

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

Wednesday December 19, 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. **Designation of Temporary Officers** – Pending election of officers of the District Board as provided in California Health & Safety Code § 13853, the Board will designate temporary officers to perform the duties of officers.
4. **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.
 - 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.
 - C) **Fire Department report.** The Fire Chief will report on other Department progress.
 - D) **Fire Department operational needs.** The Fire Chief will report on Department needs.
5. **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.
6. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Revised minutes of the October 30, 2007 meeting (revised at the request of the District Board) and minutes of the November 26, 2007 meeting, which have not been approved, will be approved or revised and approved.
7. **Update on Station 811 Project:** There will be an update on progress on this project.
8. **Items for consideration and possible action:**
 - A) **Official Board Appointment of Fire Chief.** In accordance with its Bylaws, Policies and Procedures, the District Board will consider appointment of the individual elected by the Department as its Chief at its December business meeting.
 - B) **Applications for Development of Station 811.** The District Board will consider whether or not it should proceed now with plans for additional development of the property at 32600 Albion Ridge Road, commonly referred to as Station 811, and if it determines to proceed will designate an agent to act on its behalf with respect to all documents to be submitted to or communications to be had with the Mendocino County Planning Department or any other authority in connection with the property and with any permits for which application must be made for the development of the property, and authorizing that agent to sign any documents required to be signed in conjunction with any application.
 - C) **Placement of Storage Container on Station 811 Property.** The District Board will hear a report with respect to placement of a metal storage container on the District's property at 32600 Albion Ridge Road and consider what action must be taken in connection with it.
 - D) **Request for County Counsel Opinion.** The District Board will consider authorizing Laura Vogelgesang to proceed to request an opinion of Mendocino County Counsel, and payment for the cost of preparation of an opinion, as to how the District Board should proceed in light of the Mendocino County Clerk's statements with respect to the filling of vacancies on the District Board.
 - E) **Procurement and Reimbursement Policies.** The Board will consider amending the District's procurement policy and consider adoption of a proposed policy with respect to the process to be followed by the Department in the event it wishes reimbursement by the District for funds it has expended.
 - F) **Board Vacancies.** The Board will discuss the procedures required by law with respect to filling vacancies on the District Board and may schedule a special meeting at which to make appointments to fill two vacancies which resulted from the expiration of terms on December 7, 2007 as provided by law.
 - G) **Directions to Board Bookkeeper.** The Board will determine the direction to give to the Board Bookkeeper with respect to a recent donation made to the District, and with respect to any future donations.
 - H) **Communications with Albion-Little River Volunteer Fire Department.** The Board will consider proposed communications with the Department, including matters earlier directed to be raised at an officers' meeting.
 - I) **Agenda Items for Future Meetings or for Indefinite Postponement.** The Board will prioritize agenda items which have been carried over from previous meetings as either items which will be reagendized for future meetings or as items which will be postponed indefinitely. These include the following: (1)Revision of bylaws, policies and procedures; (2)creation of a long-range strategic for the District, including (a) creation of a manual for members of the District Board, including the District Board's authority with respect to ordinances or resolutions and the place of these in the District's mission, (b) assessment of need for and provision of facilities, (c) assessment of need for and provision of equipment, and (d) assessment of need for and provision of a disaster plan; (3) training by County Counsel on Brown

Act , ethics, and other matters; (4)revision of the ordinance or resolution made earlier with respect to emergency response services fees; (5) safety standards for recreational divers; (6)fire protection mitigation fees; (6)planning guidelines for wildland interface.

9. Land, buildings and equipment.

A) Power to 815. There will be a report on progress.

B) Roof of 810. There will be a report on progress of the required painting.

C) Fence Near 810. There will be a report on progress toward repair, requested by the landlord, of the fencing near Station 810.

10. Committee reports: Committee reports, if any, will be presented.

A) Real Estate

B) Grants

C) Insurance

D) Requirements

E) Web Site

11. 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.

12. Next meeting date and agenda.

13. 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.