

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

January 27, 2011

CALL TO ORDER

The meeting was called to order by Vice Chair Hammontre.

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, Pete Hammontre and John Norris. Always present were Mike Lee, Chief Mike Butler, Lani Pessoa and Pam Cook. Lloyd Appleby was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

Pete questioned the return of invoices from the USDA Forest Service. Chief Butler explained the invoices were for the Bullards Bar fir and he continues to work on this.

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the Accountant Reports. John will verify the amount under income for #4500 CDF Grants and make changes if applicable. A motion was made by Mike Lee, seconded by Mike H. to approve the November-December accountant reports as presented. The vote was unanimous. There were no warrants or budget adjustments to approve.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reports that one of the fuel storage tanks has a hole and is being replaced. He estimates that everything should be installed by the beginning of March. The Chief reminded Pam that the checks have not been written to the crew fund.

AUXILIARY REPORT

Pete reports the annual Spaghetti Dinner is Saturday, March 5th from 5 to 7 p.m. at the Alcouffe Center.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – Inactive

Local Hazard Mitigation Plan – Active – Nothing to report

Assessment Fees – Inactive

SOP's – Mike H. distributed a draft of Bookkeeper responsibilities to be reviewed. See Grant Responsibility (Special 1)

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Pete reports he has received another chipping grant from Glen Nader. The Fiscal Sponsorship Agreement is between Yuba Watershed Protection & Fire Safe Council and DOHFPD. The previous agreement referred to Prop 40 which is incorrect. Lani will have Lloyd sign the new agreement and forward to Glen Nader. This is the 6th consecutive grant the district is doing. (**Special 1**) Pete reviewed the observations and findings of the Grant Management Review from Dan Lang. In general the District has done a good job. The review notes many of the federal grant management requirements have not been included and Mike H. distributed a copy of 3016.20 Standards for financial management systems as they pertain to grant funds. The standards will be put on future agendas for discussion as they should be added to the SOP's. It was also suggested the District By-Laws and Fire Fighter By-Laws be added to the SOP's. John will follow up on this.

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. reports the website looks good and would like further input from the Chief for his section.

Audits – Nothing to report

JPA – The next meeting is in March at Smartsville

Bill Paying Committee – (Special 2) - The board discussed Automatic Bill Paying for recurring accounts that must be paid in a timely manner regardless of the amount. All review processes that apply to the Bill Paying Committee would still apply. Mike Lee and Pam will present an itemized list of bills they would like on Auto Pay for the next meeting.

DOACT – Nothing to report

Directors Monthly Updates – John would like to combine the DOHIF and DOHFDP networks so there is a back up for both places. He believes this can be done cheaply and would be beneficial for both places. The board is in agreement to have John work on this and report back.

OLD BUSINESS

Pete reports the SRA/LRA response from a previous meeting is in final review. He has not received anything yet.

NEW BUSINESS

a. Discuss forming a committee to recruit future director candidates.

After discussing the board is in agreement that this is not necessary at this time.

b. Discuss cutting back on outside lighting on main fire station at night.

Mike H. distributed a usage report from the PG&E website which showed the highest percentage of use is between 9 P.M. and 6 A.M. He would like to find a way to cut back on the cost. Chief Butler expressed safety concerns when it comes to the female fire fighters and the facility. John said he will check with PG&E regarding the possibility of replacing the current light bulbs with mercury bulbs to save on cost.

ADJOURN

A motion was made by John, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 7:40 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

February 24, 2011

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, Pete Hammontre and John Norris. Always present were Mike Lee, Lloyd Appleby, Chief Mike Butler, Lani Pessoa and Pam Cook.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the Accountant Reports. A motion was made by Pete, seconded by Mike Lee to approve the January accountant report as presented. The vote was unanimous. John reviewed the new process for submitting warrants along with the new spreadsheet that is required. The new spreadsheet will be handled by Pam. There were no budget adjustments to approve.

FIRE CHIEF REPORT (Attachment 3)

Due to new laws that have been incorporated as part of NIMS the district is required to pay upfront costs for Homeland Security Grants and submit reimbursement to the county. An invoice from L.N. Curtis & Sons for 10 SCBA bottles was submitted and the board was in agreement to pay with a warrant. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-24889 in the amount of \$7,550.44 to L.N. Curtis & Sons. The vote was unanimous. Chief Butler reviewed the Incident Report.

AUXILIARY REPORT

Pete reports the annual Spaghetti Dinner is Saturday, March 5th from 5 to 7 p.m. at the Alcouffe Center.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Lloyd reports he is working on this.

Budget – Inactive

Local Hazard Mitigation Plan – Active – Nothing to report

Assessment Fees – Inactive

SOP's – The Bookkeeper responsibilities were submitted for approval. A motion was made by Mike H., seconded by Pete to approve the Bookkeepers responsibilities. The vote was unanimous. John will format as part of the SOP's. John is working on a small SOP booklet that can easily be carried around for the board. The Chief and Directors Job responsibilities continue to be worked on.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John will submit the VFA Grant by March 25th.

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – John is working on Quick Books and cleared checks. Mike H. wants to add pictures from the extraction exercise to the website along with input for the Chief’s Siren Stop. He has asked the Chief to help him with this.

Audits – Nothing to report

JPA – Pete reports the issue of switching to narrow band continues and a meeting will be set up to discuss this. The next meeting is in March 30th at Smartsville.

Bill Paying Committee – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Pete noted the concerns of Charles Sharp regarding the SRA budget cuts and asked the Chief to get clarification at the next CDF meeting. Chief Butler believes this problem will be shut down due to Southern California being mostly Cal Fire. Pete gave a warning about the Oak Bloom which is out early this year and has resulted in killing livestock that are eating it.

