

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT AGENDA

BOARD OF DIRECTORS SPECIAL MEETING

The meeting is called as a special meeting by a majority of the Board of Directors of the Albion Little River Fire Protection District for the purpose of considering issues surrounding long-range planning, including fund raising. No other business shall be considered at this special meeting.

Monday, April 16, 2007, 5:00 p.m., location: Fire House 810, Albion, CA

- ✓ 1. **Call to order and determination of a quorum.**
- ✓ 2. **Public communication to the Board.** An opportunity is provided for members of the public to address the board with respect to any item described in this notice, either before or during consideration of the item.
3. **Long Range Planning Process** – The board will discuss the long-range planning process, including the role of board members in various long-range planning committees which have been formed, and the proposed structure for the meeting which has been scheduled for May 3, 2007.
- ✓ 4. **Fund Raising Committee** – The board, together with members of the Albion-Little River Volunteer Fire Department and the Auxiliary, form the Fund Raising Committee for the 2007 review of the Long Range Plan. This Committee will meet as a part of this special meeting, to discuss fund raising issues as set forth in the current Long Range Plan.
- ✓ 5. **U.S. Department of Homeland Security Fiscal Year 2007 Assistance to Firefighters Grants** – The board has been made aware of this grant program, and Laura Vogelgesang will give a short synopsis of it and the board will discuss whether or not it can assist the Department in making an application during the application period, which ends on May 4, 2007.
6. **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 in writing at P.O. Box 634, Albion, CA 95410-0634, at least two days before the meeting date.

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**ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
MEETING MINUTES**

BOARD OF DIRECTORS SPECIAL MEETING

Monday, 16 April 2007, 5:00pm

Location: Fire House 810, Albion, California

1. **Call to order and determination of a quorum:** at 5:07 p.m.; attending were Shock, Taeger, Vogelgesang, Latkin, Chief Seeler, Carolyn Latkin and Marie Koskela.
2. **Public communication to the Board:** none
3. **Fund Raising Committee:** Jim Shock, as chair of this committee of the Long-Range Plan 2007 Review, asked that the committee review the current plan description of Fund Raising. The following represents the discussion on that review.

a. There has been no fundraising dinner at a local restaurant since the passage of the special tax. The committee agreed that it is best not to ask for funds or fundraisers unless we can identify the project for which we need money, yet we are in constant need of funds for current operating expenses and could without any difficulty spend all of the money that we have available in bringing equipment up to standards – for instance, right now we need about \$60,000 to bring the Department's Self-Contained Breathing Apparatus (SCBAs) up to code.

b. The Flea Market is a fun community event, but doesn't raise enough money to spend a lot of time talking about it.

c. The LRI event refreshment sales is a project which is carried out by the Goncharoffs, who serve the refreshments at these events and turn over the proceeds to the Department. Revenue from this has been about \$2,600 per year.

d. The barbeque is the largest Auxiliary fundraiser, and it brought in about \$9,000 last year. It is also a major interface between the Department and the community.

e. Mail-out solicitation in May – funds which come in in response to this mailing are included in the barbeque receipts. In the future, the Department/ALERT newsletter may be a part of this mailing.

f. The charitable trust account now has \$2,000 - \$3,000 in it; these funds are the proceeds of sales of stock which has been contributed, and the Department's policy is to sell any donated stock immediately to avoid having responsibility for post-donation losses.

g. The Special Fire and Reserve Tax was passed, but may need to be revisited; the District receives about \$100,000 per year from the tax.

h. Grants – this funding source has not been approached as well in the past as we hope to do in the future. The "big" annual grant program is the Assistance to Firefighters Grant (AFG) which is through the Department of Homeland Security; in the past others in the area have received grants but ALRVFD has not. This year, we are included in a regional application, and Laura Vogelgesang will attempt to put together an application for new SCBAs (self-contained breathing apparatus) for the department, at least. Laura and Josh Latkin will then work toward making a plan for grant applications for the fire district and the Department; Josh has recently been working with Ronnie James on community grants, and the committee will try to coordinate efforts on all of this for the district and the Department.

i. Project-specific donations – are obviously good.

j. Naming Rights – was an idea from the prior plan with a specific focus which did not come to fruition, but could be useful in the future for corporate sponsorships.

k. Major contributors – we have a list of major contributors. Most would like to be anonymous. It may be that recognition of a major donation with a special jacket, or some other type of recognition, would be a good thing, and we might want to approach donors with some ideas and ask whether those ideas have any appeal to the donors. They do receive barbeque tickets now.

l. Billing – we can and should bill for calls for which we are able to bill. There is a collection agency which could undertake to collect, for a percentage of the amount collected. The board would not want to bill district residents who already pay taxes for district services.

m. Special Fire Reserve and Tax Subcommittee – we may need to reconstitute this in the future.

n. Proposition 172 Funds – The Board wonders if it should reach out to other District Boards within our Zone 4 on these issues, or in general, to support the various fire departments and the Fire Chiefs Association. Chief Seeler will broach this with the FCA and the Board will keep it in mind.

For the May 3 meeting, this Fund Raising Committee will make a revised version of this part of the plan and will come together again at the April 25 regular board meeting. We will add a general statement that we still need money to meet our goals in the short and long term and to maintain our level of service and our ISO rating (and will explain this within the plan for those unfamiliar with this); we will trim down some of the specific numbers which were included originally in the plan and perhaps use percentages rather than dollar figures when describing the effect of one or another source of funds on our overall budget.

The Board asked Carolyn Latkin, its bookkeeper, if she would please compare our actual receipts to our anticipated receipts under the plan, for 2002 through 2006.

Laura Vogelgesang will prepare a proposed revised version for our April 25 agenda and it will be the first item; the meeting will start at 7:00 p.m. rather than 7:30 p.m. so that we can get through the agenda.

4. U.S. Department of homeland Security Fiscal Year 2007 Assistance to Firefighters Grants - Chief Seeler reported that in the past, Department members have made applications, and the District Board has not been involved. Laura Vogelgesang suggested that if the District Board could take on the responsibility for planning a grant application program as a financial aspect of the fire service, the Department could focus on its mission. As reported above, Laura Vogelgesang will attempt to complete a grant application for the 2007 AFG program described; Chief Seeler will get her the name of a person at the Mendocino Volunteer Fire Department who has information on SCBAs from the (successful) grant application they recently made. Again as reported above, Laura and Josh will work together to formulate a grant application plan for the district, and will report to the board on that as it progresses.

5. Long Range Planning Process. The Board discussed how to proceed with the process we started at the meeting on March 29. We determined that we will ask the committees to make their reports on May 3, have a discussion, and then the Board will get to work on focusing on the reports and determining whether to reformulate or update the plan and how best to do that. The Board plans to have a special meeting mid-May for this purpose, and to address our work on the plan at the regular May meeting as well, and then have a special meeting mid-June to review the draft of the review (whatever form that takes) with the planning group. In mid-July the draft will be presented to the public, perhaps with a community breakfast meeting. Laura reported that Scott Roat had suggested a book which she had purchased, the One-Page Business Plan, which set forth tools and exercises to help to focus on formulation of a plan, and handed out some of those exercises for the Board's consideration. The Board determined that the Plan should include a statement of the purpose of each of the four parts of the fire/emergency service, and that the mission statement should be reviewed and reaffirmed or revised as necessary, starting at the April regular board meeting.

6. Adjournment: at 7:10 p.m.

Laura J. Vogelgesang, Substitute Secretary