplies for routine restocking of cabinets/bags

(5) Kenwood VHF portables (model TK-2170)

(7) Motorola Minitor V pagers

**Incident Log**

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Tuesday, December 8th and today, January 12th, we were dispatched and responded to thirteen incidents consisting of 12 medical and 1 residential fire alarm (false).

2011008684 12/08/2011 15:16:12 MEDA

THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR

Ted Williams (IC, MedGroup)

Brad Montgomery

2011008725 12/10/2011 14:37:01 MEDD

THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR

Brad Montgomery (IC, 8131)

Marshall Brown (MedGroup)

Ted Williams

Jesse Martin

2011008828 12/14/2011 18:07:14 MEDD

THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR

Marshall Brown (IC, MedGroup, 8132)

Ted Williams

Brad Montgomery

Jaime Placido

Citlali Calvillo  
2011008853 12/15/2011 18:03:52 MEDA  
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #49 ,LITR  
Andrew Crowningshield (IC, 8131)  
Brad Montgomery  
Erica Geer (Cancelled)  
Jaime Placido  
John Crowningshield  
Marshall Brown  
Scott Roat  
Ted Williams  
2011008897 12/17/2011 19:00:12 MEDB  
40551 LITTLE RIVER AIRPORT RD ,LITR  
Ted Williams (IC)  
Brad Montgomery  
2011008964 12/20/2011 11:12:01 MEDA  
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #49 ,LITR  
Sam Levine (MedGroup, 8131)  
Brad Montgomery  
Scott Roat  
Ted Williams (IC)  
2011008991 12/21/2011 11:30:50 MEDC  
40415 LITTLE RIVER AIRPORT RD ,LITR  
Sam Levine (MedGroup)  
Andrew Crowningshield  
Brad Montgomery (IC)  
Ted Williams  
2011009028 12/22/2011 14:59:00 MEDA  
31200 MIDDLE RIDGE RD ,ALBI  
Ted Williams (IC, MedGroup)  
Brad Montgomery (8132)  
Harolde Searles  
Andrea Pennebaker  
Andrew Crowningshield  
2012000021 01/01/2012 18:34:25 FFA  
7020 N HWY 1 ,LITR  
Complete check of residence, RP present  
Scott Roat (IC)  
Brad Montgomery (8191)  
Erica Geer  
Jonathan Peakall (8130)  
Sam Levine  
Ted Williams (8162)  
2012000029 01/02/2012 04:56:40 MEDA  
THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR  
John Crowningshield (IC, 8131)  
Sam Levine (MedGroup)  
Brad Montgomery (8132)  
Ted Williams  
2012000030 01/02/2012 09:11:41 MEDA  
3700 ALBION LITTLE RIVER RD ,LITR  
Brad Montgomery (8130)  
John Crowningshield  
Jonathan Peakall (MedGroup)  
Marshall Brown (Cancelled)  
Sam Levine (8131)  
Scott Roat (Cancelled)  
Ted Williams (IC)  
2012000080 01/04/2012 10:30:20 MEDA  
THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR  
Ted Williams  
Sam Levine  
Brad Montgomery  
Jaime Placido

John Crowningshield  
Andrew Crownshield (IC)  
Marshall Brown (MedGroup)  
Scott Roat  
2012000205 01/09/2012 21:39:35 MEDA  
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #49 ,LITR  
Marshall Brown (IC, MedGroup)  
Andrew Crowningshield  
John Crowningshield  
Sam Levine  
Ted Williams  
Brad Montgomery (Cancelled)  
Tim Gitchel (Cancelled)  
Adam Matthews (Cancelled)