OLD BUSINESS

NEW BUSINESS

a. Review Board Terms for re-election in 2011

Pete Hammontre, Lloyd Appleby and Mike Hatherly are all up for re-election in November. Mike Hatherly has advised the board that he may not stay on as a board member.

b. Discuss draft DOHFPD Reference Manual

Mike Hatherly is putting together a reference manual that includes the By-Laws, SOP’s, Budget and Inventory which will be kept at the station. He also distributed a disk for the FDAC Handbook.

c. Begin discussion on establishing written guide to responsibilities of Chief and Directors.

This was already covered during SOP discussion.

ADJOURN

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

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

March 24, 2011

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, Pete Hammontre and Lloyd Appleby. Also present were Mike Lee, Lani Pessoa and Pam Cook. John Norris and Chief Mike Butler were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Lloyd reported on the Bus Stop that was approved by Yuba Sutter Transit. At this point there are 6 individuals who will take advantage of the new stop at the station. Lloyd will make sure they know where to park. There will not be a shelter provided.

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant reports were reviewed and discussed as follows: Pete questioned #6040 & #6050 under Revenues and Expenses and thinks they may need to be adjusted. There was also a question on #6999, not sure what Uncategorized Expenses really are. John Norris will be given an action item to report back at the next meeting regarding the accounts in question. A motion was made by Mike H., seconded by Mike Lee to approve the February accountant report as presented. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

The Incident Report was reviewed by the board. Mike H. asked what is happening with Engine 6482 and Lloyd thought Smartsville is looking to buy it. The Chief will be asked to report on the status of 6482 at the next meeting.

AUXILIARY REPORT

Pete reports the annual Spaghetti Dinner did well. The Omelet breakfast is Saturday, April 9th at the usual place.

COMMITTEE REPORTS (Lloyd distributed a list of committee assignments that was reviewed and approved with only one change. Lani will type up and forward via email to the board.)

By-Laws – Inactive

Future Plans – To be presented at the next meeting by Lloyd and Mike Lee

Budget – John Norris and Mike Hatherly will start work on the budget. Lloyd will ask the chief to provide a current Inventory list that will be used for the Budget and Future Plans.

Local Hazard Mitigation Plan – Active – Nothing to report

Assessment Fees – Mike Hatherly will work with Pete Hammontre on Assessment Fees

SOP's – Mike H. distributed a draft of the Chief and Directors responsibilities and requested they be put on the April Agenda. The District Bookkeeper Responsibilities and Travel Policy which were forwarded from John via email will also be reviewed at the next meeting.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. reports the website now shows the extrication exercise and credits Bart Young for the photos, Art Craigmill for the captions and Scott DeAlba who had the idea to do the sight in the first place. The Chiefs' Siren Stop has been removed from the sight and can be put back when the Chief has info to report on.

Audits – Nothing to report

JPA – Pete reports the next meeting is March 30th in Smartsville. The issue of narrow band has been resolved and everyone in the state will now be using narrow band. A channel realignment called a Major Load will be scheduled in the near future.

Bill Paying Committee – Pam and Mike Lee will present a list of bills that should be put on Auto-Pay for the next meeting. The committee will meet with the Chief to resolve questions on the L.N. Curtis Invoice.

DOACT – Nothing to report

Directors Monthly Updates – Lloyd passed on kudos form Glen Nader to Pete Hammontre for his work with the audit of the Chipping Program.

OLD BUSINESS

NEW BUSINESS

- a. **Discuss and decide – should a place on the monthly agenda be set aside for review of action items assigned or carried over from the previous month's meeting?**
- b. **Discuss and decide – should a place on the monthly agenda, before adjourning, be set aside to go over action items assigned during the current meeting.**

After discussing the board is in agreement to add (#10 Action Items Review) before adjourning the meeting. Any item not previously discussed during the meeting that was carried over from the previous month would be addressed at the same time.

ADJOURN

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 7:30 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

April 28, 2011

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, Pete Hammontre and Lloyd Appleby. Also present were Mike Lee, John Norris, Lani Pessoa, Pam Cook and Chief Mike Butler.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports. The questions from the previous meeting on accounts 6040 & 6050 were cleared up when the accountant reports were sent via email. John also included a bank listing of the last 50 transactions. The board is in agreement this is not necessary in the future. Pete discussed account 1011, Unreserved Funds and the large amount of money in the fund that could be tapped by the state. He noted a resolution could be passed earmarking the funds for future use as a way to preserve the money. A motion was made by Mike H., seconded by Mike Lee to approve the April accountant report as presented. The vote was unanimous. A motion was made by Mike Lee, seconded by John N. to approve warrant #52-24890 in the amount of \$2,658.63 to L.N. Curtis & Sons. The vote was unanimous. The amount will be categorized as services/supplies.

FIRE CHIEF REPORT (Attachment 3)

The Chief reviewed the Incident Report. Mike H. asked for an update on the crew fund and per the Chief nothing was spent last quarter. There is about \$4,800 in the fund and there may be some work done in the future with the boy scouts for a patio at the station. Mike H. pointed out the By-Laws and Constitution for the Fire Fighters says District not Department. A discussion ensued regarding the need to separate the two for financial reasons and board issues. The Chief was given an action item to determine how this will be changed. Mike H. also asked about the forms that are signed by the firefighters regarding the by-laws, drug policy, etc. The chief confirmed they are all up to date. The Chief reports some of his computers files no longer exist and would like to have backup for this purpose. John N. was given the action item to create a back-up system for both computers at the station. The chief continues to work on the inventory list.

AUXILIARY REPORT

Pete reports the Ladies say thank you for paying back the money that was owed to them. Due to a theft at the thrift store a keypad lock has been put in and none of the old keys will work.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – (Adopt Resolution 2011-01 Authorization for the District to Approve the 2011/2012 Future Plans)

Lloyd and Mike presented the future plans for adoption. Each item was discussed and various changes were made.

Lloyd read the resolution and a roll call vote was unanimous.

Budget – Mike H. reports the existing budget is being reviewed and will try to have the preliminary budget ready next month.

