

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

Monday, November 26, 2007, 7:30 pm, at Station 810, 32601 Albion Ridge Road, Albion, CA

PLEASE NOTE the changed date of this meeting

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. **Fire Chief's report, including operational needs.**
 - A) **Incident reports.** The Fire Chief is requested to report on the types of calls to which the Department has responded since the last Board meeting, with an emphasis on 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.** The Fire Chief will report 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.** The Fire Chief will report on other Department progress.
 - D) **Fire Department operational needs.** The Fire Chief will report on Department needs.
4. **Treasurer's report.** Current financial statements for the District will be presented by the District's bookkeeper, and Alan Taeger as Treasurer will make any necessary explanations.
5. **Secretary's report.**
 - A) **Communications to the Board will be presented.**
 - B) **Minutes.** Minutes of the October 30, 2007, which have not been approved, will be approved 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) **Special Districts Group Health Insurance.** Alan Taeger will report on his research with respect to group health insurance offered to members of the boards of directors of special districts.
 - B) **Fence on Andersen Family Property Near Station 810.** The Board will consider whether or not it should proceed to arrange for repair of the fencing between Station 810 and Highway One, and advise the Department that it is proceeding to do so; Earl Latham had requested of the Board that the fence be repaired, and shortly thereafter made a requested of Chief Seeler that it be repaired and Chief Seeler in his report furnished to the Board at its September meeting stated that he planned to have it repaired and to submit the bill to the District, and this has not occurred.
 - C) **Purchasing Policies.** The Board will consider formulating and adopting a policy with respect to which entity, as between the District and the Department, should purchase various types of equipment or materials and guidelines for consideration and approval of purchases.
 - D) **Policy Regarding Number of and Length of Board Meetings.** The Board will consider whether meetings should be held more frequently and/or be limited in their length in order to accomplish necessary business without undue burden.
 - E) **Approval of Audit Proposal by Mr. Celentano.** The Board will consider whether or not it will approve Mr. Celentano's proposal for a four-year contract to audit the District Board's accounts every two years at a cost of \$3,500 for each audit.
 - F) **Acquisition of Employer Identification Number.** The Board will consider whether or not it should acquire an employer identification number, separate from the EIN (the number for Mendocino County) now used in connection with its bank accounts, to allow the District to furnish information to donors regarding deductibility of donations to the District.
 - G) **Upcoming Board Vacancies.** The Board will discuss the most recent advice from Marsha Wharff's office with respect to Board vacancies, and determine how best to address the issues raised.
 - H) **County Counsel Opinion Response.** The Board will present or formulate a plan to respond to any interpretation which has been received from County Counsel in response to its request for an opinion as to whether or not the Fire Chief or members of the Department are employees for purposes of the Brown Act's provisions with respect to closed sessions which may be held with respect to certain issues.
 - I) **Action Plan for Job Description for Fire Chief.** The Board will present or formulate a plan to address the issues which have been raised with respect to the "job description," adopted in 1999, for the Department's Chief.
8. **Land, buildings and equipment.**
 - A) **Power to 815.** There will be a report on progress.
 - B) **Roof of 810.** There will be a report on progress of the project of painting the façade which ties the building into the new roof.
9. **Committee reports:** Committee reports, if any, will be presented.
 - A) **Real Estate (may include Station 811, Station 810, and Possible Other Sites)**
 - B) **Grants**
 - C) **Insurance**
 - D) **Requirements**
 - E) **Web Site**
 - F) **Ordinance (may include report on difference between resolution and ordinance and procedures for each, Service fees, Fire Protection Mitigation Fees, Dive Safety/Use of Dive Flags, and Wildland Interface)**
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. **Long-Range Planning.** The Board will review a composite document and memorandum reflecting the status of its work on review of the Long-Range Plan.
12. **Welcome to Derek Wilson as Nominee for Fire Chief.** The Board will welcome Derek Wilson, who has been nominated by the Albion-Little River Fire Department, Inc., as Chief, will review his qualifications with him and answer any

questions he may have for the Board, and determine whether to accept or reject his nomination in accordance with the provision, adopted in 1999, of its Bylaws, Policies and Procedures entitled "Appointment of Fire Chief by Board of Directors."

13. Closed Session. The Board will have a closed session to consider personnel matters involving employment and evaluation of the Chief of the Albion-Little River Volunteer Fire Department, Inc.

14. Next meeting date and agenda.

15. 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.