

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

BOARD OF DIRECTORS BUSINESS MEETING

Wednesday, September 26, 2007, 7:30 p.m.

Location: Station 810, 32601 Albion Ridge Road, Albion, California

1. **Call to order and determination of a quorum:** at 7:32 p.m.; attending were Board Members Shock, Taeger, Vogelgesang, and Latkin; Board bookkeeper Carolyn Latkin; and members of the public Ted Williams and Ed Petrykowski. Chief Seeler did not attend and had advised Board Chair Shock of his intention to not attend the meeting, citing the fact that he is considering filing a formal complaint against the District Board and making a complaint against one of its members; he supplied a written report to Board Chairman Jim Shock.
2. **Public communication to the Board:** none
3. **Fire Chief's Report, including operational needs:**
 - A) **Incident reports.** Chief Seeler's written report stated that there had been no major incidents since the preceding month other than a head-on collision.
 - B) **Fund raising, gifts and service fees.** Chief Seeler's written report reported that a \$5,000 donation to the Department had been received from John and Kathy Hughes via a local foundation to which they contribute.
 - C) **Fire Department report.** Chief Seeler's written report stated that three new interns have been recruited since the District Board's August meeting; that enthusiasm and participation within the department have been outstanding; that the Mendocino County Board of Supervisors would be paying the amount due for the District's workers compensation insurance; that the Department has received a letter from Mendocino Redwood inviting it to apply for a small grant; that there are major issues arising among county districts/departments regarding emergency responses into areas that do not fall into any fire district and that our district is unaffected in this respect because it is bordered at all points by another fire district; that the annual Open House will be conducted in mid-October; that he has arranged for the Albion Ridge house that has been donated for a live burn exercise to undergo the mandatory asbestos inspection at no cost and that this can cost around \$1000 otherwise; that security at Station 810 has been upgraded and approved; that he had a verbal complaint from "our landlord" regarding the condition of the fence on the west side of Station 810 and planned to have it repaired and to submit the bill to the District; and stated a "reminder that no person other than [the Department's] public information officer (Fire Marshall Stacy Wile-Dye) and [Chief Seeler] is authorized to speak for the department in any regard. Anyone else is speaking as an individual, not on behalf of the department." The Board members expressed puzzlement with respect to what prompted this last statement. With respect to mutual aid agreements, copies of which had been requested from Chief Seeler by the District Board earlier (from the April 2007 Board minutes: "At or before the April Board meeting, Chief

Seeler will get a copy of the mutual aid agreement and the current schedule to each Board member along with his recommendations on what the salary and equipment fee schedules should be, so that the Board may at the April meeting adopt a new salary and fee schedule.”) Chief Seeler’s written report stated as follows: “Regarding your request for copies of mutual aid agreements: A new county-wide mutual aid agreement is being drawn up at this time, again via the Chiefs. I will provide Jim a copy when I get one. That is the only written mutual aid agreement to which we are a party, other than a minor letter of understanding between MFD and ourselves regarding response to the area of the intersection of SR1 and Little River Airport Rd. Be advised that almost all calls to which we respond are in fact mutual-aid to one or another agency: vegetation fires, CALFIRE; traffic collisions, CHP and Ft. Bragg Ambulance; rescues inc. cliff and aircraft, Sheriff’s Office; HAZMAT, Mendo. County Environmental Health; medical calls, Ft. Bragg Ambulance/Hospital; anything on state park lands, State Parks; anything in the water, USCG. And so on. About the only calls that are exclusively ours are structure fires and public assists. All of these mutual aid activities take place under long-established protocols and do not involve written agreements.”

D) Fire Department operational needs. None were noted in Chief Seeler’s written report.

- 4. Treasurer’s report.** The budget report was distributed by Carolyn Latkin, and it was accepted. Alan Taeger as Treasurer reported that the County had sent new revenue and expense records so that the budget overview worksheet could be revised, and a revised worksheet was distributed. The District’s increased equity was smaller than expected because of increased costs; it is at approximately \$432,000 rather than at approximately \$447,000.

5. Secretary's report.

A) Communications to the Board. Laura Vogelgesang as Secretary reported that Sam Levine had resigned as a member of the Board as of September 23, 2007 by a letter. She also reported that she had received a letter from the Board of Supervisors regarding her appointment to the Board in lieu of election and that Alan Taeger and Josh Latkin could presumably expect similar letters.

B) Minutes. The minutes of the August 29, 2007 regular meeting and of the September 20, 2007 special meeting of the Board were approved with corrections for which the Board Secretary apologized with an explanation but no excuse.

6. Update on Station 811 Project. There is nothing to report.

7. Items for consideration and possible action:

A) Disposal of Obsolete Equipment. At the request of Assistant Chief/ Department Treasurer Mike Kitahara, the Board revisited its July 2007-adopted policy with respect to disposal of obsolete equipment, and adopted the following as its revised policy: With respect to obsolete or surplus equipment, any item which was purchased with District funds, or was donated directly to the Department, or was purchased by the Department and subsequently became an asset of the District, and which either (a) is determined to have a salvage value of \$500 or less, or (b) is determined to have had an initial acquisition cost which is not reflected on the District's or Department's current records or which is reflected on the current records as having been \$500 or less, may be disposed of without further ado in the discretion of the Department, bearing in mind its responsibilities imposed by law. If the Department wishes to dispose of any equipment which does not meet one of these criteria, the appropriate Department personnel should make and deliver to the Board a list which describes any item which either (a) has a salvage value greater than \$500, or (b) had an initial acquisition cost which is reflected on the District's or Department's current records and which was greater than \$500 and should specify with respect to each item the manner in which the Department proposes to dispose of the item, whereupon the Board will approve or disapprove the disposition in accordance with the list.

