

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

January 24, 2013

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 Mike Lee, John Norris, Lani Pessoa, Chief Mike Butler and Pam Cook. Mo Gillock a member of the public was also in attendance.

APPROVAL OF MINUTES

Pete notes that under Grant Research the reference to North Yuba Water District should be changed to Yuba County Water Agency. A motion was made by Pete, seconded by Mike Lee to approve the minutes for the December meeting as corrected. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. John will check with Deborah on #6750 Capital Equipment amount. A motion was made by Pete, seconded by Mike H. to approve the accountant report. The vote was unanimous. A motion was made by Pete, seconded by Mike Lee to approve Warrant #52-29487 in the amount of \$5,000.00 to withdraw money from the general fund and deposit in the Gold Country checking account. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reported on false alarms at YESCA and thinks a letter should be sent letting them know that they may be billed for future responses to a false alarm. Pete will draft a letter stating charges that may apply for false alarm calls.

a. Discuss video surveillance system at the station

Chief Butler says the computer is being used by someone who should not be using it and the surveillance system is a sign of the times. There will be more cameras added in the future to cover more areas of the station both inside and out. John will purchase a router to help with some of the computer issues. The system is on a 30 day lap then it gets erased. No hard copies will be kept unless there is an issue.

b. Discuss Draft SOP's for Background checks and Driving Vehicles

Chief Butler wants everyone to review and send corrections and or suggestions to him for the Driving SOP. Mike H. has an SOP from the International Fire Chiefs which he forwarded to the Chief and thinks some of the information would apply to the department. Chief Butler said it is too long and most of it is not applicable to the department. Mike H. will forward via email to the directors for review.

The new engine 6483 needs a few more items before it is up to NFP standards and the Chief is requesting to purchase hoses that will be approximately \$6,000.00. Mo Gillock from the auxiliary has offered to pay half the cost. A motion was made by Pete, seconded by John to accept the auxiliaries offer. The vote was unanimous. A warrant will be used to pay the balance.

The crew fund should have been paid last month and the SOP needs to be changed to reflect the correct payment schedule. Mike H. will take care of this. Since our main mechanic has left the Chief will look into who will be the new go to person for vehicle maintenance.

AUXILIARY

Mo reports the Spaghetti Dinner is March 2rd and the Flea Market is June 8th at the Community Center. She is waiting on a date from the Chief for the PR event featuring the new Fire Truck. Mo has asked the Chief to look at the fire extinguishers at the thrift store and advise as to purchasing new ones or having them serviced.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – Mike H. distributed the proposed changes to the Use Codes list. Code 129 is the only new code that affects us and will be charged as 3 units. Lani will draft a resolution for Use Codes and look for any contract between Collins Lake and the District regarding benefit assessment and use codes.

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Pam would like to have the AT&T bill paid by auto payment to prevent late payments. A motion was made by John, seconded by Pete to allow Pam to set up the account for this. The vote was unanimous. Mike Lee reports the Oregon House Store will try to send monthly statements that are itemized in the future.

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Lloyd reports there is nothing decided yet on the Water Grants

Grant Responsibility – John will call CDF regarding the money from the VFA grant.

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. report there is a photo of the new trucks #6483 on the site. He will be taking a photo of the truck and all the auxiliary members.

Audits – Lloyd reports he has the information for the audit and will take it to Jensen Smith.

JPA – Pete reports Bob Bauer who has handled communications for everywhere in the foothills for 30 years will no longer be able to do it. The FCC licenses have been received and he will take them to the next meeting. They are good until 2015.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports he corrected an error on the Gold County Bank account in the amount of 2 cents. Pete will work with the chief on the Hydro Tanks. The propane tank at the sub-station has been filled and Ferrell has put the delivery on its regular schedule. Mile Lee reported on a feasibility study being done for a Bio Waste plant where PG&E would buy back electricity. They have narrowed it down to two sites.

OLD BUSINESS

NEW BUSINESS

a. Discuss what to do with the fuel hoses, nozzles and filters.

After discussing the board is in agreement to have Mike Lee take on the task of selling previously purchased hoses that are no longer useful to the station.

b. 1st reading to Amend Ordinance 1986-01

The secretary read the amendments to the ordinance and a motion was made by Chair Appleby, seconded by Pete to amend Ordinance 1986-01 for determination of Units of Benefit, Assessment Rate Schedule and Computation of Assessment Amount. The vote was unanimous. The new ordinance number will be 2013-01.

ACTION ITEMS REVIEW

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

Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. Lloyd will review SOP's for possible changes with no time frame for this action item. Mike Lee continues to work on the Yuba County Water Agency Grant. Pete and Chief Butler to discuss onsite service for Hydro tanks. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 8:14 p.m.

Lloyd Appleby, Chair

Date _____

Lani Pessoa, Secretary

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January 24, 2013

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

February 28, 2013

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 Mike Lee, John Norris, Lani Pessoa and Captain Don Forguson. Chief Mike Butler and Pam Cook were absent. Members of the public also in attendance were Catherine Braudrick, John Braudrick and Ned Causin.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

a. Rule on appeal request from Ponderosa Mobile Home Park for overcharge of assessment fees.

Catherine Braudrick who is the trustee for the mobile home park read her appeal and requested a refund for parcel #060-350-001-000. The board has verified the overcharge and a motion was made by Pete, seconded by Mike Lee to refund the amount of \$468.52. The vote was unanimous.

ACCOUNTANT REPORT

The accountant report was presented and reviewed. John will check with Deborah regarding Mitigation amount on the report. A motion was made by Mike Lee, seconded by Pete to approve the accountant report. The vote was unanimous. A motion was made by Lloyd, seconded by John to approve Warrant #52-29488 in the amount of \$5,000.00 to withdraw money from the general fund and deposit in the Gold Country checking account. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Captain Forguson reviewed the Incident Report. Pete reports all of the tanks have been taken care of by Precision Hydro and the statement has not arrived yet. The cost should be about \$15.00 less per tank with the new company.

AUXILIARY

Pete reports the Spaghetti Dinner is March 2rd. The Boy Scouts will be doing a burn at the Community Center on Saturday.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – See Old Business

SOP's – Mike H. distributed the Crew Account Policy. After discussing a motion was made by Pete, seconded by John to approve as presented. The vote was unanimous.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC –Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to Report

Grant Responsibility – John reports the refund from the VFA grant has been received.

