

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BUSINESS MEETING MINUTES

Thursday, October 11, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

1. **Fire department operations meeting called to order at 7:05 pm.**
 - a. **Roll call:** Firefighters present – Chief Williams, Brad Montgomery, Erica Geer, Marshall Brown, Guy Casey, Tim Gitchel, Harold Searles, Andre Pennebaker, Margaret Harris, Loren Lopez, Debi Wolfe, Steve Wolfe, Dave Ayster, Scott Roat, Andy Gitchel, Sam Levine, Adam Mathews, Steve Acker, and Andrew Crowningshield.
 - b. **Chief's Report:** See attached.
 - c. **Review and discussion of chief's report:** General discussion and review of chief's report.
 - d. **Other fire department business:** Brad discussed SCBA system; Ted discussed Hughes party redux, water storage tanks purchase, and possible EMT class; Erica discussed training schedule.
 - e. **Adjourned:** 7:45 pm.
2. **Board of Directors business meeting call to order and determination of a quorum:** Called to order at 7:50 pm by President Alan Taeger. Board members Ed Petrykowski, Rich Riley, Ken Matheson present. One board seat vacant.
3. **Public communication to the Board:** None.
4. **Items for Board consideration and possible action:**
 - a. **Board vacancy:** Four candidates presented themselves for consideration for appointment to the vacant board position: Nick Tining, Jim Culp, Sam Levine, and Scott Roat. Candidates were interviewed individually and Scott Roat was appointed by majority vote of the board of directors.
 - b. **Fire department personnel:** Chief Williams recommended the promotion of probationary firefighters Andrea Pennebaker, Tim Gitchel, and Guy Casey to regular firefighter status. The members of the board of directors voted unanimously to accept the recommendations on a motion by Rich.
 - c. **Personnel compensation for Cal Fire responses:** The Board tabled its review and discussion of current "Assistance by Hire" agreement with Cal Fire as negotiation with Cal Fire continues. A policy for compensation of District personnel for Cal Fire-compensated responses introduced at the September 13, 2012 regular business meeting was discussed and adopted as presented by unanimous vote of the board of directors on a motion by Rich.
 - d. **FY 2012-2013 budget review and revision:** The board of directors voted unanimously on a motion by Alan to increase the budget for Office Supplies by \$1,000.00.
 - e. **Fire Department Fund:** The board of directors voted unanimously on a motion by Alan to approve a proposal to establish a checking account for the purpose of holding, disbursing and accounting for funds other than county-monitored tax revenue funds.
 - f. **Facilities use application:** The board reviewed and voted unanimously on a motion by Alan to approve the application of the Albion Little River Fire Auxiliary to use district facilities per new facilities use policy.
5. **Previous meeting minutes:** The minutes of the September 13, 2011 regular business meeting and the September 23, 2012 special meeting were approved by unanimous vote of the board of directors on a motion by Rich.
6. **Board Correspondence:** See attached summary.
7. **Financial report:** Current financial statements for the District were presented.
8. **Committee reports:**
 - a. **New fire station committee:** New station plans remain with Lee Welty who reports that he will try to proceed with foundation engineering by the end of October.
 - b. **Parcel tax committee:** No report
9. **Directors' discussion:** None.
10. **Next scheduled regular business meeting:** Thursday, November 8, 2012, 7:00 pm.
11. **Adjourned:** 9:26 pm.

Attachments

Fire Chief's Report, 11 October, 2012, by Ted Williams

- **Applications received**
 - Jeff Wall (requires board review)
- **Purchases (noteworthy, not exhaustive)**
 - SCBA compressor
 - Will deliver approximately 10 cfm max (8cfm real world delivery). Heavy breathing FF uses about 2.5 cfm. Auto shutdown and auto condensate will allow operator to attach bottles and walk away with unit shutting down when bottles reach full.
 - Compressor is a maxair 90
 - auto condensate drains
 - CAF 247 filtration upgrade (larger filters, reduced maintenance cost)
 - electric start Honda engine
 - total of four cga347 fill whips (high pressure SCBA)
 - Carbon Monoxide/moisture meters
 - (2) 5,000 gallon water tanks (stations 811 & 812)

Minutes approved by unanimous vote of the members of the board of directors at the November 8, 2012 regular business meeting.

