

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING AGENDA
WEDNESDAY, FEBRUARY 12, 2014 – 7:00 P.M.**

Station 810, 33900 West Street (behind Albion Grocery Store), Albion, CA.

7:00-8:00 p.m. (longer if necessary)

1. **Fire department operations meeting**
 - a. Roll call
 - b. **Chief's Report:** Chief Williams will present a written report of fire department operations.
 - c. Review and discussion of chief's report.
 - d. Other fire department business
 - e. Adjournment

8:00 p.m. (approximately – begins at completion of operations meeting)

2. **Board of Directors meeting.**
 - a. Call to order and roll call
 - b. Approval of agenda
3. **Approval of minutes.** Review and correct, if necessary, minutes of Special Meeting of January 7, 2014, Regular Business Meeting of January 9, 2014, and Special Meeting of January 17, 2014.
4. **Public Comment:** The public may address the board on 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.
5. **Financial Report:** Current financial statements for the district will be presented.
6. **Items for Board Consideration and possible action:**
 - a. **Personnel:** Any new applicants to be presented.
 - b. **Bylaws Revision:** Adopt proposed amendment to change meeting day from 2nd Thursday of the month to the 2nd Wednesday (Section 1100-6a Board Meeting Schedule).
 - c. **Parcel Tax Adjustment:** Discussion of possible ballot measure to increase Special Fire Tax, to be put on June, 2014 ballot.
7. **Potable Water Replacement Policy:** Discussion of a policy for replacing residents' potable water used at fire scene.
8. **Correspondence:** Correspondence to and from the Board will be presented.
 - a. Jan. 9, 2014 sent letter to Michael Jani, President of Mendocino Redwood Co. thanking him for their generous donation to the ALRFPD.
9. **Committee Reports:**
 - a. **Status of National Fire Incident Reporting System:** see Sam
10. **Director's Discussion:** Individual Board members may discuss topics of concern to the District.
 - a. **D Road Vehicle Garage (Station 811)**
 - b. **Fund Raising**
11. **Next Meeting:** Wednesday, March 12, 2014, 7:00 PM
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, as soon as possible before the meeting date.

Fire Chief's Report DRAFT, 12 February, 2014, by Ted Williams

• **Applications received:**

- Kevin Spring (approved by chief, subject to board review)

• **Incident Log**

- In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, January 9th and today, February 12th, we were dispatched and responded to twenty-three incidents consisting of 17 medical aids, 1 structure smoke alarm, 1 tree blocking lanes, 2 debris fires, and 2 traffic collision.

• **2014000331 01/10/2014 1945**

- FIRE, DEBRIS; 3380 ALBION RIDGE D RD ,ALBI
- Larger Bon-Fire which was already knocked down when we arrived at scene. Advised land owner/renter to finish mopping up and to not burn without a permit.
- John Oakley (Ops)
- Marshall Brown (IC, E8162)
- Michael Rees
- Scott Roat
- Craig Hathaway
- Tony Oakley
- Canceled incoming
- First Unit at Scene: 19:59
- All Units available: 20:08

• **2014000530 01/16/2014 1629**

- MEDICAL, BRAVO; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE
- Sam Levine (IC, Med Gp)
- Ted Williams
- Scott Roat
- Jaime Placido
- On Scene: 1637
- Available: 1707

• **2014000565 01/17/2014 1734**

- MEDICAL, DELTA; 31200 MIDDLE RIDGE RD ,ALBI
- Ted Williams
- Citlali Calvillo
- Marshall Brown (R8130)
- Tony Oakley
- Andrea Pennebaker
- Chuck Sisco (cancelled)
- Andrew Crowningshield (Cancelled)
- On Scene: 1735
- Available: 1833

• **2014000571 01/17/2014 1936**

- MEDICAL, CHARLIE; 30801 MIDDLE RIDGE RD ,ALBI
- Ted Williams (8130, equipment / flight crew -> MCDH)
- Marshall Brown (8102 POV flight crew from Airport to Little River Market)

- Citlali Calvillo
- Andrea Pennebaker
- Andrew Crowningshield
- Chuck Sisco
- John Oakley
- Tony Oakley
- On Scene: 1941
- Available: 2043
- **2014000603 01/18/2014 13:13**
 - MEDICAL, INTER-FACILITY; MCDH @ 700 RIVER DR ,FORTB
 - Ted Williams
 - Marshall Brown
 - Steve Wolfe
 - Andrew Crowningshield (8130)
 - John Crowningshield
 - Citlali Calvillo
 - Andrea Pennebaker
 - On Scene: 1316
 - Available: 1406
- **2014000612 01/18/2014 17:45**
 - MEDICAL, CHARLIE; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #41 ,LITR
 - Sam Levine (IC, Med Group)
 - Charles
 - On Scene: 17:49
 - Available: 14:20
- **2014000614 01/18/2014 17:50**
 - FIRE, DEBRIS; 5708 N HWY 1 ,LITR
 - Ted Williams (WT8190, IC)
 - John Oakley (Ops, E8162)
 - Marshall Brown (E8170)
 - John Crowningshield (WT8192)
 - Andrew Crowningshield
 - Michael Rees
 - Ben Feinburgh
 - Scott Roat
 - Harolde Searles
 - Craig Hathaway
 - Jamie Placido
- **201400635 01/19/2014 1023**
 - HWY 1 MP 043.55/ALBION RIDGE R
 - Andrea Pennebaker (IC)
 - Debbi Wolfe
 - Firefighter was RP (saw out station window)
- **201400687 01/21/2014 0925**
 - MEDICAL, DELTA; HWY 1 MP 041.50

