

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

Wednesday September 26, 2007, 7:30 pm, at Station 810, 32601 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum.**
2. **Public communication to the Board.** An opportunity is provided for members of the public to address the Board with respect to matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Fire Chief's report, including operational needs.**
  - A) **Incident reports.** The Fire Chief is requested to report on the types of calls to which the Department has responded since the last Board meeting, with an emphasis on any trends which would suggest a need for changes to the District's and the Department's planning.
  - B) **Fund raising, gifts and service fees.** The Fire Chief will report current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board.
  - C) **Fire Department report.** The Fire Chief will report on other Department progress.
  - D) **Fire Department operational needs.** The Fire Chief will report on Department needs.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations.
5. **Secretary's report.**
  - A) **Communications to the Board will be presented.**
  - B) **Minutes.** Minutes of the August 29, 2007 meeting and of the September 20, 2007 special meeting, which have not been approved, will be approved or revised and approved.
5. **Update on Station 811 Project:** There will be an update on progress on this project.
7. **Items for consideration and possible action:**
  - A) **Disposal of Obsolete Equipment.** The Board will revisit its determinations made at its July 2007 meeting with respect to disposal of obsolete equipment, in light of Assistant Chief/Treasurer Mike Kitahara's observations, that it may be difficult or impossible to determine the cost of particular items of equipment which have become obsolete. The Board will consider adopting the following as its revised policy: With respect to obsolete or surplus equipment, any item which was purchased with District funds, or was donated directly to the Department, or was purchased by the Department and subsequently became an asset of the District, and which either (a) is determined to have a salvage value of \$500 or less, or (b) is determined to have had an initial acquisition cost which is not reflected on the District's or Department's current records or which is reflected on the current records as having been \$500 or less, may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law. If the Department wishes to dispose of any equipment which does not meet one of these criteria, the appropriate Department personnel should make and deliver to the Board a list which describes any item which either (a) has a salvage value greater than \$500, or (b) had an initial acquisition cost which is reflected on the District's or Department's current records and which was greater than \$500 and should specify with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list.
  - B) **Emergency Response Services Fees.** Further consideration of this item will await formulation of a form of ordinance, and further information with respect to water rescue fees.
  - C) **Fire Protection Mitigation Fee.** Laura Vogelgesang will report on her research with respect to fire protection mitigation fees in California and make a recommendation as to what action the Board should take on this issue.
  - C) **Special Districts Group Health Insurance.** Alan Taeger will report on his research with respect to group health insurance offered to members of the boards of directors of special districts.
  - D) **Purchasing Policies.** The Board will consider adopting a policy with respect to which entity, as between the District and the Department, should purchase various types of equipment or materials and guidelines for consideration and approval of purchases.
  - E) **Upcoming Anticipated Board Vacancies.** The Board will discuss its plans for filling anticipated upcoming vacancies, and review its procedures for notifying residents of the need for candidates through articles in the Mendocino Beacon, notification on the listservs, and personal requests by Board members to residents who may themselves be interested in serving or who may know those who may be interested in serving..
  - F) **Service Zones within District.** Laura Vogelgesang will report on her research with respect to the creation of service zones within a fire protection district and make a recommendation as to what action the Board should take on this issue.
8. **Land, buildings and equipment.**
  - A) **Power to 815.** There will be a report on progress.
  - B) **Roof of 810.** There will be a report on progress of the project of tying the façade into the new roof.
9. **Committee reports:** Committee reports, if any, will be presented.
  - A) **Real Estate**
  - B) **Grants**
  - C) **Insurance**
  - D) **Requirements**
  - E) **Web Site**
10. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
11. **Long-Range Planning.** The Board will review a composite document and memorandum reflecting the status of its work on review of the Long-Range Plan.
12. **Closed Session.** The Board will have a closed session to consider personnel matters involving employment and evaluation of the Chief of Albion-Little River Volunteer Fire Department, Inc.
13. **Next meeting date and agenda.**
14. **Adjournment.**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634, at least two days before the meeting date.

Beginning Bal. 7/1/06 246,877.53

7/1/07 274,383.33

727,506

Treasurers Report 9/26/07 Board Mtg

Rec'd final report from City w/ 06-07 Revenue & Expense

Notes. <sup>1. D</sup> Revenue exceeded est \$13k

1. Interest earned exceeded expectation by \$10k
2. Secured tax exceeded expectation by \$2.3k
3. Expenses exceeded budget by \$38.4k
  - A. \$2.4k over equipment purchase
  - B. \$4k fuel costs
  - C. \$2.2k training
  - D. \$6.4k structures & grounds (fuel tank)
  - E. \$1.6k clothing

Appt to Bd + Oath of Office

F.B. Emergency Response Service fees

requested Mutual A/L agreement info

from OS. by email 8/31. no response.

