

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

Tuesday, May 31, 2011, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

**Call to order and determination of a quorum:** Meeting called to order by President Alan Taeger at 7:02pm. Present were Board members Rich Riley, Ken Matheson, Ed Petrykowski and Terry Kemp. Chief Derek Wilson, Ted Williams, Marshall Brown and Erica Geer were present representing the Fire Department. Brad Montgomery was also present.

**Public communication to the board:** None.

**Adjournment:** The board meeting adjourned and met in closed session.

**Closed session - Personnel:** The board interviewed candidate Jeff Wall, nominated for Chief by Albion Little River Volunteer Fire Department to fill the vacancy created by the resignation of Chief Derek Wilson.

**Call to order:** Public business meeting reconvened at 7:32pm.

**Closed session Report:** There was no action taken by the board in closed session.

**Previous meeting minutes:** The minutes of the April 26, 2011 regular business meeting were approved as presented by unanimous vote of the members of the board on a motion by Rich.

**Fire chief's report:**

**Incident reports:** 12 medical, 1 fire alarm, 2 traffic accidents, and 1 water rescue.

**Fund raising, gifts, and service fees:** Annual BBQ is scheduled for July 9<sup>th</sup> from 1pm-4pm to be followed by a separate fundraiser "Firefest" which will follow from 6pm-10pm.

**Fire department report:** Details for the list of items stolen from Station 812 are still being collected.

**Fire department operational needs:** Replace stolen equipment.

**Vehicle maintenance report:** 8192 is at Fort Bragg Diesel, 8163 back in service, 8162 is waiting for an appointment.

**Communications to the board:** See attached list.

**Financial report:** Current financial statements were presented.

**Items for consideration and possible action:**

**Chief appointment:** The board voted unanimously on a motion by Ken to approve the candidacy of Jeff Wall to fill the position of chief for the balance of the current term.

**Bylaws revision:** The board reviewed and voted unanimously on a motion by Ken and seconded by Ed to adopt the proposed amendment to the Albion Little River Fire Protection District Bylaws, Policies and Procedures (Section 1017 – Appointment and Removal of Fire Chief). See attached.

**Special fire and rescue tax assessment:** The board reviewed and discussed the updating of current special tax rolls. This item to be continued on the agenda for the special budget meeting scheduled for 6/21/11. No action taken.

**Committee reports:**

**New fire station committee.** Lee Welty is still working on the foundation plans and is waiting for shop drawings. He is still getting things together for the encroachment permit.

**Vehicle committee.** John Crowningshield has developed a checklist for each vehicle

**Directors' discussion:** Alan reported that a Station 815 (Navarro Ridge) neighbor requested that an unused steel tank eyesore at that location be removed.

**Next meeting schedule:** Special meeting for fire and rescue tax assessment update and FY 2011-2012 budget development Tuesday, June 21, 4:00 pm. Next regular business meeting Tuesday, June 28, 2011, 7:30 pm.

**Adjournment:** meeting adjourned at 8:17pm.

**Attachments**

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING MAY 31, 2011  
COMMUNICATIONS TO THE BOARD**

- 5/7/2011 Received \$340 donation from the ALR Fire Auxiliary to the fire station building fund from proceeds of the flea market May 7.
- 5/9/2011 Received letter from LAFCO with notice of the adopted budget for FY 2011-2012.
- 5/11/2011 Received notice from county planning and building department of an application for an amendment to CDP 65-2007 to construct a 2,400 SF agricultural barn and fenced exercise arena.
- 5/16/2011 Received notice from the board of supervisors of a public hearing to be held May 23, 2011 at 2:30 pm in supervisors chambers to consider the adoption of Proposed Fee Modifications to the 2010 Master Fee Schedule for various county departments.
- 5/25/2011 Received email from Scott Roat, president of the Albion Little River Volunteer Fire Department with attached notice of nomination of Jeff Wall for the position of chief to fill the vacancy created by the resignation of Derek Wilson.
- 5/27/2011 Received letter from county auditor with estimated 2011/12 tax revenue for budget planning.

## 1017

### APPOINTMENT AND REMOVAL OF FIRE CHIEF

The Fire Chief is the only employee of the District. The Board of Directors is responsible for appointing and dismissing the Fire Chief.

#### **Procedure for appointment of Fire Chief by the Board of Directors:**

Department submits names of candidates to the Board of Directors at the meeting prior to annual department election.

The Board of Directors interviews candidates and using the criteria below selects the Fire Chief:

Qualifications for Fire Chief:

Experience in department activities

Ability to perform duties

Desire to fill position

If all candidates are rejected with cause, this process shall be repeated until a Fire Chief is selected.

The Fire Chief shall serve until the next annual Department election.

This process will be used if for any reason the Chief is unable to serve until the next annual Department elections.

#### **Procedure for dismissal of the Fire Chief:**

In order for the Board of Directors to remove the Fire Chief, at least one of the following conditions must exist:

A petition of a majority of regular Department members requesting removal of the Fire Chief is presented to the Board of Directors at a regular meeting.

The Board is informed in writing of a serious misapplication of policies, regulations, rules or procedures of the Albion-Little River Fire District or Department.

The Board of Directors determines the chief is unable to fulfill his/her duties. The determination will be made at a regular Board meeting and will require a simple majority vote of the Board.

If any of the above 3 conditions exist, the Board shall call a special meeting to discuss the allegations with the Fire Chief. If after this discussion, a majority of Board members feels the removal of the Fire Chief should be considered, the Board may call a properly noticed and agendaized special closed session to discuss the removal in accordance with Govt. Code 54957(b)(2) "As a condition of holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in open session rather than closed session..."

It shall require 4/5 majority of the Board of Directors to dismiss the Fire Chief.

[This page revised by unanimous vote of the Board of Directors May 31, 2011.]