

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

Wednesday, December 30, 2009, 7:30 pm, Station 810, 33900 West Street, (behind Albion Grocery), 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. **Previous meeting minutes:** The minutes of the November 25, 2009 regular business meeting will be approved and/or revised and approved.
4. **Fire chief's report:**
 - a. **Incident reports:** The fire chief is requested to provide written report on the types of calls to which the fire department has responded since the last board meeting, and to note any trends which would suggest a need for changes to the district's and the fire department's planning.
 - b. **Fund raising, gifts, service fees:** Chief's report of current information on fundraising, gifts to the department, and any calls on which service fees should be levied by the district board.
 - c. **Fire department report:** Chief's report on other fire department progress.
 - d. **Fire department operational needs:** Chief's report on department needs.
 - e. **Vehicle maintenance report:** Chief's report on vehicle maintenance.
5. **Communications to the board:** Communications to the board will be presented.
6. **Financial report:** Current financial statements for the district will be presented.
7. **Items for consideration and possible action:**
 - a. **Election of Officers:** The board will elect officers for 2010.
 - b. **Change in Bylaws:** The board may vote to amend the district bylaws to change the day of regularly scheduled monthly business meetings.
 - c. **Station 811 project geotechnical services:** The board may vote to accept a proposal for provision of geotechnical services for the Station 811 project.
 - d. **Type I engine:** The board may vote on a proposal to acquire a surplus type I engine from Little Lake Fire Protection District.
 - e. **Budget revisions:** The board may vote to revise the current FY approved budget to accommodate decisions made in items c and d above.
8. **Committee reports:**
 - a. **Station 811 committee.**
 - b. **Vehicle committee.**
 - c. **Grant committee**
9. **Directors' discussion:** Individual board members may discuss topics of concern to the district including, but not limited to, insurance, bylaws, fund raising, firefighter benefits.
10. **Next meeting schedule:** Tuesday, January 26, 2009.
11. **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, as soon as possible before the meeting date.

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chief co. signa -

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**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

Wednesday, November 25, 2009, 7:30 pm, Station 810, 33900 West Street, Albion, CA

- 1 **Call to order and determination of a quorum:** Called to order at 7:31pm by President Alan Taeger with Directors Harvey Chess, Ed Petrykowski, and Terry Kemp present along with Chief Derek Wilson, Ted Williams and Brad Montgomery.
- 2 **Public communication to the board:** None.
- 3 **Previous meeting minutes:** The minutes for the October 28, 2009 regular business meeting were approved as revised by unanimous vote of board members present.
- 4 **Fire chief's report:**
 - A **Incident reports:** 1 Fire, 8 medical, 2 traffic accidents.
 - B **Fund raising, gifts, and service fees:** Fire Department received \$1,800 per mutual aid agreement with Cal Fire for mutual aid response to Shepherd fire in Ukiah.
 - C **Fire department report:** Derek Wilson nominated to continue as Chief. No objections heard from board members. Calls are down as well as trainings due to the Holidays.
 - D **Fire department operational needs:** None to report.
 - E **Vehicle maintenance report:**
 - i) 8163 No progress on water leak at head gasket..
 - ii) 8182 in shop for general repairs. Should be back in service by 11/30/09.
 - iii) 8165 Due for inspection
- 5 **Communications to the board:**
 - A 2009 government tax seminars will be provided in three locations. Ask Alan if interested.
 - B CSDA bill for annual dues.
 - C Report from county auditor that the amount of 09-10 property tax revenue to be shifted to SERAF is \$6,062.00. This is a loan to the state due to Prop 1A suspension to be repaid at an undisclosed time.
 - D PG&E will be sending us a rebate in the form of a credit on our bill.
 - E CSDA sent a letter offering financing opportunities.
 - F Christie Fritz who is a local musician called Alan by phone to ask the district for help with creating a community center. Alan replied to her that the district has investigated such a project and supports the idea but for the present will be focusing on construction of the new fire station.
- 6 **Financial Report:** Report presented.
- 7 **Items for Consideration and Possible Action:**
 - A **Change in bylaws:** Proposed change in Bylaws presented to change monthly meeting day to Tuesday. This shall be placed on next months agenda as an action item.
 - B **GRSMA joint powers agreement:** The Board voted 4 ayes 0 nays with 1 member absent to adopt the amended joint powers agreement resolution.
 - C **Station 811 project expenses:** Alan made a motion that the board authorize the chairman of the 811 (new fire station) committee to commit to necessary expenditures within the current approved structures and improvements budget in order to expedite progress on the new fire station project. Motion carried by unanimous vote of board members present.
- 8 **Committee Reports:**
 - A **Station 811 committee:** A community presentation is tentatively scheduled be held at the Albion school in mid January, date to be announced later. The deed restriction is prepared but needs to be notarized and returned. We have two estimates for geotechnical consulting. Base Consulting estimate was for \$10,610.00 for Phase 1 only. SHN consultant's estimate is for \$14,850.00 for all three phases. Ed recommends we choose SHN as reports from Schlosser & Newberger and others are that SHN can do a better job for less money.
 - B **Vehicle committee:** No report.
 - C **Grant committee:** Harvey to follow up on the possibility that there is a Phase 2 to the FEMA grant that we applied for. Harvey is to look into other grant opportunities.
- 9 **Directors' discussion:** None.
- 10 **Next meeting schedule:** Wednesday, December 30, 2009, 7:30 pm Station 810.
- 11 **Adjournment:** Meeting was adjourned at 9:01pm.

