

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT**

**AGENDA**

**BOARD OF DIRECTORS SPECIAL MEETING**

The meeting is called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of deciding whether to approve payment to a grant writing service to complete the narrative for a fire station construction grant application. No other business shall be considered at this special meeting.

**Tuesday July 7, 2009 7:30 pm. Location: Station 810, 33900 West Street, Albion, California**

- 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 any item described in this notice, either before or during consideration of the item.
- 3. Items for consideration and possible action:** The board may decide to commit funds for grant writing services for a grant application due July 10, 2009.
- 4. Adjournment.**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in this Special Board Meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634, as soon as possible before the meeting.

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

AGENDA

BOARD OF DIRECTORS SPECIAL MEETING

Alan  
Ed Terry  
Ted Rich

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Tuesday July 7, 2009 7:30 pm. Location: Station 810, 33900 West Street, Albion, California

1. **Call to order and determination of a quorum.** 7:37
2. **Public communication to the Board:** An opportunity is provided for members of the public to address the board with respect to any item described in this notice, either before or during consideration of the item.
3. **Items for consideration and possible action:** The board may decide to commit funds for grant writing services for a grant application due July 10, 2009. Moved Terry ~~then carried~~
4. **Adjournment.** adj 7:56p

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in this Special Board Meeting should contact the Board in writing at P.O. Box 634, Albion, CA 95410-0634, as soon as possible before the meeting.



Praetorian Group Inc.  
200 Green Street  
Suite 200  
San Francisco, CA 94111  
Tel: 415-962-2042  
Fax: (415) 962-8340

## Grant Writing Agreement

Date: July 7, 2009

Account Manager: Sarah Wilson

### Client Information:

Dept/Agency: Albion Little River Fire Protection District

Address: Post Office Box 634

City: Albion ST: CA Zip: 95410

Contact: Terry Kemp

Phone: 707 937 2875

Fax: 866 559 9687

Email: [kiwanisqueen@yahoo.com](mailto:kiwanisqueen@yahoo.com)

### Billing Instructions:

Check One:

Invoice  Credit Card

Notes:

### Credit Card Information:

Name on Card:

Card Number:

Exp. Date:

Circle Card Type: Visa - MC - AMEX - DISC

### Services Purchased:

PoliceGrantsHelp  FireGrantsHelp  EMSGrantsHelp

	<u>Grant Due Date</u>	<u>Total Net Price / Month</u>
Grant Writing Services -Station Construction Grant	July 10, 2009	\$1000

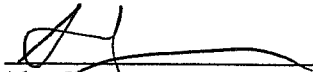
### Terms and Conditions

**Contract Delivery:** Dept and/or Agency takes full responsible for submitting required information on time.

**Billing:** Invoices will be sent at beginning of solicitation for target grant. Full payment must be received no later than 30 days after the close of the grant application.

**Collections:** Client agrees to pay for all costs of collection, including but not limited to, reasonable attorney fees and other fees made necessary by nonpayment. Publisher reserves the right to suspend all services until payment is received in full and may terminate this agreement at their discretion if Client and/or Assigned Agency fails to comply with the terms of this agreement. Accounts over 28 days past due shall be charged a twenty-five dollar (\$25.00) late fee and one and one-half percent (1.5%) monthly service charge on the unpaid balance thereafter.

**Materials:** Must be received 2 days prior to the grant application close date.

Signed:  Title: President, Board of Directors Date: July 7, 2009

Alan Taeger

# **“What Is Critical Infrastructure?” and “Why Do I Need To Know What Is In My Area?”**

Critical Infrastructure as defined by the Department of Homeland Security is defined in Presidential Executive Order 13228. Most DHS grants are predicated on the basis of risk and “risk” is directly tied to what “critical infrastructure” is within your area of responsibility. In order to obtain funding from these federal DHS programs it is essential that you always list what “critical infrastructure” is in your areas and that you have responsibility for.

**Executive Order 13228.** *Following the terror attacks of September 11, 2001, President Bush signed new Executive Orders relating to critical infrastructure protection. Executive Order 13228, signed October 8, 2001, established the Office of Homeland Security and the Homeland Security Council. Among the duties assigned the Office was to coordinate efforts to protect:*

- *energy production, transmission/ distribution services and critical facilities*
- *other utilities*
- *telecommunications*
- *facilities that produce, use, store, or dispose of nuclear material*
- *public and privately owned information systems*
- *special events of national significance*
- *transportation, including railways, highways, shipping ports and waterways*
- *airports and civilian aircraft*
- *livestock, agriculture, and systems for the provision of water and food for human use and consumption.*<sup>16</sup>

When you are writing your narrative statements and under “project description” it is important to list these “critical infrastructure” concerns and to do so quite clearly. Your “need” for funding, is clearly tied to your actual risk and responsibilities to these assets and this is one of the ways that you will demonstrate that need.