- 2 pt's in black cadillac unresp - stage
- John Oakley (8130)
- Ted Williams
- Scott Roat
- Michael Rees
- cancelled, not as reported
- Available: 0942
- **201400776 01/23/2014 1920**
 - MEDICAL, ALPHA; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #114
 - Sam Levine (IC, Med Gp)
 - Michael Rees
 - John Oakley
 - Andrew Crowningshield
 - Ted Williams (staged at woods)
 - Marshall Brown (staged at woods)
 - On Scene: 1925
 - Available: 1953
- **201400862 01/25/2014 2334**
 - MED, TRAFFIC COLLISION; LITTLE RIVER INN @ 7751 N HWY 1 ,LITR
 - comments:
 - Initial dispatch for Mendocino Fire.
 - 8100 heard "2 miles south of Little River Inn" and suggested Albion Fire.
 - Dispatch paged Albion.
 - Dispatch cancelled Mendocino, Albion and ambulance.
 - Dispatch requested ambulance. 9140 committed elsewhere.
 - Dispatch requested Albion Fire.
 - 8100 asked for nature of request -- engine or rescue only?
 - Dispatch requested "ambulance" only for medical eval.
 - 8100 arrived at scene. Vehicle leaking fuel down steep embankment.
 - 8100 requested dispatch page out 8181.
 - Ted Williams
 - John Oakley (8130)
 - Michael Rees (8131)
 - Sam Levine (Med Gp)
 - Andrea Pennebaker
 - Andrew Crowningshield (8181)
 - On Scene: 23:45
 - Available: 0113
- **201400866 01/26/2014 0422**
 - MEDICAL, ALPHA; 30801 MIDDLE RIDGE RD ,ALBI
 - Ted Williams
 - Andrea Pennebaker
 - John Oakley (8130)
 - On Scene: 0435
 - Available: 0513

- **201400912 01/27/14 07:28**
 - MEDICAL, DELTA, 43300 LITTLE RIVER AIRPORT RD, WOODS, #121, LTR
 - Sam Levine (IC,Med Gp)
 - Andrew Crowningshield
 - Andrea Pennebaker
 - John Oakley
 - Ted Williams
 - Scott Roat
 - ON Scene: 07:43
 - Available: 08:05
- **201400916 01/27/2014 1014**
 - PA, PERSON; 30801 MIDDLE RIDGE RD ,ALBI
 - John Oakley
 - Chuck Hathaway
 - Andrea Pennebaker
 - Chuck Sisco
 - Michael Rees
 - Jaime Placido
 - Ted Williams (cancelled)
 - Available: 1048
- **201400997 01/29/2014 1228**
 - FIRE, DEBRIS; 7000 N HWY 1
 - notified resident about burn ban; resident extinguished
 - Ted Williams
- **201401099 02/01/2014 0732**
 - MEDICAL, ECHO; 32577 ALBION RIDGE C RD #TRLR ,ALBI
 - Ted Williams
 - Andrea Pennebaker (first at scene)
 - Jaime Placido
 - John Crowningshield (8132)
 - John Oakley (8130)
 - Michael Rees (8131)
 - Citlali Calvillo
 - Scott Roat
 - On Scene: 0741
 - Available: 0905
- **201401122 02/01/2014 2011**
 - MEDICAL, ECHO; 27611 ALBION RIDGE RD ,ALBI
 - CHP, MCSO
 - 8100 requested helicopter
 - RN / midwife at scene, requested helicopter cancel
 - complicated access
 - Andrea Pennebaker (first on scene)
 - Ted Williams
 - Michael Rees (8131)

- Harolde Searles
- John Oakley (8130)
- Joe Goforth
- Citlali Calvillo
- Scott Roat
- John Crowningshield
- On Scene: 2026
- Available: 2209
- **2014001207 02/04/14 1643**
 - MEDICAL, 43300 LITTLE RIVER AIRPORT RD, WOODS, SPACE #49, LTR
 - Jaime Placido (IC)
 - Sam Levine (Med Gp)
 - Citlali Calvillo
 - On Scene 16:55
 - Available: 17:17
- **2014001253 02/05/2014 2109**
 - MEDICAL, FROG POND ROAD, LTR
 - Marshall Brown (8130 driver)
 - Ted Williams (8130)
 - Andrew Crowningshield (8130)
 - John Crowningshield (8130)
 - Scott Roat
 - Sam Levine
 - Citlali Calvillo
 - On Scene: 2124
 - Available: 2153
- **2014001328 02/07/2014 2124**
 - HAZARDOUS CONDITION; HWY 128 MP 005.00
 - Ted Williams (8162)
 - Marshall Brown
 - Andrea Pennebaker (RP)
 - cancelled by CHP/CalTrans
- **2014001351 02/08/2014 1514**
 - MEDICAL, ALPHA; THE LODGE AT THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #LODGE ,LITR
 - Sam Levine (IC, MedGrp)
 - Ted Williams
 - Marshall Brown
 - John Oakley
 - Kevin Spring
 - On Scene: 1521
 - Available: 1553
- **2014001357 02/08/2014 1815**
 - MED, TRAFFIC COLLISION; 100 S HWY 1 / 100 HWY 128 ,ALBI
 - John Oakley (8162 driver, Ops)
 - Ted Williams (8162, IC)

- Michael Rees (8131)
- Andrew Crowningshield (8181)
- John Crowningshield (8181)
- Citlali Calvillo (MedGrp)
- Tim Gitchel
- Marshall Brown (8130)
- Steve Wolfe
- Debbi Wolfe
- On Scene: 1825
- Available: 1949
- **2014001402 02/10/2014 1219**
 - HAZARDOUS CONDITION; 32841 NAVARRO RIDGE RD ,ALBI
 - Ted Williams (8162 driver)
 - Andrea Pennebaker (8162)
 - Michael Rees
 - Harolde Searles
 - Andrew Crowningshield
 - John Crowningshield
 - Citlali Calvillo
 - On Scene: 1244
 - Available: 1254
- **2014001467 02/12/2014 1234**
 - MEDICAL, CHARLIE; 3871 ALBION RIDGE G RD ,ALBI
 - Ted Williams
 - Andrea Pennebaker
 - John Crowningshield
 - Andrew Crowningshield
 - Michael Rees
 - Scott Roat
 - Citlali Calvillo
 - On Scene: 1338
 - Available: 1342
- **2014001471 02/12/2014 1402**
 - MEDICAL, CHARLIE; THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #REC ,LITR
 - Sam Levine
 - Andrew Crowningshield
 - John Crowningshield
 - Scott Roat
 - Ted Williams
 - Joe Goforth
 - On Scene: 1408
 - Available: 1417
- **Training Completed**
 - **01/11/2014 – RIT Training – CalFire - Station 811 ALRFPD (3 Hours)**
 - *Training Objectives:*

- 1. *Demonstrate basic Firefighter Survival techniques.*
- 2. *Explain hazards involved with being on the Rapid Intervention Team.*
- 3. *Demonstrate what a RIT team can do in preparation for a call out.*
- Andrea Pennebaker, Andrew Crowningshield, Craig Hathaway, Debdi Wolfe, Jamie Placido, John Crowningshield, John Oakley, Marshall Brown, Michael Rees, Steve Wolfe, Tony Oakley.
- **01/15/2014 – Medical Training– Nat Noorling (Paramedic) ALRFPD Station 810 (2 Hours)**
 - *Training Objectives:*
 - 1. *Explain the purpose of taking Vitals.*
 - 2. *Practice taking sets of vitals on different firefighters.*
 - Andrea Pennebaker, Chuck Sisco, Citlali Cavillo, Debbi Wolfe, Emily Scott, Jake Lathem, Jamie Placido, Jason Hendricks, John Crowningshield, John Oakley, Marshall Brown, Michael Issel, Michael Rees, Sam Levine, Steve Wolfe, Ted Williams.
 - Public: Alex Stenback
- **01/18/2014 – ALRFPD Water Rescue – Water Team - Station 810 ALRFPD (3 Hours)**
 - *Training Objectives:*
 - 1. *Practice deploying the new Jet Ski's.*
 - 2. *Practice using new Jet Ski's in Albion Harbor.*
 - Andrea Pennebaker, Andrew Crowningshield, John Crowningshield.
- **01/22/2014 – Traffic Operations – Scott Roat - Station 810 (2 Hours)**
 - *Training Objectives:*
 - 1. *Go over safety hazards involving Traffic Control Operations.*
 - 2. *Demonstrate basic techniques on how ALRVFD deploys traffic control.*
 - a. *1st at Scene/Windshield size-up*
 - b. *Scene Safety*
 - c. *Establishing Traffic Control*
 - d. *Communications*
 - e. *Ending Call/Closing Traffic Control*
 - Alex Stenback, Andrew Crowningshield, Ben Feinburgh, Chuck Sisco, Citlali Cavillo, Jake Lathem, Jamie Placido, John Oakley, Marshall Brown, Michael Rees, Scott Roat, Ted Williams, Tony Oakley.
- **01/29/2014 – ALRFPD Cliff Training – Searles/Lathem/A. Crowningshield - Station 810 ALRFPD (2 Hours)**
 - *Training Objectives:*
 - 1. *Go over Safety Hazards involved with Cliff Rescues.*
 - 2. *Demonstrate the different pieces of hardware involved in Cliff Rescues (High/Low Angle)*
 - 3. *Practice Tying Knots.*
 - Andrew Crowningshield, Chuck Sisco, Citlali Cavillo, Craig Hathaway, Emily Scott, Harold Searles, Jake Lathem, Jamie Placido, Kevin Spring, Marshall Brown, Michael Rees, Ted Williams, Tony Oakley.
- **02/05/2014 – Structure Fires with Solar Panels – Mendocino Solar Service - Station 811 (2 Hours)**