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – John reports the new router has been installed. Mike H. reports a training schedule page is now on the website along with a group picture with the ladies at the thrift store.

Audits – Lloyd reports he took the information for the audit to Jensen Smith.

JPA – Pete reports that Bob Bauer has passed away. Dan Herbster will now be the interface for the JPA.

DOACT – Nothing to report

Directors Monthly Updates – Pete says when trying to view the Gold Country Bank account electronically the process is screwed up. John says he has experienced the same thing. John reports that our version of QuickBooks is out of date and you can no longer email reports. We will eventually need to update it.

OLD BUSINESS

a. Adopt Ordinance 2013-01 Amendment to Ordinance 1986-01 RE: Method of Assessment

Pete began by stating he is not in agreement with adopting the Ordinance as presented because of conflicting documentation showing there have been additional amendments to the ordinance. He wants to repeal the original ordinance and all amendments and replace with a new clean re-written one. Mike H. stated it will cost money and may involve the county. He believes we could rescind the amendment as stated in 1988 that was of concern or simply ignore it. After discussing the board is in agreement to have Pete, Mike H. and Lani come up with wording to make an alteration that covers rescinding old copies and amendments.

b. Review Draft SOP's for Background Checks and Driving Vehicles.

After discussing a motion was made by Pete, seconded by Mike Lee to table both SOP's until the Chief is in attendance for the discussion. The vote was unanimous.

NEW BUSINESS

a. Adopt Resolution 2013-01 Use Codes List for Determining Benefit Assessment.

Since the Ordinance was not adopted the resolution was not voted on at this time and will be back on the agenda when the Ordinance is ready for a vote.

b. Heating costs for main station, what can be done to lower them?

After discussing the board is in agreement to have Mike Lee contact Ferrell Gas about receiving a discount for fire fighters such as Suburban propane offers.

ACTION ITEMS REVIEW

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

Lloyd will review SOP's for possible changes with no time frame for this action item. Mike Lee continues to work on the Yuba County Water Agency Grant. John to follow up with Deborah on various code questions on the accounting report. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 8:10 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 28, 2013

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 Lani Pessoa, Pam Cook and Chief Mike Butler. John Norris was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

There was no accountant report presented due to a scheduling conflict. A motion was made by Pete, seconded by Mike Lee to approve Warrant #52-29489 in the amount of \$5983.89 to L.N. Curtis & Sons to purchase hoses. The vote was unanimous. A motion was made by Mike Lee, seconded by Pete to approve warrant #52-29490 in the amount of \$2,171.90 to Precision Hydro for Hydro services. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

The Chief presented the Incident Report. At this time it was decided to address the Background Checks SOP that was under Old Business. After reviewing it a motion was made by Pete, seconded by Mike Lee to approve the Background Checks SOP. The vote was unanimous.

AUXILIARY

The Chief was presented with his own personal Toy Fire Truck from the auxiliary to placate his need for new vehicles. The joke was appreciated by everyone.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – To be adopted at the April meeting.

Budget – Nothing to report

Assessment Fees – Lloyd has done the physical visits to the Mobile Home Parks in the district and gave a report on the updated numbers. Due to the resignation of Mike Hatherly, Pete will assist Lloyd with finishing the updated assessment fees task.

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC – Pete heard from a member of the district regarding the sub-station and the rating for insurance purposes. He spoke with her agent and from the information he was given he believes they have updated our file to include the sub-station.

DIRECTORS TASKS

Grant Research – Mike Lee continues to check on the water grant and will give a list of items he has requested to the chief to avoid asking for the same items under the VFA grant.

Grant Responsibility – John has the VFA grant application and needs to talk with the chief regarding what he wants to request.

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Lloyd has been reviewing the SOP's and sees no need for changes at this time.

Info Technology – Art Craigmill has taken over the website for Mike Hatherly. Lani will email him the Agenda and minutes to post from now on.

Audits –Nothing to report

JPA – Pete reports there are issues regarding dispatch from Cal Fire. They use Yuba Net which has lost their funding and they want to put all Marysville calls onto Foothill. This will greatly increase their load and they will have to figure out how to resolve the problem. Pete will not run for office at the end of his term with the JPA.

DOACT – Nothing to report

Directors Monthly Updates – Mike Lee has notified the board of a change to his email address. He also reports he has spoken to Suburban Propane and they will give free rental on the tank for up to 2 years besides giving us a lower price than Ferrellgas. After discussing the board is in agreement to have Mike Lee handle the change from Ferrellgas to Suburban Propane. Lani will send a letter of cancellation once the arrangements have been made. Mike has also checked for a buyer for the gas nozzles to no avail and this will be taken off his action item list. Lloyd reports Marysville Unified is dropping YESCA and has voted not to give them charter status. YESCA has an appeal pending.

OLD BUSINESS

a. Review Draft SOP Driving Vehicles.

The SOP was distributed by the Chief. After making a few changes a motion was made by Lloyd, seconded by Pete to approve the SOP with changes. The vote was unanimous.

b. Discuss what changes need to be made to Ordinance 2013-01

Pete discussed what changes he made and will email to everyone for review. This will be put on the April agenda for approval.

NEW BUSINESS

a. Discuss Online banking access

Pete informed the board of the potential problems with having access to the account as it was set up and it has now been changed to View Only access and will stay that way.

b. Discuss wording for posting an Ad for a New Director

In order to fill the vacancy left by the resignation of Michael Hatherly, the board reviewed the wording from the last ad posted. After making a few changes and additions the board is in agreement to post the Ad at both post offices. A response is requested by April 24th so that candidates can be discussed at the next meeting.

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. John to follow up with Deborah on various code questions on the accounting report. Chief Butler needs to check fire extinguishers at the thrift store. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 7:58 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 2, 2013

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 a special meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were John Norris and Lani Pessoa. William Rogers a member of the public was also present.

Chair Appleby announced the board will be going into a closed session for the purpose of appointing a new director.

Following the closed session Chair Appleby stated that William Rogers has been appointed to the board of directors with the vote as follows:

John Norris	Aye
Pete Hammontre	Aye
Mike Lee	Aye
Lloyd Appleby	Aye

The vote was unanimous.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 10:15 a.m.

