



## Albion Little River Fire Protection District

# REGULAR MEETING MINUTES

Wednesday, July 13, 2016, 6:30 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 6:33 pm by President Chris Skyhawk. Directors Issel, Taeger, Wolfe and Roat present as well as Asst. Chief Marshall Brown, District Counsel Terry Gross and two members of the public. Chief Ted Williams absent.
2. **Motion by Secretary Alan Taeger to adopt agenda:** Secretary Taeger modified the motion to adopt agenda as amended (item 4.). Motion passed by unanimous vote of the board.
3. **Public communication to the board:** None.
4. **Closed Session:** Adjourned to closed session at 6:34 pm. - Conference with Legal Counsel - Anticipated Litigation. Significant exposure to Litigation – One Case. Gov. Code Section 54956.9(d)(2) (amended to include) and pending litigation – Calvert v. ALRFPD. Open session reconvened at 7:17 pm.
5. **Report of action taken in closed session:** No action taken.
6. **Chiefs report:** Chief Williams absent due to illness. See report in packet and chief's email attached to minutes.
7. **Consent calendar:** Director Taeger requested exclusion of item 7.c. - Acceptance of the May, 2016 financial report due to late arrival of report. Balance of consent calendar approved by unanimous vote of the board.
  - a. **Approval of the June 8, 2016 regular meeting minutes.**
  - b. **Approval of the June 16, 2016 special meeting minutes.**
  - c. **Acceptance of the monthly correspondence report.**
  - d. **Acceptance of the May, 2016 financial report.** Report to be considered for approval at the next regular meeting.
8. **Unfinished Business for discussion and possible action:**
  - a. **Disposal of Engine 8181 – Issel/Williams:** See chief's recommendation in attached email. Motion by Director Taeger to approve donation of surplus engine 8181 to Westport Volunteer Fire Department pending WVFD acceptance of the donation (Director Issel to facilitate). Motion passed by unanimous vote of the board of directors.
  - b. **Grandfathering of Station 810 public access – Roat:** Director Roat reported that he had a second conversation with county planner Robert LaPorte regarding existing historic public use of Station 810. Director Roat reported that Planner LaPorte agreed that such existing use constitutes legal non-conformance. Director Roat made a motion to rescind motion "that the board abandon pursuit of using Station 810 for public use" passed in item 5.f. of the July 13, 2016 regular meeting based on response by County Planner LaPorte that public use is permitted based on existing non-conforming use. Director Issel stated that it was his understanding that, per Robert's Rules of Order, only those board members present at the meeting where the motion to be rescinded was passed are eligible to forward a subsequent motion to rescind the previous motion. Accordingly, the motion to rescind was passed by a vote of the three board members (Issel, Wolfe, and Roat) present at the passage of the original motion.
  - c. **Printer/copier leasing:** Bookkeeper Sara Spring reported that Beckman Printing in Fort Bragg has a surplus leased Xerox commercial color office printer that they don't need. Bookkeeper Spring said that Beckman's would be willing to turn over the lease to ALRFPD; lease is approximately \$150/month plus an unknown amount per page, ink/toner/service included. Spring was asked to calculate and report back current costs for printer ink reimbursement for Secretary Taeger's district use of his personal

computer. Director Taeger said that he would be investigating potential costs for office equipment, including printers as part of his duties as committee chair to establish an office at Station 810 per motion passed in item 7.c. of the May 11, 2016 regular meeting. No further action taken.

- d. Friends of Albion Fire status – Issel:** Director Issel stated that there is no change in status of Friends of Albion Fire. The group is still on hiatus. Director Wolfe stated that she spoke with Esther Koch, member of Friends of Albion Fire, who felt that the district needed to complete the strategic planning process before Friends of Albion Fire would reconvene.

