



Albion Little River Fire Protection District

REGULAR MEETING MINUTES

Monday, March 20, 2017, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order 7:07 pm by President Issel. Directors Taeger and Roat present. Also present were Chief Williams, 1 firefighter, and two members of the public.
2. **Motion by Secretary Alan Taeger to adopt agenda:** Motion carried by unanimous vote.
3. **Public communication to the board:** None
4. **Chief's report: (in packet)**
5. **Consent calendar:** Item (a.) pulled for separate consideration by Director Issel. Balance approved by unanimous consent.
 - a. **Approval of the February 20, 2017 regular meeting minutes.** Approved as amended by unanimous vote.
 - b. **Acceptance of March 20, 2017 correspondence report.**
 - c. **Acceptance of the January, 2017 financial reports.**
6. **Annual Election of Officers deferred pending seating of new board member(s):**
7. **Unfinished Business for discussion and possible action:**
 - a. **Introduction of board member candidate(s).** None.
8. **Unfinished Business deferred pending seating of new board member(s):**
 - a. **Motion by Director Taeger to amend current district bylaws Section 1100-[Board Meetings], Article 6. [Board Meeting Schedule], item a. to read "Regular meetings to be held on the third Monday of each calendar month at 7:00 pm at Albion School, 30400 Albion Ridge Road, Albion, CA".** Motion carried by unanimous vote of the board at the September 14, 2016 regular meeting. Bylaws change requires confirmation by minimum four votes at a following regular meeting.
 - b. **Second reading of Ordinance 2016-1 proposed by Director Issel (see packet) including revisions.** Proposed ordinance would supersede Bylaws Section 1150 – Document Preparation/Postal Charges.
 - c. **Draft resolution regarding fee waivers:** To accompany ordinance above per item 3.
9. **New Items for discussion and possible action:**
 - a. **Motion by Director Taeger to amend current FY 2016-2017 district budget:** Amended motion to increase expense item 86-2189-Professional and Special Services in the amount of \$9,500.00 to a new total of \$34,500.00 approved by unanimous vote. (Budget item "Heather Paulson" amended to \$3,500.00 from \$5,000.00.)
 - b. **Motion by Director Taeger to adopt proposed Accounts Payable Protocol:** Protocol adopted as amended, subject to possible modification as required, by unanimous vote. (See attached.)
10. **Committee Reports:**
 - a. **Public Relations standing committee – Issel, Taeger:** Director Issel reported that he is studying district implementation of a comprehensive software program designed to aid special districts manage all aspects of district business, including federal, state, and local reporting compliance issues as well as day-to-day operations and website functions.
 - b. **Ad hoc committees:**
 - i. **Dormant committees:**
 1. **Friends of ALRFPD**
 - ii. **Active committees:**
 1. **Long Term Budget Plan - Issel, Taeger:** No report.
 2. **Facilities and Apparatus –Issel, Taeger:** Director Issel reported on efforts to site a potential three bay garage at Albion School and repurpose one classroom for fire

department use. Board members emphasized that none of proposed ALRFPD uses of Albion School facilities will displace any existing or future school or community use. Issel also reported that the new tender is now in Sacramento awaiting final preparation and testing and that DMV paperwork has been submitted.

3. **Mendocino Association of Fire Districts – Taeger:** No report.
4. ~~Station 813 relocation – Issel, Roat:~~ Item listed in error. Committee combined with “Facilities and Apparatus”
5. **Strategic planning – Issel, Taeger:** No Report.
6. **Litigation – Issel, Taeger:** No report.
7. **Operations – Issel:** Director Issel reported that with arrival of the new tender existing Tender 8192 will be taken out of service and offered as surplus property. Issel suggests we list the surplus tender for sale on “Public Surplus” website.

