

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
BUSINESS MEETING MINUTES**

Thursday, February 9, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA

The regular monthly business meeting scheduled for 7:00 pm was adjourned to 7:30 pm on this date to accommodate a conflicting scheduled meeting of Albion Little River Volunteer Fire Department, Inc. at the same place at the earlier time.

Call to order and determination of a quorum: Meeting called to order by President Alan Taeger at 7:30pm. Board members present were Ken Matheson, Ed Petrykowski, Rich Riley and Terry Kemp. Firefighters and firefighter candidates attending were Chief Ted Williams, Meghan Frend, Chadwick Thompson, Scott Roat, Debbi Wolfe, Steven Wolfe, Joshua Smith, Chris Johnson, Michael Rees, Harolde Searles, Marshall Brown, Dennis Sweet, Brad Montgomery, Jaime Placido, Emily Scott, Citlali Calvillo, Sam Levine, Erica Geer, Steve Acker, Andrea Pennebaker, Jason Hendricks, Tim Gitchel, Andy Gitchel, Adam Matthews, Christine Hendricks, and Michael Rees. Firefighters absent were Mark Anderson, David Ayster, Andrew Crowningshield, John Crowningshield, Jesse Martin, and Jonathan Peakall. Retired Albion Little River VFD firefighter Janie Tate was a community member present.

Public communication to the board: None.

Fire department business:

Chief's Report: Chief Williams presented a written report of fire department activities which is attached.

Fire department operations discussion: Chief Ted Williams presented a power point presentation of fire department operations.

Previous meeting minutes: The minutes of the January 12, 2011 regular business meeting and the January 18, 2012 annual evaluation meeting were approved as presented by unanimous vote of the Board on a motion by Ken.

Communications to the board: Communications to the board were presented, see attached sheet for summary.

Financial report: Current financial statements for the district were presented.

Items for consideration and possible action:

Fire department personnel: The board reviewed new applicants for the position of probationary volunteer firefighter recommended by Chief Williams for employment: Debbie Wolfe, Steve Wolfe, Chadwick Thompson, Meghan Frend, Andy Gitchel, Christine Hendricks and Michael Rees were approved for employment by unanimous vote of the board on a motion by Ken.

Special fire and rescue tax appeal policy: The board reviewed a proposed revised special fire and rescue tax assessment appeal policy. Proposed policy is to be considered for revision and/or adoption at the March 8, 2012 regular business meeting.

FY 2011-2012 budget review and revision: The board reviewed the current FY budget. The board voted unanimously to add \$500.00 to the office supplies budget (86-2170) on a motion by Alan.

Request for expense compensation: Topic tabled pending consultation with counsel. No action taken.

Committee reports:

New fire station committee. Nothing new to report

Vehicle committee. See Chief's report

Parcel tax committee. Committee will review one new appeal that has been received.

Directors' discussion: Janie Tate related some interesting facts about and Ham radio and radio signal coverage on the coast and related it to fire department radio communications. She recommends that the district install a radio repeater on Matheson Peak. Conflict of interest statements (Form 700) are due to the County. Each Board member needs to go online to complete the form and bring a copy of it to the next meeting.

Next meeting schedule: March 8, 2012, 7:00 pm.

Adjournment: Meeting adjourned at 9:46pm.

Attachments

Fire Chief's Report, 9 February, 2012, by Ted Williams

Applications Received

Debbi Wolfe (approved by Chief, subject to board review)
Steve Wolfe (approved by Chief, subject to board review)
Chadwick Thompson (approved by Chief, subject to board review)
Meghan Frend (approved by Chief, subject to board review)
Andy Gitchel (application completed, approved by Chief, subject to board review)
Christine Hendricks (approved by Chief, subject to board review)
Michael Rees (approved by Chief, subject to board review)

Purchases (noteworthy)

8162: 3 section, 22' structure ladder
engines/station tanks: draft hoses and fittings
PPE: traffic/medical jackets, cotton long sleeve shirts
(3) pulse oximeters
(17) flashlights (AAA powered 220 Lumen tactical)
wildland turnouts
(2) SCBA/SCUBA adapters (for filling our 4500psi tanks at the drive shop)
(4) chainsaw chains

Incident Log

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, January 12th and today, February 9th, we were dispatched and responded to thirteen incidents consisting of 7 medical and 1 structure fire (false), 1 residential structure fire, 1 vehicle fire, 1 water rescue (camper shell), 1 tree in road, 3 traffic collisions.

