

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS BUSINESS MEETING AGENDA

Wednesday May 30, 2007, 7:30 pm, location: Fire House 810, Albion, CA

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 agendaized or not. For action items the public may also address the board at the time the item is presented for action.
3. **Treasurer's report.** Presentation of current financial statements for the District. The Treasurer will present a proposed budget for 2007 – 2008 for approval. The Board will discuss the budget process.
4. **Secretary's report.** Presentation of communications to the Board, approval of the minutes of past meetings which have not yet been approved, and discussion of procedures for the Board Secretary.
5. **Update on Station 811 Project:** There will be an update on progress on this project.
6. **Long-Range Planning.** The Board will review and adopt or revise and adopt as revised the proposed revised Mission Statement for the District which was formulated and distributed by Alan Taeger at the April 25, 2007 meeting. The Board will review the reports of the various committees formed by the planning group, and will discuss the process it will follow, including a timetable, for completing the review of the Long Range Plan or formulating a new Long Range Plan. The Department, the Auxiliary, and ALERT should be asked formally to review and revise their mission statements for inclusion in the Long Range Plan revision. PLEASE NOTE: Copies of the current and the proposed revised mission statements can be sent to any interested person by a request to Laura Vogelgesang at huffw@hro.com.
7. **Items for consideration and possible action:**
 - A) **Web site changes.** Laura Vogelgesang will report a recommendation as to how best to proceed.
 - B) **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.
 - C) **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.
 - D) **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.
 - E) **Firefighter Identification.** A firefighter wishes to identify himself as a local firefighter in his advertising materials and Chief Seeler has approved this. Does the Board know of any reason a firefighter could not do this? The firefighter has said that he will eliminate the reference if there is any objection, of course.
 - F) **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.
 - G) **Investigation of Possible Acquisition of Station 810 Property.** Laura Vogelgesang will report on any meeting she was able to have with Earl Latham regarding acquisition of Station 810 by purchase or gift, or a written lease of the property if it cannot be acquired, in light of expenditures made by the district on the building's maintenance.
 - H) **Disposal of Obsolete Equipment.** Laura Vogelgesang will report on what she has found with respect to disposition of District property which is obsolete.
 - I) **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.
 - J) **Election of Current Board Members.** Jim Shock will report on his investigation as to whether and when appointed District Board members must stand for election.
 - K) **Vacancy on District Board.** The Board has received Richard W. Ahrens' resignation from the Board and will discuss the method it will follow to fill this vacancy.
 - L) **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.
8. **Land, buildings and equipment.** In Chief Seeler's absence, someone will report on changes and problems:
 - A) **Power to 815.** There will be a report on progress.
 - C) **Roof of 810.** There will be a progress report on this project.

- D) **Fuel storage at Station 812.** Josh Latkin will report on progress on this item.
- E) **Repairs Needed to Walk-In Freezer.** The walk-in freezer which is used in conjunction with the barbeque need repairs which will coast about \$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 the District, to authorize payment.
- 9. **Fund raising, gifts and service fees.** There will be an update on current Department income.
- 10. **Fire Chief's report, including operational needs.** In Chief Seeler's absence, someone will report:
 - 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.
- 11. **Committee reports.** Committee reports, if any, will be presented.
 - A) **Grant Applications** (Josh Latkin and Laura Vogelgesang)
- 12. **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.
- 13. **Next meeting date and agenda.**
- 14. **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.

Itemized Categories for Monthly Meeting:48

4/26/2007 through 5/30/2007 (Cash Basis)

