

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

January 23, 2014

CALL TO ORDER

The meeting was called to order by 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: Lloyd Appleby, John Norris and Mike Lee. Also present were Bill Rogers, Pete Hammontre, Chief Mike Butler and Lani Pessoa. Two members of the public were also in attendance.

PUBLIC INPUT

Hal Stocker read a letter that will be sent to all foothill residents regarding the Community Wildfire Protection Plan for the Yuba County foothills. Deer Creek Resources was awarded the contract to prepare the document and community meetings will be held in February and March. The existing Hazard Mitigation Plan will be used as a template. A member of the public asked if the board received the list of questions that he had previously submitted. Chair Hammontre replied there will not be a question and answer period as the board does not wish to be bogged down when there is important business to consider, opinions and comments are wanted and he will allow a question or two. After answering a couple of questions the chair moved on to the approval of the minutes.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

Pete addressed the letter received from the North Yuba Water District regarding policy for statements from Directors which is on the agenda. Chief Butler explained the letters regarding notice of potential fire violations that were sent to certain members of the district that are now being sent as a courtesy copy to the district also. Chair Hammontre answered a question from the public regarding what determines listing on correspondence In and Out.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. He also stated in response to the question of citations, the policy for issuing citations has been to let Cal Fire handle it, but the Chief does have the authority also.

Fuel Tank at station: Chief Butler explained that Dawson Oil will loan a tank to the station and a contract is being forwarded to him. The cost of diesel should come to around 60 cents less per gallon than what is currently being paid. A motion was made by Mike Lee, seconded by Lloyd to have Chief Butler move forward with permits if needed, electrical, the installation process and whatever else is required to have a workable tank. Lloyd noted no permit is required from Feather River Air Quality for diesel if the tank is under 250 gallons. After discussing in length Chair Hammontre called for the vote. The roll call vote was Mike Lee (yes), Lloyd Appleby (yes), Bill Rogers (yes), Pete Hammontre (yes) & John Norris (abstain). There were (4) yes (1) abstain, motion passed.

FINANCIAL REPORT

John recommends changing code (6700) Building Improvements to Maintenance & Repair and the board is in agreement to make the change as recommended. A motion was made by Lloyd, seconded by Mike Lee to approve the financial reports for November and December. The vote was unanimous, motion passed. Pete asked for an update on payments received for the assessment taxes that were billed. Lani will send an updated spreadsheet to Pete via email. There were no budget adjustments or warrants.

AUXILIARY

The annual Spaghetti Dinner is Saturday, March 1st.

OLD BUSINESS

- a. Continue review of SOP's – No updates at this time.
- b. Continue discussion on Request for Public Records Policy – Lani distributed a revised draft that simplifies the procedure and asked the directors to review it for comments and suggestions.

NEW BUSINESS

- A. Building Permit for new roof on Thrift Store (Violation from County)
Pete reported the permit has been signed off as approved and the fee has been paid. After discussing the board is in agreement to have Pete pursue the complaint made to the county regarding the roof permit.
- B. Review functions of Directors that can affect the board.
Pete reviewed the letter from North County Water Agency and reiterated the board acts as a whole and directors are not to take unilateral action without approval of the board.
- C. By-Laws Review (Appoint Ad hoc Committee)
Mike Lee and Lloyd Appleby have volunteered to review the By-Laws.
- D. Discuss new title for Secretary/Bookkeeper.
After discussing the board is in agreement to change the title to Clerk of Board.

BOARD DISCUSSION, QUESTIONS, COMMENTS & POSSIBLE ACTION ITEMS:

Lloyd noted he will be doing the Mobile Home Park visits in March and will need to send letters of notification. Lani will provide the letters. John reports he has upgraded the computer for the Chief and will check on prices for upgrading to Windows (7). He also noted it may be advisable to subscribe to Microsoft Office which will allow up to (5) computers. Pete reports he has done a well check at the station and the pump may need to be pulled up in the future due to sand. Pete discussed Diana Watts who does the audit for Foothill Fire Department. She is a CPA authorized to do government audits and he thinks she should be contacted regarding our annual audit as it is possible she may be cheaper than Jensen & Smith. John has taken this action item.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows: Lloyd continues to work with John on Sub-station at Fellowship property and Mike Lee is still working on the Water Agency Grant. Pete reviewed Do's and Don'ts for Directors working on public campaigns. 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 vote was unanimous. Motion passed. The meeting adjourned at 7:38 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

February 27, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Bill Rogers. Also present were Pete Hammontre, Captain Don Ferguson and Lani Pessoa. Lloyd Appleby and Chief Mike Butler were absent. Three members of the public were also in attendance.

PUBLIC INPUT

Mike Hatherly made a short presentation on a possible fuel discount for the fire station from Oregon House Grocery & Deli. According to Mr. Hatherly in his discussion with the owner of the store he let him know that he was not a representative from the district board and was speaking to him as a member of the public. Oregon House Grocery & Deli would be willing to give a discount and is willing to help out in any way they can. The discount would beat the proposed discount the station is currently looking at and a letter will be sent to the district from the store outlining their offer. The information will be passed on to Chief Butler.

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Rogers to approve the minutes for the January meeting. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed. The minutes from the November Special Meeting that had been corrected at the December meeting in error were discussed and the board is in agreement to leave the minutes as originally approved in November.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

FIRE CHIEF REPORT (Attachment 3)

Captain Ferguson reviewed the Incident Report and notes the fuel tank at the station continues to be a work in progress.

