

APPROVED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MINUTES
THURSDAY, DECEMBER 12, 2013 – 7:00 P.M.

Station 810, 33900 West Street (behind Albion Grocery Store), Albion, CA.

7:09 p.m.

1. Fire department operations meeting

• Roll call

Board: Levine, Riley, Canclini, Roat & Matheson absent.

Firefighters: Chief Williams, Levine, Anderson, Pennebaker, Rees, & Debbi Wolfe, Placido, Goforth, Issel, J. Oakley, T. Oakley, A. Crowningshield, Searles, Brown

Guests: Sara Spring And Craig Hathaway

• Chief's Report: See attached.

• Review and discussion of chief's report. Reviewed & discussed in great detail several items.

• Other fire department business .

- The Wolfe's have offered to have a LZ at their property.
- Discussion of a need of an updated map book-see Acker
- Discussion on future trainings and a water source.
- January 16th Chris Skyhawk will be doing a community meeting at The Woods. (Has been changed to January 23, 7:00 pm).
- The District received a donation along with an offer for a matching grant of \$15,000.
- Maintenance Officer J. Oakley gave a report on all of the maintenance he has done for the month.
- Discussion on where to place equipment (vehicles).
- Marshall discussed future training, there will be technical training for the next 3-4 months. Cliff training will be a focus for 2014. There was discussion on training schedule and a need for more involvement in both water and cliff training. There is also a need for more drivers for the trucks. There was discussion and a vote and training was moved to Wednesday nights in hopes of coordinating with Mendocino.
- Checklist for Volunteer Firefighters is here for certificates.
- The need for orientation training for new members was discussed.
- Jeff Anderson will be leaving the department and the area as of Dec. 31st Citlali will be taking over the med supply duties.
- Discussion on compressed air foam-see Issel.
- Levine will not be responding to calls after March 3rd for about a month.
- Department election of officers: New officers are:
 - Chief 8100- Ted Williams
 - Asst. Chief 8101- John Oakley
 - Asst. Chief 8102- Marshall Brown
 - Fire Captain 8110 John Crowningshield
 - Fire Captain 8111 Andrea Pennebaker
 - Fire Captain 8112 Andrew Crowningshield
 - Fire Captain 8113 Michael Rees
 - 8120 eliminated for now
- Discussed the need of a duty officer in district at all times

• Adjournment

8:20 p.m.

2. Board of Directors meeting.

APPROVED MINUTES JAN. 9, 2014 MEETING
by R. Acker

- a. **Call to order** with a quorum present by President Rich Riley with board members Levine, and Canclini present. Absent: Roat & Matheson.
- b. **Approval of agenda**
3. **Approval of minutes.** November 14th 2013 regular business meeting approved 3-0 in favor.
4. **Public Comment:** Letter from Ken Matheson - resignation from the Board effective 12/12/2013 causing a board vacancy, which was posted that day. The board would like to thank Ken for his years of excellent service.
5. **Financial Report:** Current financial statements for the district were presented.
6. **Items for Board Consideration and possible action:**
 - a. **Excess Inventory Sale (as is):** Received 5 bids. Opened sealed bids for items advertised in paper Nov. 21. (1) '79 Int. Water Truck. Min. Bid \$500, 3 bids, Warren Shandel winning bid of \$750. (2) '73 Van Pelt Fire eng. Min. Bid \$1000, no bids. (3) 2003 Yamaha Jet Ski/trailer Min. Bid \$1500, 1 bid below minimum, no sale (4) 2006 Achilles River Boat & trailer, min. bid \$1500. 1 bid of \$1500, winner Andrea Pennebaker.. Canclini moved to accept the bids for the tender and River Boat. All approved. 3-0 in favor
 - b. **Injury & Illness/Health Illness Prevention Programs:** Program Administrator Chief Ted Williams / Rich Riley, Board President have the authority and responsibility for implementing the provisions of this program at this worksite. The new programs were discussed. Riley moved to accept and implement these new programs. All approved. 3-0 in favor.
 - c. **Fund Raiser Matching Offer:** The district received a matching grant from an anonymous donor in the amount of \$15,000 as discussed in the Chief's Report. Canclini read a letter from Mendocino Redwood company enclosed with a donation of \$5000.00
 - d. **Building Fund Seed Money:** This matter was tabled until future time.
 - e. **Personnel:** Craig Hathaway was approved as provisional and Chris Wall was promoted to regular and is no longer probationary.
 - f. **Board Elections:** Discussion of 2014 Board Positions with the current members. Voting results: President-Rich Riley: Vice President/Financial Officer-Bob Canclini,; Secretary-Scott Roat, Board Member-Sam Levine.
7. **Correspondence:** The following Correspondence to and from the Board was presented.
 - a. Letter 10/28/2013 from The Woodlanders addressed to R. Riley, Board President thanking the fire dept. for their dedication & service & conveying their best wishes & support to all of the volunteers who make the ALRV Fire Dept. possible. Signed: Nancy S. Banker, Treasurer
 - b. Sept. 5, 2013 received from County of Mendo. Dept. of Planning & Bldg. Svcs: An owner/applicant Charles D. & Dalphinia Hervilla, et al. A request for a minor subdivision creating 2 parcels (20.01+/- and 27.95+/- acres & adding a 3000 sq. ft. single family residence, attached 576 sq. ft. garage, & 640 sq. ft. guest cottage. Location : 40001 East Cove Rd. Little River. Case # CDMS 5-2013/cdp 13-2013.
 - c. Letter 11/7/2013 from John Chang, Calif. State Controller: Delinquent Report of Financial Transactions. Records have been re-sent by bookkeeper and satisfied.
 - d. 12/10/2013 Ken Matheson letter of resignation from the board.
 - e. 12/12/2013 posted board vacancy.
8. **Committee Reports:**
 - a. **Grants:**
 - b. **Status of National Fire Incident Reporting System:** Levine has 1st three quarters of 2013 done will be training Debbi on 4th Qtr. He will also do 2012 and maybe 2011.
 - c. **SCBA Project:** Waiting on Burton's Sara will pick up when ready
9. **Director's Discussion:**
 - There was discussion on the fire house and where to go from here. This matter was tabled until more information is available to the board.
 - The placement of the new Jet Ski's was discussed there was a bid for a 20*20*12 building for \$21,000. This was tabled for now

- The need to correct addresses on county map of Little River Airport Rd. was discussed and Canclini was going to follow up with the County on that and a few other matters
- The new tender was discussed and the overall feeling is that it is a great improvement.
- There was discussion of Fire Department evaluation after a call from the public and it was decided to give out a business card with the District's name and address and direction to MCDH.
- The need for fundraising was discussed and the possibility of raising the assessment was also discussed.

10. **Next Meeting: Thursday, January 9, 2013, 7:00 p.m.**

11. **Adjournment: 9:45pm**