**Training Completed:**

12/01/2011 - Vehicle Extrication (4 hours)  
Marshall Brown, Andrew Crowningshield, Erica Geer, Jason Hendricks, Chris Johnson, Jesse Martin, Brad Montgomery, Jaime Placido, Scott Roat, Josh Smith, Ted Williams  
12/15/2011 - Extrication (3+ hours)  
Marshall Brown, Brad Montgomery, Andrew Crowningshield, John Crowningshield, Erica Geer, Jason Hendricks, Chris Johnson, Scott Roat, Josh Smith, Jesse Martin, Jaime Placido, Ted Williams  
12/22/2011 - Engineering 8162/8170/8131/8191, Nozzle technique (3.5 hours)  
Brad Montgomery, Andrew Crowningshield, Erica Geer, Ted Williams, Jaime Placido, Dennis Sweet, Sam Levine, Jesse Martin, Dave Ayster, Andrea Pennebaker, Citlali Calvillo, Marshall Brown, John Crowningshield, Josh Smith  
12/29/2011 - Engineering 8181 / ICS / Radios / Communications (3 hours)  
Steve Acker, Marshall Brown, Citlali Calvillo, John Crowningshield, Erica Geer, Sam Levine, Brad Montgomery, Andrea Pennebaker, Scott Roat, Ted Williams, Adam Mathews, Tim Gitchel, Andy Gitchel  
12/??/2012 - Driving  
Ted Williams, Jesse Martin  
01/01/2012 - Driving  
Ted Williams, Jaime Placido  
??/??/2012 - Driving  
Brad Montgomery, Citlali Calvillo  
01/02/2012 - Driving  
Ted Williams, Jesse Martin, Scott Roat  
01/03/2012 - Driving  
Brad Montgomery, Jaime Placido  
01/03/2012 - Driving  
Ted Williams, Marshall Brown, John Crowningshield, Andrew Crowningshield  
01/03/2012 - Driving  
Ted Williams, Adam Matthews, Tim Gitchel  
01/03/2012 - Driving  
Brad Montgomery, Josh Smith  
01/04/2012 - 01/08/2012 - Driver/Operator 1A (40 hours)  
Andrew Crowningshield, Adam Matthews, Tim Gitchel, Marshall Brown, John Crowningshield, Scott Roat, Jesse Martin, Jaime Placido, Josh Smith  
01/05/2012 - Engine 8170 (2.5 hours)  
David Ayster, Marshall Brown, John Crowningshield, Andrew Crowningshield, Jason Hendricks, Sam Levine, Brad Montgomery, Jaime Placido, Josh Smith  
01/05/2012 - Orientation / Safety (2 hours)  
Dennis Sweet, Erica Geer, Adam Matthews, Tim Gitchel, Steve Wolfe, Debbie Wolfe, Ted Williams  
01/07/2012 - Tender, hose lay, overhead tank fill  
Brad Montgomery, Jason Hendricks  
01/12/2012 - 8170 pump and hose operations  
Brad Montgomery, Emily Scott

**Trainings Planned (not in this order):**  
Erica Geer is coordinating all training activity.  
Small group ad-hoc training (in addition to planned weekly sessions) is encouraged.  
Pump Hose Lay  
Dump Tank  
CPR/First Aid  
SCBA  
Invitation from Comptche Fire

Radios  
Boat / Water  
Invitation from Mendocino Fire  
Power Lines  
Ventilation  
Extrication  
Traffic Control

**Fire Academy registrations:**

Brad Montgomery, Jaime Placido, Josh Smith, Emily Sweet (pending)

**Fund Raising, Gifts, Service Fees:**

Albion-Little River Volunteer Fire Department, Inc received \$200 (\$315 net) from the Little River Inn concert series.

**Development:**

Began issuing pulse oximeters to firefighters (after switching from \$275 model to sub-\$25 FDA approved model).

Began issuing blood pressure sets as a training tool.

Issuing Essentials of Fire Fighting and Fire Department Operations to all firefighters.

The district lacks functioning draft systems for filling engines/tenders both at scene and at stations. In recent times, suctioning from station tanks has been discouraged due to a previous tank collapse. Gravity fill is slow -- it can take greater than half an hour to fill a tender from a station tank. We are working on solutions. Jaime Placido has volunteered to install proper vents on the station tanks so that apparatus pumps can be utilized. Brad Montgomery plans to build and stock draft lines for our fleet.

Tim Gitchel (a certified marine mechanic) and Adam Matthews created an inventory of our boat equipment. There is demand for water trainings. We plan to start by sending our interested firefighters to Mendocino's water trainings.

As requested by the district board, Ted Williams researched the LiveScan application process. A form with instructions for special districts is available at [HYPERLINK "http://ag.ca.gov/fingerprints/forms/city\\_county.pdf"](http://ag.ca.gov/fingerprints/forms/city_county.pdf) [http://ag.ca.gov/fingerprints/forms/city\\_county.pdf](http://ag.ca.gov/fingerprints/forms/city_county.pdf)

Dirk Dooley (Mendocino Fire) has offered assistance with the SCBA fit test. We need to fit test our firefighters annually.

Ted Williams has been investigating Compressed Air Foam Systems as a possible ingredient in our long term plan.

Sally Swan (Mendocino Fire) has invited us to send a group to Mendocino on January 21, 1100 at station 840, to watch Mendocino's pump training.

Kent Stanley (Mendocino Department of Transportation) came to look at the road condition outside station 810. Based on maps, he concluded that the road is not a county road. Ted Williams was not able to find an APN for the road. Board member Ed Petrykowski has taken an action item of resolving ownership of the road.