To give you a better understanding of what they are referring to, in the list above, we have described some of the things that you should be looking for in your area of responsibility. When you are assessing what “critical infrastructure” you have in your area, and when compiling that list, you should list things by what is in your primary area **and then what is in your mutual aid areas as well.** Keep the lists separated and then write three paragraphs, in this order, describing what is in your ; primary response area, then what is in your secondary response or mutual aid areas and finally what is ***not*** technically critical infrastructure but, that presents a particular hazard or exposure to you and your department.

Let's examine each of the above bullet points and give you a little more insight as to what they are talking about as it relates to what may be in your area. When you see these things you may have to call the appropriate people to ask additional questions to more clearly define exactly what the asset is. Let these people know, right up front, that you are applying for a Federal DHS grant and that you are required to list these things in your application. Sometimes you may be required to appear in person to find out, so that they are certain of who is making the request for information. Sometimes information about a particular item may be available on the Internet if you do a "Google search" you may quickly locate the information that you need about that particular asset. If they will not tell you what the capacities are etc. you should tell the reviewer that the information was sought but, they refused to release the data to you for security reasons. The important thing is to let the reviewer know that you tried to get the data.

*Energy production, transmission, and distribution services and*

*critical facilities – (these items should be part of a regional power grid and carry large amounts or produce large amounts of power so it is important that you indicate how much they handle or produce daily in megawatts)*

- Major power generation facilities that exceed 2,000 MW and support the regional electric grid.
- Electric substations 500 KV or larger, and substations 345 KV or larger, that are part of a critical system supporting populations in excess of one million.
- High-voltage electrical transmission lines 345KV or larger
- Hydroelectric facilities and dams that produce power in excess of 2,000 MW or could cause catastrophic loss of life if breached.
- Pipelines
  - Should be listed if pumping 1million gallons per day for liquid products like petroleum products ( gasoline, diesel, crude oil, JP-4, Av-Gas etc).
  - Should be listed if pumping 1 billion cubic feet per day capacity for natural gas, chemical gases, propane, LP
- Refineries
  - What and how much do they store and or produce daily
  - This can also include propane tank farms or anyplace where there is a large quantity stored
- Gas or oil well drilling areas w/ daily production or pumping capacities

*Other utilities*

- Public drinking water systems that serve more than 100K populations
  - These can include a river or reservoirs that serve multiple cities downstream from you that if you combine those areas populations, they would add up to more than 100K populations.
  - Aqueducts, canals, pipelines etc. that serve major areas for drinking water
  - This does not include aquifers or deep wells. They are only concerned with areas where it is conceivable that someone could put biological agents or chemical poisons into them.
  - Desalinization plants

- Large water treatment plants or sewage treatment plants that serve large populations of more than 100k

*Telecommunications*

- Large public safety radio transmission towers
- Public TV or radio station antennae systems that are part of the Emergency Broadcasting System
- Microwave radio communication towers
- Large fiber optic cables linking large regional areas or major metropolitan areas that if cut or severed would seriously disrupt either the economic or public safety network.
- Telephone switching centers of large capacity or Internet Service Providers (ISPs) linked to large regional or major metropolitan areas ( we are talking Verizon, AOL, Earthlink, Road Runner etc.)

*Facilities that produce, use, store, or dispose of nuclear material*

- Nuclear power plants within 50- 75 miles of you
  - List them even if they are not currently in production or they are under construction
- Nuclear or designated Haz-Mat waste dumps
  - This may include caves or underground facilities
- Irradiation plants
  - food irradiation facilities
  - medical industries that produce “cancer irradiation products” or use irradiation to sterilize medical instruments
- Nuclear fuel rod production facilities
  - United States Uranium Enrichment Company facilities
  - DOD contractors who fuel nuclear rods or dispose of them for the US military
  - Spent uranium ammunition manufacturers
- Military bases where nuclear war materials are stored or where nuclear powered ships are docked
  - It never hurts to mention ANY military bases that are close to you or in your primary response areas, as these are always high-risk potential terrorist targets especially if they have nuclear, chemical or biological WMD on site.

*Public and privately owned information systems*

- Large financial data centers for major bank headquarters or the headquarters for Fortune 500 companies
  - Think Wal-Mart, Sears, Ford, GM, General Foods, Target etc.
  - Think World Trade Center here also
- Credit card transaction centers for major banking institutions like Wachovia, NationsBank, Chase, American Express, Discover etc.
- Data storage or record storage facilities
  - Iron Mountain data storage sites

- Computer centers that run International and National computer systems that link these commercial business to each other

*Special events of national significance*

- They are referring to large public venues where large masses ( 50k) of citizens come together at
  - Sport stadiums of major universities or cities holding more than 50k
  - Commercial or Local Convention Centers where more than 50 K might be attending a convention under one roof
  - Major amusement parks
  - NASCAR or Indy style race tracks
  - Horse racing tracks of national significance
  - National Monuments or National Parks

