



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING AGENDA

Wednesday, August 15, 2022, 6:00 pm

Please note that this meeting will be held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform. Information on attending this meeting can be found on our website <http://www.alrfpd.com> under the Notices tab.

1. **Call to order and determination of a quorum.**
2. **Motion by Secretary Steve Acker to adopt agenda:**
3. **Public communication to the board:** Members of the public may address the board by emailing the board at board@albionfire.com 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 also email the board at board@albionfire.com.
4. **Chief's report** (see packet)
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 July, regular meeting minutes.** (see packet)
 - b. **Acceptance of July correspondence report.** (see packet)
 - c. **Acceptance of submitted current financial report.** (see packet)
6. **Committee Reports:**
 - a. **Building Committee**
 - b. **Treasurers report Welty**
 - c. **Grants, Fire safe council Christensen:** (see packet)
7. **Items for discussion and possible action by the board**
 - a. **Motion by Welty: Change the position of part time fire chief to full time fire chief, offering the position to the current Chief Michael Rees.** (see packet)
 - b. **Motion by Welty: The full time Fire Chiefs salary be increased to \$90,000 per year.** (see packet)
 - c. **Tank Mural on Middle Ridge** (see packet)
 - d. **Fire Recovery USA**
 - e. **Reviewing and revising the Strategic Plan**
8. **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 or write to the board at PO Box 634, Albion, CA 95410-0634 as soon as possible before the meeting date.

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Albion-Little River Fire Protection District is inviting you to a scheduled Zoom meeting.

Topic: ALRFPD Board of Directors Meeting August 2022

Time: Aug 15, 2022 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82592935387>

Meeting ID: 825 9293 5387

One tap mobile

+16699006833,,82592935387# US (San Jose)

+16694449171,,82592935387# US

Dial by your location

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+1 669 444 9171 US

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+1 346 248 7799 US (Houston)

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+1 564 217 2000 US

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

Meeting ID: 825 9293 5387

Find your local number: <https://us06web.zoom.us/j/82592935387>

Albion Little River
Fire Protection District
Chief's Report

08/12/2022
Michael Rees
Fire Chief

Incidents

Medical-17
Public Assist-4
Hazardous Conditions-2
Traffic Collision-2
Fire-1
Total-26

Schedule

08/04-Operations station 810
08/11-Team Building/Gear check station 811
08/15-District Board Meeting station 810
08/18-Medical w/ PEMT Nat Norling
08/25-Scenario Drill
08/27-Cliff 09:00 Station 810
09/01-Potluck/Operations

Fire Tax

Measure P
-talking points
-yard signs
-endorsements

Apparatus

New Rescue 8132
-The Rescue was taken to Precision Wireless in Lakeport on 08/08 for inspection and quote. Two hours were spent going over the truck. Various fixes, changes and additions need to be made for the truck to be put into service. The quote will be available sometime this week.
-Slide in pump unit will not ship until November from Canada.


Engine 8181
-Engine is still in the shop in Ferndale. Nothing to report at this time.

Engine 8163
-Has not been returned from Dan Gates. Status is unknown.

Personnel

Leslie Hrbacek has returned to active duty from her leave of absence.
Maddelyn Crowningshield has submitted an application and been accepted as a probationary firefighter.

Training

Sheila Klopfer has completed multiple peer to peer counseling and Chaplain certifications. This is a huge accomplishment and resource to have in house for our firefighters and community! Thank you Sheila! 



Albion Little River Fire Protection District

BOARD OF DIRECTORS REGULAR MEETING MINUTES

Wednesday, July 20, 2022, 6:00 pm

The meeting was held at Station 810, 33900 West Street, Albion, CA and via videoconference on the Zoom platform. Information on attending this meeting was published on our website <http://www.alrfpd.com> under the Notices tab.