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ALRFPD Actual / Budget Report - Current Year:4

7/1/2009 through 6/30/2010 Using Budget 2009-2010

12/28/2009

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Category Description	7/1/2009 Actual	- Budget	6/30/2010 Difference
INFLOWS			
82-1110 CURRENT SECURED TAX	0.00	74,944.00	-74,944.00
82-1120-CURRENT UNSECURED TAX	0.00	2,322.00	-2,322.00
82-1130-SB813 SUPPLEMENTAL TAX	328.04	1,572.00	-1,243.96
82-1220-PRIOR UNSECURED TAX	0.00	27.00	-27.00
82-1300-SPECIAL TAX	0.00	77,630.00	-77,630.00
82-1600-TIMBER TAX	0.00	314.00	-314.00
82-4100-INTEREST INCOME	362.70	10,000.00	-9,637.30
82-5481-HOMEOWNER PROPERTY TAX REL...	0.00	788.00	-788.00
82-7700-OTHER	3,305.87	0.00	3,305.87
TOTAL INFLOWS	3,996.61	167,597.00	-163,600.39
OUTFLOWS			
86-1035-WORKMAN'S COMP	0.00	7,000.00	7,000.00
86-2050-CLOTHING	1,815.16	6,000.00	4,184.84
86-2060-COMMUNICATIONS	3,970.53	10,000.00	6,029.47
86-2101-INSURANCE	0.00	7,000.00	7,000.00
86-2120-MAINTENANCE EQ			
Other 86-2120-MAINTENANCE EQ	0.00	30,000.00	30,000.00
TOTAL 86-2120-MAINTENANCE EQ	0.00	30,000.00	30,000.00
86-2130-MAINTENANCE STRUCTURES	120.00	10,000.00	9,880.00
86-2140-MED SUPPLIES	853.05	8,000.00	7,146.95
86-2150-MEMBERSHIPS	2,665.00	3,000.00	335.00
86-2170-OFFICE SUP	106.81	2,000.00	1,893.19
86-2181-AUDITS	1,281.03	4,000.00	2,718.97
86-2187-ED AND TRAINING	548.44	15,000.00	14,451.56
86-2189-PROF AND SPEC	0.00	1,500.00	1,500.00
86-2210-RENT LEASES	0.00	100.00	100.00
86-2220-SM TOOLS	428.73	7,000.00	6,571.27
86-2231-ELECTION SUP	315.05	400.00	84.95
86-2250-TRANSPORTATION	19,509.23	26,000.00	6,490.77
86-2260-UTILITIES	1,570.92	5,000.00	3,429.08
86-3113-PAYMNTS TO GOVT AGENCIES	685.88	3,000.00	2,314.12
86-4360-BUILDINGS AND IMPROVEMENTS	1,024.44	10,000.00	8,975.56
86-4370-EQUIPMENT			
Other 86-4370-EQUIPMENT	0.00	5,000.00	5,000.00
TOTAL 86-4370-EQUIPMENT	0.00	5,000.00	5,000.00
TOTAL OUTFLOWS	34,894.27	160,000.00	125,105.73
OVERALL TOTAL	-30,897.66	7,597.00	-38,494.66

*ask Edk1
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July or so*

Itemized Categories

11/25/2009 through 12/29/2009 (Cash Basis)

