

## ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

### BUSINESS MEETING MINUTES

Thursday, December 13, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting:** Called to order at 7:04pm
  - a. **Roll call:** Firefighters present: Chief Ted Williams, Jaime Placido, Debbie Wolfe, Steve Wolfe, Guy Casey, Scott Roat, Emily Scott, Michael Rees, Harolde Searles, Tim Gitchel, Marshall Brown, Ben Feinburg, Jason Hendricks, Margaret Harris, John Oakley, John Crowningshield, Brad Montgomery, Andrew Crowningshield, Sam Levine, Erica Geer. Members of the public: Gary Moraga, and Debbie Casey (arrived later).
  - b. **Chief's Report:** See attached.
  - c. **Review and discussion of Chief's Report:** General discussion and review of Chief's Report.
  - d. **Annual election of line officers:**
  - e. **Other fire department business:** Current focus to be on wild land training. Plans are being made to perform a pre-planning walkthrough of Heritage house property. Ideas were explored for organizing and enhancing the upcoming annual BBQ.
  - f. **Adjournment:** 8:15pm
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 8:20 pm by President Alan Taeger. Present were Board members Rich Riley, Ken Matheson, Scott Roat and Ed Petrykowski.
3. **Public communication to the Board:**
  - a. Guest Gary Moraga in attendance. Recommends and volunteers to help with hot rod/ car show attached to BBQ; all parties seemed in favor.
  - b. Debbie Casey offered to aide in fundraising efforts.
  - c. Scott confirms \$25k check given to District on behalf of the 501c3 nonprofit. More coming. Confirm 501c3 dissolution underway – target date, first quarter 2013.
4. **Items for Board consideration and possible action relevant to fire department operations:**
  - a. **Fire department personnel:** Applicant Ben Feinburgh was recommended for employment as probationary volunteer firefighter by Chief Williams. The board voted 5-0 in favor of approval of the chief's recommendation on a motion by Ken.
  - b. **Agreements and contracts policy:** Policy authorizing the chief to enter the district into contracts adopted as presented by unanimous vote of the board on a motion by Alan.
  - c. **Facilities use insurance:** Revised facilities use policy adding language requiring proof of insurance for non-district users of district facilities adopted by unanimous vote of the board on a motion by Alan.
  - d. **Annual election of officers of the district board of directors:**
5. **Previous meeting minutes:** Minutes of the November 8, 2012 regular business meeting approved as amended by unanimous vote of the board on a motion by Ken.
6. **Board Correspondence:** See attached.
7. **Financial Report:** Monthly financial reports distributed. Funds going at about going about the rate we expect at this point. Alan presented a list of donors from 2012. Ted to post on website (stripped of personal information). There is a balance of approximately \$35k in fire department (donations) fund.
8. **Committee reports:**
  - a. **New fire station committee:** Ed reported that Lee Welty expects to have foundation engineering ready for completion of plans permit requirements within days. Encroachment permit needs to be renewed.
9. **Director's Discussion:** Alan presented a list of duties of the district board of directors compiled from the district bylaws. Included in the list were some additional de facto duties not expressly listed in the bylaws. Alan asked that the board consider ways to more equitably distribute the workload of the district among board members or find some other way to get the work done. Thoughts expressed included:
  - Burden shouldn't be across Board members. Most special districts have clerk or secretary.
  - Discussion of adding positions to distribute work load.
  - Current practices and procedures place too much burden on Secretary and President
  - Consideration proposed to add part time (paid or volunteer) position to aide in this regard.
  - Discussion is to be continued at the next regular district business meeting.
10. **Next scheduled regular business meeting:** Thursday, January 10, 2013, 7:00pm at Station 810.
11. **Adjournment:** Meeting Adjourned: 21:35.

#### Fire Chief's Report, 13 December, 2012, by Ted Williams

- **Applications received**
  - Ben Feinburgh (approved by chief, subject to board review)
- **Resignations**
  - Jesse Martin
- **Incident Log**
  - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, November 8th and today, December 13th, we were dispatched and responded to twenty-four incidents consisting of 1 wild land fire and 15 medical aids, 2 structure fires (false alarms), 2 traffic collisions, and 5 electrical hazards.

