

**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
MEETING MINUTES**

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, 25 April 2007, 7:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:08; attending were Shock, Taeger, Vogelgesang, Latkin, and Carolyn Latkin.
2. **Public communication to the Board:** none
3. **Treasurer's Report:** Carolyn Latkin distributed the report. A meeting of the budget committee, consisting of Alan Taeger, Jim Shock, and Chief Seeler, has been scheduled for Wednesday, May 16, 2007 at 1:00 p.m. at Station 810. In preparation for this meeting, Carolyn Latkin will get the last two years' budgets e-mailed to the committee members. A proposed budget which will be presented at the May Board meeting for approval.

Carolyn Latkin had also prepared a spread sheet showing income for the District, Department, and Auxiliary for 2001 through 2006. Although some had thought this was requested in connection with the Fund Raising Committee of the Long Range Plan 2007 review, the Treasurer indicated that he had wanted this information in connection with the budget process.

4. **Secretary's Report:** In Dick Ahrens' absence and at his request, Laura Vogelgesang acted as substitute secretary. Alan Taeger asked that the draft minutes of the March 2007 meeting be corrected to reflect that the billing received from WRA for its studies of the site for Station 811 was a progress billing rather than a final billing. Otherwise, the minutes of the March meetings (regular and special) and of the April special meeting were approved.

5. **Update on Station 811 Project:** Ron Stark attended in order to report to the Board that the Mendocino County Planning & Building Department is now prepared to present the project to the various agencies who must review the proposal; in connection with that, we must have a "reduced buffer analysis" from WRA, floor plans for the loft and the second floor of the new building, and a revised Use Permit Application. Tim deGraff of WRA will speak with Rick Miller of the planning department to be certain that Tim understands what is required, and will let us know what the cost from WRA will be; this may be within the scope of WRA's original proposal to the Board. Ron will ask Mr. Schlosser to prepare the floor plans. Laura Vogelgesang will prepare a revised Use Permit Application. Once these things are done, the project will be "green sheeted" and sent to Ray Hall (Director of Mendocino County Planning & Building Services in Ukiah) for his review, and then on to the Coastal Commission and other agencies for a preliminary review. Prior to the time the project "package" is sent to Ray Hall, we will want to have letters of support from various legislators in the file. Ron is putting together information to be given to the legislators when we solicit those letters, including a reduced copy of the plans and so forth.

The Board had inquired of the purchaser of the property commonly known as the Anderson Ranch, who had indicated to the community through Tom Wodetzki, a willingness to consider making charitable contributions of a portion of the property to local organizations. The purchase has responded indicating a willingness to consider this. The Board discussed the fact that there might indeed be opposition to the construction of a fire station up the ridge on a new site, and the need to gauge reaction before proceeding. Ed McKinley was mentioned as a person who is an expert with respect to the process of obtaining a coastal development permit, and of course Rick Miller of the planning department is an invaluable resource in this regard.

6. **Long-Range Planning:**

A) Fund Raising Committee Meeting. There are three areas for focus: Options for "big" fundraising, the Auxiliary's traditional fundraising, and a grant program. Carolyn Latkin has prepared a spreadsheet showing the actual income to the District, Department and Auxiliary for 2001 through 2006, so that we can compare projected versus actual income. We will continue work on this, but for the May 3 meeting Laura Vogelgesang will prepare a draft of a report of this committee for circulation prior to the meeting.

Carolyn Latkin noted that there now appears to be no value in the trust account which had been opened to receive stock donations and it may be that that account has been closed. In any event, an account could be opened to receive any donation of stock or other securities.

B) Long-Range Planning Process: On May 3, we will have reports presented by the four committees which were formed. In addition to any other discussion, we will ask for input on their recommendations on (i) whether the plan should be redone, annotated, or revised; and (ii) how frequently the plan should be revisited and how. The planning group will be told that the Board is going to figure out the process for this, based upon the Board's work and the planning group's recommendations.

The Department, Auxiliary and ALERT will be asked to review their mission statements for inclusion in the Long Range Plan.

Alan Taeger presented a proposed revised mission statement for the District, which will be placed on next month's agenda for adoption; a mission statement is now in the District's bylaws.

Laura Vogelgesang will prepare an outline for May 3 and circulate it.

7. Items for Consideration and possible action:

A) Website changes: Laura Vogelgesang reported that the individual who had volunteered to create a new web site for the District, Department, Auxiliary and ALERT has said that he has been too busy with other volunteer activities and personal obligations to be in a position to make any report to the Board. The Board recognizes that it must move forward with the web site so that it is up to date and usable, without placing undue burdens on any individual. By a letter from Laura Vogelgesang as substitute Secretary, the Board will thank this individual for his offer with respect to the web site and let him know that we will figure out a way to get a web site up and running as he continues his contributions otherwise. Laura Vogelgesang will ask Scott Roat for recommendations on how best to proceed both with design and upkeep of a web site. Laura Vogelgesang noted that one thing which would be nice for the Board and the public would be a "master calendar" of what happens at the Board level, such as the one the Board of Supervisors has at <http://www.co.mendocino.ca.us/bos/pdf/2007%20Master%20Calendar%20-%20Adopted.pdf>.

B) Mutual Aid salary fee schedule: In Chief Seeler's absence, the Board was told that Chief Seeler had given the Chair a copy of the Ukiah Valley fee schedule, which appears to be outdated, for the Board's review. The Board understands that there are one or more written mutual aid agreements, and that there is a schedule of payments made by CDF or the State of California for mutual aid calls. We still need to get these items for review, and this will be reagendaized for our June meeting.

C) Complaint Procedure: This item will be reagendaized for June. Laura Vogelgesang is studying this procedure in the bylaws with a view to recommending updates. Our bylaws now provide for anonymous communications to be noted and filed and also provide for a procedure to address complaints; we will review these procedures and any recommendation of change.

D) On-line Ethics Training: The Board was reminded of the need for ethics training and the fact that a program to satisfy the requirement is available on line at <http://localethics.fppc.ca.gov/ab1234/>.

E) Thanks Needed: Formal thanks to Stacey Weil-Dye, whose primary responsibility it is, and Steve Acker, who the Board understands is doing the actual work, for getting the fire calls reported in the paper is due and will be given by a letter from the Board, by Laura Vogelgesang as substitute Secretary, as will thanks to the Auxiliary for the Fire Appreciation Dinner..

8. Land, buildings and equipment:

A) Power to 815: Josh Latkin reported that Firefighter Jonathan Peakall has obtained the address and parcel number for 815 and is proceeding to arrange for power; the cost could be \$4,000. PG&E is unclear whether or not they can donate the cost.

B) Power to 813: Josh Latkin reported that power has now been supplied to 813.

C) Roof of 810: Josh Latkin reported that he had obtained three bids to replace the roof; this does not include repairs to the structure which may be required and which will need to be addressed separately. The bids are all for a 50-year composite roof with stainless steel nails and copper flashing. Richard McDonald bid \$7,000, Redwood Roofers bid \$12,404 less a 10% donation for a bid of \$11,164, and Dunlap Roofing bid \$13,000. Board members recounted their experiences with these roofers all of whom are experienced professional, and the Board determined that we must contract for the work with the lowest bidder. Various aspects of the job will still need to be discussed with Mr. McDonald, including carpentry which may or will be required,

such as sistering the rafters, renailling boards above the rafters, and work on the fascia; this would be added to the bid price on a time and materials basis, and was not included in any bid. It was moved and seconded that the McDonald bid be accepted with an add-on for time and materials at a maximum of \$2,500 unless there is further consultation and approval by the board.

In light of the expenditure of District funds on this project, Laura Vogelgesang was asked to arrange to meet with Earl Latham, the owner of the property on which 810 is located, to discuss whether or not a written lease of the property, or purchase of the property by the District and at what price, are options.

D) Fuel Storage at Station 812: Josh Latkin reported that the Department has purchased a fuel tank for \$2,300, and shipping from Minnesota, by a shipper whose price is lower than usual because the scheduling is flexible, will be approximately \$1,200; a pump was also purchased for a cost of \$500. The Department will request reimbursement from the District.

9. Fund-raising: By e-mail, Chief Seeler reported that there is nothing to report

10. Fire Chief's Report:

A) Incidents. Chief Seeler reported by e-mail that the only significant call since our last meeting was the Heritage House fire, another successful save with another excellent interface with Mendocino Fire. Otherwise, the incidents have been covered in the local newspaper.

B) Fire Department Report. Chief Seeler reported by e-mail that the Department has four new interns, three of whom reside in Little River and one of whom has 11 years' experience with Mendocino Fire. There are two additional prospective members in the Albion area.

Chief Seeler is writing a letter to Judge Lehan to request that some or all diving equipment seized by game wardens in our district be given to the Department to be used or sold as the Department determines. This gear is currently being given to another nonprofit on Judge Lehan's order.

The new maintenance/safety inspection process by Rick Kruse is working as hoped. Chief Seeler reports that he is very satisfied so far; Rick is extremely enthusiastic and diligent and has uncovered some things which need immediate attention.

C) Fire Department Operational Needs. There is nothing new to report.

11. Committee Reports

A) Insurance Committee: Alan Taeger distributed an inventory of District-owned vehicles, and noted that we need to find or replace the title document for 8191 (a tender); and must reconcile the discrepancy between the plate number shown on the title document for 81H20(J)(a personal watercraft) and the number on the plate on the vehicle, which may have resulted from this vehicle having originally been a loaner which was then purchased by the District.

Alan Taeger also distributed a claim form from Golden State Risk Management Association, which writes our insurance. The Board adopted the form, and will in the future put it into a form which can be filled in online.

B) Grant Applications: Laura Vogelgesang reported that she and Josh Latkin are working on the Assistance to Firefighters Grant, which is due to be filed online no later than May 4.

For another grant Josh is exploring he needs biographical information about the members of the Board, and he was advised that this is available from Dick Ahrens, Board Secretary.

Josh reported that the Grange has graciously offered the District the use of the Grange Hall for gatherings, so long as Josh is there to maintain order.

12. Board Directors' Reports: Josh Latkin reported that it would be helpful to Mike Kitahara of the Department if the District could approve disposal of obsolete equipment which is nonetheless District property. This will be placed on the agenda for a future meeting, since California law may have some requirements in this regard.

It will be helpful for the District to determine which items it will pay for, and which items the Department must pay for itself. In this respect, it may be that the District should have a budget item for maintenance of equipment which is owned by the District but is used by the Department and which could be given to the Department Treasurer with the proviso that any funds remaining at the end of the District's budget period would be returned to the District. Josh will discuss with Mike the

best way to accomplish this from a logistical point of view to reflect expenditures properly in the District budget without causing unnecessary paperwork.

Alan Taeger noted that the budget process must be improved so that a realistic budget, which can be followed and to which receipts and expenditures can be compared on a regular basis, may be prepared.

Jim Shock noted that one or more seats on the Board may be up for election in November, since the terms of appointees only extend to the next election. He will clarify this with Marsha Wharff and report back.

11. Next meeting dates and agenda:

A) Regular: May 20, 2007, at 7:30pm, at Station 810.

B) Long Range Plan Special Meeting: May 3, 2007, at 7:30pm at Albion Elementary School.

12. Adjournment: at 9:40 p.m.

Laura J. Vogelgesang, Substitute Secretary