2012000283 01/13/2012 08:54:48 MEDD

THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #32 ,LITR

Ted Williams

Brad Montgomery

Scott Roat

Andrew Crowningshield

Andrea Pennebaker

Tim Gitchel

Sam Levine

cancelled incoming

2012000304 01/14/2012 09:12:19 MEDC

27019 ALBION RIDGE RD ,ALBI

Ted Williams (IC)

Jonathan Peakall (MedGroup)

Erica Geer

Marshall Brown

Steve Acker

Andrea Pennebaker

cancelled incoming

2012000347 01/15/2012 17:59:22 FVP

HWY 1 MP 044.98/DARK GULCH @ =L(39.238500,-123.771564) ,LITR

Vehicle fire, non injury

Ted Williams (8162, IC)

Brad Montgomery (8170)

Erica Geer

Josh Smith

Tim Gitchel

Adam Gitchel

Andrea Pennebaker

Marshall Brown

John Crowningshield

Andrew Crowningshield

Scott Roat

Sam Levine

Jonathan Peakall (Ops)

Emily Scott

Jaime Placido

2012000454 01/20/2012 15:44:23 FSR
6028 N HWY 1 ,LITR
Chimney fire, out at arrival
mutual aid from Mendocino Fire
Ted Williams (8162, IC)
Josh Smith
Andrea Pennebaker
Brad Montgomery (8170)
Jesse Martin
Emily Scott
Scott Roat
Andrew Crowningshield (8131)
Erica Geer (8130)
Citlali Calvillo
Adam Matthews
Andy Gitchel
Tim Gitchel
Sam Levine
cancelled incoming
2012000492 01/21/2012 16:15:20 MEDB
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR
Andrew Crowningshield (IC)
John Crowningshield
Ted Williams (MedGroup)
Adam Matthews
Erica Geer
Harolde Searles
cancelled incoming
2012000527 01/23/2012 09:07:02 MTC
HWY 1 MP 044.75 @ =L(39.235950,-123.771283) ,LITR
Andrea Pennebaker
Andrew Crowningshield
Brad Montgomery (8162)
Chris Johnson
Dennis Sweet
Erica Geer
Harold Searles (8132)
Jaime Placido
John Crowningshield (8131)
Ted Williams (IC, 8130)
Josh Smith
Sam Levine
2012000565 01/24/2012 17:03:54 MEDC
6020 ALBION LITTLE RIVER RD ,LITR
Brad Montgomery (8131)
Ted Williams (IC)
Jason Hendricks (8130)
Emily Scott
Sam Levine
Erica Geer
Chris Johnson
cancelled incoming
2012000597 01/25/2012 16:03:41 MEDA
33601 FROG POND RD ,LITR
Scott Roat (IC)
Sam Levine (MedGroup)
Dennis Sweet
Erica Geer
Andrew Crowningshield
Adam Matthews
Ted Williams
Jaime Placido
Scott Roat
cancelled incoming

2012000618 01/27/2012 09:24:17 PAA
HWY 128 MP 001.25 @ =L(39.192375,-123.730503)
vehicle in river -- not as reported, camper shell
second incident, around the corner, CHP assist, tree/road
Harolde Searles (IC)

Ted Williams
Brad Montgomery (8162)
Jaime Placido
Erica Geer
Tim Gitchel
Andrea Pennebaker
Chris Johnson
Marshall Brown
Scott Roat
Andrew Crowningshield
Dennis Sweet
Emily Scott
Jonathan Peakall
Micheal Rees

2012000631 01/27/2012 16:24:49 MTC
HWY 128 MP 002.00 @ =L(39.188670,-123.721264)
vehicle vs tree, non-injury

Ted Williams (IC)
Jaime Placido
Tim Gitchel
Harolde Searles
Jesse Martin
Michael Rees
Jason Hendricks
Andrew Crowningshield
Erica Geer (8130)