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

COMMITTEE REPORTS CONTINUED

SOP's – The Bookkeeper responsibilities was reviewed and a motion was made by Pete, seconded by Mike Lee to approve the Bookkeeper Responsibilities as presented. The vote was unanimous. The Travel Policy was reviewed and a motion was made by Mike H., seconded by Mike Lee to approve the Travel Policy. The vote was unanimous. Mike is still waiting for responses on the Directors responsibilities and will email a copy of the Chiefs' responsibilities to him.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Lloyd reports there have been 100 permits issued for the Plumas Lake Area.

Maps & Fees – Nothing to report

Info Technology – The Chief asked about having multiple passwords for the computers at the station and will let John know if they are needed. The Chiefs' Siren Stop is back up.

Audits – John reports that Lizzette has a broken ankle and hopes to have the audit done by the May meeting.

JPA – Pete reports most of the stations have been changed to narrow band. They have until January 2013 to get it done.

Bill Paying Committee – Mike Lee discussed the pros and cons of using Auto-Pay and the board is in agreement to leave everything as is for now. The Chief noted that he needs to email Pam with approval to pay the Visa Card to avoid late charges in the future. Pete reports the invoice from Oregon House Deli was their error and all is okay now.

DOACT – Nothing to report

Directors Monthly Updates – Nothing to report

OLD BUSINESS

NEW BUSINESS

a. Adopt resolution 2011-02 Ordering Board of Directors Election

Lani notified the board of a change this year requiring the board to determine how a tie vote will be resolved. A tie vote will be resolved by lot. Lani also notified the board of a change in which directors are up for election. Pete Hammontre, Lloyd Appleby and Mike Lee are all up for re-election with four year terms. Mike Hatherly was given a four year term last year. A roll call vote was unanimous.

b. Discuss email and the Public Records Act

Lani distributed information on the public records act and explained why the district needs to develop a records management schedule and classification for all of the districts records including email by category. After discussing the board is in agreement that Lani will work on developing the policy and resolutions that will be required.

c. Discuss Managing Federal Grants as referenced in the Audit from Dan Lang

Pete distributed two versions of a response letter to Dan Lang for the boards review. Pete will work with Mike H. to merge the best of both chipper grant review letters as directed by the board.

ACTION ITEMS REVIEW

John believes the bulbs at the station are already mercury and will drop this item from his list.

ADJOURN

A motion was made by Pete, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 8:41 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

May 26, 2011

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, Pete Hammontre and Lloyd Appleby. Also present were Mike Lee, John Norris, Lani Pessoa, Pam Cook and Assistant Fire Chief Dave Dickinson. Mike Butler was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports. The balance sheet has been changed to reflect quarterly amounts. Under Revenues & Expenses Pete notes the amount under #4000 Property Taxes should be split between Measure W funds and property tax income. John will change to show Property Taxes and Measure W. Pam notes that #6600 should reflect another \$3,150.00. This code is not showing some items and John will breakout groups of detail in the future. A motion was made by Mike H, seconded by Pete to approve the May accountant report. The vote was unanimous. Budget adjustments will be discussed when reviewing the preliminary audit.

FIRE CHIEF REPORT (Attachment 3)

Asst. Chief Dave Dickinson reviewed the Incident Report. There was a discussion regarding Cal Fire and whether or not they can conduct inspections of fire extinguishers at local businesses and what kind of notice do they need to give. Since Loma Rica has an overlapping position of Fire Chief and Battalion Chief their circumstances are different. Notice is required in our district.

AUXILIARY REPORT

Pete reports the annual Flea Market is June 11th at the Grange. There will be no omelet breakfast in June. Spring clean up at the community Center is the weekend of June 4th.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – A draft copy of the proposed budget was distributed for review and discussion. The committee is proposing that all the accounts in red be dropped from the budget. The board is in agreement to remove #6190, #6440 and #6600. #4400 will be changed to Cal Fire Wildland Income. Equipment Reserve #6800 has a negative figure of \$15,000.00 and Pete suggests moving the money to #4900 Uncategorized Income as a onetime expenditure for necessary items. John will talk to Deborah about this. John will email a revised preliminary budget for review before the next meeting where it will be adopted. John noted that some of the reserve funds need to be set aside for the future and noted as such. After discussing John made a motion, seconded by Pete to book \$75,000.00 against 6491 the old water tender and 6472 the old brush rig totaling \$150,000.00 for replacement. The vote was unanimous.

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

SOP's – Mike H. reports they are working on an SOP for Bids.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reports that the facilities manager at Lake Francis Resort has made 10,000 gallons of water accessible with approval from the Chief.

Maps & Fees – Nothing to report

Info Technology – John reports he found the lost computer files at the station and the cross backup system is working for both computers. Mike H. says the website is up to date.

Audits – John distributed a rough draft of the audit for review and noted there were huge improvements overall. One of the biggest problems came under budget adjustments and the board needs to be more proactive in working on this.

JPA – The meeting is at the end of June.

Bill Paying Committee – Lloyd reports they had a meeting on Monday and everything is working well.

DOACT – Nothing to report

Directors Monthly Updates – Pete reported the back door to the station has been left unlocked on occasion and Asst. Chief Dickinson says he is aware of this and it is a procedural problem that is being worked on. John says a program called register booster has been put on the computer and does not know what it is or who put it on. He will talk to the Chief about this.

OLD BUSINESS

NEW BUSINESS

a. Discuss possible Open House

Mike H. has proposed having an open house since there has been nothing since the 2008 grand opening. Asst. Chief Dickinson feels it is a good idea, but has concerns about theft and safety issues especially during the fire season. The discussion of safe and sane fireworks also came up. The board is in agreement to continue this discussion at the June meeting appointing a committee that would work on this for early spring or next fall.

b. Discuss and Decide proposed amendment to the By-Laws referencing the Chief.