#### 9. New Items for discussion and possible action:

- a. Federal Surplus Property Reutilization Program renewal – Chief Williams:** Item tabled due to Chief Williams' absence.
- b. Annual CAL FIRE assistance by hire agreement renewal – Chief Williams:** See Chief Williams' comments in attached email. Director Taeger made a motion to support Chief Williams' efforts to re-negotiate CalFire's proposed assistance by hire agreement. Motion passed by unanimous vote of the board.
- c. Possible action to appoint a Project Manager to move all ALFPD Bookkeeping software and records to a VPN-based model such as an Amazon Web Services (AWS), and granting contract bookkeeper full administrative rights, and each Board member Read-Only rights:** After board discussion Director Roat volunteered and was appointed to research "cloud" data storage options.
- d. Possible action to change meeting location to the Woods:** President Skyhawk reported that he has been in the process of negotiating with persons at The Woods to allow the district to hold regular board meetings at their clubhouse. Skyhawk proposed to schedule meetings at that location for second Thursdays of the month. Directors Issel and Taeger expressed issues with availability on those days. Discussion ensued with consensus prevailing that Mondays would be the preferred regular meeting day. Skyhawk said he would continue negotiations and see if Mondays would be available for that purpose.
- e. Skyhawk resignation of board presidency:** President Skyhawk presented a letter of resignation of the district presidency (attached to board packet). After discussion Director Issel agreed to accept an exchange of district offices with Director Skyhawk, with Skyhawk accepting the office of vice president and Director Issel accepting the office of president for the remainder of the annual term of office. Directors Taeger, Wolfe and Roat accepted the exchange by consensus.

#### 10. Committee reports:

- a. Compressed air foam system – Issel:** Director Issel reported that foam system calibration is awaiting delivery of a supply of foam. Training for use of the system will be coordinated with the calibration process when the foam arrives.
- b. Station 811 building modifications – Issel:** Director Issel reported that building modifications will move forward upon completion of financing package approval.
- c. Apparatus replacement – Issel:** Director Issel reported that apparatus replacement progress also depends on financing package approval. Financing research continues. Issel reported that he is still seeking a package with a 20 year term to finance a loan of approximately \$717,000, which would include annual payments of no more than \$50,000. Republic Finance has declined to offer 20 year terms. Issel is expecting an offer from Holman Capital soon. He will call a special meeting to discuss offers and decide on a loan package as soon as Holman Capital responds.
- d. Mendocino Association of Fire Districts – Taeger:** Director Taeger reported that there is little progress being made with the county board of supervisors other than the nebulous promise to distribute Prop 172 funds to the county fire districts. There is still no transparency in the process and the amounts to be distributed appear to be small. MCAFD will continue to press for the issues defined but the resistance by the county is great. At Chief Williams request Director Taeger said he would present the issue of inequities in CalFire's proposed assistance by hire agreement and their implementation of the agreement to the group for discussion and possible involvement.
- e. Parcel tax appeals – Roat, Wolfe:** Director Roat reported that there is no new activity regarding parcel tax appeals. Director Wolfe reported that she had investigated the complaint that a refund due had not

been paid and discovered that the complainant had not followed through on the requirements for the refund. Wolfe reported that the requirements were subsequently met and the refund distributed.

- f. **Station 813 easement – Roat:** Director Roat reported that there is no progress yet on the easement process. Roat reported that one property owner is waiting to complete refinancing before continuing with the easement process negotiations.
- g. **Strategic planning – Issel, Skyhawk:** (See packet.) Director Skyhawk reported that a steering committee has been formed and its first meeting has been held. Skyhawk said that he is excited about the process and looks forward to the next steering committee meeting. Director Issel reported that the previously distributed chart titled “The Five Dysfunctions of a Team” would probably form the basis of the upcoming workshops.

#### 11. Directors Discussion:

- a. **Bylaws revisions:** Director Skyhawk expressed the desire to schedule (a) meeting(s) to complete the bylaws revisions. Meeting(s) to be planned for some time in August.
- b. **Firefighter status protocols:** Director Wolfe asked whether there were protocols for determining firefighter eligibility for benefits such as air ambulance memberships and, if there were, whether they were adequate. Director Taeger said he believed that there were protocols spelled out in the Fire Department Operations manual. Taeger suggested that the existing protocols be reviewed for possible future modification in consultation with Chief Williams.
- c. **Non agenda items of board concern:** None presented.

**12. Adjournment:** Meeting adjourned at 9:37 pm.

#### ATTACHMENT:

##### Email to Board from Chief Ted Williams sent Wed 7/13/2016 11:47 AM:

I’ll be absent this evening. I’m not feeling so well. My comments:

##### Strategic Plan:

I participated in the first meeting. The first important milestone will be the workshop. We desperately need a strategic plan.

##### Measure M litigation:

Yesterday, we responded to a trauma incident approximately 8.5 miles out MRC, 2 miles down a dirt logging road. We located an appropriate landing zone for the helicopter and guided it. We had an engine ready with charged line to wet the grass. We performed patient care and packaging. The two wheel drive ambulance was able to drive to scene, but in the winter this likely would not have been the case.

##### Financial reporting at board meetings:

I’ve nudged for the financial officer to report the finances in place of what has become a back and forth with the bookkeeper. We need a financial workshop to educate the board on financial procedures and for fine tuning or reporting requirements. The regular meeting is not the place to have this discussion. We need to break the current pattern, because it’s creating conflict. The six of us need to work closely together.

##### Vehicle committee:

I met with the vehicle committee. I’m 100% behind the committee’s plan. The public passed Measure M largely because of our cry for an apparatus refresh. We need to follow through and we need to not replace junk with different junk. There is an expectation that we will acquire modern, appropriate and reliable vehicles. A number of us have searched for used vehicles. Used vehicles represent another department’s compromises and due to the increased financing charges, this approach will not save the district money. Buying a construction water truck, or in other words the wrong tool, likely won’t save us any money in the long term as we attempt to retrofit compartments and deal with rusting plumbing. We should buy fire apparatus designed for fighting fires.

811 metal shed committee:

I'm also 100% in support of this plan. We need more bays. None of our vehicles should be outside. By adding more bays, we'll have the ability to use part of the existing 811 down stairs for meetings and training sessions. We cannot wait for a new station, a project which is likely a decade out best case. Please help the committee move forward on this project.

810/811 rearrangement:

I'll be coordinating with Alan to rearrange 811 and 810 for better access to records. Neither are configured ideal for the department or district. No action necessary - just a heads up.

SCBAs:

We are expecting the new units (to replace our recalled units) later this month.

CAL FIRE assistance by hire agreement:

We have run the request for consideration of a shorter "free" period up the CAL FIRE chain. The message back is "no". I have not signed the agreement. We are likely operating under the master mutual aid with a 12 hour free period and unknown reimbursement rate. I believe the contract to be inequitable, essentially a mechanism to shift resources paid by local taxes to state incidents. My recommendation is we continue to work well on scene side by side with CAL FIRE, but hold off on entering into the agreement. The vehicle rates are low considering fuel (pumping uses a lot of diesel) and maintenance. I'll keep the conversation open and report back next month with any progress. I'm in regular contact with Ed O'Brien (Mendocino Fire), who has also not signed.

BBQ:

The BBQ was a success in my eyes. It's about outreach with fundraising a secondary benefit. The district should properly thank all volunteers. Please brainstorm ideas. It should be timely.

8181 donation:

Westport is meeting tonight during our regular meeting to discuss 8181. Please authorize me to donate it to Westport Fire should they follow through with acceptance. Westport's budget funded by donations. It's very small. They even lack a fire district. They have more hydrants than Mendocino and could therefore benefit from the large pump. There is greater value to the Mendocino Coast (and even our residents who will pass through Westport from time to time) in donating the truck for use than the pennies we'll obtain as scrap or sale south of the border.

Albion Mutual Water Company:

I met on site with the water company representatives to discuss upgrades. They are receptive to a village training, where we can flow maximum water. Date to be determined.

Committees ?:

I'd like a list of all open committees with committee makeup, charter and authority.