

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

Wednesday, 30 May 2007, 7:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:30; attending were Shock, Taeger, Vogelgesang, Latkin, and Carolyn Latkin.
2. **Public communication to the Board:** none
3. **Treasurer's Report:** Carolyn Latkin distributed the report, and it was accepted. A meeting of the budget committee, consisting of Alan Taeger, Jim Shock, and Chief Seeler, had been scheduled for Wednesday, May 16, 2007 at 1:00 p.m. at Station 810; however, Jim Shock was unable to attend the meeting. Alan Taeger handed out a Budget Overview Worksheet showing the estimated and actual revenue and appropriations for each fiscal year beginning in 2003; the county does not have the figures for the most recent (2006-2007) budget, so it may not have been submitted to the county even though the Board does have the budget which was prepared. A copy of this worksheet is attached to these minutes. In addition, Alan Taeger handed out a Special District Budget Worksheet Fiscal Year 2007-2008 which details a proposed budget for 2007-2008 and which shows the same estimated numbers for revenue and appropriations as are shown on the Budget Overview Worksheet he had prepared. A copy of this worksheet is also attached to these minutes. The Board discussed the importance of its understanding the interplay between the District and the Department and their separate funds, insofar as which entity should make what type of expenditure; at this point there is no policy, but there is obviously a lot of history, and it appears that the Department's expectation is that the District should essentially pay for everything regardless of the extent of funds which are at the Department's disposal. If the Department were to receive a large amount of money as the result of a gift, for instance, it is not clear to the Board how the Department's expectations would be changed. The Board discussed the need to have policies with respect to finances as between the District and the Department which would respect the Department's need for its own funds and budget but would clarify and make transparent the correct framework, regardless of the relative financial situations of the District and the Department.

After discussion, one item of appropriations (that is, the "Household Expense" item of \$200) will be deleted from the proposed budget, Alan Taeger will forward the revised proposed budget to the Board, and approval of the proposed budget will be placed on the agenda for the June 2007 meeting of the Board and the proposed budget will be posted with the agenda.

4. **Secretary's Report:** In Dick Ahrens' absence Laura Vogelgesang acted as substitute secretary. The minutes of the April regular meeting and of the May special meeting were approved. The Board discussed procedures which should be followed by the Board Secretary, and concluded that an agenda must make clear what will be discussed but must also be succinct and to that end the Secretary and Chair should consult about the agenda prior to the time it is posted physically and on the District's web page. And, the minutes must likewise reflect what occurred at a meeting but must also be succinct; once approved at the succeeding month's meeting, the approved minutes will be available to the public on the web page and on request. Alan Taeger has been checking the District's separate post office box on a regular basis and will continue to do so.

At this point the Board determined that a special meeting to address long-range planning would be scheduled for June 21, 2007 and that item 6, in addition to other agenda items which could be postponed until the June 2007 regular meeting, would be postponed in light of the length of the agenda.

5. **Update on Station 811 Project:** Laura Vogelgesang reported briefly that work continues, and that Lee Welty has been asked to prepare drainage calculations.

6. **Long-Range Planning:** This agenda item, other than the revised mission statement, was postponed until a special meeting which will be held on June 21, 2007, because of the overall length of the agenda.

The Board discussed the proposed revised mission statement for the District which Alan Taeger had presented at the April 2007 regular meeting. In the portion titled "Mission Statement" the words "provision of" are added between the words "the" and "protection." The portion titled "District Supported Volunteer Agencies" is deleted in its entirety. With these changes, the proposed revised mission statement is adopted in its entirety as a revision to the District bylaws by unanimous vote of the four directors in attendance, and shall replace the current page of the District bylaws which is entitled "Mission Statement." A copy of the replacement page for the bylaws is attached to these minutes.

7. **Items for Consideration and possible action:**
- A) **Website changes:** This item was postponed until the June 2007 business meeting.
 - B) **Ethics and Ethics Training:** This item was postponed until the June 2007 business meeting.
 - C) **Benefits for Firefighters:** This item was postponed until the June 2007 business meeting
 - D) **Fire Protection Mitigation Fee:** This item will be reagendaized for June.
 - E) **Firefighter Identification:** This item will be reagendaized for June.
 - F) **Investigation of Possible Donation of Land for Station:** This item will be reagendaized for June.
 - G) **Investigation of Possible Acquisition of Station 810 Property:** Laura Vogelgesang handed out a memorandum of her meeting with Earl R. Latham, attached to which are maps provided to us by Mr. Latham. This item will be reagendaized for June.
 - H) **Disposal of Obsolete Equipment:** This item will be reagendaized for June.
 - I) **Acquisition of Items by Either District or Department:** This item will be reagendaized for June.
 - J) **Election of Current Board Members:** Jim Shock has spoken at length with Marsha Wharff (the Mendocino County Assessor-Clerk-Recorder) and her assistant with respect to the procedure for succession of District Board members in office. All four of the current Board members, and any additional Board member appointed before the next general election, will be "up for election" at the next general election, in November 2007. The seats occupied by Jim Shock and Josh Latkin have two years remaining on their terms; the other three seats have four years remaining and would be subject to the election process in any event. July 16 is the first day on which a member may file for election, and August 10 is the last day; if any one or more incumbent has not filed for election by August 11,