Pete noticed the District By-Laws do not give the authority to appoint the Fire Chief when all other positions are referenced. Even though resolutions have been passed every time a new Fire Chief was appointed, the By-laws don't even mention the Fire Chief. Pete read the proposed amendment as follows:

ARTICLE III DUTIES of OFFICERS and APPOINTEES

3.6 FIRE CHIEF

- A. The Fire Chief of the DOHFPD shall be appointed by the DOHFPD's Board of Directors and shall serve at their pleasure.

The notice was given to the secretary and Chair Appleby stated this shall serve as the first reading and the board will vote for the amendment at the next meeting.

c. Discuss and Decide switching propane supplier to reduce costs.

After discussing the board is in agreement to have Lloyd check with our current supplier to see if they can lower or match the discounted price of Suburban.

ACTION ITEMS REVIEW

The old items not covered during the meeting will be carried over and the new items were reviewed by the secretary.

ADJOURN

A motion was made by Mike H., seconded by John to adjourn the meeting. The meeting adjourned at 8:13 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

June 23, 2011

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, Pete Hammontre and Lloyd Appleby. Also present were Mike Lee, John Norris, Lani Pessoa, Pam Cook and Chief Mike Butler. Members of the public were Janice Hammontre

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports and the following budget adjustments were discussed. On the Combined Balance Sheet it was noted that #1015 under Assets should be changed to Board Reserves. On the Budget Vs Actual the board agreed that any amount over 100% should be looked at and adjusted. Under Expenses #6033 will be changed to \$1,400.00 and taken out of equipment reserves. #6040 and #6050 weren't budgeted correctly and #6160, Insurance should show a line item for Workmen's Compensation. Operation Equipment #6510 is way out of balance. The Chief is in agreement that #6472 the old brush rig should be replaced first. The funds from the Homeland Security Grant have not been reimbursed and Chief Butler will check on this. A motion was made by Mike H, seconded by Mike Lee to approve the June accountant report. The vote was unanimous. Pam received the invoice from GSRMA for Workmen's Compensation Insurance and the board is in agreement to pay by warrant. A motion was made by Pete, seconded by Mike Lee to approved warrant #52-24891 in the amount of \$10,508.00 to GSRMA. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler said there was no Incident Report because Iva was out of town. The board discussed the need to have a back up person to do the report in the future. Lloyd questioned the Red Alert Bill and whether or not we should continue to pay it. The Chief said he does receive updates when he enters the site and Mike H. will follow up with Red Alert regarding updates and their procedure. The Fire Fighter Bylaws and Constitution will be changed to Department instead of District. The Bylaws were last updated in 2003. Chief Butler is going to put in new locks and keys to prevent future theft. Pete reports there is an Emergency Preparedness Fair that will happen on Saturday, July 9th at the Willow Glenn Saloon. The Fair has been arranged by outside parties and is not sanctioned by fire fighters in the foothills.

AUXILIARY REPORT

Mike H. took pictures of all the ladies for their ID Cards which can be used to obtain a discount with Suburban Propane.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – The preliminary budget was distributed and adjustments were made. Under New Radios, Pete reports he may be able to find better pagers for the same price or lower. He will follow up on this for the next meeting. After discussing a motion was made by Pete, seconded by Mike Lee to adopt the preliminary budget with the proposed adjustments. The vote was unanimous. John will email a clean copy of the budget with the changes and Lani will publish a notice in the Appeal Democrat by June 30th. The board is in agreement to adopt the Final Budget at the September 22nd meeting.

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

COMMITTEE REPORTS (CONTINUED)

SOP's – Mike H. will email a draft copy of the Chiefs' Responsibilities to the board for review.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Mike Lee reports he has found a website that will assist with Grants. He will continue to review it.

Grant Responsibility – Nothing to report

Land Development – Pete will be contacting Lake Francis to do a walk through.

Maps & Fees – Nothing to report

Info Technology – John will remove the software that was put on the computer at the station that no one is using. Mike H. reports the website is updated and being streamlined.

Audits – Nothing to report

JPA – The next meeting is Wednesday at the station. Radio training for narrow band goes on. Smartsville is all narrow band now.

Bill Paying Committee – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – John met with Deborah and they suggested moving \$3,000.00 from the General Fund to Mitigation Funds. After discussing a motion was made by Pete, seconded by Mike H. to move funds from the General Fund to Mitigation Funds. The vote was unanimous. Pam will check with the county on procedure for moving the funds.

OLD BUSINESS

a. Continue discussion on Open House

Mike H. distributed a guideline for arranging the open house. He suggests including the auxiliary and the community center having a representative from each group help with the arrangements. It was also suggested the sheriff, DOACT and the Grange be added to the list. Chief Butler recommends Public Safety Day rather than Open House and the board is in agreement. Mike H. volunteered to be the representative for the board and will address the auxiliary at their regular meeting.

b. Continue discussion on switching propane supplier to reduce costs.

Lloyd believes Ferrell Gas is charging a reasonable fee and reminded the board that Ferrell donated the gas lines and regulators. If the station owned the tank it would be easier to negotiate a better price, but would entail appointing someone to make sure the tank is always full and that maintenance be scheduled. After discussing the board is in agreement to leave everything as is for now.

NEW BUSINESS

d. 2nd reading and vote for proposed amendment/addition to the By-Laws referencing the Chief.

The secretary read the amendment as follow:

ARTICLE III DUTIES of OFFICERS and APPOINTEES

3.6 FIRE CHIEF

B. The Fire Chief of the DOHFPD shall be appointed by the DOHFPD's Board of Directors and shall serve at their pleasure.

A motion was made by Mike Lee, seconded by Mike H. to accept the amendment/addition to the By-Laws. The vote was unanimous.

e. Proposed adoption of Benefit Assessment Unit & Special Tax, 1st Hearing

The hearing opened at 8:10 P.M. The board was in agreement to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 8:12 P.M.

f. Propose Adoption of Appropriation (GANN Limit) 1st Hearing

The hearing opened at 8:13 P.M. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 8:15 P.M.

g. State Budget – Possible CAL Fire fees for outlying areas.