*Transportation, including railways, highways, shipping ports and waterways*

- Interstate, US or State highways linking major metropolitan areas together or that would be “evacuation routes” from these areas
  - Always list the average daily traffic count ( ADTC) and commercial traffic count from your state DOT
  - List the # of miles you cover
  - List the number of lanes of traffic
  - List what major metropolitan areas they link and or if they are a “designated” evacuation routes from those areas
- **Bridges over waterways or canyons and valleys that if collapsed would cause serious economic catastrophe or catastrophic loss of life**
  - Think Golden Gate, Verrazano Narrows, George Washington, Sunshine Skyway type bridges here when thinking of catastrophic loss of life
  - **Smaller bridges for both vehicular and rail traffic if the collapse would cause a catastrophic economic loss such as a major 50-100 mile detour or, serious disruption of public safety**
- Railroads
  - Get the yearly rail car count and haz-mat car count from the railroad and list the # of miles of track in your area
- Ports
  - These are major ports for commercial ship traffic
- Navigable rivers or waterways that have commercial shipping traffic
  - Think Mississippi, Missouri, Ohio Rivers etc. where you have barge traffic on them.

*Airports and civilian aircraft*

- Referring to major airports here that have commercial passenger airline service and or handle commercial cargo terminals in them
  - You need to state the name of the airport, distance to it from you, how many passengers they handle a year and how many tons of cargo pass through it a year

- This would definitely include military air bases

*Livestock, agriculture, and systems for the provision of water and food for human use and consumption*

- Think agri-terrorism here
  - Major food production facilities
  - Grain storage facilities
  - Fertilizer plants or production and storage facilities
  - Livestock feed yards or slaughter houses

Generally speaking the more of these things you list , the more need is expressed so they are very important not to neglect in your applications and are directly tied to the latest initiatives which will be seeking input of “actual or potential risk”.

There are probably more of these than you think in your area, so look closely and ask questions. Some of the other things that would be important to consider, although technically not considered “critical infrastructure” would be:

Public and Private schools and universities or colleges

- List total of students daily

Hospitals

- List the number of beds
- What level of trauma center are they

Major manufacturing facilities

- Particularly if they use haz-mats or
- are more than 100k sq, feet in size

Trucking terminals for major trucking companies

Take a good drive through your primary response areas and your mutual areas and make notes of these things and then call and get further information about them. This is all part of “risk assessment” which will be a critical part of successful grant applications now and in your future.





**Robert Schlosser**

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**From:** "Sarah Wilson" <Sarah.Wilson@praetoriangroup.com>  
**To:** "Robert Schlosser" <bob@lsadesign.com>  
**Sent:** Thursday, June 25, 2009 10:30 AM  
**Subject:** RE: General Steel Corp

Thank you.

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**Sarah Wilson**  
Business Development Manager  
Grants & Partnerships  
Tel: (415) 962-2042  
Toll Free: (866) 463-7792

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**From:** Robert Schlosser [mailto:bob@lsadesign.com]  
**Sent:** Thursday, June 25, 2009 10:21 AM  
**To:** Sarah E. Wilson  
**Subject:** Fw: General Steel Corp

Sarah,  
Here is some information on the Willits Firehouse.  
Bob

Robert Schlosser  
Leventhal Schlosser Newberger Architects  
435 North Main Street  
Fort Bragg, CA 95437  
(707) 961-0911  
Fax (707) 961-0912  
[schlosser@lsadesign.com](mailto:schlosser@lsadesign.com)

----- Original Message -----

**From:** [Robert Schlosser](mailto:Robert.Schlosser)  
**To:** [Ryan Liebbe](mailto:Ryan.Liebbe)  
**Sent:** Thursday, June 25, 2009 10:16 AM  
**Subject:** Re: General Steel Corp

Ryan,  
Attached is a Site Plan, Floor Plan, Elevations, Color Study and perspective sketch of the proposed Willits Firestation. Can you please help with a cost estimate for the project?  
2 building wings: Firestation is 70' x 100' clearspan gable 1-1/2:12 slope, Administration wing is a 40' x 92' shed 3:12 slope  
All steel must meet Buy America Provisions.  
If the steel has recycled content, it will give us LEED credits that will help in getting funding for the project.  
What is your exterior cladding system? Is it green in any way?  
We are putting roofing on 2 vertical walls at the end of Administration wing. Roofing on the Administration wing must be flat pan type to accommodate

solar photovoltaics ( see the Unisolar catalog attached.)  
Please ask any questions you might have. Thanks for your help.

Bob S.