1. **Call to order and determination of a quorum.** The meeting was called to order at 6:05 pm by President Greenberg. Directors Greenberg, Acker, and Welty were present at Station 810 and director Christensen was present on Zoom. Linstedt was absent. Also present Chief Rees and Wendy Meyer. Dan Gates and Gabriel Levine were present on Zoom.
 2. **Motion by Secretary Steve Acker to adopt agenda:** Approved by a board vote of 4 ayes and 1 absent
 3. **Public communication to the board:** Dan Gates and Gabriel Levine announced they have retired from the Fire Department.
 4. **Chief's report** (see packet): Proposed Sales Tax fire agency allocations are being discussed. There will be a vote in 2 weeks. There will be a Fire Department open house in October.
 5. **Consent calendar:** Approved by a board vote of 4 ayes and 1 absent
 - a. **Approval of the June, regular meeting minutes.** (see packet)
 - b. **Acceptance of May-June correspondence report.** (see packet)
 - c. **Acceptance of submitted current financial reports.** (see packet)
 6. **Committee Reports:**
 - a. **Building Committee:** Plans for the new 810 firehouse will be presented at the October open house.
- Treasurer's report Welty** (see packet): Wendy Meyer and Welty will work on the direct assessment. ALRFPD insurance went up \$9000. Welty and Rees will meet to clarify reasons. Welty will review the budget to find what additional funding may be available to pay the Chief for increasing his hours of work.
- b. **Grants, Fire safe council Christensen:** The final amount PG&E grant is \$45,000. Grants are available for roadside clearing. Wendy Meyer will make a list of grants, amounts and time limits for spending.
7. **Items for discussion and possible action by the board**
 - a. **Signs for the fire stations.** Signs are being planned for the Fire Stations. Rick Sachs will provide an estimate.
 - b. **Fire Recovery USA a cost recovery company to consider for billing out expenses** (see packet) Motion by Greenberg 2nd by Welty Hire Fire Recovery USA for fire call billing. Wendy Meyer will get information on a required resolution to enable Fire Recovery USA billing.
 - c. **Reviewing and revising the Strategic Plan:** Welty and Rees will work on updating the strategic plan.
 - d. **Home Owners Insurance:** There are new fire home hardening standards for insurance. Information can be found at National Fire Protection Association web site (nfpa.org) on standards and 9 home Fire Wise Communities.
 8. **Adjourn to closed session:** 7:35 pm
 9. **Closed Session:** Gov. Code 54957(b) (1) personal.
 - a. **Report:** No action was taken.
 10. **Adjournment:** Meeting adjourned at 8:05 pm. The next regular meeting date is Monday, August 15, 2022 at 6:00 pm on Zoom and at Station 810.



BOARD OF DIRECTORS REGULAR MEETING
Monday, August 15, 2022
CORRESPONDENCE REPORT for July 1-31, 2022

- 2022-07-02 -Received email from Lea Christensen asking the chief if a new wish list would be appropriate.
- 2022-07-07 -Received email from Wendy Meyer with new Firefighter's Roster
- 2022-07-08 -Received email from Katie Bartolomie from the Registrar of Voters Office with a candidate information packet
- Received email from Michael Rees to board outlining personnel issues
- 2022-07-09 -Received email from Michael Rees to board regarding update to personnel issues
- 2022-07-11 -Received email from Steve Acker announcing July 20 board meeting
- 2022-07-12 -Received letter via USPS from California Fire Chief's Association Reminder of In Person Memorial Ceremony.
- Received letter via USPS from CalPERS with their annual information request
- 2022-07-16 -Received email from Steve Acker with attached board packet for July 20 meeting
- 2022-07-20 -Received letter via USPS from County of Mendocino Auditor-Controller re: 2020 Measure D&E check
- Received email from Wendy Meyer with revised Firefighter's Roster
- Received email from Lea Christensen with attachment of Fire Clearance and Home Hardening Rules
- 2022-07-21 -Received email from Auditor/Controlller's Office with May 2022 Monthly Reports
- 2022-07-22 -Received email from Steve Acker with attachment of 2022-July 20 draft board meeting minutes
- 2022-07-23 -Received email from Wendy Meyer with updated copies of Letterhead for Board Member and Chief use
- 2022-07-24 -Received email from Microsoft indicating acknowledgement of additional license
- 2022-07-27 -Received email from Wendy Meyer to board indicating that the USDA has construction grants available

Albion Little River Fire Protection District

Balance Sheet

As of July 31, 2022

8:19 PM

08/09/22

Accrual Basis

	Jul 31, 22
ASSETS	
Current Assets	
Checking/Savings	
Public Tax Account	411,659.01
Fee Service Fund	17,028.96
District Checking	6,907.67
County Held Funds	16.86
Building Fund - Checking	8,554.12
Fire Department - Donations	
RESTRICTED-Cliff Rescue (CF)	5,000.00
Fire Department - Donations - Other	264,632.76
Total Fire Department - Donations	269,632.76
Total Checking/Savings	713,799.38
Total Current Assets	713,799.38
Fixed Assets	
Accumulated Depreciation	-611,890.00
Building & Improvements	578,333.49
Construction-in-Progress	
810 New Building Project	66,608.07
Total Construction-in-Progress	66,608.07
Firefighting Equipment	
Vehicle - Rescue Truck 2022	97,011.87
Vehicle Purchase	5,000.00
Firefighting Equipment - Other	503,254.00
Total Firefighting Equipment	605,265.87
Land	
escrow fees	2,287.68
Land - Other	375,683.00
Total Land	377,970.68
Total Fixed Assets	1,016,288.11
TOTAL ASSETS	1,730,087.49
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	2,275.32
Total Accounts Payable	2,275.32
Total Current Liabilities	2,275.32
Total Liabilities	2,275.32
Equity	
30000 · Opening Balance Equity	588,887.94
32000 · Retained Earnings	1,152,384.04
Net Income	-13,459.81
Total Equity	1,727,812.17
TOTAL LIABILITIES & EQUITY	1,730,087.49

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Albion Little River Fire Protection District
Revenue & Expense Budget vs. Actual
July 2022