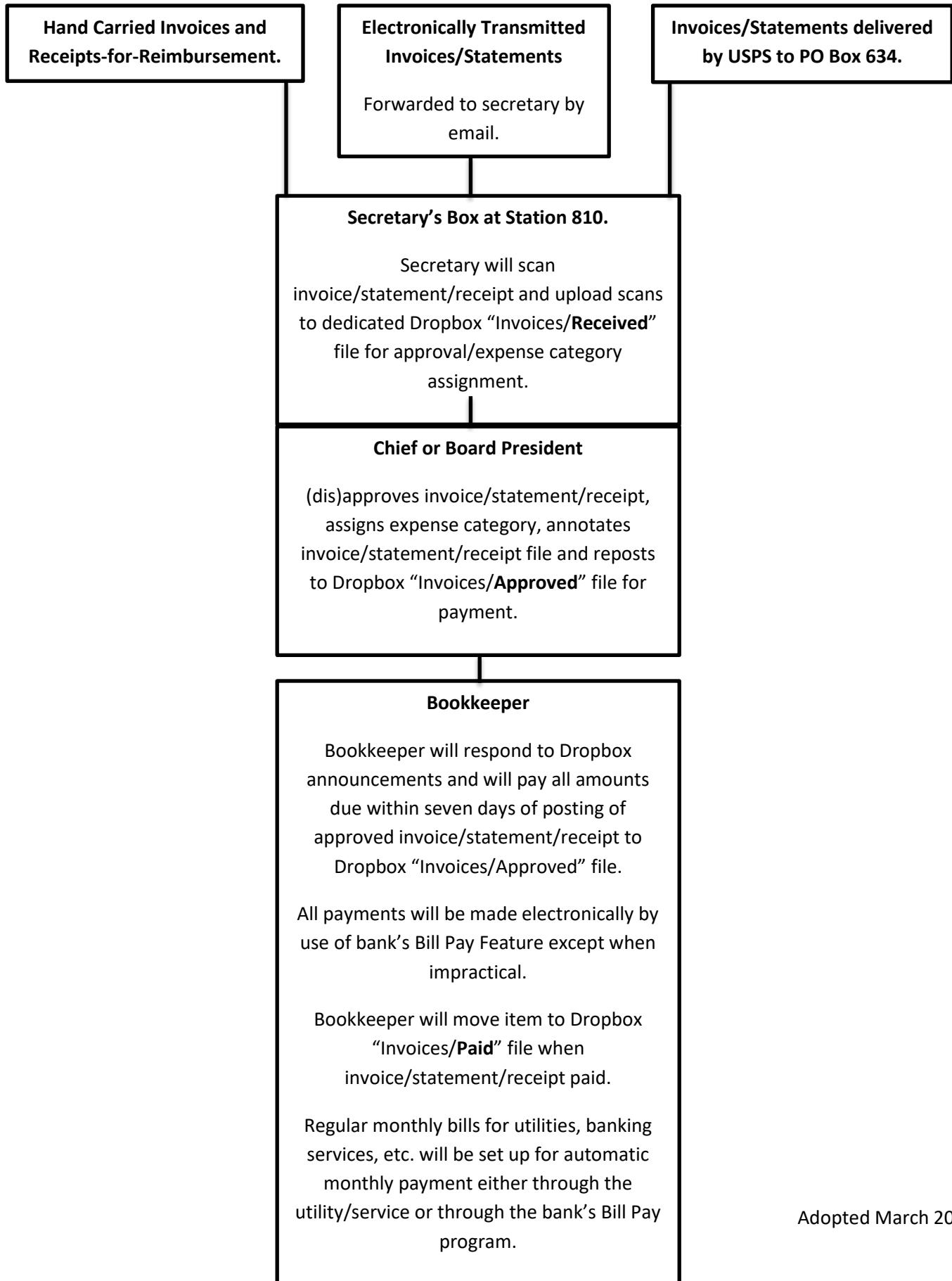
11. Directors Discussion:

- a. **Non agenda items of board concern:** Letter from the Station 810 property owners announcing intent to sell the parcel was discussed. Board to make contact with letter writer/representative to learn more about their intentions and implications for the district.

12. Adjournment: Meeting adjourned 8:25 pm.

Attachment: Accounts Payable Protocol

ACCOUNTS PAYABLE PROTOCOL



Adopted March 20, 2017