Ted Williams talked to a district property owner regarding a new district assessment. I believe the district needs to clarify that the assessment is for legal parcels and not simply APNs (which can be created simply for ease of mapping).

Engine 8170, the USDA Forest Service type III engine, was placed in service. There will be some shuffling while vehicles are exchanged with Fort Bragg Diesel for repair, but we anticipate the near term home for this engine to be station 812.

Our TODO lists are long. Safety and training are taking priority.

It should be noted that the ALRVFD, Inc covered hotel stay and meals for the nine firefighters who attended the 40 hour Driver/Operator 1A course in Ukiah.

A CalFire Model 11 type III engine (1200 gallon + foam) has become available for approximately \$3,000. District firefighters have been discussion this vehicle and how it would fit the Navarro Ridge / station 815 component of the long term plan. The discussion should continue between firefighters and the district board.

District firefighters have been discussing a 1200 gallon type III engine available from CalFire for approximately \$3,000 as a potential upgrade for station 815 (Navarro Ridge).

**Station Maintenance**

The standby generator at station 810 is not functional. The board should provide guidance as to whether to pursue repair.

Mendocino Coast Water Works provided a written cost estimate for plumbing repairs at station 810. \$1985 includes "Cost estimate for re- pipe of failing drainage system on west side of building. Scope of work to include replacement of 2" cast iron for kitchen sink, laundry, and lavatory sink. New piping to extend to existing connections underneath. \*Additional quote supplied for new gas service from tank to entry for kitchen. Gas run underground with new shut off."

Mendocino Coast Water Works discovered an above ground propane line hidden in the grass. An estimate of \$675 was offered for "Trenching, Pipe, Labor" to remedy.

**Vehicle Maintenance**

Engine 8182  
 Brakes not functional.  
 Out of service.  
 The district should provide guidance regarding direction. Fix or dispose?  
 Engine 8170  
 Fittings ordered and installed  
 Hose and gear bunked  
 Radio mounted and wired (antenna missing)  
 Clutch adjusted  
 TODO:  
 Apply decals  
 mount booster (1") hoses  
 test foam system (and perhaps repack mixer)  
 source overhaul kit for priming pump, rebuild and reinstall  
 Engine 8163  
 Currently at Fort Bragg Diesel for:  
 plumbing leak  
 replace siren housing  
 rewire code 3  
 radio electrical supply  
 replacement of leaky transfer case air control switches  
 Rescue 8132  
 Bad alternator replaced with an upgraded alternator.  
 Sticky ignition switch repaired.  
 Out of service due to fuel leak.  
 Needs glow plugs, glue plug wire and injector fuel return lines.  
 Tender 8191  
 Needs to visit Fort Bragg Diesel for air leak in the steering control valve

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT**  
**BUSINESS MEETING JANUARY 12, 2012**  
**COMMUNICATIONS TO THE BOARD**

- 12/19/11      Alan and other board members received California Special District Association publication "Special District Board Member/Trustee Handbook" via USPS.
- 12/20/11      Received a letter by USPS from Albion Residents Association dated November 29, 2011 and postmarked December 19, 2011 with comments on possible fire station/community center across from Albion Post Office.
- 12/26/11      Alan sent a letter by USPS to Savings Bank with a request to change signature requirements on all our accounts from two signatures required to one signature required per bylaws approved November 29, 2011.
- 12/26/11      Received California Special Districts Association 2012 Education Catalog by USPS.
- 12/28/11      Received \$200 donation by USPS from Rod Lorimer, Albion.

- 1/6/12 Alan sent a letter with attachments by email to Lloyd Weer, assistant county auditor, with a request to implement changes to the district/county revolving fund checking account permitted by passage of SB 288 and signature requirements changed in bylaws adopted November 29, 2011.
- 1/10/12 Chief Williams received a letter by email from Oliver Seeler announcing that he was going to be honored at the Mendocino County Fire Chiefs' Association bimonthly meeting to be held this day and requesting that Ted not interact with Oliver in any way at the meeting.
- 1/11/12 Chief Williams sent a letter by email to each of the chiefs of the Mendocino County Fire Chiefs' Association announcing that he would not be attending this day's meeting and included a brief report on Albion Little River Fire Department activities.
- 1/12/12 Alan placed a telephone call to Lloyd Weer to ask if the information provided on January 6, 2012 is adequate. Lloyd confirmed that the information is adequate and that we are authorized to increase the amount in our revolving fund and to use one signature for checks and warrants.