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- **2012008162 11/12/12 13:48**
  - MEDICAL DELTA 43300 Little River Airport Rd #514
  - Brad Montgomery (8132/IC)
  - Sam Levine (Medgroup)
  - Guy Casey
  - Andrea Pennebaker
  - Ted Williams
  - Scott Roat
  - Cancelled incoming
- **2012008197 11/14/12 01:29**
  - MEDICAL ECHO Albion River Campground
  - Guy Casey (8130 Med Group)
  - Jaime Placido
  - John Oakley
  - Erica Geer
  - Marshall Brown
  - Andrea Pennebaker
  - Brad Montgomery (8165)
  - Ted Williams (IC)
  - Lauren Lopez
  - Michael Rees
  - Scott Roat
  - Sam Levine
  - Joe Goforth
  - Margaret Harris
  - Cancelled incoming
- **2012008227 11/14/12 21:29**
  - MEDICAL, CHARLIE; 44451 LITTLE RIVER AIRPORT RD
  - Marshall Brown (IC, R8132)
  - Guy Casey
  - Ted Williams
  - Andrea Pennebaker
  - Jaime Placido (R8130)
  - Brad Montgomery (E8165, cancelled)
  - Scott Roat
  - Tim Gitchel
  - Sam Levine (Med Group)
  - Andrew Crowningshield
  - John Crowningshield
  - Margaret Harris
  - Erica Geer
  - Canceled Incoming
- **2012008228 11/14/2012 22:10**
  - MED, TRAFFIC COLLISION
  - COMPTCHE UKIAH RD MP 008.52
  - Comptche Fire district, Comptche Fire responded
  - Ted Williams (traffic control)
- **2012008252 11/15/2012 20:26**
  - MED, TRAFFIC COLLISION
  - HW1 1 MP 41.5
  - cancelled by Elk; some Albion resources reached scene
  - Jason Hendricks (8130)
  - Ted Williams
  - Lauren Lopez
  - Jonathan Peakall
  - Brad Montgomery
  - Marshall Brown (8170)
  - Guy Casey
  - Harolde Searles (with Elk)
  - Debbi Wolfe
  - Steve Wolfe
  - Erica Geer
  - Michael Reese
  - Andrea Pennebaker
  - Tim Gitchel

- Scott Roat
- John Crowningshield
- Andrew Crowningshield
- Jaime Placido
- Sam Levine
- Margaret Harris
- **2012008276 11/16/2012 21:26**
  - MEDICAL, ALPHA
  - WOODS @ 43300 Little River Airport Rd Space 118
  - Ted Williams
  - Andrea Pennebaker
  - Marshall Brown
  - Brad Montgomery (8132)
  - Guy Casey
  - Sam Levine (IC, Med Grp)
  - cancelled incoming
- **2012008281 11/17/2012 07:31**
  - MEDICAL, CHARLIE
  - 4651 ALBION LITTLE RIVER RD
  - Ted Williams (IC)
  - Jaime Placido (8130)
  - Brad Montgomery (MedGroup)
  - John Crowningshield (8132)
  - Sam Levine
  - Erica Geer
  - Harolde Searles
  - Michael Rees
  - Marshall Brown
  - Guy Casey (8165)
  - Joe Goforth
  - Andrea Pennebaker
  - Scott Roat
  - Margaret Harris
  - cancelled incoming
- **2012008491 11/25/12 20:04**
  - Medical Bravo w/staging
  - 32101 Middle Ridge Rd
  - Brad Montgomery (8165)
  - Ted Williams
  - Andrew Crowningshield
  - Guy Casey
  - Cancelled by dispatch (not as reported)
- **2012008511 11/26/12 15:41**
  - Medical Alpha
  - 43300 LR Airport Rm 512
  - Jaime Placido (8132)
  - Pascal Rice (mendo FF)
  - Andrew Crowningshield
  - Brad Montgomery
  - Scott Roat
  - Ted Williams
  - Cancelled incoming
- **2012008518 11/27/12 09:14**
  - Medical Charlie
  - 32101 Middle Ridge Rd
  - Andrea Pennebaker
  - Emily Scott
  - Brad Montgomery
  - Ted Williams
  - Tim Gitchel (8130)
  - Margaret Harris
  - Guy Casey Cancelled
  - Cancelled incoming
- **2012008526 11/27/12 15:14**
  - Residential fire alarm

