

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

Wednesday, May 28, 2008, 7:30 pm, at Station 810, 33900 West Street, 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 matters within the Board's jurisdiction whether on the agenda or not. For action items the public may also address the board at the time the item is presented for action.
3. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as President will make any necessary explanations.
4. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to provide written report on the types of calls to which the Department has responded since the last Board meeting, and to note any trends which would suggest a need for changes to the District's and the Department's planning.
 - B) **Fund raising, gifts and service fees.** Chief's report of current information on fundraising, gifts to the Department, and any calls on which service fees should be levied by the District Board.
 - C) **Fire Department report.** Chief's report on other Department progress.
 - D) **Fire Department operational needs.** Chief's report on Department needs.
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the April 30, 2008 regular meeting will be approved and/or revised and approved.
6. **Update on Station 811 Project:** There will be an update on progress on this project.
7. **Items for consideration and possible action:**
 - A) **Bathroom Repair.** Albion fire station bathrooms need repair to floor.
 - B) **Private vehicle cost compensation.** Department members per incident and training response.
 - C) **County training for Directors.** Report status, schedule Board Training.
 - D) **Bank account signatures changes.**
 - E) **Repair at station 8131 wood structure.**
8. **Land, buildings and equipment.**
 - A) **Vehicle maintenance status**
 - B) **Defective Equipment Repair.** Discuss alternatives for district coverage when equipment is defective. Repair options.
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Real Estate**
 - B) **Grants**
 - C) **Insurance**
 - D) **Requirements**
 - E) **Web Site**
10. **Board Directors' reports.** Individual Board members may report on topics including but not limited to insurance, bylaws, a website, and benefits for firefighters. The Board may schedule a session so that the Board may be trained on its responsibilities in relationship to the Department and on financial matters.
11. **Next meeting May 28,2008 and agenda.**
12. **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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11. **Next meeting** May 28, 2008 and agenda.
12. **Adjournment.** JUNE 25, 7:30pm

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Activity →
Dept Budget
\$13K

Drop! —
Budget

Budget Mtg Jun 11 7:30
New signature cards signed
July 12 BBQ
5.2 mtg in June
812 reporter work.

Dept will repair
Wed Jun 4 7:00pm

Building

Property Tax assessment

Budget Meet

Budget to be adopted Jun Mtg.

approved as corrected May 28, 2008

ALRFPD Board of Directors Business Meeting Minutes 4/30/08

April
Wednesday, ~~March~~ 30, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:40. Attending Directors Alan Taeger, Richard Riley, Ed Petrykowski and Dan Sitts, along with Chief Derek Wilson, Stacey Weil-Dye, Bruce Jenkins, Ted Williams, Oliver Sealer, Jim Marquadt, Erica Geer.

2. A. Oliver Sealer talked about vehicle failure of main type 1 engine. It's paramount to anything we do, to have main engine type 1 online. Would like to see repairs policy in place.

B. Stacey stated that storage containers have been deployed, one on each ridge.

3. Treasurer's report. Carolyn has retired. The Board will be looking for accountant. Need signature changes at bank after positions filled. Budget report was examined.

4. Chief report (18 current members)

A. No Report

B. Two firefighter becoming EMT1s soon (now 9 EMT1s)

C. Training of structure burns. Richard suggesting recruitment at BBQ.

D. Phone change needed to forward fire department number. OK to Change.

E. Compensation for chiefs private vehicle. Suggested use fire department fuel.

Repair needs at station 8131 wood tank structure, agenda this item for next meeting.

F. Dan Sitts asked chief if a secretary would help with chiefs paperwork, create records and database department training and call reports. Chief will talk about this at officers meeting.

5. A. No Report

B. Minutes. Minutes of the March 26, 2008 regular meeting ~~will be approved.~~ *were* ~~and/or revised and approved.~~

6. No update on building project.

7. A. Alan presented copy of state law that describe District Board structure.

Secretary is the county. Alan read proposed change to the District bylaws to align with state requirements. Vote was taken and passed- Alan will update bylaws.

B. Election of officers. Dan Sitts secretary. *Ed Riley* Rich Riley Vice-president. Alan Taeger President. Ed Petrykowski member.

Janine Warden
C. Board member will receive training on how to relate to county. Trainer *Jeanne* is available from county, this will take a special board meeting. Tentative Wednesday June 4 at 7pm. *Radio*

8. A. Power is on to 815. Repeater will be moved to that sight at some time in near future.

B. Alan talked with Fort Bragg Deisel about maintenance. FBD can respond to emergency repairs will do routine maintenance checks but needs to put vehicles on rack in fort bragg. Offered to pick up and deliver vehicles. Alan proposed to contract with Fort Bragg Deisel. Richard stated that department should be authorized to make small repairs by volunteers or other professional during emergencies. Alan suggested that even during emergencies only professionals mechanics will do work on parts that move the engine or stop the engine. Dan will contact Steve Weir of Cal Fire for possible vehicle maintenance.

9. C. insurance company wants to talk to Board about District coverage. Alan will set up a future meeting.

10. Signature cards ready for signature on Monday or early next week. Dan will contact Board.

11. Next meeting May 28, 7:30 *PM*

ALRFPD Board of Directors Business Meeting Minutes 5/28/08

Held Wednesday, May 28, 2008, @ Stn 810, 33900 West Street, Albion, CA

1. Meeting called to order at 7:35. Attending Directors Alan Taeger, Richard Riley, Ed Petrykowski, And Dan Sitts, along with Chief Derek Wilson, Ted Williams. The Board took a moment to recognize the loss of the Paulson family members.
2. Nothing to report.
3. Treasurer's report. The Board will be looking for a bookkeeper. Alan received estimated tax report from county and special property tax revenue. Tax revenue estimated to total approximately \$163,000 plus interest on reserve. Will need special budget meeting on June 11th at 7:30 to plan new budget. Alan also presented updated Budget Overview Worksheet. Ed Petrykowski will study parcel tax accuracy and report to board.
4. Chief report (18 current members).
 - a. The department had 5 trainings, 12 medical calls, 2 fire calls and 2 traffic collisions. Also trainings with rescue helicopter and coast guard. Chief is moving department training emphasis towards medical coverage for the district.
 - b. Discussion of insurance claims for traffic accidents when out of district people are involved. BBQ is on July 12.
 - c. Engine 8185 getting estimate to be DOT approved. 5 firefighters in EMT program to conclude in June. Working to get repeater up at station 812.
5.
 - a. Josh Latkin is resigning as of June 30, 2008.
 - b. Minutes of the April 30, 2008 regular meeting were unanimously approved after revisions.
6. No report.
7.
 - a. The fire department will handle bathroom repair.
 - b. The fire department will handle how compensation is distributed to members.
 - c. Janine Nadel from the county will provide board with training on June 4 at 7:00 pm at Station 810.
8.
 - a. Engine 8181 was at Fort Bragg Diesel for DOT certification and electrical improvements. Vehicle 8185 is in currently. Board, by unanimous vote of board members present, has set limits on maintenance and repair spending before needing further board approval. Vehicle maintenance and certification set at \$1000.00 and repairs cost set at \$1000.00. This will allow the chief to have most vehicle work done in an expeditious manner and get vehicles back in service.
 - b. Chief was asked to conceive a plan for vehicle replacement. Possibly some vehicles should be replaced instead of repaired.
9.
 - a. Building report of station 811. Moving slowly along.
10. New bylaws were handed out by Alan.
11. Next meeting June 25, 2008, 7:30pm.
12. Adjourned 9:35pm.

Minutes approved as presented by unanimous vote of the board at the June 25, 2008 regular business meeting.