Robert Schlosser  
Leventhal Schlosser Newberger Architects  
435 North Main Street  
Fort Bragg, CA 95437  
(707) 961-0911  
Fax (707) 961-0912  
[schlosser@lsadesign.com](mailto:schlosser@lsadesign.com)

----- Original Message -----

**From:** Ryan Liebbe  
**To:** [bob@lsndesign.com](mailto:bob@lsndesign.com)  
**Sent:** Wednesday, June 24, 2009 10:48 AM  
**Subject:** General Steel Corp

Bob,

Here is my contact info. I look forward to working with you on this project.

Regards,

Ryan Liebbe  
National Sales Associate  
General Steel Corporation



10639 W. Bradford  
Littleton, CO 80127  
800.406.5126 ext 4944  
303.904.4866 fax  
[ryan.l@gscmail.com](mailto:ryan.l@gscmail.com)  
<http://steelbuildingnews.blogspot.com> <LOWEST BID?

**About General Steel:**

[www.gensteel.com](http://www.gensteel.com)  
[www.genstoneproducts.com](http://www.genstoneproducts.com)  
<http://www.gensteel.com/welcome-video.htm>  
<http://www.gensteel.com/blog/in-this-economy/>

**Important information you should know before you commit to a building project.**

The following link provides critical information regarding 1) the process to buy direct from General Steel, 2) key services offered through Design Services group, and 3) the standard features offered in a base building package.

<http://www.gensteel.com/important-documents.htm>

My edA

## **Background & Project Description:**

The Albion Little River Fire Protection District (ALRFPD) is submitting this grant application and project proposal to seek assistance in funding an addition to and remodel of one of our fire stations. We have outgrown the available space currently provided, our station lacks basic crew amenities, and we have identified several safety and code issues that need to be corrected. Without constructing an addition to this station we will be unable to meet our ever increasing service demands and the future needs of the citizens that we serve.

ALRFPD is based in the communities of Albion and Little River, California. Physically, we are located seven miles south of the City of Mendocino, CA in the northern one-third of the state and directly on the coast. Our primary response area encompasses forty (40) square miles of rural area. Within the confines of our district we provide professional fire, EMS, and rescue services to a resident population of approximately 2,000 people.

We are an all volunteer fire/rescue agency and we consider ourselves to be an all risk, all hazard emergency service response organization. The services that we provide include: fire response and suppression; emergency medical services (at the BLS and First Responder levels); rescue services; hazmat first response; emergency management; public safety outreach programs; and fire prevention. On an annual basis we respond to and manage approximately 190 emergency calls for service. Additionally, we are very strong advocates of and participants in an aggressive automatic-aid and mutual-aid program.

In addition to providing emergency services to the district's citizens and their personal property we also provide emergency response service to the following critical infrastructure: (1) hospital; (1) county municipal airport; (2) bridges (listed in the National Bridge Inventory); (1) U.S. Post Office; and other local commercial industry businesses.

From an organizational standpoint we are an extremely professional, dedicated, and community oriented emergency service agency. We have been grounded in a customer service based approach and community leadership mission since inception. We truly believe in a neighbor helping neighbor mentality and style of service. In addition, we are firmly committed to maintaining a high standard of training for our emergency responders. Our members strive to obtain and maintain the all necessary local, state and federal certifications. Some of these certifications include: NIMS and ICS certifications; Hazardous Materials Awareness & Operations; Firefighter I & II; First Responder; EMT-Basic; Technical Rescue certifications; NWCG- Wildland certification; and many others.

We are able to accomplish our emergency service mission and achieve our response goals through the use of a workforce comprised of an entirely volunteer force, consisting of twenty (20) active members.

Our volunteers maintain and operate eleven pieces of motorized fire/EMS apparatus housed in five separate buildings. Included in our apparatus fleet are the following: (3) Type I Engines; (1) Type III Engine; (2) Water Tenders; (1) Type IV Engine; (3) Rescue Units; and (1) Utility vehicle. Additionally, we own and operate several trailered watercraft as well as other specialized rescue vehicles.

As stated, we currently operate out of five stations. Two of these stations (#813 & #815) are single truck sub-stations located in district neighborhoods. Our current main fire station (#810) is located near Hwy- 1 and Albion Ridge Road in the village of Albion. The station is very small and is behind and adjacent to a post office and a grocery store. Delivery trucks often block access to the street in front of the fire station, making it frequently difficult for emergency services personnel to get to the station as well as to then get the emergency vehicles out during emergency service calls. The district plans to eventually close this station. Station #812 is located on property leased from Mendocino County at the county airport. Station #812 is a Class-1 engineered public safety building. Station #811 is the station that we are requesting funds for. Station #811 is centrally located in the district on the only real estate that the district owns. All of our other facilities are on leased property.

The existing Station #811 stands alone on a 1.33 acre parcel. Our intended goal is to make this location our main fire station. The district has been in the process of obtaining plans and permits for development of improvements to this station since 2004. Unfortunately, as it stands, there is not enough room in the existing building for the adequate storage of equipment or apparatus. There are also no restrooms, showers, or kitchen in the building, and there is currently no space available for training facilities, office, or sleeping quarters.