8:20 PM

08/09/22

Accrual Basis

	Jul 22	Budget	\$ Over Budget	% of Budget
Income				
82-1800 · TOT - Measures D & E	24,950.00			
82-4100 · INTEREST INCOME	48.81			
82-7702 · INSURANCE PAYMENT	351.00			
82-7705 · Donations				
Business	100.00			
Individual	2,001.30			
Total 82-7705 · Donations	2,101.30			
Total Income	27,451.11			
Gross Profit	27,451.11			
Expense				
66000 · Payroll Expenses				
taxes	149.50			
wages	5,340.00			
Total 66000 · Payroll Expenses	5,489.50			
86-1035 · WORKERS COMPENSATION IN	11,526.00			
86-2050 · CLOTHING & PERSONAL ITE	116.86			
86-2060 · COMMUNICATIONS				
INTERNET SERVICE	241.80			
86-2060 · COMMUNICATIONS - Other	75.00			
Total 86-2060 · COMMUNICATIONS	316.80			
86-2101 · INSURANCE GENERAL	20,864.00			
86-2130 · MAINTENANCE STRUCTURES	406.63			
86-2170 · DISTRICT OFFICE SUPPLIE	63.62			
86-2181 · AUDITING & FISCAL SERVI				
Bookkeeping Services	227.50			
Total 86-2181 · AUDITING & FISCAL SERVI	227.50			
86-2187 · EDUCATION & TRAINING	450.00			
86-2260 · UTILITIES				
Redwood Waste Solutions	44.92			
Albion Water District	185.00			
PG&E	238.88			
Total 86-2260 · UTILITIES	468.80			
86-3113 · PAYMENTS TO GOVT AGENCIES	981.21			
Total Expense	40,910.92			
Net Income	-13,459.81			

Albion Little River Fire Protection District

Revenue & Expense Detail

July 2022

8:21 PM

08/09/22

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Income									
82-1800 · TOT - Measures D & E									
Deposit	07/20/2022	4359...	County Of Men...	TOT Meas...	Public ...		Public Tax ...	24,950.00	24,950.00
Total 82-1800 · TOT - Measures D & E								24,950.00	24,950.00
82-4100 · INTEREST INCOME									
Deposit	07/07/2022			Interest	Public ...		Public Tax ...	17.95	17.95
Deposit	07/07/2022			Interest	Fee Se...		Fee Servic...	0.70	18.65
Deposit	07/07/2022			Interest	Public ...		Public Tax ...	17.95	36.60
Deposit	07/31/2022			Interest	FD Do...		Fire Depart...	11.65	48.25
Deposit	07/31/2022			Interest	Buildin...		Building Fu...	0.56	48.81
Total 82-4100 · INTEREST INCOME								48.81	48.81
82-7702 · INSURANCE PAYMENT									
Bill	07/01/2022	GS2...	Golden State Ri...	GL Dividend	District		20000 · Ac...	351.00	351.00
Total 82-7702 · INSURANCE PAYMENT								351.00	351.00
82-7705 · Donations									
Business									
Deposit	07/12/2022	6753	Leona Walden	Deposit	FD Do...		Fire Depart...	100.00	100.00
Total Business								100.00	100.00
Individual									
Deposit	07/05/2022		Sharon Gardner	Deposit	FD Do...		Fire Depart...	47.75	47.75
Deposit	07/12/2022	4021	Rosemary Allen	Deposit	FD Do...		Fire Depart...	60.00	107.75
Deposit	07/12/2022	1651	Gerald J. & Lin...	Deposit	FD Do...		Fire Depart...	50.00	157.75
Deposit	07/12/2022	1049	Roger Perry	Deposit	FD Do...		Fire Depart...	200.00	357.75
Deposit	07/12/2022	2267	Rene Roberts	Deposit	FD Do...		Fire Depart...	100.00	457.75
Deposit	07/12/2022	8995	Michael F. Garr...	Deposit	FD Do...		Fire Depart...	525.00	982.75
Deposit	07/12/2022	8047	Bruce & Patrici...	Deposit	FD Do...		Fire Depart...	50.00	1,032.75
Deposit	07/12/2022		Cash Donations	Deposit	FD Do...		Fire Depart...	387.00	1,419.75
Deposit	07/12/2022	8189	Nancy J. Fish	Deposit	FD Do...		Fire Depart...	50.00	1,469.75
Deposit	07/12/2022	2880...	Gwen Lowery	Deposit	FD Do...		Fire Depart...	100.00	1,569.75
Deposit	07/13/2022		Noah D. Lebowi...	Deposit	FD Do...		Fire Depart...	239.95	1,809.70
Deposit	07/13/2022		Benjamin & Pa...	Deposit	FD Do...		Fire Depart...	95.80	1,905.50
Deposit	07/27/2022		Karen Bowers	Deposit	FD Do...		Fire Depart...	95.80	2,001.30
Total Individual								2,001.30	2,001.30
Total 82-7705 · Donations								2,101.30	2,101.30
Total Income								27,451.11	27,451.11
Gross Profit								27,451.11	27,451.11
Expense									
66000 · Payroll Expenses									
taxes									
Check	07/06/2022	11042	Michael Rees {...	Social Sec...	District		District Che...	-155.00	-155.00
Check	07/06/2022	11042	Michael Rees {...	Medicare ...	District		District Che...	-36.25	-191.25
Check	07/06/2022	11042	Michael Rees {...	California ...	District		District Che...	-43.31	-234.56
Check	07/06/2022	11043	Wendy Meyer {...	66000 Tax...	District		District Che...	-21.08	-255.64
Check	07/06/2022	11043	Wendy Meyer {...	66000 Me...	District		District Che...	-4.93	-260.57
Check	07/06/2022	11043	Wendy Meyer {...	66000 Fed...	District		District Che...	-50.00	-310.57
Check	07/06/2022	11043	Wendy Meyer {...	66000 Cali...	District		District Che...	0.00	-310.57
Check	07/08/2022	ACH	IRS/USA Taxpa...	July 2022	District		District Che...	494.46	183.89
Check	07/14/2022	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	43.31	227.20
Check	07/22/2022	11057	Michael Rees {...	Social Sec...	District		District Che...	-155.00	72.20
Check	07/22/2022	11057	Michael Rees {...	Medicare ...	District		District Che...	-36.25	35.95
Check	07/22/2022	11057	Michael Rees {...	California ...	District		District Che...	-43.31	-7.36
Check	07/28/2022	ACH	EMPLOYMENT...	Acct. ID 1...	District		District Che...	156.86	149.50
Total taxes								149.50	149.50
wages									
Check	07/06/2022	11042	Michael Rees {...	June 2022...	District		District Che...	2,500.00	2,500.00
Check	07/06/2022	11043	Wendy Meyer {...	66000 Pay...	District		District Che...	340.00	2,840.00