_____ Date _____
Lani Pessoa, Secretary

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

April 25, 2013

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 Lani Pessoa, John Norris and Chief Mike Butler. Bill Rogers a member of the public was also in attendance. Pam Cook was absent.

APPROVAL OF MINUTES

A motion was made by Pete, seconded by Mike Lee 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 report. A motion was made by Mike Lee, seconded by Pete to approve the accountant report. The vote was unanimous. There were no warrants to approve. John distributed an updated Budget for review.

FIRE CHIEF REPORT (Attachment 3)

The Chief presented the Incident Report. The Chief reports \$2,500.00 was spent from the Crew Fund to purchase lumber for the patio area and gave the runs report to Lani for payment. Due to a recent incident with one of the firefighters the board talked about doing background checks on existing firefighters and who should pay for it. After discussing it the board is in agreement to hold off on doing checks for now, but the board will pay for background checks if it is deemed necessary in the future. The Chief distributed a new SOP for driving vehicles and reports CA Assembly Bill 2298 makes the department responsible for any accidents incurred by firefighters while responding to or from a fire. Our insurer Golden State is aware of the new law and they are putting together a policy for fire departments that will include a defensive driving course.

AUXILIARY

Pete reports the Flea Market is Saturday June 8th. They are still looking for someone to volunteer to do security.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – To be adopted at the May meeting.

Budget – Nothing to report

Assessment Fees – Pete says we can request an extension if necessary

SOP's – To be reviewed at the May meeting

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC – Still nothing in writing from the ISO

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John has completed the VFA grant application via email. Our half of the request will come to \$16,410.00

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Art Craigmill has made a few changes to the website to make it easier to locate current minutes.

Audits – John will call for an update

JPA – Pete reports there are still issues regarding dispatch from Cal Fire. They are waiting on a written proposal.

DOACT – Nothing to report

Directors Monthly Updates – Pete reports the well filter needed to be cleaned again at the station due to black sand being picked up. The plan is to raise the pump in late may; in the meantime a new pressure switch will be installed. John will pick up the supplies at Ace Hardware and meet with Pete to replace it. Pete reports the Auditor meetings for assessment fees on tax roll are scheduled for May 31st and June 14th. After discussing the board is in agreement to have all directors and the secretary attend the meeting on May 31st. Mike Lee has switched our propane service to Suburban who is giving us 2 years free use of the tank.

OLD BUSINESS

a. Adopt Ordinance 2013-01 Amendment to Ordinance 1986-01 RE: Method of Assessment

After the second reading Chair Appleby called the roll. The ordinance was passed upon the following vote:

Ayes: Pete Hammontre, John Norris, Mike Lee and Lloyd Appleby

Noes: None

Absent: None

NEW BUSINESS

a. Adopt Resolution 2013-01 Use Codes List for Determining Benefit Assessment

The resolution was read and a roll call vote was (4) yes. The vote was unanimous.

b. Adopt Resolution 2013-02 Future Plans

This item will be carried over to the May meeting.

c. Review of Elective Offices to be Filled

Lani informed the board that John Norris is up for re-election and whoever is appointed as the new director will take the remaining term of Mike Hatherly.

d. Review responses to the AD for a new Director

At this point in time no written responses have been received. Bill Rogers a member of the public who is interested in becoming a director gave a brief overview of his previous work experience. The board has asked Mr. Rogers to something submit in writing and he has agreed to do so. Lani will check with Terry Hansen regarding how many days before an election do we have to appoint a new member.

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. Chief Butler needs to check fire extinguishers at the thrift store. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 8:05 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 23, 2013

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

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was reviewed. A motion was made by Pete, seconded by John to approve the accountant report. The vote was unanimous. A motion was made by Pete, seconded by John to approve warrant #52-29491 in the amount of \$5,000.00 to withdraw money from the general fund to deposit in Gold Country Bank. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

The Chief presented the Incident Report. The Chief reports Cal Fire is responding to fires as of a week ago. GSRMA has put together a program for Defensive Driving for private vehicles which will be onsite. Chief Butler will be the Custodian of Records for Live Scan applications. No personal information will leave the custody of the Chief.

AUXILIARY

Pete reports the roof leaks and they are requesting a new roof. As the district is the landlord a committee of Pete and Bill will obtain bids to replace the roof. The ladies have agreed to pick up the amount needed for the VFA grant.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – See Old Business

Budget – John and Chief Butler will review the budget for the June meeting.

Assessment Fees – See New Business

SOP's –Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC – Chief Butler will forward via email information he has received.

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John will work on the AFG for the Chief

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology –Nothing to report

Audits – John will look for prior forms on Separation of Duties and forward to Lani and contact Lisette to take of the \$967.00 under #1906 from the budget.

JPA – Pete reports they are still awaiting a written proposal regarding dispatch from Cal Fire.

DOACT – Nothing to report

Directors Monthly Updates – Pete reminded the board the meeting is May 31st at 9:00 A.M. with the county auditor. Since Mike Hatherly has resigned there was a question regarding the password for Red Alert, John will call and obtain the password. Pete will have an ID card made for Bill Rogers.

OLD BUSINESS

a. Adopt Resolution 2013-02 Future Plans

Lloyd read the resolution and called the role. The vote was (4) yes, (1) absent. The resolution is passed.

NEW BUSINESS

a. Adopt Resolution 2013-03 Ordering Board of Directors Election

John Norris and Bill Rogers are up for election. A roll call vote was (4) yes, (1) absent. The resolution is passed.

b. Discuss appropriation limitation for fiscal year 2013-14

Lani explained there is a discrepancy in the amount of \$116.94 that was caught by the auditor’s office. When looking into this, neither they nor us could figure out how far back the error was and it is believed the amount has compounded over time. Pete has scoured his spreadsheet for errors and could not find any. The consensus of the board is to pass a resolution with the corrected amount for the 2013-14 fiscal years.