## Itemized Categories for Monthly Meeting:52

8/28/2007 through 9/26/2007 (Cash Basis)

9/25/2007

Page 1

Date	Account	Num	Description	Memo	Amount
<b>EXPENSES</b>					<b>-1,699.38</b>
<b>86-2060-COMMUNICATIONS</b>					
9/17/2007	District Che...	2459	AT&T	3 phone line...	-242.31
9/25/2007	District Che...	2460	P & W Paging & Wireless Servi...	#37159	-122.26
9/25/2007	District Che...	2462	AT&T	030 153 835...	-84.25
<b>86-2120-MAINTENANCE EQ</b>					<b>-35.80</b>
9/17/2007	District Che...	2454	ACME AUTOMOTIVE	#780285	-305.60
9/17/2007	District Che...	2456	...VILLAGE HARDWARE		-270.34
<b>86-2130-MAINTENANCE STRUCTURES</b>					<b>-35.26</b>
9/17/2007	District Che...	2456	...VILLAGE HARDWARE		-88.77
<b>86-2140-MED SUPPLIES</b>					<b>-88.77</b>
9/17/2007	District Che...	2458	Aeris	#10095	-782.28
9/25/2007	District Che...	2461	Emergency Medical Products, ...	#inv987641	-278.53
<b>86-2170-OFFICE SUP</b>					<b>-503.75</b>
9/17/2007	District Che...	2456	...VILLAGE HARDWARE		-2.89
<b>86-2250-TRANSPORTATION</b>					<b>-2.89</b>
9/25/2007	District Che...	2463	Albion K Incorporated	#144	-105.00
<b>86-2260-UTILITIES</b>					<b>-105.00</b>
9/17/2007	District Che...	2455	Empire Waste Management	0015799-25...	-172.53
9/17/2007	District Che...	2457	PG&E	#021009510...	-22.16
					-150.37
<b>OVERALL TOTAL</b>					<b>-1,699.38</b>

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<b>OVERALL TOTAL</b>					<b>-1,699.38</b>

ALRFPD Actual / Budget Report - Current Year:4  
 7/1/2007 through 6/30/2008 Using Budget 2007-2008

9/25/2007

Page 1

Category Description	7/1/2007 Actual	- Budget	6/30/2008 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	0.00	67,469.00	-67,469.00
82-1120-CURRENT UNSECURED TAX	0.00	2,053.00	-2,053.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,834.00	-2,834.00
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	486.00	-486.00
82-4100-INTEREST INCOME	0.00	9,000.00	-9,000.00
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	809.00	-809.00
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>0.00</b>	<b>157,757.00</b>	<b>-157,757.00</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	3,024.68	6,000.00	2,975.32
86-2060-COMMUNICATIONS	3,279.77	5,000.00	1,720.23
86-2090-HOUSEHOLD EXP	0.00	200.00	200.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	925.02	12,000.00	11,074.98
86-2130-MAINTENANCE STRUCTURES	559.96	10,000.00	9,440.04
86-2140-MED SUPPLIES	1,907.40	3,000.00	1,092.60
86-2150-MEMBERSHIPS	0.00	500.00	500.00
86-2170-OFFICE SUP	97.10	200.00	102.90
86-2181-AUDITS	345.00	5,000.00	4,655.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
86-2187-ED AND TRAINING	255.51	10,000.00	9,744.49
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	195.96	2,000.00	1,804.04
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	699.34	20,000.00	19,300.66
86-2260-UTILITIES	520.34	3,000.00	2,479.66
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	300.00	300.00
86-4360-BUILDINGS AND IMPROVEMENTS	1,827.76	5,000.00	3,172.24
86-4370-EQUIPMENT	2,211.55	5,000.00	2,788.45
<b>TOTAL OUTFLOWS</b>	<b>15,849.39</b>	<b>103,700.00</b>	<b>87,850.61</b>
<b>OVERALL TOTAL</b>	<b>-15,849.39</b>	<b>54,057.00</b>	<b>-69,906.39</b>

ALRFPD Year to Date Budget Report - YTD:6  
7/1/2007 through 9/25/2007 Using Budget 2007-2008