FINANCIAL REPORT

Chair Hammontre noticed a check was written to a cadet in the amount of \$5.00 in error for a crew run. Captain Ferguson will have the Chief take care of it. A motion was made by Director Norris, seconded by Director Lee to approve the financial report for January. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed. There were no budget adjustments. A motion was made by Director Rogers, seconded by Director Lee to approve warrant #52-31687 in the amount of \$5,000.00 to Gold Country Bank to increase the bank balance. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed.

AUXILIARY

Mo Gillock reminded everyone the Spaghetti Dinner will be Saturday, March 1st and Pete Hammontre has volunteered to conduct a live auction. There will also be entertainment.

OLD BUSINESS

- a. **Continue review of SOP's** – Director Norris will have updates for the next meeting
- b. **Adopt Request for Public Records Policy & Attachments** – A motion was made by Director Lee, seconded by Director Norris to approve as submitted. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed.
- c. **Follow up on building permit for new roof on Thrift Store (Violation from County)** – Director Hammontre made a formal request for information from the county and was ultimately told an inspector saw the roof being installed which prompted the violation. This subject is now closed.

NEW BUSINESS

a. Report from JPA reps (Lloyd & Bill) regarding the MOU between the County of Yuba and the JPA.

Director Rogers said his understanding was that the board should not agree to or sign anything at this time. Chair Hammontre who also attended the meeting said that basically this is an agreement to enter into an agreement that was heavily loaded in the favor of the County. He also read the response letter from the JPA to the County. This all came about because Cal Fire has increased the fees substantially and the JPA is asking for each of the districts to give approval to the JPA to modify the controlling documents to enter into an MOU.

b. Discuss and decide how to proceed regarding the MOU between the County of Yuba and the JPA.

The board discussed the timeline for the decisions that need to be made and how some of the districts did not make a decision at all. After discussing a motion was made by Director Lee, seconded by Chair Hammontre to authorize our JPA representatives Lloyd Appleby and Bill Rogers to vote on our district's behalf as they feel appropriate regarding those issues currently being considered by the JPA. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed.

c. Future Plans (Appoint Ad hoc Committee) – Director Norris and Chair Pete volunteered to be on the committee.

d. Discuss District Website – Hosting and Domain Name registration and billing process.

The annual fee for the website was billed to the credit card of a former board member in error and the district will reimburse the amount. A motion was made by Director Norris, seconded by Mike Lee to change the billing and all appropriate information to the district credit card. The roll call vote was Mike Lee (yes), Bill Rogers (yes), Pete Hammontre (yes), John Norris (yes) & Lloyd Appleby (absent). There were (4) yes (1) absent, motion passed. Art Craigmill who maintains the website will make the necessary billing changes.

e. Discuss and decide how to proceed with Direct Assessment non payments. (Liens)

Director Hammontre spoke with Lorraine Dagget who is the Chief Deputy County Treasurer at the county and she is willing to show us how to proceed with liens if this becomes necessary. The first installments are overdue and the second installments are delinquent after 4/10/2014. After discussing the board is in agreement to send a reminder letter to those that have not paid.

BOARD DISCUSSION, QUESTIONS, COMMENTS & POSSIBLE ACTION ITEMS:

Mike Lee has been approached about a County wide Co-op of Fire Departments but no real information at this time. Pete attended the Fire Safe meeting at the Community Center where they stressed there is too much Manzanita and their opinion is the area is ready to explode.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows: Lloyd continues to work with John on Sub-station at Fellowship property and Mike Lee is still working on the Water Agency Grant. John will speak to Diana Watts regarding a price quote for the audit. Chief Butler continues to work on the fuel tank at the station. Mike Lee and Lloyd are reviewing the By-laws. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:45 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

March 27, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Bill Rogers. Also present were Pete Hammontre, Lloyd Appleby, Chief Mike Butler and Lani Pessoa. There were no members of the public in attendance.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Norris to approve the minutes for the February meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Lloyd checked on the CA Building Standards Code and local amendments in response to correspondence, it has been passed and will be discussed during Old Business (Update MOU JPA)

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. Director Norris will work on fixing the formatting problem with the report. Chair Hammontre moved item 6C ahead of item 6B.

C. Update on Fuel Tank at station – Chief Butler reports he spoke to Air Quality Control along with Yuba County Environment Health and was told to go forward, give them a call when it is done and they will come take a look. He also spoke to Dan Burns at the county offices and was told to submit plans for approval. Director Appleby suggested plot plans would be best and the Chief will take the plans to the county when they are complete. The tank is available and waiting for our approval and the pump will be electric.

B. Follow Up Oregon House Deli Fuel Issue – Chair Hammontre reports on March 5th he met with Chuhar Sanghera who is the owner of Oregon House Deli. The purpose was to follow up on the information provided by Mr. Hatherly, a member of the public during last month's meeting. Chair Hammontre wanted to make sure Mr. Sanghera knew we were not unhappy with his service and are not trying to interfere with his bottom line for fuel. Mr. Sanghera said during his discussion with Mr. Hatherly he was asked to give keys to the pumps for our use and a discount. He thought he was talking to a member of the board and said he would not have dealt with a member of the public if he had known that. Mr. Sanghera said he was asked to put the offer in writing, but is very busy and Mr. Hatherly offered to type the offer for him. Mr. Hatherly provided a typed letter that he was asked to sign regarding the discount.

March 13th Chair Hammontre again spoke to Mr. Sanghera and asked if he still had the typed letter which he did. Chair Hammontre obtained the letter along with a hand written note from Mr. Hatherly.