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 7:45 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 27, 2013

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, John Norris and Mike Lee. Also present were Bill Rogers, Lani Pessoa, and Chief Mike Butler. Pete Hammontre and Pam Cook were absent. Members of the public were Mo Gillock and Art Craigmill.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

The board reviewed the correspondence and discussed the public's request to place items on the agenda. When soliciting advice from the county board of supervisors we found that they have not adopted a formal policy. All correspondence which is received by the county addressed to the Board is handled on the agenda under the heading "Correspondence." The Board may not take any formal action on those items at the meeting those items are on the agenda; however, the Board may refer any items to a department for response or a future agenda for Board consideration. After discussing the DOHFPD Board is in agreement not to adopt a SOP. The board will continue to address correspondence that pertains to items being placed on the agenda during the meeting and respond accordingly. The website will be updated to provide the address for mailing requests from the public. The Board is also in agreement that any documents included in the consent agenda pertaining to financials or drafts will be marked accordingly.

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was reviewed. A motion was made by Mike Lee, seconded by Bill to approve the accountant report. The vote was (3) yes, (1) abstain, (1) absent. A motion was made by Mike Lee, seconded by Bill to approve warrant #52-29492 in the amount of \$13,710.00 to GSRMA for insurance premium. The vote was unanimous. Pam Cook has had to resign and the board is in agreement to have Lani continue with the duties of Bookkeeper. A letter will be sent to Pam thanking her for her service.

FIRE CHIEF REPORT (Attachment 3)

The Chief presented the Incident Report. Chief Butler reported on his correspondence regarding the parcel split on Frenchtown Road and the location of the fire hydrant. He was informed by Emily Nimrod that Cal Fire has already taken care of this, but our Land Development committee was never notified. The Chief also reported we have no Mutual Aid Agreement with Camptonville, he has spoken to their chief about this.

AUXILIARY

Mo Gillock reports the auxiliary has discussed the cost for installing gutters once the new roof has been installed. Bill Rogers reported on the estimate from Leaf Guard and the quality of their work. The auxiliary is in agreement to forgo this expense.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – After reviewing the preliminary budget, Chair Appleby called the roll and the budget was approved. The vote was (4) yes, (1) absent. The Budget Committee along with the Chief will meet on July 17th to work on the final budget figures.

Assessment Fees – See New Business

SOP's –Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC – Chief Butler reports Alex Shubert has notified him that Merriam Road is now listed with the ISO/PPC.

DIRECTORS TASKS

Grant Research – Mike Lee has spoken with Hal Stocker and he will check on the Water Agency Grant for us.

Grant Responsibility – John reports he may not have the VFA Grant completed in time. The paperwork has become increasingly complicated.

Land Development – Lloyd will call Kevin Mallen about the land split on Frenchtown Road and the fire hydrant to find out why we have never been notified.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology –Art Craigmill who is redesigning the website to include more sections containing information showed the Board the changes he has made to date. The Board is in agreement with most of the changes and thanked Art for his contribution.

Audits – Lloyd will call for an update.

JPA – Lloyd discussed the position of Glen Nader, his anticipated retirement and its importance to our district. The board is in agreement to send a letter of support asking that this position be refilled upon his retirement.

DOACT – Nothing to report

Directors Monthly Updates – Nothing to report

OLD BUSINESS

Nothing to report

NEW BUSINESS

a. Adopt Resolution 2013-04 DOJ Authorization to access Criminal History

Chief Butler gave an overview of what is needed to obtain criminal record information for the district and for him to serve as Custodian of Records for Live Scan Service. The resolution gives the district authority to specifically authorize access to summary criminal history information for employment, licensing or certification purposes. The Department of Justice must approve the districts designated Custodian of Records. The resolution was read. Chair Appleby called the roll and the vote was (4) yes, (1) absent. Passed.

b. Adopt Resolution 2013-05 Amending Resolution 2012-04 Appropriation (GANN Limit) Increase

c. Proposed Adoption of Benefit Assessment Unit & Special Tax, 1st hearing

The hearing opened at 8:15 p.m. The board was in agreement to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 8:17 p.m.

d. Proposed Adoption of Appropriation (Gann) Limit, 1st hearing

The hearing opened at 8:18 p.m. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 8:20 p.m.

e. Discuss bids for new roof at the Thrift Shop

Due to the absence of Director Hammontre, this subject will carried over to the July meeting

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. John, Mike Lee and the Chief will meet to work on the budget. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby 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

July 25, 2013

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, John Norris and Pete Hammontre. Also present were Bill Rogers, Lani Pessoa, and Art Craigmill. Members of the public were Mo Gillock. Mike Lee and Chief Butler were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

Section 9 c. under New Business was moved to public input because Art Craigmill had to leave the meeting early.

Discuss and decide offer to purchase fire engine for \$2,500.00 or lease as a “reserve” in order to fill the coverage gap in the district as well as an additional resource for structure defense.

Art Craigmill who owns the engine stated he could be put it into service quickly. The license fees are \$663.00 and he said the chief’s concern was the cost of the liability insurance. John mentioned it should be under a car port to protect it and Greg Holman would consider a sub-station at the FOF property. Art presented a generic Engine Lease Agreement and the board is in agreement to have Pete, Lloyd and the Chief work on the wording of the lease and the insurance quote. This will be carried over as old business on the august agenda.

ACCOUNTANT REPORT

The accountant report was reviewed. John noted an approved line was added to the report to be completed after the board has voted. A motion was made by Pete, seconded by John to approve the accountant report. A motion was made by John, seconded by Bill to approve warrant #52-29493 in the amount of \$1,250.00 to JPA for annual fees. The vote was unanimous. A motion was made by Pete, seconded by John to approve warrant #52-29494 in the amount of \$1,500.00 to the annual Crew Fund. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Lloyd presented the Incident Report.

AUXILIARY

Mo Gillock reports that June broke all monthly records with close to \$5,000.00 taken in. Also the back door has been fixed by Bill Rogers.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – John reviewed the budget to date and he will talk to the Chief about how much to budget for uniforms and safety gear. The board also discussed building improvements, equipment purchases and maintenance for engine 6352.

Assessment Fees – See New Business

SOP’s –Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Lani will send a thank you letter to the Setzer foundation for their recent donation.

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John reports the VFA national grant was not completed in time. He and the Chief agreed not to pursue it due to the increasingly complicated paperwork.

Land Development – Lloyd will follow up with call Kevin Mallen about the land split on Frenchtown Road.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – John recommends upgrading to Windows 7 for the computers at the station. John will ask Art Craigmill to put the sub-stations on the website for insurance purposes.