Lloyd discussed the bill that requires a fee of \$150.00 per structure in SRA's as a fire tax regardless of fire protection fees already being paid. He emailed assembly member Dan Logue who responded that he would not vote for this, but it is unknown if the Governor will let this bill go into law.

ACTION ITEMS REVIEW

The old items not covered during the meeting will be carried over and the new items were reviewed by the secretary. Lani distributed draft copies of the Records Retention Resolution, email SOP and attachments for review.

ADJOURN

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:30 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

July 28, 2011

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 and Mike Lee. Also present were Lani Pessoa, Pam Cook and Chief Mike Butler. Pete Hammontre and John Norris were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

The board reviewed the reports and the following adjustments were discussed. On the Custom Transaction Detail Report under memo code #6041 will be removed and the (X) amounts will be put back in by Pam. On the Transaction Detail by Account it was noted that under #6160 for Insurance the amounts have been subtracted twice. John will be given an action item to correct this. A motion was made by Mike Lee, seconded by Mike H. to approve the July accountant reports with the recommended changes. The vote was unanimous. Mike H. questioned the flag pole expense and when it was approved. Lloyd said this was discussed by Pete and approved a long time ago.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reports that Engine 6482 is for sale on Craig's List in the amount of \$7,500.00.

AUXILIARY REPORT

Nothing to report

COMMITTEE REPORTS

By-Laws – Chair Lloyd signed the amended copy of the By-Laws

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

SOP's – Mike H. distributed a final draft of the Chiefs responsibilities. After discussing a motion was made by Mike Lee, seconded by Lloyd to accept as presented. The vote was unanimous.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. reports the new web pages are almost done and the board is able to see them now if they wish. Lani questioned having the SOP's on the website and exposing the board to undue scrutiny. Chief Butler and Mike Lee agree that these are internal procedures that are constantly changing and it would be better to leave them off. After discussing the board is in agreement to remove the SOP's from the website and list contact information for the public's viewing.

DIRECTORS TASKS (Continued)

Audits – Nothing to report

JPA – Nothing to report

Bill Paying Committee – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Pam checked with the county on procedure for moving money from the General Fund and needs district letterhead to write a memo. Lani will email to Pam and has requested a copy of the letter for our records. Mike H. reports that Red Alert does the updates from their end with a phone call and John will be responsible for Red Alert updates in the future. Mike H. said the Auxiliary is on board with a Public Safety Day and Lloyd will approach the Community Center and Fire Safe Council for representatives at their next meeting.

OLD BUSINESS

NEW BUSINESS

h. Adopt Resolution 2011-03 Benefit Assessment Unit & Special Tax

Chair Appleby called the role and the vote was (3) yes, 2- absent. Passed

i. Adopt Resolution 2011-04 Appropriation (GANN Limit)

Chair Appleby called the role and the vote was (3) yes, (2) absent. Passed

ACTION ITEMS REVIEW

Chief Butler reports he has received an email from Mike H. with items on it that he believes are most likely action items. He continues to work on the inventory and has quotes for tires that range from \$4,318 to \$5,295. Engine 6261 is in the worst shape and needs tires first. Lloyd said this was accounted for in future plans and to go ahead with the tire purchase. The new items were reviewed by the secretary.

ADJOURN

A motion was made by Mike Lee, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 7:30 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

August 25, 2011

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 and Pete Hammontre. Also present were John Norris, Pam Cook and Chief Mike Butler. Mike Lee and Lani Pessoa were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports and under 6350 the Chief questioned the amount for radio expenses. Pete said the majority was for the annual JPA dues. On the Transactions by Account everything is double listed and John said it is a function of Quick Books and does not affect the final amounts. A motion was made by Pete, seconded by Mike H. to approve the reports. The vote was unanimous. A motion was made by Pete, seconded by John to approve Warrant # 52-24893 in the amount of \$4,500.00 to Twin Cities Tree Service and #52-24894 in the amount of \$2,050.00 to Renee Claar. The vote was unanimous. There were no budget adjustments this month.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reports there is a problem with packages being delivered to the station when no one is present. He will have a laminated sign made up telling UPS and Fed Ex to take deliveries to the Thrift Store.

AUXILIARY REPORT

Pete reports the auxiliary is asking for recommendations from the Chief for the annual Christmas presents to the firefighters.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Pete reports the fees have been adjusted to reflect the corrected amount.

SOP's – Mike H. suggests that the Committee Schedule under Budget be changed from March – June of each year to March – September. After discussing the board is in agreement to make the change. Mike H. distributed the hard copy of the Directors Responsibilities and will email to everyone for review.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Lloyd reports Lisa Cunningham who works on grants can coach Mike Lee in grant writing to give the district a better chance of getting our grants approved.

Grant Responsibility – Nothing to report

Land Development – Pete reports there was a jurisdictional problem with County Land Development and the Lake Francis Inspection. After contacting Pat Garamone for clarification and verifying that indeed we do have authority he sent a letter to Dan Burns regarding the inspection with a cc to all.

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(Directors Tasks Continued)

Maps & Fees – Nothing to report

Info Technology – Mike H. reports he will go ahead with the new changes to the website with the boards’ approval. John suggests the board look in to purchasing a new printer for the station to alleviate the problems we are experiencing with ink tanks and availability.

Audits – John reports the 2010 audit has not been closed out as of this date. Jensen Smith is working on it.

JPA – Pete reports the narrow band change has problems in some errors being hard to hear.

Bill Paying Committee – Lloyd said in keeping with rotating this position he is taking Mike Lee off this committee and appointing Mike Hatherly to take his place. Pete Hammontre will be taken off six months from now and John Norris will take his place.