March 19th Chair Hammontre spoke with staff at the District Attorney's office concerning the letter and asked how to proceed if the board wanted to take action. After informing the board of his discussion at the DA's office he read the letter to the board. Chair Hammontre then asked the board if they wanted him to proceed. After discussing the board is in agreement to send a letter to Mr. Hatherly rather than taking any other action at this time. The purpose of the letter is to inform Mr. Hatherly that he should stop any further activities that could be interpreted as him being able to negotiate on behalf of the district. An ad hoc committee comprised of Director Rogers and Chair Hammontre will draft the letter. The board is also in agreement to have county counsel look at the letter before it is sent to Mr. Hatherly.

FINANCIAL REPORT

Director Norris reviewed the report. The subject of delinquent taxes for property assessment will be put on the agenda for next month. Under Transaction Detail Check #6906 to Carrot Top Industries will be voided as the amount was charged on the credit card. A motion was made by Director Appleby, seconded by Director Lee to approve the financial report for February. The roll call vote was unanimous. There were no budget adjustments.

AUXILIARY

Chair Hammontre reminded the board of the Flea Market which will be held the second weekend in June. The recent Spaghetti Dinner was very successful and they made more money than ever before.

OLD BUSINESS

Update on review of SOP's – Director Norris distributed draft copies of updates. The Audit Policy and Capitol Equipment policy have been deleted. The board is to review the proposed updates and comment or make changes as appropriate.

Update on MOU between the County of Yuba and the JPA

Director Appleby reports the agreement is going forward, the MOU that is being prepared by Mr. Bendorf will be sent to Loma Rica and their attorney will review it. The agreement will be between the (5) districts and the districts are not being asked to pay. The MOU is not to exceed \$55,000.00 and the fees will increase 7% over a three year period. They are not looking to get funds out of the district they just want to know are the districts getting what they are paying for. The Chief notes Cal Fire will have peak staffing by the third week of April due to potential fire hazard from dry conditions.

Director Appleby spoke to Mr. Bendorf about the passage of CA Building Standards Code and amendments which went into effect January of 2014. According to Mr. Bendorf nothing has gone out to the districts on what is to be done as of this time.

NEW BUSINESS

Computer Software Update – Director Norris distributed information on Windows support ending. After researching he found it is cheaper to purchase new computers than to update. Chair Hammontre approved the purchase due to a time limit to receive the better price. The purchase is for HP Compaq computers and Director Norris recommends software that can accommodate five computers for around \$100.00 per year. He will also explore a non-profit source for purchasing Office software.

Review Future Plans – Director Norris and Chair Hammontre will meet with Chief Butler on April 1st, to discuss future plans.

Budget (Appoint Ad hoc Committee) – Director Appleby and Director Norris have volunteered to be on the committee.

BOARD DISCUSSION, QUESTIONS, COMMENTS & POSSIBLE ACTION ITEMS:

Director Norris distributed a cost estimate for the storage facility on Fellowship property. The estimate is around \$45,000.00. Members of the Fellowship that live near the proposed facility are hoping to reduce their insurance rates and the board discussed that an ISO rating of (8B) would be needed. The board cannot give a guarantee of reduced insurance rates and recommend the insured's ask their carrier about the rating system. The board discussed splitting the cost with the Fellowship and Director Norris will follow up on this with Greg Holman. After discussing the board is in agreement to add this to Future Plans. The By-laws Committee distributed a draft copy of the proposed updates for review. Director Rogers commented the dispatch visit in Marysville was really informative. Director Lee has inquired with Tib Belza and PG&E regarding a new grant. He is also re-submitting the grant to Yuba County Water Agency.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows: Director Norris will speak to Diana Watts regarding a price quote for the audit. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Hammontre at 8:27 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

April 24, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Bill Rogers. Also present were Pete Hammontre, Lloyd Appleby, Chief Mike Butler and Lani Pessoa. There were two members of the public in attendance.

PUBLIC INPUT

Mr. Hatherly informed the board he will re-examine his goals and will not be attending any more meetings this year. He requested the board take a look at Resolution 2013-08 as he believes there is an error in the wording.

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Lee to approve the minutes for the March meeting as modified. The vote was unanimous. Motion passed.

At this time Chair Hammontre moved New Business (E) to after the approval of the minutes.

NEW BUSINESS

E. Approve Unconditional Commitment letter (Violation of Ralph M. Brown Act, paragraph 54954.3(a))

The Unconditional Commitment letter was read by the Clerk of the Board. A motion was made by Director Norris, seconded by Director Appleby to approve the letter. The vote was unanimous. Motion passed. The signed letter was handed to Mr. Hatherly at that time.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Chair Hammontre asked Mr. Hatherly if he received the certified letter sent from the district. The receipt was signed by his wife and the Chair wanted to make sure that he saw it. Without answering yes or no Mr. Hatherly replied that he did not need another copy of the letter.

Chief Butler asked about the modification of the agreement for Tahoe National Forest and informed the board there is a change in how volunteer organizations may be paid in the future. Lani will send a copy of the agreement via email to the Chief.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. Director Norris reported on fixing the formatting problem with the report and suggested that Iva who prepares the report print it out and leave copies at the station. The board agreed this would be a good idea.

Update on Fuel Tank at station – Chief Butler reports he just got the plot plans and has not made been able to make it to town yet. He is still waiting for the loan contract. This continues to be a work in progress.

Pay Crew Fund – Two fire fighters need to be added to the list and the Chief will get the revised list to Lani as soon as possible. The current report totals 169 runs at \$2.50 for a total of \$422.50. Cal Fire has a brand new crew and Scott De Alba is now working for Cal Fire. There is a new rule from Cal Fire regarding volunteers and how they are paid.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Lee, seconded by Director Appleby to approve the financial report for March. The vote was unanimous. There were no budget adjustments. A motion was made by Director Rogers, seconded by Director Norris to approve warrant #52-31671 in the amount of \$4,399.22 to Valley Dynamic Mechanical Services. The vote was unanimous. Motion passed.

