

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

WEDNESDAY OCTOBER 14, 2015

ALBION SCHOOL, 30400 ALBION RIDGE ROAD, ALBION CA

1. **Board of Director's Meeting:** a: Called to order at 7:16 p.m. quorum present all Directors present
b. Agenda was approved Y5 N0.
2. **Approval of Minutes:** Minutes of the Regular Business Meeting of September 9, 2015 and the Special Meeting of September 28, 2015 were approved, with verification that the minutes reflect adjournment time.
3. **Public Comment:** Nancy Banker a representative of The Woodlanders and her husband Rick were present to thank the District and the Fire Personnel for all that they do for the community. They informed the Board that there are 110 homes with around 160 people living at The Woods. Every year The Woodlanders do numerous fundraisers this year they have been able to raise around \$5500.00. They presented a check to The District in the amount of \$3500.00.
4. **Financial Report:** The financial report was presented and discussed.
5. **Items for Board consideration and possible action:**
 - a. **Approval of Drug-Free Workplace Policy:** The policy was reviewed and discussed. Each volunteer will sign to acknowledge receipt of the policy. Wolfe moved and Issel 2nd the motion to adopt the Policy as presented. 5Y 0N
 - b. **Approval of Resolution #151014-1: Department of Forestry and Fire Protection Agreement #7F625002 Volunteer Fire Assistance Grant.** The agreement was read and reviewed. Issel moved Riley 2nd that the Agreement be accepted as read. 5Y 0N
 - c. **Approval of Resolution #151014-2: Supporting and participating in the Establishment of a Mendocino County Association of Fire Districts:** The resolution was read and discussed. Issel moved and Roat 2nd that ALRFPD joins the Association. 5Y 0N
 - d. **Approval of Auditor:** The District listed the need for an audit in the paper and contacted a few auditors that were recommended or had solicited the Board in the past. Zach Pehling, CPA, MBA of Pehling & Pehling were the only firm to reply. Riley checked his references and he has done work on a few other

districts in the County. Issel moved and Wolfe 2nd that we accept the proposal.
5Y ON

6. Subcommittee Reports

- a. Vehicle Replacement 8130: Issel feels like the District will need to finance a vehicle. He proposed a special meeting with the Fire Department so that we can prioritize all vehicles. He found an expert in rescue vehicles that can aid us in determining what would best suit the District's needs. His name is Steve De La Montanya. Issel feels that buying now avoids inflation; he has found a finance company that will work with the District. The priority of which vehicle should be replaced and when was discussed. The question of where to house the vehicles was also discussed. A special meeting with the Department will be November 4th 2015.
- b. Compressed Air Foam System 8162: Issel has been emailing with all parties; Darley/Burton. He presented a report on the status of the project. It is attached.
- c. Truck Wrap 8170, 8171 and 8190: The work is done and the invoices have been submitted for payment. Issel was very impressed with the work that was performed by Wraps in Motion.
- d. Critical Incident Counseling: Ted and Skyhawk have been working on this and will be presenting on this at a future meeting.
- e. Municipal Service Review: Skyhawk has emailed LAFCO two times with no response.
- f. Friends of ALRFPD Report: The last meeting was October 6th. There was discussion around the strategic plan. Wolfe stated there is great energy in the group.
- g. Board Book Updates: Chris is still working on his sections Debbie is looking at the leases and will be updating with expiration dates.

7. Director's Discussion:

- a. Travel Policy: Wolfe has been working on a travel policy for the District. Will be on a future agenda as an action item.
- b. 2-1-1 Mendocino ALRFPD update: Wolfe has been trying to find out who is in charge of this program, not getting any response.
- c. Guide star database dissolution of old non-profit: Wolfe will be sending a note to the auxiliary requesting that they list their information on Guide star for the public to see. Issel asked the status of the old non-profit. Roat stated that this was not the setting to discuss it.

- d. Thank you notes: It was decided that a Board Member will sign the cards so that Ted can have that off his responsibilities. For now the Board Member will be Wolfe. The card will also not have a photo in them.
- e. Fire Dept. Roster: Still a work in progress. The bylaws need to be changed in this area. Roat will work on this with Skyhawk's assistance.
- f. County Dispatch System: Waiting until next month
- g. Wolfe wanted clarification on the real estate notices that the Board receives for listings in Albion. Wolfe would like to stop receiving these. Roat did make it clear that he will not be the agent for the Board on this matter. This matter will be discussed at a future meeting.