

## 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.
  - 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.
  - 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.
  - 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.
  - 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.

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

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

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

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

**D) Repairs Needed to Walk-In Freezer.** The walk-in freezer which is used in conjunction with the barbecue 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.

**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 \$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 **TOTAL SALARY & BENEFITS** \$6,000.00 **SERVICES & SUPPLIES** 862050 CLOTHING & PERSONAL ITEMS \$6,000.00 862060 \$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

\$3,000.00862150MEMBERSHIPS\$500.00862170OFFICE EXPENSE\$200.00862181AUDITING &  
FISCAL SERVICES\$5,000.00862184ARCHITECT & ENGINEERING SERVICES  
(811)\$2,000.00862185MEDICAL, DENTAL SERVICES\$1,000.00

862187\$10,000.00862189PROFESIONAL & SPECIAL SERVICES - OTHER  
\$1,500.00862220SMALL TOOLS & INSTRUMENTS\$2,000.00862250TRANSPORTATION &  
TRAVEL\$20,000.00862260UTILITIES\$3,000.00**TOTAL SERVICES & SUPPLIES**  
\$87,400.00863113PAYMENTS TO OTHER GOVERNMENT AGENCIES  
\$300.00864360STRUCTURES & IMPROVEMENTS\$5,000.00864370EQUIPMENT  
\$5,000.00**TOTAL APPROPRIATIONS**\$103,700.00