

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS BUSINESS MEETING AGENDA**

Wednesday June 27, 2007, 7:00 pm, location: Fire House 810, Albion, CA

**PLEASE NOTE THE MEETING WILL BEGIN AT 7:00 p.m. rather than 7:30 p.m.**

1. **Call to order and determination of a quorum.**
2. **Public communication to the Board.** An opportunity is provided for members of the public to address the Board with respect to matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Vacancy on District Board.** The Board will interview any individuals who attend the meeting to volunteer to fill the vacancy on the District Board which was created by the resignation of Richard W. Ahrens from the Board. The Board will discuss its procedure for filling the vacancy.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations.
5. **Secretary's report.** Communications to the Board will be presented; minutes which have not yet been approved for past meetings will be approved or revised and approved.
6. **Update on Station 811 Project:** There will be an update on progress on this project.
7. **Long-Range Planning.** The Board will review the status of its work on review of the Long-Range Plan.
8. **Items for consideration and possible action:**
  - A) **Adoption of Proposed Budget.** The Board will consider approval of the proposed budget which was presented by Alan Taeger as Treasurer at the May 2007 meeting as it was revised at that meeting; a copy of the revised proposed budget is attached to this agenda.
  - B) **Web site changes.** Laura Vogelgesang will report a recommendation as to how best to proceed.
  - C) **Ethics and Ethics Training.** There will be a discussion of gifts to members of the Board, and a reminder of the availability of on-line ethics training for compliance with AB 1234.
  - D) **Mutual aid salary fee schedule.** Chief Seeler will present and review the mutual aid agreement and current schedule with the Board and will present his recommendations on the salary and equipment fee schedules so that the Board may adopt a new salary and fee schedule.
  - E) **Complaint Procedure.** Laura Vogelgesang will present a recommendation for a procedure for addressing complaints to the Board. *Postpone to Bylaw Revision*
  - F) **Benefits for Firefighters.** The Board will consider whether or not memberships in CALSTAR and REACH (both air ambulance services for Mendocino County) should be provided as additional benefits for firefighters. *125 yr/ff - ambulance*
  - G) **Fire Protection Mitigation Fee.** The Board will consider whether or not it should proceed to impose a fire protection mitigation fee in accordance with Chapter 5.36 of the Mendocino County Code. *passed 2006 impact fees - consider in LRP*
  - H) **Firefighter Identification.** A firefighter wishes to identify himself as a local firefighter in his advertising materials and Chief Seeler has approved this. The Board will discuss this issue.
  - I) **Investigation of Possible Donation of Land for Station.** The Board will discuss how to approach investigating the possibility of acquiring by donation additional property near Albion Village for development as a fire station as a part of our long-range plans. *Laura committee*
  - J) **Investigation of Possible Acquisition of Station 810 Property.** The Board will review Laura Vogelgesang's report on her meeting with Earl Latham regarding acquisition of Station 810 and will discuss any recommendation she has for proceeding in this regard.

**K) Disposal of Obsolete Equipment.** Laura Vogelgesang will report on what she has found with respect to disposition of District property which is obsolete.

**L) Acquisition of Items by Either District or Department.** The Board will discuss a method for determining how acquisitions of various types of equipment, or how various expenditures, can be provided for from a policy or budgeting point of view, as between the Department and the District, in order to minimize unnecessary paperwork while continuing to reflect expenditures correctly in the District's budget and financial statements.

**M) Personnel Assistance to Department.** The Board will be asked to consider whether or not an administrative employee could be funded in order to relieve firefighters of recordkeeping duties, and whether or not funding for critical incident stress management could be funded; determination of whether or not assistance of this type would be welcomed by the Department would of course await a response from the Department to any proposal in this regard. Funding sources will be discussed, including funding from District funds or an attempt to secure grant funds.