Albion Little River Fire Protection District

Revenue & Expense Detail

July 2022

8:21 PM

08/09/22

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Check	07/22/2022	11057	Michael Rees {...	July 2022 ...	District		District Che...	2,500.00	5,340.00
Total wages								5,340.00	5,340.00
Total 66000 · Payroll Expenses								5,489.50	5,489.50
86-1035 · WORKERS COMPENSATION IN									
Bill	07/01/2022	GS2...	Golden State Ri...	Workman'...	District		20000 · Ac...	11,526.00	11,526.00
Total 86-1035 · WORKERS COMPENSATION IN								11,526.00	11,526.00
86-2050 · CLOTHING & PERSONAL ITE									
Bill	07/12/2022	2198	Shaun Lindeblad	Reimburse...	District		20000 · Ac...	116.86	116.86
Total 86-2050 · CLOTHING & PERSONAL ITE								116.86	116.86
86-2060 · COMMUNICATIONS									
INTERNET SERVICE									
Check	07/25/2022	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	103.06
Check	07/25/2022	ACH	Comcast/Xfinity	8155300/5...	District		District Che...	103.06	206.12
Check	07/29/2022	ACH	Verizon Wireless		District		District Che...	35.68	241.80
Total INTERNET SERVICE								241.80	241.80
86-2060 · COMMUNICATIONS - Other									
Check	07/05/2022	ACH	Streamline		District		District Che...	75.00	75.00
Total 86-2060 · COMMUNICATIONS - Other								75.00	75.00
Total 86-2060 · COMMUNICATIONS								316.80	316.80
86-2101 · INSURANCE GENERAL									
Bill	07/01/2022	GS2...	Golden State Ri...	General Li...	District		20000 · Ac...	10,062.00	10,062.00
Bill	07/01/2022	GS2...	Golden State Ri...	Property C...	District		20000 · Ac...	3,186.00	13,248.00
Bill	07/01/2022	GS2...	Golden State Ri...	Auto Contr...	District		20000 · Ac...	7,248.00	20,496.00
Bill	07/01/2022	GS2...	Golden State Ri...	Watercraft...	District		20000 · Ac...	98.00	20,594.00
Bill	07/01/2022	GS2...	Golden State Ri...	Crime/Bon...	District		20000 · Ac...	260.00	20,854.00
Bill	07/01/2022	GS2...	Golden State Ri...	Mobile Eq...	District		20000 · Ac...	10.00	20,864.00
Total 86-2101 · INSURANCE GENERAL								20,864.00	20,864.00
86-2130 · MAINTENANCE STRUCTURES									
Check	07/20/2022	1074	Francisco Rent...		District		Building Fu...	80.00	80.00
Check	07/20/2022	1075	Branesky Sheet...		District		Building Fu...	326.63	406.63
Total 86-2130 · MAINTENANCE STRUCTURES								406.63	406.63
86-2170 · DISTRICT OFFICE SUPPLIE									
Bill	07/22/2022	2569...	ODP Business ...	Invoice 25...	District		20000 · Ac...	63.62	63.62
Total 86-2170 · DISTRICT OFFICE SUPPLIE								63.62	63.62
86-2181 · AUDITING & FISCAL SERVI									
Bookkeeping Services									
Bill	07/21/2022	2161	Rachel Miller B...	Invoice 21...	District		20000 · Ac...	227.50	227.50
Total Bookkeeping Services								227.50	227.50
Total 86-2181 · AUDITING & FISCAL SERVI								227.50	227.50
86-2187 · EDUCATION & TRAINING									
Bill	07/01/2022	1707...	Sheila Klopper	Fire Chapl...	District		20000 · Ac...	450.00	450.00
Total 86-2187 · EDUCATION & TRAINING								450.00	450.00
86-2260 · UTILITIES									
Redwood Waste Solutions									
Check	07/21/2022	ACH	Redwood Wast...	Trash	District		District Che...	44.92	44.92
Total Redwood Waste Solutions								44.92	44.92
Albion Water District									

