

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT BOARD OF DIRECTORS BUSINESS MEETING AGENDA
Wednesday April 25, 2007, 7:00 pm, location: Fire House 810, Albion, CA

PLEASE NOTE THAT THE MEETING WILL START AT 7:00 P.M. RATHER THAN 7:30 P.M. to allow the Board to complete its agenda

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 agendaized or not. For action items the public may also address the board at the time the item is presented for action.
3. **Treasurer's report.** Presentation of current financial statements for the District. Alan Taeger as Treasurer, Jim Shock as Chair, and Chief Seeler will schedule a meeting to prepare a proposed budget which will be presented for approval at the regular meeting of the Board in May.
4. **Secretary's report.** Presentation of communications to the Board
5. **Update on Station 811 Project.** A report on progress on the new fire house project.
6. **Long-Range Planning:**
 - A) **Fund Raising Committee Meeting.** This committee of the Long Range Plan 2007 Review will meet and review the revised portion of the plan and determine what additional revisions should be made and what report should be prepared for presentation to the planning group at the meeting on May 3, 2007.
 - B) **Long-Range Planning Process.** The Board will review and reaffirm or revise the Mission Statement as an integral part of the long-range planning process. The Board will also review its plans for conducting the meeting of the planning group scheduled for May 3, including posting notice of that meeting as a special meeting of the Board.
7. **Items for consideration and possible action:**
 - A) **Web site changes.** An update on the District/Department's web site and a request for direction as to how to proceed.
 - B) **Mutual aid salary fee schedule.** Chief Seeler will present to and review the mutual aid agreement and current schedule with the Board and will present his recommendations on what the salary and equipment fee schedules should be so that the Board may adopt a new salary and fee schedule.
 - C) **Complaint Procedure.** Laura Vogelgesang, who is to study and recommend updates to our current procedure for addressing complaints to the Board, will request leave to present a recommendation at the May regular meeting.
 - D) **On-line Ethics Training.** A reminder of the availability of on-line ethics training for compliance with AB 1234.
 - E) **Thanks Needed.** The Auxiliary should get formal thanks for the Fire Appreciation Dinner, and the Department should get formal thanks for the incident reports which have been appearing in the local paper on a weekly basis.
8. **Land, buildings and equipment.** Chief Seeler will report on changes and problems:
 - A) **Power to 815.** Chief Seeler will report on progress in consulting with the owner of the property where the station is located (on Navarro Ridge) and progress toward obtaining a firm cost from PG&E.
 - B) **Power to 813.** Josh Latkin will report on progress on this item.
 - C) **Roof of 810.** Any bids which have been received, and the lack of a lease, will be discussed..
 - D) **Fuel storage at Station 812.** Josh Latkin will report on progress on this item.
9. **Fund raising, gifts and service fees.** Chief Seeler will present an update on current Department income.
10. **Fire Chief's report, including operational needs:**
 - A) **Incident reports.** Chief Seeler will present an update on incidents during the month.
 - B) **Fire Department report.** Chief Seeler will report other Department progress.
 - C) **Fire Department operational needs.** Chief Seeler will report Department needs.
11. **Committee reports.** Committee reports, if any, will be presented.
 - A) **Insurance** (Alan Taeger). A revised claim form from GSRMA, which writes our insurance, will be presented for adoption; this is a separate item from the self-insurance issue, contrary to our understanding earlier.
 - B) **Grant Applications** (Josh Latkin and Laura Vogelgesang)
12. **Board Directors' reports.** Individual Board members may report. 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.
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.

Proposed Revised Mission Statement of the Albion-Little River Fire Protection District

April 24, 2007

ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors in 1962.