9/25/2007

Page 1

Category Description	7/1/2007 Actual	- Budget	9/25/2007 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	0.00	15,930.18	-15,930.18
82-1120-CURRENT UNSECURED TAX	0.00	484.73	-484.73
82-1130-SB813 SUPPLEMENTAL TAX	0.00	669.14	-669.14
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	25.02	-25.02
82-1300-SPECIAL TAX	0.00	17,708.33	-17,708.33
82-1600-TIMBER TAX	0.00	114.75	-114.75
82-4100-INTEREST INCOME	0.00	2,125.00	-2,125.00
82-5481-HOMEOWNER PROPERTY TAX REL...	0.00	191.02	-191.02
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>0.00</b>	<b>37,248.17</b>	<b>-37,248.17</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	0.00	1,416.67	1,416.67
86-2050-CLOTHING	3,024.68	1,416.67	-1,608.01
86-2060-COMMUNICATIONS	3,279.77	1,180.56	-2,099.21
86-2101-INSURANCE	0.00	1,416.67	1,416.67
86-2120-MAINTENANCE EQ	925.02	2,833.33	1,908.31
86-2130-MAINTENANCE STRUCTURES	559.96	2,361.10	1,801.14
86-2140-MED SUPPLIES	1,907.40	708.33	-1,199.07
86-2150-MEMBERSHIPS	0.00	118.06	118.06
86-2170-OFFICE SUP	97.10	47.22	-49.88
86-2181-AUDITS	345.00	1,180.56	835.56
86-2184-ARCH ENG	0.00	472.22	472.22
86-2185-MED AND DENTAL	0.00	236.10	236.10
86-2187-ED AND TRAINING	255.51	2,361.10	2,105.59
86-2189-PROF AND SPEC	0.00	354.17	354.17
86-2220-SM TOOLS	195.96	472.22	276.26
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	699.34	4,722.22	4,022.88
86-2280-UTILITIES	520.34	708.33	187.99
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	70.83	70.83
86-4360-BUILDINGS AND IMPROVEMENTS	1,827.76	1,180.56	-647.20
86-4370-EQUIPMENT	2,211.55	1,180.56	-1,030.99
<b>TOTAL OUTFLOWS</b>	<b>15,849.39</b>	<b>24,437.48</b>	<b>8,588.09</b>
<b>OVERALL TOTAL</b>	<b>-15,849.39</b>	<b>12,810.69</b>	<b>-28,660.08</b>

ALRFPD Actual / Budget Report - Current Year:4  
7/1/2007 through 6/30/2008 Using Budget 2007-2008

9/25/2007

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82-1120-CURRENT UNSECURED TAX	0.00	2,053.00	-2,053.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,834.00	-2,834.00
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	486.00	-486.00
82-4100-INTEREST INCOME	0.00	9,000.00	-9,000.00
82-5481-HOMEOWNER PROPERTY TAX REL...	0.00	809.00	-809.00
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>0.00</b>	<b>157,757.00</b>	<b>-157,757.00</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	3,024.68	6,000.00	2,975.32
86-2060-COMMUNICATIONS	3,279.77	5,000.00	1,720.23
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	925.02	12,000.00	11,074.98
86-2130-MAINTENANCE STRUCTURES	559.96	10,000.00	9,440.04
86-2140-MED SUPPLIES	1,907.40	3,000.00	1,092.60
86-2150-MEMBERSHIPS	0.00	500.00	500.00
86-2170-OFFICE SUP	97.10	200.00	102.90
86-2181-AUDITS	345.00	5,000.00	4,655.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
86-2187-ED AND TRAINING	255.51	10,000.00	9,744.49
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	195.96	2,000.00	1,804.04
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	699.34	20,000.00	19,300.66
86-2260-UTILITIES	520.34	3,000.00	2,479.66
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	300.00	300.00
86-4360-BUILDINGS AND IMPROVEMENTS	1,827.76	5,000.00	3,172.24
86-4370-EQUIPMENT	2,211.55	5,000.00	2,788.45
<b>TOTAL OUTFLOWS</b>	<b>15,849.39</b>	<b>103,500.00</b>	<b>87,650.61</b>
<b>OVERALL TOTAL</b>	<b>-15,849.39</b>	<b>54,257.00</b>	<b>-70,106.39</b>

*corrected budget*

*approved as corrected  
9/26/07  
B. Latkin*

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

**BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, August 29, 2007, 7:30 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

