

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS BUSINESS MEETING AGENDA

Wednesday August 29, 2007, 7:30 pm, at Station 810, 32601 Albion Ridge Road, 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 on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. Fire Chief's report, including operational needs.
  - A) Incident reports. The Fire Chief is requested to report on the types of calls to which the Department has responded since the last Board meeting, with an emphasis on any trends which would suggest a need for changes to the District's and the Department's planning. *- good response 3 new interviews*
  - B) Fund raising, gifts and service fees. The Fire Chief will report current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board. *Walker talking donation*
  - C) Fire Department report. The Fire Chief will report on other Department progress. *drill feedback*
  - D) Fire Department operational needs. The Fire Chief will report on Department needs. *BJD security, HP Short*
4. Treasurer's report. Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations.
5. Secretary's report.
  - A) Communications to the Board will be presented.
  - B) Minutes. Minutes of the July 25, 2007 meeting, which have not been approved, will be approved or revised and approved.
6. Update on Station 811 Project: There will be an update on progress on this project.
7. Items for consideration and possible action: *→ Sam Levine to Oliver asking for Mutual Aid Docs. Agreement*
  - A) Emergency Response Services Fees. The Board will review the Fire Prevention Services Fee Schedule adopted by the District Board in 2005 and the current schedules of surrounding districts which Josh Latkin had gathered for the July meeting, or any other schedules, and will hear Chief Seeler's recommendation. The Board may adopt a new salary and fee schedule if the current schedule is not deemed sufficient, and will determine what steps must be taken in order to implement any new schedule. Josh Latkin will also report what he has found with respect to any mutual aid agreements to which the District or Department is a party.
  - B) Attendance at Department Meetings by Board Members. The Board will discuss and resolve the issues raised by Chief Seeler in connection with attendance by members of the District Board at Department meetings in light of the fact that two members of the Department are currently serving on the District Board and a third member has been attending Department meetings.
  - C) Newsletter. The Board will determine which member of the District Board will participate in writing and reviewing any future Department newsletter.
  - D) County Counsel Training. The Board will consider when to schedule free training, offered by County Counsel, on the Brown Act and ethical considerations.
  - E) Current SAFER Grant Program. The Board will consider whether or not an application, on behalf of the Department, should be made in the current SAFER grant application period, including any effects such a grant could have on the District's and Department's budgets.
  - F) Upcoming Anticipated Board Vacancies. Jim Shock has advised the Board that he will not serve on the Board after his current term of office ends at the end of December, 2007. Sam Levine has indicated that he will resign from the Board in order to help resolve the Brown Act issue which has been raised in connection with attendance by a non-firefighter Board member at the Department's business meetings. The Board will discuss its plans for filling these upcoming vacancies.
  - G) Committee Formation. The Board will consider formation of a Requirements Committee, which could consider personnel and equipment requirements on a regular basis; and formation of an Ordinance Committee as set forth in H. below.
  - H) Safety Standards for Recreational Divers. The Board will consider formation of a committee to research California standards, such as requiring the use of dive flags and penalties for failure to do so, for recreational divers, which standards might aid first responders in assisting divers in the event of their encountering difficulties. The Board will also consider formation of an Ordinance Committee to address this and other local or county-wide ordinances which may be of use to the Department and on which our district might wish to work with other Mendocino fire protection districts.
8. Land, buildings and equipment.
  - A) Power to 815. There will be a report on progress. *- Oakley vs PG&E*
  - B) Roof of 810. There will be a report on progress of the project of tying the façade into the new roof.
  - C) Fuel storage at Station 812. Josh Latkin will report on progress on this item.
9. Committee reports: Committee reports, if any, will be presented.
  - A) Real Estate
  - B) Grants
10. Board Directors' reports. Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. 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.
11. Long-Range Planning. The Board will review the status of its work on review of the Long-Range Plan, including Board members' redrafts of sections of the Long-Range Plan.
12. Closed Session. The Board will have a closed session to consider personnel matters involving employment and evaluation of District employees.
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.