B) Emergency Response Service Fees. As indicated, further consideration of this agenda item will await formulation of a form of ordinance, and further information with respect to water rescue fees.

C) Fire Protection Mitigation Fee. Laura Vogelgesang distributed a memorandum with respect to the Mendocino County ordinance enacted in October 2006 with respect to fire protection mitigation fees, which are fees which may be imposed by a fire district to allow new development to bear its share of the cost of provision of fire and emergency services to the new development. The Board determined that it must be proactive with respect to the possibility of adopting a fee, but that at this time it is not aware of any development of a magnitude which would justify the cost of formulating a

plan to adopt a fire protection mitigation fee in terms of outside, paid help which would be needed. Laura will revise the memorandum to correct errors or instances of lack of clarity, for which she apologized, offering explanations but not excuses, and the item will be placed on the agenda again for the December meeting.

C#2) Special Districts Group Health Insurance. This item will be placed on the agenda for the December meeting

D) Purchasing Policies. This item will be reagendaized for October. The Board members will consider adopting a policy which provides for the District Board to approve in advance any expenditure for which it is requested to make payment in order to eliminate the current uncertainties.

E) Upcoming Anticipated Board Vacancies. Sam Levine has resigned from the District Board in connection with Chief Seeler's determination that the Brown Act precludes attendance at Department meetings by a third member of the District Board when there are two firefighter members of the District Board in attendance. This vacancy must be filled by November 22, 60 days after the resignation on September 23, 2007. The vacancy will be publicized by an article or articles in the local paper, by letters by Board members to members of the community who may be interested in serving, and by publicizing on the listservs. Laura Vogelgesang will get an article to the Mendocino Beacon, put it on the listservs, and will write to those whose names have been suggested. All seats have four-year terms, contrary to information given earlier.

F) Service Zones Within District. Laura Vogelgesang reported that although service zones may be created within a fire protection district, creation of zones is typically undertaken in large districts with distinct differing needs within its borders. The Board determined that it would take no action on this at this time.

8. Land, buildings and equipment:

A) Power to 815: Chief Seeler's written report stated as follows: The department has filed a complaint with the PUC regarding the non-performance of PG&E and [Chief Seeler's] understanding is that this is creating signs of movement."

B) Roof of 810: Chief Seeler's written report stated that he understood that the roof job on Station 810 was not done completely in some regard and noted that rain is not far away; Josh Latkin reported that Firefighter Rob Marcello had prepared a bid for the job of tying the façade into the new roof as has been discussed and reported in the minutes starting with the June 2007 District Board meeting and that the bid of \$1,845 is within the amount approved by the Board for the overall project, so that the work will proceed and will be completed before the end of October 2007.

9. Committee Reports:

A) Real Estate. The Real Estate Committee plans to meet with representatives of the Planning Department to determine what is possible with respect to the land on which Station 810 is located, and other parcels which may be available within the Albion Village for a station, and report to the Board in October.

B) Grants. The Board noted that the Department has apparently made no application for a Rotary Club grant; Laura Vogelgesang reported that she had obtained information about the grant application process and forwarded it to Chief Seeler by mail after receiving no indication from him that he had received e-mailed information sent by her to him.

C) Insurance. No report.

D) Requirements. No report.

E) Web Site. No report.

F) Ordinances. No report.

10. Board Directors' Reports: Jim Shock reported that he will be unavailable on the last Wednesdays of October and November due to his teaching schedule. The Board determined to hold its October meeting on Tuesday, October 30 at 7:30 p.m. at Station 810, and to hold its November meeting on Tuesday, November 27 at 7:30 p.m. at Station 810 so that Jim can participate.

11. Long-Range Planning: The Board determined that the "second redraft" resulting from the Board's review and update of the long-range planning document should be sent to the members of the Department and to the Auxiliary along with a memorandum from the Board soliciting comments before October 18 so that the Board may discuss them at its October 2007 meeting with an eye toward scheduling a "special meeting," perhaps during the week of November 12, with respect to the long-range plan.

12. Closed Session: The Board conducted a closed session lasting approximately one minute to consider personnel matters involving employment and evaluation of the Chief of the Albion-Little River Fire Department, Inc., at the close of which Jim Shock as Chair of the Board announced that no action had been taken.

13. Next meeting date and agenda: The next meeting will be on Tuesday, October 30, 2007 at 7:30 p.m. at Station 810, rather than on October 31. One agenda item will be a discussion of the procedures regarding acceptance or rejection of a candidate submitted to the Board as a potential Chief of the Albion-Little River Fire Protection District, Inc.; the job description and qualifications for the Chief of the Department, and related matters.

14. Adjournment: at 9:15 p.m.

Laura J. Vogelgesang, Secretary