



Albion Little River Fire Protection District

RESCHEDULED REGULAR MEETING MINUTES

Wednesday, April 20, 2016, 7:00 pm, Albion School, 30400 Albion Ridge Road, Albion, CA

1. **Call to order and determination of a quorum:** Meeting called to order at 7:01 pm by Vice President Michael Issel. Board members Alan Taeger, Debbi Wolfe, Scott Roat present. President Chris Skyhawk absent. Also present were Chief Ted Williams, Bookkeeper Sara Spring, Shirley Hollowed and Susie Kitahara of the Albion Little River Fire Auxiliary, and one member of the public.
2. **Public communication to the board:** None.
3. **Report from Albion Little River Fire Auxiliary:** ALRFA members Shirley Hollowed and Susie Kitahara presented a request for ALRFPD board members to participate in the annual barbeque fundraiser to be held July 9, 2016. As part of their request they asked that the board be responsible for identifying and inviting special guests, who will be provided complimentary dinner tickets.
4. **Closed Session:** Adjourned to closed session at 7:10 pm for conference with Legal Counsel-Anticipated Litigation. Significant Exposure to Litigation-One Case. Gov. Code Section. 54956.9 (d)(2).
5. **Report of action taken in closed session:** Reconvened open session at 7:46 pm. No action to report.
6. **Consent calendar:** Item d. pulled from consent calendar by Debbi Wolfe for separate consideration. Item e. pulled from consent calendar by Michael Issel for separate consideration. Balance of consent calendar approved by unanimous vote of board members present on a motion by Alan Taeger.
 - a. **Approval of the March 9, 2016 regular meeting minutes.**
 - b. **Approval of the March 14, 2016 special meeting minutes.**
 - c. **Approval of the April 2, 2016 special meeting minutes.**
 - d. **Acceptance of the monthly correspondence report.** Debbi Wolfe requested that the facsimile of the thank you card and donation check be removed from the current meeting board packet. Report approved as amended by unanimous vote of board members present on a motion by Debbi Wolfe.
 - e. **Acceptance of the monthly financial report.** Michael Issel requested that the report be considered and discussed in conjunction with agenda item 8.e.
7. **Chiefs report:** Chief's written report included in meeting packet.
 - a. Michael Issel requested that written report be modified to include name of Peter Nolan as a donor of the fire engine.
 - b. Alan Taeger requested that the word "draft" at the top of the monthly chief's report be removed from the report if the report was indeed the final report for the meeting.
 - c. Chief Ted Williams reported that a donation to the district of an estate's physical assets was pending with an approximate assessed value of \$50,000. Details to follow at a future date.
8. **Items for consideration and possible action:**
 - a. **Strategic planning grant project:** Michael Issel proposed acceptance of a strategic plan proposal from Heather Paulsen Consulting from among three proposals considered. After discussion, item was tabled pending review of Heather Paulsen Consulting proposal by the rest of the members of the board.
 - b. **CSDA membership 2016 annual dues payment:** Dues payment made by bookkeeper prior to meeting. No action taken.
 - c. **Apparatus replacement lease-purchase financial report requirements:** Final specifications for a new Type I fire engine vetted by Chief Williams and the officers of the fire department were presented. Michael Issel presented two Pierce engine quotations: \$459,208.75 if 100% pre-payment made within 15 days of contract signing, or \$479,069.07 if Payment Due made at time of delivery. Alan Taeger made a motion to accept the specifications as presented and to confirm previous authorization for Michael

Issel to pursue options for financing the purchase. Motion passed by unanimous vote of board members present.