MISSION STATEMENT

The mission of the District is to provide oversight of numerous resources allocated for the *provision of* protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

POLICY STATEMENT

In order to fulfill its mission the Board of Directors of the District will

1. Perpetuate close working and financial relationships with established volunteer emergency response agencies within the District.
3. Support and promote the operations of the volunteer agencies providing emergency services within the District.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

DISTRICT SUPPORTED VOLUNTEER AGENCIES

As of this revision of the District Bylaws the District supports the following volunteer agencies within the District:

Albion-Little River Volunteer Fire Department

Albion-Little River Volunteer Fire Department Auxiliary

Albion-Little River Emergency Response Training - ALERT

MISSION STATEMENT

The ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT Shall Provide For Life And Property Safety From The Threat Of Fires, Medical Emergencies, And Hazardous Materials Release. This Will Be Accomplished Through Planning, Prevention, Education, Incident Mitigation And Appropriate Application Of Technology

WHO WE SERVE: All Of Our Communities Citizens And Visitors

HOW WE SERVE OUR COMMUNITIES AND VISITORS:

Deliver Emergency Services That:

- *Extinguish Unfriendly Fires
- *Intercede During Medical Emergencies To Prevent Deterioration Of Patient Condition
- *Intercede During Hazardous Materials Incidents To Protect Nearby Persons, Environment and Property

Provide Non-Emergency Services That:

- *Help Prevent The Ignition Of Unfriendly Fires
- *Reduce The Risk/Loss of Wild land/Urban Intermix Fire
- *Reduce Risk Of Injury Resulting From Unfriendly Fires And Accidents
- *Increase Public Knowledge Of Emergency Self Help Techniques

Alan Taeger

From: Oliver Seeler [oseeler@mcn.org]
Sent: Tuesday, April 24, 2007 5:03 PM
To: William S. Huff or Laura J. Vogelgesang; Carolyn Latkin; Josh Latkin; Jim Shock; Dick Ahrens; Alan Taeger
Subject: Re: ALFPD - April Regular Meeting Agenda (Attached, was posted)

Dear Board Members,

Sorry for the short notice but I am unable to attend tonight's meeting due to an urgent personal matter. Below are agenda items that I would address, followed in each instance by my comments. Perhaps someone will be so kind as to interject my remarks at appropriate times during the course of the meeting. Thanks.

Best Regards,

Oliver

3. Treasurer's report. Presentation of current financial statements for the District. Alan Taeger as Treasurer, Jim Shock as Chair, and Chief Seeler will schedule a meeting to prepare a proposed budget which will be presented for approval at the regular meeting of the Board in May.

Be advised that I will be out of the country from May 21 to June 1, so I request this meeting take place sooner than that date.

B) Long-Range Planning Process. The Board will review and reaffirm or revise the Mission Statement as an integral part of the long-range planning process. The Board will also review its plans for conducting the meeting of the planning group scheduled for May 3, including posting notice of that meeting as a special meeting of the Board.

The assigned jobs by members of the Requirements Committee are trickling in. I have not received an electronic copy of the existing plan - can someone please email that to me. Thanks.

Laura

B) Mutual aid salary fee schedule. Chief Seeler will present to and review the mutual aid agreement and current schedule with the Board and will present his recommendations on what the salary and equipment fee schedules should be so that the Board may adopt a new salary and fee schedule.

A model ordinance, with annotated recommendations, is in Jim's box. I do not know if you need to adopt a new ordinance or simply revise/amend the existing one. The latter might be easier, but that's not an area I am familiar with, nor do I have a copy of the existing ordinance.

8. Land, buildings and equipment. Chief Seeler will report on changes and problems:

A) Power to 815. Chief Seeler will report on progress in consulting with the owner of the property where the station is located (on Navarro Ridge) and progress toward obtaining a firm cost from PG&E.

→ \$4000 possible pick grant

Captain Peakall is making good progress on this, including the active pursuit of a promising possibility of a community grant from PG&E.

C) Roof of 810. Any bids which have been received, and the lack of a lease, will be discussed..

I caution that the landlord, who is a staunch supporter of the department, may react negatively to any request for a lease. If the board feels the necessity to ask him, I request that it be made clear to him that such request is not coming from the department or myself.

