

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

BUSINESS MEETING MINUTES

Thursday, April 12, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
Fire department operations meeting.

Roll call. Firefighters present: Chief Ted Williams, Scott Roat, Sam Levine, Jaime Placido, Michael Rees, Steve Acker, Guy Casey, Andrew Crowningshield, Marshall Brown, Andrea Pennebaker, Harold Serales, Joe Goforth, Dennis Sweet, Debbie Wolfe, Steve Wolfe, Citlali Werner, Emily Scott, and Erica Geer. Firefighters absent: David Ayster, Mark Anderson, John Crowningshield, Tim Gitchel, Andy Gitchel, John Oakley, Chad Thompson, Meghan Freund, Joshua Smith, Jonathan Peakall, Adam Matthews, Brad Montgomery, Jesse Martin, Chris Johnson, Jason Hendricks and Kristine Hendricks. Members of the public present: Karen Calvert.

Chief's Report: See attached below.

Review and discussion of chief's report. General discussion. No detailed report.

Other fire department business. None recorded

Adjournment. 8:11pm

Board of Directors business meeting call to order and determination of a quorum: Meeting called to order by Board President Alan Taeger at 8:11 pm. Board members present: Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp

Public communication to the Board: None.

Items for Board consideration and possible action on fire department operations.

Fire department personnel: The Board reviewed new probationary volunteer firefighter applicant John Oakley recommended by the chief for employment. Oakley's employment was approved by unanimous vote of the board on a motion by Ken.

Apparatus plan: The Board reviewed and voted unanimously on a motion by Ken, to adopt a comprehensive wheeled apparatus plan discussed at the March 8, 2012 regular business meeting.

Station 811 (D Road) painting: The Board reviewed and discussed estimates presented to the Board for repainting station 811. The three estimates returned were all very close in scope and price: Greg Andre Painting - \$5,625.00; Latoof Painting, Inc. - \$5,800.00; John Darcy Painting - \$5,775.00. The Board voted unanimously on a motion by Alan to accept any one of the three estimates provided that the contractor chosen could provide certificates of insurance and a contract price not to exceed the estimated price but recommended favoring the local contractor, Greg Andre Painting.

Lounge and fitness training area in Station 811: The board reviewed a proposal by Scott Roat for the furnishing and use of the second floor of Station 811 (D Road) as a lounge and fitness training area. ALRVFD, Inc. proposed to purchase and install most of the furnishings with a request that the District approve spending up to \$1,000.00 to complete the project and support the additional expense of portable toilet leasing and service at that location. The Board voted unanimously to approve the proposal on a motion by Ken.

FY 2011-2012 budget review and revision: The Board reviewed recommended changes to the current FY budget. The Board voted unanimously on a motion by Ken, to add \$3,000.00 to budget category 86-2140 (medical supplies).

Previous meeting minutes: The minutes of the March 8, 2012 regular business meeting and the March 24, 2012 special meeting (criminal history information) were approved by unanimous vote of the Board on a motion by Ken.

Communications to the Board: see attached list.

Financial report: Current financial statements for the District were presented.

Other items for consideration and possible action:

Special parcel tax assessment appeal: The board reviewed a special parcel tax appeal from a district property owner and the recommendation to grant the appeal from the special parcel tax committee. The board voted unanimously on a motion by Rich, to grant the appeal.

Bylaws amendments: The Board reviewed and discussed proposed District bylaws amendments and additions introduced at the March 8, 2012 regular business meeting and voted unanimously on a motion by Ken to approve proposed changes as presented.

Policy amendments:

The Board reviewed and discussed proposed new District policies and proposed amendments to existing District policies introduced at the March 8, 2012 regular business meeting. The board voted unanimously on a motion by Ken to adopt proposed new and amended District policies as presented.

The board reviewed and discussed a proposed new policy for exclusion of applicants for employment based on driving and/or criminal history information. Proposed policy is to be considered for revision and/or adoption at the May 10, 2012 regular business meeting.