**N) LAFCO Special District Representative Vote.** The Board will consider voting for the Special District Representative to LAFCO. *No input*

**9. Land, buildings and equipment.**

**A) Power to 815.** There will be a report on progress. *waiting*

**B) Roof of 810.** There will be a report on bids for the cost of tying the new fascia into the roof. *Rob Marcella GC. will do.*

**C) Fuel storage at Station 812.** Josh Latkin will report on progress on this item. *tank here pump*

**D) Repairs Needed to Walk-In Freezer.** The walk-in freezer which is used in conjunction with the barbeque needed repairs at a cost of approximately \$1,000. The Board will be asked to determine who (of the District, the Department or the Auxiliary) should pay this cost and, if it is properly payable by the District, to authorize payment. *PNSC*

**10. Fund raising, gifts and service fees.** There will be an update on current Department income.

**11. Fire Chief's report, including operational needs.**

**A) Incident reports.** There will be an update on incidents during the month.

**B) Fire Department report.** There will be a report on other Department progress.

**C) Fire Department operational needs.** There will be a report on Department needs.

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

**13. 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.

**14. Appointment to Fill Board Vacancy.** The Board will discuss the presentations of any individuals who have volunteered to fill the vacancy on the District Board and if possible will make an appointment to fill the vacancy.

**15. Next meeting date and agenda.**

**16. 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.

**ALRFPD PROPOSED BUDGET  
FISCAL YEAR 2007 - 2008**

**DISTRICT NAME: ALBION-LITTLE RIVER FIRE PROTECTION**

**FUND NUMBER: 341**

**TOTAL ESTIMATED REVENUE FOR 2007-2008** \$157,757.00

**ESTIMATED FUND BALANCE AS OF 6/30/07** \$290,000.00

**TOTAL AVAILABLE FOR APPROPRIATIONS IN 2007-2008** **\$447,757.00**

(Appropriations must not exceed this amount)

**ESTIMATED REVENUE**

821110	CURRENT SECURED TAX	\$67,469.00
821120	CURRENT UNSECURED TAX	\$2,053.00
821130	SB 813 SUPPLEMENTAL TAX	\$2,834.00
821220	PRIOR UNSECURED TAX	\$106.00
821300	SPECIAL TAX (FIRE ASSESSMENTS)	\$75,000.00
821600	TIMBER TAX	\$486.00
824100	INTEREST	\$9,000.00
825481	HOMEOWNERS PROPERTY TAX RELIEF	\$809.00

**TOTAL ESTIMATED REVENUE** \$157,757.00

**APPROPRIATIONS**

**SALARY & BENEFITS**

861035	WORKERS COMPENSATION INSURANCE	\$6,000.00
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**TOTAL SALARY & BENEFITS** \$6,000.00

**SERVICES & SUPPLIES**

862050	CLOTHING & PERSONAL ITEMS	\$6,000.00
862060	COMMUNICATIONS	\$5,000.00
862090	HOUSEHOLD EXPENSE	\$200.00
862101	INSURANCE - GENERAL	\$6,000.00
862120	MAINTENANCE - EQUIPMENT	\$12,000.00
862130	MAINTENANCE - STRUCTURES & GROUNDS	\$10,000.00
862140	MEDICAL, DENTAL & LAB SUPPLIES	\$3,000.00
862150	MEMBERSHIPS	\$500.00
862170	OFFICE EXPENSE	\$200.00
862181	AUDITING & FISCAL SERVICES	\$5,000.00
862184	ARCHITECT & ENGINEERING SERVICES (811)	\$2,000.00
862185	MEDICAL, DENTAL SERVICES	\$1,000.00

EDUCATION & TRAINING \$10,000.00

862187  
862189 PROFESIONAL & SPECIAL SERVICES - OTHER \$1,500.00  
862220 SMALL TOOLS & INSTRUMENTS \$2,000.00  
862250 TRANSPORTATION & TRAVEL \$20,000.00  
862260 UTILITIES \$3,000.00

**TOTAL SERVICES & SUPPLIES \$87,400.00**

863113 PAYMENTS TO OTHER GOVERNMENT AGENCIES \$300.00  
864360 STRUCTURES & IMPROVEMENTS \$5,000.00  
864370 EQUIPMENT \$5,000.00