5/29/2007

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Date	Account	Num	Description	Memo	Amount
EXPENSES					-6,149.23
86-1035-WORKMAN'S COMP					-373.00
5/12/2007	District Che...	2383	FASIS	2007 Special...	-373.00
86-2050-CLOTHING					-808.20
5/28/2007	County	3897...	ALBION LITTLE RIVER FIRE ...		-808.20
5/5/2007	District Che...	2379	...**VOID**Albion-Little River Fir...		0.00
86-2060-COMMUNICATIONS					-141.65
5/15/2007	District Che...	2387	AT&T	4 phone lines	-108.08
5/29/2007	District Che...	2390	AT&T	#030 153 83...	-33.57
86-2120-MAINTENANCE EQ					-784.06
5/28/2007	County	3897...	ALBION LITTLE RIVER FIRE ...		-244.22
5/5/2007	District Che...	2377	Rhoads Auto Parts	#1130	-106.34
5/8/2007	District Che...	2380	...ALBION LITTLE RIVER FIRE ...		-105.88
5/8/2007	District Che...	2381	ACME AUTOMOTIVE	#1070	-101.72
5/8/2007	District Che...	2382	VILLAGE HARDWARE	#113 April	-181.99
5/29/2007	District Che...	2389	...L.N Curtis & Sons		-43.91
86-2130-MAINTENANCE STRUCTURES					-2.39
5/29/2007	District Che...	2389	...L.N Curtis & Sons		-2.39
86-2140-MED SUPPLIES					-90.20
5/29/2007	District Che...	2391	Aeris	#10095	-90.20
86-2187-ED AND TRAINING					-100.00
5/5/2007	District Che...	2379	...**VOID**Albion-Little River Fir...		0.00
5/8/2007	District Che...	2380	...ALBION LITTLE RIVER FIRE ...		-100.00
86-2220-SM TOOLS					-464.39
5/28/2007	County	3897...	ALBION LITTLE RIVER FIRE ...		-365.03
5/5/2007	District Che...	2378	Sunset Printing	#59644	-99.36
86-2250-TRANSPORTATION					-70.28
5/15/2007	District Che...	2388	Albion K Incorporated	#140	-70.28
86-2260-UTILITIES					-570.07
5/12/2007	District Che...	2384	SUBURBAN PROPANE	#1426-080341	-427.71
5/12/2007	District Che...	2385	PG&E	#021009510...	-120.20
5/12/2007	District Che...	2386	Empire Waste Management	#0012055-2...	-22.16
86-4370-EQUIPMENT					-2,744.99
OVERALL TOTAL					-6,149.23

ALRFPD Actual / Budget Report - Current Year:4

7/1/2006 through 6/30/2007 Using Budget 2006-2007

5/29/2007

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Category Description	7/1/2006 Actual	- Budget	6/30/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,961.16	61,117.00	-26,155.84
82-1120-CURRENT UNSECURED TAX	2,033.85	1,916.00	117.85
82-1130-SB813 SUPPLEMENTAL TAX	2,405.88	2,237.00	168.88
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	90.25	103.00	-12.75
82-1300-SPECIAL TAX	42,740.50	77,550.00	-34,809.50
82-1600-TIMBER TAX	363.12	397.00	-33.88
82-4100-INTEREST INCOME	5,524.59	3,000.00	2,524.59
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	806.00	-401.44
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	88,523.91	147,126.00	-58,602.09
OUTFLOWS			
86-1035-WORKMAN'S COMP	373.00	6,000.00	5,627.00
86-2050-CLOTHING	4,133.88	4,000.00	-133.88
86-2060-COMMUNICATIONS	5,488.67	5,000.00	-488.67
86-2090-HOUSEHOLD EXP	0.00	200.00	200.00
86-2101-INSURANCE	0.00	6,000.00	6,000.00
86-2120-MAINTENANCE EQ	11,368.51	28,000.00	16,631.49
86-2130-MAINTENANCE STRUCTURES	1,788.71	3,000.00	1,211.29
86-2140-MED SUPPLIES	4,427.83	4,000.00	-427.83
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	398.35	200.00	-198.35
86-2181-AUDITS	4,169.50	2,000.00	-2,169.50
86-2187-ED AND TRAINING	6,705.88	10,000.00	3,294.12
86-2189-PROF AND SPEC	0.00	500.00	500.00
86-2220-SM TOOLS	3,698.44	3,000.00	-698.44
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,153.45	16,000.00	-1,153.45
86-2260-UTILITIES	2,966.97	3,000.00	33.03
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	1,000.00	-109.23
86-4360-BUILDINGS AND IMPROVEMENTS	7,291.63	0.00	-7,291.63
86-4370-EQUIPMENT	27,214.46	3,000.00	-24,214.46
TOTAL OUTFLOWS	98,288.51	94,900.00	-3,388.51
OVERALL TOTAL	-9,764.60	52,226.00	-61,990.60