010

Albion Little River Fire Protection District

Revenue & Expense Detail

July 2022

8:21 PM

08/09/22

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance
Bill	07/01/2022	1920...	Albion Mutual ...		District		20000 · Ac...	185.00	185.00
Total Albion Water District								185.00	185.00
PG&E									
Check	07/15/2022	ACH	PG&E	02100951...	District		District Che...	238.88	238.88
Total PG&E								238.88	238.88
Total 86-2260 · UTILITIES								468.80	468.80
86-3113 · PAYMENTS TO GOVT AGENCIES									
Bill	07/18/2022	2005	LAFCO	ALRFPD ...	District		20000 · Ac...	981.21	981.21
Total 86-3113 · PAYMENTS TO GOVT AGENCIES								981.21	981.21
Total Expense								40,910.92	40,910.92
Net Income								-13,459.81	-13,459.81

011

Albion Little River Fire Protection District Donations Revenue & Expense Detail July 2022

8:21 PM

08/09/22

Accrual Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Amount
Income								
82-7705 · Donations								
Business								
Deposit	07/12/2022	6753	Leona Walden	Deposit	FD Don...		Fire Depart...	100.00
Total Business								100.00
Individual								
Deposit	07/05/2022		Sharon Gardner	Deposit	FD Don...		Fire Depart...	47.75
Deposit	07/12/2022	4021	Rosemary Allen	Deposit	FD Don...		Fire Depart...	60.00
Deposit	07/12/2022	1651	Gerald J. & Lina ...	Deposit	FD Don...		Fire Depart...	50.00
Deposit	07/12/2022	1049	Roger Perry	Deposit	FD Don...		Fire Depart...	200.00
Deposit	07/12/2022	2267	Rene Roberts	Deposit	FD Don...		Fire Depart...	100.00
Deposit	07/12/2022	8995	Michael F. Garri...	Deposit	FD Don...		Fire Depart...	525.00
Deposit	07/12/2022	8047	Bruce & Patricia ...	Deposit	FD Don...		Fire Depart...	50.00
Deposit	07/12/2022		Cash Donations	Deposit	FD Don...		Fire Depart...	387.00
Deposit	07/12/2022	8189	Nancy J. Fish	Deposit	FD Don...		Fire Depart...	50.00
Deposit	07/12/2022	2880...	Gwen Lowery	Deposit	FD Don...		Fire Depart...	100.00
Deposit	07/13/2022		Noah D. Lebowit...	Deposit	FD Don...		Fire Depart...	239.95
Deposit	07/13/2022		Benjamin & Pam...	Deposit	FD Don...		Fire Depart...	95.80
Deposit	07/27/2022		Karen Bowers	Deposit	FD Don...		Fire Depart...	95.80
Total Individual								2,001.30
Total 82-7705 · Donations								2,101.30
Total Income								2,101.30
Gross Profit								2,101.30
Expense								-
Net Income								2,101.30

012

Albion Little River Fire Protection District Donations Revenue & Expense Detail

8:21 PM

08/09/22

Accrual Basis

July 2022

<u>Balance</u>
100.00
<hr/> 100.00
47.75
107.75
157.75
357.75
457.75
982.75
1,032.75
1,419.75
1,469.75
1,569.75
1,809.70
1,905.50
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2,001.30
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013

Albion Little River Fire Protection District Building Fund Register

8:22 PM

08/09/22

Accrual Basis

July 2022

Type	Date	Num	Name	Memo	Split	Amount	Balance
Jul 22							
Deposit	07/18/2022			Deposit	Fire Depart...	10,000.00	10,000.00
Check	07/20/2022	1074	Francisco Renteria		86-2130 · M...	-80.00	9,920.00
Check	07/20/2022	1075	Branesky Sheet ...		86-2130 · M...	-326.63	9,593.37
Bill Pmt -Check	07/21/2022	1076	Diana Wiedema...	Architectur...	20000 · Acc...	-12,072.39	-2,479.02
Deposit	07/31/2022			Interest	82-4100 · IN...	0.56	-2,478.46
Jul 22						-2,478.46	-2,478.46

Fire Chief Salary increase narrative

Many volunteer fire departments in California, including ALRFVD continue to see substantial increases in incident levels year after year. First responder duties not only include structure fires and wild land fires but also medical responses, traffic accidents, public assistance and hazardous conditions. The growth of our district has caused many changes in departmental structure. These changes were implemented over the course of time to meet the challenges of providing quality fire and rescue services to the community. The growth of our community has created many challenges that required our department to change the organizational structure by hiring a part-time administrative assistant and a part-time fire chief. These changes demonstrate that our organization is evolving to a combination type of department where compensated staff need to be added to the organization.

