

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT AGENDA
BOARD OF DIRECTORS BUSINESS MEETING

Wednesday March 28, 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.
4. **Secretary's report.** Presentation of communications to the Board
5. **Items for consideration and possible action:**
 - A) **New fire house.** A report on progress on the new fire house.
 - Next Mo B) **Web site changes.** An update on the District/Department's web site.
 13. x/yr C) **Mutual aid salary fee schedule.** Chief Seeler will present a recommendation for a mutual aid salary schedule for the Board's adoption. - work w/ driver by next mtg. chief fee \$ 25/hr - ff
 - city default D) **Complaint Procedure.** Procedures for addressing complaints to the Board. \$ 30/hr - ahead
 - Next Mo E) **Adoption of a claim form.** A revised claim form will be presented for adoption.
 - 2/11/10 LRP F) **Self-insurance.** A report on our current self-insurance will be presented.
6. **Land, buildings and equipment.** Chief Seeler will report on changes and problems:
 - A) **Power to 815.** Need for power to Station 815.
 - B) **Power to 813.** Need for power to Station 813 - \$1000
 - C) **Roof of 810.** 810 needs a new roof. - get bids
 - D) **Fuel storage at Station 812.** Need for storage of fuel at Station 812. - looking for approval tank used
7. **Fund raising, gifts and service fees.** Chief Seeler will present an update on current Department income.
8. **Fire Chief's report, including operational needs:**
 - A) **Incident reports.** Chief Seeler will present an update on incidents during the month. = veh acc
 - B) **Fire Department report.** Chief Seeler will report other Department progress. JT training w cert. traffic safety
 - C) **Fire Department operational needs.** Chief Seeler will report Department needs; the Board will discuss and approve or disapprove a proposed expenditure of \$125 per month to Rick Kruse for monthly maintenance of equipment. - vehicle maint budget
- 9. **Committee reports.** Committee reports, if any, will be presented.
10. **Board Directors' reports.** Individual Board members may report.
11. **Next meeting date and agenda.**
12. **Adjournment.**

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT AGENDA
BOARD OF DIRECTORS WORKING MEETING

Thursday March 29, 2007, 7:30 pm, location: Albion Elementary School, Albion, CA

1. **Call to order and determination of a quorum.**
2. **Long Range Plan Update:**
 - A) **Review of Current Plan** Chief Seeler will briefly review the background and structure of the present Long Range Plan.
 - B) **Planning.** A planning session on methods to attack the review and updating of the Long Range Plan will take place, led by Board Member Laura Vogelgesang. This may include the formation of working subgroups and the assignment of tasks, responsibilities, and commitment dates.
3. **Next Meeting Date and Agenda.**
4. **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:45

3/1/2007 through 3/28/2007 (Cash Basis)

3/26/2007

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Date	Account	Num	Description	Memo	Amount
EXPENSES					-1,673.37
86-2050-CLOTHING					-64.35
3/10/2007	District Che...	2339	All Star Fire Equipment, Inc.	#114243	-64.35
86-2060-COMMUNICATIONS					-240.44
3/10/2007	District Che...	2346	P & W Paging & Wireless Sevic...	#35532, 35528	-95.75
3/17/2007	District Che...	2351	AT&T	4 phone lines	-112.09
3/27/2007	District Che...	2354	AT&T	0301538359...	-32.60
86-2120-MAINTENANCE EQ					-395.98
3/10/2007	District Che...	2340	Fort Bragg Diesel	#6237	-170.00
3/10/2007	District Che...	2341	VILLAGE HARDWARE	#113 February	-107.04
3/10/2007	District Che...	2342	ACME AUTOMOTIVE	#1070	-11.02
3/10/2007	District Che...	2343	Rhoads Auto Parts	#1130	-107.92
86-2130-MAINTENANCE STRUCTURES					-58.49
3/10/2007	District Che...	2347	Rossi's Building Materials	#11075	-58.49
86-2140-MED SUPPLIES					-488.89
3/12/2007	District Che...	2348	Aeris	#10064086	-84.62
3/17/2007	District Che...	2352	Eureka Oxygen Co.	#317135	-58.77
3/17/2007	District Che...	2353	Emergency Medical Products, I...	INV926223	-224.99
3/27/2007	District Che...	2356	Emergency Medical Products, I...	INV927063	-120.51
86-2170-OFFICE SUP					-26.75
3/15/2007	District Che...		Savings Bank Of Mendocino	safety deposi...	-26.75
86-2220-SM TOOLS					-60.30
3/27/2007	District Che...	2355	Mallory Co.	#3168135	-60.30
86-2250-TRANSPORTATION					-157.86
3/12/2007	District Che...	2349	Albion K Incorporated	#138	-87.86
3/27/2007	District Che...	2357	Walker's Towing	#8235	-70.00
86-2260-UTILITIES					-180.31
3/10/2007	District Che...	2344	SUBURBAN PROPANE	#1426-080341	-47.50
3/10/2007	District Che...	2345	Empire Waste Management	#0012003-25...	-22.16
3/12/2007	District Che...	2350	PG&E	#021009510...	-110.65
OVERALL TOTAL					-1,673.37

