

**ALBION LITTLE RIVER FIRE PROTECTION DISTRICT
BUSINESS MEETING MINUTES
THURSDAY, JULY 18, 2013 – 7:00 P.M.**

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

Commence: 7:05pm

- 1. Fire department operations meeting**
 - a. Roll call**

Board: Ken Matheson, Rich Riley, Scott Roat, Sam Levine
Firefighters: Ted Williams, Scott Roat, Sam Levine, Steve & Debbi Wolfe, Marshall Brown, Margaret Harris, Michael Rees, Jeff Anderson, Erica Geer, Chris Wall, Joe Goforth, Jaime Placido
Guests: Mike Issel
 - b. Chief's Report:**
 1. **GSRMA** wants heat exhaustion prevention policy. Firefighter physicals to become requirement.
 2. **LiveScan procedure** Review process for using LiveScan for firefighters-to be anonymous. FF drawn from there.
 3. **SCBA flow test conducted.**
 4. **Finish CAFs.**
 5. **Training Report:** Review Heat Exhaustion, REACH helicopter, Wildland drill, Pacific Reefs, Upcoming possible practice burn in Manchester August 17th CPR recert
 - c. Review and discussion of chief's report.**
 - d. Other fire department business:**
 1. **BBQ Report:** Went very well! Thank you to Gary Moraga and Joe Goforth. Approximately 700 attendees and \$9,000 earned.
 2. **Sam Levine air compressor report:** Burton's Fire in Modesto to assemble, referred from Fort Bragg Fire.
 3. **Truck Committee formed:** Williams, Wall, Roat, Riley, Anderson, Goforth, Brown – committee meeting to occur Monday at 7pm. *JULY 22ND.*
 4. **Assistant Chief position** Marshall Brown appointed to fill vacant Assistant Chief position by Chief Ted Williams. All in favor. *MARSHALL BROWN TAKING OVER*
 - e. Adjournment at 8:55pm.** *BRAD MONTGOMERY'S POSITION*

Commence: 9:05

- 2. Board of Directors meeting.**
 - a. Call to order** by President Rich Riley. Board members present: Ken Matheson, Scott Roat, Sam Levine. Bob Canclini, absent.
 - b. Approval of agenda**
- 3. Approval of minutes of June 13, 2013 regular business meeting and June 18, 2013 Special Meeting and June 24, 2013 Special Meeting:** Minutes approved, 4-0 in favor.
- 4. Recognition:** The Board would like to thank Brad Montgomery for his time and contributions as Maintenance Officer during his tenure.
- 5. Public Comment:** Mike Issel introduced.
- 6. Financial Report:** Ken presents Financial report; vehicle maintenance category increased from 20K to 30K, 4-0 in favor.
- 7. Items for Board Consideration and possible action:**
 - a. Maintenance Officer:** Duties and responsibilities list – minimize to basics and refer out for repairs. Goal to find qualified mechanic and interface with maintenance officer.

*APPROVED AT AUG. 8, 2013 REG. BUS. MEETING
PRES. R. RILEY*

- b. **Fire Department personnel:** Chief recommends Chris Wall for membership, approved 4-0.
- c. **Procurement Policy Revisions:** Ken moves to approve, 4-0 in favor.
- d. **Revised Bylaws:** Ken moves to approve, 4-0 in favor.
- 8. **Board Organization:** Tabled.
- 9. **Correspondence:** Provided.
- 10. **Committee Reports:**
 - a. **Encroachment:** Board awarded project to John Shandel Construction at June 18, 2013 Special Meeting.
 - b. **SCBA Project:** Sam Levine comments in operations meeting.
 - c. **Vehicle Replacement:** Discussion re: Tender 8191 and Type I Pumper 8182 – may make getting grants easier.
 - d. **Grants:** Anderson has no report. Hire a grant writer? Review firegrantshelp.com. Steve Orsi of Fort Bragg Fire writes grants and will help. Need to revise and implement reporting system for FEMA. Provide vehicle map within District.
- 11. **Director's Discussion:**
 - a. Erica Geer reported an accident involving her parked truck and a fire department vehicle at a department work party sorting dive gear contributed by Fish and Game, approximately 2 ½ months ago. Ken notified our insurance company, GSRMA Management. They will be talking to Erica regarding details.
 - b. Officers need to go to Ukiah to register for elections before end of month.
 - c. PO Box 101 to be maintained – voted 4-0 in favor. Call Carolyn Latkin.
- 12. **Next Meeting: Thursday, August 8, 2013, 7:00 p.m.**
- 13. **Adjournment: 9:49pm**