## 2007 MFPD MEETING SCHEDULE

Tuesday meetings begin at 4:00 P.M.  
Wednesday meetings begin at 7:00 P.M.

January – Tues. the 9<sup>th</sup> and Wed. the 31<sup>st</sup>

February – Tues. the 13<sup>th</sup> and Wed. the 28<sup>th</sup>

March – Tues. the 13<sup>th</sup> and Wed. the 28<sup>th</sup>

April – Tues. the 10<sup>th</sup> and Wed. the 25<sup>th</sup>

May – Tues. the 15<sup>th</sup> and Wed. the 30<sup>th</sup>

June – Tues. the 12<sup>th</sup> and Wed. the 27<sup>th</sup>

July – Tues. the 10<sup>th</sup> and Wed. the 25<sup>th</sup>

August – Tues. the 14<sup>th</sup> and Wed. the 29<sup>th</sup>

September – Tues. the 11<sup>th</sup> and Wed. the 26<sup>th</sup>

October – Tues. the 16<sup>th</sup> and Wed. the 31<sup>st</sup>

November – Tues. the 13<sup>th</sup> and Wed. the 22<sup>nd</sup>

December – Tues. the 11<sup>th</sup> and Wed. the 19<sup>th</sup>

ALRFPD Actual / Budget Report - Current Year:4  
7/1/2007 through 6/30/2008 Using Budget 2007-2008

8/28/2007

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Category Description	7/1/2007 Actual	- Budget	6/30/2008 Difference
<b>INFLOWS</b>			
82-1110 CURRENT SECURED TAX	0.00	67,469.00	-67,469.00
82-1120-CURRENT UNSECURED TAX	0.00	2,053.00	-2,053.00
82-1130-SB813 SUPPLEMENTAL TAX	0.00	2,834.00	-2,834.00
82-1210-PRIOR SECURED TAX	0.00	0.00	0.00
82-1220-PRIOR UNSECURED TAX	0.00	106.00	-106.00
82-1300-SPECIAL TAX	0.00	75,000.00	-75,000.00
82-1600-TIMBER TAX	0.00	486.00	-486.00
82-4100-INTEREST INCOME	0.00	9,000.00	-9,000.00
82-5481-HOMEOWNER PROPERTY TAX RE...	0.00	809.00	-809.00
82-7700-OTHER	0.00	0.00	0.00
<b>TOTAL INFLOWS</b>	<b>0.00</b>	<b>157,757.00</b>	<b>-157,757.00</b>
<b>OUTFLOWS</b>			
86-1035-WORKMAN'S COMP	0.00	6,000.00	6,000.00
86-2050-CLOTHING	3,024.68	6,000.00	2,975.32
86-2060-COMMUNICATIONS	3,037.46	5,000.00	1,962.54
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	619.42	12,000.00	11,380.58
86-2130-MAINTENANCE STRUCTURES	471.19	10,000.00	9,528.81
86-2140-MED SUPPLIES	1,125.12	3,000.00	1,874.88
86-2150-MEMBERSHIPS	0.00	500.00	500.00
86-2170-OFFICE SUP	94.21	200.00	105.79
86-2181-AUDITS	345.00	5,000.00	4,655.00
86-2184-ARCH ENG	0.00	2,000.00	2,000.00
86-2185-MED AND DENTAL	0.00	1,000.00	1,000.00
86-2187-ED AND TRAINING	255.51	10,000.00	9,744.49
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2220-SM TOOLS	195.96	2,000.00	1,804.04
86-2231-ELECTION SUP	0.00	0.00	0.00
86-2250-TRANSPORTATION	594.34	20,000.00	19,405.66
86-2260-UTILITIES	347.81	3,000.00	2,652.19
86-3113-PAYMNTS TO GOVT AGENCIES	0.00	300.00	300.00
86-4360-BUILDINGS AND IMPROVEMENTS	1,827.76	5,000.00	3,172.24
86-4370-EQUIPMENT	721.55	5,000.00	4,278.45
<b>TOTAL OUTFLOWS</b>	<b>12,660.01</b>	<b>103,700.00</b>	<b>91,039.99</b>
<b>OVERALL TOTAL</b>	<b>-12,660.01</b>	<b>54,057.00</b>	<b>-66,717.01</b>

