

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

Thursday, February 14, 2013, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

7:00-8:00pm: Commence 7:04pm

1. Fire department operations meeting.

a. Roll call.

Board Members: Rich Riley, Scott Roat, Alan Taeger, Ken Matheson; Ed Petrykowski absent

Firefighters: Firefighters: Chief Ted Williams, Brad Montgomery, Scott Roat, Sam Levine, Marshall Brown, John Oakley, Erica Geer, Haroldde Searles, Tim Gitchel, Guy Casey, Josh Smith, Jeff Anderson, Margaret Harris; (nine members attending EMT training)

Guests: Athena Anderson, Lisa Montgomery + child

b. Chief's Report: See attached.

- Athena wants to strengthen relationship between The Woods and fire department, planning upcoming walkthrough

- discussion of benefits/faults of BLS ambulance service, Sam to develop 3-5 year financial plan

c. Review and discussion of chief's report.

d. Other fire department business.

- debrief of carbon monoxide call, SOGs, addl training

- discussed introducing "floating" identifier for incidents

- med items inventoried

- merits of BBQ and how to handle revisited; BBQ committee proposed

- Rich Riley attended car club meeting of North Coast Rodders on 2/12 to discuss possibilities of incorporating car show with BBQ event; to be explored as future possibility

- Guy Casey recommended course offered by Mendocino Fire on Code 2 driving on emergency response

e. Adjournment: 8:00pm

2. Board of Directors business meeting call to order and determination of a quorum:

Call to order by President Alan Taeger.

Board Members present: Rich Riley, Scott Roat, Ken Matheson; Ed Petrykowski absent

Commencement: 8:10pm

3. Public communication to the Board: None presented.

4. Items for Board consideration and possible action:

a. Fire department personnel: Jeff Anderson presented by Chief Ted Williams for probationary firefighter status; Board Members accepted nomination 4-0 in favor.

b. FY 2012-2013 budget review and revision: No changes.

c. Procurement policy revisions: Procurement policy revisions reviewed, to be voted on at March 14th regular meeting.

d. Bylaws revisions: Bylaws revisions presented for adoption and reviewed, to be voted on at March 14th regular meeting.

e. Increase in Bookkeeper tasks: The board will continue to review district bookkeeper duties. Katya will possibly stay on as bookkeeper. Financial meeting with Katya, Ken and Ted to be scheduled.

f. Board Clerk: Rich moved to adopt a board clerk position, Ken seconds. Vote 4-0 in favor. Position announcement language reviewed and discussed; minor changes made for clarity.

5. Previous meeting minutes: On the March 14th regular meeting the December 13th regular and 12th special meeting minutes to be revisited and re-approved; January 10th regular and 23rd special meeting minutes be reviewed and approved.

6. Board Correspondence:

- GSMRA loss incentive program

- Alan Taeger proffers resignation, effective date 2.28.13

- Alan to transfer all material, files, etc to existing Board members

- addl Bown Act training available by Tom Parker, County Counsel on March 4th

- see attached list for additional correspondence

7. Financial report:

- Financial report distributed to Board members.

- Transition discussed; all reports, backups to be turned over to Board as part of Taeger resignation.

- No changes

8. Committee reports:

a. New fire station committee. Welty OKd plans and in hands of draftsman, encroachment permit renewed; as part of multiple bid process, John Shandel submitted \$21,000 estimate to asphalt front driveway and parking area for Station 811; will pursue additional vendors to bid project.

9. Directors' discussion:

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

a. Duties of board members.

- List of duties distribution from prior month's meeting still under review.

b. LAFCO Municipal Service Review.