Audits – Lloyd will call for an update.

JPA – Pete is filling in for the secretary

DOACT – Nothing to report

Directors Monthly Updates – Pete reports Cathy Monroe has asked if we want a live pig for a fundraiser or BBQ that we would have at the end of fire season. The Boy Scouts will be observing training at the station next Wednesday with the Chief's approval. Lloyd reports he received an email from Mike Hatherly asking to give some sort of thank you to Marcia for her 12 years of service running Bingo. Since the money goes to the auxiliary, Mo will handle this.

OLD BUSINESS

- a. Discuss bids for new roof at the Thrift Shop

The bids are as follows: 3 Tab \$3,218 & Labor at \$3,500 + tax is around \$7,000.00

Metal Roof \$3,000 & Labor \$2,800 + tax is around \$6,000.00

If we go with the metal roof Mark Claar says he can't do it until spring. John will check with Metal Sales to see if they will sell to him directly at a good price. This will continue to be carried over as old business on the august agenda.

NEW BUSINESS

- a. **Adoption of Resolution 2013-06 Benefit Assessment Unit & Special Tax**

Chair Appleby called the role and the vote was (4) yes, (1) absent. Passed

- b. **Adoption of Resolution 2013-07 Appropriation (Gann Limit) Increase**

Chair Appleby called the role and the vote was (4) yes, (1) absent. Passed

- c. **Discuss and decide on purchasing AED (automatic external defibrillator) to help cover the district.**

The Chief is looking at refurbished difibulators that would cost approximately \$695.00. After the discussing the board is in agreement to have John, Bill and the Chief look into the purchase of either new or refurbished equipment.

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. Lloyd will contact Kevin Mallen regarding land split. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 7:44 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 22, 2013

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, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, Chief Butler and Lani Pessoa.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

The board noted that two checks were received last month from the Setzer Foundation as a donation and the check for \$500.00 should have gone to the Oregon Peak Lookout Tower. A motion was made by Pete, seconded by Mike Lee to write a check to the auxiliary for the Lookout Tower. The vote was unanimous

PUBLIC INPUT

Pete addressed 9.b. under New Business.

Discuss and decide language concerning the maintenance of the water tanks for the Charles Sharp Project.

Pete reviewed the previous agreement which states the owners agree, in perpetuity, to maintain the system. The problem is due to the words (in perpetuity). The board is in agreement to have Pete and Mike Lee work with Charles Sharp to re-write a new agreement.

ACCOUNTANT REPORT

The accountant report was reviewed. A motion was made by Mike Lee, seconded by Bill Rogers to approve the accountant report. The vote was unanimous. There were no budget adjustments or warrants.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report.

AUXILIARY

Pete noted some members of the auxiliary believe they should be asked before it is assumed they will pick up the cost of the VFA grant. In the past the auxiliary has picked up the initial cost and the district reimburses them when the funds are received. Since the board has not made a formal request that the auxiliary pay anything at this point, Pete has agreed to pass this information on.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – John has the input needed from the Chief and awaits the correct assessment fee figure from Pete. The updated budget will be forwarded to all once this has been received. The budget will be adopted at the next meeting.

Assessment Fees – Pete reports he has worked with Karin on the final assessment fees and 27 properties are to be direct billed. The board needs to decide if all 27 will be worth the effort.

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Finance Committee – Lloyd has decided to take Pete Hammontre off this committee and replace him with Bill Rogers.

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Mike Lee reports he has talked to Hal Stocker regarding the Water Grant and still nothing new, he will go back and talk with them again.

Grant Responsibility – Nothing to report

Land Development – Lloyd will follow up with Kevin Mallen about the land split on Frenchtown Road.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – John will work on upgrading the computers at the station. John needs the physical address for the sub-station on Merriam Road to put it on the website. He also thinks it is a good idea to add Google Earth so that members of the district can locate the closest station to them.

Audits – Lloyd will continue to call for an update.

JPA – Pete reports Special Districts are required to take care of structure fires, but are not required to take care of medical calls. This may become an issue starting in the future.

DOACT – Nothing to report

Directors Monthly Updates – Pete notes the Pig Roast will be on October 12th and Dale Mosley will provide the Bar-B-Que.

OLD BUSINESS

- a. Discuss bids for new roof at the Thrift Shop
Pete distributed a printout with the bids. John would like a turn-key quote and the board is in agreement to have John get the bid. This will continue to be carried over as old business on the September agenda.
- b. Discuss and decide on offer to purchase fire engine for \$2,500.00 or lease as a “reserve” in order to fill the coverage gap in the district as well as an additional resource for structure defense.
Art Craigmill will donate the engine if we pick up all fees. Greg Hollman will provide a spot for it and carport with electrical. The Chief would like an enclosed structure to prevent theft. The board is in agreement to lease the engine and take care of the fees. John will contact Art Craigmill to let him know about the lease and Greg Hollman to work out the specifics for a location.
- c. Discuss and decide on purchasing an additional AED (automatic external defibrillator) to help cover the district. After discussing a motion was made by Pete, seconded by Bill Rogers to approve the purchase of a refurbished defibrillator.

NEW BUSINESS

- a. Discuss and decide Sub Station possibility on Rices Crossing Road Fellowship Property.
This was already discussed under old business as a location for the engine.
- b. Moved to Public Input
- c. Discuss and decide Mutual Aid Agreement with Camptonville.
The Chief believes there is an agreement already and will check on this.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows:
Mike Lee continues to work on the Yuba County Water Agency Grant. Lloyd will contact Kevin Mallen regarding land split and call for an update on the audit. The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by Bill Rogers to adjourn the meeting. The meeting adjourned at 8:05 pm.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

September 26, 2013

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, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, Chief Butler and Lani Pessoa. Mike Hatherly a member of the public was also present

APPROVAL OF MINUTES

A motion was made by Pete, seconded by Mike Lee to approve the minutes for the August meeting. The vote was unanimous. Lloyd said there is still a question regarding the amount from the Setzer Foundation that would go towards the Tower and he will follow up on this.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Discuss request for assessment spreadsheet and request to look at check register.