ALRFPD Year to Date Budget Report - YTD:6

7/1/2006 through 5/29/2007 Using Budget 2006-2007

5/29/2007

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Category Description	7/1/2006 Actual	- Budget	5/29/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,961.16	55,695.33	-20,734.17
82-1120-CURRENT UNSECURED TAX	2,033.85	1,746.03	287.82
82-1130-SB813 SUPPLEMENTAL TAX	2,405.88	2,038.55	367.33
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	90.25	93.87	-3.62
82-1300-SPECIAL TAX	42,740.50	70,670.56	-27,930.06
82-1600-TIMBER TAX	363.12	361.79	1.33
82-4100-INTEREST INCOME	5,524.59	2,733.87	2,790.72
82-5481-HOMEOWNER PROPERTY TAX RE...	404.56	734.50	-329.94
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	88,523.91	134,074.50	-45,550.59
OUTFLOWS			
86-1035-WORKMAN'S COMP	373.00	5,467.74	5,094.74
86-2050-CLOTHING	4,133.88	3,645.16	-488.72
86-2060-COMMUNICATIONS	5,488.67	4,556.45	-932.22
86-2090-HOUSEHOLD EXP	0.00	182.25	182.25
86-2101-INSURANCE	0.00	5,467.74	5,467.74
86-2120-MAINTENANCE EQ	11,368.51	25,516.13	14,147.62
86-2130-MAINTENANCE STRUCTURES	1,788.71	2,733.87	945.16
86-2140-MED SUPPLIES	4,427.83	3,645.16	-782.67
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	398.35	182.25	-216.10
86-2181-AUDITS	4,169.50	1,822.58	-2,346.92
86-2187-ED AND TRAINING	6,705.88	9,112.91	2,407.03
86-2189-PROF AND SPEC	0.00	455.64	455.64
86-2220-SM TOOLS	3,698.44	2,733.87	-964.57
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	17,153.45	14,580.65	-2,572.80
86-2260-UTILITIES	2,966.97	2,733.87	-233.10
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	911.29	-197.94
86-4360-BUILDINGS AND IMPROVEMENTS	7,291.63	0.00	-7,291.63
86-4370-EQUIPMENT	27,214.46	2,733.87	-24,480.59
TOTAL OUTFLOWS	98,288.51	86,481.43	-11,807.08
OVERALL TOTAL	-9,764.60	47,593.07	-57,357.67

Albion-Little River Fire Dept.

May 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Long Range Plan Meeting Albion School 1930	4	5
6	7	8	9	10 Business Meeting 1930 @ 810	11	12 Boat/Jetski 0900 @ 810
13	14	15	16 <i>Budget Mtg 8/10 1pm</i>	17	18	19 County mutual Aid drill
20	21 Oliver leaves for Germany	22	23 EMT & 1st Resp. 1900 @ 810	24	25	26
27	28	29 Sam leaves for vacation -- need to pick up slack on the LR side	30 District Board Meeting 1900 @ 810	31 Officer's Meeting 1900 @ 811 Oliver returns		

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

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, 30 May 2007, 7:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:30; 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, and it was accepted. A meeting of the budget committee, consisting of Alan Taeger, Jim Shock, and Chief Seeler, had been scheduled for Wednesday, May 16, 2007 at 1:00 p.m. at Station 810; however, Jim Shock was unable to attend the meeting. Alan Taeger handed out a Budget Overview Worksheet showing the estimated and actual revenue and appropriations for each fiscal year beginning in 2003; the county does not have the figures for the most recent (2006-2007) budget, so it may not have been submitted to the county even though the Board does have the budget which was prepared. A copy of this worksheet is attached to these minutes. In addition, Alan Taeger handed out a Special District Budget Worksheet Fiscal Year 2007-2008 which details a proposed budget for 2007-2008 and which shows the same estimated numbers for revenue and appropriations as are shown on the Budget Overview Worksheet he had prepared. A copy of this worksheet is also attached to these minutes. The Board discussed the importance of its understanding the interplay between the District and the Department and their separate funds, insofar as which entity should make what type of expenditure; at this point there is no policy, but there is obviously a lot of history, and it appears that the Department's expectation is that the District should essentially pay for everything regardless of the extent of funds which are at the Department's disposal. If the Department were to receive a large amount of money as the result of a gift, for instance, it is not clear to the Board how the Department's expectations would be changed. The Board discussed the need to have policies with respect to finances as between the District and the Department which would respect the Department's need for its own funds and budget but would clarify and make transparent the correct framework, regardless of the relative financial situations of the District and the Department.