AUXILIARY

Mo Gillock reports all the women are for the Storage Facility and will donate money towards the facility. She also reminded everyone of the upcoming Flea Market.

OLD BUSINESS

Update on review of SOP’s – The board was in agreement to increase the spending limit to \$200.00. Director Norris discussed abolishing the procedures and distributed a list of recommendations for review. The board is in agreement to add this to next month’s agenda.

Computer Software Update from Director Norris – Director Norris reports we do not qualify for the non-profit program and recommends we purchase two licenses at \$219.00 each plus tax for a total of approximately \$500.00. A motion was made by Director Rogers, seconded by Mike Lee to purchase the software. The vote was unanimous. Motion passed.

NEW BUSINESS

Review and Adopt Future Plans Resolution 2014-01 - Chair Hammontre distributed a copy of the current plans for review. Chief Butler noted the first two items generator lights and chop saws were approved last year and were not purchased hoping a grant would come through for those items. The board was in agreement to remove them from the future plans and a motion was made by Director Lee, seconded by Director Appleby to purchase the Generator Lights and Chop Saws for approximately \$7,500.00. The vote was unanimous. Motion passed. The Bunker Gear will be a possible VFA purchase and a category called Future Plans will be added to the budget. The Future Plans resolution was read and adopted. The roll call vote was (5) yes, (0) no, (0) abstain. Passed

Adopt Resolution 2014-02 Reserving of Funds for Future Purchase - The resolution was read and the board is in agreement to amend the amount to read \$100,000.00 The roll call vote was (5) yes, (0) no, (0) abstain. Passed

Review Preliminary Budget – To be put on next month’s agenda.

Discuss staying with Gold Country Bank or moving to another bank due to branch closures - After discussing the board is in agreement to stay with Gold Country.

Authorize Chair to research retaining legal counsel in anticipation of ongoing possible litigation – After discussing the board is in agreement to hold off on this. A special meeting to address this can be called if necessary.

Discuss Delinquent Assessment Tax and Lien Procedures – Chair Hammontre reviewed the paid list, the properties that have not been paid and what he found in his research. Since the unpaid properties should not have been billed for various reasons he recommends the board let the Benefit Assessment Committee address this and revise the list for next year. The board is in agreement on this.

BOARD DISCUSSION, QUESTIONS, COMMENTS & POSSIBLE ACTION ITEMS:

Director Norris and is waiting for a site plan for the Storage Facility and will follow up on this.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows: Director Norris will speak to Diana Watts regarding a price quote for the audit. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Hammontre at 8:20 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

May 22, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Chief Mike Butler and Lani Pessoa. Bill Rogers arrived a few minutes late to the meeting and Chief Butler left on a call and returned before the end of the meeting. There were no members of the public in attendance.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Appleby to approve the minutes for the April meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

FIRE CHIEF REPORT (Attachment 3)

Chair Hammontre reviewed the Incident Report which was distributed at the meeting.

Update on Fuel Tank at station – Chief Butler reports he took the plans to the county and has not heard anything yet.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Rogers, seconded by Director Lee to approve the financial report for April. The vote was unanimous.

A motion was made by Director Appleby, seconded by Director Lee to approve the following warrants:

#52-31672 in the amount of \$5,000.00 to Gold Country Bank (Replenish Bank Account)

#52-31673 in the amount of \$3,593.59 to Ben Meadows (Outdoor gear for Firefighters – Wildland gear)

#52-31674 in the amount of \$1,492.50 to Valley Dynamic Mechanical Services (Service Engines 6461 & 6483),

#52-31675 in the amount of \$4,694.10 to Card Services-Visa (Chop Saws & Generators)

#52-31676 in the amount of \$17,597.27 to L.N. Curtis & Sons (Wildland gear)

The vote was unanimous. Motion passed.

AUXILIARY

Chair Hammontre told the board the auxiliary is requesting Engine 6483 be in front of the auxiliary this Wednesday for a photographing session. The Flea Market will be the 1st weekend in June and Janice Hammontre has obtained a grant through Thrivent to supply the food items to sell at the Flea Market.

OLD BUSINESS

Update on Storage Facility – Director Norris handed out a photo of the proposed site for the facility. He met with Greg Holman and they are moving forward with the site plan. Director Appleby noted the storage facility should have one roll up door and one man door instead of two roll up doors. Greg knows an engineer he can use and he is paying for the site plan. The facility will be equipment storage for Outreach.

NEW BUSINESS

Review and Adopt Preliminary Budget – After reviewing a motion was made by Director Lee, seconded by Director Rogers to adopt the Preliminary Budget. The vote was unanimous. Motion passed.

NEW BUSINESS (Continued)

Discuss and decide – Should the board continue to record meetings?

The board discussed the pros and cons of officially recording the meetings. After hearing from the Clerk of the Board that the recordings are rarely used to write the minutes and have only been requested by members of the public a couple of times as far back as anyone can remember a motion was made by Director Lee, seconded by Director Appleby to discontinue officially recording the meetings with the motion being retroactive to the start of this meeting. The vote was unanimous. Motion passed.

Discuss and decide SOP's – Should the board abolish or simplify the current procedures?

After discussing the board is in agreement to have an Ad-hoc committee comprised of Director Rogers and Director Norris edit and simplify the current SOP's. The board is also in agreement to change SOP review to every two years.

