



## Albion Little River Fire Protection District

# REGULAR MEETING MINUTES

Wednesday, May 11, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:06 pm by President Chris Skyhawk. Board members Michael Issel, Alan Taeger, Debbi Wolfe and Scott Roat present. Also present were Chief Ted Williams, Firefighter Steve Wolfe, Bookkeeper Sara Spring and three members of the public.
2. **Motion by Secretary Alan Taeger to adopt agenda:** Adopted by unanimous vote of the board.
3. **Public communication to the board:** None.
4. **Chief's report:** Written report included in meeting packet.
  - a. District SCBA (breathing apparatus) under recall. Replacement units to arrive in July or August saving the district \$40,000 to \$50,000 in replacement costs. New masks are not included in recall. Chief Williams recommends purchasing approximately 25 new masks to go with new SCBAs at approximately \$980 per mask. This expense not in FY 2015-2016 budget. May require budget adjustment by board.
  - b. Regarding a water rescue involving illegal abalone take by persons' rescued: Chief Williams has sent a bill for services rendered by ALRFPD to the Mendocino district attorney's office for collection from perpetrators using the current CalFire adopted fee schedule. Chief Williams expressed a need for the district to adopt a more appropriate fee schedule for future billings. He will create and present a proposed schedule for consideration at a future board meeting. Director Taeger said he would send Ted a copy of a spreadsheet distributed by MCAFD with a compilation of current fee schedules of other districts in the county.
  - c. Chief Williams reported on the district's response to an escaped control burn at the airport. The control burn was a project of CalFire which escaped at night after all CalFire personnel had left the scene. Another almost identical occurrence happened at the same location one year ago. Latest CalFire mutual aid agreement calls for ALRFPD to donate first four hours of CalFire mutual aid response. Reported response took just under four hours. Current mutual aid agreement has expired. Chief Williams recommends renegotiation of agreement. He is working with Chief Ed O'Brien of Mendocino VFD to coordinate negotiations with CalFire, seeking a reduction of donated time to one hour per incident.
5. **Consent calendar:** Items 5.d. and 5.g. were pulled from the consent calendar for separate consideration by Director Debbi Wolfe. Balance of Consent calendar approved by unanimous vote of the board.
  - a. **Approval of the April 20, 2016 rescheduled regular meeting minutes.**
  - b. **Acceptance of the monthly correspondence report.**
  - c. **Acceptance of the March, 2016 financial report.**
  - d. **Motion by Director Mike Issel to accept Organizational Development & Strategic Planning Project Proposal prepared for ALRFPD by Heather Paulsen Consulting for the contract fee of \$5,000.00 and approve Initial payment of \$1,500.00 per terms of proposal. (Fees to be paid from \$5,000.00 Community Foundation grant received for the purpose at an April 13, 2016 grant awards ceremony.)**
    - i. Director Wolfe questioned the propriety of paying the initial payment required in the proposal. Examples of payments in advance on contracts in other situations were made by Directors Taeger, Roat, and Issel. Motion approved by 4-1 vote of the board, Director Wolfe voting no.
  - e. **Motion by Mike Issel to acknowledge receipt of donated Seagrave Type I fire engine, approve draft thank you letter to donors and approve chief's recommendation to integrate the donated apparatus above into district fleet inventory.**

