

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, November 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order 19:00.
 - a. **Roll Call:** Firefighters present - Erica Geer, Chief Ted Williams, Scott Roat, Joe Goforth, Jaime Placido, Tim Gitchel, Andrew Crowningshield, Ben Feinberg, Brad Montgomery, Marshall Brown, Andrea Pennebaker, Margaret Harris, Lauren Lopez, Michael Rees, Steve Acker, John Crowningshield, Guy Casey, Sam Levine Steve Wolfe, Debbie Wolfe.
 - b. **Chief's report:** See attached.
 - c. **Review and discussion of chief's report:**
 - d. **Other fire department business:**
 - e. **Adjournment:** 19:42.
2. **Board of Directors business meeting call to order and determination of a quorum:** Board meeting called to order 19:50 by President Taeger. Board members Alan Taeger, Rich Riley, Ken Matheson and Scott Roat present, Ed Petrykowski absent.
3. **Public communication to the Board:** Rick and Nancy Banker presented the district with a check for \$1,000.00 as a donation from "The Woodlanders" (The woods non-profit fund raising association). Rick Banker took publicity photos of Nancy presenting the check to President Taeger and Chief Williams. Nancy also informed the district that Fran and Otis Tucker would be retiring soon from their positions as manager and maintenance supervisor of The Woods.
4. **Items for Board consideration and possible action:**
 - a. **Fire Department Personnel:** Jake Phillips accepted as probationary firefighter by a vote of 4-0 on a motion by Riley.
 - b. **"Assistance by Hire" agreement with Cal Fire:** Rich Riley noted that 8170 is a federally owned truck on loan to the district and questioned whether the district would be able to bill for services of the vehicle under terms of the agreement. Chief Williams was given the task to follow up with Jeff Schlafler of CalFire to work out details. Williams is also to ask Comptche Fire about reimbursement for services provided. Agreement ratified by a vote of 4-0 on a motion by Scott (Note: Scott is an official board member. Oath of office was notarized, sent to county, with all steps now complete. Scott: "glad to be here").
 - c. **Agreements and contracts policy:** President Taeger presented a proposal for consideration of a policy for the board to authorize the chief to enter into agreements and contracts subject to ratification by the Board. Ken Matheson suggested instead we use an agenda item for review. Taeger proposed changing policy language from "ratification" to "review". Proposed policy to be considered for revision/adoption at the December 13, 2012 regular business meeting.
 - d. **Special Tax billing of low assessed value parcels:** The Board reviewed a proposed special district tax billing policy presented by President Taeger by request of Chief Williams during the October 11, 2012 regular business meeting. Ken Matheson, special tax committee chairman reported a letter from the county tax collector's office saying 5 parcels we had billed for were valued so low (under \$1,000) that county would not send bill. Ted asked can we bill them ourselves. Yes we can. Ken reviewed tax rolls again, and says there are five (or six?), more parcels that are under \$1000, but are not assessed the special tax for other reasons (the zoning, use of parcel, range land,). Alan withdrew proposal after discussion, not worth the effort to collect \$200.
 - e. **Facilities use insurance:** Proposed revision to existing facilities use policy adding language that requires proof of insurance from non-district users of district facilities reviewed and discussed. Our insurance provider wants \$1,000,000 certificate from other users. Redwood Coast Seniors, who serve lunch at Station 810 on Fridays, will probably be able to comply, auxiliary unknown? No changes during meeting. Policy revision to be on agenda for vote at the December 13, 2012 regular business meeting.
5. **Previous meeting minutes:** Reviewed minutes. No changes proposed. Approved by vote of 4-0.
6. **Board correspondence:** See attached.
7. **Financial report:** Current financial statements for the district were presented.
8. **Committee reports:**
 - a. **New fire station committee:** Committee chairman Ed Petrykowski asked if Alan Taeger had heard from fire station foundation engineer Lee Welty. Alan replied that he had not. Ed said he spent a lot of time with Lee and reported that Lee said he hoped to have news of progress by end of November.
 - b. **Vehicle committee (not on agenda):** Committee Chairman Rich Riley reported that he was concerned that there have been no official DOT vehicle safety inspections on our equipment this year to date. Assistant Chief Brad Montgomery reported that some vehicles had had DOT inspection by CalFire. Brad to follow up. Chief Williams to ask Jeff Schlafler about performance of further Cal Fire conducted inspections on district equipment.
9. **Directors' discussion:** President Taeger announced that new checking accounts have been established at Savings Bank of Mendocino County. District bank accounts no longer uses county tax ID (Ted found wrong FEIN had been used by the district). The new Fire Department Fund checking account can be used for fundraising income and expenditures. President Taeger asked Chief Williams to assess and prepare the firefighters' annual stipend. Checks must be must be issued before next business meeting. Chief Williams said he would have the assessment ready by November 23. He said he would prorate, try to be fair. The stipend is partial compensation not reimbursement. Assessment to be based on calendar year to date, excluding month of December. There will be no review by the board. Chief Williams will send the completed list to President Taeger for approval before checks are issued. Scott Roat announced that he had received the offer of a pool table to be donated to the district and expressed a desire to place it upstairs at Station 811. President Taeger would like the firefighters to

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discuss, how will it affect the use of the space for other purposes. Discussion ensued about floor plan, exercise, training consequences. Assistant Chief Montgomery said space needed around pool table to make it useful. President Taeger doesn't see practicality of making a "man cave" or "lounge". Scott Roat wants to build team camaraderie. Rich Riley stated that the pool table is not a good or bad idea but should be what the firefighters want. Chief Williams stated that he will work on the outline of a postcard to the community to keep them informed of the districts changes and activities.

- a. **District email addresses for board members:** Board members were polled for interest in personal district email address. No one expressed interest except President Taeger. Board members all expressed interest in being added to the firefighter email list in order to follow operations activities. The following district email addresses have been established for board use: board@albionfire.com (mail to this address will be forwarded to all board members and Chief Williams); alan@albionfire.com (submitted to organizations doing business with the district for direct contact with President Taeger); info@albionfire.com (for general inquiries, district contact. Listed on website. Forwards to Chief Williams and President Taeger.
- b. **District calendar:** President Taeger stated that the public should have access to the district calendar. Chief Williams will add calendar events and publish to web.
- c. **Board clerk recruitment/appointment:** President Taeger suggested that the district find a volunteer, who is willing to sit and take minutes, help prepare meeting materials, do some filing, take some work off President Taeger. The necessary work of the board is hard to spread it among board members. Scott Roat is the only member willing to consider taking the office of Secretary. President Taeger said he would be Secretary if he wasn't president. Chief Williams took meeting notes for this meeting, Scott Roat was to clean language. Discussion to continue.
- d. **Duties and authority of the chief:** Alan asked if there had ever been a delineation of the duties of the chief. No one knew. Alan will research for future discussion.

10. Next scheduled regular business meeting: Thursday, December 13, 2012, 7:00 pm.

11. Adjournment: Meeting adjourned: 9:44 pm.

Attachments

Fire Chief's Report, 8 November, 2012, by Ted Williams

- **Applications received**
 - Jake Phillips (approved by chief, pending board review)
- **Applications withdrawn**
 - Jeff Wall
- **Resignations (changed availability / location)**
 - Meghan Frend
 - Kristine Hendricks
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, October 11th and today, November 8th, we were dispatched and responded to thirteen incidents consisting of 1 wild land fire and 12 medical aids. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football games.
 - **2012007542 10/14/2012 12:06**
 - MEDICAL, DELTA; 41241 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams
 - Guy Casey (8130)
 - Margaret
 - Brad Montgomery
 - Andrea Pennebaker
 - Andrew Crowningshield(R8132)
 - Emily Scott
 - John Crowningshield
 - Sam Levine
 - Marshall Brown
 - cancelled incoming
 - **2012007410 10/14/2012 14:38**
 - FIRE, WILDLAND; 41301 LITTLE RIVER AIRPORT RD ,LITR
 - Ted Williams (8162)
 - John Oakley (8192)
 - Brad Montgomery (8191)
 - Marshall Brown
 - Guy Casey
 - Tim Gitchel
 - Andy Gitchel
 - Joe Goforth (8163)
 - Sam Levine (8132)
 - Andrew Crowningshield
 - Jaime Placido (8170)

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- Andrea Pennebaker
- Erica Geer
- Scott Roat
- Jonathan Peakall
- **10/21/12 1200**
 - NO MEU
 - EMT At Pop Warner Football Games In Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Sam Levine (EMT)
- **201207624 10/21/2012 15:08**
 - MEDICAL At Timber Wolf Field, Fort Bragg
 - Mutual Aid To Fort Bragg FD
 - Football Player Injured
 - Sam Levine (IC, Med Gp)
 - Brad Montgomery (UTL)
- **2012007662 10/22/2012 20:45**
 - MEDICAL CHARLIE 30101 Albion Ridge Rd.
 - Erica Geer (IC)
 - Margaret Harris
 - Marshal Brown
 - Guy Casey (Med Group)
 - Brad Montgomery
 - John Oakley (8130)
 - Tim Gitchel
 - Ted Williams
 - Emily Scott
 - Scott Roat (cancelled)
- **2012007714 10/24/12 16:54**
 - MEDICAL ALPHA 3721 Albion Ridge Rd.
 - Brad Montgomery
 - Emily Scott
 - Marshal Brown
 - Guy Casey (8130 MedGroup)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Cancelled incoming
- **201207752 10/26/12 09:30**
 - MEDICAL CHARLIE 43300 Little River Airport Road Room #514
 - Ted Williams
 - Marshal Brown
 - Guy Casey (8130)
 - Margaret Harris
 - Sam Levine
 - Andrea Pennebaker
 - Cancelled incoming
- **2012007780 10/27/12 09:33**
 - Medical Alpha 43300 Little River Airport Rd. space #104
 - Sam Levine
 - Jaime Placido
 - Marshall Brown
 - Andrea Pennebaker
 - Ted Williams
 - Brad Montgomery (8132)
 - Margaret Harris
 - Guy Casey Cancelled
 - Cancelled incoming
- **2012007815 10/29/12 08:07**
 - MEDICAL CHARLIE; THE WOODS, RM 514 @ 43300 Little River Airport Rd
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Andrea Pennebaker
 - Ted Willams
 - Brad Montgomery (8132)

- Scott Roat
- Jaime Placido (cancelled)
- Guy Casey (Cancelled)
- Cancelled incoming
- **2012007821 10/29/2012 12:08**
 - MEDICAL, CHARLIE; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Ted Williams
 - Brad Montgomery
 - Joe Goforth
 - Jaime Placido (8132)
 - Andrea Pennebaker
 - Guy Casey
- **2012007842 10/30/2012 08:07**
 - MEDICAL, CHARLIE: THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - FALSE ALARM, MED ALERT ACCIDENTAL ACTIVATION
 - Sam Levine (IC, Med Grp)
 - Margaret Harris
 - Scott Roat
 - Brad Montgomery (8132-cancelled)
 - Marshall Brown (cancelled)
 - Ted Williams (cancelled)
 - Guy Casey (cancelled)
- **2012007873 10/31/2012 17:16**
 - MEDICAL, DELTA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE
 - Ted Williams (IC)
 - Guy Casey (8132)
 - Brad Montgomery
 - Margaret Harris
 - Sam Levine
 - Scott Roat
 - Marshall Brown
 - Andrea Pennebaker
 - John Oakley (cancelled)
 - Tim Gitchel (cancelled)
 - cancelled incoming
- **11/03/12 (Will call Calfire for numbers -Marshall)**
 - MEDICAL (CHARLIE)
 - 28270 Albion Ridge Road
 - Ted Williams (Med Group)
 - Joe Goforth
 - Andrea Pennebaker
 - Marshall Brown (R8130)
 - Harolde Searles
 - Guy Casey (Canceled)
 - Brad Montgomery (Canceled)
- **2012 NO MEU, 11/4/12 11:45**
 - MUTAL AID, MENDOCINO FD, EMT AT POP WARNER FOOTBALL GAMES
 - Sam Levine (EMT, IC)
 - Andrea Pennebaker
- **2012008050 11/08/12 05:17**
 - MEDICAL, CHARLIE; 41241 LITTLE RIVER AIRPORT RD ,LITR ;
 - Ted Williams (IC)
 - Brad Montgomery
 - Guy Casey
 - Jamie Placido (R8130)
 - Andrea Pennebaker
 - Sam Levine (Med Group)
 - Marshall Brown
 - Erica Geer (Canceled)
 - Scott Roat (Canceled)
- **2012008054 11/08/12 08:49**
 - MEDICAL, BRAVO; 34250 PACIFIC REEFS RD ,ALBI ;
 - Ted Williams (IC, R8130)
 - Brad Montgomery

- Guy Casey (Med Group)
- Erica Geer
- Andrea Pennebaker
- Harolde Searles
- Marshall Brown (E8162)
- Scott Roat
- Michael Rees

Training Completed:

- **10/18/2012 - Rapid Trauma Assessment - Nat Norling (paramedic) (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **10/25/2012 - Pump Didactic - (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jake Phillips, Michael Rees, Scott Roat, Harolde Searles, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/01/2012 - Communications (2.5 hours)**
 - Marshall Brown, Guy Casey, Erica Geer, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jake Phillips, Jaime Placido, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
- **Station Maintenance**
 - **812 new water tank**
 - Plumbing hardware has been acquired to tie tanks together with a 3" draft hose.
 - **811 new water tank**
 - A 1" pipe will be tied into the "fill" plumbing so that when the tower tank is full, the overflow will fill the ground tank until it is shut off by a float valve.
 - The extra 5000 gallons will be available through a 2.5" NST fitting on a 3" ball valve, similar to filling from tanks at 812.
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Out of service.
 - Installed:
 - High ratio rocker arms, valve cover gaskets, headers, dual exhaust, new spark plugs, wires, and air filter
 - Remaining:
 - Code3 wiring, new upgraded electronics, centrifugal advance and vacuum advance controls for the distributor, new polyurethane front leaf spring bushings, and eventually a bench seat for staffing 3 as well as alloy wheels.
 - Bench seat and 5 alloy wheels with nearly new tires have been donated along with a positraction for the front differential.
 - **8132 SCBA compressor**
 - Breathing air compressor has arrived.
 - Pressure relief was accidentally set to 2500 psi and the auto shut down set at 2216. Returning the pressure relief valve to have it set to 5000psi. The manufacturer will be sending it back along with a couple fittings required to plumb in the four fill whips. Brad will adjust the pressure shutdown to 4500 psi when the relief valve is arrives.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING November 8, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- 10/12/12 Received Notice by USPS from county planning department of approval of renaming of Road 21.
- 10/12/12 Received solicitation by USPS from Pehling & Pehling, CPAs for audit services.
- 10/12/12 Received \$50 donation and letter of appreciation by USPS from Dorothy and Robert Ayres.
- 10/12/12 Received \$100 donation and letter of appreciation by USPS in memory of Beth Ryan from Cove Norvell and Lorraine Ardaiz.
- 10/13/12 Received CSDA membership renewal notice and invoice.
- 10/13/12 Received \$175 donation and letter of appreciation by USPS from Robin Curry & Mitchel Sprague.
- 10/17/12 Alan sent a notice of appointment of Scott Roat to the board of directors to the county registrar of voters by USPS.
- Minutes approved by unanimous vote of the board of directors at the December 13, 2012 regular business meeting.

- 10/22/12 Alan sent notarized certificate of appointment and oath of office for Scott Roat to county registrar of voters by USPS.
- 10/24/12 Received second notice of notice of email delivery only of quarterly county investment report by USPS. Alan faxed a response to email reports to board@albionfire.com.
- 11/1/12 Alan sent notice by USPS to county auditor reporting revision to FY 2012-2013 budget.
- 11/1/12 Received notice by USPS of planned electrical outage on November 5, 2012 from PG&E.
- 11/3/12 Alan sent an email to Terry Gross, county counsel's office, with questions regarding district billing of special tax assessed but not collected by the county.
- 11/7/12 Received email response from Terry Gross, county counsel's office referring Alan's questions to the new county counsel, Thomas Parker.
- 11/8/12 Received \$1,100 donation and letter of appreciation by USPS from the children of Ignace Yakoushkin (Mark, Marion, and Karin) with thanks for the response to the fire at their father's home on Airport Road.