Pete reviewed the response from county council regarding the privileged information aspect of giving this information to the public. Per the response a hardcopy of the APN #'s and amounts charged were given to Mr. Hatherly and arrangements were made for him to view the check register. Pete notes the county would charge \$1.00 per copy and a motion was made by Pete, seconded by Mike Lee to charge \$1.00 per page for copies. After discussing the motion was tabled and the board is in agreement to put this on the next agenda for further discussion.

PUBLIC INPUT

Mike Hatherly said in checking the county websites for property tax bills he noticed bills posted as late and when inquiring he found this could also mean they have not been paid at all. He also noted that special taxes under the amount of \$20.00 were not billed at all. Pete addressed this subject and notes that the amount has been increased to \$50.00 and special districts were now going to have to bill the property owners directly. Also in previous years when the property is sold the district has been reimbursed as a result of teeter and this is the first year that we will have to address this issue. A policy for billing will also be discussed under new business.

ACCOUNTANT REPORT

The accountant report was reviewed. A motion was made by John, seconded by Mike Lee to approve the accountant report. The vote was unanimous. There were no budget adjustments. A motion was made by John, seconded by Pete to approve warrant #52-29495 in the amount of \$5,000.00 for deposit to Gold Country Bank.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief will draw up a list of guidelines of how certain incidents should be included in the Report. The Chief has received notice that he has been confirmed by the Department of Justice as Custodian of Records. The Pig Roast is Saturday, October 12th at 4:00 pm.

AUXILIARY

Pete reports they will provide desserts for the Pig Roast.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – After reviewing the budget presented a motion was made by Mike Lee, seconded by John to adopt the Final Budget. The vote was unanimous.

Assessment Fees – To be addressed under New Business

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Finance Committee – Nothing to report

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Mike Lee is still working on the Water Agency Grant and has spoken to PG&E to see if they have any money for us. The Chief learned the county has money in the form of grants from Fish & Game and a meeting can be requested to request funds.

Grant Responsibility – Nothing to report

Land Development – Pete notes he received a call from an insurance agent who wanted to verify the location of the fire hydrant nearest the Charles Sharp property.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Nothing to report

Audits – John will work on gathering the material for the next audit.

JPA – Pete reports he has transitioned off and Bill Rogers has transitioned on. There is a push to charge fire departments for 911 calls that are not fire related starting in November. Fire Departments are required by state law to take care of structure fires, but are not required to take care of medical calls. The amount our district would be charged would currently come to \$12,000.00. Pete met with Donna Stottlemeyer and a meeting will be held on either October 16th or 30th with as many people as possible to discuss this issue. Ultimately the board of supervisors will make the final decision regarding this subject. Kim Biggs will now be picking up the JPA mail at the station.

Suppression Fees – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Nothing to report

OLD BUSINESS

a. Select a vendor for the Thrift Shop Roofing material.

After discussing the board is in agreement to obtain the materials from Foothill Ace Hardware.

b. Discuss and decide Sub-Station for leased engine on Fellowship Property.

The property proposed is the old entrance to the Fellowship property and Greg Holman will help raise funds to put a structure up. There is access to power and Greg has recommended an annual lease of \$1.00 per year for the engine. The Chief recommends a lease that is long term for the sub-station so that five years down the line we don't have to find a new location. After discussing the board is in agreement to put the sub-station on this property. Lloyd and John will continue to work on this.

c. Discuss and decide language concerning the maintenance of the water tanks for the Charles Sharp Project.

This project has been put on hold by Charles Sharp and the board is in agreement to have Pete send a draft copy of the wording he is recommending for the future.

NEW BUSINESS

a. Discuss Establishment of Policy for collection of annual Special Tax Assessments.

The board reviewed the draft of the Special Tax packet showing how the properties would be billed and what correspondence would be included. The total amount would come to \$890.00 if all properties that fall under the new category were to be billed. After discussing what properties would be billed the board is in agreement to proceed.

b. Adopt Resolution 2013-08 Establishment of Policy Regarding Direct Billing Collection of Annual Special Tax Assessments.

A roll call vote was (4) yes, (1) abstain. Passed

ACTION ITEMS REVIEW

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

Mike Lee continues to work on the Yuba County Water Agency Grant. Lloyd will contact Kevin Mallen regarding land split. Chief Butler will check on the Mutual Aid Agreement with Camptonville. The new items will be forwarded to everyone via email.

ADJOURN

Chair Appleby adjourned the meeting at 8:18 p.m.

Lloyd Appleby, Chair

Lani Pessoa, Secretary

Date _____

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

October 29, 2013

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 a Special meeting on the date above with a quorum being present as follows: Lloyd Appleby, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, and Lani Pessoa.

Closed Session – Conference with Legal Counsel – Anticipated Litigation

Chair Appleby closed the session at 10:03 a.m. to discuss the possible need to confer with an attorney.

Open Session - Chair Appleby reopened the session at 11:04 a.m. and announced the board is in agreement to contact legal counsel for advice.

ADJOURN

Chair Appleby adjourned the meeting at 11:05 a.m.

Submitted:

Lani Pessoa - Secretary

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

November 12, 2013

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 a Special meeting on the date above with a quorum being present as follows: Lloyd Appleby, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, and Lani Pessoa. Robert Hunt legal counsel was also present.

Closed Session – Conference with Legal Counsel – Anticipated Litigation
Chair Appleby closed the session at 11:03 a.m. to confer with attorney.

Open Session - Chair Appleby reopened the session at 12:25 p.m.

Report Out - There was no action taken

ADJOURN

Chair Appleby adjourned the meeting at 12:26 p.m.

Submitted:

Lani Pessoa - Secretary

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

October 24, 2013

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, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, Chief Butler and Lani Pessoa. Mike Hatherly a member of the public was also present

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

Pete requested the 10/19/13 request for documents from Mike Hatherly concerning benefit assessment be moved and discussed as item g. under New Business.

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was reviewed. John reports the budget to Actual does not reflect the final budget and he will take care of this. A motion was made by Mike Lee, seconded by Bill to approve the accountant report. The vote was unanimous. There were no budget adjustments. A motion was made by Pete, seconded by John to approve Warrant #52-29496 in the amount of \$2,400.00 to Jensen and Smith, CPA for the 2012 audit.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report and reports the Crew Runs total \$270.00 for the quarter.