*Approved Budget \$103,500.*

Itemized Categories for Monthly Meeting:51  
7/23/2007 through 8/27/2007 (Cash Basis)

8/27/2007

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Date	Account	Num	Description	Memo	Amount
<b>EXPENSES</b>					<b>-7,895.01</b>
<b>86-2050-CLOTHING</b>					<b>-910.96</b>
8/15/2007	District Ch...	2440	Cascade Fire Equipment Co.	#3732	-243.42
8/15/2007	District Ch...	2444	Josh Latkin	ERF #52	-381.16
8/20/2007	District Ch...	244...	Cascade Fire Equipment Co.		-222.01
8/20/2007	District Ch...	2451	Gall's Inc.	589979550...	-64.37
<b>86-2060-COMMUNICATIONS</b>					<b>-2,825.47</b>
8/6/2007	County	3267	P&W Paging & Wireless	#36565	-1,294.50
8/6/2007	County	2882	Com Tech Electronics	#29358	-1,143.10
8/15/2007	District Ch...	2438	ALBION LITTLE RIVER FIR...	ERF #54	-124.12
8/20/2007	District Ch...	2447	AT&T	4 phone lin...	-32.20
8/20/2007	District Ch...	2448	AT&T	030 153 83...	-35.80
8/20/2007	District Ch...	2450	P & W Paging & Wireless Se...	#36938	-195.75
<b>86-2120-MAINTENANCE EQ</b>					<b>-19.32</b>
8/15/2007	District Ch...	243...	VILLAGE HARDWARE		-19.32
<b>86-2130-MAINTENANCE STRUCTURES</b>					<b>-363.33</b>
7/31/2007	District Ch...	2433	Mendocino Property Mainten...	5/23/07 stat...	-160.00
8/15/2007	District Ch...	243...	VILLAGE HARDWARE		-40.42
8/27/2007	District Ch...	2453	Superior Pump Service	#8197	-162.91
<b>86-2140-MED SUPPLIES</b>					<b>-869.28</b>
7/31/2007	District Ch...	2434	Emergency Medical Products...	INV970221	-350.55
8/15/2007	District Ch...	2442	Aeris	#10117590	-92.99
8/20/2007	District Ch...	2446	Emergency Medical Products...	INV976310	-170.80
8/20/2007	District Ch...	2449	Emergency Medical Products...	#inv977203...	-254.94
<b>86-2170-OFFICE SUP</b>					<b>-94.21</b>
7/26/2007	District Ch...	243...	Carolyn Latkin		-20.21
8/14/2007	District Ch...		Savings Bank Of Mendocino	safety depo...	-38.00
8/15/2007	District Ch...	2435	USPS	P.O. Box 6...	-36.00
<b>86-2181-AUDITS</b>					<b>-345.00</b>
7/26/2007	District Ch...	243...	Carolyn Latkin		-345.00
<b>86-2220-SM TOOLS</b>					<b>-80.42</b>
8/15/2007	District Ch...	243...	VILLAGE HARDWARE		-10.18
8/20/2007	District Ch...	244...	Cascade Fire Equipment Co.		-70.24
<b>86-2250-TRANSPORTATION</b>					<b>-387.07</b>
8/15/2007	District Ch...	2436	Albion K Incorporated	July	-195.57
8/15/2007	District Ch...	2439	Mendocino Coast Petroleum...	#00910	-42.72
8/20/2007	District Ch...	2452	WALSH OIL CO.	#13015	-148.78
<b>86-2260-UTILITIES</b>					<b>-172.19</b>
8/15/2007	District Ch...	2441	PG&E	#02100951...	-150.03
8/15/2007	District Ch...	2443	Empire Waste Management	00012184-...	-22.16
<b>86-4360-BUILDINGS AND IMPROVEMENTS</b>					<b>-1,827.76</b>
8/6/2007	County	3521	WRA Environmental Consult...	#16151 6760	-1,827.76
<b>OVERALL TOTAL</b>					<b>-7,895.01</b>