1. **Call to order and determination of a quorum:** at 7:30 p.m.; attending were Taeger, Vogelgesang, Latkin and Levine; Bruce Jenkins, Chief Seeler, Carolyn Latkin, and Ed Petrykowski were also present.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
  - A) **Incident reports.** Chief Seeler described incidents, which included medical calls and an automobile into the river, and said that responses by firefighters are good and there are never too few responders for a call.
  - B) **Fund raising, gifts and service fees.** Chief Seeler reported that a contribution of \$300 had been received from Walker Towing in connection with the retrieval of an automobile from the river.
  - C) **Fire Department report.** Chief Seeler noted that the Department has several interns and two additional prospects who are expected to attend the Department's September business meeting, and that recent trainings have been particularly outstanding and that the Department's Training Officer, John Oakley, is to be commended.
  - D) **Fire Department operational needs.** Chief Seeler stated that all equipment is working and that he is pleased in general with morale in the Department. Chief Seeler further stated that community education is ongoing and is well received; that the Department has been offered a house to burn for training; and that there have been problems with vandalism in Albion Village and that Station 812 is not as secure as it should be at this point from vandalism. The bay doors need to be secured, and the fuel supplies for the vehicles need to be secured. After discussion, the Board agreed that the Department could and should determine what needs to be done to address this concern and would tell the Board the cost of remedial measures.

Chief Seeler had to leave the meeting so reported on Item 8.A. of the agenda at this point, as follows: The urgency for getting power supplied to Station 815 is to allow a radio repeater to be located there and removed from the property of a retired firefighter and his wife who have graciously allowed the repeater to be located on their property for some years but who have requested that it be removed. The initial request for electrical service to Station 815 was made in May of 2007, and in response to a recent follow-up e-mail, the PG&E representative said that the request had not yet been acted upon and that it would be some time before it would be acted upon. Bruce Jenkins offered to be in touch with former colleagues at PG&E in order to see whether our request could be expedited at this point, and the Board thanked him for his offer.

4. **Treasurer's report.** The budget report was distributed by Carolyn Latkin, and it was accepted with one revision requested by Alan Taeger as Treasurer, which is the deletion of the Outflow category "86-2090-Household Exp" with its budget of \$200, which was deleted in the 2007 - 2008 budget, and the consequential revision of the bottom line "Total Outflows" number for the Budget from \$103,700 to \$103,500.
5. **Secretary's report.**
  - A) **Communications to the Board.** Laura Vogelgesang as Secretary reported that she had received a letter from Katrina Bartolomie of Marsha Wharff's office regarding appointment of Taeger, Vogelgesang and Latkin in lieu of election by the Board of Supervisors.
  - B) **Minutes.** The minutes of the July 2007 meeting of the Board were approved.
6. **Update on Station 811 Project.** Laura Vogelgesang reported that once the WRA report on the reduced buffer analysis is received, she and Ron Stark will meet with the Mendocino County Planning and Building Services representative in order to review the revised

Use Permit Application for Station 811 in order to identify any revisions or additional requirements, which will then be satisfied and the permit will be submitted.

**7. Items for consideration and possible action:**

- A) Emergency Response Services Fees.** Josh Latkin has been working on determining what fees should be charged for water rescues and will continue to do so with Assistant Chief Mike Kitahara, who had planned to attend the meeting but was unable to do so. Chief Seeler had been asked to be prepared to make a recommendation at the August Board meeting with respect to fees but had left the meeting; in his absence, the Board determined to adopt fees similar to those which have been adopted by the Mendocino Fire Protection District. Alan Taeger will make a request via e-mail to Chief Seeler for mutual aid agreements which may be in place, which the Board understands may be county-wide and renewable annually. Laura Vogelgesang reported that she had been unable to locate a copy of the ordinance referred to in the District's 2005 resolution but noted that there appears to be a procedure in the statutes for adoption of ordinances in general by a fire protection district, and another procedure for adoption of an ordinance with respect to service fees, so the apparent lack of an "ordinance" with respect to our local service fees in the Board of Supervisors' records is understandable. Laura Vogelgesang offered to set forth a step-by-step method for adoption of a service fee ordinance, and any other local ordinance the Board might wish to adopt, for our use in the future and for use in connection with changes in the current service fee schedule.
- B) Attendance at Department Meetings by Board Members.** Sam Levine announced that he would resign effective immediately prior to the September District Board meeting scheduled for September 26. When the Board has its training on the Brown Act by County Counsel, which has been offered free of charge and which the Board will schedule with the reconstituted Board, it will request advice on the issue which has been presented and as to the effect of which for purposes of the Brown Act members of the Board disagree (that is, whether or not the mere attendance by a third member of the District Board at a Department meeting along with two firefighter District Board members, without any participation in the meeting by the third member of the District Board and without any communication between or among the third member and the firefighter members of the District Board, constitutes a meeting of the District Board with respect to which notice must be given). If the County Counsel cannot answer the question in connection with the training, and in light of the County Counsel's charge of \$140 per hour to formulate an opinion the Board will seek an answer to this question in the future if it ever again is an issue.
- C) Newsletter.** Alan Taeger agreed to be the Board's participant in the Department's newsletter.
- D) County Counsel Training.** The Board determined to schedule free training, offered by County Counsel, on the Brown Act and ethical considerations for later this year or early next year, when the anticipated vacancies on the Board have been filled. This training may be scheduled as a special meeting.
- E) Current SAFER Grant Program.** Laura Vogelgesang reported on the current SAFER grant program's parameters, and the Board determined that no application should be made in the current grant cycle.
- F) Upcoming Anticipated Board Vacancies.** Laura Vogelgesang reported on e-mail communications she has had with Katrina Bartolomie, the Assistant Registrar of Voters, regarding methods of filling the vacancies which will result from Sam Levine's upcoming resignation and Jim Shock's determination to end his service at the end of his term in December. After discussion, the Board determined to follow its procedures of publicizing the vacancies in the local newspaper, on the listservs, and by personal communications with potential candidates, and to plan to appoint new members to fill the vacancies and to do so after the election on November 6 which means that the appointments will be until the next general election (November 2009) at which time the new (appointed by the Board) members will have to "run" for the balance of the seats' terms. Two of the District Board seats (those now occupied by Josh Latkin and by Jim Shock) have two-year terms; the other three seats have three-year terms.