By-laws review – First Reading – Director Lee distributed the amendments to the By-laws which were read by the board and will be voted on at the next meeting.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Hammontre reviewed the GANN calculations and how they differ from what the county says they should be. He will follow up with someone at the county about sending the board a letter that used incorporated areas for a factor instead of unincorporated. Director Norris replaced both PC's at the station with Windows (7) and both have Microsoft office. Director Appleby missed the last hazard Mitigation meetings due to illness and will attend in the future. Director Lee is still working on the Water Agency Grant. Director Norris has received an email with outstanding requests from the auditor that he will work on. Chief Butler has surplus outdated equipment that could be useful to someone else and is researching selling it on eBay and some other sources.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows: Director Norris will speak to Diana Watts regarding a price quote for the audit. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:43 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

June 26, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Bill Rogers, Assistant Chief Dave Dickinson and Lani Pessoa. There were two members of the public present.

PUBLIC INPUT

Don Ferguson informed the board that unauthorized people have been taking water from the fire hydrant at the Community Center and has asked the Auxiliary and others to watch out for this. Mo Gillock said she gave permission for a tree service to park their truck with a boom behind the station while they do work in this area.

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Rogers to approve the minutes for the May meeting as corrected. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

FIRE CHIEF REPORT (Attachment 3)

Assistant Chief Dickinson reviewed the Incident Report which was distributed at the meeting.

Update on Fuel Tank at station – The County has misplaced the paperwork for the fuel tanks at the station and we will need to re-submit.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Appleby, seconded by Director Lee to approve the financial report for May/June. The vote was unanimous. Motion passed.

A motion was made by Director Appleby, seconded by Director Lee to approve the following warrants:

#52-31677 in the amount of \$4,416.18 to Witmer Public Safety Group – The Fire Store (Wildland gear for Firefighters)

#52-31678 in the amount of \$15,451.00 to Golden State Risk Management Authority (Insurance Premium 2014-2015)

#52-31679 in the amount of \$2,021.00 to Witmer Public Safety Group – The Fire Store (Wildland jumpsuits)

#52-31680 in the amount of \$1,990.91 to L.N Curtis & Sons (Forestry Pants & Coat)

The vote was unanimous. Motion passed.

There were no budget adjustments for this month. Director Norris will review our insurance policy for updates and or changes needed.

AUXILIARY

Mo Gillock reports the Flea Market was pretty good this year. Captain Ferguson and Asst. Chief Dickinson have been asked to give ideas to the auxiliary for the upcoming Appreciation Dinner.

OLD BUSINESS

Update on Storage Facility – Director Appleby suggests having the fellowship draw the permits if required. The District will fund the project with help from them, but they should be responsible for permits since the facility will be on their land. Director Lee who has replaced Director Norris on this committee continues to work on this.

Update on Preliminary Budget - Director Norris distributed the revised Budget. An ad will be posted in the Appeal Democrat letting the public know the budget will be passed in July.

NEW BUSINESS

By-laws review – second reading – This will be carried over to next month

NEW BUSINESS (Continued)

Update on 2012-2013 audit – Director Norris and Lani are compiling the remaining items requested for the audit.

Proposed Adoption of Benefit Assessment Unit & Special Tax, 1st Hearing

The hearing opened at 7:20 pm. The board was in agreement to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 7:25 pm

Proposed Adoption of Appropriation Gann Limit, 1st Hearing

The hearing opened at 7:25 pm. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 7:30 pm.

Assessment Fees (Appoint Ad hoc Committee) – Director Norris and Director Hammontre have volunteered to be on the committee.

Adopt Resolution 2014-03 Authorizing Application for Federal Excess Personal Property – The resolution was read and the roll call vote was (5) yes, (0) no, (0) abstain. Passed

Review and discuss Yuba Foothill Community Wildfire Protection Plan (To be a carryover agenda item as board signatures will be required) – Nothing on this yet.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Norris and Director Rogers distributed the revised SOP’s for review. This will be put on next month’s agenda for approval. Director Appleby gave an overview of the last meeting regarding the MOU between the JPA and the County. It was suggested the JPA take the draft from the County, make their changes and re-submit. The JPA had an election of officers and Sterling Quinn Smith is now President. Director Rogers reported the Auxiliary is in need of volunteers so please pass the word on to anyone who may be interested. Director Norris reports he is done with updating the computers at the station. Director Hammontre reports Golden Pacific Bank which is the parent company for Gold Country Bank has been downgraded to a D- rating. The board will address this in the future. The board is in agreement to purchase a new printer for the Clerk of the Board not to exceed \$300.00.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 8:02 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

July 9, 2014

CALL TO ORDER

The meeting was called to order by Chair Hammontre at 9:00 am.

QUORUM

The Dobbins/Oregon House Fire Protection District Board of Directors met for an emergency meeting on the date above with a quorum being present as follows: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Bill Rogers and Lani Pessoa. Greg Crompton a member of the public was also in attendance.

PUBLIC INPUT

Greg Crompton who attended as a representative of the Alcouffe Community Center had no input.

WELL PUMP AT COMMUNITY CENTER

Chair Hammontre discussed the situation at the Community Center where the well pump is failing due to high usage. Since this water source is used by various fire services and the Community Center is designated a Disaster Relief Center it is imperative that water be available. Due to the current drought and the well pump being 16 years old this has caused an emergency situation that could endanger the public health, safety, or both and prompt action is necessary due to the threatened disruption of public facilities. Recently there was a situation where the water pressure was too low to allow toilets to be flushed. The last fire along Marysville Road used 15,000 gallons of water and Director Norris said the pump ran for approximately 11 hours trying to refill the tank.