- 6850 Hwy1 Mp47.25
- Ted Williams
- Brad Montgomery
- Scott Roat
- Erica Geer
- Guy Casey
- Cancelled- false alarm
- **2012008529 11/27/12 18:34**
  - MEDICAL, ALPHA; 44635 LITTLE RIVER AIRPORT RD ,LITR
  - Scott Roat (IC)
  - Andrea Pennebaker (Medgroup)
  - Margaret Harris
  - Marshall Brown
  - Ted Williams
  - Brad Montgomery
  - Andrew Crowningshield (R8132)
  - Guy Casey (R8130)
  - Erica Geer
  - cancelled incoming
- **2012008551 11/28/2012 11:56**
  - RESIDENTIAL STRUCTURE FIRE; 26100 ALBION RIDGE
  - cancelled by RP before any firefighters reached scene
  - Ted Williams
  - Brad Montgomery (8162/8192)
  - Scott Roat
  - Jonathan Peakall
  - Debbi Wolfe
  - Steve Wolfe
  - Erica Geer
  - Marshall Brown (8170)
  - Andrew Crowningshield
  - Andy Gitchel
  - Tim Gitchel
  - Andrea Pennebaker
  - Guy Casey
  - Sam Levine
  - John Oakley
  - Jaime Placido
- **2012008580 11/29/2012**
  - HAZ, ELECTRICAL; 31300 MIDDLE RIDGE
  - Ted Williams
  - Brad Montgomery (IC)
  - Erica Geer
  - Scott Roat
  - John Crowningshield
  - Guy Casey
  - Andrew Crowningshield
  - Marshall Brown
  - Jaime Placido
  - John Oakley
  - Joe Goforth
  - Emily Scott
- **2012008570 11/29/2012 10:33**
  - HAZ, ELECTRICAL; 29771 ALBION RIDGE RD ,ALBI ; ALR
  - Ted Williams (IC)
  - Brad Montgomery (8165)
  - Tim Gitchel (8162)
  - Emily Scott
  - Michael Rees (8131)
  - Erica Geer
  - Andrea Pennebaker
  - Steve Wolfe (cancelled)
  - Debbi Wolfe (cancelled)
  - Guy Casey
  - John Oakley

- Joe Goforth
- Josh Smith (cancelled)
- Margaret Harris (cancelled)
- cancelled incoming
- **2012008580 11/29/12 17:16**
  - HAZ, ELECTRICAL; 31900 MIDDLE RIDGE RD / 29700 ALBION RIDGE RD ,ALBI ;
  - Brad Montgomery (E8163)
  - Erica Geer
  - Ted Williams (IC)
  - John Oakley (E8162)
  - Jamie Placido
  - Tim Gitchel
  - Marshall Brown
  - Magaret Harris
  - Lauren Lopez
  - Scott Roat
  - John Crowningshield
  - Guy Casey (E8165)
  - Michael Rees
  - Harolde Searles
- **2012008592 11/29/12 22:07**
  - HAZ, ELECTRICAL; 3250 ALBION RIDGE RD / 34010 ALBION RIDGE RD ,ALBI ;
  - --Paged out as: MALE TRAPPED INSIDE A VEHICLE, LINES DOWN, POSS WITH FIRE
  - --Confirmed no vehicle or victims at scene upon arrival as PG&E turned off power. Medic 9140 was on standby until confirmed.
  - Brad Montgomery (E8162)
  - Jonathan Peakall (East Ops)
  - Ted Williams (IC)
  - John Oakley (R8130)
  - Marshall Brown (West Ops)
  - Michael Rees (R8131)
  - Andrew Crowningshield
  - John Crowningshield
  - Emily Scott
  - Lauren Lopez
  - Margaret Harris
  - Tim Gitchel (E8163)
  - Josh Smith
  - Andrea Pennebaker
  - Guy Casey (E8165)
  - Erica Geer
  - Scott Roat
  - Jamie Placido
  - Joe Goforth
- **2012008657 12/02/12 02:25**
  - HAZ, ELECTRICAL; 3750 ALBION RIDGE RD ,ALBI ;
  - Ted Williams (IC)
  - Brad Montgomery
  - Emily Scott
  - Jamie Placido (E8162)
  - Marshall Brown
  - Guy Casey (E8165)
- **2012008758 12/05/12 13:24**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS, LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat
  - Margaret Harris
  - Guy Casey
  - Brad Montgomery
- **2012008771 12/5/12 21:48**
  - MEDICAL, CHARLIE, 43300 LITTLE RIVER AIRPORT RD, WOODS, LODGE
  - Sam Levine (IC, Med Gp)
  - Ted Williams
  - Scott Roat

- Margaret Harris
- Guy Casey (R8130)
- Brad Montgomery
- Marshall Brown (R8132)
- **2012008831 12/7/12 19:06**
  - MEDICAL DELTA 32291C Middle Ridge Rd.
  - Ted Williams (8130)
  - Marshall Brown (Medgroup)
  - Margaret Harris
  - Brad Montgomery
  - Erica Geer (cancelled)
- **2012008892 12/10/12 21:10**
  - MEDICAL ALPHA 30801 Middle Ridge Rd
  - Ted Williams
  - Marshal Brown
  - Brad Montgomery (8130) cancelled
  - Margaret Harris
  - Guy Casey
  - Erica Geer
  - Andrea Pennebaker
  - Josh Smith
- **2012008905 12/11/12 11:26**
  - MEDICAL INITIALLY ECHO, CHANGED TO BRAVO: 44451 LITTLE RIVER AIRPORT RD, LITTLE RIVER
  - Sam Levine (IC, Med Grp)
  - Scott Roat
  - Ted Williams
  - Brad Montgomery
  - Joe Goforth
  - Tim Gitchel
  - Guy Casey
- **2012008944 12/13/12 09:37**
  - MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR ;
  - (Canceled Incoming, Lift assist only)
  - Marshall Brown (IC, R8132)
  - Sam Levine (Medgroup)
  - Ted Williams (Canceled)
  - Brad Montgomery (E8165, Canceled)
  - Scott Roat (Canceled)
  - Andrea Pennebaker (Canceled)

#### Training Completed:

- **11/15/2012 - Incident Reviews - Nat Norling (paramedic) (2 hours)**
  - Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Ben Feinburgh, Erica Geer, Tim Gitchel, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Adam Matthews, Jonathan Peakall, Jaime Placido, Michael Rees, Ted Williams, Debbi Wolfe, Steve Wolfe
- **11/29/2012 - Ropes & Knots - (2 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Adam Matthews, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Emily Scott, Harolde Searles, Josh Smith, Debbi Wolfe, Steve Wolfe. (Brad Montgomery, Ted Williams stuck on overlapping incident)
- **12/01/2012 - Water Rescue @ Mendocino Fire (3 hours)**
  - Erica Geer, Tim Gitchel, Adam Matthews, Jaime Placido
- **12/06/2012 - Electrical Hazards (2.5 hours)**
  - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Erica Geer, Joe Goforth, Margaret Harris, Sam Levine, Lauren Lopez, Brad Montgomery, John Oakley, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
- **Development**
  - Andrea and Joe suggested organizing first out teams prior to storms to mitigate power line risks.
  - Gary Moraga contacted Ted to offer help with fundraising. He has assisted with past fire department BBQs and would like to combine a classic car show to increase attendance.
  - Calendar added to [www.albionfire.com](http://www.albionfire.com) for all district/fire department activities and facility use.
  - ALRVFD, Inc. donated \$25,000 to our district.
  - ALRVFD, Inc. has continued to be a catalyst for confusion and conflict. Corporate officers are working towards dissolving the entity.
  - Firefighter compensations checks were calculated and issued.
  - Mike and Debbie Casey have offered to help with fundraising.