- G) Committee Formation.** The Board determined to form a standing Requirements Committee, composed, at least initially, of the Board Treasurer and the Board member holding Josh Latkin's position, and request that the Department assist this committee by designating a Department member to serve on the committee. The Board determined to form a standing Ordinance Committee, composed, at least initially, of the person holding Laura Vogelgesang's position and the Board President.
- H) Safety Standard for Recreational Divers.** The Board determined that the new Ordinance Committee will work with Assistant Chief Mike Kitahara on determining whether or not a local or county-wide ordinance could be written and adopted to assist the Department and departments in other coastal districts in assisting divers who encounter difficulties, through, for instance, requiring the use of dive flags and imposing a penalty for the failure to do so.
- 8. Land, buildings and equipment:**
- A) Power to 815:** See the end of paragraph 3. above.
- B) Roof of 810:** Josh Latkin reported that Firefighter Rob Marcello will prepare an estimate for the cost of his company's tying the façade into the new roof.
- C) Fuel Storage at Station 812:** Josh Latkin reported that he and Assistant Chief Kitahara had met and reviewed the fittings on the fuel storage tank and that the situation has been resolved..
- 9. Committee Reports:**
- A) Real Estate.** The Real Estate Committee will attempt to meet and make its initial report at the September meeting.
- B) Grants.** Laura Vogelgesang will prepare a proposed letter for the Board's approval in connection with the unsuccessful Assistance to Firefighters Grant application.
- C) Insurance.** Alan Taeger reminded the Board that the Golden State Risk Management Authority is a public agency which provides our insurance and that in the past it has been less demanding than another insurer might be, but that now their auditor is requiring more detailed information.
- D) Website.** There is no report.
- 10. Board Directors' Reports:** Josh Latkin reported that he had attended meetings of the Mendocino Fire Protection Board and urged other Board members to do so as well. Laura Vogelgesang gave copies of "Roles and Responsibilities of the Directors & Chief – A Model for Success – Excerpted from Fire Districts Association of California Fire Administration Handbook" and of "Albion-Little River Fire Protection District – Chief & Director's Manual – Excerpted from Fire Districts Association of California Fire Administration Handbook," both of which had recently been unearthed, to Josh Latkin and to Alan Taeger; Sam Levine declined copies, and Ed Petrykowski asked that copies be made for him..
- 11. Long-Range Planning:** Due to the lateness of the hour, the Board determined that a special meeting should be scheduled on this topic.
- 12. Closed Session:** The Board conducted a closed session to consider personnel matters involving employment and evaluation of District employees, and Acting President Taeger reported that no action had been taken, but that the Board had determined that information should be provided to the Department with respect to the procedures which have been set forth earlier for selection of a Chief of the Department, and that the Board will schedule a closed session for its regular meeting in each odd-numbered month to make ongoing evaluations of the Department Chief.
- 13. Next meeting date and agenda:** If a meeting date can be agreed upon, the next meeting will be a special meeting on Long-Range Planning; in any event the next regular meeting is scheduled for Wednesday, September 26, 2007 at 7:30 p.m. at Station 810.
- 14. Adjournment:** at 10:00 p.m.

