

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

Thursday, March 8, 2012, 7:00 pm, Station 810, 33900 West Street (behind Albion Grocery), Albion, CA
7:00-7:30pm (longer if necessary)

Fire department operations meeting.

Roll call: Firefighters present: Chief Ted Williams, Scott Roat, Erica Geer, Marshall Brown, Dennis Sweet, Andrew Crowningshield, John Crowningshield, Brad Montgomery, Andrea Pennebaker, Citali Calvillo, Jesse Martin, Harolde Searles, Joshua Smith, Sam Levine, Joe Goforth, Debbie Wolfe, Steven Wolfe, Michael Rees, Jamie Placido, Emily Scott, Adam Matthews, and Guy Casey. Firefighters absent: Jason Hendricks, Tim Gitchel, Andy Gitchel, Jonathan Peakall, Chadwick Thompson, Meghan Frend, David Ayster, Steven Acker, Donald Gomes, Chris Johnson.

Chief's Report: See attached below.

Review and discussion of chief's report: General discussion. No detailed report.

Station 811Flooring: Item skipped.

Other fire department business: None recorded.

Adjournment: 8:30 pm

Board of Directors business meeting call to order and determination of a quorum: Meeting called to order by Board President Alan Taeger at 8:30 pm. Board members present: Ken Matheson, Rich Riley, Ed Petrykowski and Terry Kemp.

Public communication to the Board: None.

Items for Board consideration and possible action on fire department operations.

Fire department personnel: The Board reviewed new probationary volunteer firefighter applicants recommended by the chief for employment. The Board voted unanimously to accept recommended candidates Joe Goforth, Donald Gomes, and Guy Casey for employment as probationary volunteer firefighters.

Apparatus plan: District wheeled apparatus configuration preferences and needs were discussed aided by an apparatus report prepared by Assistant Chief Brad Montgomery. A verbal consensus was reached for a comprehensive wheeled apparatus plan. A written plan will be presented for review and possible vote to adopt at the April 12, 2012 regular business meeting.

Apparatus purchase:

Water tender: The Board reviewed a recommendation for the purchase of a water tender and voted unanimously on a motion by Alan to allocate up to \$50,000 to purchase a water tender, said allocation to include all expenses for acquisition of the vehicle (evaluation, purchase, transportation, taxes, etc.).

Compressed air foam system: The Board reviewed a recommendation for the in-house installation of a compressed air foam system onto an existing District owned type 6 quick attack/rescue vehicle (8131) and voted unanimously on a motion by Rich to allocate up to \$5,000 for the installation.

Station 811 (D Road) painting: Erica requested and received one estimate for the painting of the exterior of Station 811. After some discussion Erica agreed to seek additional estimates and the matter was tabled until the April 12, 2012 regular business meeting.

FY 2011-2012 budget review and revision: The Board reviewed recommended changes to the current FY budget. The Board voted unanimously to add \$1,000 to category 86-2140 (medical, lab supplies), re-inscribe category 86-2185 (medical, dental services) with an allotment of \$5,000, and add \$25.00 to category 86-2210 (rents and leases buildings and grounds) on a motion by Ken.

Previous meeting minutes: The minutes of the February 9, 2011 regular business meeting, the February 17, 2012 special meeting (expense approval request) and the revisions of the minutes of the January 12, 2012 regular business meeting were unanimously approved as presented on a motion by Ed.

Communications to the Board: See attached list.

Financial report: Current financial statements for the District were presented.

Items for consideration and possible action:

Special fire and rescue tax appeal policy: The Board reviewed and discussed a proposed revised special fire and rescue tax assessment appeal policy presented at the February 8, 2012 regular business meeting. The Board voted unanimously on a motion by Ken to adopt the proposed policy

Bylaws amendments: The Board reviewed and discussed proposed District bylaws amendments and additions. Proposed amendments are to be considered for revision and/or adoption at the April 12, 2012 regular business meeting.

Policy amendments: The Board reviewed and discussed proposed new District policies and proposed amendments to existing District policies. Proposed policies and policy amendments are to be considered for revision and/or adoption at the April 12, 2012 regular business meeting.

Operations manual amendments: The board reviewed and discussed proposed amendments and additions to the Fire Department Operations Manual. Proposed amendments and additions are to be considered for further revision and/or adoption at the April 12, 2012 regular business meeting.

Station 815 (Navarro Ridge) property lease renewal: The board reviewed and voted unanimously on a motion by Alan to approve a proposed four year property lease renewal agreement at the Navarro Ridge station location.

Committee reports:

New fire station committee. See below

Vehicle committee: No report.

Parcel tax committee: Parcel tax appeal to be placed on April 12, 2012 regular business meeting agenda.

Directors' discussion:

Fire station project. The Board discussed the state of the fire station project, how to move the project forward, and how the project relates to a recent offer of donation to the district of property in Albion Village.

Conflict of interest statements. The Board is reminded of the requirement to file an annual conflict of interest statement. Forms were available at the meeting, were filled out and returned to Alan.

Next scheduled regular business meeting: April 12, 2012, 7:00 pm.

Adjournment: meeting adjourned at 9:36pm.

Attachments

Fire Chief's Report, 8 March, 2012, by Ted Williams

Applications Received

Joe Goforth (returning, approved by Chief, subject to board review)

Donald Gomes (approved by Chief, subject to board review)

Purchases (noteworthy, not exhaustive)

Hose washer

(We're shopping for a portable hose roller. Together, these devices should make better use of volunteer firefighters' time. Cleaning, rolling and bunking hose is a significant undertaking at training sessions and incidents.)

(8) Book: Essentials of Fire Fighting and Fire Department Operations (5th Edition)

Received: draft fittings from JME

(5) Minitor V pagers, 2 channel with stored voice

(5) TK-2170 handheld radios

Numerous pairs of firefighter wildland boots.

\$2000+ medical supplies order.

Hit our budget limit. I'd like to increase the budget. I want to stock all med bags (including those on engines) with blood pressure multi cuff sets.

Incident Log

In the intervening period between the Albion-Little River Fire Protection District regular meetings held Thursday, February 9th and today, March 8th, we were dispatched and responded to eleven incidents consisting of 6 medical aid, 1 power line down, 1 residential smoke check (false), 1 traffic collision, 2 structure fires (one with entrapment).

2012000984 02/12/2012 12:59:48 MEDB

31680 KING SALMON LN ,ALBI

Ted Williams (IC)

Jonathan Peakall

Scott Roat (8130)

cancelled incoming

2012001004 02/13/2012 07:08:50 HSE

32600 MIDDLE RIDGE RD ,ALBI

electric line down, smoke showing, resolved by PG&E

Ted Williams (IC, 8162)

Erica Geer

Chris Johnson (8165)

Scott Roat

Brad Montgomery (8163)

Jaime Placido

Tim Gitchel

Andrea Pennebaker

Citlali Calvillo

Marshall Brown (8131)

cancelled incoming

2012001037 02/14/2012 00:15:51 MEDB

THE WOODS @ 43300 LITTLE RIVER AIRPORT RD ,LITR

space 104
Marshall Brown (IC, 8131)
Ted Williams
Brad Montgomery
Scott Roat
John Crowningshield
Jaime Placido
cancelled incoming
2012001059 02/14/2012 14:30:23 FFA
6744 LITTLE RIVER I RD
Mendocino mutual aid
John Crowningshield (first on scene)
Marshall Brown (IC, 8131)
Ted Williams (8162)
Brad Montgomery (8192)
Scott Roat
Dennis Sweet
cancelled incoming
Erica Geer
2012001140 02/17/2012 22:10:17 FSR
41801 LITTLE RIVER AIRPORT RD ,LITR
structure fire, fully involved on arrival
Marshall Brown (IC, 8131)
Ted Williams (IC, 8162)
Brad Montgomery (8192)
Tim Gitchel
Andrea Pennebaker
Jesse Martin
Jaime Placido
Harolde Searles (8130)
Jason Hendricks (8170)
John Crowningshield
Dennis Sweet
Scott Roat (Ops)
Josh Smith
Erica Geer
2012001192 02/20/2012 14:59:44 FSR
3800 ALBION RIDGE RD ,ALBI
structure fire, entrapment
Mendocino & Elk mutual aid
Ted Williams (8162, IC)
Brad Montgomery (8163, Ops)
Andrea Pennebaker
Tim Gitchel
Marshall Brown
Andrew Crowningshield
Scott Roat
Michael Rees
Andy Gitchel
Emily Scott
Harolde Searles
Dennis Sweet
Jaime Placido
cancelled incoming
Erica Geer
2012001220 02/22/2012 08:52:55 MEDC
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #98 ,LITR
Ted Williams (IC)
Scott Roat
John Crowningshield (8131)
Tim Gitchel
cancelled incoming
2012001289 02/25/2012 05:30:34 MEDD
41700 LITTLE RIVER AIRPORT RD ,LITR

road 16
Marshall Brown (IC)
Andrea Pennebaker
Andy Gitche
Andrew Crowningshield
John Crowningshield
Sam Levine
Tim Gitche
cancelled incoming
2012001347 02/27/2012 21:33:00 PAP/MEDA
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #8 ,LITR
Marshall Brown (IC, MedGroup)
Andrew Crowningshield (8131)
John Crowningshield
Ted Williams
Scott Roat
Sam Levine
cancelled incoming
Erica Geer
2012001377 02/29/2012 11:48:34 MTC
33400 ALBION RIDGE RD ,ALBI
Ted Williams (IC, 8162)
Harolde Searles (Ops, 8132)
Brad Montgomery (8163)
Debbi Wolfe
Steve Wolfe
Dennis Sweet
Erica Geer
John Crowningshield
Jonathan Peakall (drive by)
Josh Smith
Sam Levine (8131)
Scott Roat
Tim Gitche
Andrew Crowningshield
2012001547 03/07/2012 22:43:51 MEDA
THE WOODS @ 43300 LITTLE RIVER AIRPORT RD #10 ,LITR
Marshall Brown (IC, MedGroup)
John Crowningshield (8131)
Ted Williams
Brad Montgomery
Scott Roat
Sam Levine
cancelled incoming
Erica Geer

Training Completed:

02/11-12/2012 - Fire Academy - Hoses/Nozzles/Appliance (16 hours)
Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido
02/14/2012 - Riggers @ Mendocino Fire (2 hours)
Andrew Crowningshield, John Crowningshield, Chadwick Thompson
02/16/2012 - Trauma: TRA, Backboard, C-Spine (Nat Norling, paramedic, 90 min)
Marshall Brown, Citlali Calvillo, John Crowningshield, Erica Geer, Andy Gitche, Tim Gitche, Jason
Hendricks, Sam Levine, Jesse Martin, Brad Montgomery, Jaime Placido, Josh Smith, Dennis Sweet, Ted
Williams
02/21/2012 - SCBA @ Comptche Fire (3 hours)
Marshall Brown, John Crowningshield, Meghan Frend, Erica Geer, Tim Gitche, Adam Matthews, Brad
Montgomery, Andrea Pennebaker, Michael Rees, Chadwick Thompson
02/23/2012 - Vehicle Extrication (Dave Thorpe, Jonathan Peakall, 3 hours)
Marshall Brown, Andrew Crowningshield, John Crowningshield, Erica Geer, Andy Gitche, Tim Gitche,
Sam Levine, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Jaime Placido, Michael Rees,
Scott Roat, Harolde Searles, Josh Smith, Dennis Sweet, Chadwick Thompson, Ted Williams, Debbi
Wolfe, Steve Wolfe
02/24-25/2012 - Fire Academy - Ladders (12 hours)
Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido

02/25/2012 - Small pump on 8131 (1 hour)
Marshall Brown, Adam Matthews, Andy Gitchel, Tim Gitchel
02/26/2012 - 8162 Engineering, nozzle
Ted Williams, Steve Wolfe, Debbi Wolfe
02/28/2012 - SCBA @ Comptche Fire (3 hours)
Marshall Brown, John Crowningshield, Meghan Frend, Erica Geer, Tim Gitchel, Adam Matthews, Brad Montgomery, Andrea Pennebaker, Michael Rees, Chadwick Thompson, Brad Montgomery
03/01/2012 - Dump Tank/Portable Pumps/Engineering/Drafting 8170, 8163, 8192 (3 hours)
David Ayster, Marshall Brown, Citlali Calvillo, Andrew Crowningshield, John Crowningshield, Andy Gitchel, Tim Gitchel, Joe Goforth, Jason Hendricks, Kristine Hendricks, Adam Matthews, Brad Montgomery, Jaime Placido, Michael Rees, Scott Roat, Josh Smith, Dennis Sweet, Ted Williams, Debbi Wolfe, Steve Wolfe, Sam Levine, Adam Matthews, Jonathan Peakall, Andrea Pennebaker, Harolde Searles, Chadwick Thompson
03/02-03/2012 - Fire Academy - Auto Extrication (12 hours)
Brad Montgomery, Josh Smith, Emily Scott, Dennis Sweet, Jaime Placido
03/03/2012 - Water Training @ Mendocino Fire (4 hours)
Andrew Crowningshield, John Crowningshield, Tim Gitchel, Andrea Pennebaker
03/03/2012 - Engineering 8170 (2 hours)
Marshall Brown, Adam Matthews, Don Gomes
03/03/2012 - Engineering 8192 (1 hour)
Marshall Brown, Jason Hendricks
03/03/2012 - Medical briefing (1 hour)
Marshall Brown, Joe Goforth
03/07/2012 - Apparatus (backing) Training (90 minutes)
Sam Levine, Scott Roat, Debbi Wolfe, Steve Wolfe

Trainings Planned:

CalFire will begin assisting with fire training on March 15 and 29
We plan to continue sending firefighters to Mendocino and Comptche training sessions.
Harassment Training at Mendocino Fire, 3/11/2012, 1900 station 840
Marshall Brown and Andrew Crowningshield will be trained by Comptche Fire to use the SCBA Fit testing device on 03/10/2012.
Sheriff's Search & Rescue (dive team) first Tuesday
Riggers in Mendocino on March 13
Boat training 1st Tuesday with Mendocino Fire
Medical training on March 22
Mendocino Engineering on March 17
Propane Drill in Fort Bragg, March 16 (Harolde, John, Andrew, Scott, Marshall committed)
Smoke drills @ Comptche Fire, March 13

Fund Raising, Gifts, Service Fees:

Albion-Little River Volunteer Fire Department, Inc received \$400 from two the Little River Inn concert series events. A third event is scheduled for Sunday, March 11.

