

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164**  
**OREGON HOUSE, CA 95962**  
**Minutes**

January 7, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Hatherly.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, John Norris, Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. Greg Royat a member of the public was also present.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by John N. to approve the minutes for the December meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1&2)**

There was a discussion pertaining to the activity sheets being sent directly to the accountant. Since the county cannot separate and send district mail to different addresses the activity report will be sent to the P.O. Box as before and hand delivered to the accountant in a timely manner. With the board's approval Mike H. will go forward with setting up electronic banking for online access to the district checking account. The board also discussed scanning the pink slips for all the district vehicles that are on file. The chief will follow up on this.

**PUBLIC INPUT**

Greg Royat distributed an updated list of grant expenditures as of 11/30/09. The total amount of money to be returned is \$19,171.13 and is to be sent via certified mail with letter attached from Chair Mike Hatherly. Greg will forward all invoices and any further information to the bookkeeper and secretary. Greg also notes under the transaction report we should change CDF to Fire Safe Grant as this could be confused with other grants. Greg left a booklet on grants that he recommends be reviewed by the board.

**ACCOUNTANT REPORT**

John distributed the accountant's report and reviewed each section. The report looks good except for some minor details. The Chief will follow up on Un-cleared Transactions that have shown up under Reconciliation Detail. The Transaction report was also reviewed. A motion was made by Lloyd, seconded by Mike L. to approve the accountant report. The vote was unanimous. Pam presented the Warrants to be approved, #52-24873 as transfer of funds in the amount of \$5,000.00, # 52-24874 to L.N. Curtis & Sons in the amount of \$7,642.34 and #52-24875 to Teqmar, L.L.C. in the amount of \$2,116.28. A motion was made by Lloyd, seconded by Mike L. to approve the warrants. The vote was unanimous.

**FIRE CHIEF REPORT**

The Chief reviewed the Incident Report (Attachment 3)

a. Crew Fund Report

The Chief reports the checks have not been written yet, and will be added to the next quarters report.

**AUXILIARY REPORT**

Pete reports the next Omelet breakfast is Saturday, February 6<sup>th</sup>. The auxiliary is asking what will happen to the dirt circle that was not included when the driveway was asphalted. The board discussed filling it with cobble stones and road base. Pete will negotiate with the auxiliary to share the expense.

**COMMITTEE REPORTS (The Chair appointed new members to By-Laws and Hazard Mitigation)**

- a. **By-laws Review Committee – Active (Mike Hatherly & Pete Hammontre)**
- b. **Future Planning Committee – Inactive**
- c. **Budget Committee – Inactive**
- c. **Fire District Local Hazard Mitigation Plan Committee – Active (Lloyd Appleby & Mike Lee)**
- d. **Fire Mitigation Impact Fees Update – Inactive**

## COMMITTEE REPORTS (Continued)

- e. **Assessment Fees Committee – Inactive –**
- f. **SOP Review Committee – Active –** Mike H. reviewed concerns he has regarding detection of fraud and will email information to the board with recommended changes. John distributed a list of SOP's that are in various stages of approval and development. After discussing the board is in agreement as follows:  
Bill Paying Policy – Approved by unanimous vote      Committee Schedule Policy – Approved by unanimous vote  
Crew Fund Policy – Approved by unanimous vote  
Agenda Policy – Needs changes      Expense Reimbursement Policy - Needs changes  
Spending Limits Policy – Needs Chief's input  
Grant Handling Policy – Needs drafting      Capital Equipment Policy – Needs drafting  
District Stationary & Correspondence Policy – Approved by unanimous vote
- g. **Audit – Active –** John distributed an update and reviewed actions needed per Jensen Smith. The Chair will sign the management representation letter and the response letter on letterhead. John also discussed moving the meeting to the 3<sup>rd</sup> or 4<sup>th</sup> Thursday of the month in order to receive reports that are more current. The board is in agreement to discuss this at the next meeting.

## DIRECTORS REPORTS

- a. **Lloyd Appleby** – Nothing to report
- b. **Pete Hammontre** – Still has questions on insurance for JPA and will follow up.
- c. **Mike Hatherly** – Nothing to report
- d. **Mike Lee** – Nothing to report
- e. **John Norris** – The computer at the station needs replacing and he will be pricing them for next month's meeting.
- f. **Open Director's reports** – Pete reminded the board that \$30,000.00 owed to the district is floating around and needs to be hunted down. He believes the new chairman should appoint someone to do this.

## OLD BUSINESS

- a. Discuss Chief's schedule for replacement of existing fire equipment – Still working on this.
- b. Follow up on Reach Air regarding donations for the landing zone – No real response we may be given a wind sock.
- c. Red Diesel – Is it legal to put in fire trucks? No information available, no need to further pursue this subject.
- d. Discuss and Decide: Power Transfer Unit for the station – The Chief received quotes ranging up to \$1500.00, but was told Jeff Pritchard gave a quote of \$600 uninstalled. He will follow up on this.
- e. Purchase and Installation of Engine Bay Heaters – Pete is on the agenda for the next Auxiliary meeting and will be asking them to contribute the funds for this. The amount is about \$10,400.00. Mike H. mentioned the USDA Rural Development Grant that could be used for these types of purchases.

## NEW BUSINESS

- a. AB 1234 Ethics Training Compliance – Lani distributed information listing a website to do online training.
- b. Discuss adoption of DOHFPD.com website – The website will cost less than \$100.00 per year to maintain and the board is in agreement to go forward on this and authorized Mike H. to reimburse set up fees.
- c. Discuss New Chipping Grant – Mike discussed prevailing wage.
- d. Elect new Chair and Vice Chair – The Chair opened the floor to nominations; Pete Hammontre nominated Lloyd Appleby for Chair. There being no further nominations, a motion was made by Pete Hammontre, seconded by Mike Lee to close nominations for Chair. Mike Hatherly called the role and the vote was (4) yes, (1) abstain. John Norris nominated Pete Hammontre for Vice Chair. There being no further nominations, a motion was made by John Norris, seconded by Mike Lee to close nominations for Vice Chair. Mike Hatherly called the role and the vote was unanimous.  
Lloyd Appleby being appointed the new Chair then assigned Mike Hatherly to work on hunting down the \$30,000.00 that has not been received by the district.

## ADJOURN

A motion was made by Lloyd, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 9:07 P.M.

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Lani Pessoa, Secretary

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Michael Hatherly, Chair

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164**  
**OREGON HOUSE, CA 95962**  
**Minutes**

February 4th, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, John Norris, Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook.

**APPROVAL OF MINUTES**

A motion was made by John, seconded by Mike H. to approve the minutes for the January meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachment 1&2)

Pete noted that the signed extension for Grant 8CA07507 was not included in correspondence out. Lani will add to the January list.