Operations manual amendments: The board reviewed and discussed proposed amendments and additions to the Fire Department Operations Manual introduced at the March 8, 2012 regular business

meeting. The board voted unanimously to adopt proposed Operations Manual changes on a motion by Ken.

Committee reports:

New fire station committee. Bob Schlosser reports that corrected plans are to be returned from Empire Steel Buildings in the next two weeks, then to go to Welty for foundation engineering.

Directors' discussion: None.

Next scheduled regular business meeting: May 10, 2012, 7:00 pm.

Adjournment: meeting adjourned at 9:41 pm.

Attachments

Fire Chief's Report, 12 April, 2012, by Ted Williams

Applications Received

John Oakley (returning, approved by Chief, subject to board review)

Firefighters resigned

Donald Gomes (moved out of district, returned district property)

Purchases (noteworthy, not exhaustive)

Hose Reel

Med Bags/supplies (The Wolfe's will carry one -- Navarro Ridge)
wildland turnouts

(2) Success! for the EMT-Basic

(1) ESS NFPA Structural Goggles (for review, ordering more)

(2) AED batteries

Incident Log

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, March 8th and today, April 12th, we were dispatched and responded to twenty incidents consisting of 13 medical aid, 2 power line down, 1 residential fire (false), 1 mutual aid structure fire, 1 traffic collision, 2 medical/fire without merit at same address.

2012001582 03/09/2012 14:48:22 MEDD

41241 LITTLE RIVER AIRPORT RD ,LITR

Marshall Brown (IC, MedGroup)

Brad Montgomery

John Crowningshield (8131)

Sam Levine

Scott Roat

Ted Williams

Tim Gitchel

cancelled incoming

2012001649 03/12/2012 17:36:43 MEDD

41700 LITTLE RIVER AIRPORT RD ,LITR

Ted Williams (IC)

Marshall Brown (8131)

Erica Geer (8132)

Dennis Sweet (8130)

Adam Matthews

Brad Montgomery

Citlali Calvillo

Jaime Placido

Scott Roat

Joe Goforth

cancelled incoming

2012001718 03/15/2012 21:57:46 FFA

7051 N HWY 1 ,LITR

reported as fire, cancelled by CalFire engine 1152, false alarm

Marshall Brown (8162)

Brad Montgomery (8192)

Harolde Searles

Jaime Placido

Jason Hendricks

Jonathan Peakall (8163)

Josh Smith

Michael Rees

Scott Roat

Ted Williams
Tim Gitchel
2012001779 03/18/2012 04:29:20 MEDD
3930 ALBION LITTLE RIVER RD ,LITR
Ted Williams (IC)
Andrea Pennebaker
Brad Montgomery
Christopher Johnson
Debbi Wolfe
Erica Geer
Jaime Placido
Jason Hendricks
John Crowningshield
Marshall Brown
Michael Rees
cancelled incoming
Adam Matthews (at scene, but bystander, not with ALRFPD)
cancelled incoming
2012001907 03/23/2012 01:03:30 MEDB
3800 G RD N ,ALBI
Ted Williams (IC)
Brad Montgomery
Jaime Placido
Andrea Pennebaker
2012001960 03/25/2012 09:41:51 FFA
3000 B RD ,ALBI
not as reported, no medical merit, no fire
Ted Williams (IC, 8162)
Adam Matthews
Andrea Pennebaker
Andy Gitchel
Erica Geer
Harolde Searles
Jonathan Peakall
Marshall Brown
Scott Roat
Tim Gitchel
cancelled incoming
Jason Hendricks
2012001987 03/26/2012 13:07:50 MOA
LITTLE RIVER AIRPORT @ =L(39.261844,-123.754735) ,LITR
structure fire in Mendocino's district, mutual aid request
Ted Williams (8162)
Jesse Martin
Jaime Placido
Brad Montgomery (8191)
Scott Roat
Tim Gitchel
Andrea Pennebaker
Marshall Brown (8192)
Scott Roat
Citlali Calvillo
Harolde Searles
John Crowningshield
Josh Smith
cancelled incoming
2012002018 03/27/2012 10:36:51 HSE
5500 N HWY 1 ,LITR
power lines down, cancelled by PG&E at scene
Ted Williams (8162)
Andrea Pennebaker
Brad Montgomery (8163)
Scott Roat
Josh Smith