Development:

Research of Compressed Air Foam Systems options continued. Firefighters, the chief and the board should discuss, approve the concept and execute on purchase of an initial unit.

The recent structure fires have highlighted the need for additional water transport vehicles. We have been brainstorming tender requirements.

The Office of State Fire Marshall has graded the written tests from the January Driver/Operator 1A course. Marshall Brown and Jaime Placido are now fully licensed and signed off to respond all district vehicles.

The Albion River Flat has generously offered space near the water for a district shipping container. Placing the boat within close proximity to the water will significantly reduce response time to ocean/river incidents.

Tim Gitchel has be diligent in tuning the jet ski and boat.

We have a significant water rescue team forming. Lifeguard and rescue dive certification is on the horizon.

Received written estimates from L.N. Curtis & Sons for SCBA facepieces and structure turnouts. I'd like to execute on the structure turnouts and facepieces without voice amplification.

\$345/each - facepiece without audio amplification (quantity 20)

\$627/each - voice amplification system (quantity 20)

\$955/each - structure coat, FEMA, CAL-OSHA approved (quantity 12)

\$675/each - structure pants, FEMA, CAL-OSHA approved (quantity 12)

Submitted a draft application for California Department of Justice LiveScan account to board member Alan Taeger for review.

Station Maintenance

A written estimate for repainting of station 811 was received from Greg Andree Painting. "Wash all surfaces with Jomax house cleaner. Scrape, sand and prime bare wood as required; Caulk and spackle as required; Paint two top coats body color and trim color (your choice) with Benjamin Moore Aura exterior paint; Total Estimated cost Labor and materials \$5625.00"

Station 812 was cleaned and organized on February 25. The district's container was emptied in preparation for relocation. Marshall Brown, John Crowningshield, Andy Gitchel, Tim Gitchel, Adam Matthews, Sam Levine.

Vehicle Maintenance

Tender 8191

Still at Fort Bragg Diesel.

A steering specialist will be onsite with 8191 today (March 8) to assess steering parts availability.

Engine 8181

Batteries are bad. We will swap batteries with engine 8182 (retired).

Draft (suction) hardware

Parts arrived, including PVC hose, fittings, and bands.

Enough to equip the entire fleet with 2.5" draft hoses. All hoses will use NST threads to interface with all our trucks.

The draft inlet on 8192 will be converted from cam-lock to NST.

8191 will remain cam-lock inlet but with a draft hose that converts to NST.

Engine 8182 (retired)

Fully unstocked, no longer insured.

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT BUSINESS MEETING MARCH 8, 2012 COMMUNICATIONS TO THE BOARD

2/14/12 Alan received a letter from Jane Person, president, League of Women Voters, inviting us to their "Meet & Greet Your Elected Officials" reception on Friday, March 16, 2012 from 5 to 7 pm. RSVP

2/15/12 District received GSRMA Winter 2012 newsletter.

2/21/12 Alan sent letters to Stacey Weil-Dye, Terrence Weil-Dye and Oliver Seeler with notification that they have been offered annual expense compensation for calendar year 2011.

2/29/12 Alan received email from Ted with Brad's apparatus overview report attached. Several follow-up emails were sent between Alan and Brad with clarifying information.

3/1/12 Alan received a letter from CSDA seeking CSDA leadership candidates.

3/2/12 Alan received a notice from The California Debt and Investment Advisory Commission with an agenda for a municipal market disclosure seminar to be held May 3, 2012.

3/7/12 Alan sent an email to County Counsel Jeanine Nadel with a request for review of the current proposed changes in the district's bylaws and policies.

3/7/12 Alan placed a phone call to Bob Schlosser, LSN Design, to inquire about progress on building plans. He said he has been in contact with Empire Steel Buildings

and that the last of the “red line” drawings would be returned to LSN soon.
Bob said he would keep Alan informed of progress.

3/7/12 District received a letter of appreciation for Albion Little River Fire Department response to the Road 16 fire last month, accompanied by a donation of \$150.

3/8/12 Alan received an email from County Counsel Jeanine Nadel in reply to Alan’s email request of 3/7/12.

Minutes approved as presented by unanimous vote of the board of directors at the April 12, 2012 regular business meeting.