- d. **Donated Fire Apparatus:** Options discussed for donated 1989 Seagrave type I fire engine (put in use or liquidate). Further discussion to be continued when the donated apparatus is delivered to the district and can be evaluated for suitability of use by the fire department. No action.
- e. **Financial record keeping/audit:**
 - i. Consider changes to bookkeeper duties, financial reports formatting, bank statement reconciliation procedures. This item, along with item 6.e. above tabled pending consideration at a special meeting due to present meeting time constraints.
 - ii. Auditor selection for FY 2015-2016 bi-annual audit. Motion made by Debbi Wolfe, seconded by Scott Roat to retain current auditor for FY 2014-15, 2015-16 bi-annual audit. After discussion a substitute motion was made by Debbi Wolf, seconded by Alan Taeger to create a request for proposal (RFP) to solicit potential bidders for the audit. Substitute motion passed by unanimous vote of board members present. Debbi Wolf volunteered to create language for RFP.
- f. **Proposal to relocate district office from Station 811 to Station 810:** Proposal tabled until it can be determined whether office use of Station 810 is permitted by county authorities. Alan Taeger will investigate.
- g. **Proposal to notify Albion Little River Volunteer Fire Department, Inc. to remove records from district property:** Proposal tabled in conjunction with item 8.f. above.

9. Committee reports:

- a. **Compressed air foam system – Issel:** System still needs to be calibrated. There are some warning lights on, diagnostic equipment no closer than San Rafael. Decision to be made whether need is great enough to take engine out of service and transport to diagnostic facility.
- b. **Station 811 building modifications – Issel:** Issel arranged a meeting with Bob Schlosser, architect and Lee Welty, engineer to consider possibility of reconfiguring existing Station 811 building. Alan Taeger also attended. Initial discussion focused on concept of accommodating three vehicles by moving Station 811 south facing bay doors to face westward and adding an additional southern bay. Rough estimates for such conversion construction costs ranged between ~\$200K to ~\$250K. Discussion then progressed to metal building construction alternatives, estimates for which might range between ~\$100K to ~\$150K. The concept of leaving Station 811 intact, while constructing a two vehicle bay metal building adjacent to 811 within the same footprint of our previously approved larger building construction site was offered. It was agreed to confirm metal building construction concept feasibility with county planning and building. Schlosser later confirmed by email that this option was acceptable. Issel will continue to work on cost estimates with a view towards bid preparation for such a project.
- c. **Mendocino Association of Fire Districts – Taeger:** Alan Taeger reported on an Association meeting earlier in the day where continuing negotiations between representatives of the association and an ad hoc committee of the county board of supervisors to obtain transparency and accountability of Prop 172 fund allocations to the county and funds potential distribution to county fire agencies was discussed. He also reported that the lawsuit against county counsel's prevention of processing a ballot measure to be submitted to the voters in November was continuing in California Supreme Court.
- d. **Parcel tax appeals – Roat, Wolfe:** No report.
- e. **Station 813 easement – Roat:** Scott Roat reported that he had spoken to Lee Sassen and numerous other people regarding the issue and that he had been unable to contact property owner Sherry Glaser.

10. Directors Discussion:

- a. **Non agenda items of board concern:**
 - i. Scott Roat asked district counsel Terry Gross if she had an opinion on the pending bylaws revision personnel issues. Terry stated her initial recall of the issues concerning potential conflict between board involvement with hiring and firing of personnel and hearing of personnel grievances and that she would review the issues again and get back to the board with a more detailed written response.

- ii. Alan Taeger reported that he had contacted Earl Latham, trustee of the property the district leases for Station 810 to ask him if he would approve the district replacing the existing fallen down redwood board fence (reported in the minutes of the March 9, 2016 regular meeting) with a wire fence supported by steel tee posts. Earl said he did not like the idea and would prefer that we prop up the existing fence as best we could. Alan said that he then wrote a scope of work to repair the existing fence (estimate < \$1,000.00) and submitted it to Chief Ted Williams with a request for him to seek a quote for repairs from among potential qualified firefighter contractors. Chief Williams then reported that there were no firefighter contractors who qualified (lack of required liability and/or workers compensation insurance). Alan said that he would attempt to find a qualified contractor to complete the repairs.
- iii. Alan Taeger reported that he had received the district PO Box key from Chief Ted Williams after agreeing with Chief Williams' recommendation that due to pending litigation and the wisdom of logging incoming correspondence the board secretary should be the one to pick up and distribute mail.
- iv. Alan Taeger reported that he is planning to be travelling out of district for the period from approximately May 15, 2016 to June 15, 2016.

11. Adjournment: 10:12 pm by unanimous vote of the board members present on a motion by Alan Taeger.