**TOTAL APPROPRIATIONS \$103,700.00**

ALRFPD Actual / Budget Report - Current Year:4

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

6/26/2007

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Category Description	7/1/2006 Actual	- Budget	6/30/2007 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	59,116.15	61,117.00	-2,000.85
82-1120-CURRENT UNSECURED TAX	2,033.85	1,916.00	117.85
82-1130-SB813 SUPPLEMENTAL TAX	2,724.65	2,237.00	487.65
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	72,270.30	77,550.00	-5,279.70
82-1600-TIMBER TAX	363.12	397.00	-33.88
82-4100-INTEREST INCOME	9,119.66	3,000.00	6,119.66
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	806.00	-401.44
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>146,122.54</b>	<b>147,126.00</b>	<b>-1,003.46</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	6,208.00	6,000.00	-208.00
86-2050-CLOTHING	5,560.64	4,000.00	-1,560.64
86-2060-COMMUNICATIONS	5,631.82	5,000.00	-631.82
86-2090-HOUSEHOLD EXP	0.00	200.00	200.00
86-2101-INSURANCE	5,880.00	6,000.00	120.00
86-2120-MAINTENANCE EQ	11,873.16	28,000.00	16,126.84
86-2130-MAINTENANCE STRUCTURES	9,263.71	3,000.00	-6,263.71
86-2140-MED SUPPLIES	4,520.82	4,000.00	-520.82
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	398.35	200.00	-198.35
86-2181-AUDITS	4,169.50	2,000.00	-2,169.50
86-2187-ED AND TRAINING	10,101.48	10,000.00	-101.48
86-2189-PROF AND SPEC	0.00	500.00	500.00
86-2220-SM TOOLS	3,849.16	3,000.00	-849.16
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,278.40	16,000.00	-1,278.40
86-2260-UTILITIES	3,252.49	3,000.00	-252.49
86-3113-PAYMNTS TO GOVT AGENCIES	1,706.19	1,000.00	-706.19
86-4360-BUILDINGS AND IMPROVEMENTS	7,592.14	0.00	-7,592.14
86-4370-EQUIPMENT	27,214.46	3,000.00	-24,214.46
<b>TOTAL OUTFLOWS</b>	<b>124,500.32</b>	<b>94,900.00</b>	<b>-29,600.32</b>
<b>OVERALL TOTAL</b>	<b>21,622.22</b>	<b>52,226.00</b>	<b>-30,603.78</b>

# ALRFPD Year to Date Budget Report - YTD:6

7/1/2006 through 6/26/2007 Using Budget 2006-2007

6/26/2007

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Category Description	7/1/2006 Actual	Budget	6/26/2007 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	59,116.15	60,437.92	-1,321.77
82-1120-CURRENT UNSECURED TAX	2,033.85	1,894.71	139.14
82-1130-SB813 SUPPLEMENTAL TAX	2,724.65	2,212.14	512.51
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	90.25	101.86	-11.61
82-1300-SPECIAL TAX	72,270.30	76,688.33	-4,418.03
82-1600-TIMBER TAX	363.12	392.59	-29.47
82-4100-INTEREST INCOME	9,119.66	2,966.67	6,152.99
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	797.04	-392.48
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>146,122.54</b>	<b>145,491.26</b>	<b>631.28</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	6,208.00	5,933.33	-274.67
86-2050-CLOTHING	5,560.64	3,955.56	-1,605.08
86-2060-COMMUNICATIONS	5,631.82	4,944.44	-687.38
86-2090-HOUSEHOLD EXP	0.00	197.78	197.78
86-2101-INSURANCE	5,880.00	5,933.33	53.33
86-2120-MAINTENANCE EQ	11,873.16	27,688.89	15,815.73
86-2130-MAINTENANCE STRUCTURES	9,263.71	2,966.67	-6,297.04
86-2140-MED SUPPLIES	4,520.82	3,955.56	-565.26
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	398.35	197.78	-200.57
86-2181-AUDITS	4,169.50	1,977.78	-2,191.72
86-2187-ED AND TRAINING	10,101.48	9,888.89	-212.59
86-2189-PROF AND SPEC	0.00	494.44	494.44
86-2220-SM TOOLS	3,849.16	2,966.67	-882.49
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,278.40	15,822.22	-1,456.18
86-2260-UTILITIES	3,252.49	2,966.67	-285.82
86-3113-PAYMNTS TO GOVT AGENCIES	1,706.19	988.89	-717.30
86-4360-BUILDINGS AND IMPROVEMENTS	7,592.14	0.00	-7,592.14
86-4370-EQUIPMENT	27,214.46	2,966.67	-24,247.79
<b>TOTAL OUTFLOWS</b>	<b>124,500.32</b>	<b>93,845.57</b>	<b>-30,654.75</b>
<b>OVERALL TOTAL</b>	<b>21,622.22</b>	<b>51,645.69</b>	<b>-30,023.47</b>

