

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT  
BUSINESS MEETING MINUTES  
THURSDAY, JUNE 13, 2013 – 7:00 P.M.**

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

**Commence: 7:00pm**

- 1. Fire department operations meeting**
  - a. Roll call**

Board: Rich Riley, Ken Matheson, Scott Roat, Bob Canclini, Sam Levine  
Firefighters: Jeff Anderson, Steve and Debbi Wolfe, Scott Roat, Sam Levine, Ted Williams, Erica Geer, Margaret Harris, John Oakley, Jaime Placido, Haroldde Searles, Joe Goforth  
Guests: Chris Wall, Brad Montgomery, John Shandel
  - b. Chief's Report:**

Jeff Anderson gives presentation from Grant Writing Committee  
Debbi Wolfe gives BBQ Committee report

    - Medical needs and inventory to be managed by Margaret Harris & ????
    - New water tank installed at 811
    - Ukiah oxygen refill status
    - 8130 going to Sport Dodge for maintenance
  - c. Review and discussion of chief's report.**
  - d. Other fire department business**

Tender Project: Truck Acquisition Committee formed: Riley, Goforth, Anderson, Williams, Roat  
Discussion of Roles: Discussion of amending By-Laws of roles and responsibilities.  
Assistant Chief position vacant.
  - e. Adjournment: 8:38pm**

**Commence: 8:38pm**

- 2. Board of Directors meeting.**
  - a. Call to order** by President Rich Riley with Board Members: Ken Matheson, Scott Roat, Bob Canclini, Sam Levine present.
  - b. Approval of agenda**
- 3. Approval of minutes of May 9, 2013 regular business meeting and May 29, 2013 Special Meeting.** Canclini moves to approve minutes. Approved by board in favor by 5-0 vote.
- 4. New Board Members:** Sam Levine sworn in.
- 5. Public Comment:** Brad Montgomery discusses air compressor. Discussion around the process of purchasing equipment. Riley and Levine to form committee to solve containment issue.
- 6. Items for Board Consideration and possible action:**
  - a. FY 2013-2014 Budget** Ken Matheson presents budget. Canclini moves to approve budget as presented. Passed by 5-0 vote of board members present. Discussion ensues about reaching the public, explaining our needs to them and getting them to attend meetings.
  - b. Fire Department personnel:** No new personnel.
  - c. Procurement Policy Revisions:** Tabled.
  - d. Revised Bylaws:** Tabled.
  - e. Board Elections:** District Board members election November 5, 2013. Ken will be filling out the form that is due by July 3, 2013.
- 7. Board Organization:** Discussion of roles.
- 8. Correspondence:** Correspondence presented.
- 9. Committee Reports:**

9. **Committee Reports:**

a. **New Fire Station:** no report

b. **Encroachment Permit:** John Shandel was introduced as lone bidder on project. He submitted a sealed bid with quote. He will be considered for project after discussion with board members at a special June 18, 2013 meeting and possibly awarded the job.

10. **Director's Discussion:**

Relationship to CalFire

a. **Maintenance:** *THE NEED FOR A JOB DESCRIPTION FOR MAINTENANCE OFFICER,*

b. **Donations:** We are permitted to receive donations and provide tax exempt forms. Levine to pursue eligibility to receive grants.

c. **System for Award Management (SAM)**

d. **Committee:** to be formed to review all vehicles to see what we need and need to get rid of, etc., and put the results in order of priority.

e. **Presidency:** For informational purposes, Rich Riley is President of the Board, and it was approved March 1<sup>st</sup>, 2013.

11. **Next Meeting: Thursday, July 11, 2013, 7:00 p.m.**

12. **Adjournment: 10:04pm**

*DUTIES AND RESPONSIBILITIES NEED TO BE ESTABLISHED.*