2012000659 01/29/2012 16:59:23 MTC
ALBION RIVER INN @ 3790 N HWY 1 ,LITR
non injury, CHP assist

Ted Williams
Jonathan Peakall (MedGroup)
Marshall Brown (IC)
Brad Montgomery (8162)
Andrea Pennebaker
Scott Roat
Andrew Crowningshield
Jason Hendricks
Jesse Martin
John Crowningshield
Michael Rees
Sam Levine

2012000716 02/01/2012 10:32:33 MTC
ALBION BRIDGE @ =L(39.225898,-123.769127)
TC, not as reported, non injury vehicle on bridge
Ted Williams (IC, 8162)

Scott Roat
Andrea Pennebaker
Jesse Martin
Andrew Crowningshield
John Crowningshield
Dennis Sweet
Erica Geer
Tim Gitchel
Harolde Searles (8130)
Michael Rees

cancelled incoming
2012000814 02/04/2012 18:25:46 MEDD
3000 B RD ,ALBI
CLIFF RESCUE

Ted Williams (IC)
Marshall Brown (8130)
John Crowningshield
Andrew Crowningshield
Erica Geer
Josh Smith
Andrea Pennebaker
Citlali Calvillo
Brad Montgomery
Emily Scott
Jason Hendricks
Dennis Sweet
Jonathan Peakall (MedGroup)
Scott Roat
Tim Gitchel
Andy Gitchel
Adam Matthews
2012000835 02/05/2012 12:10:06 FSR
33301 FROG POND RD ,LITR
fully involved

mutual aid from Mendocino Fire
mutual aid from Elk Fire (water tender)
Scott Roat (IC)
Ted Williams (IC, 8162)
Brad Montgomery (8163)
Jonathan Peakall (Ops)

Josh Smith
Marshall Brown (8131)
Jaime Placido
Emily Scott
Dennis Sweet
Jason Hendricks
Harolde Searles
Tim Gitchel
Andrea Pennebaker
Adam Matthews
Citlali Calvillo

Steve Acker (8192)
2012000912 02/09/2012 09:28:37 MEDB
3721 ALBION LITTLE RIVER RD ,LITR
not as reported; lift assist only
Ted Williams (IC)
Jonathan Peakall (MedGroup)
Andrea Pennebaker
Tim Gitchel
cancelled incoming

Training Completed:

01/13/2012 - Fire Academy, Introduction to fire service
Brad Montgomery, Emily Scott, Dennis Sweet, Jaime Placido, Josh Smith
01/14/2012 - Fire Academy, concepts of structural fire fighting and hazards, ICS
Brad Montgomery, Emily Scott, Dennis Sweet, Jaime Placido, Josh Smith
01/17/2012 - Radios, 8162 pump/fill/foam
Ted Williams, Citlali Calvillo
01/19/2012 - Overview of EMS with Nat Norling (paramedic)
David Ayster, Marshall Brown, John Crowningshield, Andrew Crowningshield, Erica Geer, Andy Gitchel,
Tim Gitchel, Chris Johnson, Sam Levine, Jesse Martin, Brad Montgomery, Jaime Placido, Michael Rees,
Josh Smith, Ted Williams
01/20/2012 - Fire Academy, S190, firefighter safety, wellness, fire shelters
Brad Montgomery, Emily Scott, Dennis Sweet, Jaime Placido, Josh Smith
01/21/2012 - Mendocino Fire - Engineering
John Crowningshield, Erica Geer, Tim Gitchel, Jesse Martin, Adam Matthews, Andrea Pennebaker,
01/26/2012 - SCBA don/dof, obstacle course, 8162 pump/fill, nozzle
with Marshall Brown, Andrew Crowningshield, Ted Williams
Marshall Brown, Citlali Calvillo, John Crowningshield, Andrew Crowningshield, Erica Geer, Andy Gitchel,

Tim Gitchel, Chris Johnson, Adam Matthews, Jesse Martin, Brad Montgomery, Jaime Placido, Michael Rees, Scott Roat, Harold Searles, Josh Smith, Dennis Sweet, Ted Williams