## Itemized Categories for Monthly Meeting:49

6/1/2007 through 6/26/2007 (Cash Basis)

6/26/2007

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Date	Account	Num	Description	Memo	Amount
<b>EXPENSES</b>					<b>-26,255.53</b>
<b>86-1035-WORKMAN'S COMP</b>					<b>-5,835.00</b>
6/21/2007	County	3900...	Golden State Risk Manageme...		-5,835.00
<b>86-2050-CLOTHING</b>					<b>-1,426.76</b>
6/21/2007	County	3900...	ALBION LITTLE RIVER FIRE ...		-1,145.47
6/22/2007	District Che...	2408	Gall's Inc.	#589144470...	-281.29
<b>86-2060-COMMUNICATIONS</b>					<b>-143.15</b>
6/22/2007	District Che...	2405	AT&T	#030 153 83...	-35.91
6/22/2007	District Che...	2406	AT&T	4 phone lines	-107.24
<b>86-2101-INSURANCE</b>					<b>-5,880.00</b>
6/21/2007	County	3900...	Golden State Risk Manageme...		-5,880.00
<b>86-2120-MAINTENANCE EQ</b>					<b>-504.65</b>
6/21/2007	County	3900...	ALBION LITTLE RIVER FIRE ...		-364.40
6/7/2007	District Che...	2392	VILLAGE HARDWARE	#113 May	-85.12
6/14/2007	District Che...	2395	L.N Curtis & Sons	#1128521-02	-55.13
<b>86-2130-MAINTENANCE STRUCTURES</b>					<b>-7,475.00</b>
6/12/2007	County	3899...	Richard McDonald Roofing	AFP #6283 ...	-7,475.00
<b>86-2140-MED SUPPLIES</b>					<b>-92.99</b>
6/14/2007	District Che...	2394	Aeris	#10095	-92.99
<b>86-2187-ED AND TRAINING</b>					<b>-3,395.60</b>
6/21/2007	County	3900...	ALBION LITTLE RIVER FIRE ...		-3,192.00
6/22/2007	District Che...	2403	Bruce Jenkins	ERF #46	-20.00
6/22/2007	District Che...	2404	John Oakley	ERf #47	-183.60
<b>86-2220-SM TOOLS</b>					<b>-150.72</b>
6/14/2007	District Che...	2398	Rossi's Building Materials	#11075	-24.77
6/14/2007	District Che...	2399	Mallory Co.	#31807168	-125.95
<b>86-2250-TRANSPORTATION</b>					<b>-168.67</b>
6/14/2007	District Che...	2396	ALBION GROCERY	#141	-97.27
6/14/2007	District Che...	2401	MENDOCINO COAST PETRO.	#00910	-46.40
6/14/2007	District Che...	2402	Rob Marcello	ERF #45	-25.00
<b>86-2260-UTILITIES</b>					<b>-285.52</b>
6/7/2007	District Che...	2393	Empire Waste Management	666-000065...	-22.16
6/14/2007	District Che...	2400	PG&E	#021009510...	-128.36
6/22/2007	District Che...	2407	ALBION MUTUAL WATER CO.	#413	-135.00
<b>86-3113-PAYMNTS TO GOVT AGENCIES</b>					<b>-596.96</b>
<b>86-4360-BUILDINGS AND IMPROVEMENTS</b>					<b>-300.51</b>
6/14/2007	District Che...	2397	WRA Environmental Consulta...	#16151 6516	-300.51
<b>OVERALL TOTAL</b>					<b>-26,255.53</b>