9. **Fund raising, gifts and service fees.** Chief Seeler will present an update on current Department income.

Nothing to report.

10. **Fire Chief's report, including operational needs:**

✓ A) **Incident reports.** Chief Seeler will present an update on incidents during the month.

They've been covered in the press. The only significant call was the Heritage House fire, another successful save with another excellent interface with Mendocino Fire.

B) **Fire Department report.** Chief Seeler will report other Department progress.

We have picked up four new interns, three of whom reside in Little River, with one of those having 11 years experience with Mendocino Fire. There are two additional prospective members in the Albion area.

I am writing a letter to Judge Lehan (with whom I have a long and friendly association in regard to fire department matters), to request that some or all diving equipment seized by game wardens in our district be given to the department, to be used or sold as we see fit. This gear is currently being given to another nonprofit by his orders.

The new maintenance/safety inspection process by Rick Kruse is working as hoped. I am very satisfied so far, he is enthusiastic and diligent, and he has already uncovered some things that needed immediate attention.

C) **Fire Department operational needs.** Chief Seeler will report Department needs.

Nothing new.

11. **Committee reports.** Committee reports, if any, will be presented.

B) **Grant Applications** (Josh Latkin and Laura Vogelgesang)

Laura has requested a meeting with me on this - I should be pretty much available over the next days.

Thanks and have a good evening -

O.S.

Itemized Categories for Monthly Meeting:46

3/29/2007 through 4/25/2007 (Cash Basis)

4/24/2007

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Date	Account	Num	Description	Memo	Amount
EXPENSES					-7,382.80
86-2050-CLOTHING					-285.19
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-166.70
4/6/2007	District Che...	2358	...ALBION LITTLE RIVER FIRE ...		-118.49
86-2060-COMMUNICATIONS					-200.54
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-57.85
4/23/2007	District Che...	2373	AT&T	0301538359...	-32.60
4/23/2007	District Che...	2372	AT&T	4 phone lines	-110.09
86-2120-MAINTENANCE EQ					-101.87
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-78.32
4/6/2007	District Che...	2361	ACME AUTOMOTIVE	#1070	-23.55
86-2130-MAINTENANCE STRUCTURES					-774.56
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-93.86
4/6/2007	District Che...	2359	VILLAGE HARDWARE	#113 March	-186.62
4/6/2007	District Che...	2360	Baxman Gravel	#ALBIO	-455.57
4/6/2007	District Che...	2362	Rossi's Building Materials	#11075	-38.51
86-2140-MED SUPPLIES					-305.68
4/6/2007	District Che...	2364	Emergency Medical Products, ...	INV931615	-91.05
4/11/2007	District Che...	2370	Eureka Oxygen Co.	#319516	-121.64
4/23/2007	District Che...	2375	Aeris	#10095	-92.99
86-2170-OFFICE SUP					-105.00
4/11/2007	District Che...	2369	County of Mendocino	#FZ/rma	-105.00
86-2187-ED AND TRAINING					-892.35
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-368.00
4/6/2007	District Che...	2358	...ALBION LITTLE RIVER FIRE ...		-524.35
86-2220-SM TOOLS					-526.07
4/23/2007	County	3892...	ALBION LITTLE RIVER FIRE ...		-526.07
86-2250-TRANSPORTATION					-91.22
4/11/2007	District Che...	2367	WALSH OIL CO.	#13015	-20.94
4/23/2007	District Che...	2374	Albion K Incorporated	#139	-70.28
86-2260-UTILITIES					-271.35
4/6/2007	District Che...	2363	Empire Waste Management	#0012055-2...	-22.16
4/11/2007	District Che...	2366	PG&E	#021009510...	-114.19
4/23/2007	District Che...	2371	ALBION MUTUAL WATER CO.	#386	-135.00
86-4360-BUILDINGS AND IMPROVEMENTS					-3,828.97
3/29/2007	County	3889...	WRA Environmental Consulta...	AFP 6277	-3,187.24
4/11/2007	District Che...	2368	WRA Environmental Consulta...	#16151 6256	-641.73
OVERALL TOTAL					-7,382.80