- notice of review to occur on the 20th.

c. Discussion of AB2298 impact on District /Firefighter response and liability

- Driver's Insurance and District Liability

- insurance coverage triggered at moment pager goes off

- proof of personal insurance policy and driver's license a minimum requirement for all members

- Topic to be revisited at next regular meeting

10. Next scheduled regular business meeting: Thursday, March 14, 2013, 7:00 pm.

11. Adjournment: 10:30pm

Fire Chief's Report, 14 February, 2013, by Ted Williams

- **Applications received**

- Ben Feinburgh (approved, subject to board review)

- Jeff Anderson (approved, subject to board review)

- **Resignations**

- Dave Ayster (moved out of district, all equipment returned)

- Adam Matthews (unable to meet minimum attendance, Adam committed to returning all district equipment by 02/14/2013)

- **Incident Log**

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, January 10th and today, February 14th, we were dispatched and responded to eighteen incidents consisting of 14 medical aids, 2 traffic collision and 1 propane / hazard condition, 1 structure fire (mutual aid, Mendocino), 1 suspected carbon monoxide structure extrication.

- **2013000319 01/12/2013 11:28**

- MEDICAL, ALPHA; 4340 N HWY 1 ,LITR

- Ted Williams

- Andrea Pennebaker

- Jaime Placido (staged at work party)

- Brad Montgomery (staged at work party)

- Steve Wolfe (staged at work party)

- Debbie Wolfe (staged at work party)

- Marshall Brown

- Scott Roat

- Margaret Harris

- cancelled incoming

- Guy Casey cancelled

- Sam Levine (8130) cancelled

- **2013000338 01/13/2013 11:38**

- MEDICAL, CHARLIE; 3201 ALBION RIDGE RD ,ALBI

- Ted Williams (8130)

- Jaime Placido

- Marshall Brown (IC)

- Guy Casey

- Brad Montgomery

- Emily Scott

- John Crowningshield

- Andrew Crowningshield

- Andrea Pennebaker (Med Group)

- cancelled incoming

- **2013000379 01/15/13 23:17**

- MEDICAL, ALPHA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR

- Guy Casey (Med Group)

- Margaret Harris

- Andrew Crowningshield (R8132)

- John Crowningshield

Minutes approved by unanimous vote of board members present at the March 14, 2013 regular business meeting.

- Ted Williams
- Marshall Brown
- Scott Roat
- Jamie Placido (Canceled)
- Brad Montgomery (E8165)
- Canceled Incoming
- **2013000384 1/16/13 04:47**
 - Hazardous condition propane; 32900 Middle Ridge Road
 - Ted Williams
 - Marshall Brown (8162)
 - Jaime Placido
 - Margaret Harris
 - Brad Montgomery (8163)
 - Michael Rees (8131)
 - Canceled Incoming...
 - Guy Casey Canceled
 - John Oakley
- **2013000426 1/16/13 17:50**
 - MEDICAL, DELTA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Guy Casey (R8130 MedGroup)
 - Andrew Crowningshield (R8132)
 - Ted Williams (IC)
 - John Crowningshield
 - Jaime Placido
 - Cancelled Incoming
 - Brad Montgomery (E8165)
 - Margaret Harris
 - Scott Roat
 - John Oakley
- **2013000479 1/18/13 21:18**
 - Medical Delta 43300 Little River Airport RD. Lodge
 - Sam Levine (IC, MedGrp)
 - Margaret Harris
 - Scott Roat
 - Ted Williams
 - Andrew Crowningshield (8132)
 - Brad Montgomery (8130)
 - Emily Scott
 - Guy Casey
 - Marshal Brown
 - John Oakley
- **2013000487 1/19/13 13:08**
 - Mutual Aid to Mendocino Fire- residential structure fire
 - 40901 Comptche-Ukiah Road
 - Marshal Brown (8162)
 - Ted Williams
 - Andrew Crowningshield
 - John Crowningshield
 - Brad Montgomery (8192)
 - Jaime Placido
 - Andrea Pennebaker
 - Michael Rees (8131)
 - Tim Gitche
 - Guy Casey
 - John Oakley
- **2013000550 1/22/13 14:02**
 - MEDICAL, BRAVO; 49350 ANDIRON RD, LITTLE RIVER
 - Guy Casey (R8132)
 - Ted Williams