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
P.O. BOX 634  
ALBION, CA 95410

June 28, 2007

Richard McDonald  
Richard McDonald Roofing Inc.  
14087 Point Cabrillo Drive  
Mendocino, CA 95460

Dear Richard:

This is to thank you for your work on the fire station in Albion, replacing the roof and the fascia board and installing a flue for the hot water heater. We particularly appreciate your donation to the Albion-Little River Volunteer Fire Department, Inc. of a portion of the contract amount which would otherwise have been payable, and of the coupons which will be included in the Department's fundraising raffle.

Thank you again.

Jim Shock

Alan Taeger

Laura Vogelgesang

Josh Latkin



# Albion-Little River Fire Dept.

# June 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9 Boat/Jetski 0900 @810
10	11	12	13	14 Business Meeting 1930 @ 810	15	16
17	18	19 Sam returns	20 EMT 1900 @ 810	21 <i>LRP Special Bd Mtg 1900</i>	22	23 Type 1, Type 3 Water tender 0900 @ 812
24 Grange Breakfast 0800 followed by Cliff @ 0900 @ 810	25	26 Officer's Meeting 1900 @ 811	27 District Board Meeting 1900 @ 810	28	29	30

# ALRFPD

## Notes for Bd Mtg 27 Jan 07

- Treas - Insurance Bill
- paid in this fiscal yr for next fiscal yr coverage. Could change

### Committees

- Insurance - Equip info to Golden State for accurate billing  
- mean
- Equipment - status of PWC registration  
- need VIN from PWC we have  
- Pink slip coming in mail
- Maps of Dist -

- Laura - Ethics cert. -
- Safety Box key

- Insurance for Bd Members
- Research -

## SAMPLE MVFD JOB DISCRIPTIONS

HOUSEKEEPING: To include but not limited to.

Station 841

Bathrooms & sales office

Bay floors

Trash cans dumped

Station 840

Keep clean:

Kitchen,pantry,all bathrooms,meeting room,offices,engine bay,shop,hose room,shower room.

Upstairs storage spaces organized and clean.

Order and stock all supplies(kitchen,cleaing,office,etc.)

Keep parking lot and sidewalks clean.

Windows clean inside and out.

Building walls cleaned.

Cut grass

Keep trucks clean, safety checked, fueled and ready to go.

Keep service records on all equipment.

Report any equipment or system problem to Chief or other officer.

Other maint. tasks as directed by chief or directors.

## SAMPLE MVFD OFFICE JOB DISCRIPTIONS

Fire Programs data entry

Rosters up to date

Keep record of personal firefighter gear for each member

Keep inventory of all gear on hand.

All t-shirt sales, inventory, shipping orders, ordering, etc.

Run SCBA program

Keep DMV Pull Program current.

Create and keep up filing system.

Keep hose records.

Post monthly calls

Report NFIRS every quarter.

Other admin.<sup>tasks</sup> as directed by chief or directors.

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

**BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, June 27, 2007, 7:00 p.m.

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

1. **Call to order and determination of a quorum:** at 7:06 p.m.; attending were Shock, Taeger, Vogelgesang, and Latkin; Chief Seeler, Carolyn Latkin and Sam Levine were also present.
2. **Public communication to the Board:** none
3. **Vacancy on District Board:** Sam Levine was present in order to volunteer to fill the vacancy on the District Board which was created by the resignation of Richard W. Ahrens from the Board. Mr. Levine described his background to the Board, and the Board stated it would vote on appointing a new member to the Board at the end of the meeting.
4. **Treasurer's Report:** Carolyn Latkin distributed the report, and it was accepted. Alan Taeger noted that the workers' compensation insurance bill came in and was within the budgeted amount for this item. The itemized statement for general liability statement is based upon outdated information with respect to the District's equipment, so there may be some adjustment in the billing. In connection with equipment, Alan Taeger reported that a new title is coming with respect to the missing title for one piece of equipment, and the vehicle identification number for the personal watercraft must be supplied in order to correct the title for that piece of equipment.