ALRFPD Actual / Budget Report - Current Year:4

7/1/2006 through 6/30/2007 Using Budget 2006-2007

4/24/2007

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Category Description	7/1/2006 Actual	-Budget	6/30/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,977.17	61,117.00	-26,139.83
82-1120-CURRENT UNSECURED TAX	2,033.85	1,916.00	117.85
82-1130-SB813 SUPPLEMENTAL TAX	2,389.25	2,237.00	152.25
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	90.25	103.00	-12.75
82-1300-SPECIAL TAX	42,740.50	77,550.00	-34,809.50
82-1600-TIMBER TAX	363.12	397.00	-33.88
82-4100-INTEREST INCOME	5,524.59	3,000.00	2,524.59
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	806.00	-401.44
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	88,523.29	147,126.00	-58,602.71
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	3,325.68	4,000.00	674.32
86-2060-COMMUNICATIONS	5,347.02	5,000.00	-347.02
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	10,584.45	28,000.00	17,415.55
86-2130-MAINTENANCE STRUCTURES	1,786.32	3,000.00	1,213.68
86-2140-MED SUPPLIES	4,337.63	4,000.00	-337.63
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	345.68	200.00	-145.68
86-2181-AUDITS	3,674.50	2,000.00	-1,674.50
86-2187-ED AND TRAINING	6,605.88	10,000.00	3,394.12
86-2189-PROF AND SPEC	0.00	500.00	500.00
86-2220-SM TOOLS	3,234.05	3,000.00	-234.05
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,083.17	16,000.00	-1,083.17
86-2260-UTILITIES	2,396.90	3,000.00	603.10
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	1,000.00	-109.23
86-4360-BUILDINGS AND IMPROVEMENTS	7,291.63	0.00	-7,291.63
86-4370-EQUIPMENT	24,469.47	3,000.00	-21,469.47
TOTAL OUTFLOWS	91,591.61	94,900.00	3,308.39
OVERALL TOTAL	-3,068.32	52,226.00	-55,294.32

ALRFPD Year to Date Budget Report - YTD:6

7/1/2006 through 4/24/2007 Using Budget 2006-2007

4/24/2007

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Category Description	7/1/2006 Actual	- Budget	4/24/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,977.17	49,912.22	-14,935.05
82-1120-CURRENT UNSECURED TAX	2,033.85	1,564.73	469.12
82-1130-SB813 SUPPLEMENTAL TAX	2,389.25	1,826.88	562.37
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	90.25	84.12	6.13
82-1300-SPECIAL TAX	42,740.50	63,332.50	-20,592.00
82-1600-TIMBER TAX	363.12	324.22	38.90
82-4100-INTEREST INCOME	5,524.59	2,450.00	3,074.59
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	658.23	-253.67
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	88,523.29	120,152.90	-31,629.61
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	4,900.00	4,900.00
86-2050-CLOTHING	3,325.68	3,266.67	-59.01
86-2060-COMMUNICATIONS	5,347.02	4,083.33	-1,263.69
86-2090-HOUSEHOLD EXP	0.00	163.33	163.33
86-2101-INSURANCE	0.00	4,900.00	4,900.00
86-2120-MAINTENANCE EQ	10,584.45	22,866.67	12,282.22
86-2130-MAINTENANCE STRUCTURES	1,786.32	2,450.00	663.68
86-2140-MED SUPPLIES	4,337.63	3,266.67	-1,070.96
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	345.68	163.33	-182.35
86-2181-AUDITS	3,674.50	1,633.33	-2,041.17
86-2187-ED AND TRAINING	6,605.88	8,166.67	1,560.79
86-2189-PROF AND SPEC	0.00	408.33	408.33
86-2220-SM TOOLS	3,234.05	2,450.00	-784.05
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,083.17	13,066.67	-4,016.50
86-2260-UTILITIES	2,396.90	2,450.00	53.10
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	816.67	-292.56
86-4360-BUILDINGS AND IMPROVEMENTS	7,291.63	0.00	-7,291.63
86-4370-EQUIPMENT	24,469.47	2,450.00	-22,019.47
TOTAL OUTFLOWS	91,591.61	77,501.67	-14,089.94
OVERALL TOTAL	-3,068.32	42,651.23	-45,719.55