- **Received**
 - structure turnouts
 - gloves
 - SCBA masks
 - (3) AED batteries @ \$918
- **Incident Log**
 - In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, September 13th and today, October 11th, we were dispatched and responded to eight incidents consisting of 1 wild land fire (mutual aid to Comptche), 1 water rescue (mutual aid to Elk), 4 medical aid and 2 traffic collisions. Additionally, we sent a team, including one EMT, to Fort Bragg to cover a high school football game.
 - **2012006594 09/14/2012 22:36**
 - MED, TRAFFIC COLLISION
 - 2128 N HWY 1 / 33998 NAVARRO RIDGE RD
 - Ted Williams (UTL)
 - Erica Geer (8130, UTL)
 - Jaime Placido (UTL)
 - Jesse Martin (UTL)
 - Guy Casey (UTL)
 - Brad Montgomery (8163)
 - CalFire (IC)
 - Steve Wolfe (first)
 - Debbi Wolfe (first)
 - Sam Levine
 - Lauren Lopez
 - Scott Roat
 - CHP
 - cancelled incoming
 - **2012006956 09/14/2012 22:51**
 - MED, TRAFFIC COLLISION; HWY 128 MP 006.00
 - Erica Geer (8130)
 - Ted Williams (IC)
 - Jaime Placido
 - Jesse Martin
 - Guy Casey
 - Sam Levine
 - cancelled incoming
 - Scott Roat (cancelled)
 - Lauren Lopez (cancelled)
 - Brad Montgomery (cancelled)
 - Steve Wolfe (cancelled)
 - Debbi Wolfe (cancelled)
 - MSCO
 - **NO MEU, 9/16/12, 12:00, FOOTBALL FIELD, FORT BRAGG**
 - MUTUAL AID TO FORT BRAGG FD: EMT REQUIRED FOR GAMES
 - Sam Levine (EMT, IC)
 - Andrea Pennebaker
 - **2012006670 09/17/2012 12:57**
 - MED - WATER RESCUE; NAVARRO BEACH
 - Mutual Aid to Elk Fire
 - cancelled by USCG
 - Ted Williams
 - Brad Montgomery
 - Andrea Pennebaker
 - Guy Casey (Responded with Chief 7102 from ELK)
 - Steve Wolfe
 - Adam Matthews
 - Harolde Searles
 - Michael Rees
 - John Oakley
 - **2012006766 09/20/2012 18:15**
 - MEDICAL, BRAVO
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Sam Levine
 - Ted Williams

- Marshall Brown
- Guy Casey
- Brad Montgomery
- Andrea Pennebaker
- John Crowningshield
- Andrew Crowningshield
- Jaime Placido
- cancelled incoming
- **2012006780 09/21/12 12:08**
 - MEDICAL, CHARLIE
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE
 - Sam Levine (IC, Med Grp)
 - Andrea Pennebaker
 - Ted Williams(8132)
 - Guy Casey(8130)
 - Brad Montgomery
 - Scott Roat
 - Joe Goforth
 - cancelled incoming
- **2012007057 09/30/12 23:36**
 - MEDICAL, ALPHA; 26900 ALBION RIDGE RD ,ALBI
 - Ted Williams (R8130)
 - Brad Montgomery
 - Andrea Pennebaker
 - Guy Casey (Med Group)
 - Marshall Brown (IC)
 - cancelled incoming
- **2012007075 10/01/12 14:53**
 - FIRE, WILDLAND, COMPTCHE
 - Ted Williams (8192)
 - Brad Montgomery (8163)
 - Jaime Placido (8191)
 - Guy Casey
 - 8191: staffed with Jaime Placido & Brad Montgomery
 - 8192: staffed with Ted Williams & Guy Casey
 - 8163: staged at station 820 for Comptche and/or Albion incident
- **2012007111 10/02/12 16:08**
 - MEDICAL, CHARLIE
 - THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD
 - Ted Williams
 - Marshall Brown
 - Brad Montgomery
 - Jaime Placido
 - Scott Roat
 - Andrea Pennebaker
 - John Oakley
 - Guy Casey
 - Sam Levine
 - Joe Goforth
 - Andrew Crowningshield
 - Emily Scott
 - cancelled incoming

Training Completed:

- **09/20/2012 - Scenarios - Nat Norling (paramedic) (2 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Erica Geer, Andy Gitchel, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Adam Matthews, Brad Montgomery, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Scott Roat, Chadwick Thompson, Ted Williams, Debbi Wolfe, Steve Wolfe
- **09/27/2012 - SCBA - drags, procedures, obstacle course (2.5 hours)**
 - David Ayster, Marshall Brown, Guy Casey, Andrew Crowningshield, John Crowningshield, Erica Geer, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Jaime Placido, Michael Rees, Emily Scott, Ted Williams, Debbi Wolfe, Steve Wolfe
- **10/04/2012 - Extrication w/Jaws (3 hours)**