Approved as printed 29 Aug 07 Bal Mtg

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

**BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, July 25, 2007, 7:30 p.m.

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

1. **Call to order and determination of a quorum:** at 7:30 p.m.; attending were Shock, Taeger, Vogelgesang, Latkin and Levine; Bruce Jenkins, Chief Seeler, Stacey Weil-Dye, and Ed Petrykowski were also present.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
  - A) **Incident reports.** Chief Seeler reported incidents, and noted that he is investigating the possibility of an EMT at The Woods in light of the increasing call volume from The Woods; Laura Vogelgesang remarked that the Fire Protection District Law of 1987 allows a district to create service zones, and will investigate and report to the Board. Chief Seeler noted that there is a part of the Navarro Grade which is "dead" to the Department's radio communications and said he is looking into remedying this situation.
  - B) **Fund raising, gifts and service fees.** Chief Seeler reported that the final figures on revenue from the barbeque are not in yet, and that attendance was moderate; he noted that Josh Latkin is reviewing service fees.
  - C) **Fire Department report.** Chief Seeler announced that he would not seek or accept the position of Chief of the Albion-Little River Volunteer Fire Department, Inc., for 2008. Chief Seeler also announced that he would also not be an Assistant Chief, but would take a different role and would not be going away. Chief Seeler noted further that the Department has a new intern, Diana Garcia, who lives on Albion Ridge.
  - D) **Fire Department operational needs.** Chief Seeler reported that all equipment is working and that he is pleased in general with morale in the Department.
4. **Brown Act Compliance.** The Board discussed the fact that e-mail communications among a majority of the members of the Board may constitute a "meeting" within the meaning of the Brown Act, so that other than communications which are permitted (such as adding items to a proposed agenda) the members of the Board should exercise caution.

Chief Seeler delivered a letter to the Board stating "the Department's concern regarding potential Brown Act violations by the District Board. The presence of a board majority (three members) at the July business meeting of the Department presented the appearance of such a violation." The letter states that "no more than two members of the Board will be allowed to attend any business meeting of the department." The Board noted that Department members who are members of the Board must be in a position to attend Department meetings, and that interruption of communication between the members of the Department and the members of the Board which was intended to be fostered by attendance of a Board member at Department meetings was also of concern. After noting that this issue had been considered in connection with appointment of a second Department member as a member of the District Board and that the Board had concluded that there would be no violation of the Brown Act so long as Board members in attendance at a Department meeting did not communicate with one another, the Board determined that it must request guidance from County Counsel and resolve this issue in order to avoid any appearance of impropriety. There will not be three Board members in attendance at the August business meeting of the Department.

5. **Treasurer's Report:** The budget report was distributed for Carolyn Latkin in her absence, and it was accepted. Alan Taeger noted that an annual investment report had been received from the County; the District's funds are all in cash funds, which earn approximately 5% annually.

**6. Secretary's Report:**

**A) Communications to the Board.** Laura Vogelgesang reported that she had received a memorandum from County Counsel offering training on the Brown Act and ethics, among other topics, free of charge, and she was asked to work on arranging a date and time for this training.