AUXILIARY

Pete reports the new roof is currently in the process of being done.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – To be addressed under New Business

SOP's – John is questioning the value of SOP'S and wants it on the November agenda for discussion.

Fire Mitigation Impact Fees – Nothing to report

Finance Committee – Nothing to report

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Mike Lee has spoken to Hal Stocker again and will re-submit the grant with new numbers. He will also approach PG&E about a grant.

Grant Responsibility – The VFA grant has been approved in the amount of \$16,410.00 and Pete suggests a letter should be given to the auxiliary asking for the \$32,820.00 which would be hand delivered by the Chief.

Land Development – Pete received the plans for the Veterinarian office and notes exit signs over the doors had been left off and fire extinguishers. Pete will contact the architect to make the addition.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – John wants to change the website to reflect the proper Gmail address for requesting public records from the district. The board is in agreement to make this change. John would like all board members notified when documents are requested.

Audits – John has delivered the materials for the 2013 audit.

JPA – Pete reports the discussion continues on issues of who picks up the tab for ECC. Bill Rogers will replace Pete along with Lloyd.

Suppression Fees – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Pete wants to talk about a legal issue at the conclusion of the meeting. John stated the station needs a new computer monitor and the board is in agreement to have John make the purchase.

OLD BUSINESS

NEW BUSINESS

a. Adopt Resolution 2013-09 Audit for this District for year ended June 30, 2013

The resolution was read and a roll call vote was (5) yes, passed.

b. Adopt Resolution 2013-10 Addressing the issue of fire mitigation fees Collins Lake/BVID facility

The resolution was read and there was a discussion pointing out the fees are actually benefit assessment fees not fire mitigation. Pete moved to strike out fire mitigation and insert benefit assessment in all places that refer to fire mitigation. The board was in agreement. A roll call vote was (5) yes, passed.

c. Adopt Resolution 2013-11 Addressing the issue of Benefit Assessment fees for Government agencies

The resolution was read and where it stated fire mitigation was also changed to benefit assessment sighting the previous discussion. There was a discussion regarding what was done in the past, what properties should have fees waived and who should not be taxed in the future. After discussing the board was in agreement to move forward. A roll call vote was (5) yes, passed.

d. Adopt Resolution 2013-12 VFA Agreement (7FG13082)

The resolution was read and a roll call vote was (5) yes, passed.

e. Discuss notification of all directors regarding requests from the public

This was discussed under Info Technology

f. Discuss and decide charging fees to copy records requested by the public

Pete distributed a draft copy of a Data Request Policy for the board to review.

g. Request from a member of the public for Benefit Assessment guidelines and other information regarding the assessments.

Pete addressed Mike Hatherly regarding his request. Since Mr. Hatherly was a former board member he had extensive knowledge of the process and a lengthy discussion ensued. John stated he would like to see a discussion on how the taxes are computed in the future. John also stated that the board can waive fees and believes we can do this without violating the state constitution. Lloyd stated we will discuss this at future meetings. Pete called for a closed session to discuss legal issues which was opposed by John stating he did not believe it was proper to do so since it was not on the agenda. Chair Appleby adjourned the meeting. There was no closed session.

ACTION ITEMS REVIEW

Due to the Chair adjourning the meeting there was no review of action items.

ADJOURN

Chair Appleby adjourned the meeting at 7:46 p.m.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

AGENDA
REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE
DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT
Thursday, December 19, 2013 at 6:30 p.m.

MAIN FIREHOUSE
9150 Marysville Road
Oregon House, CA 95962

This agenda has been prepared and posted at least 72 hours prior to the regular meeting of the Board of Directors in accordance with the Ralph M. Brown Act. The public may be heard on an item before or during the consideration of any agenda item to be considered by the Board, subject to time limitations of (3) minutes for each speaker. Members of the public may address matters under the jurisdiction of the Board of Directors, and not on the posted agenda, provided that no action shall be taken on any item not appearing on the agenda. The Board cannot take action on any unscheduled items unless it is declared by a vote of at least two-thirds (2/3) of the Board that there is an urgent need to take immediate action, and the need for all action came to the attention of the District after the agenda was posted. Agenda items are numbered for identification purposes only and will not necessarily be considered in the indicated order. The Board of Directors of the Dobbins/Oregon House Fire Protection District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Members of the public desiring to address the Board are requested to first be recognized by the Chair and identify themselves for the record.

- 1. Call to Order**
- 2. Roll call of the Board**
- 3. Public Comment**
- 4. Approval of Minutes**
 - A. Approval of Minutes for Regular Meeting on November 21, 2013
- 5. Correspondence**
- 6. Fire Chief Report**
 - A. Incident Report
- 7. Finance Committee Report**
 - A. Concerning the Financial Report for the month of November 2013
 - B. Budget Adjustments
 - C. Approval of Warrant(s)
- 8. Auxiliary Report: Report on current and ongoing information**
- 9. Board Discussion & Possible Action Items:**
 - A. Continue review of SOP's.
 - B. Continue discussion of fuel tank at Station.
- 10. Board Discussion, Questions & Comments**
- 11. Election of new Chair and Vice Chair**

12. Adjournment

This Agenda posted this 16th day of December, 2013

Lani Pessoa
Secretary of the Board

Upon request, Agendas will be made available in alternative formats to accommodate persons with disabilities. In addition, any person with disability who requires a modification or accommodation to participate or attend this meeting may request necessary accommodation. Please make your request to Lani Pessoa at (530) 692-2079 specifying your disability, the format in which you would like to receive this Agenda, and any other accommodation required no later than 24 hours prior to the start of the meeting.

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

November 21, 2013

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, John Norris and Pete Hammontre. Also present were Bill Rogers, Mike Lee, Assistant Fire Chief Dave Dickinson and Lani Pessoa. Chief Butler was absent. Mike Hatherly a member of the public was also present

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

Mike Hatherly read a statement pertaining to the Benefit Assessment process from 2012 when he was a board member and his response to accusations made at the last meeting regarding the Use Code list.

FIRE CHIEF REPORT (Attachment 3)

Dave reviewed the Incident Report and reports they are down to 16 fire fighters. Dave reports the heaters in the bays will be turned on and off using timed thermostats.