Sam Levine
cancelled incoming
2012002025 03/27/2012 13:21:57 HSE
HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
power lines down, cancelled by PG&E at scene
Ted Williams
Scott Roat
cancelled
2012002047 03/28/2012 09:58:02 MEDC
32700 MIDDLE RIDGE RD #CABN ,ALBI
Ted Williams (8130)
Brad Montgomery
Joe Goforth
Andrea Pennebaker
Citlali Calvillo
cancelled incoming
2012002048 03/28/2012 11:30:22 OAR
ALBION DUMP TRANSFER STATION R @ 30200 ALBION RIDGE RD ,ALBI
only chief dispatched
Ted Williams (drive by)
Brad Montgomery (drive by)
2012002078 03/29/2012 17:41:17 OAM
ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
?
2012002095 03/30/2012 14:24:47 MEDA
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #10 ,LITR
Andrew Crowningshield (IC, 8130)
Brad Montgomery
Harolde Searles
Ted Williams
cancelled incoming
2012002109 03/31/2012 04:45:39 MEDD
41700 LITTLE RIVER AIRPORT RD ,LITR
Ted Williams
Brad Montgomery
Jaime Placido
Andrea Pennebaker
Tim Gitche
Sam Levine
John Crowningshield
cancelled incoming
2012002153 04/02/2012 03:54:35 MEDA
44635 LITTLE RIVER AIRPORT RD ,LITR
Ted Williams (IC)
Jaime Placido
Brad Montgomery
John Crowningshield
Sam Levine
cancelled incoming
2012002245 04/07/2012 09:53:58 MTX
HWY 128 MP 002.00 @ =L(39.188670,-123.721264) (actually MP 8.5)
Brad Montgomery (IC)
Andrew Crowningshield (8130)
Andy Gitche
Citlali Calvillo
Dennis Sweet
Erica Geer (8132)
Joe Goforth
John Oakley
Jonathan Peakall
Marshall Brown (8130)
Michael Rees
Sam Levine
Scott Roat

Steve Acker
Guy Casey
Ted Williams (8162)
cancelled incoming
2012002275 04/08/2012 16:18:03 MEDC
3380 ALBION RIDGE RD ,ALBI (Albion Grocery)
Andrea Pennebaker
Brad Montgomery (IC)
Dennis Sweet
Erica Geer (8130)
Jaime Placido
John Oakley
Scott Roat
Ted Williams
Tim Gitchel
cancelled incoming
2012002282 04/08/2012 21:25:11 MEDC
33810 ALBION RIDGE RD ,ALBI
Brad Montgomery (IC, 8132)
Andrea Pennebaker
Erica Geer
Jesse Martin
John Oakley (8130)
Jonathan Peakall (MedGroup)
Marshall Brown (MedGroup)
Scott Roat
Ted Williams
Tim Gitchel
Guy Casey
cancelled incoming
2012002311 04/10/2012 10:32:09 MEDC
44451 LITTLE RIVER AIRPORT RD ,LITR
Ted Williams (IC)
Andrea Pennebaker
Brad Montgomery (8130)
Harolde Searles
Jaime Placido
Sam Levine
Scott Roat
cancelled incoming
2012002320 04/10/2012 16:39:11 MEDB
3000 B RD ,ALBI
not as reported, no medical merit, MSCO declined
Ted Williams (IC, 8130)
Brad Montgomery (8162)
Erica Geer
Harolde Searles (8132)
Jason Hendricks
Guy Casey
Marshall Brown
Michael Rees
Scott Roat
Tim Gitchel
cancelled incoming
2012002332 04/11/2012 11:28:05 MEDA
32191 ALBION RIDGE RD #REAR ,ALBI
Ted Williams (IC)
Brad Montgomery (8130)
Andrea Pennebaker
Joe Goforth
Adam Matthews
Guy Casey
cancelled incoming
Training Completed:

03/10-12/2012 - Forcible Entry, Hand Tools, Ventilation @ Fire Academy, 8 hours
Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
03/10/2012 - Med Bags, O2, NRB mask with Marshall Brown, 2 hours
Citlali Calvillo, Steve Wolfe, Debbie Wolfe, Andrea Pennebaker, Guy Casey
03/12/2012 - Smoke Drills @ Comptche Fire, 3 hours
John Crowningshield, Erica Geer, Tim Gitchel, Michael Rees
03/12/2012 - Auto Extrication @ Fire Academy, 8 hours
Brad Montgomery, Jaime Placido, Emily Scott, Josh Smith, Dennis Sweet
03/15/2012 - Scenarios (Marshall Brown; CalFire joining mid training) 2.5 hours
Marshall Brown, Guy Casey, Citlali Calvillo, Megan Friend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Dennis Sweet, Chadwick Thompson, Ted Williams
03/16-17/2012 - Propane Drills, Ropes & Knots @ Fire Academy, 8 hours
Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
03/22/2012 - Hoses with CalFire (principles, bunking, deployment) 3 hours
Marshall Brown, Guy Casey, Erica Geer, Adam Gitchel, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe
03/23-25/2012 - Hazmat & FRO @ Fire Academy, 8 hours
Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
03/29/2012 - Splinting and Bleeding Control, Nat Norling (paramedic) 2 hours
Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Friend, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
03/30-31/2012 - Survival, Safety, Passport System @ Fire Academy, ? hours
Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet
04/05/2012 - Hose Lay with CalFire 3 hours
Marshall Brown, Guy Casey, Citlali Calvillo, Erica Geer, Brad Montgomery, John Oakley, Ted Williams, Debbi Wolfe, Steve Wolfe
04/07/2012 - AHA CPR/First Aid/AED, 8 hours
Steve Acker, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Andy Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Michael Rees, Dennis Sweet
04/07/2012 - Boat / Water Rescue @ Mendocino Fire, 4 hours
Megan Friend, Tim Gitchel, Adam Matthews, Andrea Pennebaker, Jaime Placido, Chadwick Thompson
04/11/2012 - Harassment @ Mendocino Fire (GSRMA), 2 hours
Marshall Brown, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Jesse Martin, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe

Trainings Planned:

CalFire twice per month
Nat Norling (paramedic) once per month
Water Rescue at Mendocino Fire

Fund Raising, Gifts, Service Fees:

Albion-Little River Volunteer Fire Department, Inc received \$539 from two the Little River Inn concert series events. A third event is scheduled for Sunday, March 11.

Development:

We have located multiple water tenders within spec and budget available for purchase. The list will be reviewed with firefighters and board members at the April regular meeting. Ted will offer a recommendation, but there are clearly pros and cons with each truck.

SCBA Fit Test Device reserved for April 16-April 30. We will order ~20 SCBA masks once this testing is complete.

Ted Williams completed 72 hours of EMT CEUs, submitted renewal applications to NREMT and Coastal Valleys and has received a new NREMT card.

We moved the district's 20 foot shipping container from station 812 to the Albion Flats (campground). It will house our rescue boat. This should significantly reduce response time to water incidents.

We have an oral quote of \$3800 for a second 20 foot shipping container. This would allow for colocating the Jet Ski, PPE and related supplies at the Albion Flats.

Our E size oxygen tanks are over due for hydro-testing. John Oakley has coordinated testing at approximately \$20 per tank. The first five have been sent to Santa Rosa. We anticipate one week turnaround.

Tim Gitchel received his drivers license firefighter endorsement.

8130 was previously an ambulance in the Seattle area. It has mounting brackets for a gurney. Ted talked to Morgan Daniel (MCDH paramedic, ambulance coordinator) about obtaining a gurney, a) for

training our firefighters, b) to improve patient comfort and expedite packaging at scene. The discussion will continue.