**B) Minutes.**

i. Minutes of the June 27, 2007 meeting were approved without revision.

ii. The Board heard comments with respect to paragraph numbered 12 in the minutes of the May 30, 2007 meeting and with respect to some of its actions. The Board determined that the minutes of this July meeting should reflect that the Board addressed the issue which had been raised (that is, the tone and statements in the paragraph in question), that the Board thinks that the newsletter which was mailed to District residents was excellent, and that it thanks Stacey Weil-Dye for all of her work which was really well done.

Laura Vogelgesang noted that she had received from Sam Levine the certification of his completion of ethics training as required by AB 1234.

**7. Update on Station 811 Project:** Laura Vogelgesang reported that WRA Environmental Consultants have requested approval of a change order in connection with the scope of their work on the station site, in response to a request from the Planning Department. Alan Taeger noted that the Board has been invoiced for fees of approximately \$7,000 by WRA at this point in connection with the original estimate of \$5,700, and that changes and increased scrutiny were to be expected. The Board agreed unanimously to pay the current invoice and to approve payment of additional invoices in connection with the change order up to \$5,000 (the amount estimated for the additional services described in the change order) and to authorize Laura Vogelgesang as Secretary to sign the change order and to secure a fully-executed copy for the District's records and to request that WRA amend its records to reflect that its work is for the District rather than for the Department.

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

**A) Emergency Response Services Fees.** Josh Latkin distributed copies of the District's 2005 resolution and fee schedule, Anderson Valley CSD Fire Department's salary schedule and billing ordinance, Long Valley Fire Protection District's 2007 fee and billing resolutions, and Mendocino Fire Protection District's 2007 resolution to increase the schedule of fees for services which includes the increased fees. The Board determined that the District's charges should be in line with those charged by Mendocino and perhaps should be higher, and should be determined based upon an hourly charge and any portion of an hour. Chief Seeler was asked to be prepared to make a recommendation at the August Board meeting with respect to fees. Laura Vogelgesang was asked to get a copy of the ordinance referred to in the District's 2005 resolution, so that at the August meeting the Board may adopt a new schedule and taken any further necessary action to implement the new schedule.

**B) Disposal of Obsolete Equipment.** Laura Vogelgesang reported on her telephone conversation with the manager of General Services for Mendocino County, and the Board determined that if the Department wishes to dispose of any equipment, the appropriate Department personnel should make and deliver to the Board a list of any items which had an initial acquisition cost equal to or greater than \$500 and specifying with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list. The Board determined that Items with an initial acquisition cost of less than \$500 may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law.

**C) Newsletter.** Stacey Weil-Dye indicated the Department's plan to publish a newsletter twice a year, and distributed a breakdown of the costs known to her of the initial newsletter. The Board agreed to participate in the writing and reviewing of any future newsletter, agreed to pay no more than \$1,500 of the cost of the next newsletter, and

determined that it would assign responsibility for involvement in this process by a member of the Board at its August meeting.

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

**A) Power to 815:** Chief Seeler reported that Jonathan Peakall continues to work on this. PG&E had, two to three months ago, indicated that the process would take two to three months.

**B) Roof of 810:** There was nothing to report.

**C) Fuel Storage at Station 812:** There was nothing to report.

**10. Committee Reports:**

**A) Insurance.** Alan Taeger reported that he has in hand a duplicate title document for the vehicle for which the title document was missing. He reported that the insurance company wants information on the value and other details with respect to the property insured, and distributed a list of vehicles owned by the District and used by the Department. He solicited the assistance of Chief Seeler in filling in information which is missing from this list, and in determining values of the real estate including the one piece of real property and its improvements owned by the District, and improvements owned by the District which are located on real property owned by others. Chief Seeler said that he would get the information with respect to real property and improvements to Alan Taeger within the next week or so in order to accommodate the insurance company's time requirement, and Alan Taeger stated he would obtain the information required with respect to the value of vehicles from Mike Kitahara.

