

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT REGULAR MEETING MINUTES

Wednesday, January 13, 2016, 7:00pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Called to order 7:07 pm. All board members present (Skyhawk, Issel, Taeger, Wolfe, Roat).
2. **Previous meeting minutes:** Minutes of the December 9, 2015 regular business meeting approved as revised.
3. **Public communication to the Board:** None.
4. **Financial Report:** Current financial statements for the district were presented.
5. **Chief's Report:** Written monthly report presented. To be attached to board packet. Ted spoke of discovery at the chief's monthly meeting earlier in the day of a project undertaken by the Mendocino Fire Safe Council (FSC), under contract to CalFire, to update the county's Community Wildfire Protection Plan (CWWP). This plan is used for the basis of disbursement of funds to the county from SRA fees and has not been updated for 12 plus years. Ted is concerned that outreach by FSC to the county fire districts has been weak regarding this plan update and that lack of input will adversely affect potential grants to the county and its districts in the future.
6. **Items for Board consideration and possible action:**
 - a. **Proposed "Travel Policy" and alternatives, including proposed Operations Manual changes** were presented, discussed. Revised proposals to be presented for adoption at February 10, 2016 regular board meeting.
 - b. **Local Agency Formation Commission candidate election ballot** presented, discussed. Candidate Charles "Tony" Orth selected by 5-0 vote of the board.
 - c. **Budget adjustments:** Budget item 862170 "Office Expense" increase to \$2,600.00 from \$600.00 approved by 3-2 majority vote of the board. Budget item 82220 "Small Tools and Supplies" increase to \$9,000.00 from \$4,000.00 approved by 5-0 vote of the board.
7. **Committee reports:**
 - a. **Critical incident counseling:** No report.
 - b. **Compressed Air Foam System:** Mike Issel reported schedule for installation of correct CAFS pump on Engine 8162 (now in possession) on or about January 18, 2016 at FB Diesel. System scheduled to be on-line by end of January or beginning of February.
 - c. **Station 811 building modifications:** Mike Issel reported having a consultation with Bob Schlosser, AIA, who has agreed to continue working pro bono on plans for modifications to the existing building at Station 811. Bob is hopeful we can obtain permits without needing to submit plans to the Coastal Commission.
 - d. **Apparatus replacement:** Mike Issel reported his plan to meet soon with a Pierce Apparatus Company representative to confirm specifications and price for a new Type II engine.
 - e. **MCAFD:** Alan Taeger reported highlights of MCAFD meeting December 16, 2015. Minutes from meeting to be attached to packet.
 - f. **Station 813 easement:** Scott Roat reported that he has been unable to contact owner of property to the west of Station 813 by telephone. He will try to contact both property owners by telephone and in writing. Scott proposed to ask the chief title officer of the title company he works with to craft a draft easement proposal.
8. **Directors discussion:**
 - a. **Agenda formatting and scheduling:**
 - i. **Consent calendar:** Board discussed and reached consensus to try to streamline board processes by use of a consent calendar at board meetings. Mike Issel requested listing of pending action items as old business consent items.

Minutes approved as corrected by a majority vote of the Board of Directors at the February 10, 2016 regular business meeting.

- ii. **Document submission timing:** Board discussed and reached consensus to try to provide meeting materials for the board packet a minimum of five to seven days before dates of meetings.
 - b. **District checking account signature cards:** Debbi Wolfe reported that she will coordinate new signature cards for all district accounts at the Savings Bank of Mendocino County.
 - c. **District credit card:** Bookkeeper Sara Spring agreed to coordinate the issuance of a district Bank of the West Visa credit card to Alan for use for purchases of office supplies and equipment. Alan asked for a \$5000 spending limit; Debbi recommended a smaller amount, and Scott stated he thought the amount excessive for a \$2,600 budget category. Alan said he would review office equipment needs/options with the board before purchasing.
 - d. **District mail distribution:** Board discussed and reached consensus that Chief Ted Williams will continue to check PO Box mail, check and approve arriving invoices to be distributed to bookkeeper Sara Spring for payment, distribute non-invoice US Mail correspondence to Secretary Alan Taeger's box at Station 810 and notify Alan by phone or email of correspondence waiting to be distributed. Alan will record receipt of correspondence, distribute to board member addressee box at Station 810 and notify addressee by phone or email of correspondence waiting to be picked up.
 - e. **Fire department personnel categories:** Board discussed proposed addition of fire department non-firefighter personnel categories to allow for response to incidents by qualified special responders and emergency non-roster personnel. Alan agreed to examine possible changes to bylaws and Operations Manual to allow flexibility in use of available special responders for future board review.
 - f. **Other items of Board concern:**
 - i. Scott Roat submitted a draft of proposed changes to district bylaws for future consideration.
 - ii. Debbi Wolfe, on behalf of Carolyn Latkin, requested use of district freezers at Station 812 for temporary storage of food by the sister cities association. By discussion and consensus it was determined that such use would be an unlawful "gift of government resources".
9. **Meeting schedule:**
- a. **Special meeting:** Parcel tax appeal hearing, Thursday, January 14, 2016, 6:00pm, Albion School.
 - b. **Annual special evaluation session:** Wednesday January 20, 2016, 6:00pm, Albion School.
 - c. **Next regular business meeting:** Wednesday, February 10, 2016, 7:00pm, Albion School.
10. **Adjournment:** 10:36 pm.