

Handwritten notes:
3-11-2015

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT

MINUTES

BOARD OF DIRECTORS SPECIAL ANNUAL EVALUATION MEETING

Albion School, 30400 Albion Ridge Rd., Albion Ca.

February 4, 2015

The purpose of this meeting was to critique performance of the Board this past year, evaluate the performance of the fire chief, and discuss planning strategies for the coming calendar year.

1. **The meeting was called to order at 7:00** by President Skyhawk with a quorum present.
2. **Attendance:** Board Members: Chris Skyhawk, Bob Canclini, Sam Levine, Rich Riley and Scott Roat; Bookkeeper Sara Spring; Chief Ted Williams; and Fire Fighters: Michael Issel, John Oakley, Marshall Brown, Andrea Pennebaker, Michael Rees, Andrew Crowningshield, Jaime Placido, Ben Jackson, Citlali Calvillo, Craig Hathaway, Debbi Wolfe, Steve Wolfe and Joe goforth.
2. **Public Communication to the Board.** No members of the public were in attendance.
- 3 **Travel Reimbursement for Firefighters** will be based on the IRS rate with no minimum or maximum limits.
4. **Annual Evaluation Topics for Discussion:**
 - a. Assessment of Board paperwork including correspondence, handouts, minutes and agendas, updates to Board Member folders reflecting actions taken in the past year and assignment of tasks. The President will handle all correspondence to and from the Board. Meeting Agenda, Approved Minutes, Correspondence, chief's report and other documentation presented at the meeting will be included in the Record Books at Station 811 by the Secretary. The Bookkeeper will post all correspondence, approved minute, correspondence, chief's report and documents presented at each Board meeting on the WEB Site. Sam pointed out that the documentation for February, June, October, November and December of 2014 were missing from the record books at 811. Sam & Rich will try and fix.
 - b. Financial Assessment: The spending plan for the coming year and beyond, including Measure M funds, is to be developed. We need to secure an auditor. It was pointed out that our fiscal year is July 1st to June 30th the following year.
 - c. Michael Issel presented a tabulated list of projects and decisions that have been discussed in the past as follows:

List of Publicly Considered ALRFPD Projects Awaiting Prioritization Funding and/or Action Decisions

Projects Under Discussion	Location	Assigned	Quote	Pending	Action
Assign 811 Swamp as Capitol Loss & End discussion for more work / building vehicle shed at 811	811	SL +MI	Draft	Probing	Study
Compressed Air Foam System 8162 > Board Priority: Quick Suppression or ISO Conformance?	8162	MI +TW	Y	Schedule	Approved
Painting/Labeling Tender 8190 to identify and acknowledge civic donors (pending light-bar welding)	812	TW	Pending	Schedule	Approved
Electric Fire Repairs at 810 pending permit. Completion projected March or April	810	JG+SL	Draft	Permit	Approved
Approach Strategy Toward Potential District Acquisition of 810 land & CalTrans Smart Streets Grant	NA	CS +MI	Pending	Meeting	Explore
Clarification of formalized nonprofit deep-pocket fundraising – Clarify contribution recipient process	NA	CS +BC	Pending	Meeting	Explore
Actions Undertaken Resulting from ISO review – Clarify ongoing requirements to facilitate action	NA	JG +TW	Meet	Review	Approved
12-year planning document of strategies and tactics to accomplish our Mission Statement Goals	NA	RR +JP +TW	NA	Meeting	Approved
810 Range Hood Installation / Water Heater Vent & Operation / Room Heater Operation	810	KS +JG	Draft	Parts	Approved
Fire Chief Evaluation Protocol Models Reviewed and Conditioned for ALRFPD Organization	NA	SR +JG	NA	Research	Approved
810 Short Term Repairs: Cover Wall Holes & Range Window / Prepare for Public Access	810	JG+SL	Y	Permit	Approved
810 Clean-Up & Move Junk Out	810	-	NA	Y	None
810 Large Compressor Move / Replace doors with modified wheel rollers / Repair Outside Light	810	JG+SL	Draft	Parts	Approved
811 Station Upgrade within existing structure to accommodate longer trucks & South climbing loft	812	SL	Pending	Research	Approved
812 Station Upgrade to accommodate additional tender / engine > install accessory metal siding	812	KS	Pending	Y	Approved
Water Tender Headlight Replacement w Xenon Upgrade	8192	MI	Draft	Time	Approved
Web Pub Board Minutes 2014-15 / small engine & equipment operating manuals (>> operations)	NA	SL+SS		Y	Approved

Whole Building MOV Inductive Surge Suppression @ meter box for electronics protection	All	JG	Draft	Parts	Approved
812 Porta Potty Selected / Improve Window Ventilation / Create Ladder Projection Hole for 8162	811	SS+	Verbal	Vendor	Approved
Vehicle ID Numbers & District Decals / all Trucks ~ \$1500	All	TW	Draft	Schedule	Approved
Staging Area Cleanup / Storage & Fire Training Shipping Container – Out of Public View	812	Discussed	Pending	Research	Approved
Vehicle Check List for Responsible Driver Operator – Performed Periodically as Operations Training	ALL	MB +MR	NA	Meeting	Approved
Plans & Decision for Replacement and/or Backup of Engine 8181 to maintain ISO rating	812	MB +TW +MR	Pending	Meeting	Approved
Board Discussion Awaiting with FD Aux to Discuss Fund xfers, check disposition, fund raising, etc.	NA	CS +BC	Pending	Meeting	Approved
Board Discussion and Direction How Maintain Call Info & Transcribing for FEMA Reporting	NA	DW +TW	NA	Meeting	Approved
Resolve Timely Information Gathering For Call Log Deadline By Sunday Noon	NA	DW +TW	NA	Meeting	Approved
Awaiting Community Meeting to Best Employ District CalFire SRA Funds Before Rescinded	NA	CS	NA	Research	Approved
Aux, Board & FD Roster Update and Distribution Via Secured Web Page	NA	DW +SL	NA	Meeting	Approved
Price Estimates of Replacement Fire Vehicles to Bracket Grant Writing Proposals (Ben's Dear Lady)	NA	MR +TW	Pending	Research	Approved
Establish Criteria & Initiate Volunteer Recruitment Program to Increase Response Options	NA	CS +TW	Research	Meeting	Approved

Note that this listing includes station(s) planning, equipment and water needs. This list has been annotated based on the discussions during the meeting

- d. Based on the level of applause, our evaluation of Fire Chief Ted Williams, was superb. Scott and Joe, with the help of Ted, will come up with a list of skills that can be used in evaluating the fire chief in the future

5. Open discussion on topics of concern for year 2015

- a. Hold fewer combined meetings of the Board with the Firefighters. Perhaps joint meetings every other month or even Quarterly would be more appropriate. Full attendance of the firefighters would be requested when we do have combined meetings. It is highly desirable that we maintain our good relationship between the two groups. We do not want "them versus us" as

has Happened in the past. If possible, these joint meetings should have light agendas to make better use of the firefighters times.

- b. The department needs to have more work parties, checking engines together rather than meeting to discuss the need to check.
- c. At department only meetings, which can be closed to the public, they can openly discuss incident reviews, especially medical calls which must be confidential.
- d. **6. Adjournment was at 9:30 pm.**