01/27/2012 - Radio hands on

Marshall Brown, Dennis Sweet

01/27-28/2012, Fire Academy, fire extinguishers, confined space, awareness, communications

Brad Montgomery, Emily Scott, Dennis Sweet, Jaime Placido, Josh Smith

01/27/2012 - 8195 rescue boat, river

Tim Gitchel, Jesse Martin

02/02/2012 - highways, traffic control, radio protocol, PPE, orientation

with Jonathan Peakall

David Ayster, Marshall Brown, Citlali Calvillo, John Crowningshield, Andrew Crowningshield, Erica Geer,

Tim Gitchel, Jason Hendricks, Adam Matthews, Jesse Martin, Brad Montgomery, Jonathan Peakall,

Jaime Placido, Michael Rees, Josh Smith, Dennis Sweet, Ted Williams

02/3-4/2012, SCBA smoke drills

Brad Montgomery, Emily Scott, Dennis Sweet, Jaime Placido, Josh Smith

02/04/2012, Mendocino Fire, Water Rescue

Erica Geer, Tim Gitchel, Adam Matthews, Andrea Pennebaker

02/07/2012, Mendocino County Sheriff's Office, Rescue

Tim Gitchel

Trainings Planned:

Vehicle extrication with Dave Thorpe, February 23.

CalFire will be training our department multiple times per month starting March 15. Their instructors are certified by the California State Fire Marshal.

Approximately nine firefighters will attend two trainings in Comptche on February 14 and 21 to cover ladders and SCBAs.

Online trainings with target safety, provided by Golden State Risk Management Authority (administrator account reset)

Tim Gitchel is researching rescue diving instruction.

CPR / First Aid

Fire Academy (in progress):

Brad Montgomery, Jaime Placido, Josh Smith, Emily Scott, Dennis Sweet

Fund Raising, Gifts, Service Fees:

The Little River Concert Series performance on February 8 was to benefit Albion-Little River Volunteer Fire Department, Inc. Ted Williams attended and spoke with guests at the intermission. Proceeds have not been calculated by ALRVFD, Inc.

Development:

Focus remains on legal compliance, training the basics to new firefighters, personal protective equipment standardization and issue, cleaning and maintenance.

Ted continued to research CAFS and believe we should pursue a starter system.

Ted met CHP at station 811 for a VIN verification of engine 8170 (USDA FS) and completed registration with the DMV. 8170 now has plates.

On January 14, Marshall and Andrea restocked rescue 8130 with 2 BVM, 2 infant BVM, 2 manual suction, tourniquet, sterile supplies, bandaids, chest seals, abdominal pads, 3 rolls of sam splints, gloves, snap straps (replacing sticky straps), and head blocks (now only one type).

On January 14, Marshall, Erica and Andrea washed 8170 and 8162.

The flats has offered to store a container for our boat/water equipment. Close proximity and easy access will provide much shorter response times.

Driver/Operator 1A written exam results are not yet available from the Sacramento.

We will investigate a district operated BLS ambulance as part of our long range plan.

Station Maintenance

We held a work party on January 28. Stations 810 and 811 were cleaned. We disposed of over five cubic yards of trash and deprecated equipment. We plan to address station 812 next.

Mendocino Coast Water Works completed plumbing replacement of old waste and gas lines. The gas pipes passed a test provided by our propane vendor.

Ted researched the history of West Street, the entrance road to station 810. The county Department of Transportation now agrees that the street is a county right of way, but was not able to locate a record of the street being maintained. Norman De Vall was able to recall county improvements to the road during his term as supervisor. Dan Hamburg, current 5th district supervisor, has offered to make the case for county maintenance in March when supervisors vote on the "maintained mileage list". According to Hamburg, Howard Dashiell, director of MCDOT, will recommend adding West Street Albion-0.2 miles (100 feet) to the list. If successful, this will put the county road crew on track to rock in April or May. A concern raised which could negatively impact the project is continued use of the area by adjacent property owners as a private driveway and parking area.