It has also become increasingly difficult to recruit and train volunteer fire fighters for the many different incidents. Our existing program is not sustainable to meet the changing needs of fire department challenges.

Our fire chief has been working what is akin to two full time jobs since he started as fire chief. We recognized the problem 18 months ago when we allocated a part time monthly payment to the chief position. It is possible, with the use our new TOT money coupled with some donation money to create and offer a full-time position to our fire chief. By allowing our chief to devote his attention to our department, it will become possible to create a formal recruitment program for firefighters; provide a solid presence in our community to help increase our funding and donations; implement and refine our training programs to comply with government regulations; and finally, facilitate actions that will improve our ISO rating and thus, lower community costs for insurance and in general improve the safety of everyone in the area.

Other changes and costs that should be addressed shortly or in the near future would be to fund an assistant fire chief position, either in full or part time so that our district has an authority figure in place when the chief is absent for vacation, sick time or training days. Finally, this strategy would be implemented as a trickle down effect to volunteers who work towards increasing their skillset through more required training and increased department participation.

Given this narrative, I motion that "We the board of directors of the Albion-Little River Fire Protection District change the position of part time fire chief to full time fire chief, offering the position to the current Chief Michael Rees. In addition, I also motion that his salary be increased his salary to \$90,000 per year."

This change in position and salary increase shall occur when Chief Rees terminates his present employment. His contract shall be changed to include standard vacation and sick leave and provisions will be made so he may finish all training needed that is required by government regulation for the fire

chief position. The new contract shall also include any additional duties required by this full time position. We will also be looking into upgrading his command vehicle through available grants at this time.

Lee Welty, Treasurer

EMPLOYMENT AGREEMENT

Fire Chief

Albion Little River Fire Protection District

This Employment Agreement (“Agreement”) is effective November 1, 2019 through August 31, 2020, by and between the Albion Little River Fire Protection District (ALRFPD) and Michael Rees (Rees), (collectively “the parties”).

A. ALRFPD is engaged in the business of governing the Albion Little River Volunteer Fire Department. Rees will primarily perform appropriate Fire Chief job duties for ALRFPD.

B. ALRFPD desires to have the services of Rees.

C. Rees is willing to be employed by ALRFPD.

Therefore, the parties agree as follows:

1. EMPLOYMENT. ALRFPD shall employ Rees as the Fire Chief. Rees shall provide to ALRFPD the services described on the attached Exhibit A (“Job Description”) which is made a part of this agreement by this reference. Rees accepts and agrees to such employment, and agrees to be subject to the general supervision, advice and direction of the ALRFPD Board of Directors. Rees shall also perform (i) such other duties as are customarily performed by an employee in similar positions, and (ii) such other and unrelated services and duties as may be assigned to Rees by ALRFPD.

2. EXEMPT POSITION. The position of fire chief entails the use of independent judgment and supervision of staff and volunteers. Therefore, Rees is exempt from overtime provisions of state and federal law. As a management employee, Rees does not earn or accrue overtime or compensatory time off. The Fire Chief is a full-time position. Rees acknowledges that extraordinary time will be devoted for emergency responses, trainings, coordination with other agencies, community relations, and ALRFPD meetings.

3. BEST EFFORTS OF EMPLOYEE. Rees agrees to perform faithfully, industriously, and to the best of his ability, experience, and talents, all of the duties that may be required by the express and implicit terms of their Agreement, to the reasonable satisfaction of the ALRFPD.

4. COMPENSATION. Pending the formal development of this contract, Rees was paid \$5000 as part of ALRFPD good faith efforts to enter into this employment contract. This contract will be effective from November 1, 2019 to August 31, 2020. As compensation for the services provided by Rees under this Agreement, Rees will be paid a base salary at a monthly rate of \$2500 for the duration of this contract. As a total of \$33,000 is available for the duration of this contract, the remuneration may be amended should the remaining funds become available for this purpose. Depending on a performance review at the end of ALRFPD fiscal year, the annual salary may be increased.

5 BENEFITS. As funds may become available, Rees may shall be entitled to employment benefits, such as vacation pay, sick leave, health insurance, and retirement. ALRFPD will provide the Fire Chief

with a vehicle to be used for department business. The Fire Chief may use the vehicle for personal use only within Mendocino County, in order for response time to any emergency be as quick as possible.

6. STRIKE TEAM. Rees is permitted to participate in strike team assignments and collect his full normal salary and strike team pay for the period of deployment. The decision to go on strike team assignments must be made in the best interests of the Fire District.

7. EXPENSE REIMBURSEMENT. ALRFPD will reimburse Rees for “out-of-pocket” expenses incurred by him for the benefit of ALRFPD, in accordance with ALRFPD policies. Rees may also be reimbursed for reasonable travel expenses for occasions when Rees is out-of-district for district business and/or training. Rees will also be reimbursed for work boots and uniform expenses.