DOACT – Nothing to report

Directors Monthly Updates – John N. followed up on the possible double billing by Deborah Brooks. The billing she submitted was for updating the assets accounts. This is a part of her contract with us and there is no issue with double billing. There was a discussion regarding the recent over draft for the district account. John pointed out that Deborah does not write checks and it is not her responsibility to make sure we have adequate funds in the account. Pam needs to check the district account in the future to avoid this issue and it was suggested that Pam be given the password to electronically monitor the district account. Lloyd reports the local school pond has scum on it and he will contact them to take care of this.

OLD BUSINESS

NEW BUSINESS

- a. **Discuss and decide designating board members with the approval of the chief to sign items necessary to do business with the county building department.**

This is in response to the recent inspection problem at Lake Francis. After discussing a motion was made by Pete, seconded by John to send a letter with the Chiefs’ signature creating designees of record who are empowered to sign for him when it is deemed appropriate. The designees will be Lloyd Appleby and Pete Hammontre. The vote was unanimous.

- b. **Discuss allocated vs. appropriated.**

Pete reviewed the budgeted amounts allocated and how they need to be approved by the board if they are over the \$500.00 amount. This means the item needs to be on the agenda for approval if it is over \$500.00. Lloyd admitted he had not been adhering to the SOP as written and will rectify this in the future.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. The new items were reviewed by the secretary.

ADJOURN

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

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

September 22, 2011

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 and John Norris. Also present were Mike Lee, Pam Cook, Lani Pessoa and Chief Mike Butler. Pete Hammontre was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

Lloyd notes that he received correspondence directly from the county involving Land Development. Charles Sharp wants to subdivide his 80 acres and has agreed to supply the hydrant system at his expense. Pete will compose the response letter and send to the county by October 7th. This will appear on October correspondence.

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports and after discussing the board is in agreement to change the Transaction Report back to the previous format for clarity. A motion was made by Mike H., seconded by Mike Lee to approve the reports. The vote was unanimous. A motion was made by Mike H., seconded by Mike Lee to approve Warrant # 52-24895 in the amount of \$3,600.00 to Twin Cities Tree Service and #52-24896 in the amount of \$1,640.00 to Renee Claar. The vote was unanimous. Under budget adjustments John will lower the expected cost of new tires under account #6300 from \$10,000.00 to \$5,000.00.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The chief submitted a current inventory list for file. The chief reports engine 6472 is out of service, does not think it can be fixed and would like to replace it. He recommends finding a used one maybe from Cal Trans. The chief will have someone look at it and will email the board with a recommendation for fixing it or replacing the engine.

a. Discuss and Decide approving funds for Pagers

Chief Butler reports the best price for pagers is out of Virginia at \$388.00 per unit plus \$37.00 for a 3 year warranty with Motorola which totals \$10,600.00 plus shipping. In the meantime the VFA Agreement requesting funds for the pagers has been approved in the amount of \$5,500.00. Since the funds will not be received until next year, the board is in agreement to purchase the pagers after the funds have been received and will carry over this subject.

b. Discuss and Decide approving funds for Hoses

Chief Butler and Mike H. discussed quotes they had received for purchasing various lengths of hose in (1) inch and (1½) inch diameters. The chief notes that \$7,500.00 has been budgeted for hoses on future plans. The board is in agreement to have the chief work up a final version of what is needed and present to the board.

AUXILIARY REPORT

John reports that the ladies are considering purchasing a storage container and would like permission from the station to put it on the property by the thrift shop. After discussing a motion was made by John, seconded by Mike H. to allow the auxiliary to put a storage container on the property as long as it is aesthetically pleasing. The vote was unanimous.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

COMMITTEE REPORTS CONTINUED

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

SOP's – Mike H. distributed the latest hard copy of the Directors Responsibilities and will also email to everyone for review.

Fire Mitigation Impact Fees – Nothing to report

DIRECTORS TASKS

Grant Research – Lloyd distributed a copy of the latest chipping update and said the grant ends in October. We are also out of federal grant business for now as there are too many rules to deal with.

Grant Responsibility – Mike H. reminded Lani to remove URE from his responsibilities as this has been completed.

Land Development – This was already addressed under correspondence.

Maps & Fees – Nothing to report

Info Technology – John reports there is a device called a Dongle from Tru Link Wireless that will allow users to project what is on the computer screen on to a TV or other device. The chief says this would be a great tool for training and would like it. Since the amount is under \$500.00 the board is in agreement to have John purchase and install it. The chief will be installing cameras for surveillance especially now that the station will have its own gas tanks.

Audits – John reports the 2009/2010 audit is coming to a close. He will compose the Management Discussion letter and forward via email to the board. The quote for the 2010/2011 audit will be the same as 2009/2010 at \$2,400.00. Lani will prepare the Audit Resolution for the October meeting.

JPA – Lloyd reports the next meeting is Wednesday, September 28th at Camptonville.

Bill Paying Committee – Lloyd decided to move **9.c.** under **New Business** to be discussed at this time. After discussing the board is in agreement to change the agenda moving the Bill Paying Committee under Committee Reports instead of Directors Tasks.

DOACT – Nothing to report

Directors Monthly Updates – Mike Lee reports the group that assists with grant writing charges \$2,000.00 which does not seem advisable at this time. Mike H. expressed concern about the fuel storage being rushed and wants to make the proper signs are posted, etc. Chief Butler reports the concrete pour is scheduled for October 1st as part of an Eagle Scout project, the tanks will be painted and he already has the signs to be posted. Mike H. is satisfied that everything is under control. Lloyd thinks having a cyclone fence around the tanks is a good idea and Mike Lee will get estimates for an 8 ft. high chain link fence to be presented at the next meeting.

