



## Albion Little River Fire Protection District

# REGULAR MEETING MINUTES

Wednesday, February 10, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Called to order 7:05 pm. All board members present (Chris Skyhawk, Michael Issel, Alan Taeger, Debbi Wolfe, Scott Roat). Also present: Chief Ted Williams, Firefighter Steve Wolfe, Bookkeeper Sara Spring, and two members of the public.
2. **Public communication to the board:** None.
3. **Consent calendar:** Items a., b., and c. were contested and considered separately:
  - a. **Approval of the January 13, 2016 business meeting minutes.** Approved as corrected by majority vote of the board (ayes – Skyhawk, Taeger, Issel; nays Roat, Wolfe).
  - b. **Approval of the January 14, 2016 special tax assessment hearing minutes.** Approved as presented by unanimous vote of the board.
  - c. **Approval of the January 20, 2016 special annual evaluation meeting minutes.** Approved as corrected by unanimous vote of the board.
  - d. **Acceptance of the monthly correspondence report.** Accepted by consensus of the board.
4. **Chief's report:** Written monthly report presented, included in packet.
5. **Items for consideration and possible action:**
  - a. **Proposed bylaws revisions.** Scott Roat called for a vote on his proposed revision of bylaws personnel section. All proposed bylaws revisions tabled for consideration at a future special meeting by unanimous vote of the board on a motion by Debbi Wolfe.
  - b. **Proposed Operations Manual revisions.** Tabled for consideration at a future special meeting by unanimous vote of the board on a motion by Debbi Wolfe.
  - c. **Proposed Firefighter Training Costs Reimbursement Policy.** Approved by unanimous vote of the board.
  - d. **Proposed Critical Incident Stress Debriefing Policy.** First reading. Reviewed, revised. To be presented for approval at the March 9, 2016 regular board meeting.
  - e. **Legal counsel review of proposed bylaws and Operations Manual revisions.** Tabled for consideration at a future special meeting.
  - f. **Review of board member credit card limits.** Board discussion ensued regarding bylaws section 1030 which states that "Individual board members do not have authority to encumber district funds...." Board voted unanimously on a motion by Scott Roat to give the board secretary approval to purchase office supplies up to the limit of the approved budget line item. Motion by Scott Roat to reduce board secretary's (Alan Taeger) credit card limit from previously approved \$5,000.00 to the \$2,600.00 office supplies budget limit failed on a 2-2 vote with one abstention (ayes – Roat, Wolfe; nays – Skyhawk, Issel; abstain – Taeger).
6. **Committee reports:**
  - a. **Critical incident counseling – Skyhawk** Covered in item 5.d.
  - b. **Compressed air foam system – Issel** Mike discussed remaining issues related to installation of CAFS on Engine 8162. Installation is now complete. Calibration of system needs to be performed. Mike has requested as-built drawings from installer. A nozzle purchased for use with the system which was determined to be less than optimal and was replaced by a more appropriate device is now surplus and is to be repurposed or liquidated at the discretion of the chief.

Minutes approved by unanimous consent of the Board of Directors at the March 9, 2016 regular meeting.

- c. **Station 811 building modifications – Issel** Mike reported that an application for an “Immaterial Amendment” to the use permit for Station 811 is pending with the county planning department, the granting of which will simplify permit requirements for building reconfiguration.
- d. **Apparatus replacement – Issel** Mike reported that through discussion with other districts he has learned of an equipment purchasing consortium known as HGAC through which districts can more efficiently and more competitively procure fire apparatus. By consensus of the board it was agreed that Mike is authorized to apply at no cost or obligation to the district for membership to the consortium. Rescue 8130 budgetary replacement estimate \$110,000.00, mean time to financing 90 days, PO to delivery 375 days. Engine 8181 budgetary replacement estimate \$450,000.00, mean time to financing 90 days, PO to delivery 335 days. First draft of specifications for 8181 replacement has been sent back to Pierce engineering for modifications to fit district needs. Once modified, specifications to be reviewed by district and Chief’s evaluation team.
- e. **Mendocino Association of Fire Districts – Taeger** Alan referred to MCAFD meeting notes attached to packet for latest association activity and reported on the latest developments regarding the proposed Prop 172 funds ballot measure.
- f. **Parcel tax appeals – Roat, Wolfe** Debbi reported that letters have been sent to all appellants reporting the decisions made on their parcel tax appeals at the special meeting of January 14, 2016. She also reported receipt of a letter from the county assessor’s office regarding the Macdonald properties. The assessor has determined that the Macdonald properties consist of two legal parcels, allowing for reconsideration of the special tax assessment. A response to the Calvert residential property appeal has been tabled by the board pending additional information to be provided by the property owner. Debbi reported that the additional information has been received and a recommendation will be presented at the March regular meeting. Scott reported receiving a request for reassessment of the Swanson properties but has not yet received documentation of eligibility.
- g. **Station 813 easement – Roat** Scott reported having sent letters to both property owners straddled by Station 813 requesting information about possible written or oral covenants or agreements pertaining to the existing use of the properties by the district. He has received no response to date.

## 7. Directors Discussion:

- a. **Community Foundation Strategic Planning Grant.** Mike reported that he and Chris and Chief Williams had met with members of the Community Foundation for a district site visit. Together they reviewed district financial reports and the CF members were satisfied with the information. Results of the grant application will be known in March. Mike reported that the district needs to proceed with plans and estimates for the grant goals beforehand.
- b. **Housing issues for volunteers.** Chief Williams reported that housing issues are critical for firefighters. The trend is for firefighter volunteers to quit the department within 1-5 years because of lack of housing. Mike suggested the district possibly investigate acquisition of real estate for use for temporary housing for volunteers. Scott reported that there is only one current listing for rental housing in the entire area by his agency. Chris suggested making a public appeal to the community, possibly declaring a housing emergency, and including an appeal to the county board of supervisors. Chris also suggested drafting a letter to start the process. Chief Williams suggested that the board get involved in finding owners and convincing them to rent to firefighters.
- c. **Deadlines for agenda submissions.** Chris requested that agenda items and materials be submitted ten days before a scheduled meeting.
- d. **Financial report formats.** Debbi reported that she is working with Sara Spring, board bookkeeper, to determine preferred financial report formats. She requested that ideas for report forms be sent to her.
- e. **Annual barbeque.** Debbi reported that she has questions about the BBQ. The firefighter/volunteers have too many demands on their time for training and emergency response to continue to manage/organize the event. The auxiliary is not capable of providing leadership/management of the event. Who can run the BBQ? Who will be the coordinator? Sara suggested contacting a caterer she is acquainted with. Mike suggested contacting district property owner Bauccio (sp?) who owns and operates restaurant businesses throughout the country and has provided fund raising services to the

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Mendocino Music Festival. There is also a question of whether to change the date of the event to reduce conflict with other events. The process of organizing the BBQ needs to start by mid-April if no date change.

- f. **Annual cowboy party.** Debbi reported that there will be no Hughes sponsored Cowboy Party in October, 2016. The date for the next Cowboy party has been changed to May, 2017.
- g. **Other items of board concern.** Mike raised the issue of the hazard of dead standing trees in the vicinity of the planned structure burn training at the Hughes property on Spring Grove Road. Chief Williams said that there was to be an excavator stationed at the site to mitigate the hazard of a brick chimney in the structure and that it may be of use to mitigate the tree hazard. It was agreed by consensus that the district could only be responsible for taking down trees that are a direct hazard to the training exercise and that cleanup of the debris would have to be the responsibility of the owner of the property.

8. **Adjournment:** 10:26pm.