

**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 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