OLD BUSINESS

NEW BUSINESS

a. Approve Final Budget

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

b. Approve Resolution 2011-05 VFA Agreement 7FG11026

Lloyd called the role and the vote was (4Yes) (1) absent.

c. Moved to Directors Tasks and addressed there. At this time Chair Appleby decided to skip d. go to e. and address d. at the end of new business.

e. Adopt Resolution 2011-06 Records Retention

Lloyd called the role and the vote was (4) yes (1) absent.

f. Approve Email Records Retention SOP

A motion was made by Mike H., seconded by Mike Lee to approve the Email Records Retention as written. The vote was unanimous.

d. Engine 6482 - Discuss new efforts to sell and preparation to sell it.

Mike H. reports Bob Roberts has offered \$2,500.00 in cash for the engine as long as it starts and has some hose.

The chief said he will take the E plates off it and he can drive it away on Wednesday. Mr. Roberts is going to categorized it as non operational. With the boards' approval Mike H. will contact Bob Roberts to let him know his offer has been accepted.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. The new items were reviewed by the secretary and will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike H., seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 8:15 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

October 27, 2011

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 and Mike Lee. Also present were Pete Hammontre, Pam Cook, and Chief Mike Butler. John Norris and Lani Pessoa were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

Mike H. noted on the Revenues and Expenses under Budget VS Actual the numbers are incorrect and John will need to fix this. On All Account Transactions the figures that have been split and there is nothing under memo that shows where the money actually went. John will be given an action item to fix this. A motion was made by Mike H., seconded by Mike Lee to approve the reports as reviewed. The vote was unanimous. The district needs more warrants and Pete will take the action item to pick up additional warrants at the county for Pam.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report and gave an update on expenses for the crew fund. Chief Butler reports that engine 6482 has been taken care of now that Mr. Roberts has decided not to purchase it. The motor has been sold to a rice farmer for \$2,000.00 and the rest will be sold for scrap metal.

AUXILIARY REPORT

Pete reports he thinks the Firefighters appreciation dinner will be December 9th at 6:30 p.m. at the Community Center. The gifts for the firefighters have been purchased.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

SOP's – Mike H. distributed the latest hard copy of the Directors Responsibilities and still needs input.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Lloyd reports they met last week and

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reports that in response to the letter he wrote regarding the Charles Sharp property split, the county has delayed a determination saying our district does not have jurisdiction over water. There will be a meeting with Mr. Sharp and the county and they have agreed to advise the district if there is any change. This subject was already addressed and we were told we have jurisdiction, but were never given the written opinion because they sighted inter office confidentiality. Pete believes that the district should obtain legal council to get an interpretation of the law to make a final determination if this problem persists. The board has asked Chief Butler to assist with this matter.

DIRECTORS TASKS (Continued)

Maps & Fees – Nothing to report

Info Technology – Nothing to report

Audits – Nothing to report

JPA – Pete reports narrow band has been completed

DOACT – Nothing to report

Directors Monthly Updates – Mike Lee has a quote for a fence around the gas tanks in the amount of \$466.98 which does not include locks or labor. He feels it would be too easy to cut the fence and or locks and unless there is an alarm system this may not be the best use of funds. The board is in agreement to drop this for now. Pete requests that the boy scouts be allowed to store their materials for Christmas wreaths where 6482 used to be. The board is in agreement to allow this. Pete reports the chipping grant has come to an end. There will be a transfer of around \$7200.00 out of the grant money into the general fund. About the same amount will be sent back to Dan Lang at FSC. Pete suggests a push button lock for doors at the station and will talk with a lock smith to see if it can be done to make it easier for individuals to lock the doors.

OLD BUSINESS

NEW BUSINESS

- a. **Adopt Resolution 2011-07 Audit for year ended June 30, 2011**

A roll call vote was 4 yes – 1 absent, approved.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. The new items were reviewed and will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike H., seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 8:30 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

November 17, 2011

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 and John Norris. Also present were Pete Hammontre, Mike Lee, Pam Cook, and Lani Pessoa. Chief Mike Butler was absent. Mo Gillock a member of the public was also present.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

Mo Gillock who is the president of the ladies auxiliary said the roof on the thrift store needs to be looked at and fears there may be leaks sooner if not later. Since the district is the owner of the building Lloyd asked all the directors to work on obtaining bids to either fix or replace the roof.

ACCOUNTANT REPORT

John presented the accountant reports. After discussing a motion was made by Mike H., seconded by Mike Lee to approve the reports as reviewed. The vote was unanimous. A motion was made by Pete, seconded by Mike H. to approve warrant #52-29470 in the amount of \$2,400.00 to Jensen & Smith. The vote was unanimous. A motion was made by Pete, seconded by Mike H. to approve warrant #52-24897 in the amount of \$4,500.00 to Twin Cities Tree Service, #52-29467 in the amount of \$5,000.00 to our checking account, #52-29468 in the amount of \$6,810.00 to CA Fire Safe Council and #52-29469 in the amount of \$2,050.00 to Rene Clair. The warrants were not approved at the previous meeting. The vote was unanimous. Budget Adjustments are as follows: Journal \$7,200.00 out of chipping grant and explain the \$4,081.58 under code 6500, what was this spent on? Adjust Operating Supplies which currently shows 272%. John suggests using funds from Equipment Reserve code 6800 to increase the Operating Supplies.

FIRE CHIEF REPORT (Attachment 3)

Lloyd reviewed the Incident Report. The funds have been approved for pagers and the board will ask the chief to let them know how many are needed at the next meeting. Lloyd requested the subject of what to do with engine 6472 be discussed under New Business.

AUXILIARY REPORT

Mo reports the Fire Fighter appreciation dinner is Thursday, December 8th at the Community Center. Mo also reports the fire extinguishers are expired and will talk to Chief Butler about this.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

SOP's – Mike H. still needs input from the Directors regarding the Directors Responsibilities.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reports the problem remains with water and turn a rounds in driveways. He will ask the Chief about raising this issue at his Chief’s meeting. Pete will contact the county about the water source for Charles Sharp.