Albion Little River Fire Dept.

April 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 SCBA 1900 @ 811	6	7
8	9	10	11	12 Business Meeting 1930 @ 810	13	14 Type 111 0900 @ 811
15	16	17	18	19	20	21
22 Cliff 0900 @ 810	23	24 Officer's Meeting 1900 @ 811	25 District Board Mtg. 1930 @ 810 <i>LRP Fund Raising Committee</i>	26 Reach Training Geriatrics & Heli Cps 1900 @ 810 (entire dept.)	27	28 Boat / Lunch @ the Flats 0900 @ 810
29	30			3 LRP Mtg <i>Albion Sch 7:30p</i>		

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

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, 25 April 2007, 7:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:08; 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. A meeting of the budget committee, consisting of Alan Taeger, Jim Shock, and Chief Seeler, has been scheduled for Wednesday, May 16, 2007 at 1:00 p.m. at Station 810. In preparation for this meeting, Carolyn Latkin will get the last two years' budgets e-mailed to the committee members. A proposed budget which will be presented at the May Board meeting for approval.

Carolyn Latkin had also prepared a spread sheet showing income for the District, Department, and Auxiliary for 2001 through 2006. Although some had thought this was requested in connection with the Fund Raising Committee of the Long Range Plan 2007 review, the Treasurer indicated that he had wanted this information in connection with the budget process.

4. **Secretary's Report:** In Dick Ahrens' absence and at his request, Laura Vogelgesang acted as substitute secretary. Alan Taeger asked that the draft minutes of the March 2007 meeting be corrected to reflect that the billing received from WRA for its studies of the site for Station 811 was a progress billing rather than a final billing. Otherwise, the minutes of the March meetings (regular and special) and of the April special meeting were approved.
5. **Update on Station 811 Project:** Ron Stark attended in order to report to the Board that the Mendocino County Planning & Building Department is now prepared to present the project to the various agencies who must review the proposal; in connection with that, we must have a "reduced buffer analysis" from WRA, floor plans for the loft and the second floor of the new building, and a revised Use Permit Application. Tim deGraff of WRA will speak with Rick Miller of the planning department to be certain that Tim understands what is required, and will let us know what the cost from WRA will be; this may be within the scope of WRA's original proposal to the Board. Ron will ask Mr. Schlosser to prepare the floor plans. Laura Vogelgesang will prepare a revised Use Permit Application. Once these things are done, the project will be "green sheeted" and sent to Ray Hall (Director of Mendocino County Planning & Building Services in Ukiah) for his review, and then on to the Coastal Commission and other agencies for a preliminary review. Prior to the time the project "package" is sent to Ray Hall, we will want to have letters of support from various legislators in the file. Ron is putting together information to be given to the legislators when we solicit those letters, including a reduced copy of the plans and so forth.

The Board had inquired of the purchaser of the property commonly known as the Anderson Ranch, who had indicated to the community through Tom Wodetzki, a willingness to consider making charitable contributions of a portion of the property to local organizations. The purchase has responded indicating a willingness to consider this. The Board discussed the fact that there might indeed be opposition to the construction of a fire station up the ridge on a new site, and the need to gauge reaction before proceeding. Ed McKinley was mentioned as a person who is an expert with respect to the process of obtaining a coastal development permit, and of course Rick Miller of the planning department is an invaluable resource in this regard.

6. **Long-Range Planning:**
 - A) **Fund Raising Committee Meeting.** There are three areas for focus: Options for "big" fundraising, the Auxiliary's traditional fundraising, and a grant program. Carolyn Latkin has prepared a spreadsheet showing the actual income to the District, Department and Auxiliary for 2001 through 2006, so that we can compare projected versus actual income. We will

continue work on this, but for the May 3 meeting Laura Vogelgesang will prepare a draft of a report of this committee for circulation prior to the meeting.

Carolyn Latkin noted that there now appears to be no value in the trust account which had been opened to receive stock donations and it may be that that account has been closed. In any event, an account could be opened to receive any donation of stock or other securities.

B) Long-Range Planning Process: On May 3, we will have reports presented by the four committees which were formed. In addition to any other discussion, we will ask for input on their recommendations on (i) whether the plan should be redone, annotated, or revised; and (ii) how frequently the plan should be revisited and how. The planning group will be told that the Board is going to figure out the process for this, based upon the Board's work and the planning group's recommendations.

The Department, Auxiliary and ALERT will be asked to review their mission statements for inclusion in the Long Range Plan.

Alan Taeger presented a proposed revised mission statement for the District, which will be placed on next month's agenda for adoption; a mission statement is now in the District's bylaws.

Laura Vogelgesang will prepare an outline for May 3 and circulate it.

7. Items for Consideration and possible action:

A) Website changes: Laura Vogelgesang reported that the individual who had volunteered to create a new web site for the District, Department, Auxiliary and ALERT has said that he has been too busy with other volunteer activities and personal obligations to be in a position to make any report to the Board. The Board recognizes that it must move forward with the web site so that it is up to date and usable, without placing undue burdens on any individual. By a letter from Laura Vogelgesang as substitute Secretary, the Board will thank this individual for his offer with respect to the web site and let him know that we will figure out a way to get a web site up and running as he continues his contributions otherwise. Laura Vogelgesang will ask Scott Roat for recommendations on how best to proceed both with design and upkeep of a web site. Laura Vogelgesang noted that one thing which would be nice for the Board and the public would be a "master calendar" of what happens at the Board level, such as the one the Board of Supervisors has at <http://www.co.mendocino.ca.us/bos/pdf/2007%20Master%20Calendar%20-%20Adopted.pdf>.

B) Mutual Aid salary fee schedule: In Chief Seeler's absence, the Board was told that Chief Seeler had given the Chair a copy of the Ukiah Valley fee schedule, which appears to be outdated, for the Board's review. The Board understands that there are one or more written mutual aid agreements, and that there is a schedule of payments made by CDF or the State of California for mutual aid calls. We still need to get these items for review, and this will be reagendaized for our June meeting.

C) Complaint Procedure: This item will be reagendaized for June. Laura Vogelgesang is studying this procedure in the bylaws with a view to recommending updates. Our bylaws now provide for anonymous communications to be noted and filed and also provide for a procedure to address complaints; we will review these procedures and any recommendation of change.

D) On-line Ethics Training: The Board was reminded of the need for ethics training and the fact that a program to satisfy the requirement is available on line at <http://localethics.fppc.ca.gov/ab1234/>.

E) Thanks Needed: Formal thanks to Stacey Weil-Dye, whose primary responsibility it is, and Steve Acker, who the Board understands is doing the actual work, for getting the fire calls reported in the paper is due and will be given by a letter from the Board, by Laura Vogelgesang as substitute Secretary, as will thanks to the Auxiliary for the Fire Appreciation Dinner..

8. Land, buildings and equipment:

A) Power to 815: Josh Latkin reported that Firefighter Jonathan Peakall has obtained the address and parcel number for 815 and is proceeding to arrange for power; the cost could be \$4,000. PG&E is unclear whether or not they can donate the cost.

B) Power to 813: Josh Latkin reported that power has now been supplied to 813.