8. RECOMMENDATIONS FOR IMPROVING OPERATIONS. Rees shall provide ALRFPD with all information, suggestions, and recommendations of which Rees has knowledge that will be of benefit to ALRFPD.

9. PERFORMANCE EVALUATION. ALRFPD shall conduct an annual performance evaluation of Rees. The performance review shall be in writing and shall be placed in Rees’s confidential personnel file. The ALRFPD Board, fire department staff and volunteers, interested community members, and other related community agencies will provide input for the Fire Chief’s annual performance evaluation.

10. PROBLEM-RESOLUTION. The ALRFPD expects that as Fire Chief, Rees will act in a professional manner and not use a public forum for complaints, problem solving of confidential, internal conflicts regarding the ALRFPD, personnel or departmental complaints, problems or issues. Rees will communicate directly with the ALRFPD Board of Directors regarding any area of concern. This provision is not intended to interfere with Rees’s free speech rights but is limited to confidential, internal, department conflicts.

11. COMPLIANCE WITH EMPLOYER’S RULES AND PROFESSIONAL STANDARDS. Rees agrees to comply with all of the rules and regulations of the ALRFPD and relevant public laws or regulations relating to his position and its duties.

12. SUSPENSION. ALRFPD may suspend Rees with pay, in response to any complaint that is legally required to be investigated (e.g., sexual harassment) or that the majority of the ALRFPD Board votes should be investigated. The ALRFPD may suspend Rees without pay as a result of disciplinary action.

13. TERM/TERMINATION. The parties will work in good faith to ensure that this Employment Agreement continues through its full term to August 31, 2020. However, ALRFPD reserves the right to terminate this Agreement on the following bases:

a. For Cause Termination by Majority Approval of ALRFPD Board. The District may terminate this Agreement with or without notice “for-cause”. This Agreement can be terminated “for-cause” if Rees violates the terms of this Agreement, or does not perform the job duties as described in Exhibit A, or is convicted of any state or federal violation, whether related to his position or not, in or out of District, that would “seriously jeopardize” the integrity and reputation of the ALRFPD. Examples of crimes that would seriously jeopardize the Department’s integrity and reputation include, but are not limited to: arson, distribution of illegal drugs, sexual assault, stalking, violent crimes, or DUIs. Termination “for-cause” must be approved by a simple majority of the ALRFPD Board of Directors.

b. Without-Cause Termination by Super-Majority Approval of ALRFPD Board. The District may terminate this Agreement “without-cause” due to emergency circumstances. Termination of this Agree “without-cause” must be approved by a 4/5th vote of the Board of Directors.

c. No Severance Pay. There will be no severance pay to Rees under any circumstances.

d. Rees Resigns With Notice. ALRVFD cannot legally require Rees to provide any specific notice of his intent to terminate this Agreement. However, in exchange for the ALRFPD’s promise to work in good faith to effectuate this Agreement through its full term, and the procedural protections stated above, the ALRFPD Board requests that Rees provide at least 90 days notice of his intent to resign or to terminate this Agreement.

14. RETURN OF PROPERTY. Upon termination of this Agreement, Rees shall as soon as practicable deliver to ALRFPD all property which is ALRFPD’s property or related, including keys, records, notes, data, memoranda, vehicle, and equipment that are in Rees’s possession or under Rees’s control.

15. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties. This Agreement supersedes any prior written, oral contracts/agreements, or practices between Rees and ALRFPD.

16. AMENDMENT. This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties with the ALRFPD Board’s approval.

17. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

18. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Agreement.

19. APPLICABLE LAW. This Agreement shall be governed by the laws of the State of California.

EMPLOYER: Albion Little River Fire Protection District

By: _____

Date: _____

Lee Welty, Treasurer

On behalf of the ALRFPD Board of Directors



AGREED TO AND ACCEPTED.

EMPLOYEE: Michael Rees

_____ **Date:** _____

Enclosure: Attachment "A" Fire Chief Job Description

----- Forwarded message -----
From: **Jerry Thomas** <rml@mcn.org>
Date: Tue, Jul 26, 2022, 5:02 PM
Subject: BOD meeting August 15, 2022
To: <Wendy@albionfire.com>

Hi Wendy and thanks for the call back.

I'd like the ALRVFD Board to consider our painting a mural(s) on the water tank at Middle Ridge opposite Hamm's Lane. We acknowledge the tank is the property of the ALRVFD and permission is required. I will attend the meeting to discuss the proposal and provide several design concepts of what is contemplated.

Suzi Long is the artist we've engaged should this go forward. She recently completed a similar project for Tim Scully at 32191 Albion Ridge Rd. (not "C") The tank is just inside his driveway, not visible from the road. If Directors wish to view this example, please do not disturb Tim or his tenants.

If more information is needed to place this item on the August agenda, Wendy, please let me know.

Thank you.