At this point Carolyn Latkin left the meeting.

5. **Secretary's Report:** Laura Vogelgesang reported that she had supplied to Ms. Bartolomie at the office of the County Clerk – Recorder letters about earlier Board appointments, and information for the upcoming election. An unrecorded copy of a map of the District was attached to the letter regarding the election, and Alan Taeger noted that we need to have a full-size district map with recording information; Laura Vogelgesang will work on getting one. The minutes of the May meeting were approved without revision.
6. **Update on Station 811 Project:** There is nothing new to report.
7. **Long-Range Planning:** We do have a report from the Requirements Committee, which was supplied to Alan Taeger.
8. **Items for Consideration and possible action:**
  - A) **Adoption of Proposed Budget.** The proposed budget was adopted unanimously, and Alan Taeger will send it in the county-approved form to the county.
  - B) **Website changes.** Laura Vogelgesang reported that she had spoken with the webmaster for the county's website and determined that although we could probably have a site within the county's site, the fact that we are not in the county's computer system would lead to delays in posting materials; we would be the first special district to join in the county's site. Laura Vogelgesang recommended that the District have its own web site, and the Board agreed, noting that it should be a fairly simple one in light of the fact that we just wish for "static" information to be easily available to the public and noting that it may be that once the site is set up we will be able to maintain it ourselves.

At this point, Chief Seeler left the meeting.

- C) **Ethics and Ethics Training.** Board members were reminded of the availability of on-line ethics training to satisfy the requirements of AB 1234, and Alan Taeger reported that he had completed the training and gave his certificate of completion to Laura Vogelgesang for the District's records.
- D) **Mutual aid salary fee schedule.** Chief Seeler had asked that the Board adopt a fee schedule for mutual aid; in the absence of any materials on this from Chief Seeler, Josh Latkin will get copies of fee schedules from other districts and make a recommendation to the Board for a schedule to be adopted. The purpose of this schedule is so that the

ALRVFD, through its chief, may advise the District Board when there is a mutual aid call or any other call with respect to which a claim for services can be made, so that it can be billed and so that the billing will be sufficient from the point of view of any insurance carrier which might be involved in making payment.

**E) Complaint Procedure.** Laura Vogelgesang recommended, and the Board agreed, that this should await our review of the bylaws, once we have completed our current work on the long-range plan.

**F) Benefits for Firefighters.** The Board determined, with Josh Latkin abstaining) that providing benefits for each active firefighter and his or her family, in the form of memberships in the two air ambulance services (CALSTAR and REACH) which serve Northern California and membership in Mendocino Coast Ambulance Service, is appropriate. There are now 18 firefighters; the Board will ask that it be advised of the names of members in good standing so that we may apply for memberships for currently-active firefighters, and that as a new intern becomes an active member that his or her name be given to the Board as well. The Board's plan is that it will provide the applications to the firefighters and will, upon receipt of completed applications, make payment directly and do so in such a way as to qualify for any group discounts which may be available.

**G) Fire Protection Mitigation Fee.** This is an important project and one which is somewhat time-intensive; the Board determined that the Fundraising section of the Long-Range Plan should include a goal of studying this with an eye toward being ready to move forward with implementation by this time next year, and with an eye toward working collaboratively on this with Mendocino Fire Protection District and perhaps other local districts as well. Laura Vogelgesang was asked to be ready with an initial report for the September board meeting.

**H) Firefighter Identification.** The Board noted that it has no objection to a member in good standing identifying himself or herself as a member of the ALRVFD in advertising materials.

**I) Investigation of Possible Donation of Land for Station and Possible Acquisition of Station 810 Property.** The Board determined that these two items, on the agenda as separate items, should be addressed together. The Board formed a "Real Estate Committee" composed now of Alan Taeger and Laura Vogelgesang, and they are asked to meet with the Planning Department and be ready to make a report at the August Board meeting.