C) Roof of 810: Josh Latkin reported that he had obtained three bids to replace the roof; this does not include repairs to the structure which may be required and which will need to be addressed separately. The bids are all for a 50-year composite roof with stainless steel nails and copper flashing. Richard McDonald bid \$7,000, Redwood Roofers bid \$12,404 less a 10% donation for a bid of \$11,164, and Dunlap Roofing bid \$13,000. Board members recounted their experiences with these roofers all of whom are experienced professional, and the Board determined that we must contract for the work with the lowest bidder. Various aspects of the job will still need to be discussed with Mr. McDonald, including carpentry which may or will be required, such as sistering the rafters, renailling boards above the rafters, and work on the fascia; this would be added to the bid price on a time and materials basis, and was not included in any bid. It was moved and seconded that the McDonald bid be accepted with an add-on for time and materials at a maximum of \$2,500 unless there is further consultation and approval by the board.

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11. Next meeting dates and agenda:

A) Regular: May 20, 2007, at 7:30pm, at Station 810.

B) Long Range Plan Special Meeting: May 3, 2007, at 7:30pm at Albion Elementary School.

12. Adjournment: at 9:40 p.m.

Laura J. Vogelgesang, Substitute Secretary

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

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, 25 April 2007, 7:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:08; 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. A meeting of the budget committee, consisting of Alan Taeger, Jim Shock, and Chief Seeler, has been scheduled for Wednesday, May 16, 2007 at 1:00 p.m. at Station 810. In preparation for this meeting, Carolyn Latkin will get the last two years' budgets e-mailed to the committee members. A proposed budget which will be presented at the May Board meeting for approval.

Carolyn Latkin had also prepared a spread sheet showing income for the District, Department, and Auxiliary for 2001 through 2006. Although some had thought this was requested in connection with the Fund Raising Committee of the Long Range Plan 2007 review, the Treasurer indicated that he had wanted this information in connection with the budget process.

4. **Secretary's Report:** In Dick Ahrens' absence and at his request, Laura Vogelgesang acted as substitute secretary. Alan Taeger asked that the draft minutes of the March 2007 meeting be corrected to reflect that the billing received from WRA for its studies of the site for Station 811 was a progress billing rather than a final billing. Otherwise, the minutes of the March meetings (regular and special) and of the April special meeting were approved.
5. **Update on Station 811 Project:** Ron Stark attended in order to report to the Board that the Mendocino County Planning & Building Department is now prepared to present the project to the various agencies who must review the proposal; in connection with that, we must have a "reduced buffer analysis" from WRA, floor plans for the loft and the second floor of the new building, and a revised Use Permit Application. Tim deGraff of WRA will speak with Rick Miller of the planning department to be certain that Tim understands what is required, and will let us know what the cost from WRA will be; this may be within the scope of WRA's original proposal to the Board. Ron will ask Mr. Schlosser to prepare the floor plans. Laura Vogelgesang will prepare a revised Use Permit Application. Once these things are done, the project will be "green sheeted" and sent to Ray Hall (Director of Mendocino County Planning & Building Services in Ukiah) for his review, and then on to the Coastal Commission and other agencies for a preliminary review. Prior to the time the project "package" is sent to Ray Hall, we will want to have letters of support from various legislators in the file. Ron is putting together information to be given to the legislators when we solicit those letters, including a reduced copy of the plans and so forth.

The Board had inquired of the purchaser of the property commonly known as the Anderson Ranch, who had indicated to the community through Tom Wodetzki, a willingness to consider making charitable contributions of a portion of the property to local organizations. The purchase has responded indicating a willingness to consider this. The Board discussed the fact that there might indeed be opposition to the construction of a fire station up the ridge on a new site, and the need to gauge reaction before proceeding. Ed McKinley was mentioned as a person who is an expert with respect to the process of obtaining a coastal development permit, and of course Rick Miller of the planning department is an invaluable resource in this regard.