ALRFPD Actual / Budget Report - Current Year:4

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

3/26/2007

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Category Description	7/1/2006 Actual	- Budget	6/30/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,977.17	61,117.00	-26,139.83
82-1120-CURRENT UNSECURED TAX	1,924.12	1,916.00	8.12
82-1130-SB813 SUPPLEMENTAL TAX	1,155.47	2,237.00	-1,081.53
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	89.58	103.00	-13.42
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 REL...	404.56	806.00	-401.44
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	87,179.11	147,126.00	-59,946.89
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	3,040.49	4,000.00	959.51
86-2060-COMMUNICATIONS	5,146.48	5,000.00	-146.48
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	10,482.58	28,000.00	17,517.42
86-2130-MAINTENANCE STRUCTURES	1,011.76	3,000.00	1,988.24
86-2140-MED SUPPLIES	4,031.95	4,000.00	-31.95
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	240.68	200.00	-40.68
86-2181-AUDITS	3,674.50	2,000.00	-1,674.50
86-2187-ED AND TRAINING	5,713.53	10,000.00	4,286.47
86-2189-PROF AND SPEC	0.00	500.00	500.00
86-2220-SM TOOLS	2,707.98	3,000.00	292.02
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	16,991.95	16,000.00	-991.95
86-2260-UTILITIES	2,125.55	3,000.00	874.45
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	1,000.00	-109.23
86-4360-BUILDINGS AND IMPROVEMENTS	3,462.66	0.00	-3,462.66
86-4370-EQUIPMENT	24,469.47	3,000.00	-21,469.47
TOTAL OUTFLOWS	84,208.81	94,900.00	10,691.19
OVERALL TOTAL	2,970.30	52,226.00	-49,255.70

ALRFPD Year to Date Budget Report - YTD:6

7/1/2006 through 3/26/2007 Using Budget 2006-2007

3/26/2007

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Category Description	7/1/2006 Actual	Budget	3/26/2007 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	34,977.17	45,016.28	-10,039.11
82-1120-CURRENT UNSECURED TAX	1,924.12	1,411.24	512.88
82-1130-SB813 SUPPLEMENTAL TAX	1,155.47	1,647.67	-492.20
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	89.58	75.86	13.72
82-1300-SPECIAL TAX	42,740.50	57,120.16	-14,379.66
82-1600-TIMBER TAX	363.12	292.41	70.71
82-4100-INTEREST INCOME	5,524.59	2,209.68	3,314.91
82-5481-HOMEOWNER PROPERTY TAX REL...	404.56	593.66	-189.10
82-7700-OTHER	0.00	0.00	0.00
TOTAL INFLOWS	87,179.11	108,366.96	-21,187.85
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	4,419.35	4,419.35
86-2050-CLOTHING	3,040.49	2,946.24	-94.25
86-2060-COMMUNICATIONS	5,146.48	3,682.79	-1,463.69
86-2090-HOUSEHOLD EXP	0.00	147.30	147.30
86-2101-INSURANCE	0.00	4,419.35	4,419.35
86-2120-MAINTENANCE EQ	10,482.58	20,623.65	10,141.07
86-2130-MAINTENANCE STRUCTURES	1,011.76	2,209.68	1,197.92
86-2140-MED SUPPLIES	4,031.95	2,946.24	-1,085.71
86-2160-MISC	0.00	0.00	0.00
86-2170-OFFICE SUP	240.68	147.30	-93.38
86-2181-AUDITS	3,674.50	1,473.11	-2,201.39
86-2187-ED AND TRAINING	5,713.53	7,365.59	1,652.06
86-2189-PROF AND SPEC	0.00	368.27	368.27
86-2220-SM TOOLS	2,707.98	2,209.68	-498.30
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	16,991.95	11,784.95	-5,207.00
86-2260-UTILITIES	2,125.55	2,209.68	84.13
86-3113-PAYMNTS TO GOVT AGENCIES	1,109.23	736.56	-372.67
86-4360-BUILDINGS AND IMPROVEMENTS	3,462.66	0.00	-3,462.66
86-4370-EQUIPMENT	24,469.47	2,209.68	-22,259.79
TOTAL OUTFLOWS	84,208.81	69,899.42	-14,309.39
OVERALL TOTAL	2,970.30	38,467.54	-35,497.24