12/28/2009

Page 1

Date	Account	Num	Description	Memo	Amount
EXPENSES					-5,523.89
Uncategorized					0.00
12/20/2009	District Chec...	2921	**VOID**		0.00
86-2060-COMMUNICATIONS					-535.81
11/27/2009	District Chec...	2908	Comcast	8770 81 00...	-73.36
11/27/2009	District Chec...	2910	AT&T	960755417...	-175.26
12/20/2009	District Chec...	2916	U.S. Cellular	957915514	-76.17
12/20/2009	District Chec...	2917	AT&T	960755417...	-176.49
12/20/2009	District Chec...	2918	AT&T	030153835...	-34.53
86-2120-MAINTENANCE EQ					-1,521.91
Vehicle					-1,521.91
12/17/2009	County	4051834	Fort Bragg Diesel	Invoice #8848	-1,479.82
12/20/2009	District Chec...	2923	VillaGE HARDWARE	#113 Dec	-42.09
86-2140-MED SUPPLIES					-108.55
12/9/2009	District Chec...	2914	Aeris	#10095 Inv...	-57.50
12/20/2009	District Chec...	2920	Eureka Oxygen Co.	DM00597830	-51.05
86-2150-MEMBERSHIPS					-1,765.00
11/30/2009	County	4050247	REACH	Firefighters' ...	-680.00
11/30/2009	County	4049917	CALSTAR	Firefighters' ...	-595.00
12/6/2009	District Chec...	2913	California Special Districts Associ...	Dues 2010	-490.00
86-2170-OFFICE SUP					-8.80
11/27/2009	District Chec...	2911	S katsiaryna Gregonis	Postage	-8.80
86-2181-AUDITS					-220.50
11/27/2009	District Chec...	2911	S katsiaryna Gregonis		-220.50
86-2220-SM TOOLS					-155.35
11/27/2009	District Chec...	2907	VillaGE HARDWARE	#113 Oct 09	-155.35
86-2250-TRANSPORTATION					-802.73
12/17/2009	County	4052358	WALSH OIL CO.	#177181	-389.56
12/20/2009	District Chec...	2924	WALSH OIL CO.	#177270	-413.17
86-2260-UTILITIES					-113.86
11/27/2009	District Chec...	2909	Thompson's Porta Septic	#12850	-45.00
12/6/2009	District Chec...	2912	Waste Management	799-000119...	-25.11
12/20/2009	District Chec...	2915	PG&E	021009510...	-43.75
86-4360-BUILDINGS AND IMPROVEMENTS					-24.44
12/20/2009	District Chec...	2919	Amy Wynn Coastal Developmen...	#975	-24.44
86-4370-EQUIPMENT					-266.94
Fire Engine					-266.94
12/20/2009	District Chec...	2922	Derek Wilson	fire shelter	-266.94
TRANSFERS					0.00
District Checking					-3,026.65
11/30/2009	County Trans...	4049870	County Check	AFP 6419	-1,775.77
12/17/2009	County Trans...	4051602	County Check	AFP 6422	-1,250.88
County Transfers					3,026.65
11/30/2009	District Chec...	DEP	County Check	AFP 6419	1,775.77
12/17/2009	District Chec...	DEP	County Check	AFP 6422	1,250.88
OVERALL TOTAL					-5,523.89

1007.40
MEETINGS

1007.40

Regular meetings of the Board of Directors will be held on the last ~~Wednesday~~ Tuesday of each calendar month, at 7:30 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.

1007.41

Special meetings (non-emergency) of the Board of Directors may be called by the Board Chairman or a majority of the members of the Board.

All Directors, the Fire Department Chief, and necessary staff will be notified by mail or e-mail or in person twenty-four (24) hours prior to any special (non-emergency) meeting.

Only those items of business listed in the call for the special meeting will be considered by the Board at any special meeting.

1007.42

Special emergency meetings: In the event of emergency involving matters upon which prompt action is required, the Board of Directors may hold an emergency special meeting without prior public notice.

All rules governing a special meeting will be observed with the exception of the twenty-four (24) hours notice. "The minutes of the emergency special meeting, roll call, and any action taken at such meetings will be posted at the main fire station for a minimum of ten (10) days as soon after approval by a majority of the Board as possible.

1007.43

Public Notice of Board Meetings: All regular, special (non-emergency) meetings or special (emergency) meetings will conform to the Ralph M. Brown Act (California Government Code 54950 et. Seq. 54926).

