

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

Thursday May 10, 2012 7:02 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting.**
  - a. **Roll call.** Firefighters present: Chief Ted Williams, Debbie Wolfe, Steve Wolfe, Guy Casey, Jaime Placido, Marshall Brown, Michael Rees, Andrew Crowningshield, Brad Montgomery, John Oakley, Dennis Sweet, Dave Ayster, Sam Levine, Erica Geer, Citlali Werner and Steve Acker. Firefighters absent: Scott Roat, Andrea Pennebaker, Haroldde Searles, Joe Goforth, Emily Scott, Mark Anderson, John Crowningshield, Tim Gitchel, Andy Gitchel, Chad Thompson, Meghan Frend, Joshua Smith, Jonathan Peakall, Adam Matthews, Jesse Martin, Chris Johnson, Jason Hendricks and Kristine Hendricks. Guest: Mary Williams
  - b. **Chief's Report.** See attached below
  - c. **Review and discussion of chief's report.** General discussion and review of chief's report.
  - d. **Other fire department business.** Discussed radio transmission protocol, driving safely.
  - e. **Adjournment.** 8:20pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Meeting called: to order by Board President Alan Taeger at 8:20 pm. Board members present: Ken Matheson, Ed Petrykowski, and Rich Riley. Terry Kemp absent.
3. **Public communication to the board:** Steve Acker, treasurer of Albion Little River Volunteer Fire Department, Inc. presented a check to the District for \$20,000.00 as a donation towards the purchase of a water tender. Marshall Brown reported a conversation at a chance encounter at a local business on May 1, 2012 with Stacey Weil-Dye, who told Marshall of an Albion Little River firefighter observed driving erratically on Albion Ridge Road. Erica announced a tentatively scheduled softball game between Albion Little River and Mendocino Fire Departments on May 19<sup>th</sup>.
4. **Items for Board consideration and possible action relevant to fire department operations.**
  - a. **Fire department personnel:** The board reviewed a recommendation by Chief Williams to grant probationary volunteer firefighters John Oakley and Joe Goforth regular volunteer firefighter status due to their previous experience and knowledge of fire department operations. The recommendation was approved by unanimous vote of board members present on a motion by Ken. Chief Williams reported that Jeff Wall has expressed a desire to return to active regular volunteer firefighter status. The board requested a doctor's "fit for work" release from his workers compensation insurance claim before voting to reinstate Jeff to active status.
  - b. **FY 2011-2012 budget review and revision:** The board reviewed the current FY budget and adjusted the amounts of three budget categories: #863113 (payments to other government agencies) to be increased to \$6,500.00 to cover employee background checks, #862050 (clothing and personal items) to be increased to \$51,000.00, & #862140 (medical and lab supplies) to be increased to \$10,500.00 by unanimous vote of board members present on a motion from Ed.
  - c. **Policy amendments:** The Board approved an employment exclusion policy as presented at the April 12, 2012 regular business meeting by unanimous vote of board members present on a motion by Rich.
  - d. **Non firefighter volunteer Insurance resolution:** The board approved resolution #120510 to provide workers compensation insurance coverage to authorized non-firefighter volunteers by unanimous vote of board members present.
5. **Previous meeting minutes:** The minutes of the April 12, 2012 regular business meeting were approved as presented.
6. **Communications to the board:** See attached
7. **Financial report:** Current financial reports for the district were included with the distributed meeting packet.
8. **Other Items for consideration and possible action:**
  - a. **Special parcel tax assessment appeal:** The board reviewed a recommendation by the parcel tax committee to grant an appeal from Thelma Ray for relief from parcel tax assessment on specified properties. Appeal granted by unanimous vote of board members present on a motion by Ken.
  - b. **Bylaws amendments:** The board reviewed and discussed proposed bylaws amendments to be considered for revision and/or approval and adoption at the June 14, 2012 regular business meeting.
  - c. **FY 2012-2013 budget development meeting:** The board scheduled a budget development special meeting for Monday, May 21, 2012 6:00pm at Station 810.
9. **Committee reports:**
  - a. **New fire station committee.** No report.
  - b. **Parcel tax committee:** See item 8a. Next year's parcel tax rolls to be reexamined and reevaluated in light of new understanding of parcel tax limitations. This may mean a reduction in expected revenues.
10. **Directors' discussion:** Fire station housekeeping was discussed. The Board learned that a person was contracted by ALRVFD, Inc. at some time in the past to keep Stations 810 and 811 tidy. This person has apparently been doing the job and has not been paid for the last couple months. Erica volunteered to contact this person and request a short resume and a list of tasks performed so that the Board may know what services are performed and whom to pay.
11. **Next scheduled regular business meeting:** Thursday, June 14, 2012, 7:00pm.
12. **Adjournment:** Meeting was adjourned at 9:40 pm.