**B) Real Estate.** There is no report.

**C) Grants.** There is nothing to report.

**D) Bylaws.** There is no committee yet formed, so there is no report.

**E) Equipment.** The secretary was advised that there is no such committee.

**F) Website.** There is no report.

**G) Benefits for Firefighters.** With respect to the Board's determination to provide family memberships for firefighters in the air and ground ambulance services, Chief Seeler advised the Board that firefighters have questioned why they had not been consulted about what benefits they might like to receive. The Board noted that provision of membership in the ambulance service has been under discussion by the Board for some time and that the possibility of provision of that benefit, and membership in the air ambulance services, had been raised by Department members both at and outside Department meetings.

**11. Board Directors' Reports:** Josh Latkin, on behalf of Carolyn Latkin as the District's bookkeeper, distributed a list of vehicles owned by the District. Jim Shock noted that he will not be at the August meeting and will be away most of the month of August and requested that Alan Taeger act as chair in his absence, and Alan Taeger agreed to do so. Jim Shock further reported that Dean Watson, the Zone 4 Battalion Chief, is working on a training for District boards. Finally, Jim Shock reported that Mendocino Rotary is now in a grant-making period and needs to be advised by the Department of a specific item for the purchase of which it would like to receive a grant.

At this point because of the lateness of the hour the Board determined by consensus that the meeting should conclude.

**12. Long Range Planning:** Deferred until the August 2007 meeting.

**13. Next meeting date and agenda:** The next meeting will be the regular meeting, scheduled for Wednesday, August 29, 2007 at 7:30 p.m. at Station 810.

**14. Adjournment:** at 10:20 p.m.

Laura J. Vogelgesang, Secretary

# Albion/Little River Fire Dept.

# August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 Business meeting 1930 @ 810	10	11
12	13	14	15	16	17	18 Boat/ Jekski 0900 @ 810
19	20	21	22	23 TBA 1900	24	25
26	27	28 Officer's meeting 1900 @ 811	29 District Board meeting 1900 @ 810	30	31	



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

**BOARD OF DIRECTORS BUSINESS MEETING**

Wednesday, August 29, 2007, 7:30 p.m.

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

1. **Call to order and determination of a quorum:** at 7:30 p.m.; attending were Taeger, Vogelgesang, Latkin and Levine; Bruce Jenkins, Chief Seeler, Carolyn Latkin, and Ed Petrykowski were also present.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
  - A) **Incident reports.** Chief Seeler described incidents, which included medical calls and an automobile into the river, and said that responses by firefighters are good and there are never too few responders for a call.
  - B) **Fund raising, gifts and service fees.** Chief Seeler reported that a contribution of \$300 had been received from Walker Towing in connection with the retrieval of an automobile from the river.
  - C) **Fire Department report.** Chief Seeler noted that the Department has several interns and two additional prospects who are expected to attend the Department's September business meeting, and that recent trainings have been particularly outstanding and that the Department's Training Officer, John Oakley, is to be commended.
  - D) **Fire Department operational needs.** Chief Seeler stated that all equipment is working and that he is pleased in general with morale in the Department. Chief Seeler further stated that community education is ongoing and is well received; that the Department has been offered a house to burn for training; and that there have been problems with vandalism in Albion Village and that Station 812 is not as secure as it should be at this point from vandalism. The bay doors need to be secured, and the fuel supplies for the vehicles need to be secured. After discussion, the Board agreed that the Department could and should determine what needs to be done to address this concern and would tell the Board the cost of remedial measures.

Chief Seeler had to leave the meeting so reported on Item 8.A. of the agenda at this point, as follows: The urgency for getting power supplied to Station 815 is to allow a radio repeater to be located there and removed from the property of a retired firefighter and his wife who have graciously allowed the repeater to be located on their property for some years but who have requested that it be removed. The initial request for electrical service to Station 815 was made in May of 2007, and in response to a recent follow-up e-mail, the PG&E representative said that the request had not yet been acted upon and that it would be some time before it would be acted upon. Bruce Jenkins offered to be in touch with former colleagues at PG&E in order to see whether our request could be expedited at this point, and the Board thanked him for his offer.