- f. **Motion by Director Alan Taeger to approve provision of services from West Coast Landscaping and Bobcat Service for repair of fence along west property line of Station 810 to district specifications for the quoted price of \$725.00 pending submittal of license information and certificate of insurance.**
  - g. **Motion by Director Alan Taeger to approve provision of services from West Coast Landscaping and Bobcat Service for mowing and property maintenance at all district properties as described in quote for \$1,405.00 plus debris disposal fees pending submittal of license information and certificate of insurance.**
    - i. Director Wolfe questioned costs for services quoted, asked if the quote was for annual services. Director Taeger referred to the cost breakdown by site posted in the packet and stated that the costs quoted were for one time service with future service to be performed when and as requested by the board.
    - ii. Motion passed unanimously.
- 6. Unfinished Business for discussion and possible action:**
- a. **Acceptance of the February, 2016 financial report.**
    - i. Director Issel questioned the use of a "suspense" account in the financial report. Bookkeeper Sara Spring explained that she uses this account on items not yet fully documented, having not yet received invoices for the expense in question.
    - ii. Motion to accept passed unanimously.
  - b. **Motion by Director Mike Issel to Direct financial officer to provide a current financial report package (conforming to examples referenced in packet) to Director Michael Issel for immediate submission to loan agencies to facilitate acquisition of financing quotations for vehicle lease/purchase and Station 811 construction.**
    - i. Examples of monthly financial reports discussed. A set of reports which satisfy the needs of financing inquiries was agreed to by the board and the bookkeeper. Bookkeeper Sara Spring agreed to provide required reports within a week.
    - ii. Motion passed unanimously.
  - c. **Discussion:** Consider changes to bookkeeper duties and financial reports.
    - i. Director Taeger made a motion to make the elected officers of the board (President, Vice President, and Secretary) signatories on district checking accounts, remove the (appointed) fiscal officer as checking accounts signatory and assign the fiscal officer to oversee accounts reconciliation. Motion passed unanimously.
    - ii. Director Taeger made a motion to add to the duties of the fiscal officer: "Report changes made to the current FY budget to the county auditor's office". Motion passed 4-0, Director Wolfe abstaining.
- 7. New Items for discussion and possible action:**
- a. **Discussion:** Consider changes to the duties of the members of the board of directors. No action taken.
  - b. **Motion by Director Alan Taeger to transfer US Mail pickup, distribution, recording and notification from the duties of the chief to the duties of the board secretary.** Motion passed unanimously.
  - c. **Motion by Director Alan Taeger to assign and authorize a committee chair to move all district records, files, manuals, office equipment, office furniture, file cabinets, office cabinets, etc. currently located at Station 811 to Station 810; set up the east end of the meeting room at Station 810 (away from the kitchen area) as an office space for organization of district and fire department records and paperwork of all kinds; re-establish internet connectivity at Station 810; port existing AT&T district telephone number to a VOIP telephone at Station 810 and establish a new ATT landline phone number at Station 811 for operations use; establish a functioning dedicated office, including computer(s) and multifunction printer/scanner/copier to be available for district and fire department use.**
    - i. Director Scott Roat questioned the legality of making an office in a non ADA compliant building, referring to his understanding of a conversation with Chief building Inspector Michael Oliphant last year. Director Alan Taeger referred to his submission of an email reporting his consultation

with Inspector Oliphant on April 21, 2016 which reached a conclusion in contradiction to Director Roat's.

ii. Amended Motion passed on a 4-1 majority vote, Director Roat voting no.

d. **Motion by Director Alan Taeger to assign and authorize a committee chair to identify and isolate all records and materials belonging to Albion Little River Volunteer Fire Department, Inc. that do not accrue to ALRFPD; notify agent(s) of Albion Little River Fire Department, Inc. to remove these items from district premises within thirty days. Thirty days after notification dispose of any remaining ALRVFD, Inc. materials left in district possession at the district's discretion.**

i. Member of the public Malcom Macdonald asked if there was any consideration of the possible historical value of materials that might be disposed of. Director Taeger responded that any materials not accruing to the district are not subject to district discretion.

ii. Motion passed 4-0 majority vote, Director Roat recusing himself from the vote.

e. **Motion by Director Alan Taeger to authorize a Measure M Defense Committee Chair to consult with district counsel on Measure M litigation defense strategies.** Motion passed unanimously. President Skyhawk appointed himself chair and Director Wolfe committee member. Member of the public, Al Lawrence asked the board what will be the cost of litigation? How much will the board spend to defend issues with Measure M? Will the board sue the county for misinterpretation of the law and recovery of legal expenses if the district loses in court?