Webbing has arrived to issue to all our firefighters. Each firefighter will be issued a three meter piece of red webbing. This webbing can be used for a hose tender, a hasty harness, or as a RIT tool for dragging a victim.

According to Coastal Valleys EMS, the AEMT (Advanced EMT, formerly EMT-I) is scheduled to be introduced this fall. Ted Williams will coordinate our involvement in the program (and will attend).

Ted Williams and Alan Taeger met to review new personnel files. Ted will file existing documents.

Station Maintenance

Jaime Placido noted the water heater making unsatisfactory sounds and found a date of 1991. Alan Taeger inspected and agreed that the heater should be replaced. Given the use pattern, the board should consider a tankless propane heater and provide direction.

Three written estimates for painting station 811 were provided to the board for review.

We obtained three 14 gallon gravity feed fuel tanks arrived, and will be filled. One will go to 812 to fuel up 8131, one will go to 815 to fuel up 8165, and one will go to 810 to be traded out for empties. This will give us a practical way to fuel up these trucks.

Vehicle Maintenance

Tender 8191

Steering inspected and air leak fixed. Draft hose and inlet screen onboard with NST fittings to draft station tanks.

Engine 8170

Three 8'x2.5" NST draft hoses and inlet screen added.

Preconnected hoses with nozzles hooked up front and rear (minor modifications to allow this configuration).

Brad Montgomery inspected the drive axle and discovered a locking differential. Locking differentials can cause some quirky handling, but are very helpful for not getting stuck.

Some minor engine tuning can help dramatically to match to the locker. (Aneroid adjustment for more low rpm fueling)

Engine 8162

Broken halogen scene light removed, new LED lights on order.

RIT bottle and spare SCBA's/bottles moved from 8181 that never rolls to 8162 which always rolls. Now 5 SCBA on board and 9 spare bottles plus RIT bottle.

Added 2.5" NST screened inlet for drafting.

Tender 8192

Removed cam-lock draft inlet and replaced with ball-bearing 2.5" female screened inlet.

Made uniform straps to hold draft hose, and installed new 25'x2.5" NST draft hose and inlet screen.

Rescue 8132

LED lighting is on order for the scene lighting that currently is useless due to the removal of the generator.

Possible wiring issue affecting the charging circuit. Brad will inspect.

Rescue 8131

Radio issues. Radio needs to be COMPLETELY rewired. Often does not work. High priority on Brad's list.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT BUSINESS MEETING APRIL 12, 2012 COMMUNICATIONS TO THE BOARD

3/9/12 Received notice of LAFCO budget hearing April 2, 2012.

3/9/12 Received a brochure from California Infrastructure and Economic Development Bank with announcement of availability of low cost funding.

3/10/12 Received notice of coastal zone construction permit application in District.

3/15/12 Alan sent credit app to Mendocino Coast Petroleum to apply for cardlock fueling account.

3/21/12 Received executed four year lease renewal for Station 815 (Navarro Ridge).

3/29/12 Received notice tax delinquent property auction May 26-29, 2012 from county board of supervisors.

- 3/30/12 Received email CSDA alert with current SRA Fire Protection Fees information.
- 4/2/12 Received 2nd installment of "Census of Governments" from the census bureau to be returned before 4/30/12.
- 4/4/12 Alan sent email to Jeanine Nadel, county counsel with a request for advice on drafting an employment exclusion policy.
- 4/10/12 Alan received an email from county counsel Jeanine Nadel with response to Alan's April 4, 2012 email request for advice on a proposed employment exclusion policy.
- 4/10/12 Alan and Ed received an email from Bob Schlosser with news that Empire Steel will be providing a final submittal package in the next two weeks.
- 4/11/12 Received notice of LAFCO budget hearing May 7, 2012.

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Minutes approved by unanimous vote of board members present at the May 10, 2012 regular business meeting.