**Attachments**

**Fire Chief's Report, 10 May, 2012, by Ted Williams**

- **Applications Received**
  - Jeff Wall

Minutes approved by unanimous vote of board members present at the June 14, 2012 regular business meeting.

- **Firefighters Resigned / On Leave**
  - Mark Anderson has not attended any trainings or incidents this year. Mark and Ted had a face to face discussion regarding his involvement. Mark is not currently in a position to participate (out of district, short on time). He has returned a bag of issued district gear. We should welcome him back when he is able to actively participate.
- **Purchases (noteworthy, not exhaustive)**
  - K12 ventilation saw
  - (10) fire shelters
  - (8) flashlights
  - (3) oxygen cylinders and regulators for additional med bags
  - (2) oxygen cylinder valve opener tools
  - life vests
  - boots
  - compressor (aluminum head, 2 stage, 2600 cfm, Honda motor)
  - LED bulbs for scene lighting
  - webbing (enough for all firefighters to be issued appropriate length)
  - solar charging station parts for the Albion Flats water rescue container(s)
  - netbook exclusively for programming radios, pagers and AEDs
  - (2) reflective traffic paddles (trial, if happy we'll order more)
- **Incident Log**
  - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, April 12th and today, May 10th, we were dispatched and responded to eighteen incidents consisting of 9 medical aid, 2 hazardous power lines, 1 trailer fire, 1 traffic collision, 1 UTL traffic collision, 1 property inspection, 1 public assist, 1 disabled vehicle, 1 water rescue (false).
    - **2012002369 04/12/2012 20:07:16 HSE**
      - 33621 ALBION RIVER NORTH SIDE RD #OFC ,LITR
      - arcing transformer, during district meeting
      - 8162, 8170, 8130
      - Ted Williams
      - Scott Roat
      - Sam Levine
      - Jaime Placido
      - Michael Rees
      - Steve Acker
      - Guy Casey
      - Andrew Crowningshield
      - Marshall Brown
      - Andrea Pennebaker
      - Harolde Serales
      - Joe Goforth
      - Dennis Sweet
      - Debbie Wolfe
      - Steve Wolfe
      - Citlali Calvillo
      - Emily Scott
      - Erica Geer
    - **2012002403 04/14/2012 08:12:30 OAM**
      - ALBION FIRE STA 810 @ =L(39.223432,-123.769303)
      - Erica Geer (8130)
      - Ted Williams
      - Brad Montgomery (IC)
      - John Oakley
      - ?
      - cancelled incoming
    - **2012002536 04/19/2012 21:56:57 MEDB**
      - 43701 LITTLE RIVER AIRPORT RD ,LITR
      - Ted Williams (IC)
      - Andrea Pennebaker (8130)
      - Jaime Placido
      - John Oakley
      - Marshall Brown (8181, 8131)
      - Brad Montgomery
      - Josh Smith
      - Adam Matthews
      - Guy Casey

- ?
- **2012002578 04/21/2012 21:12:46 MEDB**
  - 33100 ALBION RIDGE RD / 3410 N HWY 1 ,ALBI
  - CHP report of man down near roadway
  - UTL, cancelled, second report from residence to Williams, MSCO called, man given ride home.
  - Ted Williams
  - Brad Montgomery
  - Erica Geer
  - Marshall Brown
  - Guy Casey
  - Debbi Wolfe
  - Steve Wolfe
  - ?
- **2012002584 04/22/2012 04:16:35 MEDA**
  - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #SP ,LITR
  - Ted Williams
  - Guy Casey
  - ?
- **2012002621 04/23/2012 15:10:21 HSE**
  - 32001 ALBION RIDGE RD ,ALBI
  - power lines down, post transformer, private property
  - Ted Williams (IC)
  - Brad Montgomery (8163)
  - John Oakley (8162)
  - Andrew Crowningshield (8130)
  - Guy Casey
  - Michael Rees
  - Harolde Searles
  - Joe Goforth
  - Citlali Calvillo
  - Steve Wolfe
  - Debbi Wolfe
  - cancelled incoming
- **2012002630 04/23/2012 22:15:52 FSR**
  - 29700 ALBION RIDGE RD / 31900 MIDDLE RIDGE RD ,ALBI
  - two abandoned trailers fire
  - Brad Montgomery (8163, IC)
  - John Oakley (8162)
  - Jaime Placido (8192)
  - Michael Rees (8165)
  - Erica Geer (8130)
  - Marshall Brown (8170)
  - Ted Williams
  - Scott Roat
  - Tim Gitchel
  - Guy Casey
  - Debbi Wolfe
  - Steve Wolfe
  - Josh Smith
  - Jesse Martin
  - Joe Goforth
  - Citlali Calvillo
- **2012002683 04/26/2012 01:13:36 MEDB**
  - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
  - Ted Williams
  - Jaime Placido
  - Guy Casey
  - Marshall Brown (8131)
  - Brad Montgomery
  - John Crowningshield
  - Sam Levine
  - Scott Roat
  - cancelled incoming
- **2012002725 04/27/2012 22:07:54 PAP**

- 7051 N HWY 1 ,LITR
- Vacationer was unhappy with presence of pilot light in heating stove.
- Scott Roat (IC)
- Ted Williams
- Tim Gitchel
- cancelled incoming
- **2012002757 04/29/2012 10:08:13 MEDD**
  - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
  - Andrew Crowningshield
  - Brad Montgomery
  - Jaime Placido
  - Marshall Brown (8132)
  - Sam Levine
  - Scott Roat
  - Ted Williams
  - Guy Casey
  - cancelled incoming
- **2012002763 04/29/2012 15:21:35 MEDB**
  - 29801 ALBION RIDGE RD ,ALBI
  - Ted Williams (IC)
  - Brad Montgomery
  - Joe Goforth
  - Citlali Calvillo
  - Harolde Searles
  - Andrea Pennebaker
  - Jaime Placido
  - Andrew Crowningshield
  - Emily Scott
  - Marshall Brown (8130)
  - Guy Casey
  - cancelled incoming
- **2012002890 05/05/2012 10:45:15 MEDA**
  - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
  - Marshall Brown (8132)
  - Scott Roat
  - Ted Williams
  - Erica Geer
  - cancelled incoming
- **2012002907 05/06/2012**
  - 19 stranded divers, Elk Fire's district, Navarro Beach, not as reported
  - Andrea Pennebaker
  - Jaime Placido
  - Jonathan Peakall
  - Marshall Brown
  - Tim Gitchel
  - Ted Williams
  - Brad Montgomery
  - Erica Geer
  - cancelled
- **2012002922 05/06/2012 16:12:20 OAR**
  - HERITAGE HOUSE INN @ 5200 N HWY 1 ,LITR
  - disabled classic limousine from Saudi Arabia blocking lane, Ted discovered
  - Ted Williams (IC)
  - cancelled incoming
  - Brad Montgomery
  - Scott Roat
- **2012002929 05/07/2012 07:51:25 MTC**
  - 44441 LITTLE RIVER AIRPORT RD ,LITR
  - Vehicle vs tree, two patients AMA with Medic 9141, traffic control
  - Andrea Pennebaker (8130)
  - Brad Montgomery (8181)
  - Emily Scott
  - Jaime Placido
  - Guy Casey
  - Marshall Brown (IC)

- Michael Rees
- Sam Levine
- Scott Roat
- Ted Williams
- cancelled incoming
- **2012002955 05/08/2012 10:11:48 MEDD**
  - 29450 ALBION RIDGE RD ,ALBI
  - CalStar 4 cancelled by Medic 9140
  - Adam Matthews
  - Brad Montgomery (IC)
  - Debbi Wolfe
  - John Oakley
  - Joe Goforth
  - Marshall Brown
  - Michael Rees
  - Ted Williams (8130)
  - cancelled incoming
- **2012002958 05/08/2012 11:33:16 OAM**
  - 3544 E RD N ,ALBI
  - Requested to observe an inspection executed by County of Mendocino, Planning and Building Services, Code Enforcement Officer with the US EPA and CalFire. Not paged out.
  - Ted Williams
  - Brad Montgomery
- **2012002983 05/09/2012 11:18:45 MEDD**
  - 4401 N HWY 1 ,LITR
  - Ted Williams (IC, 8130)
  - Brad Montgomery
  - Guy Casey
  - Sam Levine
  - Harolde Searles
  - John Oakley
  - Andrea Pennebaker
  - Andrew Crowningshield
  - cancelled incoming
- **2012002998 05/09/2012 20:16:52 MTC**
  - 41146 LITTLE RIVER AIRPORT RD / ROAD 19 ,LITR
  - vehicle rollover, UTL, Williams made contact with RP hours later
    - cancelled CalStar
  - Marshall Brown (IC, 8170)
  - Andrew Crowningshield (8131)
  - Brad Montgomery (8181)
  - Jason Hendricks (8170)
  - Ted Williams
  - John Oakley
  - Guy Casey
  - Scott Roat
  - cancelled

#### Training Completed:

- 04/14/2012 - Boat Training: Basics @ Albion Flats (4 hours)
  - Marshall Brown, Guy Casey, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Andrea Pennebaker, Ted Williams
- 04/14/2012 - Burn Trailer - Fire Academy (6 hours)
  - Brad Montgomery, Jaime Placido, Josh Smith
- 04/19/2012 - Hose Lays and Ladders - CalFire (3 hours)
  - Marshall Brown, Guy Casey, Citlali Calvillo, John Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, Adam Matthews, John Oakley, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- 04/26/2012 - Ambulance orientation / gurney packaging - Nat Norling (2 hours)
  - David Ayster, Guy Casey, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Megan Friend, Erica Geer, Tim Gitchel, Joe Goforth, Sam Levine, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Harolde Searles, Ted Williams
- 05/03/2012 - Patient Packaging (2 hours)
  - David Ayster, Marshall Brown, Guy Casey, Citlali Calvillo, Andrew Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Sam Levine, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe

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- 05/05/2012 - Water Rescue / Boat @ Mendocino Fire (4 hours)
  - Andrew Crowningshield, Megan Friend, Tim Gitchel, Andrea Pennebaker, Jaime Placido, Chadwick Thompson

#### **Trainings Planned:**

- wildland focus
- ventilation with new K12 saw
- CalFire twice per month
- Nat Norling (paramedic) once per month
- Water Rescue at Mendocino Fire

#### **Fund Raising, Gifts, Service Fees:**

- Albion-Little River Volunteer Fire Department, Inc will be the beneficiary of the Little River Inn concert series on May 11.

#### **Development:**

- We have continued to research water tender options. Two International 4800 all wheel drive 2000 gallon tenders will be presented for discussion at the May regular meeting.
- A round of SCBA fit testing has been completed. Current approved SCBA list: Andrew Crowningshield, Ted Williams, Citlali Calvillo, John Crowningshield, Andrea Pennebaker, Josh Smith, Jonathan Peakall, Harold Searles, Megan Friend, Adam Matthews, Michael Rees, Tim Gitchel, Marshall Brown, Guy Casey, Jason Hendricks, John Oakley, Scott Roat, Chadwick Thompson, Jaime Placido, Emily Sweet, Brad Montgomery, Dennis Sweet. Additional SCBA masks will be ordered.
- The port of 707 937 0888 to Google Voice has been initiated.
- Brad Montgomery has started design work on the pickup mounted compressed air foam system. A compressor has been ordered.
- Greg Andree has agreed to provide a statement specifying that the 811 painting quote will not be exceeded along with proof of insurance. The color will be cottage red with white trim.
- Brad Montgomery has completed the paperwork for DMV transfer of the river boat (from ALRVFD, Inc to ALRFPD). In the process he discovered the need to transfer the associated trailer. Pending.
- Our shipping container at Albion Flats campground will be used to house the jet ski and water rescue equipment (PFDs, etc). A longer container will be purchased for boat 8195.
- Five oxygen cylinders have been hydro-tested. John Oakley is coordinating the next batch.
- Representing ALRVFD, Inc., Steve Acker will present a \$20,000 check to the district at the May business meeting. This donation is intended to be used as a contribution towards the purchase of a water tender. The terms should be clarified by the board and ALRVFD, Inc representation.
- Ken McNair from LN Curtis will be onsite Wednesday, May 16, to size firefighters who lack turnouts or have turnouts nearing end of life.
- During the May 10 district meeting, after the department report, firefighters will migrate to the engine bay of station 810 to inventory wildland gear. Erica Geer will coordinate documentation. John Oakley will inspect gear and issue the new fire shelters with web gear.
- According to Coastal Valleys EMS, approval and implementation of the AEMT (Advanced EMT, formerly EMT-I) will potentially be delayed beyond this fall. Ted Williams will coordinate our involvement in the program (and will attend).
- Ted Williams has assembled a new radio channel plan with tactical on bank 1 and command on bank 2. This should help prevent unintended traffic from command repeaters and allows the IC to quickly switch between incident-specific command and tactical channels. Handheld radios will be updated at upcoming trainings.
- The department is planning the annual BBQ. It is proposed that we establish a committee consisting of Rich, Ted and Erica to streamline decision making. Options for the alcohol license need to be researched.
- Ted Williams, Erica Geer and Brad Montgomery met with the Albion-Little River Fire Department Auxiliary. We invited the auxiliary members to the district meeting. They have apparently been operating under the (mistaken) understanding that the district insures their events.
- Scott Roat provided a flooring sample (interlocking gym). If approved at the May 10 regular meeting, ALRVFD, Inc. will donate flooring for the upstairs of station 811.
- Erica Geer forwarded station cleaning bills. The cleaning was performed by Marsha Regan on 2/4, 2/18, 3/3, 3/18, 3/30 and 3/31. She is cleaning under an agreement with ALRVFD, Inc. A new agreement with the district should be established.
- Received interagency donation of eight boxes of N95 respirators.
- We should consider a process for evaluating peers. The nature of firefighting operations requires substantial trust between individuals. The process should be positive and respectful of privacy, while enabling the department with a means to mitigate risk. As a starting point, I have asked the boat team to self organize a list of water rescue team members who feel comfortable with each others skill, familiarity and team participation.

#### **Station Maintenance**

- Mendocino Coast Water Works installed an on-demand propane hot water heater at station 810.
- The Waste Management garbage can has been moved from 811 to 810. The department will place the can at the appropriate outside location for pickup.

#### **Vehicle Maintenance**

- **Boat 8195**
  - Inspected at Hillside Honda, Lakeport.

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- Leak repaired. Stayed overnight to verify fix.
  - Carburetor clog remedied.
  - Blades dinged; running at half power. Replacement recommend. \$100
- **Jet Ski 8198**
  - Scheduled for an inspection at Hillside Honda, Lakeport.
- **Engine 8162**
  - Gary at Fort Bragg Diesel has committed to picking up 8162 before Monday, May 14.
    - The driver side rear wheel hub seal is leaking fluid.
    - Burnt wiring from the dash to rear will be remedied.
  - A damaged halogen light fixture will be replaced with LED floods.
- **Engine 8181**
  - Brad Montgomery checked the charging system.
    - Alternator and auto eject functioning, batteries were bad.
    - New batteries from 8182 were moved to 8181.
  - SCBAs and spare bottles were moved to 8181 from 8162 while 8162 is out of service. Two SCBA units are currently in 8192 as there wasn't sufficient room for more on 8181.
- **Rescue 8132**
  - The new alternator is not functioning. Preliminary diagnosis points to a failed voltage regulator. Brad will repair or convert to off the shelf external voltage regulator.
  - Scene lighting will be swapped from 110v halogen to 12v LED with simple toggle switch controls.
- **Rescue 8131**
  - Radio is not working properly due to poor primary wiring. A new fuse block will be installed, bypassing the existing shoddy wiring.
  - Scene lighting to will be converted to 12v LED floods.
- **Rescue 8130**
  - Dash fuse popped again. Replaced fuse.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING May 10, 2012  
COMMUNICATIONS TO THE BOARD**

- 4/13/12 Received a thank you card from Mendocino Fire Department for mutual aid provided to them by Albion Little River Fire Department at a fire in Mendocino's district at the Little River Inn.
- 4/14/12 Alan received an email from Janie Tate, retired Albion Little River firefighter, asking about a website. Alan responded to her with a reference to albionfire.com.
- 4/18/12 Alan e-filed 2012 Census of Governments Survey of Public Employment and Payroll.
- 4/30/12 Alan received an email of congratulations on reorganization from Rick McDonald, former ALRFPD board member. Alan responded with a short update and a reference to the information on the website.
- 5/2/12 Alan contacted Dan Sitts by phone after a phone conversation with Chief Williams who expressed concerns regarding preparations for the annual Auxiliary flea market to be held on May 5. Alan inquired of Dan whether any notice had been given or insurance arrangements been made for the event and he answered that he had been doing the event for the Auxiliary for over 20 years and had never given a consideration about insurance. He also said that he remembers the fire department notifying the "Little River Airport Commission" in the distant past. He said that he hadn't consulted with anyone for the event, Auxiliary or otherwise, saying he didn't know who was even in the Auxiliary to contact. Alan discussed the requirements for events at the BBQ grounds with Dan and sent a follow-up email with details to Dan and Jean Graydon, whom Dan agreed might be a good Auxiliary contact. Alan did not receive a reply to the email from either Dan or Jean.
- 5/3/12 Alan placed a telephone call to the Fort Bragg Senior Center and spoke to Waldi Helma who said she would be the contact person regarding senior lunch service on Fridays at Station 810. Alan inquired if she knew if there was a written agreement for use of Station 810 by the seniors, and whether the seniors had any insurance to cover the use. Waldi Helma replied that she didn't know but that she would research the issues and get back to me.
- 5/10/12 Received notice in water bill forwarded from ALRVFD, Inc. of meeting of Albion Mutual Water Company to be held at Station 810 on Saturday, April 28, 2012.