**J) (Agenda Item J was combined with Agenda Item I, above).**

**K) Disposal of Obsolete Equipment:** Laura Vogelgesang reported that she has found nothing in the California statutes or Mendocino ordinances which address disposing of obsolete equipment which was purchased with tax monies, and that she had not yet been able to speak with anyone at the Mendocino General Services Administration on this issue, but will follow up. It appears that the Board should have a resolution, or a provision in the bylaws, setting forth "rules" on this issue for the District, since this is taxpayer property. Carolyn Latkin, as the Board's bookkeeper, does have an inventory of property purchased by the District.

**L) Acquisition of Items by Either District or Department:** The Board discussed the fact that apparently there has been no formal policy with respect to which, between the District and the Department, buys or pays for items acquired or the cost incurred for services. Historically in this District, the Department does not request permission of the District Board prior to procuring an item of equipment or incurring an expense for services, but then asks for partial or full reimbursement; the Department does not have title to any vehicles or real property. Recently, in connection with acquisition of the rescue vehicle 8132, the Board understands that the Department approved by vote an amount which could be spent, the vehicle was located, it was purchased, and that is the point at which there was first communication about the acquisition between the Department and the District. This is a policy matter which must be addressed in a formal manner; in light of our current work on the Long-Range Plan, we will address this in September, and it may be that this

issue will be addressed in the Long-Range Plan's timeline for acquisitions to meet the Requirements needs of the Department.

**M) Personnel Assistance to Department.** The Board determined that no assistance to the Department in terms of administration or critical stress management are needed because these needs are being met; however, the Long-Range Plan should address future needs for more maintenance help, anticipating that a paid person to take on responsibilities such as those reflected in the sample job descriptions used by Mendocino Volunteer Fire Department for housekeeping and for office job should probably be a part of the Requirements portion of the plan.

**N) LAFCO Special District Representative Vote.** The Board determined that it does not now have sufficient knowledge to cast a vote, so will not do so.

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

**A) Power to 815:** Josh Latkin reported that Jonathan Peakall is working on this. Alan Taeger passed out a map of the District showing the locations and identifying numbers of the District's various stations.

**B) Roof of 810:** Josh Latkin reported that he has arranged with Firefighter Rob Marcello, who is a licensed contractor, to complete the work to tie in the façade (incorrectly referred to in earlier minutes as the fascia) to the new roof, at a cost for time and materials.

**C) Fuel Storage at Station 812:** Josh Latkin reported that the new fuel storage tank is at Station 812 and is ready to be hooked up; no slab will be necessary.

**D) Repairs Needed to Walk-In Freezer.** The freezer has been repaired, and the Board does not believe that this is a District cost

**10. Fund-raising, gifts and service fees:** In Chief Seeler's absence there was no report.

**11. Fire Chief's Report:**

**A) Incidents.** In Chief Seeler's absence there was no report

**B) Fire Department Report.** In Chief Seeler's absence there was no report.

**C) Fire Department Operational Needs.** In Chief Seeler's absence there was no report.

**12. Committee Reports:**

**A) Insurance.** Alan Taeger reported that he will get a corrected list of equipment, with correct title and vehicle identification number information, to the insurance carrier, GSRMA. In addition, Alan Taeger will look into a health insurance plan which is offered through a special districts association and will report on it in September.

**B) Real Estate.** There is no report from this newly-created committee.

**C) Grants.** There is nothing to report; the 2007 SAFER (Staffing for Adequate Fire and Emergency Response) grant program has not been announced.

**D) Bylaws.** There is no committee yet formed, so there is no report.

**E) Equipment.** There is no committee yet formed, so there is no report.

**F) Website.** There is no report.

**13. Board Directors' Reports:** Alan Taeger turned over one of the keys to the District's safe deposit box at Savings Bank of Mendocino to Laura Vogelgesang as Board Secretary.

At this point, Sam Levine left the meeting.

**14. Appointment to Fill Board Vacancy:** After discussion of whether or not the appointment should be postponed until the July meeting to allow possibly further response from the community, Sam Levine was appointed by unanimous vote to fill the vacancy.

**15. Next meeting date and agenda:** The next meeting will be the regular meeting, scheduled for Wednesday, July 25, 2007 at 7:30 p.m. at Station 810.

**16. Adjournment:** at 9:40 p.m.

Laura J. Vogelgesang, Secretary