**PUBLIC INPUT**

Pete representing Jeff Swindle spoke on the subject of putting a bus stop at the Fire Department. Greg Holman has offered to put a shed for the stop on his property. Chief Butler expressed his concerns regarding where the cars would park and wear and tear on the asphalt. The board is in agreement to add this discussion to the February Agenda

**ACCOUNTANT REPORT**

John distributed the accountant's report and reviewed each section. The Chief requested sub-categories under (6300) Vehicle Maintenance and Pete requested a sub-category under (6040) Volunteer Reimbursement. After discussing a motion was made by Pete, seconded by Mike H. to approve the accountant report. The vote was unanimous. Pam presented Warrant #52-24877 to L.N. Curtis & Sons in the amount of \$3,295.67. A motion was made by John, seconded by Mike L. to approve the warrant. The vote was unanimous.

**FIRE CHIEF REPORT** (Attachment 3)

The Chief reviewed the Incident Report and said it was a slow month with only 13 calls.

a. Crew Fund Report

The Chief reports the checks have not been written yet, and will be added to the next quarters report.

The department will burn down a house on Saturday, February 13<sup>th</sup> on Ingersoll property as part of a training exercise. The board is invited to watch and Mike H. will take pictures.

**AUXILIARY REPORT**

Pete reports the next Omelet breakfast has been canceled for the time being. The Spaghetti Dinner will be Saturday, March 6<sup>th</sup> at Thousand Trails.

**COMMITTEE REPORTS** - The 2010 Committee Member list was distributed (Attachment 4)

Since there was a change in the agenda the following committees are in the order of discussion.

**Bill Paying** – Lloyd will appoint members to this committee for 6 months

**Land Development** – Pete reviewed Casa Del Lago and explained (LBA) Local Responsibility Area.

**SOP Review** – John distributed an update that included the Accounting Policy proposal. He would like suggestions or changes via email.

A proposed Agenda from John was distributed, discussed and used for the remainder of the meeting.

**Future Plans** – Lloyd reviewed the proposed changes to future plans and will distribute finalized plans next month.

**Budget** – Inactive

**Local Hazard Mitigation Plan** – Active, Pete

**Assessment Fees** – Active, Awaiting county info – John Norris was assigned to this committee in place of Mike Hatherly

**Fire Mitigation Impact Fees** – This committee is no longer needed

## DIRECTORS REPORTS

**Pete Hammontre** – Ted Pearson has offered to trim the trees at the Dobbins sub-station at no cost to the district. The board is in agreement to have this done. The quote from Dickinson Heating for the heaters at the station did not include the duct work or gas line and the additional cost to finish the job will be around \$1,000.00. The Gas Company has agreed to donate the gas line and has asked for a letter from the district showing they are community friendly. **Lloyd will compose a letter.**

**Lloyd Appleby** – He will attend DOACT and Fire Safe

**John Norris** – An update was distributed listing the steps needed to complete the audit and preparations for 2009-2010 Audit

**Mike Lee** – GSI Grant is complete and \$3,500.00 of the \$5,000.00 has been received.

**Mike Hatherly** – The new website was presented at a cost of \$116.00 for two years and a refund will be provided if the district decides not to keep it. The address is DOHFD.com. The board is in agreement to remove phone numbers and list email addresses only.

## NEW BUSINESS

- a. Adopt Amended Resolution 2009-03 Establishing Time and Place for Regular Meeting of the Board of Directors of the Dobbins/Oregon House Fire Protection District. After discussing the chair called for the vote.  
A roll call vote was (5) yes – approved - (The next meeting will be Thursday, February 25, 2010)
- b. Credit Card Review – There was a discussion on who uses the card and for what purpose. Lloyd expressed the need for fiscal responsibility and review on a continuing basis. There being no evidence of fraud or misuse the board is in agreement that no changes need to be made at this time.
- c. Gold Country Bank Account – Update of Signatures - The bank has requested that all board members update the signatures they have on file. The members must appear and sign in person at the bank. Lloyd distributed copies of the information they are requesting.

## OLD BUSINESS

This was discussed under director's report.

## NEW BUSINESS

## ADJOURN

A motion was made by Mike H, seconded by Pete to adjourn the meeting. The meeting adjourned at 8:28 P.M.

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Lloyd Appleby, Chair

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Lani Pessoa, Secretary

Date \_\_\_\_\_

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164**  
**OREGON HOUSE, CA 95962**  
**Minutes**

March 25, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, Lloyd Appleby, Mike Lee and John Norris. Pete Hammontre was absent. Also present were Chief Mike Butler and Lani Pessoa. Members of the public were Charles Sharp, Nadir Nimrod and Emily Gordon. Pam Cook arrived late.

**APPROVAL OF MINUTES**

A motion was made by John, seconded by Mike L. to approve the minutes for the February 25<sup>th</sup> meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachments 1&2)

**PUBLIC INPUT**

Charles Sharp, Nadir Nimrod and Emily Gordon were present to discuss putting in a fire hydrant on Charles Sharp property. Lloyd noted that the delay for Casa Del Lago would have no impact on installing a hydrant on the property as the water source would be a benefit to the community. The estimated cost is approximately \$2,000.00 and Lloyd would like this added to Future Plans. Emily submitted in writing a list of Conditions of Acceptance to the board and ideas for position of the hydrant as well as security issues were addressed by Chief Butler. Lloyd will have Pete prepare a proposal for installing the hydrant and review the Conditions of Acceptance for discussion at the April meeting.

**ACCOUNTANT REPORT**

John reviewed the accountant report. He is still working on separating Vehicle Maintenance code (6300) to assist the chief in knowing which vehicle is costing the most to maintain. Mike H. will check on-line to verify the un-cleared checks listed under Reconciliation Detail have not been cashed. Mike H. also mentioned that Greg Royat says we owe him \$4,000.00 and coincidentally the bank statement shows a credit of \$4,000.00 from CA Fire Credits 10ES688. Mike H. will also check on this. A motion was made by Mike L., seconded by Mike H. to accept the accountant report as presented. The vote was unanimous. Lloyd reviewed the printout of names that are listed as able to charge on the Ace Hardware account. They are all valid and Lloyd will make sure Ace Hardware does not allow anyone else to charge on the district account.

**FIRE CHIEF REPORT** (Attachment 3)

Chief Butler distributed a new Incident Report that included items left off from the month of February. The Chief gave the information needed for the crew fund to Pam and will follow up with specific amounts. A 2010 FEMA AFG Grant was received by email that concerns Knox related programs that would be beneficial to the community. The Chief will follow up on this. A discussion regarding the Visa bill and our new meeting date resulted in a decision to change the due date. The Chief will make the call to have it changed. The cement pad for the fuel tanks has been delayed due to rain. The wind sock and landing lights are on back order. SOP's from the Chief are still being worked on. Roles of duties of the Chief are also being worked on.

**AUXILIARY REPORT**

Nothing to report

**COMMITTEE REPORTS**

**By-Laws** – Mike H. distributed a Preliminary Report with suggestions and arguments from both Pete and Mike H. to be discussed at the April meeting.

