

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS BUSINESS MEETING AGENDA

Wednesday May 30, 2007, 7:30 pm, location: Fire House 810, Albion, CA

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. The Treasurer will present a proposed budget for 2007 – 2008 for approval. The Board will discuss the budget process.

4. **Secretary's report.** Presentation of communications to the Board, approval of the minutes of past meetings which have not yet been approved, and discussion of procedures for the Board Secretary.

→ 5. **Update on Station 811 Project:** There will be an update on progress on this project.

→ 6. **Long-Range Planning.** The Board will review and adopt or revise and adopt as revised the proposed revised Mission Statement for the District which was formulated and distributed by Alan Taeger at the April 25, 2007 meeting. The Board will review the reports of the various committees formed by the planning group, and will discuss the process it will follow, including a timetable, for completing the review of the Long Range Plan or formulating a new Long Range Plan. The Department, the Auxiliary, and ALERT should be asked formally to review and revise their mission statements for inclusion in the Long Range Plan revision. PLEASE NOTE: Copies of the current and the proposed revised mission statements can be sent to any interested person by a request to Laura Vogelgesang at huffw@hro.com.

7. **Items for consideration and possible action:**

X A) **Web site changes.** Laura Vogelgesang will report a recommendation as to how best to proceed.

X B) **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.

X C) **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.

X D) **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.

X E) **Firefighter Identification.** A firefighter wishes to identify himself as a local firefighter in his advertising materials and Chief Seeler has approved this. Does the Board know of any reason a firefighter could not do this? The firefighter has said that he will eliminate the reference if there is any objection, of course.

X F) **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 Vogelgesang
Handout
G) **Investigation of Possible Acquisition of Station 810 Property.** Laura Vogelgesang will report on any meeting she was able to have with Earl Latham regarding acquisition of Station 810 by purchase or gift, or a written lease of the property if it cannot be acquired, in light of expenditures made by the district on the building's maintenance.

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

X I) **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.

J) **Election of Current Board Members.** Jim Shock will report on his investigation as to whether and when appointed District Board members must stand for election.

K) **Vacancy on District Board.** The Board has received Richard W. Ahrens' resignation from the Board and will discuss the method it will follow to fill this vacancy.

L) **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.

8. **Land, buildings and equipment.** In Chief Seeler's absence, someone will report on changes and problems:

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

→ C) **Roof of 810.** There will be a progress report on this project.

- D) **Fuel storage at Station 812.** Josh Latkin will report on progress on this item.
- E) **Repairs Needed to Walk-In Freezer.** The walk-in freezer which is used in conjunction with the barbeque need repairs which will coast about \$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 the District, to authorize payment.
- 9. **Fund raising, gifts and service fees.** There will be an update on current Department income.
- 10. **Fire Chief's report, including operational needs.** In Chief Seeler's absence, someone will report:
 - 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.
- 11. **Committee reports.** Committee reports, if any, will be presented.
 - A) **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.