- *Training Objectives:*
 - 1. *Explain the hazards involved with fighting fire with Solar Panels.*
 - 2. *Demonstrate the techniques involved with fighting a fire with Solar Panels.*
 - a. *Scene Size-Up/Safety*
 - b. *Locating Kill Switches*
 - c. *On-Grid/Off-Grid System*
 - d. *Batteries*
 - e. *Ventilation with Roof Panels.*
 - Andrew Crowningshield, Chuck Sisco, Citlali Cavillo, Craig Hathaway, Emily Scott, Jamie Placido, Joe Goforth, John Crowningshield, Kevin Spring, Marshall Brown, Michael Issle, Michael Rees, Sam Levine, Scott Roat, Ted Williams.
- **02/08/14 – Cliff Training –MVFD- Station 840 (8.5 Hours)**
 - *Training Objectives:*
 - *Rescue 3: ropes, rigging, straps, harnesses methods*
 - Andrea Pennebaker, Andrew Crowningshield, Citlali Cavillo, Emily Scott, Joe Goforth, John Crowningshield, Michael Issel, Michael Rees, Tony Oakley.
- **02/09/14 – Cliff Training – MVFD – Station 840 (8.5 Hours)**
 - *Training Objectives:*
 - *Rescue 3: ropes, rigging, straps, harnesses methods*
 - Andrea Pennebaker, Andrew Crowningshield, Citlali Cavillo, Emily Scott, Joe Goforth, John Crowningshield, Michael Issel, Michael Rees, Tony Oakley.
- **02/11/14 – Cliff Training –MVFD - Station 840 (2 Hours)**
 - *Training Objectives:*
 - *Assemble improvised hoist structures from engine ladders and rigging.*
 - Andrew Crowningshield, Citlali Cavillo, John Crowningshield, Michael Rees, Ted Williams
- **Training Planned**
 - 02/15/2014: Cliff Rescue (Outdoor), Station 810 @ 10:00
 - 02/19/2014: Medical Training, Station 810 @ 19:00
 - 02/26/2014: Cliff Rescue (Indoor), Station 810, Station 810 @ 10:00
 - 03/05/2014: FF Survival/RIT, Station 812 @ 18:00
 - 03/11/2014: MVFD Cliff, Station 840 @ 19:00
- **Development**
 - Jaime, Mendocino Water Works and Bim Place prepared a pad at Whitesboro Grange and installed the new tank.
 - John Oakley filled the new water tank at Whitesboro grange.
 - Marshall and Andrew drove engine 8171 to district from Santa Maria. We are happy with the truck. It will be housed at station 812. Engine 8170 will be relocated to station 815 (Navarro Ridge).
 - Michael Rees obtained a commercial class B permit.
 - A Driver/Operator 1A course will be held in Willits next month. We plan to send students.
 - We're assembling a small group to complete CMC Tec1/2 in ~~Chicago~~ *CHICO*.
 - Chris Skyhawk organized and chief presented state of fire department slide show at The Woods.
 - Wildland personal protective equipment has been ordered for new firefighters.

- Michael, Citlali and Ted to inventory medical supplies in February and place an order.
- New EMS protocols in May will necessitate ordering body vacuum splints. We'll be sending the department to Mendocino for a training session hosted by Coastal Valleys EMS.
- Ted completed ASHI instructor certification. We'll begin in-house CPR and first aid soon. This will cut training costs and allow for year round training under our protocols.
- **Fundraising:**
 - Heritage House approached the chief about hosting a benefit "casino night" event. Ted recommended splitting the donations with Mendocino. Valerie, manager of Heritage House, will attend the February 12 meeting to present the idea.
- **Equipment maintenance (John Oakley)**
 - **Engine 8171**
 - at Fort Bragg Diesel for DOT inspection
 - leaky plumbing valve will be replaced
 - oil & filter to be changed
 - **Rescue 8131**
 - replaced batteries
 - **Tender 8190**
 - replaced broken fill hose
 - received 1 of 2 NPT->NST adapters
 - FB Diesel replaced cross member
 - **Rescue 8132 (SCBA Compressor truck)**
 - stocked with diesel powered water pumps
 - installed battery charger for SCBA compressor
 - **Jetskis**
 - installed registration stickers
 - **Small Engines**
 - all started
 - fluid levels verified

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

AGENDA

BOARD OF DIRECTORS SPECIAL MEETING

NEW FIREHOUSE D ROAD

TUESDAY, JANUARY 7, 2014 7:00 PM

STATION 810, 33900 West Street (behind Albion Grocery), Albion, California

The meeting is called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of discussing firehouse permit process, informational only. No other business shall be considered at this special meeting.

1. **Call to order and roll call.**
2. **Public Communication to the Board.** An opportunity is provided for members of the public to address the board with respect to any item described in this notice, either before or during consideration of the item.
3. **Item for discussion & possible action.**
 - a. **New Firehouse project-D Road:** Sam to present current information on permit process and progress on fire house project. Possible adjustment to current plan and feasibility. Board members to discuss any ideas. Will report findings at the January 9 regular business meeting.
4. **Adjournment**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services in order to participate in the Board meeting should email or call Board President Rich Riley before meeting at 937-0689 or eriley@mcn.org

APPROVED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING

NEW FIREHOUSE D ROAD

MINUTES

TUESDAY, JANUARY 7, 2014 7:00 PM

STATION 810, 33900 West Street (behind Albion Grocery), Albion, California

The meeting is called as a special meeting by the Board of Directors of the Albion Little River Fire Protection District for the purpose of discussing firehouse permit process, informational only. No other business shall be considered at this special meeting.

1. **Meeting called to order at 7:02 p.m.** with a quorum present by President Rich Riley. Board members Bob Canclini, Sam Levine, Scott Roat, Chief Ted Williams, and Sara Spring bookkeeper.
2. **Public Communication to the Board.** Shirley, a representative of The Auxiliary, stated that they would like to change how their donation of \$17,000.00 is earmarked. They would like to change it from buildings to equipment. They offered to have it in writing and the Board requested that for their records. They will provide it in writing.
3. **Item for discussion & possible action.**
 - a. **New Firehouse project-D Road:** Sam presented current information on permit process and progress on fire house project. There was discussion of adjusting to current plan to a more feasible plan. There was discussion on the different steps that would be needed to get the project from start to finish. Sam has found a way to have a septic tank that would be pumped and incorporate a gray water system. It was discussed that Sam would come up with a cost projection now that The Board knows that the project is possible. There was also discussion on setting a time frame to see if the project is possible financially. It was discussed that there is enough funding annually to barely run the department with no extra funds for equipment or buildings.
4. **Adjournment 9:15 pm**

*AT APPROVED
FEB. 12, 2014
REG. MEETING
R. Riley*

APPROVED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MINUTES
THURSDAY, JANUARY 9, 2014 – 7:00 P.M.

Station 810, 33900 West Street (behind Albion Grocery Store), Albion, CA.

7:05

1. Fire department operations meeting

a. Roll call- Board: Riley; Canclini; Levine ;Roat

Firefighters: Williams; J. Crowningsheild; S. Wolfe; D. Wolfe; Sisco; Calvillo; J. Oakley; T. Oakley; Scott; Issel; Brown; A. Crowingshield; Placido; Rees; Roat; Levine; Searles;

Guests: Wally Hawker; John Shandel, Alex Stienbuck; Sara Spring

b. Chief's Report: Chief Williams will present a written report of fire department operations. (see attached)

c. Review and discussion of chief's report.

d. Other fire department business

There will be a community meeting at the Lodge at the Woods Jan. 23rd at 7:00 pm. Marshall discussed a possible RIT training but rain may change plans. Cal Fire is on board. He spoke with Ed O'Brien and there are some invitations to future trainings and a lot of positive thoughts with training on same night. He discussed the upcoming schedule for training; it is available on the website thru April 1st. Fire Fighters will be responsible to keep their own folder with all of their training information this year; they also will be responsible to make sure they get items signed off.

Ted spoke with Jeff Schlafer at Cal Fire, and he is willing to support getting trainers here on the topics that are difficult to get training on. Ted also spoke about training with Mendo Fire more. At the Chief's meeting he went to Willits has 100 days of water, Brooktrails has 55. The drought is a real concern. The topic of advanced EMT was stale mated. There is more water at 811. The Forest Service truck still needs to be picked up. There is still an ongoing need for more class B drivers. Ted has a letter stating that we can use class C with endorsement, it is the same as Cal Fire uses. Ted met with Carlos from Burton Fire for about an hour; he will be coming up in about 6 weeks to go over some of the equipment.

Debbie reported that the 2014 permit for the taco stand is in place. The BBQ is a separate permit. She is also still doing cans. She is working on a manual for the BBQ similar to Comptche. She needs help this year, she wants names of people that will help. Scott is going to let us know about upcoming concerts at Little River Inn.

There was discussion re: water tank at Grange and land prep. J. Oakley informed the group that Paulsen's have a smoke house.

e. Adjournment

7:41 Called to order

2. Board of Directors meeting.

a. Call to order By President Rich Riley with a quorum present with Board Members: Bob Canclini, Sam Levine and Scott Roat present.

b. Approval of agenda

3. Approval of minutes. Review and correct, if necessary, minutes of Regular Business Meeting of December 12, 2013. There was the correction that Steve Wolfe was present.

Approved with correction 4 y 0 n

APPROVED
J.T. FEB. 13, 2014
RFB BUS. MEETING

4. **Public Comment:** John Shandel addressed the topic of a fire house at the D rd. location. He is a past fire fighter, Chief and Board Member. It is his opinion that the department needs shelter for vehicles; however, that site has some serious concerns. It is a small site that he did the fill work on. The ground is unpredictable and it could cost a lot of money just in land prep for the current building plan. A barn seems more reasonable for that site. There was some discussion about other's concerns questions, but his main point was the land was a swamp and was not filled with the plans of a building going on top of it.
5. **Financial Report:** Current financial statements for the district will be presented.
6. **Items for Board Consideration and possible action:**
 - a. **Board Vacancy:** There were 3 interested parties in filling open Board seat. Chris Skyhawk whom was present at the meeting as well as Al Lawrence and Diane Wiedemann.
Chris read a letter to the board discussing his qualifications and that he realizes that there will be a learning curve. His goals would be to further community outreach and that all equipment was there when it was needed to get the job done. Levine asked his history and background. He has a degree in Phycology and has lived in the area since 1995.
Roat feels energy is important. Canclini felt in light of the 60 days they needed to act tonight. Canclini moved to appoint Chris Skyhawk to the board.
All in favor.
Roat swore Chris in at 7:56 pm
 - b. **Bylaws Revision:** It was discussed with possible adoption at February 12 , 2014 regular business meeting.
 - c. **Building Fund Seed Money:** Discussion and possible approval to set aside \$15,000 in checking acct. for immediate expenses, costs.
 - d. **Personnel:** Tony Oakley was moved to Regular status Y:5 N:0
 - e. **CSDA/Ethics Training:** CSDA is offering an online AB1234 Ethics Compliance Training. Jan 1-Feb. 28, 2014 only. State requirement. It is a 2 hour course.
 - f. **Annual Evaluation Meeting:** The annual board and department evaluation meeting was scheduled for January 17th, 2014.
7. **Correspondence:** Was presented.
8. **Committee Reports**
 - a. **SCBA Project:** Is completed and truck back in service in Albion. Looking into compressed Air Foam.
 - b. **Status of National Fire Incident Reporting System:** Sam is still working on Reporting information. First 3 Qtrs. have been accepted.
9. **Director's Discussion:**
 - a. **New Fire House:** Levine gave a report on the project but felt in light of John Shandel's comments the current project should be stopped. Canclini moved that all proceedings at the 811 site be stopped as it is now.
Y: 5 N: 0
Skyhawk asked that the future of the site be clarified and that possibilities be discussed.
 - b. **Fund Raising:** It was discussed that a committee needs to be formed. The greatest area of need needs to be pinpointed.
 - c. Canclini went to County and spoke with them re: changing assessment Feb. 26th is the deadline for June ballot. He will get clarification on timing and cost of election.
 - d. Levine moved that the next meeting be Wednesday February 12th at 7:00 pm
Y: 5 N:0
10. **Next Meeting: Wednesday, February 12, 2014, 7:00 p.m.**
11. **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, as soon as possible before the meeting date.

Thank you for renewing your membership in CSDA. We appreciate your involvement and association.

As promised, we are offering your entire board of directors and staff access to training just for renewing your dues by the January 1, 2014 deadline. This is an on-site training take at their convenience on a computer of their choice. The training will be held in February of 2014. To verify completion of this training, we ask that you come to our office by March 7, 2014.

Click the following links to participate in this free offer:

1. [Full information regarding this offer.](#)
2. [Launch training video.](#)
3. [Print and complete this test.](#)

Fax completed tests to 916.442-7889 or email to travisw@csda.net.

We also encourage you to take advantage of the full range of benefits we offer:

- Excellent educational programs with discounted member pricing
- Access to cost-effective risk management services and tax-exempt financing
- Job postings
- Listserv and other member communication tools
- Added-value benefit programs like the Special District Purchasing Card
- One hour free legal advice per year/per district
- Online bookstore with discounted member pricing
- Free downloadable publications

With our membership of more than 1,000 agencies, CSDA is respected for its expertise. In addition, we are committed to developing programs and services designed to help our representatives more successful and effective in serving your constituencies. Should you ever have any questions or need assistance, please make CSDA your first call. Again, thank you for your support!

1.01.2014



As a big **"Thank you!"** to our renewing members, CSDA is offering a free ethics training option for agencies that renewed their membership dues by January 1, 2014. Renewed member agencies have access to online AB1234 Ethics Compliance Training for their entire board and staff between **January 1 and February 28, 2014 only**.

Compliance Requirement: *If a district provides any type of compensation, salary or stipend to any board member or provides any type of expense reimbursement, then all members of that board must participate in the ethics training, as well as any designated employees (like the general manager). The training must be at least two hours every two years, and a record must be kept by the district. These are public records and are subject to the California Public Records Act.*

- This online training is intended to satisfy this two-hour training requirement.
- **This training is required by the State of California. The obligation to comply is on the viewer.**
- The free online training offered here is a self-serve training program. It is the obligation of each participant to print, complete, and return the test to the CSDA office. Please allow ample time to ensure that you are able to complete the training and test by the due date. We are not responsible for unexpected technical difficulties that could occur resulting in unavailability of this training program.
- Sharing of this training to outside parties is not allowed.
- **No copies of this training may be retained by the viewer or district.**
- Renewal payments must be received in the CSDA office by January 1, 2014 for this option to be available.
- This online training option will be accessible between the dates of January 1, 2014 and February 28, 2014 only.
- If your agency renewed membership by the January 1 deadline and did not receive a "Thank You" email, please contact CSDA at 877.924.2732 or follow the instructions above.
- Individuals may access and complete this training on their own time, at a computer of their choosing during the access dates. CSDA is not responsible for technical difficulties, internet access, slow internet speed, buffering, volume levels, etc.
- This option does not apply to the AB1234-Ethics Kit (DVD). It is offered as an online training option only.
- DVDs of this training will NOT be mailed to districts or members who do not have internet access.
- District offices may show this training to members of their board if those board members do not have internet access.
- Copies or downloads of this training may not be retained by any viewer or district.
- Each participant of this online training must complete a 10 question test and return it to CSDA by March 7, 2014. Completed tests can be faxed to 916.442.7889 or emailed to travisw@csda.net. Certificates of compliance will be mailed to the district office by March 31, 2014. 7 out of 10 correct answers is a passing grade. If a member does not pass the test, they will be able to re-take the test up until February 28, 2014. Tests will be graded upon receipt. CSDA will contact the district office if a 7 out of 10 score is not obtained. Please allow yourself enough time to re-take the test in the event of a non-passing grade. Access to the training will close on February 28, 2014.
- Compliance Requirement: *If a district provides any type of compensation, salary or stipend to any board member or provides any type of expense reimbursement, then all members of that board must participate in the ethics training, as well as any designated employees (like the general manager). The training must be at least two hours every two years, and a record must be kept by the district. These are public records and are subject to the California Public Records Act.*
- Please contact Member Services Specialist Travis Wills with any other questions about this training option. 877.924.2732 or travisw@csda.net

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

AGENDA

BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION SESSION

AND D ROAD FIREHOUSE UPDATE

FRIDAY, JANUARY 17, 2014 7:00 PM

STATION 810, 33900 West Street (behind Albion Grocery), Albion, California

The Board of Directors Special Annual Evaluation Meeting of the Albion Little River Fire Protection District as specified in district bylaws to be held in January to “critique board performance of the past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year”. Also discussed will be the update on the D Road Firehouse. . No other business shall be considered at this special meeting.

1. **Call to order and roll call.**
2. **Public Communication to the Board.** An opportunity is provided for members of the public to address the board with respect to any item described in this notice, either before or during consideration of the item.
3. **Annual Evaluation:** Discussion, see above.
4. **D Road Firehouse update:** see Sam
5. **Adjournment**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services in order to participate in the Board meeting should email or call Board President Rich Riley before meeting at 937-0689 or eriley@mcn.org

APPROVED

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION SESSION
AND D ROAD FIREHOUSE UPDATE
MINUTES

FRIDAY, JANUARY 17, 2014 7:00 PM

STATION 810, 33900 West Street (behind Albion Grocery), Albion, California

The Board of Directors Special Annual Evaluation Meeting of the Albion Little River Fire Protection District as specified in district bylaws to be held in January to “critique board performance of the past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year”. Also discussed will be the update on the D Road Firehouse. . No other business shall be considered at this special meeting.

1. **The meeting was called to order at 7:05 PM** by President Rich Riley with a quorum present Board members present: Bob Canclini, Sam Levine, Scott Roat, Chris Skyhawk absent, Chief Ted Williams and Bookkeeper Sara Spring.
2. **Public Communication to the Board:** None
3. **Annual Evaluation:** President Rich Riley reviewed the last year and what the District and Department accomplished. Summary: during the past year we lost 4 Board Members through retirement, resignation and death, the bookkeeper, 1 Asst. Chief/Maintenance Officer, 1 firefighter Terminated, making it a difficult time. We had to rebuild the board and are still working on our roles. It looks like we’ve gotten some good new board members. Overall we’ve had a very productive year. We purchased a 2006 Freightliner, which we had built into a water tender. Completed a mobile SCBA refill unit. It was noted that attendance at meetings is higher. The Board appreciates the fundraising that is going on. The Board is pleased with the help coming from the community by people with all different skills coming together

Sam recognized Chief Williams for the amazing job he is doing. He also said he was pleased with the job the new bookkeeper, Sara Spring is doing. Board Member Bob Canclini has been in contact with the county clerk and March 7th is the last day to do anything with the election regarding the proposed assessment increase to be put on the June ballot. He is going to meet with Ken to get all the reports and break down of all the categories. The way he understands it he board will have to pass two resolutions. Ted asked how much it would cost to be on the ballot. It was also noted that an ambulance tax will be on the November ballot.

Ted updated the status of using back boards and the future of using air splints. This would lead to higher costs. The drought is of great concern Fish and Game has given permission to pull from the Navarro and Albion in the event of a fire. The roster is at 30 and everyone is getting along. Unlawful burning was handled correctly. Cal Fire is staffed in January. Relationship with

APPROVED
AT THE
FEB. 17, 2014
REG. BUS.
MEETING
R. ROY

Mendocino Fire has improved and looking forward to cross training. Reconnecting with the community is nice.

Some goals for the coming year are: Getting a compressed air foam system together and operative, due to drought conditions and also a four bay vehicle garage/barn at D Road Station 811.

4. **D Road Firehouse update:** Sam has turned in a letter to the county canceling existing plans at site and stated that the district is looking into a Pole Barn. Sam has been in contact with a company in WA and their buildings will withstand 75 knots and last 50-100 years, they can have steel roofs or shingles. The septic would remain a pump out system. Sam has a quote for the building with 4 bays at \$80,000. Septic, electric and plumbing will be extra.
5. **Adjournment 8:48 pm.**

Any individual who requires disability-related accommodations or modifications, including auxiliary aids and services in order to participate in the Board meeting should email or call Board President Rich Riley before meeting at 937-0689 or eriley@mcn.org

7:09 AM
 02/11/14
 Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
 January 7 through February 10, 2014

Type	Date	Num	Name	Memo	Class	Amount
Expense						
86-2060-COMMUNICATIONS						
INTERNET SERVICE						
Comcast						
Check	1/15/2014		Comcast	8155300570124362/8155300570034801	District	82.48
Total Comcast						<u>82.48</u>
Total INTERNET SERVICE						82.48
TELEPHONE						
ATT						
Check	1/28/2014		AT&T	96075541735558/0301538359001/05092...	District	130.60
Total ATT						<u>130.60</u>
ECG						
Check	1/10/2014		ECG Enhanced Comm...	2319611	District	13.59
Total ECG						<u>13.59</u>
Total TELEPHONE						<u>144.19</u>
Total 86-2060-COMMUNICATIONS						226.67
86-2120-MAINTENANCE EQUIPMENT						
Vehicle Maintenance						
Check	1/9/2014	3877	Rhoades Auto Parts	#1130 Nov 2013 stmnt	District	39.05
Total Vehicle Maintenance						<u>39.05</u>
Total 86-2120-MAINTENANCE EQUIPMENT						39.05
86-2170-DISTRICT OFFICE SUPPLIE						
Check	1/9/2014	3875	ZO OFFICE SUPPLY	Stat 7/21/10	District	30.71
Total 86-2170-DISTRICT OFFICE SUPPLIE						<u>30.71</u>
86-2181-AUDITING & FISCAL SERVI						
Bookkeeping Services						
Check	1/7/2014	3873	Sara Spring		District	640.00
Total Bookkeeping Services						<u>640.00</u>
Total 86-2181-AUDITING & FISCAL SERVI						640.00
86-2210-RENT LEASES						
STATION 810 ANNUAL RENT						
Check	1/7/2014	3872	Earl Latham	Rent 2013	District	50.00
Total STATION 810 ANNUAL RENT						<u>50.00</u>
Total 86-2210-RENT LEASES						50.00
86-2260-UTILITIES						
Thompson Septic Service						
Check	1/9/2014	3874	Thompson's PortaSept...	#17224	District	101.05
Total Thompson Septic Service						<u>101.05</u>
Total 86-2260-UTILITIES						101.05
86-4370-EQUIPMENT (PURCHASE)						
Radios						
Check	1/9/2014	3876	BearCom	#4168562 replacing defective radios	District	394.51
Total Radios						<u>394.51</u>

7:09 AM
02/11/14
Accrual Basis

Albion Little River Fire Protection District
Profit & Loss Detail
January 7 through February 10, 2014

Type	Date	Num	Name	Memo	Class	Amount
Vehicles						
Check	1/30/2014	3878	CASH	TRAVEL \$ TO PICK UP USFS TRUCK	District	500.00
Total Vehicles						500.00
Total 86-4370-EQUIPMENT (PURCHASE)						894.51
Total Expense						1,981.99
Net Income						<u>-1,981.99</u>

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BYLAWS CHANGE OF BOARD MEETING SCHEDULE

Proposed policy to be submitted for review and discussion at the January 9, 2014 regular business meeting and to be considered for revision/adoption at the February 13, 2014 regular business meeting.

It is the policy of the Albion Little River Fire Protection District to conduct regular board meetings on the 2nd Thursday of the month

Current Bylaws Section 1100

6. BOARD MEETINGS SCHEDULE

a. Regular meetings of the Board of Directors will be held on the second Thursday of each calendar month at 7:00 p.m. in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.

Proposed Bylaws Change

6. BOARD MEETINGS SCHEDULE

a. Regular meetings of the Board of Directors will be held on the second Wednesday of each calendar month at 7:00 pm in the main fire house in Albion, California. The agenda will be posted 72 hours prior to all regular meetings.

*ADOPTED AT FEB. 12, 2014
REG. BUSINESS MEETING
R. [Signature]*

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT
P.O. BOX 634
ALBION, CA 95456

January 9, 2014

Michael Jani
President & Chief Forester
Mendocino Redwood Company
Humboldt Redwood Company
850 Kunzler Ranch Road
Ukiah, CA 95482

Dear Michael:

The Board of Directors of the Albion-Little River Fire Protection District, express their thanks to Mendocino Redwood Company and Humboldt Redwood Company for the generous donation to the Albion-Little River Fire Protection District. This donation will allow the Fire Department to continue to provide the protection required for the community and your forest lands, by providing the firefighters with the equipment they need.

We invite you and your staff to meet with us to discuss the problems that firefighters encounter while responding to emergencies within the District.

Sincerely:

Richard Riley, President of the Board

ALBION-LITTLE RIVER FIRE PROTECTION DISTRICT TO BUILD A FIRE TRUCK GARAGE

The Albion-Little River Fire Protection District is planning to build a garage to house four fire trucks at their facility on 32600 Albion Ridge Road next to their existing firehouse. This building will be much simpler than the more desired and elaborate firehouse designed by Bob Schlosser. The new design will be only a garage, with no offices, but with two unisex rest rooms, one of which will be handicap accessible. Only Pole Building designs are being considered. A number of pole building kit manufacturers are currently being evaluated by the District Board and a selection is expected before the end of this month. We hope to construct this building this year.

The garage will have four 14' wide by 14' high doors on the Southern side which faces Albion Ridge Road. The front wall of the building would be about 70' long and 16' high to accommodate the truck bay overhead doors. The depth of the building will be 36' wide and the maximum height of the building will be about 20' to 25' high. To the degree possible, we have requested the kit manufacturers make their designs appear as barns.

If any pole building contractor would like to build this building using either a kit or local materials, please contact Sam Levine at sambabs@mcn.org. Keep in mind our desires to build this building this year