4. **Treasurer's report.** The budget report was distributed by Carolyn Latkin, and it was accepted with one revision requested by Alan Taeger as Treasurer, which is the deletion of the Outflow category "86-2090-Household Exp" with its budget of \$200, which was deleted in the 2007 - 2008 budget, and the consequential revision of the bottom line "Total Outflows" number for the Budget from \$103,700 to \$103,500.
5. **Secretary's report.**
  - A) **Communications to the Board.** Laura Vogelgesang as Secretary reported that she had received a letter from Katrina Bartolomie of Marsha Wharff's office regarding appointment of Taeger, Vogelgesang and Latkin in lieu of election by the Board of Supervisors.
  - B) **Minutes.** The minutes of the July 2007 meeting of the Board were approved.
6. **Update on Station 811 Project.** Laura Vogelgesang reported that once the WRA report on the reduced buffer analysis is received, she and Ron Stark will meet with the Mendocino County Planning and Building Services representative in order to review the revised

Use Permit Application for Station 811 in order to identify any revisions or additional requirements, which will then be satisfied and the permit will be submitted.

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

**A) Emergency Response Services Fees.** Josh Latkin has been working on determining what fees should be charged for water rescues and will continue to do so with Assistant Chief Mike Kitahara, who had planned to attend the meeting but was unable to do so. Chief Seeler had been asked to be prepared to make a recommendation at the August Board meeting with respect to fees but had left the meeting; in his absence, the Board determined to adopt fees similar to those which have been adopted by the Mendocino Fire Protection District. Alan Taeger will make a request via e-mail to Chief Seeler for mutual aid agreements which may be in place, which the Board understands may be county-wide and renewable annually. Laura Vogelgesang reported that she had been unable to locate a copy of the ordinance referred to in the District's 2005 resolution but noted that there appears to be a procedure in the statutes for adoption of ordinances in general by a fire protection district, and another procedure for adoption of an ordinance with respect to service fees, so the apparent lack of an "ordinance" with respect to our local service fees in the Board of Supervisors' records is understandable. Laura Vogelgesang offered to set forth a step-by-step method for adoption of a service fee ordinance, and any other local ordinance the Board might wish to adopt, for our use in the future and for use in connection with changes in the current service fee schedule.

**B) Attendance at Department Meetings by Board Members.** Sam Levine announced that he would resign effective immediately prior to the September District Board meeting scheduled for September 26. When the Board has its training on the Brown Act by County Counsel, which has been offered free of charge and which the Board will schedule with the reconstituted Board, it will request advice on the issue which has been presented and as to the effect of which for purposes of the Brown Act members of the Board disagree (that is, whether or not the mere attendance by a third member of the District Board at a Department meeting along with two firefighter District Board members, without any participation in the meeting by the third member of the District Board and without any communication between or among the third member and the firefighter members of the District Board, constitutes a meeting of the District Board with respect to which notice must be given). If the County Counsel cannot answer the question in connection with the training, and in light of the County Counsel's charge of \$140 per hour to formulate an opinion the Board will seek an answer to this question in the future if it ever again is an issue.

**C) Newsletter.** Alan Taeger agreed to be the Board's participant in the Department's newsletter.

**D) County Counsel Training.** The Board determined to schedule free training, offered by County Counsel, on the Brown Act and ethical considerations for later this year or early next year, when the anticipated vacancies on the Board have been filled. This training may be scheduled as a special meeting.

**E) Current SAFER Grant Program.** Laura Vogelgesang reported on the current SAFER grant program's parameters, and the Board determined that no application should be made in the current grant cycle.