The Community Center and the Dobbins/Oregon House Fire Protection District entered into a verbal agreement many years ago whereby the district will pay for hardware that has to do with the fire prevention water system and the Community Center will pay for the electrical and keep the tank full. The estimated cost for a new motor, pump and accessories would be approximately \$1,500.00. The new pump will be capable of handling 20 gallons per minute which should alleviate some of the current issues. A Knox box estimated at \$400.00 will be installed to be certain only fire service personnel are able to use water from the hydrant. A motion was made by Director Lee, seconded by Director Rogers to move forward and purchase the new motor, pump, Knox Box and accessories for an amount not to exceed \$2,000.00. After discussing Director Hammontre called the role. The vote was John Norris (Yes), Mike Lee (yes), Bill Rogers (yes), Lloyd Appleby (yes) and Pete Hammontre (yes). Motion passed. Director Norris will purchase the motor, pump and accessories and Chief Butler will purchase the Knox Box.

ADJOURN

The meeting was adjourned by Chair Hammontre at 9:21 am

Respectfully submitted by:
Lani Pessoa
Clerk of the Board

July 9, 2014

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

July 24, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Bill Rogers, Chief Butler and Lani Pessoa. There was one member of the public present.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Lee to approve the minutes for the June meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting. He commented on the Ford diesels that are causing roadside fires.

Update on Fuel Tank at station – Chief Butler reports he has not been able to go to the County to re-submit the paperwork yet.

Crew Fund – The quarterly crew fund was approved as adjusted.

Chief Butler reports he ordered software to accommodate the AED which was not working on his computer. The garbage cans are no longer sufficient for both the station and the auxiliary and there was a discussion on changing to a two yard bin. Mo Gillock will check on this and report back on the price.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Appleby, seconded by Director Rogers to approve the financial report for June. The vote was unanimous. Motion passed.

Budget Adjustments – Director Norris notes the audit points out the need for more adjustments to the budget.

A motion was made by Director Lee, seconded by Director Appleby to approve the following warrant # 52-31683 in the amount of \$\$1,500.00 to the Crew Fund for annual payment. The vote was unanimous. Motion passed.

AUXILIARY

An itemized list of expenses for the VFA Grant was given to Mo and she will present the amount to the auxiliary.

OLD BUSINESS

Review and discuss Yuba Foothill Community Wildfire Protection Plan (To be a carryover agenda item as board signatures will be required) – Nothing to report, put on August Agenda

By-laws review – second reading – Carried over to August Agenda

NEW BUSINESS

Adopt Resolution 2014-04 Benefit Assessment Unit & Special Tax

Chair Hammontre called the roll and the vote was (5) yes, (0) No, (0) Abstain. Passed

Adopt Resolution 2014-05 Appropriation (GANN Limit) Increase

Chair Hammontre called the roll and the vote was (5) yes, (0) No, (0) Abstain. Passed

Adopt Resolution 2014-06 Cooperative effort between (DOHIF & (DOHFPD) – The resolution was read and a roll call vote was (5) Yes, (0) No, (0) Abstain. Passed

Adopt Final Budget – The final budget was discussed and a roll call vote was (5) Yes, (0) No, (0) Abstain. Passed

NEW BUSINESS CONTINUED

Discuss and Approve SOP revisions – The revised SOP’s were discussed and a motion was made by Director Lee, seconded by Director Appleby to approve the revisions as presented. The vote was unanimous. Motion passed.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Rogers thanked the firefighters for their efforts trying to save his neighbor’s house and for keeping the fire from going to his house. Director Norris reports the pump and motor for the well are in and being assembled. He will pick it up next week. Director Lee is gathering quotes for a building at the Storage Facility. Director Hammontre reports the Quincy Fire Department needs a new structure and wants a tour of our station. Director Hammontre distributed a list of Ad hoc committee assignments for review. Director Hammontre cautioned the board regarding giving out confidential information from fire calls and medical calls. It is important to remember there are HIPA laws and other laws regarding this information. Director Norris notes a response is needed to complete the audit along with a signature. The board is in agreement to authorize Director Norris to make the response and to sign the paperwork to complete the audit.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:31 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

August 28, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Bill Rogers, Chief Butler and Lani Pessoa. There was one member of the public present.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Norris, seconded by Director Appleby to approve the minutes for the July meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Director Norris added three additional items to the correspondence received. Two checks from the Auxiliary and a request for a refund for property fire assessment tax from the Dobbins-Oregon House Improvement Foundation.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting.

Update on Fuel Tank at station – Since the paperwork that was hand delivered to the county has vanished the board is in agreement to have the Chief proceed with the installation of the tank.

Chief Butler noted the back door at the station is jamming on the down cycle and Director Lee will contact Mescher Doors about fixing it. Director Norris will fix the lock on the back door to the meeting room.

FINANCIAL REPORT

There were no financial reports reviewed at the meeting.

Budget Adjustments – Director Norris has updated quick books with the latest budget adjustments.

A motion was made by Director Lee, seconded by Director Appleby to approve the following warrants:

52-31681 in the amount of \$2,400.00 to Jensen Smith CPA's for the 2012-2013 audit

52-31682 in the amount of \$2,058.64 to reimburse John Norris for purchase of pump, motor & controller

52-31684 in the amount of \$1,075.44 to Visa Credit Card

52-31685 in the amount of \$1,250.00 to Yuba County JPA for annual fees

The vote was unanimous. Motion passed.

AUXILIARY

Chair Hammontre reports it should be noted the ladies of the auxiliary contributed a lot to the Mexican Dinner.

