

## **ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT**

### **MEETING MINUTES**

### **BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, June 27, 2007, 7:00 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

- 1. Call to order and determination of a quorum:** at 7:06 p.m.; attending were Shock, Taeger, Vogelgesang, and Latkin; Chief Seeler, Carolyn Latkin and Sam Levine were also present.
- 2. Public communication to the Board:** none
- 3. Vacancy on District Board:** Sam Levine was present in order to volunteer to fill the vacancy on the District Board which was created by the resignation of Richard W. Ahrens from the Board. Mr. Levine described his background to the Board, and the Board stated it would vote on appointing a new member to the Board at the end of the meeting.
- 4. Treasurer's Report:** Carolyn Latkin distributed the report, and it was accepted. Alan Taeger noted that the workers' compensation insurance bill came in and was within the budgeted amount for this item. The itemized statement for general liability statement is based upon outdated information with respect to the District's equipment, so there may be some adjustment in the billing. In connection with equipment, Alan Taeger reported that a new title is coming with respect to the missing title for one piece of equipment, and the vehicle identification number for the personal watercraft must be supplied in order to correct the title for that piece of equipment.

At this point Carolyn Latkin left the meeting.

- 5. Secretary's Report:** Laura Vogelgesang reported that she had supplied to Ms. Bartolomie at the office of the County Clerk – Recorder letters about earlier Board appointments, and information for the upcoming election. An unrecorded copy of a map of the District was attached to the letter regarding the election, and Alan Taeger noted that we need to have a full-size district map with recording information; Laura Vogelgesang will work on getting one. The minutes of the May meeting were approved without revision.

- 6. Update on Station 811 Project:** There is nothing new to report.

- 7. Long-Range Planning:** We do have a report from the Requirements Committee, which was supplied to Alan Taeger.

- 8. Items for Consideration and possible action:**

**A) Adoption of Proposed Budget.** The proposed budget was adopted unanimously, and Alan Taeger will send it in the county-approved form to the county.

**B) Website changes.** Laura Vogelgesang reported that she had spoken with the webmaster for the county's website and determined that although we could probably have a site within the county's site, the fact that we are not in the county's computer system would lead to delays in posting materials; we would be the first special district to join in the

county's site. Laura Vogelgesang recommended that the District have its own web site, and the Board agreed, noting that it should be a fairly simple one in light of the fact that we just wish for "static" information to be easily available to the public and noting that it may be that once the site is set up we will be able to maintain it ourselves.

At this point, Chief Seeler left the meeting.

**C) Ethics and Ethics Training.** Board members were reminded of the availability of on-line ethics training to satisfy the requirements of AB 1234, and Alan Taeger reported that he had completed the training and gave his certificate of completion to Laura Vogelgesang for the District's records.

**D) Mutual aid salary fee schedule.** Chief Seeler had asked that the Board adopt a fee schedule for mutual aid; in the absence of any materials on this from Chief Seeler, Josh Latkin will get copies of fee schedules from other districts and make a recommendation to the Board for a schedule to be adopted. The purpose of this schedule is so that the

ALRVFD, through its chief, may advise the District Board when there is a mutual aid call or any other call with respect to which a claim for services can be made, so that it can be billed and so that the billing will be sufficient from the point of view of any insurance carrier which might be involved in making payment.

**E) Complaint Procedure.** Laura Vogelgesang recommended, and the Board agreed, that this should await our review of the bylaws, once we have completed our current work on the long-range plan.

**F) Benefits for Firefighters.** The Board determined, with Josh Latkin abstaining) that providing benefits for each active firefighter and his or her family, in the form of memberships in the two air ambulance services (CALSTAR and REACH) which serve Northern California and membership in Mendocino Coast Ambulance Service, is appropriate. There are now 18 firefighters; the Board will ask that it be advised of the names of members in good standing so that we may apply for memberships for currently-active firefighters, and that as a new intern becomes an active member that his or her name be given to the Board as well. The Board's plan is that it will provide the applications to the firefighters and will, upon receipt of completed applications, make payment directly and do so in such a way as to qualify for any group discounts which may be available.

**G) Fire Protection Mitigation Fee.** This is an important project and one which is somewhat time-intensive; the Board determined that the Fundraising section of the Long-Range Plan should include a goal of studying this with an eye toward being ready to move forward with implementation by this time next year, and with an eye toward working collaboratively on this with Mendocino Fire Protection District and perhaps other local districts as well. Laura Vogelgesang was asked to be ready with an initial report for the September board meeting.

**H) Firefighter Identification.** The Board noted that it has no objection to a member in good standing identifying himself or herself as a member of the ALRVFD in advertising materials.

**I) Investigation of Possible Donation of Land for Station and Possible Acquisition of Station 810 Property.** The Board determined that these two items, on the agenda as separate items, should be addressed together. The Board formed a "Real Estate Committee" composed now of Alan Taeger and Laura Vogelgesang, and they are asked to meet with the Planning Department and be ready to make a report at the August Board meeting.

**J) (Agenda Item J was combined with Agenda Item I, above).**

**K) Disposal of Obsolete Equipment:** Laura Vogelgesang reported that she has found nothing in the California statutes or Mendocino ordinances which address disposing of obsolete equipment which was purchased with tax monies, and that she had not yet been able to speak with anyone at the Mendocino General Services Administration on this issue, but will follow up. It appears that the Board should have a resolution, or a provision in the bylaws, setting forth "rules" on this issue for the District, since this is

taxpayer property. Carolyn Latkin, as the Board's bookkeeper, does have an inventory of property purchased by the District.

**L) Acquisition of Items by Either District or Department:** The Board discussed the fact that apparently there has been no formal policy with respect to which, between the District and the Department, buys or pays for items acquired or the cost incurred for services. Historically in this District, the Department does not request permission of the District Board prior to procuring an item of equipment or incurring an expense for services, but then asks for partial or full reimbursement; the Department does not have title to any vehicles or real property. Recently, in connection with acquisition of the rescue vehicle 8132, the Board understands that the Department approved by vote an amount which could be spent, the vehicle was located, it was purchased, and that is the point at which there was first communication about the acquisition between the Department and the District. This is a policy matter which must be addressed in a formal manner; in light of our current work on the Long-Range Plan, we will address this in September, and it may be that this issue will be addressed in the Long-Range Plan's timeline for acquisitions to meet the Requirements needs of the Department.

**M) Personnel Assistance to Department.** The Board determined that no assistance to the Department in terms of administration or critical stress management are needed because these needs are being met; however, the Long-Range Plan should address future needs for more maintenance help, anticipating that a paid person to take on responsibilities such as those reflected in the sample job descriptions used by Mendocino Volunteer Fire Department for housekeeping and for office job should probably be a part of the Requirements portion of the plan.

**N) LAFCO Special District Representative Vote.** The Board determined that it does not now have sufficient knowledge to cast a vote, so will not do so.

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

**A) Power to 815:** Josh Latkin reported that Jonathan Peakall is working on this. Alan Taeger passed out a map of the District showing the locations and identifying numbers of the District's various stations.

**B) Roof of 810:** Josh Latkin reported that he has arranged with Firefighter Rob Marcello, who is a licensed contractor, to complete the work to tie in the façade (incorrectly referred to in earlier minutes as the fascia) to the new roof, at a cost for time and materials.

**C) Fuel Storage at Station 812:** Josh Latkin reported that the new fuel storage tank is at Station 812 and is ready to be hooked up; no slab will be necessary.

**D) Repairs Needed to Walk-In Freezer.** The freezer has been repaired, and the Board does not believe that this is a District cost

**10. Fund-raising, gifts and service fees:** In Chief Seeler's absence there was no report.

**11. Fire Chief's Report:**

- A) Incidents.** In Chief Seeler's absence there was no report
- B) Fire Department Report.** In Chief Seeler's absence there was no report.
- C) Fire Department Operational Needs.** In Chief Seeler's absence there was no report.

**12. Committee Reports:**

- A) Insurance.** Alan Taeger reported that he will get a corrected list of equipment, with correct title and vehicle identification number information, to the insurance carrier, GSRMA. In addition, Alan Taeger will look into a health insurance plan which is offered through a special districts association and will report on it in September.
- B) Real Estate.** There is no report from this newly-created committee.
- C) Grants.** There is nothing to report; the 2007 SAFER (Staffing for Adequate Fire and Emergency Response) grant program has not been announced.
- D) Bylaws.** There is no committee yet formed, so there is no report.
- E) Equipment.** There is no committee yet formed, so there is no report.
- F) Website.** There is no report.

**13. Board Directors' Reports:** Alan Taeger turned over one of the keys to the District's safe deposit box at Savings Bank of Mendocino to Laura Vogelgesang as Board Secretary.

At this point, Sam Levine left the meeting.

**14. Appointment to Fill Board Vacancy:** After discussion of whether or not the appointment should be postponed until the July meeting to allow possibly further response from the community, Sam Levine was appointed by unanimous vote to fill the vacancy.

**15. Next meeting date and agenda:** The next meeting will be the regular meeting, scheduled for Wednesday, July 25, 2007 at 7:30 p.m. at Station 810.

**16. Adjournment:** at 9:40 p.m.

Laura J. Vogelgesang, Secretary

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