- Michael Rees
 - Sam Levine (Medgroup)
 - Scott Roat (IC)
- **2013000615 01/26/2013 14:28**
 - MEDICAL, ALPHA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR space 31
 - Brad Montgomery (IC, 8132)
 - Sam Levine (Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Marshall Brown
 - Guy Casey
 - cancelled incoming
- **2013000619 01/26/2013 1639**
 - MEDICAL, BRAVO
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR, space 31
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Ted Williams
 - Guy Casey
 - Jason Hendricks (8130)
 - Marshall Brown
 - Scott Roat
 - cancelled incoming
- **2013000638 01/27/2013 1424**
 - MEDICAL, DELTA
 - THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE ,LITR
 - Mendocino Fire dispatched by mistake; HF corrected
 - Incident upgraded from Charlie to Delta on second dispatch
 - Ted Williams
 - Scott Roat
 - Sam Levine (Med Grp)
 - John Crowningshield (8132)
 - Guy Casey
 - Marshall Brown (IC)
 - Jeff Anderson
 - Cancelled incoming
 - Jason Hendricks
- **2013000638 01/28/13 03:06**
 - MEDICAL, ALPHA, 30300 NAVARRO RIDGE RD
 - Guy Casey (R8130 MedGroup)
 - Ted Williams (IC)
 - Marshall Brown
 - John Crowningshield
 - Jeff Anderson
 - Michael Rees
 - Brad Montgomery
 - Jaime Placido
 - Andrea Pennebaker
- **2013000804 02/02/13 22:24**
 - MEDICAL/TC, ALBION LITTLE RIVER RD/LITTLE RIVER AIRPORT RD, LTR
 - Vehicle Abandoned, Driver Contacted & AMA
 - Ted Williams 8162
 - Tim Gitchel
 - Brad Montgomery 8130 (IC)
 - Jason Hendricks
 - Margaret Harris
 - Andrea Pennebaker
 - Sam Levine (cancelled)

- **2013000810 02/03/13 08:44**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker
 - Margaret Harris
 - Jaime Placido 8132
 - Ted Williams (cancelled)
- **2013000996 02/09/13 08:50**
 - MEDICAL, CHARLIE,
 - LITR, THE WOODS @ 43300 LITTLE RIVER AIRPORT RD LODGE
 - Sam Levine (IC, Med Grp)
 - Jeff Anderson
 - Brad Montgomery
 - Andrea Pennebaker
 - Margaret Harris
 - Jaime Placido
 - Ted Williams
 - Marshall Brown (8130?)
 - Guy Casey (8165)
 - Tim Gitchel
- **2013001044 2/11/13 13:13**
 - Med Alpha 44635 LR Airport rd.
 - Brad Montgomery (IC)
 - Sam Levine (medgroup)
 - Ted Williams
 - Guy Casey
 - John Oakley (8130)
 - Joe Goforth (cancelled)
 - Jeff Anderson
 - Cancelled incoming
- **2013001050 2/11/13 16:18**
 - Med Bravo/interior search and rescue
 - Ted Williams (IC)
 - Guy Casey (8130 MedGroup)
 - Brad Montgomery (8162)
 - Marshall Brown
 - Debbi Wolfe
 - Steve Wolfe
 - Scott Roat
 - Jeff Anderson
 - Michael Rees
 - Joe Goforth
 - Josh Smith
 - Jason Hendricks (cancelled)
 - Cancelled incoming
- **NO MEU 02/12/2013 21:15**
 - Commercial structure fire, Healdsburg
 - Scott Roat
- **2013001104 2/13/13 21:28**
 - Med Delta 43300 LR Airport Rd. Lodge
 - Jeff Anderson
 - Sam Levine
 - Jaime Placido
 - Ted Williams
 - Guy Casey (8130)
 - Margaret Harris