The main station that we use right now (#810) is extremely cramped and we cannot fit all the equipment that we need into its limited space. Furthermore, as it is situated adjacent to the post office and a grocery store, on a busy roadway, we often have access/egress problems when responding from this station. Additionally, for water rescues we have to move a truck out of a station bay, then use a dolly to move the boat and trailer by hand outside so that the trailer can be hooked up to a truck to tow it. This creates a severe delay in our response times. Ultimately, we need a station big enough to accommodate our equipment and apparatus and provide for safe, appropriate and improved crew responses.

Other critical issues and problems that we have identified with our existing facility pose significant health, safety and wellbeing concerns for our emergency responders. The first identified issue is the lack of an approved and appropriate vehicle exhaust system in our apparatus bays. This deficiency creates a carbon monoxide exposure risk to our responders. Another exposure risk is the fact that our apparatus bays have inadequate floor drain/trap systems to direct and catch leaking fluids, causing slip hazards and a potential responder/environmental hazard. Next, on the list of exposure issues, is the lack of capability/space to add a decontamination area with industrial gear washer & dryer; this forces our responders to wash their PPE at off-site locations which causes unneeded exposure risks to both responders and the public. We also currently lack an approved commercial fire alarm system and we do not have a fire suppression/sprinkler system in either station.

From an amenities and morale stand point, as stated above; there are no restrooms, showers, kitchen/dining area or sleeping quarters at Station #811. All of the above factors have taken a toll on our ability to recruit and retain volunteer members.

Our proposed project is the construction of an addition/remodel for Station #811. After careful consideration and review we have determined that we cannot simply remodel or add to our existing main facility as there are just too many negative factors to overcome. The main site factor that has influenced our decision is the major roadway/ traffic issue that is present at Station #810. The building factors include a lack of available property square footage to meet our needs for both now and well into the future, and the fact that we don't own the building or the property.

To date we have exhausted a large amount of available district funds to ensure that our project is "shovel ready" should we be chosen for funding. (Our contribution has been the costs of architectural fees, environmental studies, and other associated costs.) We have drafted plans and have received coastal development permit approval for construction at the site.

Our financial contribution will also include part of the \$200,000 that we have set aside for a new station/station upgrade.

All needed utilities are currently available on-site at our proposed project. Additionally, the property is properly zoned, and we have obtained all necessary permits.

Our proposed new station would encompass approximately 15,500 square feet and include the following features: (5) apparatus bays with approved floor drains/traps, space for 25-35 gear lockers, adequate kitchen/dining area, a new septic system to support gender specific restrooms with showers, space for future dormitory sleeping quarters for 4-6 personnel, fitness workout space, training room, and appropriate space for equipment storage. Furthermore, we plan to include PPE washer/dryer hook-ups,

9,000 SF

station supply storage room, fire alarm and sprinkler system, emergency power generator and an approved vehicle exhaust system. Our intention is to design and construct a facility that can accommodate our needs for the next fifty years and help us achieve NFPA 1720 compliance.

The total proposed cost of our project is \$3.0 million dollars.

### **Financial Need**

ALRFPD depends on a special "Parcel" tax approved by the voters of the district to help keep our operation in service. This tax is our primary source of revenue beyond our allocated share of county tax revenues. Additionally, we receive some donations and we host a single, annual fundraising event. All of our sources of revenue are very limited.

The bulk of our funding is dedicated to the costs associated with our day-to-day operational expenses, which include: fleet maintenance; fleet, facility and responder insurance; fleet fuel; utilities; firefighting/EMS equipment and supplies; PPE; communication; and other miscellaneous expenditures. After we cover our operating costs there is very little funding left to dedicate to capital improvements.

We have tried to fund this project through fiscally responsible budgeting, diligent saving, and other sources. To-date these measures have proven unsuccessful. We had also considered utilizing our volunteers for labor required to complete the station addition and remodel but most volunteers have job obligations and families so it would be a hardship for them to volunteer additional time to remodel a fire station.

The joblessness rates in our area have seen dramatic increases in the last three years, from 5.5% in 2007 to 10.7% in 2009. Additionally, the median family income in our area is approximately 12% lower than the state average.

As with most government agencies, we continue to struggle to find funding sources to improve, streamline, and upgrade our services and capabilities. Unfortunately, our steadfast capital set aside efforts, staunch fiscal responsibility, and grant attempts have not been able to generate the amount of money that we require to complete this project. As we are applying for this grant we are also looking into every other conceivable option for project funding, as the construction of a new station is paramount to the health, safety and wellbeing of our responders and the citizens that we serve.

We simply cannot afford to complete this project through the use of local financial means.