Laura J. Vogelgesang, Secretary

*approved as corrected*

*9/26/07  
Bd Mtg*

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT**

**MEETING MINUTES**

**BOARD OF DIRECTORS SPECIAL MEETING**

Thursday, September 20, 2007 7:00 p.m.

Location: Albion Fire Station 810, 32601 Albion Ridge Road, Albion, California

**1. Call to order and determination of a quorum:** at 7:32 p.m.; attending were Shock, Taeger, Vogelgesang, and Latkin.

**2. Public communication to the Board:** none

**3. Long Range Planning Document:**

a. The Board again discussed its undertaking to the Department that this 2007 review or revision or annotation or update of the current Long Range Plan's plan document would be undertaken by the Board and that an initial reviewed/revised/annotated/updated document would be circulated to the Planning Group (the District Board, the Department, the Auxiliary, and the ALERT organizing committee) for comment and that a public meeting for discussion would probably be scheduled.

b. The Board also discussed again the fact that the current Long Range Plan is now titled as the plan of the Department, and the Board's consensus was that the current document, reflecting the review/revisions/annotations/updates which result from the 2007 process should remain as the plan of the Department, reflecting that the 2007 review/revision/annotation/update had been undertaken by the District Board and completed with the assistance and input of the Department and Auxiliary.

c. The Board determined that it would not undertake to rewrite the current Long Range Plan document.

d. The members of the Board had made proposed revisions to the various portions of the current Long Range Plan document for the July 2007 meeting, and a composite document which shows the changes made by the proposed revisions, and any deletions, was prepared for that meeting. The Board agreed that it would attempt to fill in the missing information and extend any charts in the current plant document in connection with its review/revision/annotation/update and reflect on a proposed document for review what it had done and what information is missing (and whether or not it can be completed for a newly revised/annotated/updated document).

d. The Board determined that the Albion-Little River Fire Protection District must formulate a long-range plan for the District, and that that work on that plan will commence once the Board has completed its revision of its own policies and procedures.

**3. Process to Complete Review/Revisions/Annotation/Update:**

a. Laura Vogelgesang will prepare a composite document (showing the current document and proposed changes to it) for the September 26, 2007 meeting of the Board, filling in any information which can be filled in before then, and e-mail it to the Board as soon as possible, but no later than Monday, September 24. This document will be approved or revised and approved at the September 26 meeting. The Board will not now attempt to create new graphs (to extend or replace the graphs in the current document) but will note on the composite document that the Board plans to extend the current drafts if possible; Laura Vogelgesang will make a recommendation on how to deal with the statistics in the current plan document.

b. Laura Vogelgesang will prepare a brief memorandum describing what the Board has done and its rationale, for the Board to review and approve or revise at its September 26 meeting; this memorandum will be forwarded along with the composite document which is approved by the Board at its September 26 meeting, to the Department and the Auxiliary for their comments. The memorandum will set forth a "deadline" for further comments, so that a public meeting can be scheduled for November.

c. The composite document and memorandum will be sent via e-mail to the Department members and to the Auxiliary members, soliciting comments.

d. Laura Vogelgesang will request that she be allowed to make a brief presentation to the Department at its October meeting, following up on the e-mailed composite document and memorandum.

**6. Adjournment:** at 8:35 p.m.

Laura J. Vogelgesang, Secretary

*review*

# Albion-Little River Fire Dept.

# September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 Wildland fire shelter/hand tools 811 @ 1900	7	8
9	10	11	12	13 Business meeting 810 @ 1930	14	15
16	17	18	19 EMT/First Resp. Splints 811 @ 1900	20	21	22 Calstar 811 @ 1000
23	24	25	26	27 Officer's Meeting 811 @ 1900	28	29
30						

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

**BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, September 26, 2007, 7:30 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