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

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, 28 March 2007, 7:30pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 7:32; attending were Shock, Taeger, Vogelgesang, Latkin, Chief Seeler, and Carolyn Latkin.
2. **Public communication to the Board:** none
3. **Treasurer's Report:** Carolyn Latkin distributed the report, and Chief Seeler noted that the preceding month's expenses included costs, such as for diesel fuel, in connection with the Seafoam fire. Alan Taeger has met with Tom Goncharoff and is beginning his review of prior years' records and will eventually make an outline for the Board so that current and future Board members will be able to understand the budget process and other particulars of the District's finances. For the 2007 – 2008 budget, at the April 25 meeting Alan, Jim Shock (as Board President) and Chief Seeler will schedule a meeting to prepare a proposed budget which will be presented at the May Board meeting for approval.

Alan Taeger reported that we have received a service agreement with Fort Bragg Disposal; it was clarified that this is for waste disposal at Station 810, and the agreement will be signed and returned. We also have ~~the billing for the balance of the wetland study~~ for Station 811, and it will be submitted for payment. *a billing for the ?*

4. **Secretary's Report:** In Dick Ahrens' absence and at his request, Laura Vogelgesang reported that information about a "Special District and Local Government Institute Administration" seminar had been received, which prompted her to look at information about on-line ethics training in accordance with the requirements of AB 1234. The information about that training will be supplied to the Board members so that we may each comply with the law's requirements. Also, an invitation to join a lobbying group, the Fire Districts Association of California, had been received; information about this group and its member benefits is available at <http://www.fdac.org/member.htm>. The Board determined that we need not join this group at this time.
5. **Items for consideration and possible action:**
 - A) **New Fire House:** Josh Latkin reported that Ron Stark, for the Department, continues to work on reconciling the Department's needs with the restrictions which may be imposed in light of WRA Environmental Consultants' draft map of the site. Chief Seeler will ask Ron if he can attend the April 25 meeting of the Board, or have a report which we could review at that time.
 - B) **Long Range Plan update:** a special meeting to be held on 29 March will be posted.
 - C) **Website changes:** Jim Marquardt, who will be working on the new web site for the District, Department, Auxiliary and ALERT, was engaged in CERT training on March 28, but will be invited to attend the April 25 Board meeting.
 - D) **Mutual Aid salary fee schedule:** Chief Seeler reported that his investigation, including discussions with Anderson Valley Volunteer Fire Department, reveals that the District need not adopt an ordinance in order to increase the fee schedule. Instead, in accordance with the mutual aid agreement, the Board may adopt a salary and equipment fee schedule. At or before the April Board meeting, Chief Seeler will get a copy of the mutual aid agreement and the current schedule to each Board member along with his recommendations on what the salary and equipment fee schedules should be, so that the Board may at the April meeting adopt a new salary and fee schedule.
 - E) **Complaint Procedure:** Laura Vogelgesang is studying this procedure in the bylaws with a view to recommending updates; she was not prepared to discuss this in other than general terms but thought she could do so by the April Board meeting. The Board reviewed the fact that 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.

Note error at Apr Meeting

F) Adoption of a claim form and self-insurance: These two items were discussed together, because they relate to the same issue, which is how to reimburse Department members who suffer a loss, such as damage to a vehicle or to personal property, during a call or a training exercise. A draft form of reimbursement request was distributed, and various improvements were described. These will be incorporated in the draft form, and the draft form will be given to a committee to be formed in connection with review of the Long Range Plan so that the Department members who will perhaps need to use this procedure will be satisfied with it.

6. Land, buildings and equipment:

A) Power to 815: Chief Seeler reported that the owner of the property (on Navarro Ridge) has not been available and needs to be consulted in connection with getting power to the station; in addition, a firm cost must be obtained from PG&E

B) Power to 813: Josh Latkin has made all arrangements for provision of power to this station on Middle Ridge; the cost will be approximately \$1,000 and is a maintenance item for which funds have been budgeted. The Department will pay the cost initially and will submit the billing to the District for reimbursement, whereupon the District will apply to the County for payment from the District's funds.