Without a change in financial circumstances the next two years will likely require cuts to our programs, capabilities, or staffing to balance our budget.

### **Cost Benefit & Effects on Daily Operations**

The initial cost benefits, of our proposed project, include the ability for our response times to be more prompt because of a better, more spacious and appropriately designed/constructed facility. Additionally, we would be able to house most of our equipment in one location for easier access. Another benefit would be that this station is in closer proximity to where the bulk of our emergency responders live. Our volunteers could respond to a single, centralized location and access the majority of our equipment as opposed to have to travel to another of five possible locations. This alone will create huge efficiencies and improvements in our response capabilities.

The next benefit will be the increased availability of appropriate crew amenities and training/fitness space (this will directly impact firefighter safety and wellbeing).

From a safety perspective we have highlighted the majority of safety, exposure, and risk issues that surround our existing facility. We will strive to adhere to the aspects of NFPA 1500 and other safety standards in the construction of our new facility. We propose that our new station will provide safe PPE storage capabilities, a fire alarm and sprinkler system, a washer/dryer for cleaning contaminated/soiled PPE, a decontamination area, an approved vehicle exhaust system in the apparatus bay, and adhere to ADA, ICC, NFPA and other design/construction guidelines that apply to fire stations and public facilities.

Our proposed facility would also allow for modern technology to enhance our safety and security, improve response promptness, and protect our employees from unnecessary hazard exposure. The majority of these benefits will be derived for the proposed crew amenities.

Our intention is to design a facility that can function well into the future.

Our local contribution to this project, thus far, has been the land purchase and dedication; the environmental impact assessment, design/planning documents and inspection and permit fees. As stated, we are also committing \$200,000 toward the completion of this project.

From a fiscally responsible and "green" perspective we will be including the following features in our new station: Green Building Council approved doors, thermally broken frame windows with high performance glazing, carpet will have a 50% recycled content, 7.5 kw photovoltaic grid tie system with solar panels integrated into the standing seam roof system, a bioswale to handle site drainage and outfall, approved and high R-value



insulation, an HVAC system to achieve 90% efficiency and a high efficiency emergency generator.

We do not believe that the construction of a new fire station will degrade or decrease any of our service levels, as we are not proposing to construct an additional station. We are proposing an addition to an existing station. The property that we intend to build on is centrally located within our district.

The benefits of building a new station, for our mutual aid agencies, include our ability to provide more personnel resources and more resources in a quicker timeframe. If we could provide a response crew of four personnel in the time it now takes to provide two then we would be better prepared to employ specific tactics on fire and emergency scenes. Some of the tactics that we could employ include: interior fire attack, interior search and rescue, RIT, vertical ventilation and salvage and overhaul.

Some consequences of not receiving funding for this project include continued risks to the safety, health and wellbeing of our emergency responders and the citizens that we serve. Additionally, without a new station we will be unable to meet the growing call volume and service level expectation of those that we serve. Additionally, our fire fighters will continue to be exposed to the dangers associated with responding to calls from a congested local business center. This is an exposure that could be eliminated by constructing the new facility. Other consequences include the fact that we will be limited on future equipment purchases because each of our five buildings is not big enough to house newer vehicles. Lastly, if we do not receive this funding we will be unable to continue to upgrade our equipment and facilities at a level to adequately protect the citizens that we serve, causing a potential future increase in property damage and loss, or a negative impact to the critical infrastructure that we noted above.

We will continue to provide the best service we can with the station, equipment, personnel and other resources that we have. Unfortunately, if we can not find a way to provide/construct a safe, appropriate and compliant station for our emergency personnel we may be forced to change or suspend some levels of our service or modify how some services are provided in the future.

The members of the Albion Little River Fire Protection District thank you for your careful review and consideration of our project proposal.

original

## **Background & Project Description:**

The Albion Little River Fire Protection District (ALRFPD) is submitting this grant application and project proposal to seek assistance in funding an addition to and remodel of one of our fire stations. We have outgrown the available space currently provided, our station lacks basic crew amenities and we have identified several, safety and code issues that need to be corrected. Without constructing an addition, to this station, we will be unable to meet our ever increasing service demands and the future needs of the citizens that we serve.

ALRFPD is based in Little River, California. Physically, we are located seven miles south of the City of Mendocino, CA. in the northern one-third of the state and directly on the coast. Our primary response area encompasses forty (40) square miles of rural area. Within the confines of our district we provide professional fire, EMS and rescue services to a resident population of approximately 2,000 people.

We are an all volunteer fire/rescue agency and we consider ourselves to be an all risk, all hazard emergency service response organization. The services that we provide include: fire response and suppression, emergency medical services (at the BLS and First Responder levels), rescue services, hazmat first response, emergency management, public safety outreach programs and fire prevention. On an annual basis we respond to and manage approximately 190 emergency calls for service. Additionally, we are very strong advocates of and participants in an aggressive automatic-aid and mutual-aid program.