- Brad Montgomery
- Marshal Brown (8132)
- Josh Smith
- Scott Roat
- Cancelled incoming
- **2013001105 2/14/13 12:24**
 - Traffic collision Albion Ridge Rd. 3 miles east of Middle Ridge Rd
 - Andrea Pennebaker
 - Josh Smith
 - Marshal Brown (IC)
 - Ted Williams (8162)
 - John Oakley (8130)
 - Margaret Harris
 - Michael Rees (8131-cancelled)
 - Jaime Placido
 - Brad Montgomery
 - Joe Goforth
 - Tim Gitchel
 - Guy Casey
 - Cancelled incoming

Training Completed:

- **01/10/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Micheal Rees, Emily Scott, Debbi Wolfe
- **01/12/2013 – Station 813 Cleanup – Station 813 ALRFPD**
 - Marshall Brown, Margaret Harris, Sam Levine, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Ted Williams, Debbi Wolfe, Steve Wolfe
- **01/15/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbie Wolfe.
- **01/17/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Pennebaker, Jaime Placido, Michael Rees
- **01/17/2013 – Traffic Operations – Scott Roat – Station 810 ALRFPD (2 Hours)**
 - Jeff Anderson, Michael Brown, Margaret Harris, Brad Montgomery, Scott Roat, Ted Williams, Steve Wolfe
- **01/19/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Marshall Brown, Tim Gitchel, Andrea Pennebaker, Harolde Searles
- **01/22/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/24/2013 – SCBA Intro – Marshall Brown – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Brad Montgomery, Scott Roat, Harolde Searles, Josh Smith, Ted Williams
- **01/24/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **01/29/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott
- **01/31/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott
- **01/31/2013 – SCBA RIC Intro – Brown, Gitchel. - Station 811 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Brad Montgomery, Scott Roat, Josh Smith, Ted Williams
- **02/02/2013 – ALRFPD Water Rescue – Tim Gitchel – Station 810 ALRFPD**
 - Jeff Anderson, Marshall Brown, Tim Gitchel, Andrea Pennebaker
- **02/05/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
- **02/07/2013 - EMT Class - Station 840 MVFD (4 Hours)**

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- Guy Casey, Andrew Crowningshield, Jason Hendricks, Lauren Lopez, Andrea Pennebaker, Jaime Placido, Michael Rees, Emily Scott, Debbi Wolfe
 - **02/07/2013 – SCBA RIC Drills – Brown, Peakall, Gitchel - Station 811**
 - Jeff Anderson, Marshall Brown, Ben Feinburgh, Tim Gitchel, Joe Goforth, Margaret Harris, Sam Levine, Brad Montgomery, Jonathan Peakall, Scott Roat, Josh Smith, Ted Williams, Steve Wolfe
 - **02/09/2013 - SCBA RIC Drills - Brown, A. Crowningshield, Gitchel - 811 (7 hours)**
 - Jeff Anderson, Marshall Brown, Guy Casey, Andrew Crowningshield, Ben Feinburgh, Tim Gitchel, Joe Goforth, Sam Levine, Brad Montgomery, John Oakley, Jonathan Peakall, Andrea Pennebaker, Jaime Placido, Michael Rees, Harolde Searles, Josh Smith, Ted Williams, Debbi Wolfe, Steve Wolfe
 - **02/12/2013 - EMT Class - Station 840 MVFD (4 Hours)**
 - Awaiting Numbers from Guy.
- **Development**
 - SCBA compressor final assembly and testing completed. The compressor has been put to use at two training sessions.
- **Station Maintenance**
 - Firefighters cleaned station 813 of all trash (approximately two pickup truck loads) and building construction supplies, leveled gravel floor, cleaned roof of tree debris, limbed overhanging trees, graded road with box scraper and spread gravel.
 - Custom blinds purchased and installed at station 811 (Brad)
 - Lights at 812 fixed (Sam)
 - Security light bulbs replaced at 811
 - Station (small engine) fuel has been replenished
- **Vehicle Maintenance**
 - **Mini-pumper 8165**
 - Plumbing parts for fixing the inlet side of 8165 have been acquired, but it is on back burner behind SCBA compressor mounting project. The plumbing will use welded fittings for smoother flow and perfected fit up. It will use 2" schedule 40 mild steel "black pipe".
 - **Rescue 8132**
 - Ignition switch replaced, fuel tank selector switch repaired, missing belt replaced.
 - **Jet Ski**
 - Out of service: Jet impeller is loose, rattling and unable to produce adequate thrust. Repair estimate not yet available.
 - **Rescue 8130 / Rescue 8132:**
 - 8130 and 8132 will be swapped shortly to put 8132 on Albion Ridge for compressor and scene lighting installation.