ACCOUNTANT REPORT

The accountant report was reviewed. John reports the Budget to Actual is now up to date. A motion was made by Pete, seconded by Mike Lee to approve the accountant report. The vote was unanimous. There were no budget adjustments. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-31668 in the amount of \$2,607.00 to Phillip Jeffries-installation of roof and #52-31669 in the amount of \$4,529.42 to Foothill Ace Hardware-roofing material. The vote was unanimous. Pete noted the total bill for the roof came in under budget.

AUXILIARY

Pete reports the Fire fighters appreciation dinner is December 12th. The combination for the lock at the Thrift Store has been changed.

BOARD DISCUSSION & POSSIBLE ACTION ITEMS

A. Waive Benefit Assessment Fees: Extreme hardship case (Norma Stone). Also discuss billing of properties which have no improvements.

After discussing the board is in agreement to waive the fees for Norma Stone. A letter will be sent to Dave Barbiero explaining why fees are assessed on properties that are unimproved.

B. Election of Board members whose terms have expired.

Lani reports that John Norris and Bill Rogers have been appointed 4 year terms as of December 6th.

C. Discuss relevance of SOP's and review approved procedures that are no longer current.

The approved SOP's were distributed for review and will be modified as needed at future meetings.

D. Discuss fuel tank at Station.

Pete distributed a sheet with the fuel charges from July 2012 to June 2013. He believes that Brownsville has their own fueling station and believes that fuel tanks can be installed that are legal. Lakeview could deliver diesel to the station when they deliver to Collins Lake and there is also a possibility of the fuel tax being waived. Dave Dickinson reports when the fuel gauge reaches $\frac{3}{4}$ they fuel up as this is necessary due to the remote locations of some of the fires. No figures yet for rental or installation and someone will contact us and look at our facility.

E. Adopt Requests for Public Record Policy and Fees

The draft policy was distributed and discussed in length. There was a revision to the fees amounts and this will be looked at again at future meetings.

F. Discuss location of the Rices Crossing Sub-Station for the leased engine.

The Chief has proposed a certified metal building as the sub-station and Greg Holman would need to sign as owner of the building and the district is the lessee. John reports Greg Holman will help contribute to the cost of the building and he will meet with Greg for further discussion.

BOARD DISCUSSION, QUESTIONS & COMMENTS

Pete reports he has seen an agenda from the CA State Water Commission and the public comment is only allowed at the end of the meeting. He also reports we may need an emergency meeting to respond to a county document regarding the JPA. This will need to go to all five fire departments for a response and then back to the JPA. John reports he spoke to Karin Deveraux and the special tax coded (768) can be changed to restricted special tax as recommended. This can be done with a resolution. The Website has been updated and he continues to work on computer upgrades. There was a discussion on posting Resolutions and SOP's to the website. Lani will look at resolutions from 2005 and on to see if it would benefit the public to post them to the website.

ADJOURN

Chair Appleby adjourned the meeting at 7:55 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 19, 2013

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, John Norris and Mike Lee. Also present were Bill Rogers, Assistant Fire Chief Dave Dickinson and Lani Pessoa. Mo Gillock and Mike Hatherly members of the public present were also in attendance. Chief Butler and Pete Hammontre were absent

APPROVAL OF MINUTES

A motion was made by Mike Lee, seconded by John Norris to approve the minutes for the regularly scheduled November meeting and the special minutes on November 12th as corrected. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

Mike Hatherly returned the booklet Open & Public IV (Brown Act) to the Chair.

FIRE CHIEF REPORT (Attachment 3)

Dave reports the thermostats for the bays have been put on hold while they look for ones that can automatically be turned off and on. Dave reviewed the email request from Maria Billings for a waiver requiring additional water source on her property. Lloyd will work with Pete on this.

Chair Appleby moved **(9b)** Continue discussion of fuel tank at Station.

Lloyd reports the company that supplies fuel to Collins Lake will loan the tank to the district. The pump and flow meter would be the only cost to the district. Since the fuel will be diesel only no recovery system is required. Dave distributed information about the pump and flow meter with prices and discussed which ones the Chief prefers. Lloyd asked for a vote to go forward, but John would like to see more documentation and would like some form of proposal from the vendor first. The board is in agreement to continue this on next month's agenda. Dave reviewed the Incident Report and discussed the need to write citations for illegal burns and other violations. He feels it is a good deterrent and knows that certain members do have the authority to do so.

ACCOUNTANT REPORT

There was no report due to early meeting schedule for the holiday. There were no budget adjustments. A motion was made by John to approve warrant #52-31670 in the amount of \$5,000.00 to Gold Country Bank to replenish the account. The vote was unanimous.

AUXILIARY

Mo thanked the Chief for giving her the money for the spaghetti dinner fundraiser and reports they received a donation of \$1,000.00 from Kay Mateki. She also thanked everyone for attending the fire fighters appreciation dinner.

BOARD DISCUSSION & POSSIBLE ACTION ITEMS

A. Continue review of SOP's – Nothing to report at this time

Lloyd reports the land split under action items has been put on hold. The donation from the Setzer Foundation was verified and is correct as deposited. The Sub-station is still in progress and John sent an email to Greg Holman about this. The Mutual Aid Agreement has been removed from the list. Resolutions are being checked by Lani and Mike Lee continues to work on the water grant. John still needs to upgrade the chiefs' computer.

BOARD DISCUSSION, QUESTIONS & COMMENTS

John distributed his comments on the draft SOP for Requests for Public Records. Lani is revising the SOP to make the process less complicated.

ELECTION OF NEW CHAIR AND VICE CHAIR

Lani read an email from Pete Hammontre who was absent asking to be considered for the position of Chair. Lloyd asked for nominations for Vice Chair first and Mike Lee nominated Bill Rogers who declined. Lloyd then nominated John Norris. No other nominations being heard a roll call vote was (4) yes, (1) absent. John Norris is elected Vice Chair Lloyd nominated Mike Lee for Chair and Bill Rogers nominated Pete Hammontre. No other nominations being heard a roll call vote was vote was (4) yes, (1) absent for Pete Hammontre. Pete Hammontre is elected Chair.

ADJOURN

A motion was made by Mike Lee, seconded by John Norris to adjourn the meeting. The meeting adjourned at 7:20 p.m.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary