



## Albion Little River Fire Protection District

# REGULAR MEETING MINUTES

Wednesday, March 9, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Called to order at 7:03 pm by President Chris Skyhawk. Board members Michael Issel, Alan Taeger, Debbi Wolfe, Scott Roat present. Also present: Chief Ted Williams and five firefighters, bookkeeper Sara Spring, and three members of the public.
2. **Public communication to the board:** Karen Calvert distributed hard copies of a request for public records previously received by the board by email.
3. **Consent calendar:** Item d. was pulled from the consent calendar by board member Michael Issel for individual review. Balance of consent calendar was approved by unanimous vote of the board on a motion by Debbi Wolfe. After review, Item d. was approved by unanimous vote of the board on a motion by Debbi Wolfe.
  - a. **Approval of the February 10, 2016 regular meeting minutes.**
  - b. **Approval of the February 22, 2016 special meeting minutes.**
  - c. **Acceptance of the monthly correspondence report.**
  - d. **Acceptance of the monthly financial report.**
  - e. **Final approval of Critical Incident Counseling Policy.**
4. **FY 2012-13 & FY 2013-14 bi-annual audit report:** Final audit report presented by Zachary Pehling of Pehling & Pehling, CPAs, Truckee, CA. Zach recommended the board set up a system of internal controls.
5. **Chief's report:** Written monthly report presented, included in packet.
6. **Items for consideration and possible action:**
  - a. **Resolution in support of MCAFD proposed Mendocino County fire funding formula:** approved unanimously by the board on a motion by Debbi Wolfe.
  - b. **Fleet vehicle inspection and evaluation:** Michael Issel reported that due to a lack of available information it is not possible to accurately evaluate total cost of ownership of district vehicles. Available DOT reports appear to be current, but vehicle maintenance expenses need to be assigned to specific vehicles. Mike stated that we need to create guidelines for the process. Financial officer Debbi Wolfe responded that she and bookkeeper Sara Spring are developing guidelines which will possibly be ready to present next month. Chief Ted Williams stated that we need a clear policy in this regard. Chief Williams proposed to hire a mobile diesel mechanic to perform routine vehicle maintenance on site to reduce downtime and transport obligations. Chief Williams asked what would be necessary to qualify such a vendor. Michael Issel and Alan Taeger asked if it would be possible to hire a part-time qualified employee mechanic. Scott Roat expressed reservations about such a hire. A request was made to place the question on next month's regular meeting agenda.
  - c. **Apparatus replacement:** Michael Issel reported that the district's current highest priorities are to provide a building to house district apparatus and to replace Engine 8181 and Rescue 8130. The task of determining how to replace the two vehicles was divided between proposals for new and used vehicles. Mike stated that he has researched information on more than 35 potential apparatus vendors and found that only three vendors have the potential to qualify based on likelihood of their survival in business over the twenty plus year anticipated service life of the apparatus. Of the three qualified vendors Mike chose one which he felt has the reach and organizational depth to provide excellent service for our district. Mike stated that having gone through the process of defining exact specifications for vehicle requirements for our district it is not possible to fit those requirements to used vehicles. The question then becomes – how to pay for two new vehicles? A new type I engine has

an estimated cost of \$400,000. A replacement for Rescue 8130 has an estimated cost of \$100,000. Seller financing is available for a maximum 15 year term. Through available qualified government financing it would be possible to finance both vehicles for a 20 year term at a 10 year fixed rate for approximately \$36,700 per year in the form of annual payments. Mike proposed that it would be possible to insure that we would not have to pay more than the expected total cost of financing the purchase by making staggered payments and or a substantial down payment. Chief Williams stated that Engine 8181 is the district's main structure fire engine and that our ISO rating is based for the most part on structure firefighting capability. Rescue 8130 goes to almost all calls. Parts are no longer available for either apparatus. Both vehicles need to be replaced. Prices for Ford or Sprinter options for 8130 replacement are nearly identical. Chief Williams and other fire department personnel have been reviewing specifications for the proposed Pierce Type I apparatus but are not ready to report their findings. Mike stated the reasons for his preference for the purchase of a sprinter vehicle over the Ford configuration. Chris Skyhawk asked Chief Williams for his recommendation. Chief Williams recommended that we replace the vehicles but asked in return how much can we budget? Mike stated that it takes 90 days to secure financing, 355 days from date of order to deliver the type I engine and 346 days from date of order to deliver the 8130 replacement vehicle and wants a decision to move forward and commit to purchasing the vehicles now. Scott Roat made a motion to have Mike pursue final vehicle specifications and financing options to present to the board at the next regular board meeting – passed by unanimous vote of the board.

**d. Budget considerations:**

- i. Apparatus replacement budget.** Alan Taeger stated that there was an allocation of \$100,000 in the current FY equipment budget which could go toward the proposed apparatus purchase.
  - ii. Add budget category for meals provided to vendors and allocate \$500.00 to the category.** Item discussed. No action taken.
  - iii. Adjustments to existing budget.** FY 2015-2016 district budget adjustments were approved by unanimous vote of the board on a motion by Alan Taeger as follows: 861014-Miscellaneous Employee Benefits, budget allocation created - \$2,500.00; 862120-Maintenance-Equipment, increase from \$30,000.00 to \$40,000.00; 862150-Memberships, decrease from \$1,500.00 to \$900.00; 862181-Auditing & Fiscal Services, increase from \$11,000.00 to \$15,000.00; 862189-Professional & Special Services-Other, Increase from \$8,000.00 to \$15,000.00.
- e. Move building funds to interest bearing account:** Alan Taeger made a motion that we ask bookkeeper Sara Spring to research and recommend interest bearing accounts for the building fund and donations fund, currently deposited in non-interest bearing checking accounts – passed by unanimous vote of the board.
- f. Parcel tax appeal recommendations:** Debbi Wolfe made a motion to reverse the earlier decision regarding the Macdonald parcel tax appeal based on new information from appellant and the assessor and agree to an assessment of two legal parcels, one residential and one timber/rangeland – passed by unanimous vote of the board. Debbi is to notify the assessor's office of the changes. Regarding the Calvert property appeal previously placed on hold pending further information from Karen Calvert and the assessor's office: Debbi Wolfe reported that the requested information has been received and, based on the new information, made a motion for the board to agree to an assessment of two legal parcels as requested by appellant - passed by unanimous vote of the board. Debbi is to notify the assessor's office of the changes.
- g. Clarify & Formalize Board procedure for bookkeeping information service requests:** Debbi Wolfe requested that the board clearly define bookkeeper Sara Spring's duties, set up guidelines for board project managers to define projects and establish budgets for them and define bookkeeping information request protocol. Chief Williams recommended that research requests requiring additional expenditure of district funds be board approved. President Skyhawk requested that Debbi prepare a proposal for consideration at the next regular board meeting. Michael Issel requested that future financial reports be GAP compliant.
- h. Letter from the president to the Albion Little River community regarding affordable housing for district firefighters:** There was a general discussion about the cost and lack of availability of rental

Minutes approved by unanimous vote of the board of directors at the April 20, 2016 regular meeting.

housing within the district and beyond and of district firefighter housing and retention issues in particular. President Skyhawk presented a draft of a letter to be sent from the board to members of the community and the board of supervisors describing the district's housing crisis and asking the supervisors and the community for help with solutions. The board contributed several edits to the draft and unanimously approved its distribution on a motion from Scott Roat.

- i. **2016 Volunteer Fire Assistance Grant Program application:** Alan Taeger reported that this grant program and the one in item j. were recently announced to the district through email notices and asked if the district had previously participated. Chief Williams responded that previous grants had been applied for and been granted and that the "Friends of Albion Fire" had previously been involved in their applications. President Chris Skyhawk offered to follow up on these notices and contact "Friends of Albion Fire" for assistance with these grant opportunities.
- j. **Staffing for Adequate Fire and Emergency Response (SAFER) Grants program:** See item i. above.

#### 7. Committee reports:

- a. **Critical incident counseling – Skyhawk:** Committee work completed, committee dissolved. Member of the public, Al Lawrence, commented that critical incident training should be part of regular firefighter training and not just be implemented as counseling after the fact. Chief Williams responded that one of the counselor interviewees offers CI workshops.
- b. **Compressed air foam system – Issel:** Michael Issel presented a current Engine 8162 CAFS Project status report (included in packet) and reported on the remaining calibration work to be done as well as collation and binding of necessary system documentation.
- c. **Station 811 building modifications – Issel:** Michael Issel reported that he has planned a forthcoming meeting with Architect Bob Schlosser and Engineer Lee Welty to be held within the next two weeks to discuss working drawings and specifications for Station 811 modifications.
- d. **Mendocino Association of Fire Districts – Taeger:** Alan Taeger reported on the upcoming Board of Supervisors budget hearing for which the resolution in item 6.a. was considered. It is hoped that resolutions and endorsements from all Mendocino County Fire Districts can be presented by representatives of MCAFD to the BOS at this meeting to hopefully influence the funding of fire services by the BOS. Alan will report on results of the effort at the April regular board meeting.
- e. **Parcel tax appeals – Roat, Wolfe:** See item 6.f. above.
- f. **Station 813 easement – Roat:** Scott Roat reported that the letter of inquiry that he had written to property owner Sherry Glaser had been returned as undeliverable, but that he had spoken to the other property owner \_\_\_?\_\_\_ Brown regarding possible prior commitments/declarations regarding using their properties for Station 813. Scott reported that Mr. Brown said that he had no knowledge of prior arrangements for use of his property but that he had no current objection to such use. Scott said that he would make another attempt to contact Ms Glaser. Alan Taeger suggested that Scott begin research into the process of acquiring an easement and bring that information to the board for possible action.

#### 8. Directors Discussion:

- a. **Community Foundation Strategic Planning Grant.** Michael Issel reported that the district's grant application has been approved for the full \$5,000 amount. A check presentation ceremony has been scheduled for April 13 at Silver's at the Wharf restaurant in Fort Bragg. Mike reports that he would like to work with the designated preferred candidate for conducting the board's strategic planning workshop (Heather Paulsen) to develop workshop processes and cost estimates. Mike suggested that the board send a thank you letter to the Community Foundation either before or after the presentation. President Skyhawk suggested presenting a thank you letter for board approval at the April regular board meeting.
- b. **Deadlines for agenda/meeting materials submissions.** President Skyhawk reminded the board to submit agenda items and packet materials as early as possible before scheduled meetings.
- c. **Missing district records.** Board Secretary Alan Taeger reported that there are still numerous meeting agendas, minutes and packet materials missing from district records. He will post an updated list of missing items to the board when recently found materials have been filed and posted.