1. **Call to order and determination of a quorum:** at 7:32 p.m.; attending were Board Members Shock, Taeger, Vogelgesang, and Latkin; Board bookkeeper Carolyn Latkin; and members of the public Ted Williams and Ed Petrykowski. Chief Seeler did not attend and had advised Board Chair Shock of his intention to not attend the meeting, citing the fact that he is considering filing a formal complaint against the District Board and making a complaint against one of its members; he supplied a written report to Board Chairman Jim Shock.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
  - A) **Incident reports.** Chief Seeler's written report stated that there had been no major incidents since the preceding month other than a head-on collision.
  - B) **Fund raising, gifts and service fees.** Chief Seeler's written report reported that a \$5,000 donation to the Department had been received from John and Kathy Hughes via a local foundation to which they contribute.
  - C) **Fire Department report.** Chief Seeler's written report stated that three new interns have been recruited since the District Board's August meeting; that enthusiasm and participation within the department have been outstanding; that the Mendocino County Board of Supervisors would be paying the amount due for the District's workers compensation insurance; that the Department has received a letter from Mendocino Redwood inviting it to apply for a small grant; that there are major issues arising among county districts/departments regarding emergency responses into areas that do not fall into any fire district and that our district is unaffected in this respect because it is bordered at all points by another fire district; that the annual Open House will be conducted in mid-October; that he has arranged for the Albion Ridge house that has been donated for a live burn exercise to undergo the mandatory asbestos inspection at no cost and that this can cost around \$1000 otherwise; that security at Station 810 has been upgraded and approved; that he had a verbal complaint from "our landlord" regarding the condition of the fence on the west side of Station 810 and planned to have it repaired and to submit the bill to the District; and stated a "reminder that no person other than [the Department's] public information officer (Fire Marshall Stacy Wile-Dye) and [Chief Seeler] is authorized to speak for the department in any regard. Anyone else is speaking as an individual, not on behalf of the department." The Board members expressed puzzlement with respect to what prompted this last statement. With respect to mutual aid agreements, copies of which had been requested from Chief Seeler by the District Board earlier (from the April 2007 Board minutes: "At or before the April Board meeting, Chief Seeler will get a copy of the mutual aid agreement and the current schedule to each Board member along with his recommendations on what the salary and equipment fee schedules should be, so that the Board may at the April meeting adopt a new salary and fee schedule.") Chief Seeler's written report stated as follows: "Regarding your request for copies of mutual aid agreements: A new county-wide mutual aid agreement is being drawn up at this time, again via the Chiefs. I will provide Jim a copy when I get one. That is the only written mutual aid agreement to which we are a party, other than a minor letter of understanding between MFD and ourselves regarding response to the area of the intersection of SR1 and Little River Airport Rd. Be advised that almost all calls to which we respond are in fact mutual-aid to one or another agency: vegetation fires, CALFIRE; traffic collisions, CHP and Ft. Bragg Ambulance; rescues inc. cliff and aircraft, Sheriff's Office; HAZMAT, Mendo. County Environmental Health; medical calls, Ft. Bragg Ambulance/Hospital; anything on state park lands, State Parks; anything in the water, USCG. And so on. About the only calls that are exclusively ours are structure fires and public assists. All of these mutual aid activities take place under long-established protocols and do not involve written agreements."
  - D) **Fire Department operational needs.** None were noted in Chief Seeler's written report.
4. **Treasurer's report.** The budget report was distributed by Carolyn Latkin, and it was accepted. Alan Taeger as Treasurer reported that the County had sent new revenue and expense records so that the budget overview worksheet could be revised, and a revised worksheet was distributed. The District's increased equity was smaller than expected because of increased costs; it is at approximately \$432,000 rather than at approximately \$447,000.

**5. Secretary's report.**

**A) Communications to the Board.** Laura Vogelgesang as Secretary reported that Sam Levine had resigned as a member of the Board as of September 23, 2007 by a letter. She also reported that she had received a letter from the Board of Supervisors regarding her appointment to the Board in lieu of election and that Alan Taeger and Josh Latkin could presumably expect similar letters.

**B) Minutes.** The minutes of the August 29, 2007 regular meeting and of the September 20, 2007 special meeting of the Board were approved with corrections for which the Board Secretary apologized with an explanation but no excuse.

**6. Update on Station 811 Project.** There is nothing to report.

**7. Items for consideration and possible action:**

**A) Disposal of Obsolete Equipment.** At the request of Assistant Chief/Department Treasurer Mike Kitahara, the Board revisited its July 2007-adopted policy with respect to disposal of obsolete equipment, and adopted the following as its revised policy: With respect to obsolete or surplus equipment, any item which was purchased with District funds, or was donated directly to the Department, or was purchased by the Department and subsequently became an asset of the District, and which either (a) is determined to have a salvage value of \$500 or less, or (b) is determined to have had an initial acquisition cost which is not reflected on the District's or Department's current records or which is reflected on the current records as having been \$500 or less, may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law. If the Department wishes to dispose of any equipment which does not meet one of these criteria, the appropriate Department personnel should make and deliver to the Board a list which describes any item which either (a) has a salvage value greater than \$500, or (b) had an initial acquisition cost which is reflected on the District's or Department's current records and which was greater than \$500 and should specify with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list.

**B) Emergency Response Service Fees.** As indicated, further consideration of this agenda item will await formulation of a form of ordinance, and further information with respect to water rescue fees.