C) Roof of 810: In accordance with Public Contract Code Sections 20810-20813, copies of which were provided to the Board, the contracting and purchasing procedures of the law need not be followed for a project the cost of which is less than \$25,000. We have estimated that the cost of a new roof for 810 may be approximately \$8,000. Josh Latkin will proceed to obtain two bids, and will be certain that the bidders understand that because the work is being done for the Department, any contribution by the contractors of their time or materials would be to the Department and consequently deductible as a charitable contribution to the extent allowed by law... A discussion of the bids, and of the fact that there is no lease for 810 from the owner (the Anderson Estate), will be on the agenda for the April Board meeting, and the situation with respect to the lack of a lease will be addressed in the long-range planning process.

D) Fuel Storage at Station 812: Josh Latkin reported that he and Mike Kitahara have been working on this issue, and have determined that we must have a UL-listed tank to store diesel for safety and liability purposes. Compliance with many government regulations would be required if a tank with a 660 gallon or greater capacity were used, so a 500-gallon tank is recommended. A new 500-gallon tank would cost about \$14,000, but a used one should be available for a cost of \$3,000 - \$8,000, including the pump and pad for the tank, which will be portable. The Department will proceed to acquire a used tank and will come back to the District for payment of the cost.

7. Fund-raising: no report

8. Fire Chief's Report:

A) Incidents. Chief Seeler reported that there has been much followup required in the aftermath of the Seafoam fire, including his work with the owners' insurance company. There have been seven traffic accidents in the past five weeks on Highway 128, and there have been DUIs; there have been no fires in our District but the Department has provided mutual aid to a fire in the Anderson Valley, at Rancho Navarro. There have been the usual medical calls. There have been no injuries to Department personnel, or damage to Department equipment.

B) Fire Department Report. The Department members continue with their outside training, including swift water rescue training undertaken by Stacey Weil-Dye, Terence Weil-Dye, and Rob Marcello; and Department members have completed the First Responder course. The Department conducted a traffic control training to which ALERT members were invited; insurance issues must be addressed and resolved before ALERT members can participate with the Department in trainings other than classroom trainings, or in any response situation other than a disaster.

Chief Seeler reported also that the Fire Chiefs Association continues to work on securing Proposition 172 funds which now are primarily allocated by the Mendocino County Board of

Supervisors to the District Attorney's office and the Sheriff's office, rather than to fire departments in the county. The FCA believes that a change in allocation, to provide payment for the fire departments' workers' compensation and liability insurance costs, may occur, and reportedly Sheriff Allman has no objection to this. The Board would like to be involved in this process, and perhaps involve other District boards in a cooperative effort along with the Fire Chiefs Association.

C) Fire Department Operational Needs. Rick Kruse has worked out a list of what he would do for each of the ten Department vehicles for preventive maintenance, working on each vehicle on a two-month cycle and spending approximately one hour on each vehicle every two months so that he would spend about 5 hours per month at \$25/hour, which is half of Rick's normal rate. Rick will continue to provide repairs for the vehicles. The Board approved this expenditure; Chief Seeler will get a copy of the contract and billing information to the Board for direct payment by the District. The Board discussed the fact that Mr. Kruse has been extremely generous in his commitment to the Department both in terms of doing this work at a reduced rate, and responding immediately when any need is expressed. The Board realizes that if Mr. Kruse were not willing or available to do this work the cost would be much greater, and indeed there might not be a reasonable way to get the work done. The Board must keep this in mind in its budgeting.

9. Committee Reports

A) Insurance Committee: Alan Taeger reported that the District may receive a \$1,000 "rebate" for its loss prevention record, and he will investigate that. He reported that the rates for workers' compensation and general liability will be going up, and that there is no figure for ~~mobile equipment or for watercraft~~, and he will question this; the Board or Department may have believed that on the acquisition of our watercraft that it was covered in some general equipment category and if there is a separate category for ~~this, we need to be certain that it is covered.~~

B) LAFCO: Alan Taeger reported that there is a budget meeting of LAFCO on April 2.

10. Board Directors' Reports: Jim Shock noted that the Board needs to schedule a session so that we may be trained on our responsibilities in relationship to the Department, and on financial matters.

Laura Vogelgesang noted that she will be prepared to lead the planning session portion of the Long-Range Planning meeting on March 29.

11. Next meeting dates and agenda:

A) Regular: April 25, at 7:30pm, at Station 810.

B) Long Range Plan Working Meeting: March 29th, at 7:30pm at Station 810.

12. Adjournment: at 9:10 p.m. or so (the substitute Secretary didn't really notice)

Laura J. Vogelgesang, Substitute Secretary