**F) Upcoming Anticipated Board Vacancies.** Laura Vogelgesang reported on e-mail communications she has had with Katrina Bartolomie, the Assistant Registrar of Voters, regarding methods of filling the vacancies which will result from Sam Levine's upcoming resignation and Jim Shock's determination to end his service at the end of his term in December. After discussion, the Board determined to follow its procedures of publicizing the vacancies in the local newspaper, on the listservs, and by personal communications with potential candidates, and to plan to appoint new members to fill the vacancies and to do so after the election on November 6 which means that the appointments will be until the next general election (November 2009) at which time the new (appointed by the Board) members will have to "run" for the balance of the seats' terms. Two of the District Board seats (those now occupied by Josh Latkin and by Jim Shock) have two-year terms; the other three seats have three-year terms.

- G) Committee Formation.** The Board determined to form a standing Requirements Committee, composed, at least initially, of the Board Treasurer and the Board member holding Josh Latkin's position, and request that the Department assist this committee by designating a Department member to serve on the committee. The Board determined to form a standing Ordinance Committee, composed, at least initially, of the person holding Laura Vogelgesang's position and the Board President.
- H) Safety Standard for Recreational Divers.** The Board determined that the new Ordinance Committee will work with Assistant Chief Mike Kitahara on determining whether or not a local or county-wide ordinance could be written and adopted to assist the Department and departments in other coastal districts in assisting divers who encounter difficulties, through, for instance, requiring the use of dive flags and imposing a penalty for the failure to do so.
- 8. Land, buildings and equipment:**
- A) Power to 815:** See the end of paragraph 3. above.
- B) Roof of 810:** Josh Latkin reported that Firefighter Rob Marcello will prepare an estimate for the cost of his company's tying the façade into the new roof.
- C) Fuel Storage at Station 812:** Josh Latkin reported that he and Assistant Chief Kitahara had met and reviewed the fittings on the fuel storage tank and that the situation has been resolved..
- 9. Committee Reports:**
- A) Real Estate.** The Real Estate Committee will attempt to meet and make its initial report at the September meeting.
- B) Grants.** Laura Vogelgesang will prepare a proposed letter for the Board's approval in connection with the unsuccessful Assistance to Firefighters Grant application.
- C) Insurance.** Alan Taeger reminded the Board that the Golden State Risk Management Authority is a public agency which provides our insurance and that in the past it has been less demanding than another insurer might be, but that now their auditor is requiring more detailed information.
- D) Website.** There is no report.
- 10. Board Directors' Reports:** Josh Latkin reported that he had attended meetings of the Mendocino Fire Protection Board and urged other Board members to do so as well. Laura Vogelgesang gave copies of "Roles and Responsibilities of the Directors & Chief – A Model for Success – Excerpted from Fire Districts Association of California Fire Administration Handbook" and of "Albion-Little River Fire Protection District – Chief & Director's Manual – Excerpted from Fire Districts Association of California Fire Administration Handbook," both of which had recently been unearthed, to Josh Latkin and to Alan Taeger; Sam Levine declined copies, and Ed Petrykowski asked that copies be made for him..
- 11. Long-Range Planning:** Due to the lateness of the hour, the Board determined that a special meeting should be scheduled on this topic.
- 12. Closed Session:** The Board conducted a closed session to consider personnel matters involving employment and evaluation of District employees, and Acting President Taeger reported that no action had been taken, but that the Board had determined that information should be provided to the Department with respect to the procedures which have been set forth earlier for selection of a Chief of the Department, and that the Board will schedule a closed session for its regular meeting in each odd-numbered month to make ongoing evaluations of the Department Chief.
- 13. Next meeting date and agenda:** If a meeting date can be agreed upon, the next meeting will be a special meeting on Long-Range Planning; in any event the next regular meeting is scheduled for Wednesday, September 26, 2007 at 7:30 p.m. at Station 810.
- 14. Adjournment:** at 10:00 p.m.

Laura J. Vogelgesang, Secretary