After discussion, one item of appropriations (that is, the "Household Expense" item of \$200) will be deleted from the proposed budget, Alan Taeger will forward the revised proposed budget to the Board, and approval of the proposed budget will be placed on the agenda for the June 2007 meeting of the Board and the proposed budget will be posted with the agenda.

4. **Secretary's Report:** In Dick Ahrens' absence Laura Vogelgesang acted as substitute secretary. The minutes of the April regular meeting and of the May special meeting were approved. The Board discussed procedures which should be followed by the Board Secretary, and concluded that an agenda must make clear what will be discussed but must also be succinct and to that end the Secretary and Chair should consult about the agenda prior to the time it is posted physically and on the District's web page. And, the minutes must likewise reflect what occurred at a meeting but must also be succinct; once approved at the succeeding month's meeting, the approved minutes will be available to the public on the web page and on request. Alan Taeger has been checking the District's separate post office box on a regular basis and will continue to do so.

At this point the Board determined that a special meeting to address long-range planning would be scheduled for June 21, 2007 and that item 6, in addition to other agenda items which could be postponed until the June 2007 regular meeting, would be postponed in light of the length of the agenda.

5. **Update on Station 811 Project:** Laura Vogelgesang reported briefly that work continues, and that Lee Welty has been asked to prepare drainage calculations.

6. **Long-Range Planning:** This agenda item, other than the revised mission statement, was postponed until a special meeting which will be held on June 21, 2007, because of the overall length of the agenda.

The Board discussed the proposed revised mission statement for the District which Alan Taeger had presented at the April 2007 regular meeting. In the portion titled "Mission Statement" the words "provision of" are added between the words "the" and "protection." The portion titled "District Supported Volunteer Agencies" is deleted in its entirety. With these changes, the proposed revised mission statement is adopted in its entirety as a revision to the District bylaws by unanimous vote of the four directors in attendance, and shall replace the current page of the District bylaws which is entitled "Mission Statement." A copy of the replacement page for the bylaws is attached to these minutes.

7. **Items for Consideration and possible action:**

A) **Website changes:** This item was postponed until the June 2007 business meeting.

B) **Ethics and Ethics Training:** This item was postponed until the June 2007 business meeting.

C) **Benefits for Firefighters:** This item was postponed until the June 2007 business meeting.

D) **Fire Protection Mitigation Fee:** This item will be reagendaized for June.

E) **Firefighter Identification:** This item will be reagendaized for June.

F) **Investigation of Possible Donation of Land for Station:** This item will be reagendaized for June.

G) **Investigation of Possible Acquisition of Station 810 Property:** Laura Vogelgesang handed out a memorandum of her meeting with Earl R. Latham, attached to which are maps provided to us by Mr. Latham. This item will be reagendaized for June.

H) **Disposal of Obsolete Equipment:** This item will be reagendaized for June.

I) **Acquisition of Items by Either District or Department:** This item will be reagendaized for June.

J) **Election of Current Board Members:** Jim Shock has spoken at length with Marsha Wharff (the Mendocino County Assessor-Clerk-Recorder) and her assistant with respect to the procedure for succession of District Board members in office. All four of the current Board members, and any additional Board member appointed before the next general election, will be "up for election" at the next general election, in November 2007. The seats occupied by Jim Shock and Josh Latkin have two years remaining on their terms; the other three seats have four years remaining and would be subject to the election process in any event. July 16 is the first day on which a member may file for election, and August 10 is the last day; if any one or more incumbent has not filed for election by August 11, the period for filing will be open for an additional five days to others who may seek to join the Board. If five or fewer individuals have filed for election by the end of the applicable filing period, then there will be no election (that is, if any vacancy remains to be filled it would be filled by appointment by the Board). If an election were required, charges would be assessed to any candidate who wished to have a statement published in the election materials provided to the public. We are told that information and forms for filing have been mailed to the District's post office box.