- Marshall Brown, Guy Casey, Andrew Crowningshield, Tim Gitchel, Joe Goforth, Margaret Harris, Jason Hendricks, Sam Levine, Lauren Lopez, Brad Montgomery, Jonathan Peakall, Jaime Placido, Michael Rees, Scott Roat, Ted Williams, Debbi Wolfe, Steve Wolfe
 - **10/06/2012 - Water Rescue / Boat @ Mendocino Fire (4 hours)**
 - Tim Gitchel, Jaime Placido
- **Training planned:**
 - Critical Incident Stress Management, Oct. 19-21 in Comptche
 - multiple firefighters interested
 - SCBA incorporation in most trainings once the compressor is installed.
 - Community water source drafting.
- **Fund Raising, Gifts, Service Fees:**
 - The fire department participated in the Hughes private cowboy party. Setup was completed in record time with approximately twenty-six firefighters assisting. Donations totaled \$2,875. Our share of the raffle was \$331.15. Additionally, ALRVFD Inc provided \$1,000 seed funding for the event, with direction that any refund be donated to the district. The district will receive a seed refund of \$948.74. Thank you cards were sent to donors. Suzy Kitahara donated approximately one week of labor (planning, coordination, food preparation) to help the fire department maintain its involvement in the event.
- **Development:**
 - Firefighters cleaned 2750 feet of hose and restocked engines to meet local needs as well as strike team requirements. The 2.5" supply line was replaced with 3" supply in forward lay. Spare supply line stocked in rolls in center compartment.
 - We are continuing to investigate feasibility of holding an EMT course. It appears an Mendocino Office of Education / ROP path might allow us to hold a class on the coast at \$270 per student. Ted has been working on details with Nat Norling and Rich Young (Mendocino Fire, RN).
 - We went 8191, 8192 and 8163 to the Flynn fire in Comptche. 8191 and 8192 shuttled approximately 27,000 gallons of water to engines on the fire. Ted and Jeff Schlafer are working on district reimbursement paperwork.
 - As agreed at the September regular meeting, problematic 2" portable pumps were traded with Brad Montgomery for more reliable high pressure multioutlet (75"/1"/1.5" portable pump and 1.5" draft hose).
 - Our district 707 937 4022 has been configured to use Google Voice. Messages are delivered to Alan Taeger. Alan will forward as appropriate.
 - Our department 707 937 0888 has been ported to Google Voice. Messages are delivered to Ted. Ted will forward as appropriate. Now that the 0888 number has been secured for department use, we will begin a campaign of marking all district property with "call if found" labels.
 - Ted has had initial discussions with John Johansen and Larry Pond regarding hydrant installation at the village (take advantage of 4" plumbing). Ted and Scott will follow up by meeting with the Albion Mutual Water Company at their regular meeting. Increased water flow would help with both actual firefighting and ISO/insurance ratings.
 - Debbi Wolfe is regularly submitting our call log to the newspaper (Mendocino Beacon). Our deadline for updating callsheets is noon Sunday. Ted has confirmed proper call log language with Mendocino County Counsel / Terry Gross.
- **Station Maintenance**
 - We purchased 10 yards of gravel for station 810, 5 yards of gravel for station 811 and 5 yards of gravel for station 813.
 - Sherry Glaser has suggested we clean the roof of station 813.
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Remains out of service.
 - Parts have arrived.
 - Defective smog pump manifolds removed.
 - Headers installed.
 - High ratio rocker arms, and exhaust remain to be tidied up.
 - Five alloy wheels with nearly new rubber and possibly a factory positraction for the dana 60 front have been donated.
 - Gear ratio identification required to ascertain practicality of positraction installation.
 - **Engine 8162**
 - Scheduled to visit Fort Bragg Diesel when parts arrive to repair oil leak.
 - Engine power is expected to increase as turbo boost pressure is leaking into the crank case. The new gasket will redirect it into the cylinders.
 - Dump tank attached.
 - **Engine 8170**
 - Now has a lightweight 2.5hp 1.5" portable pump and draft hose in the drivers rear compartment and a full compliment of wildland hose.
 - 2.5" structure attack hose has been replaced by 1.75" structure attack hose in upper storage.
 - Strike team ready.
 - **Engine 8181**
 - In service for special operations only.
 - Currently has virtually no hose. To be stocked with old cotton jacket hose from station 812.

- All urethane hose was pulled to properly stock 8162.
- Dump tank is onboard.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING October 11, 2012
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

9/13/12 Alan received donation checks of \$50.00 each from Peter Temple and Rita Crane from Erica.

9/17/12 Alan completed and returned 2012 Multi-county agency biennial notice of verification of conflict of interest code compliance.

9/17/12 Board members and Chief Williams received email from Terry Kemp stating that she was moving out of district and would no longer be eligible to serve on the board, resigning her position.

9/18/12 Alan Received email from Jeff Wall requesting a meeting with the board regarding Jeff's request for return to active duty. Alan responded by email on 9/20/12.

9/19/12 Received email from county counsel Terry Gross as follow-up to Station 813 eviction issue. She recommends we establish a memorandum of understanding among all parties.

9/20/12 Alan posted "Notice of Vacancy" regarding the vacancy on the board at the usual locations.

9/21/12 Alan sent announcements of the board vacancy to the Mendocino Beacon, radio station KOZT and MCN announce listserve by email. Ted posted the notice on the website.

9/21/12 Received order confirmation from AT&T for call forwarding service for the district office telephone (937-4022).

9/23/12 Received voicemail from Nancy Banker of the "Woodlanders" with a request to present a donation check to the district at a photo op. Alan contacted Nancy by phone 9/24/12 and arranged to greet them at the district November 8, 2012 regular business meeting to accept their donation.

9/25/12 Alan met with four Auxiliary members and received an application from them for use of District facilities.

9/28/12 Received letter from county auditor-controller with notice that 5 district parcels eligible for special tax assessment will not be billed due to low value exemption, reducing estimated special tax revenue by \$200.00.

10/9/12 Alan received letter from White, Nelson, Diehl, & Evans LLP, CPAs with brochure/announcement of their 2012 Government Tax Seminars.