OLD BUSINESS

Update on Storage Facility – Director Lee reports his best quote is from Catapult Steel for a 28x41 foot building at \$10,625.00 which does not include installation. He is working on quotes for the door and will check with Mescher Doors. The concrete for a 12x12 footing and slab is approximately \$5,000.00 and he continues to work on this project.

By-laws review – second reading and vote for proposed amendment/addition to the By-laws referencing the Clerk of the Board and adding web site.

ARTICLE II ELECTIONS AND OFFICERS

2.5 The board may appoint a **Clerk of the Board**

ARTICLE III DUTIES OF OFFICERS AND APPOINTEES

3.4 a. perform all duties listed in the Job Description for the **Clerk of the Board**

3.4 b. added the **DOHFPD web site**

OLD BUSINESS CONTINUED

ARTICLE IV DUIES OF THE BOARD OF DIRECTORS

4.1 Amend secretary to say **Clerk of the Board**

A motion was made by Director Appleby, seconded by Director Norris to approve the amendments/additions to the By-laws. The vote was unanimous. Motion passed.

NEW BUSINESS

Review Final Audit

Having reviewed the audit the Directors are in agreement to adopt modifications to the budget when large changes in revenues or expenditures are expected as recommended by the auditors.

Approve the Yuba Foothills Community Wildfire Protection Plan (CWPP)

Director Rogers gave an overview of what is involved in the plan including a grant from PG&E for various projects for fuel reduction, firefighting equipment and new signs. A motion was made by Director Lee, seconded by Director Appleby to approve the CWPP. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Chair Hammontre (yes) & Director Norris (Abstain). There were (4) yes, (1) Abstain & (0) absent. Motion passed

Approve designee to sign the Community Wildfire Protection Plan (CWPP) on behalf of the Fire District

The board is in agreement Director Lloyd Appleby will act as signatory for the (CWPP).

Discuss and decide cost to have outside service install the new pump at the Community Center

At this time Chair Hammontre turned over the meeting to Vice Chair Norris who gave details of hiring an outside service to install the new pump versus doing it themselves. The cost to have Peters Well Drilling is less than \$400.00 and he believes this is money well spent having a professional do the work. After discussing Vice Chair Norris made a motion, seconded by Director Lee to hire Peters Well Drilling to install the pump at the Community Center. The roll call vote was Director Lee (yes), Director Rogers (yes), Vice Chair Norris (yes), Chair Hammontre (Abstain) & Director Appleby (Abstain) There were (3) yes, (2) abstain & (0) absent. Motion passed.

The meeting was turned back over to Chair Hammontre

Amend Resolution 2013-08 Policy regarding Direct Billing of Annual Special Tax Assessments

The amended resolution was read to the directors striking out paragraph (3) regarding tax by square footage which does not apply to our district. The roll call vote was unanimous. Motion passed. Chair Hammontre and Director Norris will work on the billing adjustments for 2014-2015.

Biennial Review for Conflict-of-Interest Codes

The board is in agreement no amendment is required.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:40 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

September 25, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Pete Hammontre, Bill Rogers, Chief Butler and Lani Pessoa. There were no members of the public present.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Appleby, seconded by Director Norris to approve the minutes for the August meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Rule on appeal request from Dobbins-Oregon House Foundation for refund of taxes paid 10/29/2012 in the amount of \$54.08. The board has verified the overcharge and a motion was made by Chair Hammontre, seconded by Director Rogers to refund the amount of \$54.08. The roll call vote was Director Lee (yes), Director Rogers (yes), Vice Chair Norris (yes), Chair Hammontre (Abstain) & Director Appleby (Abstain) There were (3) yes, (2) abstain & (0) absent. Motion passed.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting. He reports there were lots of vegetation fires, but none were in our district.

Update on Fuel Tank at station – Chief Butler reports he is waiting on a delivery date for the tank.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Appleby, seconded by Director Rogers to approve the financial report for the months of August. The vote was unanimous. Motion passed

Budget Adjustments – Director Norris will adjust #6150 Site Maintenance and #6500 Operating Supplies.

There were no warrants to be approved.

AUXILIARY

Chair Hammontre reports the Firefighters appreciation dinner is on December 11th at 6:00 p.m.

OLD BUSINESS

Update on Storage Facility – Director Lee has received additional bids for the facility and the best is still from Catapult Steel Buildings. With a slab and possible insulation the total is approximately \$25,000.00. Director Lee will meet with Greg Holman to discuss the cost of a permit and the required down payment. He will present this to the board at the October meeting.

NEW BUSINESS

Discuss and approve offer to accept donation of Fire Engine from Art Craigmill instead of leasing.

A letter received from Art Craigmill offering to donate the engine was read by Chair Hammontre. Chief Butler reports the engine runs very well and after discussing a motion was made by Director Lee, seconded by Director Rogers to accept the offer of donation. The vote was unanimous. Art Craigmill will be contacted regarding the transfer of title to the District.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Appleby looked into the PG&E grant that was mentioned during last month's meeting and found out that other districts applied for it, but our district was never approached. Director Lee has volunteered to find out if our district can still apply for the grant.

BOARD DISCUSSION, QUESTIONS & COMMENTS (CONTINUED)

Director Rogers brought up the overflow garbage issues for both the Auxiliary and the Station. He will present a price for a two yard bin that would be split with the Auxiliary at the next meeting. The Knox Box for the Community Center needs to be modified to fit and the chief will follow up with pricing. Director Hammontre will take care of fixing the two outside facets that are leaking at the station. Director Hammontre and Director Norris will send out the direct billing statements for tax assessment.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:48 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

October 23, 2014

CALL TO ORDER

The meeting was called to order by Vice Chair Norris

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: John Norris, Mike Lee and Lloyd Appleby. Also present were Bill Rogers, Chief Butler and Lani Pessoa. Pete Hammontre was absent. There were no members of the public present.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Appleby to approve the minutes for the September meeting. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (4) yes, (1) absent. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting.