6. **Long-Range Planning:**
 - A) **Fund Raising Committee Meeting.** There are three areas for focus: Options for "big" fundraising, the Auxiliary's traditional fundraising, and a grant program. Carolyn Latkin has prepared a spreadsheet showing the actual income to the District, Department and Auxiliary for 2001 through 2006, so that we can compare projected versus actual income. We will

continue work on this, but for the May 3 meeting Laura Vogelgesang will prepare a draft of a report of this committee for circulation prior to the meeting.

Carolyn Latkin noted that there now appears to be no value in the trust account which had been opened to receive stock donations and it may be that that account has been closed. In any event, an account could be opened to receive any donation of stock or other securities.

B) Long-Range Planning Process: On May 3, we will have reports presented by the four committees which were formed. In addition to any other discussion, we will ask for input on their recommendations on (i) whether the plan should be redone, annotated, or revised; and (ii) how frequently the plan should be revisited and how. The planning group will be told that the Board is going to figure out the process for this, based upon the Board's work and the planning group's recommendations.

The Department, Auxiliary and ALERT will be asked to review their mission statements for inclusion in the Long Range Plan.

Alan Taeger presented a proposed revised mission statement for the District, which will be placed on next month's agenda for adoption; a mission statement is now in the District's bylaws.

Laura Vogelgesang will prepare an outline for May 3 and circulate it.

7. Items for Consideration and possible action:

A) Website changes: Laura Vogelgesang reported that the individual who had volunteered to create a new web site for the District, Department, Auxiliary and ALERT has said that he has been too busy with other volunteer activities and personal obligations to be in a position to make any report to the Board. The Board recognizes that it must move forward with the web site so that it is up to date and usable, without placing undue burdens on any individual. By a letter from Laura Vogelgesang as substitute Secretary, the Board will thank this individual for his offer with respect to the web site and let him know that we will figure out a way to get a web site up and running as he continues his contributions otherwise. Laura Vogelgesang will ask Scott Roat for recommendations on how best to proceed both with design and upkeep of a web site. Laura Vogelgesang noted that one thing which would be nice for the Board and the public would be a "master calendar" of what happens at the Board level, such as the one the Board of Supervisors has at <http://www.co.mendocino.ca.us/bos/pdf/2007%20Master%20Calendar%20-%20Adopted.pdf>.

B) Mutual Aid salary fee schedule: In Chief Seeler's absence, the Board was told that Chief Seeler had given the Chair a copy of the Ukiah Valley fee schedule, which appears to be outdated, for the Board's review. The Board understands that there are one or more written mutual aid agreements, and that there is a schedule of payments made by CDF or the State of California for mutual aid calls. We still need to get these items for review, and this will be reagendaized for our June meeting.

C) Complaint Procedure: This item will be reagendaized for June. Laura Vogelgesang is studying this procedure in the bylaws with a view to recommending updates. Our bylaws now provide for anonymous communications to be noted and filed and also provide for a procedure to address complaints; we will review these procedures and any recommendation of change.

D) On-line Ethics Training: The Board was reminded of the need for ethics training and the fact that a program to satisfy the requirement is available on line at <http://localethics.fppc.ca.gov/ab1234/>.

E) Thanks Needed: Formal thanks to Stacey Weil-Dye, whose primary responsibility it is, and Steve Acker, who the Board understands is doing the actual work, for getting the fire calls reported in the paper is due and will be given by a letter from the Board, by Laura Vogelgesang as substitute Secretary, as will thanks to the Auxiliary for the Fire Appreciation Dinner..

8. Land, buildings and equipment:

A) Power to 815: Josh Latkin reported that Firefighter Jonathan Peakall has obtained the address and parcel number for 815 and is proceeding to arrange for power; the cost could be \$4,000. PG&E is unclear whether or not they can donate the cost.

B) Power to 813: Josh Latkin reported that power has now been supplied to 813.

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