the period for filing will be open for an additional five days to others who may seek to join the Board. If five or fewer individuals have filed for election by the end of the applicable filing period, then there will be no election (that is, if any vacancy remains to be filled it would be filled by appointment by the Board). If an election were required, charges would be assessed to any candidate who wished to have a statement published in the election materials provided to the public. We are told that information and forms for filing have been mailed to the District's post office box.

K) Vacancy on District Board: In light of Dick Ahrens' resignation from the Board, Laura Vogelgesang was requested and agreed to continue to act as Board Secretary through the December, 2007 Board meeting.

The Board must fill the vacancy created by Dick Ahrens' resignation within 90 days after his resignation on May 18; otherwise, the Board of Supervisors must make an appointment to fill the vacancy. The Board determined to submit a recruitment appeal to the newspapers with particulars including an invitation to the June meeting, in time to be in the June 14 issues of the local papers and follow up with a letter to the editor for the following week's editions in advance of the June meeting at which we would hope to appoint a new member; to advise previous Board candidates of the vacancy so they may reapply if they wish; and to post the recruitment appeal on the Albion and Little River listservs. The June 27 meeting will start at 7:00 p.m. rather than the usual 7:30 p.m. starting time, and interviews of candidates will be placed first on the agenda and the filling of the vacancy last on the agenda, with the option of carrying both those vacancy-filling-related items over to the July meeting in the event that appears appropriate.

L) Personnel Assistance to Department: This item will be reagendaized for June.

8. Land, buildings and equipment:

A) Power to 815: This item will be reagendaized for June..

B) Roof of 810: Richard McDonald completed the reproofing of Station 810, and replaced the fascia board and a flue for the hot water heater for an additional charge of \$465. The façade of the building is not tied into the roof, and Mr. McDonald indicated that he could do this work for an additional \$3,000. Although one of the firefighters offered to do this work, for pay, the firefighter is not a licensed contractor and after discussion the Board determined that it could not proceed with work by an unlicensed contractor. Consequently, Josh Latkin will obtain bids for the work of tying the façade into the new roof to avoid water incursion.

Laura Vogelgesang will prepare a letter of thanks from the Board to Mr. McDonald for his donation to the District.

C) Fuel Storage at Station 812: Josh Latkin reported that the Department has purchased a fuel tank for \$2,300, and shipping from Minnesota, by a shipper whose price is lower than usual because the

scheduling is flexible, will be approximately \$1,200; a pump was also purchased for a cost of \$500. The Department will request reimbursement from the District.

D) Repairs Needed to Walk-In Freezer. This item will be reagendaized for June.

9. Fund-raising: There was no report.

10. Fire Chief's Report:

A) Incidents. There was no report

B) Fire Department Report. There was no report.

C) Fire Department Operational Needs. There was no report.

11. Committee Reports

There were no committee reports.

12. Board Directors' Reports: A draft of the newsletter which has been prepared for printing and mailing in connection with the barbeque was available. In light of the fact that the newsletter purports to be from the District Board as well as from the Department, the Auxiliary and ALERT, and the fact that the District is expected to pay the costs of the publication and mailing of the newsletter, the District Board will request that any future newsletter be available for review and comment by the District Board prior to the time the newsletter is sent out for printing.

The barbeque is on July 14, and Board members should plan to be there and participate.

A request that we vote for a LAFCO board member should be placed on the agenda for the June meeting.

11. Next meeting dates and agenda:

A) Regular: June 27, 2007, at 7:00 pm, at Station 810.

B) Long Range Plan Special Meeting: June 21, 2007, at 7:00pm at Station 810

12. Adjournment: at 9:30 p.m.

Laura J. Vogelgesang, Secretary

EMBED Package

EMBED Package

EMBED Word.Document.8 \s

Albion – Little River Fire Protection District Board
Minutes of the May 30, 2007 Meeting
Page PAGE 5 of NUMPAGES 5