**Future Plans** – Lloyd wants to pull the Dobbins sub-station and include the Dobbins School pump in its place. It is a better source of water having 51,000 gallons available and has a Knox box for security. Adjustments were made to the preliminary future plans and the board discussed hiring someone to mow the area behind the station rather than purchasing a lawn tractor as this may be cheaper. Mike H. will obtain estimates for the next meeting. Per Lloyd future plans will be kept active on an ongoing basis, but will be approved in April for budget purposes.

**Budget** – At the request of John, Lloyd will take Pete off this committee so that John and Mike H. can learn the process.

**Local Hazard Mitigation Plan** – Pete is working on this.

**Assessment Fees** – Inactive

**SOP's** – John distributed the Accounting Policy to be approved. A motion was made by John, seconded by Mike L. to approve the latest version of the Accounting Policy. The vote was unanimous. The new policy replaces the Bill Paying Policy and a motion was made by Mike H., seconded by Lloyd to rescind the Bill Paying Policy. The vote was unanimous.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – John is working on the VFA Grant and will submit by email. Lloyd is working on the Cooperative Rural Fire Assistance Grant that needs to be submitted by April 5<sup>th</sup>. Mike H. suggested that someone search out grants that apply to the fire department.

**Grant Responsibility** – Nothing to report

**Land Development** – Nothing to report

**Maps & Fees** – Nothing to report

**Info Technology** – John reported on a new technology called [WWW.LogMeIn.com](http://WWW.LogMeIn.com) that allows him to log onto the station from home. He will continue looking into this and how it could apply to other board members. Mike H. reports he has installed a hit counter for the district website and the Chief's Siren Stop is up and working. The Chief will submit a new page for each month.

**Audits** – The board discussed the need to do an annual audit and obtain bids for CPA's in the future

**JPA** – The next meeting is Wednesday at the Foothill Fire Station.

## **Directors Monthly Updates**

Lloyd reports the asphalt in front of the station has been repaired. John mentioned there should be a more permanent solution to the gravel hole in front of the auxiliary.

## **OLD BUSINESS**

Chief Butler has asked John to put accounting documents into a separate file so he can get to his documents without going through multiple files.

## **NEW BUSINESS**

a. Discuss how new emission standards apply to the fire department – To be added to the April agenda, Ron Garner will talk to the board regarding this subject.

## **ADJOURN**

A motion was made by Mike L, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 8:11 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164**  
**OREGON HOUSE, CA 95962**  
**Minutes**

April 22, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, Lloyd Appleby, Mike Lee, John Norris and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. A member of the public Sandy Grabowsky was also present.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by Mike H. to approve the minutes for the March meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT (Attachments 1&2)**

**PUBLIC INPUT**

- a. Discuss addition of bus stop at the fire station – The subject is dead for now.
  - b. Discuss fire hydrant on Charles Sharpe property – Pete reports Dale Mosley is willing to do the work for free and it will cost under \$2,500.00 for the parts and labor. He suggests the work be done as soon as possible due to the warm weather approaching. Mike H. reports there may be an alternative source of water at Thousand Trails. They have two 89,000 gallon tanks that are gravity fed and 12 hydrants on the property. After discussing the board is in agreement to have Pete check with Ted Pearson on the use of his backhoe for the installation of the hydrant on Charles Sharpe property and the Chief will check the water pressure at Thousand Trails and report back at the May meeting.
- Sandy Grabowsky a member of the public commended the fire crew for doing a great job in rescuing and caring for Linda Pappas a member of the community who had a very serious accident on April 8<sup>th</sup>. Sandy said the swift action of the fire department and the helicopter that arrived before the ambulance was directly responsible for saving her life.

**ACCOUNTANT REPORT**

John reviewed the accountant report. Pete questioned the figure under Opening Balance Equity (3000) where does it come from? John will check with Deborah on this and will track down how much has been spent under volunteer reimbursement. A discussion about who should pay the garbage bill (recology) resulted in a change in the bill paying procedure. The recology bill will now be scanned by Lani and given to the auxiliary for payment. Sandy will email Pam when the bill has been paid. A motion was made by Pete, seconded by Mike L. to accept the accountant report as presented. The vote was unanimous. Pam reviewed the transaction detail report. There were no warrants for April. A motion was made by Pete, seconded by John to approve the bills as presented. The vote was unanimous.

**FIRE CHIEF REPORT (Attachment 3)**

Chief Butler distributed and reviewed the Incident Report.

Update on FEMA Grant (Knox Box) - Information has not been posted as open yet. The chief will keep watching for this.  
Update on Visa Bill (New due date) – Visa is requesting a letter signed by the chief on district letterhead to change the date. John will compose the letter and forward to the chief for signature.

The Chief reports as of January 1, 2011 it is mandatory that sprinkler systems be put in all new homes and buildings. Due to budget constraints Land Development will now fall to the local fire chief. The chief needs to send a letter to the county accepting responsibility for this position. There will be a helicopter training session on Wednesday at 6:30 p.m. at the station. The wind sock and lights have been received. Hal Stocker approached the chief regarding Bi-Counties ambulance and wanted to know how can he help? The chief asked Hal to check on when the contract is up and how it is re-negotiated. The chief continues to work on his SOP's and the spending limits.

## **AUXILIARY REPORT**

Sandy reports the annual Flea Market is Saturday, June 12<sup>th</sup> at the Grange from 8:00 a.m. to 3:00 p.m. Firefighters will be needed to help with the tables. Dobbins Christian Assembly will take over the Omelet breakfast on the second Saturday of every even month. All proceeds will go the fire department. Due to the flea market the first breakfast is June 5<sup>th</sup> starting at 7:30 a.m. and the price is \$5.00.

## **COMMITTEE REPORTS**

**By-Laws** – After discussing the changes recommended by the committee the board is in agreement to approve the items that both Mike H. and Pete agree on. The board then addressed the items the committee does not agree on as follows:

Manager position - The wording will remain the same as the 2008 version.

Quorum shall be three fifths (3/5) of the members of the board - The wording will remain the same as the 2008 version.

Roberts Rules of Order - The wording will remain the same as the 2008 version.

Chair and Vice Chair will continue to be used in place of President and Vice President. Where applicable the word (governing) will be added to the DOHFPD Board of Directors. The board will review the changes at the next meeting.

**Future Plans** – Adopt Resolution 2010-01 Authorization for the District to Approve the 2010/2011 Future Plans.

The roll call vote was unanimous.

**Budget** – Pete reports the change in meeting date makes it tight for receiving figures that are needed to prepare and adopt the budget. The figures will not be available until May 19<sup>th</sup>.

**Local Hazard Mitigation Plan** – Pete is working on this.

**Assessment Fees** – Inactive, await county info

**SOP's** – Still working on this

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – John submitted the VFA Grant and has not heard anything yet. Mike H. has received a letter for him to sign omitting the requirement for prevailing wage on the residential chipping grant. With the boards' approval he will sign and submit. Pete is waiting for the \$15,000.00 payment before continuing with chipping.

**Grant Responsibility** – Nothing to report

**Land Development** – Nothing to report

**Maps & Fees** – Nothing to report

**Info Technology** – John reports the new all in one copier/printer is in place at the station. Mike H. has added the mitigation plan and a map of the area to the website. To date there were 212 hits on the website.