Vehicle Maintenance

Engine 8182
Removed from service.
Andy Gitchel will be removing all remaining equipment.
Engine 8163
Returned from Fort Bragg Diesel with completed repairs:
low & 4wd air switches
radio primary wiring
tank leak
siren horn
code 3 primary wiring
Tender 8191
Next in line to visit Fort Bragg Diesel

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING FEBRUARY 9, 2012
COMMUNICATIONS TO THE BOARD**

- 1/17/12 Alan applied online for long distance telephone services for the three main fire stations from Enhanced Communications Group, LLC. Account to be set up for automatic monthly payments on email invoice sent to Alan.
- 1/18/12 Alan received email from Enhanced Communications Group, LLC confirming new account is open and with account information.
- 1/18/12 Alan sent a letter authorizing a warrant for \$9,375.00 from county revenue funds to be deposited to the county/district revolving checking account as the increased balance allowance is \$12,375 by calculation.
- 1/19/12 Alan placed a telephone call to Kim McGeoghegan at Golden State Risk Management Authority to remove decommissioned 1973 Van Pelt Type I engine (designated 8182) from insurance rolls. Alan also provided registration information and clarification of details for newly acquired government surplus 1995 Ford Type III engine.
- 1/19/12 Alan received email from Kim McGeoghegan at Golden State Risk Management Authority with insurance cards attached for all district vehicles.
- 1/23/12 Alan received a letter from Rogers, Anderson, Malody & Scott, LLP, certified public accountants, San Bernardino, CA with a request to be considered for accounting or auditing services.
- 1/24/12 Alan sent an application by email for a district credit card account through California Special Districts Association district purchasing card program.
- 1/24/12 Alan received district credit card application receipt confirmation by email from Cathrine Lemaire, membership director of CSDA.
- 1/24/12 Received letter from AT&T with invitation to review accounts.
- 1/25/12 Alan received a telephone call from Daniel Campbell, vice president, Bank of the West Government Banking Division requesting clarification and additional information for the district credit card account application.
- 1/25/12 Alan received email from Daniel Campbell with confirmation of adequacy of information provided by telephone.
- 1/25/12 Alan sent email to Daniel Campbell with attachment containing corrected/additional information.
- 1/27/12 Received December quarterly county pool investment report from Mendocino County Treasurer.

- 1/27/12 Alan received a brochure from California Infrastructure and Economic Development Bank offering low cost funding for infrastructure development, including public safety facilities.
- 2/2/12 Alan received email from Oliver Seeler requesting annual expense reimbursement.
- 2/2/12 Alan emailed response to Oliver Seeler and forwarded request to Chief Williams.
- 2/5/12 Alan emailed county counsel Jeanine Nadel seeking advice on how to respond to Oliver Seeler's request.
- 2/6/12 Alan received email from Jennifer Peters of GSRMA with announcement of annual Loss Prevention Incentive Program.
- 2/6/12 Alan placed telephone call to The Conservation Fund to inquire about lease renewal for Navarro Ridge fire station (815). (Current four year lease expired 12/31/11.) He spoke to Holly, who said she would get information and call back.
- 2/7/12 Alan received a telephone call from Holly at The Conservation Fund who said that she had a four year renewal contract ready to mail to us. I asked if it would be possible to extend the period of the contract and suggested 20 years as with our lease at the airport. She responded that she would inquire and call back.
- 2/7/12 Alan received an email reply from county counsel Jeanine Nadel asking if checks had been issued for 2011. Alan responded - yes.
- 2/8/12 Ted passed to Alan a letter addressed to "Albion-Little River Fire" from Carol Millsap Insurance Agency dated November 28, 2011 with a request for detailed fire department information. Ted notes that this is a "board policy issue".
- 2/9/12 Alan received a letter from Jennifer Peters of GSRMA announcing distribution of and all-in-one labor compliance poster to all members.
- 2/9/12 Alan received a Navarro Ridge (Station 815) lease renewal document and cover letter from Holly Newberger, office manager of The Conservation Fund.
- 2/9/12 Alan placed a telephone call to LSN Design, spoke to Todd Neuberger, and asked if there was any news about our fire station project. Todd reported that there was none. I asked if they would try to make some forward progress on the project shop drawings. Todd said he would email Empire Steel and inquire.

Minutes approved as presented by unanimous vote of the board of directors at the March 8, 2012 regular business meeting.