Jerry Thomas
32100 Middle Ridge, Albion
937-0166

RESOLUTION NO: 20220815

A RESOLUTION ESTABLISHING AND IMPLEMENTING A PROGRAM TO CHARGE MITIGATION RATES FOR THE DEPLOYMENT OF EMERGENCY AND NON-EMERGENCY SERVICES BY THE FIRE DISTRICT FOR SERVICES PROVIDED/RENDERED BY/FOR THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT

WHEREAS, the emergency services response activity to incidents continues to increase each year; Environmental Protection requirements involving equipment and training, and Homeland Security regulations involving equipment and training, creating additional demands on all operational aspects of the fire district services; and

WHEREAS, the fire district has investigated different methods to maintain a high level of quality of emergency and non-emergency service capability throughout times of constantly increasing service demands, where maintaining an effective response by the fire district decreases the costs of incidents to insurance carriers, businesses, and individuals through timely and effective management of emergency situations, saving lives and reducing property and environmental damage; and

WHEREAS, raising real property tax to meet the increase in service demands would not be fair when the responsible party(s) should be held accountable for their actions; and

WHEREAS, the Board of the Albion-Little River Fire Protection District desires to implement a fair and equitable procedure by which to collect said mitigation rates and shall establish a billing system in accordance with applicable laws, regulations and guidelines; Now, Therefore

BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT:

SECTION 1: The Albion-Little River Fire Protection District shall initiate mitigation rates for the delivery of emergency and non-emergency services by the fire department for personnel, supplies and equipment to the scene of emergency and non-emergency incidents as listed in “EXHIBIT A”. The mitigation rates shall be based on actual costs of the services and that which is usual, customary and reasonable (UCR) as shown in “EXHIBIT A”, which may include any services, personnel, supplies, and equipment and with baselines established by addendum to this document.

SECTION 2: A claim shall be filed to the responsible party(s) through their insurance carrier. In some circumstances, the responsible party(s) will be billed directly.

SECTION 3: The fire district’s Board may make rules or regulations and from time to time may amend, revoke, or add rules and regulations, not consistent with this Section, as they may deem necessary or expedient in respect to billing for these mitigation rates or the collection thereof.

SECTION 4: It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were in accordance with all legal requirements, and the Codified Resolutions of the Board.

SECTION 5: This resolution shall take effect at the date of adoption.

SECTION 6: The Mitigation Rates lists in Exhibit A will increase by 2.6 annually or based on the annual percentage increase in the Consumer Price Index (CPI), as developed by the Bureau of Labor Statistics of the U.S. Department of Labor, whichever is more. Rate adjustments will occur on the anniversary date of this ordinance/resolution to keep the fire district's cost recovery program in conformity with increasing operating expenses.

APPROVED, PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALBION LITTLE RIVER FIRE PROTECTION DISTRICT THIS 15th day of August 2022 BY THE FOLLOWING VOTE:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

VACANT: _____

Chuck Greenberg
President, Board of Directors of the Albion Little River Fire
Protection District

Attest:

Pam Linstedt
Vice President, Board of Directors of the Albion Little River Fire
Protection District

EXHIBIT A MITIGATION RATES BASED ON PER HOUR

The mitigation rates below are average “billing levels”, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These rates are based on actual costs using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance). Labor rates include an average department’s actual burdened labor costs and not just a firefighter’s wage. These include wages, retirement, benefits, workers comp, etc.

MOTOR VEHICLE INCIDENTS

Level 1 - \$516.00

Provide hazardous materials assessment and scene stabilization. This will be the most common “billing level”. This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$588.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 – CAR FIRE - \$718.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,550.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$474.00

Includes Air Care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

HAZMAT

Level 1 - \$832.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,971.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 - \$7,012.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

FIRE INVESTIGATION

Fire Investigation Team - \$327.00 per hour.

Includes:

- Scene Safety
- Investigation
- Source Identification
- K-9/Arson Dog Unit
- Identification Equipment
- Mobile Detection Unit
- Fire Report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

FIRES

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

Includes:

- Scene Safety
- Investigation
- Fire / Hazard Control

This will be the most common “billing level”. This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire district has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$475.00 per hour, per engine / \$594.00 per hour, per truck

When a fire is started by any person or persons that requires a fire district response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire district response at a cost not to exceed the actual expenses incurred by the fire district to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS

Level 1

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common “billing level”. This occurs almost every time the fire department responds to a water incident.

Billed at \$475 plus \$59 per hour, per rescue person.

Level 2

Intermediate Response: Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$950 plus \$59 per hour, per rescue person.

Level 3

Advanced Response: Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,350 plus \$59 per hour per rescue person, plus \$119 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$475 for the first response vehicle plus \$59 per rescue person. Additional rates of \$475 per hour per response vehicle and \$59 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of Command, and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$297 per hour.

MISCELLANEOUS / ADDITIONAL TIME ON-SCENE

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$475 per hour.

Truck billed at \$594 per hour.

Miscellaneous equipment billed at \$357.

MITIGATION RATE NOTES

The mitigation rates above are average “billing levels” for one hour of service, and are typical for the incident responses listed, however, when a claim is submitted, it may be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department’s “actual personnel expense” and not just a firefighter’s basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.