**Audits** – In progress

**JPA** – The next meeting is June 30<sup>th</sup> at Camptonville.

**DOACT** – Lloyd reports the General Plan is a work in progress.

**Directors Monthly Updates** – Lloyd will have Mike H. alternate with Mike Lee to attend Fire Safe Council meeting.

John distributed and reviewed a report card on DOHFPD Accounting progress. The board is in agreement to stay with the existing Auditor for the time being.

## **OLD BUSINESS**

a. Discuss how new emission standards apply to the fire department.

Mike H. reports authorized emergency vehicles are excluded making the department exempt.

## **NEW BUSINESS**

a. Chipper for Federal Grant (Contract and prevailing wage)

Prevailing wage does not apply to us and there is no need to re-contract at this time.

b. Response to County on General Plan

There will be no official response from the board at this time.

c. Review bids for mowing service at the station

After discussing a motion was made by John, seconded by Mike Lee authorizing Mike Hatherly to contract with Gunter Weininger for a one time mow at \$200.00.

d. Discuss possible purchase of used trucks from CAL O.E.S.

After discussing the board is in agreement to have Pete, Lloyd and Don Forguson represent the district in the possible purchase of one or more vehicles from CAL EMA. The representatives will take a check to be used to secure or hold without purchasing at the time.



**ADJOURN**

A motion was made by Pete, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 8:32 P.M.

\_\_\_\_\_  
Lloyd Appleby, Chair

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Lani Pessoa, Secretary

\_\_\_\_\_  
Date \_\_\_\_\_

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164, OREGON HOUSE, CA 95962**  
**Minutes**

May 27, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, Lloyd Appleby, John Norris and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. Members of the public Sandy Grabowsky and Charles Sharp were also present. Mike Lee was absent.

**APPROVAL OF MINUTES**

A motion was made by Mike, seconded by Pete to approve the minutes for the April meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachments 1&2)

**PUBLIC INPUT**

**ACCOUNTANT REPORT** (Attachment 3)

John reviewed the accountant report. Pete questioned the \$75,768.85 under revenue and expenses account (4080) Direct Assessments. He reports a portion of this money must be moved to the Special Tax account and explained the reasoning behind this decision. Lani will forward the special tax letter from last year to John for his review. Pam reviewed the transaction detail report and reports the first bill paying meeting went very well. Per the request of the board she will continue to send the Transaction Detail Report to date each month. Sandy Grabowsky asked to clarify what was noted in the Notes on May Financial Reports under #2 that were presented by John. Sandy explained this is exactly what the auxiliary has done and the accountant needs to fix the problem of reporting items purchased as a gift or donation. Sandy wants it noted in the minutes the auxiliary has books to show the items were purchased by the auxiliary and donated to the fire department. The Chief questioned account #'s 6040 and 6050 under Revenues & Expenses. It should be changed to reflect 6040 – Volunteer Reimbursements and 6050 – Crew Fund.

**FIRE CHIEF REPORT** (Attachment 4)

Chief Butler reviewed the Incident Report. There has been no verification of the change of due date for the Visa Bill yet. In checking the water source at Thousand Trails the Chief found there are two bladders with a total of 19,000 gallons. The pressure is very good at 82 PSI from the 4 inch line and 65 PSI from the 6 inch line. With the addition of the lake the Chief believes this is a good source of water. The Chief will double check the number of gallons quoted as there is a discrepancy between what Mike H. was told previously and what the Chief was told during his visit. The fuel tanks will arrive when the rain stops and Lloyd will complete the credit application for Dawson Oil. A letter written by Pete and signed by the Chief will be sent to Martin Griffin, Chief building Official for the county assuming responsibility for the fire aspects of building inspections along with the Land Development Committee.

**AUXILIARY REPORT**

Sandy reports the annual Flea Market is Saturday, June 12<sup>th</sup> at the Grange from 8:00 a.m. to 3:00 p.m. Firefighters will be needed to help with the tables. The Omelet breakfast will be at Dobbins Christian Assembly on Saturday, June 5<sup>th</sup> starting at 7:30 a.m. and the price is \$5.00.

**COMMITTEE REPORTS**

**By-Laws** – Mike H. made an exception in the By-Laws to allow for expenditures that do not need prior approval by the board by referring to an SOP on Spending Limits. He has asked the Chief to write an SOP on expenditures. He will have a finished example of the By-Laws for the next meeting that will be sent by email.

**Future Plans** – Inactive

**Budget** – Mike H. reports they are still working on this and will have a preliminary budget for review at the next meeting.

## **COMMITTEE REPORTS (Continued)**

### **Local Hazard Mitigation Plan – Inactive**

**Assessment Fees** – Pete explained the formula for computing the fees for 2010/2011 and why they have decreased.

**SOP's** – Mike H. is still working on this.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Pete reports there was a direct deposit of \$12,000.00 that he believes is for Fed Grant 10ES439. Mike H. will check with Dan Lang regarding direct deposits and prior notification. We also received \$15,000.00 for the extended 2008 chipping grant and Pete notes that we need to spend the state money first. Invoices will be sent to Matt Reischman. Mike H. reports there is no word on Ure Mtn. to date. Greg Royat is still owed \$4,000.00 to transfer the deeds, but the work has not been completed so there is no problem. Lloyd reports there is no word on the RFA grant to date.

**Land Development** – Nothing to report

**Maps & Fees** – Nothing to report

**Info Technology** – Nothing to report

**Audits** – In progress

**JPA** – The antennae has been replaced at Smartsville.

**DOACT** – Lloyd reports they are debating the General Plan.

**Directors Monthly Updates** – Pete reports an inspection of Lake Francis found there is an unsafe situation and they would not sign off on it. Lloyd reports the Fire Safe Council will meet at the Community Center from now on.

## **OLD BUSINESS**

### **a. Discuss and Decide purchase of used truck from CAL O.E.S.**

Lloyd gave an overview of the engine to be purchased which is a 1989 model with 35,000 miles. It is a 5 speed with 2 wheel drive in excellent condition. The purchase price is \$10,000.00. The Chief recommends the purchase and noted there is a resolution provided by O.E.S. that needs to be adopted giving him authority to enter into a resale contract. The Chief read Resolution 2010-02 authorizing Chief (Mike Butler) to sign for the purchase of a used vehicle. Pete made a motion, seconded by Mike H. to accept the resolution as presented. A roll call vote was unanimous. Pete made a motion, seconded by John N. to purchase the engine in the amount of \$10,000.00. The vote was unanimous. Delivery should be around 30 days from now.

### **a. Discuss and Decide installation of fire hydrant on Charles Sharp property.**

Charles wanted to know if the district has any other agreements with land owners such as the one that is to be approved at the meeting tonight. He is concerned about wording that would affect him in the future if he sells the property, mainly the word perpetuity. Pete reminded Charles that he rewrote the last sentence which he is now questioning. Pete also warned that if an agreement could not be accomplished tonight the hydrant will have to be deferred to next year due to weather. After discussing Pete moved that the board accept the terms and conditions as outlined in the agreement with a maximum expenditure of \$2,500.00 for the installation. Lloyd seconded the motion and a discussion ensued. After a period of discussion John said I move to lay the question on the table. The Chair called for a vote which failed due to lack of a majority. The Chair then called for a vote regarding the initial motion by Pete which also failed due to lack of a majority.

## **NEW BUSINESS**

### **a. Proposed adoption of Benefit Assessment unit and Special Tax. 1<sup>st</sup> Hearing**

The hearing opened at 8:25 P.M. The board was in agreement to adopt the Benefit Assessment Unit and Special Tax. The hearing closed at 8:25 P.M.

### **b. Proposed adoption of Appropriation (GANN Limit) 1<sup>st</sup> Hearing.**

The hearing opened at 8:26 P.M. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 8:28 P.M.

Pete noted that the proposed letters contain information that is outdated and refer to a letter received from the state which no longer is used for calculating the increase/decrease. It is now done by referring to a website. Pete will forward the information to Lani who will change the letters along with the resolutions to be adopted at the June meeting to reflect the correct information.

**ADJOURN**

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:35 P.M.

\_\_\_\_\_  
Lloyd Appleby, Chair

\_\_\_\_\_  
Lani Pessoa, Secretary

\_\_\_\_\_  
Date \_\_\_\_\_

**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164  
OREGON HOUSE, CA 95962  
Minutes**

June 29, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. John Norris and Mike Hatherly were absent.

**APPROVAL OF MINUTES**

A motion was made by Mike L., seconded by Pete to approve the minutes for the May meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT (Attachments 1&2)**

Pete received correspondence via email after the posted agenda regarding the benefit assessment and requested to add this subject as 8b under new business. The board was in agreement to amend the agenda.

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

The board was in agreement to approve the accountant report for April which had not been approved at the May meeting. The Chief presented a Bill of Sale for the 1995 Ford Bronco and gave \$1,800.00 in cash to the bookkeeper. The money will be posted to 6400 under the chart of accounts and deposited in the checking account. Since John was absent a motion was made by Pete, seconded by Mike L. to defer the accountant report for May to the June meeting. The vote was unanimous. A motion was made by Pete, seconded by Mike L. to approve warrant #52-24881 in the amount of \$3,105.00 to Twin Cites Tree Service, #52-24882 in the amount of \$10,000.00 to Cal EMA Safe Act, #52-24883 in the amount of \$1,313.00 to Renee Clair, #52-24884 in the amount of \$10,699.00 to Golden State Risk Management. The vote was unanimous.

**FIRE CHIEF REPORT (Attachment 3)**

The Chief reports effective July 1<sup>st</sup> Yuba, Nevada and Placer have declared a burn ban. Chief Butler reviewed the Incident Report. Yuba County has been approved for an OES Grant and one more set of Jaws of Life should be coming.

**AUXILIARY REPORT**

Lloyd reports the Omelet breakfast was very successful at its new location. Pete reports the ladies have started on their Christmas shopping for the firefighters and Pete suggested a GPS for each vehicle. The Chief and Sandy have already spoken about this and will work together on this. They are also donating a stove for the upstairs area in the station.

**COMMITTEE REPORTS**

**By-Laws** – Final review has been deferred to the June meeting.

**Future Plans** – Inactive

**Budget** – Adoption of Preliminary budget deferred to the June meeting.

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Pete reports the CD for computation should arrive in two weeks.

**SOP's** – Mike H. is still working on this.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Pete reports he has given invoices to Pam to pay Renee for the chipping grant.

**Land Development** – Pete read the corrected letter to the county regarding assistance with inspections. The letter was signed by Pete and Chief Butler.

**Maps & Fees** – Nothing to report

**Info Technology** – Nothing to report

**Audits** – In progress

**JPA** – The next meeting is June 30<sup>th</sup> at Camptonville.

**DOACT** – Nothing to report

**Directors Monthly Updates** – Lloyd talked about the scum on the pond at the school. It was suggested he contact Marysville School District for guidance.

## **OLD BUSINESS**

**a. Discuss and Decide installation of fire hydrant on Charles Sharp property.**

This subject dies for lack of a motion

**b. Discuss Decrease in Assessment Fee**

Pete gave kudos to John for noticing that the fee cannot be decreased as written in the present ordinance. The legal opinion from Pat Garamone suggests repealing the Ordinance. After discussing the board is in agreement to lock in the present fee at \$5.24 until the tables go up as it will cost too much to put this on the ballot.

## **NEW BUSINESS**

**a. Adopt Resolution 2010-03 Benefit Assessment Unit and Special Tax.**

Lloyd called the role and the vote was 3 yes, 2 absent. Approved

**b. Adopt Resolution 2010-04 Appropriation (Gann Limit)**

After making the appropriate changes a motion was made by Pete, seconded by Mike L. to approve resolution 2010-03 and 2010-04 as amended. Lloyd called the role and the vote was 3 yes, 2 absent. Approved

**c. Return \$4,000.00 of Ure Mountain Grant funds that were not spent.**

The board is in agreement to return the funds. Lloyd will follow up with Art Craigmill about this.

**d. Sale of Old Fire Truck**

Pete reports Greg Hollman from the Fellowship has asked to bid on the truck and be given consideration as a fire department. They already have a fire truck on their property and have done a assist for the department in the past. They would like to replace the truck they already have with a newer one. The Chief has no problem with this.

## **ADJOURN**

A motion was made by Pete, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 7:48 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164  
OREGON HOUSE, CA 95962  
Minutes**

July 22, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. John Norris and Mike Lee were absent.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by Mike H. to approve the minutes for the June meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachments 1&2)

Pete explained the decision regarding the Assessment Fees from Pat Garamond. Pete received correspondence via email regarding Sprinkler Systems Courses. He recommends that at least one board member attend one of the courses. Pete will forward the email to Lani and the item will be added to the August correspondence report.

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

Mike H. gave a brief explanation of the proposed budget and a discussion ensued regarding grant money and how the board is keeping track of money in and out. Account # 6090 will be split into two sub-categories for Cal Fire and Federal Grants. Pete mentioned that funds from the USDA grant come in as federal money. Checks to Rene Clair should be under account #6090 and divided by category as applicable. Since John was absent a motion was made by Pete, seconded by Mike H. to defer the accountant report for June to the August meeting. The vote was unanimous. A motion was made by Mike H., seconded by Pete to approve Warrant #52-24885 in the amount of \$1,869.00 to Rene Claire, #52-24886 in the amount of \$4,485.00 to Twin Cities Tree Service and #52-24887 in the amount of \$4,000.00 to California Fire Safe Council. The vote was unanimous.

**FIRE CHIEF REPORT** (Attachment 3)

Chief Butler reviewed the Incident Report. Chief Butler reports the gas tanks will not be provided by the vendors. Since the tanks are under 350 gallons a permit is not required and this will also prevent the district from being locked into a contract. The pumps will be gravity fed, metered, and locked. There will be a log in for each truck. Mike H. has asked the Chief for a draft of his Crew Fund procedures via email.

**AUXILIARY REPORT**

Pete reports the Omelet breakfast is the second Saturday of the month, August 14<sup>th</sup>. The auxiliary can now use the Community Center for free and locals will now be offered a discount for the center.

**COMMITTEE REPORTS**

**By-Laws** – See Old Business

**Future Plans** – Inactive

**Budget** – See Old Business

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Pete awaits the CD for computation.

**SOP's** – Mike H. will distribute via email the Spending Limit SOP for review.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Nothing to report

**Land Development** – Pete reports that Lake Francis is going forward based on his observation of gravel being delivered. He will follow up on this.

**Maps & Fees** – Nothing to report

**Info Technology** – Nothing to report

**Audits** – After reviewing a motion was made by Pete, seconded by Lloyd to accept the Terms of Engagement from Jensen Smith. The vote was unanimous.

**JPA** – Elections were held and Pete is still Secretary/Treasurer. Rita Ortega from Camptonville is now President.

**DOACT** – Pete reports a meeting will be held Tuesday at 7:00 p.m. at the Grange concerning the proposed General Plan.

**Directors Monthly Updates** – Pete reports the Fellowship of Friends owns a Dozier and wants to know how can they do a fire safe community service. Pete suggested they cut a fire break around the perimeter of the community center. They will coordinate with the Chief on this.

## **OLD BUSINESS**

### **a. Final Review of changes to By-Laws**

A motion was made by Pete, seconded by Mike H. to approve the By-Laws and a clean copy will be sent to the secretary via email. The vote was unanimous.

### **b. Adopt Preliminary Budget**

A motion was made by Pete, seconded by Mike H. to approve the proposed budget and a clean copy will be sent to the secretary via email. The vote was unanimous.

## **NEW BUSINESS**

### **a. Begin review of 2010 Biennial Conflict of Interest Code**

Lani distributed information on the website where the code can be reviewed. The board has until October to decide if they want to amend the current code.

### **b. Adopt Resolution 2010-05 VFA Agreement**

A roll call vote was (3) yes, (2) absent. Approved

## **ADJOURN**

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 7:56 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_  
Lani Pessoa, Secretary

\_\_\_\_\_  
Date



**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164  
OREGON HOUSE, CA 95962  
Minutes**

August 26, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Lee, John Norris, Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, and Pam Cook. Sandy Grabowsky a member of the public was also present. Secretary Lani Pessoa was absent. Pete Hammontre left the meeting early to attend another meeting.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by Mike H. to approve the minutes for the July meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachments 1&2)

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

John Norris distributed the reports for May, June & July. He noted the activity sheets had not arrived therefore the information is not included in the July report. A motion was made by Mike H., seconded by Mike Lee to approve the accountant reports for May, June & July. The vote was unanimous.

**FIRE CHIEF REPORT** (Attachment 3)

Chief Butler reviewed the Incident Report. Mike H. wants to have out of district calls included in the Incident Report. The Chief will work on this. There was a brief discussion regarding the OTS grant that will provide the Jaws of Life for departments in need of updated equipment. The board is in agreement to go forward with this. The Chief distributed a draft letter recommending Knox Boxes be purchased and installed to all business owners in the area. This will enable the department to enter the building without having to break in causing less damage to their business. Dobbins Elementary has already installed the Knox Box. The board is in agreement to have the Chief continue with composing the letter. The newly purchased truck needs to be registered with the DMV and various members of the board have volunteered to take care of it when they go to town.

**AUXILIARY REPORT**

Sandy reports the auxiliary is in agreement to front the funds for the OTS grant and provided a check written to DOHFPD for bookkeeping purposes. It will be posted as a loan and the department will reimburse the auxiliary. The boat races are September 25<sup>th</sup> & 26<sup>th</sup> and they will have a booth selling Hot Dogs and Sodas. Lloyd reports the proceeds from the omelet breakfast were \$235.00 and a check was given to the crew fund.

**COMMITTEE REPORTS**

**By-Laws** – Inactive

**Future Plans** – Inactive

**Budget** – Pete reports special districts cannot be assessed the special tax which he has been including and has re-calculated the previous year which came out exactly the same as last year. There were 4,510 units.

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Pete awaits the CD for computation.

**SOP's** – Mike H. talked about a Grand Jury inquiry regarding monthly credit card expenditures and attaching them to the minutes on a regular basis. He also expressed the need for job descriptions for board members and the Chief.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Pete reported on the Prop 40 State Grant payments and will now start on the Federal Grant. Tony Mediate says the funds won't be available until November. Pete will close out the grant for \$45,000.00. The Fire Safe Council grant left out various items and Pete has worked with Rene to come up with workable figures. The paperwork will be provided for payment. No money has been paid out of the Federal Grant. Pete has a spreadsheet showing all payments for the various grants and Mike H. will check with Dan Lang as to who should get the information.

**Land Development** – Pete reports the building at Lake Francis Resort is going forward and the public safety issue has been overruled without notification to us by the CDF Battalion Chief from Loma Rica/Browns Valley. After investigating Pete has put together a package to county council requesting a clarification as to whether or not DOHFPD is a (LRA) Local Responsibility Area. They have twenty one working days to respond.

**Maps & Fees** – Pete has received the latest Plat Maps and they are available to anyone who wants to see them.

**Info Technology** – John would like the minutes posted on the web page from July 2009 until present. Mike H. will work on this.

**Audits** – Lloyd notes there is a resolution that needs to be signed by him engaging Jensen Smith for the audit.

**JPA** – Pete reports the next meeting is the last Wednesday of September at Loma Rica/Browns Valley.

**Bill Paying Committee** – See New Business

**DOACT** – Nothing to report

**Directors Monthly Updates** – Pete reports he attended the LAFCO meeting and they have updated the maps to reflect the portion considered no man's land. They gave part of it to Smartsville and the rest to DOHFPD. Mike H. will ask Lani to put the following on the next agenda: (1) Adopt Secretary SOP (2) Review Accounting Policy SOP on checks greater than \$1,000.00 (3) Address issue of writing checks before actual approval (4) Crew Fund SOP change to reflect the last month of each quarter to avoid delay of payment. (5) Do we need a Drug and Alcohol Policy? Pete reports there is one that was approved way back when and he will email to everyone. Mike H. reports that he has been unable to login and complete the CCR (Central Contractor Registration) required by Fire Safe Council for present and future grant payments due to an unknown password. The board discussed where and with whom all passwords should be kept to avoid this issue in the future.

**Discuss and Decide: Should the Bill Paying Committee be recognized as a Standing Committee?** John believes the SOP for the Bill Paying Committee has been done incorrectly and it should be a standing committee. John stated his reasons why and Pete stated he disagrees. Lloyd believes using an alternate might solve the problem and the subject can be picked up at a future date. At this time Pete Hammontre excused himself to attend another meeting.