In addition to providing emergency services to the town's citizens and their personal property we also provide emergency response service to the following critical infrastructure: (1) hospital (1) county municipal airport, (2) bridges (listed in the National Bridge Inventory), (1) U.S. Post Office and other local commercial industry businesses.

From an organizational standpoint we are an extremely professional, dedicated and community oriented emergency service agency. We have been grounded in a customer service based approach and community leadership mission, since inception. We truly believe in a neighbor helping neighbor mentality and style of service. In addition, we are firmly committed to maintaining a high standard of training for our emergency responders. Our members strive to obtain and maintain the all necessary local, state and federal certifications. Some of these certifications include: NIMS and ICS certifications, Hazardous Materials Awareness & Operations, Firefighter I & II, First Responder, EMT-Basic, Technical Rescue certifications, NWCG- Wildland certification, and many others.

We are able to accomplish our emergency service mission and achieve our response goals through the use of a workforce comprised of an entirely volunteer force, consisting of twenty (20) active members.

Our volunteers maintain and operate eleven pieces of motorized fire/EMS apparatus. Additionally, we also own and several boats with trailers and other specialized rescue vehicles. Our fleet is housed in five separate buildings. Included in our apparatus fleet is the following: (3) Type I Engines, (1) Type III Engine, (2) Water Tenders (1) Type IV Engine, (3) Rescues Units and (1) Utility vehicle.

As stated, we currently operate out of five stations. Two of these stations are single truck sub-stations. Our main fire station (#810) is located on Hwy- 1 and Albion Ridge Road. It is very small and is adjacent to the post office and a grocery store where delivery trucks often block the driveway. This makes it difficult to get the emergency vehicles out during emergency service calls. The next station (#812) is located at the county airport. Station #812 is a Class-1 engineered public safety building. Lastly, we will address Station #811, as this is the station that we are requesting funds for. Station #811 and the associated lot is the only piece of property that the district owns. All of our other facilities are being leased.

Station #811 stands alone on 1.33 acre parcel and has been in the construction process since 2004. Our intended goal is to make this our main fire station. Unfortunately, as it stands, there is not enough room for the storage of extra apparatus; there are no restrooms, no showers, no kitchen, and no training, office, or sleeping quarters available at Station #811.

The main station that we use right now is extremely cramped and we cannot fit all the equipment that we need into its limited space. Furthermore, as it is situated adjacent to the post office and a grocery store, on a busy roadway, we often have access/egress problems when responding from this station. Additionally, for water rescues we have to move a truck then use the trailer to carry the boat outside so that the trailer can be hooked up to a truck to tow it. This creates a severe delay in our response times. Ultimately, we need a station big enough to accommodate our equipment and apparatus and provide for safe, appropriate and improved crew amenities.

The other critical issues and problems that we have identified with our existing facility pose significant health, safety and wellbeing concerns for our emergency responders. The first identified issue is the lack of an approved and appropriate vehicle exhaust system in our apparatus bay; this creates a carbon monoxide exposure risk to our responders. Also creating an exposure risk is the fact that our apparatus bays have an inappropriate floor drain/trap system to direct and catch leaking fluids; this is a slip hazard and a potential responder/environmental hazard. Next, on the list of exposure

## **Financial Need**

ALRFPD depends on a special "Parcel" tax to help keep our operation in service. This tax is our primary source of revenue. Additionally, we receive some donations and we host a single, annual fundraising event. Both of the sources of revenue are very limited.

The bulk of our funding is dedicated to the costs associated with our day-to-day operational costs, which include: fleet, facility and responder insurance, utilities, firefighting/EMS equipment and supplies, PPE, fleet fuel, communication and other miscellaneous expenditures. After we cover our operating costs there is very little funding left to dedicate to capital improvements.

We have tried to fund this project through fiscally responsible budgeting, diligent saving, and other sources. To-date these measures have proven unsuccessful. We had also considered utilizing our volunteer to complete the station addition and remodel but most have full time jobs and families so it would have been a hardship for them to volunteer additional time to remodel a fire station.

The joblessness rates in our area have seen dramatic increases in the last three years, from 5.5% in 2007 to 10.7% in 2009. Additionally, the median family income in our area is approximately 12% lower than the state average.

As with most government agencies, we continue to struggle to find funding sources to improve, streamline, and upgrade our services and capabilities. Unfortunately, our steadfast capital set aside efforts, staunch fiscal responsibility, and grant attempts have not been able to generate the amount of money that we require to complete this project. As we are applying for this grant we are also looking into every other conceivable option for project funding, as the construction of a new station is paramount to the health, safety and wellbeing of our responders and the citizens that we serve.

We simply cannot afford to complete this project through the use of local financial means.

Without a change in financial circumstances the next two years will likely require cuts to our programs, capabilities, or staffing to balance our budget.