Update on Fuel Tank at station – Still waiting for delivery of tank.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Appleby, seconded by Director Lee to approve the financial report for the month. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (4) yes, (1) absent. Motion passed.

Budget Adjustments – Director Norris reports he has been advised to make adjustments when the expenditures are over the budgeted amount and it is not necessary when the amounts are under. There were no warrants to be approved.

AUXILIARY

Nothing to report

OLD BUSINESS

Update on Storage Facility – Director Lee reports his meeting with Greg Holman went very well and they are willing to pull the permit and pay for water and electricity if needed at the facility. After discussing the board is in agreement to go with the bid from Catapult. The current total so far is \$25,834.00 for the building, slab and door. A motion was made by Director Appleby, seconded by Director Rogers authorizing Director Lee to go forward with the initial down payment of 10% to Catapult as of November 1, 2014. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (4) yes, (1) absent. Motion passed.

Vice Chair Norris will contact Greg Holman regarding additional funds they may be willing to contribute in the future.

NEW BUSINESS – Nothing to report

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Appleby distributed a draft MOU between the fire districts and the county of Yuba regarding emergency dispatch system services. The Loma Rica/Browns Valley district has had their legal council approve the draft and all districts are encouraged to sign. Fire Safe Council will be posting encroachment signs, a chipper will be stored by the county to be used in the foothills and (4) Scotch Broom pullers will be stored at Ray's Hardware and can be rented for \$1.00 as a result of funds from the PG&E grant. Still checking on why our district did not receive any funds and Art Craigmill will put in for the grant money. Vice Chair Norris reports he has looked into changing auditors and Jensen Smith who we are currently using for our annual audit remains the best for our district. The records will be sent to Jensen Smith for the 2013-2014 Audit.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Vice Chair Norris at 7:50 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

November 20, 2014

CALL TO ORDER

The meeting was called to order by 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: John Norris, Mike Lee and Lloyd Appleby. Also present were Bill Rogers, Pete Hammontre, Chief Butler and Lani Pessoa. There were no members of the public present.

PUBLIC INPUT

Rule on request from James Macarthur Siller to remove APN 056250026000 from the tax assessment role. After discussing the board is in agreement to remove this property from the tax role. A letter will be sent to notifying Mr. Siller of the decision.

APPROVAL OF MINUTES

A motion was made by Director Norris, seconded by Director Rogers to approve the minutes for the October meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Chair Hammontre stated the response to a letter received by a member of the public regarding the Fuel Tank will be addressed under 6.B. Update on Fuel Tank at Station.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting.

Update on Fuel Tank at station – Chief Butler reports the fuel tank is in and working. Diesel has been delivered at a cost of \$3.15 per gallon which is 50 cents less per gallon than other sources. A copy of the contract with Dawson Oil was distributed at the meeting.

At this time Chair Hammontre addressed the letter and email received by the Chief regarding the Fuel Tank and the subject was open for discussion. After discussing all the aspects of having an on-site fuel tank at the station including the points raised by Mr. Hatherly in his letter the board unanimously agreed to support the installation and use of the facility. Chair Hammontre will respond via email to Mr. Hatherly regarding the boards' decision.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Lee, seconded by Director Appleby to approve the financial report for the month. The vote was unanimous. Motion passed.

Budget Adjustments – There were no budget adjustments for the month.

A motion was made by Director Appleby, seconded by Director Norris to approve the following warrants:

#52-31689 in the amount of \$1,675.39 to Dawson Oil Company for Fuel Delivery

#52-33147 in the amount of \$1,164.77 to Visa Credit Card

#52-33148 in the amount of \$1,380.00 to EMSCE911 for Training & Education

#52-33149 in the amount of \$1,872.50 to reimburse Michael Lee for deposit on Storage Facility

The vote was unanimous. Motion passed.

AUXILIARY

Director Hammontre reminded everyone of the Firefighter Appreciation Dinner and said the auxiliary is doing well and recently had a record month for money.

OLD BUSINESS

Update on Storage Facility – Director Lee reports the slab must be in before delivery of the building which can be put up in one day. He will contact Greg Hollman concerning the permit.

NEW BUSINESS

Discuss and Decide billing of Benefit Assessment taxes for 9000 parcel series – Chair Hammontre informed the board of the change in billing process by the county that requires the districts to bill the 9000 parcel series directly. The board is in agreement to continue billing these properties.

Approve MOU between DOHFPD and the County of Yuba regarding emergency dispatch services.

Chair Hammontre read the MOU to the board and after discussing the board agreed the district should move forward and have Chair Hammontre sign the agreement. The roll call vote was unanimous.

Adopt Resolution 2014-08 Engage Jensen Smith for Audit of fiscal year June 30, 2014

The roll call vote was unanimous. Passed

Adopt Resolution 2014-09 Addressing above ground Diesel Fuel Tank Delivery System

Having previously discussed this subject under 6 B. Fire Chief Report a motion was made by Director Lee, seconded by Director Rogers to approve the resolution. The roll call vote was unanimous. Passed

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Norris discussed the merits of printing checks on the printer which will be more efficient and eliminates the need to do additional entering. A new printer will be needed to replace the current printer at the station for speed and to accommodate checks. The board is in agreement to add this subject to the next agenda. Chair Hammontre reports the water faucets at the station will be fixed next week.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 8:20 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

The December 2014 meeting was cancelled, thus there are no minutes.