K) **Vacancy on District Board:** In light of Dick Ahrens' resignation from the Board, Laura Vogelgesang was requested and agreed to continue to act as Board Secretary through the December, 2007 Board meeting.

The Board must fill the vacancy created by Dick Ahrens' resignation within 90 days after his resignation on May 18; otherwise, the Board of Supervisors must make an appointment to fill the vacancy. The Board determined to submit a recruitment appeal to the newspapers with particulars including an invitation to the June meeting, in time to be in the June 14 issues of the local papers and follow up with a letter to the editor for the following week's editions in advance of the June meeting at which we would hope to appoint a new member; to advise previous Board candidates of the vacancy so they may reapply if they wish; and to

post the recruitment appeal on the Albion and Little River listservs. The June 27 meeting will start at 7:00 p.m. rather than the usual 7:30 p.m. starting time, and interviews of candidates will be placed first on the agenda and the filling of the vacancy last on the agenda, with the option of carrying both those vacancy-filling-related items over to the July meeting in the event that appears appropriate.

L) Personnel Assistance to Department: This item will be reagendaized for June.

8. Land, buildings and equipment:

A) Power to 815: This item will be reagendaized for June..

B) Roof of 810: Richard McDonald completed the reproofing of Station 810, and replaced the fascia board and a flue for the hot water heater for an additional charge of \$465. The façade of the building is not tied into the roof, and Mr. McDonald indicated that he could do this work for an additional \$3,000. Although one of the firefighters offered to do this work, for pay, the firefighter is not a licensed contractor and after discussion the Board determined that it could not proceed with work by an unlicensed contractor. Consequently, Josh Latkin will obtain bids for the work of tying the façade into the new roof to avoid water incursion.

Laura Vogelgesang will prepare a letter of thanks from the Board to Mr. McDonald for his donation to the District.

C) 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.

D) Repairs Needed to Walk-In Freezer. This item will be reagendaized for June.

9. Fund-raising: There was no report.

10. Fire Chief's Report:

A) Incidents. There was no report

B) Fire Department Report. There was no report.

C) Fire Department Operational Needs. There was no report.

11. Committee Reports

There were no committee reports.

12. Board Directors' Reports: A draft of the newsletter which has been prepared for printing and mailing in connection with the barbeque was available. In light of the fact that the newsletter purports to be from the District Board as well as from the Department, the Auxiliary and ALERT, and the fact that the District is expected to pay the costs of the publication and mailing of the newsletter, the District Board will request that any future newsletter be available for review and comment by the District Board prior to the time the newsletter is sent out for printing.

The barbeque is on July 14, and Board members should plan to be there and participate.

A request that we vote for a LAFCO board member should be placed on the agenda for the June meeting.

11. Next meeting dates and agenda:

A) Regular: June 27, 2007, at 7:00 pm, at Station 810.

B) Long Range Plan Special Meeting: June 21, 2007, at 7:00pm at Station 810

12. Adjournment: at 9:30 p.m.

Laura J. Vogelgesang, Secretary

ALRFPD SPECIAL DISTRICT BUDGET WORKSHEET 070528 (From AT).xls

ESTABLISHMENT

The Albion-Little River Fire Protection District (the District) was established after an election of voters within the boundaries of the proposed district by a resolution of the Mendocino County Board of Supervisors in 1962.

MISSION STATEMENT

The mission of the District is to provide oversight of numerous resources allocated for the provision of protection of life and property in the Albion and Little River communities against threats from structural and wildland fires, medical emergencies, hazardous materials releases, and disasters, natural or man-made.

POLICY STATEMENT

In order to fulfill its mission the Board of Directors of the District will

1. Perpetuate close working and financial relationships with established volunteer emergency response agencies within the District.
3. Support and promote the operations of the volunteer agencies providing emergency services within the District.
3. Create and maintain a local property tax to help finance emergency services operations within the District.
4. Oversee the distribution of funds in the control of the District
5. Seek additional funding from all possible sources (local, regional, national) to further enhance the capabilities of the supported agencies.
6. Support and promote safety awareness, fire prevention, and disaster preparedness programs in our community.

[This page replaces the original and is adopted in its entirety by unanimous decision of the Board of Directors on May 30, 2007.]