



## Albion Little River Fire Protection District

# REGULAR MEETING AGENDA

Wednesday, May 11, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:**
2. **Motion by Secretary Alan Taeger to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board on any matter within the jurisdiction of the board; however, no action will be taken on items not on the agenda. Individuals wishing to address the board regarding items on the agenda may do so when the agenda item is presented.
4. **Chiefs report:**
5. **Consent calendar:** The following consent items are expected to be routine and non-controversial, and will be acted on by the board in a single action without discussion unless a request is made by a board member or a member of the public to move an item for discussion or separate action.
  - a. **Approval of the April 20, 2016 rescheduled regular meeting minutes.**
  - b. **Acceptance of the monthly correspondence report.**
  - c. **Acceptance of the March, 2016 financial report.**
  - d. **Motion by Director Mike Issel to accept Organizational Development & Strategic Planning Project Proposal prepared for ALRFPD by Heather Paulsen Consulting for the contract fee of \$5,000.00 and approve Initial payment of \$1,500.00 per terms of proposal. (Fees to be paid from \$5,000.00 Community Foundation grant received for the purpose at an April 13, 2016 grant awards ceremony.)**
  - e. **Motion by Mike Issel to acknowledge receipt of donated Seagrave Type I fire engine, approve draft thank you letter to donors and approve chief's recommendation to integrate the donated apparatus above into district fleet inventory.**
  - f. **Motion by Director Alan Taeger to approve provision of services from West Coast Landscaping and Bobcat Service for repair of fence along west property line of Station 810 to district specifications for the quoted price of \$725.00 pending submittal of license information and certificate of insurance.**
  - g. **Motion by Director Alan Taeger to approve provision of services from West Coast Landscaping and Bobcat Service for mowing and property maintenance at all district properties as described in quote for \$1,405.00 plus debris disposal fees pending submittal of license information and certificate of insurance.**
6. **Unfinished Business for discussion and possible action:**
  - a. **Acceptance of the February, 2016 financial report.** (Pulled from April 20, 2016 meeting consent calendar for discussion and possible revision by Director Issel and subsequently tabled for future consideration.)
  - b. **Motion by Director Mike Issel to Direct financial officer to provide a current financial report package (conforming to examples referenced in packet) to Director Michael Issel for immediate submission to loan agencies to facilitate acquisition of financing quotations for vehicle lease/purchase and Station 811 construction.**
  - c. **Discussion:** Consider changes to bookkeeper duties and financial reports. (Tabled for future consideration at the April 20, 2016 meeting.)
7. **New Items for discussion and possible action:**
  - a. **Discussion:** Consider changes to the duties of the members of the board of directors.
  - b. **Motion by Director Alan Taeger to transfer US Mail pickup, distribution, recording and notification from the duties of the chief to the duties of the board secretary.**

- c. Motion by Director Alan Taeger to assign and authorize a committee chair move all district records, files, manuals, office equipment, office furniture, file cabinets, office cabinets, etc. (including exercise equipment) currently located at Station 811 to Station 810; set up the east end of the meeting room at Station 810 (away from the kitchen area) as an office space for organization of district and fire department records and paperwork of all kinds; re-establish internet connectivity at Station 810; port existing AT&T district telephone number to a VOIP telephone at Station 810 and establish a new ATT landline phone number at Station 811 for operations use; establish a functioning dedicated office, including computer(s) and multifunction printer/scanner/copier to be available for district and fire department use; place exercise equipment in the equipment storage section of Station 810.
  - d. Motion by Director Alan Taeger to assign and authorize a committee chair to identify and isolate all records and materials belonging to Albion Little River Volunteer Fire Department, Inc. that do not accrue to ALRFPD; notify agent(s) of Albion Little River Fire Department, Inc. to remove these items from district premises within thirty days. Thirty days after notification dispose of any remaining ALRVFD, Inc. materials left in district possession at the district's discretion.
  - e. Motion by Director Alan Taeger to authorize a Measure M Defense Committee Chair to consult with district counsel on Measure M litigation defense strategies.
8. Committee reports:
- a. Compressed air foam system – Issel
  - b. Station 811 building modifications – Issel
  - c. Mendocino Association of Fire Districts – Taeger
  - d. Parcel tax appeals – Roat, Wolfe
  - e. Station 813 easement – Roat
9. Directors Discussion:
- a. Director Chris Skyhawk: Discuss FY 2014-2015, FY 2015-2016 bi-annual audit RFP solicitation.
  - b. Director Mike Issel: Discuss setting a fixed time to adjourn meetings.
  - c. Non agenda items of board concern.
10. Adjournment:

**Any individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the board meeting should contact the board at 707-937-4022, email: [board@albionfire.com](mailto:board@albionfire.com) or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.**