#### 8. Committee reports:

a. **Compressed air foam system – Issel** – No report.

b. **Station 811 building modifications – Issel** – Director Issel reported that he has been assembling estimates for the components of a project to construct a simple metal building at Station 811. He estimates the cost of construction of a two bay 36' x 36' steel building: Metal building construction \$40-50,000; concrete slab foundation \$20-25,000; ground preparation \$20-25,000. Director Issel reported that he also calculated estimates for a three bay 36' x 50' steel building for comparison. He estimates that the larger building would add \$10,000 to the cost of the metal building, \$5-8,000 to the cost of the foundation slab, and \$3-4,000 to the cost of ground preparation. Director Issel reported that he has learned that current prices for imported steel are rising 3-4% per month and recommends rapid action on building decisions.

c. **Mendocino Association of Fire Districts – Taeger** -Director Alan Taeger reported that MCAFD continues to work closely with the BOS ad-hoc committee to acquire Prop 172 funds for fire services and other increased county funds to support fire services in the county.

d. **Parcel tax appeals – Roat, Wolfe** – Director Debbi Wolfe reported that she will examine the just-received printout of the FY 2016-2017 special tax assessments to see that they reflect the changes agreed with appellants.

e. **Station 813 easement – Roat** –Director Scott Roat reported that he has made contact with property owner Sherry Glaser and that she is amenable to creation of a deeded easement for the Station. Director Roat reported that he will continue to pursue the process.

#### 9. Directors Discussion:

a. **Director Chris Skyhawk: Discuss FY 2014-2015, FY 2015-2016 bi-annual audit RFP solicitation:**

Director Skyhawk wished to revisit the decision made in his absence at the last regular board meeting to create an RFP for the FY 2015-2016 bi-annual audit. He asked if the board was obligated to request RFPs and if the board was not satisfied with the current auditor. General discussion ensued covering points made at the meeting where decision was made.

b. **Director Mike Issel: Discuss setting a fixed time to adjourn meetings:** Director Issel stated possible benefits to setting a time for meeting adjournments, including, among others, incentive to stay focused on the items to be considered in the agenda, prevention of extending meetings beyond the attention capacity of the directors. A general consensus of agreement for the idea was apparent. The board members agreed to give the notion further consideration.

c. **Non agenda items of board concern:**

- i. Director Debbi Wolfe asked if the board needed to add another level of record keeping to mail tracking. She reported that there are times when invoices and statements are routed to Chief Williams or a board member for authorization and assignment of expense category, then not transferred to the bookkeeper for payment in a timely manner. Director Wolfe requested that invoices and statements be inscribed in the log book a second time when transferred to the bookkeeper and that she be notified by email when an invoice or statement is received and to whom it was distributed, then notified by email again when the approved document is transferred to her box at Station 810.
- ii. Director Wolfe reminded the board that the auxiliary has offered ten free tickets to the annual barbeque to be distributed to selected dignitaries. Director Wolfe was appointed to consult with President Skyhawk to make a list of potential recipients.
- iii. Director Issel presented a draft of a long range budget planning spreadsheet for review and input from the board, emphasizing the need for sharp long range budget planning for important building and equipment acquisition using the example of the approximate cost of \$215,000 (\$20,000/yr/15yrs) for a replacement for Tender 8192.
- iv. Director Taeger reminded the board of the Ballot to approve changes to CSDA bylaws received April 29, 2016 which should be placed on the agenda for the next regular meeting to be returned to CSDA before Friday June 24, 2016.
- v. Director Taeger reminded the board that he will be out of district from May 15, 2016 to June 15, 2016 and that another person needs to be assigned secretary's duties in the interim. President Skyhawk agreed to prepare the agenda for the June 8, 2016 regular board meeting and take the mail pick-up duties. Bookkeeper Sara Spring was asked to take the minutes of the meetings held during the secretary's absence.

**10. Adjournment:** Meeting adjourned by declaration of President Skyhawk at 10:25 pm.