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- Debbi, Steve, Brad and Ted met with the Pacific Reefs Water District board to review proposed terms for a water use agreement necessary for the fire department to conduct training exercises in the Pacific Reefs community.
- Additional flashlights and wildland helmet lights received and ready for issue.
- Valarie from CalFire inspected 8165 and 8170 (both on loan from US Forest Service).
- A firefighter appreciation dinner was held on December 12 at the Ledford house.
- EMT course registration for seven firefighters is in progress. Class will be taught by Nat Norling at Mendocino Fire Station 840, Tuesday/Thursday, 1730 - 2200, January 8 - April 25.
- **Vehicle Maintenance**
  - **Mini-pumper 8165**
    - Oil and filter change
    - Air filter replaced.
    - Installed exhaust headers, dual exhaust, thrush turbo mufflers
    - Installed 1.6:1 valve rocker arms in place of 1.5:1 New valve cover gaskets
    - Shaved accelerator pump rod 1/8" (eliminate hesitation on acceleration)
    - Installed 50kv coil, updated distributor electronics, advance springs, new cap, rotor, spark plugs, wires, set ignition timing
    - New starter
    - Repaired start circuit coil resistor bypass
    - Cleaned carburetor
    - New battery
    - Replaced front leaf spring and shackle bushings with polyurethane bushings
    - Repaired various vacuum leaks
    - Repaired tank switch, diluted old fuel in Driver's side tank with water treatment and fresh high octane fuel
    - Replaced broken headlight bracket and installed new headlight bulb
    - Identified axle types, carrier split, gear ratio:
      - Front: Kingpin 35 spline dana 60 4.56-up open carrier with 4.56:1 gears
      - Rear: Corporate 30 spline 14 bolt 4.56-down open carrier 4.56:1 gears
    - 100' 1.5" wildland quick attack line has been replaced with two 50' 1.5" structure hoses for durability.
    - Truck stalled again, and I discovered a bad connection in the low voltage ignition system connector, which has now been replaced.
    - Parts for shore power (suction) to cab acquired, to be installed.
    - Donated positraction would require a gear spacer, and install kit as it is a Dana 60 "4.10 and down" carrier. The extra cost and effort makes installation of a locker only minimally more cost ,and much easier installation, thus the positraction is not practical for installation on 8165. It may, however, install in the front of 8132 which I believe has a Dana 60 front, and very likely has a compatible 4.10 and down ratio for simple drop in.
    - Remaining maintenance work to be done:
      - Intake manifold replacement, cooling system flush, radiator cap, thermostat.
  - **Engine 8163**
    - 8163 had windshield wipers fail on a call. Brad repaired.
  - **Engine 8162**
    - Sent to FB diesel for oil leaks.
    - A HUI 3kpsi oil leak was repaired.
    - Valve cover gasket replaced.
    - Oil and filter changed.
    - Faulty headlight switch replaced.
  - **SCBA compressor**
    - High pressure relief was sent back and readjusted from 2500psi to 4950psi. They also sent fittings to plumb in all four fill whips.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING DECEMBER 13, 2012  
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

- |          |   |
|----------|---|
| 11/9/12  | Received email at <a href="mailto:board@albionfire.com">board@albionfire.com</a> from Shari Schapmire, county tax collector, with attached quarterly investment report. |
| 11/15/12 | Received letter by USPS from County Counsel Thomas Parker with recommendations for special tax direct billing.  |
| 11/15/12 | Received letter of notification by USPS from Mendocino Coast Petroleum (CFN fueling vendor) that their firm is merging with Eel River Fuels.                            |
| 11/26/12 | Received letter of notification by USPS from county planning department of a change of designated address for a district parcel on HWY 1.                               |

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- 11/28/12 Received an 8x10 B/W group photo of ALRVFD dd 3/5/99 by USPS with accompanying note from Mendocino VFD.
- 11/28/12 Received solicitation letter from Joan Sturges, CPA, Kelseyville, CA with a request to bid on our next independent audit.
- 11/28/12 Received holiday greeting card from Ken McNair, LN Curtis & Sons by USPS.
- 11/30/12 Received anonymous donation of \$1,000.00 by USPS.
- 11/30/12 Alan received in his box at Station 810 an application for use of district facilities from Redwood Coast Seniors.
- 11/30/12 Alan received in his box at Station 810 (by way of Scott Roat) a check in the amount of \$25,000.00 as a donation to the district from ALRVFD, Inc.
- 12/5/12 Received email at [info@albionfire.com](mailto:info@albionfire.com) from Jon Lander with request for information about SRA fees. Alan responded with requested information by email.
- 12/5/12 Received donation of \$25.00 from Charles J. Furey by USPS.
- 12/13/12 Received package by USPS addressed to Alan at the district PO Box from Empire Steel Buildings containing gift of 50 cal. Bullet bottle opener.
- 12/13/12 Received packet by USPS from county planning department with use permit application to establish farm labor housing at Mountain Rose Ranch, Albion Ridge Road.