1007.44

Adjourned meetings: A majority vote by the Board of Directors may adjourn any Board Meeting at any place in the agenda, to any time and place specified in the order of adjournment. Exception: If no directors are present at any regular meeting, the Chairman may declare the meeting adjourned to a stated time and place, and he or she will cause a written notice of adjournment to be given to all board members, the Fire Chief, and posted in the public place customarily utilized for other regular board postings.

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BOARD OF DIRECTORS
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Wednesday, December 30, 2009, 7:30 pm, Station 810, 33900 West Street, Albion, CA

- 1 **Call to order and determination of a quorum:** Called to order at 7:26 pm by President Alan Taeger with Directors Ed Petrykowski, Rich Riley and Terry Kemp present along with Chief Derek Wilson, Ted Williams, Brad Montgomery, Jim Mastin.
- 2 **Public communication to the board:** Jim Mastin introduced himself to the Board as a candidate for 5th district supervisor in the June election.. Jim is a former mayor of Ukiah.
- 3 **Previous meeting minutes:** The minutes for the Nov 25, 2009 regular business meeting were approved as presented by unanimous vote of board members present.
- 4 **Fire chief's report:**
 - A **Incident reports:** FD responded to 1 cliff rescue, 2 medical, 2 traffic accidents in November.
 - B **Fund raising, gifts, and service fees:** Derek presented a check for \$862.50 to the district for vehicle expense reimbursement from CalFire for the Shepard fire (Ukiah). Derek has also received reassurances from CalFire that the department and the district will receive a total of ~\$8,500.00 for mutual aid services at the Lockheed fire (Santa Cruz).
 - C **Fire department report:** Derek reported that he has been reelected chief by the fire department for the 2010 calendar year. Calls are down as well as trainings due to the Holidays.
 - D **Fire department operational needs:** No report.
 - E **Vehicle maintenance report:**
 - i) **Engine 8163 Head gasket leak:** Estimate to replace head gasket is \$5,183.75 and is not recommended by Fort Bragg Diesel due to poor condition of engine head and cylinders. Recommended engine replacement cost ~\$20,686.00. [*Note: A motion was made to approve engine replacement and voted on by the board. However, this action was not on the agenda and is not valid. The issue will be listed for possible action at the next business meeting.*]
 - ii) **Engine 8162 front seal leak:** Significant oil leak has developed. Estimated repair cost \$2,800.00.
 - iii) **Engine 8165 inspection:** Postponed.
- 5 **Communications to the board:**
 - A Received a letter from the city of Mountain View seeking candidates for the position of Fire Chief.
 - B Christmas cards from various vendors.
 - C Received recorded Station 811 project deed restriction from County clerk.
 - D Received a bill from Dan Godeke for legal services for deed restriction on 811 project.
- 6 **Financial Report:** Report presented.
- 7 **Items for Consideration and Possible Action:**
 - A **Election of Officers:** Alan made a motion to retain all officers in their present positions: Alan Taeger, president; Rich Riley, vice president; Terry Kemp, secretary. Motion carried by unanimous vote of board members present.
 - B **Change in Bylaws:** Proposed amendment to bylaws changing regular business meeting day from Wednesday to Tuesday as presented at November business meeting approved by vote of 4 ayes, 0 nays.
 - C **Station 811 project geotechnical services:** Ed made a motion to accept a proposal for services from SHN Geotechnical Services. Motion passed by unanimous vote of board members present.
 - D **Type I Engine:** No action.
 - E **Budget Revisions:** Terry made a motion to increase 09-10 budget item 86-2120 Maintenance – Equipment to \$50,000, and increase 09-10 budget item 86-4360 Structures and Improvements to \$25,000. Motion passed by unanimous vote of board members present.
- 8 **Committee Reports:**
 - A **Station 811 committee:** No date yet on presentation to the community. Alan will follow up
 - B **Vehicle committee:** No report.
 - C **Grant committee:** Harvey to obtain information on the community foundation grant that will be available to apply for.
- 9 **Directors' discussion:** our bookkeeper Katya would like to be signed up for bill pay at the bank for \$10.75 per month. We will place this on next meetings agenda.
- 10 **Next meeting schedule:** Tuesday January 26, 7:30 pm Station 810.
- 11 **Adjournment:** Meeting was adjourned at 9:10pm.

Minutes approved as corrected by unanimous vote of board at the January 26, 2010 regular business meeting.