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING FEBRUARY 14, 2013
CORRESPONDENCE WITH THE BOARD OF DIRECTORS**

1/14/13	District received a package from Golden State Risk Management Authority by USPS containing the 2012 annual member report.
1/17/13	Alan received a letter from Katrina Bartolomie, assistant registrar of voters, with a list of helpful hints regarding the November 2013 Special District Election.
1/22/13	District received an email from Shari Schapmire, county treasurer, with attached quarterly investment report for period ending December, 31, 2012 and attached Mendocino County Statement of Investment Policy.
1/25/13	District received package from county planning and building department with coastal development use permit application for a cell tower near hwy 1 1.1 miles south of Albion.
1/31/13	District received a letter from Linda Slaughter of Athens Administrators with request for CAL/OSHA Form 300A logs.
2/1/13	District received an email from Jennifer Peters of Golden State Risk Management Authority with an invitation to participate in their Loss Prevention Incentive Program.
2/3/13	District received a thank you letter from Hal and Sidra Stone by USPS with an enclosed donation of \$100.00.

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- 2/5/13 District received an email from Shari Schapmire, county treasurer, with attached announcement of a county tax pool roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center and attached latest version of supervisor approved county investment policy.
- 2/6/13 District received an email from Kim McGeoghegan from Golden State Risk Management Authority with an attached memo regarding AB2298 (firefighter accident liability).
- 2/6/13 Alan received an email from Bruce Baracco, executive officer of Mendocino LAFCO, with a request to schedule Municipal Service Review interviews with our district and other fire districts in the area.
- 2/7/13 Ted received an email from Dan Grebil, chief of the Mendocino County Fire Chiefs Association, with an announcement of the Fire Districts Association of California annual conference to be held in Napa April 4-6, 2013.
- 2/8/13 Alan received a letter from California Special Districts Association by USPS with appreciation for the district's participation in their Purchasing Card Program. A rebate check in the amount of \$365.89 was enclosed.
- 2/8/13 District received a letter from county planning and building services by USPS with an announcement of a Brown Act and Ethics Training class offered by Tom Parker, county counsel, to be held March 4, 2013 at the Mendocino Community Center. RSVP
- 2/11/13 District received an email from Katya announcing her resignation as district bookkeeper.
- 2/12/13 Scott received an email from Joe Gambetta with a comment on a Press Democrat article about a call in Albion.
- 2/13/13 Alan sent an email to the board and firefighters with a letter of resignation from the board of directors attached.
- 2/13/13 District received an email from Timothy Hallman of the county auditor's office with 2012-2013 Form 700 conflict of interest documents.
- 2/13/13 Alan received an email from Joe Gambetta with an opinion regarding his resignation from the board.
- 2/14/13 District received email from Shari Schapmire, county treasurer, with attached quarterly investment report for month ending January 31, 2013 and attached notice of roundtable discussion group meeting to be held March 14, 2013 at the Mendocino County Administration Center.
- 2/14/13 District received an email from Bruce Baracco, executive officer of LAFCO with an attached schedule for Municipal Service Review interviews.