**C) Fire Protection Mitigation Fee.** Laura Vogelgesang distributed a memorandum with respect to the Mendocino County ordinance enacted in October 2006 with respect to fire protection mitigation fees, which are fees which may be imposed by a fire district to allow new development to bear its share of the cost of provision of fire and emergency services to the new development. The Board determined that it must be proactive with respect to the possibility of adopting a fee, but that at this time it is not aware of any development of a magnitude which would justify the cost of formulating a plan to adopt a fire protection mitigation fee in terms of outside, paid help which would be needed. Laura will revise the memorandum to correct errors or instances of lack of clarity, for which she apologized, offering explanations but not excuses, and the item will be placed on the agenda again for the December meeting.

**C#2) Special Districts Group Health Insurance.** This item will be placed on the agenda for the December meeting

**D) Purchasing Policies.** This item will be reagendaized for October. The Board members will consider adopting a policy which provides for the District Board to approve in advance any expenditure for which it is requested to make payment in order to eliminate the current uncertainties.

**E) Upcoming Anticipated Board Vacancies.** Sam Levine has resigned from the District Board in connection with Chief Seeler's determination that the Brown Act precludes attendance at Department meetings by a third member of the District Board when there are two firefighter members of the District Board in attendance. This vacancy must be filled by November 22, 60 days after the resignation on September 23, 2007. The vacancy will be publicized by an article or articles in the local paper, by letters by Board members to members of the community who may be interested in serving, and by publicizing on the listservs. Laura Vogelgesang will get an article to the Mendocino Beacon, put it on the listservs, and will write to those whose names have been suggested. All seats have four-year terms, contrary to information given earlier.

**F) Service Zones Within District.** Laura Vogelgesang reported that although service zones may be created within a fire protection district, creation of zones is typically undertaken in large districts with distinct differing needs within its borders. The Board determined that it would take no action on this at this time.

**8. Land, buildings and equipment:**

**A) Power to 815:** Chief Seeler's written report stated as follows: The department has filed a complaint with the PUC regarding the non-performance of PG&E and [Chief Seeler's] understanding is that this is creating signs of movement."

**B) Roof of 810:** Chief Seeler's written report stated that he understood that the roof job on Station 810 was not done completely in some regard and noted that rain is not far away; Josh Latkin reported that Firefighter Rob Marcello had prepared a bid for the job of tying the façade into the new roof as has been discussed and reported in the minutes starting with the June 2007 District Board meeting and that the bid of \$1,845 is within the amount approved by the Board for the overall project, so that the work will proceed and will be completed before the end of October 2007.

**9. Committee Reports:**

**A) Real Estate.** The Real Estate Committee plans to meet with representatives of the Planning Department to determine what is possible with respect to the land on which Station 810 is located, and other parcels which may be available within the Albion Village for a station, and report to the Board in October.

**B) Grants.** The Board noted that the Department has apparently made no application for a Rotary Club grant; Laura Vogelgesang reported that she had obtained information about the grant application process and forwarded it to Chief Seeler by mail after receiving no indication from him that he had received e-mailed information sent by her to him.

**C) Insurance.** No report.

**D) Requirements.** No report.

**E) Web Site.** No report.

**F) Ordinances.** No report.

**10. Board Directors' Reports:** Jim Shock reported that he will be unavailable on the last Wednesdays of October and November due to his teaching schedule. The Board determined to hold its October meeting on Tuesday, October 30 at 7:30 p.m. at Station 810, and to hold its November meeting on Tuesday, November 27 at 7:30 p.m. at Station 810 so that Jim can participate.

**11. Long-Range Planning:** The Board determined that the "second redraft" resulting from the Board's review and update of the long-range planning document should be sent to the members of the Department and to the Auxiliary along with a memorandum from the Board soliciting comments before October 18 so that the Board may discuss them at its October 2007 meeting with an eye toward scheduling a "special meeting," perhaps during the week of November 12, with respect to the long-range plan.

**12. Closed Session:** The Board conducted a closed session lasting approximately one minute to consider personnel matters involving employment and evaluation of the Chief of the Albion-Little River Fire Department, Inc., at the close of which Jim Shock as Chair of the Board announced that no action had been taken.

**13. Next meeting date and agenda:** The next meeting will be on Tuesday, October 30, 2007 at 7:30 p.m. at Station 810, rather than on October 31. One agenda item will be a discussion of the procedures regarding acceptance or rejection of a candidate submitted to the Board as a potential Chief of the Albion-Little River Fire Protection District, Inc.; the job description and qualifications for the Chief of the Department, and related matters.

**14. Adjournment:** at 9:15 p.m.

Laura J. Vogelgesang, Secretary