Maps & Fees – Nothing to report

Info Technology – Mike H. reports there have been 1,800 hits so far and he needs new info from the Chief for his page. John brought up the printer at the station and all the problems with ordering ink cartridges. A motion was made by Mike H., seconded by Pete to approve replacing the printer. The vote was unanimous.

Audits – John continues to work on this.

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Pete reports the locks at the station are the commercial version and will need to be retrofitted to make them push button. He will continue to work on this. Lloyd reports a retired chief has a fully restored engine and wants to donate it to the district. It needs minor work and the fire fighters are in favor of this. This will be put on the agenda for the Chief to discuss at the next meeting.

OLD BUSINESS

NEW BUSINESS

a. Selling District Equipment

Lloyd wanted to know if a resolution is required to sell equipment. After discussing it was agreed by the board that a resolution is not needed. The board does however have the final say and needs to set the dollar limit for the agent who is authorized to negotiate the deal.

b. Election of Board members whose terms have expired

All three directors ran unopposed and will have to be sworn in again at the county office. All three will have four year terms.

c. Discuss and Decide what to do with 6472 i.e. selling it

Lloyd reports Camptonville wants to purchase the engine and they feel they can fix it. The engine will be sold as is and will be categorized as non-operational. After discussing a motion was made by Pete, seconded by Mike H. authorizing the Chief and the Chair to negotiate a deal to sell engine 6472 for approximately \$500.00.

ACTION ITEMS REVIEW

Lani reminded the board they need to renew their Ethics Certificates and make sure she gets a copy for the file. The old items were reviewed and discussed. The new items were reviewed and will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike H., seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 7:50 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

December 22, 2011

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 and John Norris. Also present were Pete Hammontre, Chief Mike Butler, Pam Cook, and Lani Pessoa. Mike Lee was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant reports. After discussing the board is in agreement to have John provide a complete Transaction Detail by Account with the financials via email. Hard copies will not be printed as part of the consent agenda. After discussing a motion was made by Pete, seconded by Mike H. to approve the reports as reviewed. The vote was unanimous. There are no budget adjustments for this month.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. Chief Butler would like to purchase 25 pagers as approved by the VFA Grant with matching funds. A motion was made by John, seconded by Mike H. authorizing the Chief to purchase 25 pagers. The vote was unanimous. The Chief does not have enough information regarding the donation of a restored engine at this time and this subject will be carried over to the next meeting.

AUXILIARY REPORT

COMMITTEE REPORTS

Lloyd is in the process of realigning the committees and asked if any board member would like to make a change. Mike H. asked to be taken off the By-Laws review and Pete agreed that he should also be taken off. John volunteered to be assigned to the By-Laws committee and Mike Lee was assigned by Lloyd to be the other member.

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – After discussing the board is in agreement to drop this committee from the Agenda.

Assessment Fees – Nothing to report

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reviewed the email regarding the water source for Leona Harris and the letter submitted to the county.

Maps & Fees – Nothing to report

DIRECTORS TASKS (Continued)

Info Technology – The article written by Pete that appeared in the Rabbit Creek Journal for the firefighters' dinner will be put on the website. John has purchased a new printer for the station. Mike H. will check with the thrift store to see if they want to sell the old printers.

Audits – John continues to work on this.

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – John reports that Iva is unable to get Crystal Reports that are used to compile information for the Incident Report. The Chief will check on why we can't get the reports anymore. Lloyd reports that SRA fees have been delayed and have not been approved yet.

OLD BUSINESS

NEW BUSINESS

- a. **Discuss legal opinion regarding DOHFPD and CAL Fire (Inspection Authority, Structure, Draft System)**
Pete reviewed the legal opinion from Pat Garamone and the correspondence that went back and forth prior to the opinion. As he understands it there have been times in the past when the board has waived requirements that would not meet the minimums. At this time the opinion does not affect any pending situations. Pete was told the district will continue to receive notification from the county regarding land development. Mike H. will check with CALFire regarding the requirement for size of draft for water tanks.
- b. **California State Fire Code and the above ground fuel storage project**
Mike H. read from sections of the State Fire Code and the International Code Council questioning the legality of the proposed above ground fuel storage tanks. The codes cited included gravity and pressure dispensing of motor fuel, who shall enforce the code and what the penalties are if found in violation. Pete noted there are above ground tanks at various facilities in the area and believes there must be some exception to this as they are inspected by the county. Mike H. says Cal Fire in Dobbins has an approved system according to what he has read in the code. Chief Butler requested Mike H. send him a copy of the codes and he will look at it. Mike H. will send the reference code to everyone via email. John said the fuel station should be engineered by someone who knows what they are doing and Lloyd will call Key & Associates regarding the engineering. This subject will be carried over to the next meeting.
- c. **Adopt Amendment to Amended Resolution 2009-03 Establishing Time and Place for Regular Meetings of The Board of Directors of the Dobbins/Oregon House Fire Protection District during the Thanksgiving and Christmas Holiday.**

A roll call vote was 4 yes – 1 absent, approved

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows:

Negotiate a deal to sell engine 6472 to Camptonville for around \$500.00 – Lloyd & Chief

Work up final version of what is needed for hoses and present to the board – Chief

Follow up with lock smith to change locks at the station – Pete

Review latest version of Director Responsibilities - Board

The new items were reviewed and will be forwarded to everyone via email.

Election of new Chair and Vice Chair

A motion was made by Pete, seconded by Lloyd that we retain the current officers as configured. There being no further nominations Chair Appleby called for a vote. The vote was (4) yes, (1) absent. The vote was unanimous. Lloyd Appleby will remain as Chair and Pete Hammontre will remain as Vice Chair.

ADJOURN

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:05 P.M.

Lloyd Appleby, Chair

_____ Date _____

Lani Pessoa, Secretary

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