**Discuss proposed Spending Limits and Crew Fund Spending Policy**

After discussing the Chief has agreed to draft a spending Limit SOP that will better suit the departments' needs.

## **OLD BUSINESS**

### **NEW BUSINESS**

#### **a. Approve Final Budget**

A motion was made by John, seconded by Mike Lee to approve the final budget. The vote was (4) yes, (1) absent.

#### **b. Bill Paying Committee change**

Lloyd has assigned Mike Lee to replace Mike Hatherly and Lloyd will serve as an alternate.

## **ADJOURN**

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 8:25 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_  
Lani Pessoa, Secretary

Date \_\_\_\_\_

**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164  
OREGON HOUSE, CA 95962  
Minutes**

September 23, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. John Norris and Mike Lee were absent.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by Mike H. to approve the minutes for the August meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1)**

Pete noted that he misinterpreted the letter from the county auditor requesting a new appropriation resolution and will follow up on this at the county office.

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

Due to the absence of John Norris the August accountant report will be addressed at the October meeting. There were no warrants to approve. The board reviewed the Check register from 7/01/2010 through 09/30/2010. The check writing procedure will also be carried over to the October meeting.

**FIRE CHIEF REPORT (Attachment 2)**

Chief Butler distributed and reviewed the Incident Report. The Chief distributed his revised Knox Box letter. After discussing the board is in agreement to take out the sentence that refers to the alarm reset codes and send the letter out. The board discussed dispatching the wrong responders to incidents in our area. The Chief has already addressed this matter.

**AUXILIARY REPORT**

Pete reports the ladies are working on Christmas gifts for the department. They are also considering giving \$100,000. toward a new Brush Rig. The Chief says it is not needed at this time and it will continue to be part of future plans.

**COMMITTEE REPORTS**

**By-Laws** – Inactive

**Future Plans** – Inactive

**Budget** – Pete reports the county has not received the Schedule 13 report. Lani mailed the report to the county in July and will forward a copy to Pete for follow up at the county offices.

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Inactive

**SOP's** – The board discussed changing the payment schedule as written for the Crew Fund to expedite payments to the firefighters. The board is in agreement to make the payment at the end of each quarter. Chief Butler will give the figures needed to Pam for payment. Chief Butler distributed a draft of the Spending Limit SOP. John, Mike H. and the Chief will meet to finalize the SOP for next month's meeting.

**(Adopt Secretary SOP)** - After discussing Pete made a motion, seconded by Mike H. to adopt the Secretary SOP as revised during the meeting. The vote was unanimous.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Nothing to report

**Land Development** – Pete will follow up with Pat Garamone regarding building at Lake Francis.

**Maps & Fees** – Pete reports the map books and fees are all up to date.

**Info Technology** – Mike H. reports to date there have been 750 visitors to the web site.

**Audits** – Info is being collected for the audit.

**JPA** – The next meeting is Wednesday night at Loma Rica. The December meeting will probably be at the fire station.

A federal requirement will cut all frequency widths to narrow band mode and our radios are already set up to be reprogrammed. This should take place after the rains.

**Bill Paying Committee** – Everything is going well at this time. The remaining Oregon House Grocery statement will be paid when the missing receipt is found to avoid writing two checks.

**DOACT** – Nothing to report

**Directors Monthly Updates** – Mike H. reports the Auxiliary sign has been moved to a better location. The CCR registration is complete and needs to be renewed annually. Pete reports the Cub Scouts will attend their annual go to the fire tower field trip. Glen Nader has a FSC grant regarding Bio Mass and is inquiring about what objections there may be to a feasibility study. Lloyd has taken care of the transfer of ownership for the new fire truck and will obtain a letter requesting an exemption for the fees which are \$908.00.

## **OLD BUSINESS**

### **a. 2010 Local Agency Biennial Notice – Does the board with to amend?**

After discussing the board is in agreement there is no amendment needed.

## **NEW BUSINESS**

### **a. Adopt Resolution 2010-06 Engage Jensen Smith to audit fiscal year ending June 30, 2010**

The vote was unanimous.

### **b. Discuss LAFCO Sphere of Influence Report**

Pete reports the property that has been added to the district with the updated map will need to be annexed. The board is in agreement to have Pete follow up on this to determine if the fees to annex versus the amount from taxes collected would be worth it.

## **ADJOURN**

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 7:38 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164  
OREGON HOUSE, CA 95962  
Minutes**

October 28, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were John Norris, Mike Lee, Chief Mike Butler, Pam Cook and Lani Pessoa.

**APPROVAL OF MINUTES**

A motion was made by Pete, seconded by John to approve the minutes as corrected for the September meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachment 1& 2)

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

John reviewed the reports for August and September explaining that the figures under fixed assets were based on results of the last audit. Pete questioned the amounts for #2151 and #2152 on the Combined Balance Sheet believing both amounts were incorrect. John and Mike H. will follow up on this. A motion was made by Mike H., seconded by Mike Lee to approve the August and September reports as presented. The vote was unanimous. Pam reviewed the 6 bills to consider paying and reported there are 3 receipts still missing for The Oregon House Grocery statement. After discussing the board is in agreement to pay the balance owed to Oregon House Grocery. Mike H. will attempt to get a copy of the missing signed receipts. Pete submitted an invoice for the chipping grant and suggested a warrant be issued to replenish the bank account. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-24888 in the amount of \$7,000.00 for a transfer of funds. The vote was unanimous. John discussed including Budget Adjustments on the agenda on a permanent basis and distributed the Operating Budget showing proposed adjustments. After discussing the board is in agreement to add this to the agenda and review on a monthly basis. The check writing procedure was reviewed for changes. John and Mike H. will revise the Accounting SOP to reflect the new changes.

**FIRE CHIEF REPORT** (Attachment 3)

Chief Butler distributed and reviewed the Incident Report. Lloyd reported he will submit a credit application to Linda Saw & Mower and will determine who can charge on the account.

**AUXILIARY REPORT**

Pete reports the Firefighter's Appreciation Dinner is Thursday, December 9<sup>th</sup> at 6:00 p.m. at the Alcouffe Center.

**COMMITTEE REPORTS**

**By-Laws** – Inactive

**Future Plans** – Inactive

**Budget** – Inactive

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Inactive

**SOP's** – After reviewing the board is in agreement to approve the Spending Limits SOP and changes to the Crew Fund SOP.

**Fire Mitigation Impact Fees** – Inactive

## **DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Nothing to report

**Land Development** – Pete distributed a Record of Discussion regarding SRA/LRA designation and jurisdiction and discussed the legal response from county counsel on this matter. Since there are still unanswered questions regarding the Authority Having Jurisdiction Pete with the boards' approval will give a copy of all the correspondence to Kevin Mallen and request a meeting.

**Maps & Fees** – Up to date

**Info Technology** – Mike H. reports to date there have been 800+ visitors to the web site.

**Audits** – John is waiting for some records from our Accountant who should have them ready by November 15<sup>th</sup>.