## **Cost Benefit & Effects on Daily Operations**

The initial cost benefits, of our proposed project, include the ability for our response times to be more prompt because of a better, more spacious and appropriately designed/constructed facility. Additionally, we would be able to house most of our equipment in one spot for easier access. Another benefit would be that this station is in

closer proximity to where the bulk of our emergency responders live. Our volunteers could respond to a single, centralized location and access the majority of our equipment as opposed to have to travel to five possible locations. This alone will create huge efficiencies and improvements in our response capabilities.

The next benefit will be the increased availability of appropriate crew amenities and training/fitness space (this will directly impact firefighter safety and wellbeing).

From a safety perspective we have highlighted the majority of safety, exposure, and risk issues that surround our existing facility. We will strive to adhere to the aspects of NFPA 1500 and other safety standards in the construction of our new facility. We propose that our new station will provide safe PPE storage capabilities, a fire alarm and sprinkler system, a washer/dryer for cleaning contaminated/soiled PPE, a decontamination area, an approved vehicle exhaust system in the apparatus bay, and adhere to ADA, ICC, NFPA and other design/construction guidelines that apply to fire stations and public facilities.

Our proposed facility would also allow for modern technology to enhance our safety and security, improve response promptness, and protect our employees from unnecessary hazard exposure. The majority of these benefits will be derived for the proposed crew amenities.

Our intention is to design a facility that can function well into the future.

Our local contribution to this project, thus far, has been the land purchase and dedication; the environmental impact assessment, design/planning documents and inspection and permit fees. As stated, we are also committing \$200,000 toward the completion of this project.

From a fiscally responsible and "green" perspective we will be including the following features in our new station: Green Building Council approved doors, thermally broken frame windows with high performance glazing, carpet will have a 50% recycled content, 7.5 kw photovoltaic grid tie system with solar panels integrated into the standing seam roof system, a bioswale to handle site drainage and outfall, approved and high R-value insulation, an HVAC system to achieve 90% efficiency and a high efficiency emergency generator.

We do not believe that the construction of a new fire station will degrade or decrease any of our service levels, as we are not proposing to construct an additional station. We are proposing an addition to an existing station. The property that we intend to build on is centrally located within our district.

The benefits of building a new station, for our mutual aid agencies, include our ability to provide more personnel resources and more resources in a quicker timeframe. If we could provide a response crew of four personnel then we would be better prepared to employ specific tactics on fire and emergency scenes. Some of the tactics that we could employ include: interior fire attack, interior search and rescue, RIT, vertical ventilation and salvage and overhaul.

Some consequences of not receiving funding for this project include a continued risk to the safety, health and wellbeing of our emergency responders and the citizens that we serve. Additionally, without a new station we will be unable to meet the growing call volume and service level expectation of those that we serve. Additionally, our fire fighters will continue to be exposed to the danger associated with crossing the street each time a call comes thru. This is an exposure that could be eliminated by constructing a new facility. Other consequences include the fact that we will be limited on future equipment purchases because our two buildings are not big enough. Lastly, if we do not receive this funding, we will have to come up with the funding from our tax base and we will be unable to continue to upgrade our equipment to help protect the citizens that we serve.

We could also see an increase in property damage and loss, or a negative impact to the critical infrastructure that we noted above. Ultimately, we will continue to provide the best service we can with the station, equipment and personnel that we have. Unfortunately, if we can not find a way to provide/construct a safe, appropriate and compliant station for our members we may be forced to change or suspend some levels of our service or modify how some services are provided in the future.

The members of the Albion Little River Fire Protection District thank you for your careful review and consideration of our project proposal.

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT**

**MINUTES**

**BOARD OF DIRECTORS SPECIAL MEETING**

**Tuesday July 7, 2009 7:30 pm. Location: Station 810, 33900 West Street, Albion, California**

- 1. Call to order and determination of a quorum:** Meeting called to order at 7:37 pm. Attending were board members Ed Petrykowski, Terry Kemp, Rich Riley, and Alan Taeger; firefighter Ted Williams.
- 2. Public communication to the Board:** None
- 3. Items for consideration and possible action:** The board has been pursuing a Homeland Security Fire Station Construction Grant for which the district became eligible two weeks before the due date of July 11, 2009. In the course of research for the grant application the board made contact with a grant writing and grant application review service who offered (among other services) to write the narrative for our grant application to ensure that language and facts known to be important to grant readers were emphasized in our application. Terry made a motion for the board to contract with Praetorian Group, Inc. (firegrantshelp.com) for the writing of the grant application narrative at a fixed fee of \$1000. After discussion, the board approved the motion by unanimous vote.
- 4. Adjournment:** Meeting adjourned 7:55 pm.

Minutes approved by unanimous vote of the board at the July 22, 2009 regular business meeting.