**JPA** – The next meeting is at the station on December 15<sup>th</sup>.

**Bill Paying Committee** – It appears that the Visa statement date has not been changed yet and John will forward a copy of the letter to Lani and the Chief for follow up. Due to the Thanksgiving Holiday the monthly meeting will be changed to November 18<sup>th</sup> and the Bill Paying Committee will meet on November 9<sup>th</sup>.

**DOACT** – Nothing to report

**Directors Monthly Updates** – Nothing to report

## **OLD BUSINESS**

**Revisit Bill Paying Committee status. Is it a Standing Committee?**

Mike H. distributed a response from County Counsel that states the Bill Paying Committee is not a standing committee and does not require a published agenda and should not be open to the public.

## **NEW BUSINESS**

There was no New Business

## **ADJOURN**

A motion was made by Mike H., seconded by Lloyd to adjourn the meeting. The meeting adjourned at 7:43 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**DOBBINS/OREGON HOUSE  
FIRE PROTECTION DISTRICT  
P. O. BOX 164 OREGON HOUSE, CA 95962  
Minutes**

November 18, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were John Norris, Mike Lee, Chief Mike Butler, Pam Cook and Lani Pessoa. Nick Spaulding a member of the public was also present.

**APPROVAL OF MINUTES**

A motion was made by John, seconded by Pete to approve the minutes for the October meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)**

**PUBLIC INPUT**

Nick Spaulding asked the board to review the portion of the 2030 General Plan for Yuba County that addresses Health and Safety and Fire Risk. Mike Lee will check out how this could affect the district.

**ACCOUNTANT REPORT**

John reviewed the reports for October. There was a question about the amount under #8000 Interest Income. John will check the activity sheets to verify the amount. A motion was made by Pete, seconded by Mike H. to approve the accountant report. The vote was unanimous. Pete will supply John with financial information for the 2008/2009 & 2009/2010 Chipping Grant needed for the audit. There were no warrants to approve. There were no budget adjustments for this meeting.

**FIRE CHIEF REPORT**

Chief Butler reviewed the Incidents to date. There were a total of 10 calls with 31 responders.

**AUXILIARY REPORT**

Pete reports the Firefighter's Appreciation Dinner is Thursday, December 9<sup>th</sup> at 6:00 p.m. at the Alcouffe Center. The omelet breakfast is Saturday, December 11<sup>th</sup> from 8 to 10 a.m.

**COMMITTEE REPORTS**

**By-Laws** – Inactive

**Future Plans** – Inactive

**Budget** – Inactive

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Inactive

**SOP's** – Mike H. asked for input via email regarding the list of future SOP's.

**Fire Mitigation Impact Fees** – Inactive

**DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Pete addressed the board regarding the extension of the Chipping grant. After discussing the board is in agreement to have Pete close out the Chipping Grant and notify Cal Fire that the extension will not be needed.

**Land Development** – Lloyd and Pete met with Kevin Mallen, Pat Garamone and Marty regarding the SRA/LRA and Authority Having Jurisdiction. A discussion ensued regarding a document created by Cal Fire under code 4290 that applies to special districts. They will look at this again and get back to Pete and Lloyd.

**BOOK 8, PAGE 7**

**November 18, 2010**

**Maps & Fees** – Nothing to report

**Info Technology** – Mike H. reports there have been 900+ hits on the website. SOP's will be added to the website. The district now has an official email account with Gmail that will be used to receive and distribute district correspondence. Lani will maintain the account.

**Audits** – Already discussed during the accounting report.

**JPA** – The next meeting is at the station on December 15<sup>th</sup>. They have decided to stay with narrow band until it has to be changed in 2013.

**Bill Paying Committee** – Nothing to report

**DOACT** – Nothing to report

**Directors Monthly Updates** – Nothing to report

## **OLD BUSINESS**

There was no Old Business

## **NEW BUSINESS**

### **a. Managing the Facility**

The board discussed the living space available at the station and how it is currently handled. The Chief explained the conditions under which he would allow the facility to be used. A motion was made by John, seconded by Pete that the board has complete confidence in the Chief and turnover management of the facility to the Chief Butler.

### **b. Adopt Resolution 2010-07 Refund Mitigation Fees to Brad Leigh (Cancellation of Permit)**

A roll call vote was 5 yes – approved.

## **ADJOURN**

A motion was made by Mike L., seconded by John to adjourn the meeting. The meeting adjourned at 7:25 P.M.

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Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary



**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**  
**P. O. BOX 164 OREGON HOUSE, CA 95962**  
**Minutes**

December 23, 2010

**CALL TO ORDER**

The meeting was called to order by Chair Appleby.

**QUORUM**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were John Norris, Mike Lee, Chief Mike Butler, and Lani Pessoa. Pam Cook arrived late.

**APPROVAL OF MINUTES**

A motion was made by John, seconded by Pete to approve the minutes for the November meeting. The vote was unanimous.

**CORRESPONDENCE RECEIVED & SENT OUT** (Attachment 1& 2)

An email from Dan Lang regarding the upcoming Chipping Grant review was added to Correspondence Received and a letter from John Norris to the County Auditor verifying activity for fiscal year 2009-2010 was added to Correspondence Sent Out. The board is in agreement that correspondence via email that needs to be added to the Correspondence Reports should be processed thru the Gmail account.

**PUBLIC INPUT**

**ACCOUNTANT REPORT**

There is no report for November. John will ask Pam to leave the check book at the station in the future which will enable Deborah and John to complete the reports from now on. There were no warrants to approve and no budget adjustments.

**FIRE CHIEF REPORT** (Attachment 3)

Chief Butler reviewed the Incident Report to date.

**AUXILIARY REPORT**

**COMMITTEE REPORTS**

**By-Laws** – Inactive

**Future Plans** – Inactive

**Budget** – Inactive

**Local Hazard Mitigation Plan** – Inactive

**Assessment Fees** – Inactive

**SOP's** – Nothing to report

**Fire Mitigation Impact Fees** – Inactive

**DIRECTORS TASKS**

**Grant Research** – Nothing to report

**Grant Responsibility** – Nothing to report

**Land Development** – Pete reports the requested variance at Merriam Rd. for Mary Battista is acceptable from the perspective of our fire district and a letter will be mailed to the county saying we are agreeable to the variance request.

**Maps & Fees** – Nothing to report

**Info Technology** – Nothing to report

**Audits** – Nothing to report

**JPA** – Nothing to report

**Bill Paying Committee** – Nothing to report

**DOACT** – Nothing to report

**Directors Monthly Updates** – Mike Lee has reviewed the proposed General Plan and does not believe the district is adversely affected by any of the items in pages 10 through 15. He does note that the majority of the district is still rated as a moderate fire hazard area. He has forwarded a letter to the project planner asking that the plan accurately reflect the status of our district as Very High fire Hazard Severity.

**OLD BUSINESS**

There was no Old Business

**NEW BUSINESS**

**ADJOURN**

A motion was made by Pete, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 6:52 P.M.

\_\_\_\_\_  
Lloyd Appleby, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary