

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

January 22, 2015

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, Lloyd Appleby and Bill Rogers. Also present were Pete Hammontre, Chief Butler and Lani Pessoa. There were no members of the public present. Mike Lee arrived late to the meeting.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Appleby to approve the minutes for the November 2014 meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

The board discussed the package received from Michael Hatherly regarding the above ground fuel storage tank. The content of the package is as follows:

1. Letter addressed to Chair of the Board regarding the above ground storage tank, its failure to meet California Fire Code as determined by him and notice that he will be sharing this information with others as is his right.
2. Draft letter citing the various violations as determined by him that will be sent to individuals, government agencies and departments, the news media, editorial columns, etc.
3. Draft Attachments listing the violations as determined by him with text in italics which are his comments.
4. Attachments of photos of the above ground fuel storage tank taken by Michael Hatherly

Chief Butler reports he was contacted by Dawson Oil who has provided the fuel tank via a loan agreement and told Michael Hatherly sent them an email advising that the contract with the District may not be binding as determined by him and failure to meet California Fire Code. Amongst the many issues discussed by the board was concern about the ramifications of a member of the public interfering between the District and a Vendor. Since all aspects of the above ground fuel storage tank have been addressed numerous times and the board has voted unanimously to support the idea they are in agreement to have Chair Hammontre contact legal counsel for advice.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report which was distributed at the meeting. The Chief reports there were 88 crew runs last quarter for a total of \$220.00 and the individual checks come to a total of \$440.00.

Chief Butler reports that engine 6461 is currently being repaired.

FINANCIAL REPORT

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

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

Discuss and Decide automatic billing for PG&E - Since the statement due dates cannot be changed per PG&E and to avoid having past due fees and cancellation of electrical power a motion was made by Director Norris, seconded by Director Rogers to set up automatic pay from the checking account. The vote was unanimous. Motion passed.

AUXILIARY

Director Hammontre reports the Spaghetti Dinner is the first weekend in March and they are in need of items for the Raffle. It was also noted the Thrift Store is closed on Monday and Tuesday for the winter.

OLD BUSINESS

Update on Storage Facility – Director Lee reports the Fellowship is considering a new site for the facility and he is waiting on an estimate for concrete work.

NEW BUSINESS

Discuss Well Problem – Director Hammontre reports he cleaned and replaced the filter, but the problem of the black silt still exists and raising the pump might solve the problem. After discussing the board is in agreement to have Director Norris contact Peters Well Drilling for advice.

Discuss and Decide on purchase on new printer at station – After discussing the board is in agreement to reimburse Director Norris for the purchase of a new printer.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Rogers reports signs have been put up in the area by Fire Safe Council for fire hazard and one has been posted in front of the fire station. Kudos were given to Director Appleby for the installation of new steps at the look-out Tower. Director Hammontre will not seek re-election once his term expires and will soon step down as Chair to ease the transition.

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 7:35 pm.

Pete Hammontre, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

CORRESPONDENCE RECEIVED DECEMBER 2014 & JANUARY 2015

11/20/2014 – **Mariah Davis, Oakview Insurance** – Questions on response time and hydrant location for 13102 Rices Cross Road via email to Gmail account

12/08/2014 – **Tom Benishai** – Request for Incident Report via phone call from Auxiliary to Pete

12/16/2014 – **GSRMA** – Notification of Regional Training Saturday, January 24th 2015 in Brownsville via email

01/05/2015 – **Michael Hatherly** – CPRA request for documents regarding fuel tank at station via Gmail account

01/19/2019 – **Michael Hatherly** – Letter and pictures regarding the above ground storage tank at the station and alleged violations.

OUTGOING CORRESPONDENCE DECEMBER 2014 & JANUARY 2015

DATE	FROM	TO
11/20/2014	Chief Butler	Dan Burns – Notification waiving the water tank requirement for 9844 Texas Hill Rd. Permit #B14-0902 due to location of 50,000 gallon water pond just across the road
11/22/2014	Pete Hammontre	Michael Hatherly – Response to letter sent October 2014 questioning fuel tank at station via email
11/24/2014	Pete Hammontre	Mariah Davis – Response to questions regarding response time by fire department via phone call
11/24/2014	Lani Pessoa	Director of OES – Signed MOU between DOHFPD and County
12/01/2014	Lani Pessoa	James Siller – Notice that appeal of Assessment Fees was heard and parcel #056250026000 has been removed from the tax roll
01/08/2015	Lani Pessoa	Michael Hatherly – Response to CPRA request dated January 5th 2015 for documents regarding Fuel Tank at station

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

February 26, 2015

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, Lloyd Appleby and Bill Rogers. Also present were Mike Lee, Pete Hammontre, Chief Butler and Lani Pessoa. There were three members of the public present. Chief Butler left on an emergency call just as the meeting started.

After establishing a quorum Chair Hammontre noted a correction to section **12 A.** regarding a closed session should be changed to **significant exposure to litigation pursuant to subdivision (b)(2) Section 54956.9 – 1 case.** There were no objections from the board or members of the public to the change.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Rogers to approve the minutes for the January 2015 meeting. The vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED

01/30/2015 – Cal Chief Area 2 North Director, Niko King – Information regarding the CA Fire Assistance Agreement and sample resolutions to be adopted by our district.

02/05/2015 – Steven Dambeck – Notification of an Email he received from Michael Hatherly to Members of the Fire District regarding alleged violations of the CA Fire code by the Fire District/Department.

02/13/2015 – Yuba County Office Of Emergency Services – Request to review and sign MOU that has been edited.

02/13/2015 – USDA Forest Service Plumas, Feather River Ranger District – Notification of comment period for the Draft Environmental Assessment of the Union Hill Hazardous Fuels Reduction and Ecological Restoration Project.

02/18/2015 – Donald Rice – Letter to District sharing concerns regarding the fuel tank at the fire station.

Chair Hammontre reported on the phone calls, emails and letters he has received regarding the allegations brought by Michael Hatherly. The majority of which were positive and in full support of the district.

FIRE CHIEF REPORT

Chair Hammontre stated the will be addressed later on when the Chief returns from an emergency call.

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 month of January. The vote was unanimous. Motion passed.

Budget Adjustments – Director Norris notes Code 6154 Storage Facility needs to be adjusted and the board is in agreement that \$15,000.00 will taken from Code 6800 Equipment Reserves.

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

#52-33150 in the amount of \$1,561.28 to Builtware Fabrication Inc. for installation of gas powered pump on fire truck.

#52-33151 in the amount of \$1,871.72 to Harvey and Songer for brakes and vacuum booster for engine 6461

The vote was unanimous. Motion passed.

AUXILIARY

Mo Gillock reminded everyone the Spaghetti Dinner is Saturday, March 7th at 5:00 pm and Pete Hammontre is auctioneer. There will be many good items up for auction.

OLD BUSINESS

Nothing to report

NEW BUSINESS

A. Appoint Ad hoc committee for Future Plans

John Norris and Bill Rogers will work on Future Plans

B. Appoint Ad hoc committee to review By-laws for inclusion of authority to the Chair

Mike Lee and Pete Hammontre will work on the By-laws

C. Adopt Resolution 2015-01 A Resolution of the DOHFPD Identifying Their Terms And Conditions for Fire Department Response away From Their Official Duty Station and Assigned to an Emergency Incident.

The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Director Norris (yes) and Chair Hammontre (yes). There were (5) yes, (0) absent (0) Noes. Motion passed.

D. Adopt Resolution 2015-02 Authorizing Overtime and Portal to Portal Pay for Employees.

The roll call vote was Director Lee (yes), Director Appleby (yes), Director Rogers (yes), Director Norris (yes) and Chair Hammontre (yes). There were (5) yes, (0) absent (0) Noes. Motion passed.

E. Review and sign revised MOU between Yuba County OES and DOHFPD. The word "Obligation" has been removed from the first paragraph

The board is in agreement to have Chair Hammontre sign the revised MOU.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Norris has fixed the printing problem at the station. Director Lee updated the board on the new site for the storage facility stating the fence on the property will be moved behind the building to insure security of the Fellowship property. Pictures of the new site will be given to the Chief for his approval. Director Lee is working on a written agreement between the District and the Fellowship. Director Lee also notes that Randy Fletcher will be attending one of our meetings in the future. Director Appleby reminded the board of the upcoming Mobile Home visits for property tax assessment. Director Rogers reports there is a fire district workshop in Williams that is similar to the one we attended in January. Chair Hammontre gave an update on the well and believes the problem has been fixed. Chair Hammontre advised the board he will step down in March as chair and there will be an election at the next meeting, he will remain as a Director for the remainder of his term.

FIRE CHIEF REPORT

Chief Butler returned to the meeting at 7:14 p.m. Chief Butler reviewed the incident report

CLOSED SESSION – Chair Hammontre again stated the agenda has been amended to reflect proper authority for a closed session. **Conference with Legal Counsel – significant exposure to litigation pursuant to subdivision (b)(2) of Section 54956.9 – 1 case**

Chair Hammontre also requested Chief Butler be present during the closed session.

Chair Hammontre closed the session at 7:15 p.m.

Open Session - Chair Hammontre reopened the session at 7:45 p.m.

Report Out – Based on the recommendation of legal counsel the district will contact (CUPA) for an inspection.

ACTION ITEMS REVIEW

Chair Hammontre has asked Chief Butler to take charge of the CUPA inspection and paperwork. Chair Hammontre will work on a united response to the alleged violations brought before the board. Old items were reviewed and discussed. New items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:46 p.m.

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 26, 2015

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, Lloyd Appleby and Mike Lee. Also present were Pete Hammontre, Chief Butler and Lani Pessoa. There were two members of the public present. Bill Rogers was absent.

PUBLIC INPUT

Chair Hammontre gave an update on the condition of Director Bill Rogers.

APPROVAL OF MINUTES

A motion was made by Director Lee, seconded by Director Appleby to approve the minutes for the February 2015 meeting. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Norris (yes) and Chair Hammontre (yes). There were (4) yes, (1) absent (0) Noes. Motion passed.

CORRESPONDENCE RECEIVED

02/25/2015 – Michael Hatherly – Request for correct paragraph in Brown Act for closed session
02/28/2015 – Yuba County Auditor/Controller – New duplicate reissuance process for warrants
02/28/2015 – Yuba County Certified Unified Program Agency (CUPA) – Results of compliance inspection and invoice
02/28/2015 –Phillips & Cohen LLP – Notice of Judgment in State of CA v. Office Depot
03/05/2015 – GSRMA – Harassment & Ethics Training class notice
03/05/2015 – SAMADMIN – New Federal Acquisition Regulation regarding entity's ownership
03/05/2015 – Yuba County Registrar of Voters – Notice of Elective Offices to be Filled to be completed by June 1, 2015
03/14/2015 – Yuba (LAFCO) – Municipal Service Review update for local agencies to be completed by April 3, 2015
03/20/2015 – USDA – Tahoe National Forest – Cooperative fire Protection Agreement between DOHFPD and Tahoe National Forest Agreement No: 15-FI-11051700-025 for signature

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report and notes the grass will be sprayed at the station next week.

FINANCIAL REPORT

Director Norris reviewed the latest bank transactions. There was no meeting with accountant due to tax season. Budget Adjustments – Director Norris notes he made the adjustments as agreed upon at the last meeting. A motion was made by Director Norris, seconded by Director Lee to approve the following warrant: #52-33152 in the amount of \$736.79 to Yuba County community Development and Services Agency for CUPA compliance inspection. The roll call vote was Director Lee (yes), Director Appleby (yes), Director Norris (yes) and Chair Hammontre (yes). There were (4) yes, (1) absent (0) Noes. Motion passed.

AUXILIARY

Chair Hammontre reports the Spaghetti Dinner broke a record for money collected mostly due to donations for the auction.

OLD BUSINESS

Nothing to report

NEW BUSINESS

A. Appoint Ad hoc committee for Budget Review

John Norris and Pete Hammontre will work on the Budget

B. Review and Approve Yuba LAFCO Municipal Review

Director Norris is still in the process of updating the information requested.

C. By-laws Committee to present proposed amendment for Inclusion of Authority to the Chair.

1st reading of the proposed amendment to the By-laws were read and reviewed by the board. The board is in agreement with the amendment. The amendment will be read again and voted on at the next meeting.

D. Approve Destruction of Records Request from Clerk of the Board

A request letter along with attachments was distributed and reviewed as required by Resolution 2011-06. The board is in agreement to approve the request for the records listed.

E. Report on Mobile Home Park visits

Chair Hammontre reviewed the visit forms for each Mobile Home Park and notes Philadelphia Mobile Home Park has changed its name.

F. Election of new Chair

Chair Hammontre asked for nominations for the position of Chair and Director Norris nominated Mike Lee. No other nominations being heard a roll call vote was (4) yes, (1) absent (0) Noes. Mike Lee is elected Chair.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Norris has contacted Jensen Smith and they will be working on the audit as soon as tax season is over. Director Appleby gave an update on the JPA meeting and the MOU with the county. There may be some changes to the MOU and to date the only signed MOU's received by the county are from our district and Loma Rica. Director Norris noted he was to work with Director Rogers on future plans, but due to his recent medical condition he will meet with the Chief alone as soon as possible. Director Lee reports they are getting ready to pour cement at the Storage Facility. Chair Hammontre reports the well filter problem he thought was fixed still exists and suggests they pull the pump up to see if this alleviates the problem.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Hammontre at 7:18 p.m.

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 23, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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, Lloyd Appleby and Pete Hammontre. Also present were Mike Lee, Bill Rogers and Lani Pessoa. Chief Butler was out on a call for the duration of the meeting. There were three members of the public present.

PUBLIC INPUT

APPROVAL OF MINUTES

A motion was made by Director Hammontre, seconded by Director Norris to approve the minutes for the March 2015 meeting. The roll call vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED

03/31/2015 – Yuba County Community Development – Request for comments Mitigated Negative Declaration Case No TPM 2014-003 Justin Green. Comments due by April 14, 2015

04/03/2015 – Michael Hatherly – Letter to the Chair noting authority for closed session is incorrect again.

04/07/2015 – Michael Hatherly – Letter noting discrepancy with diesel price per gallon as noted in November 2014 minutes via Gmail

04/08/2015 – GSRMA – Certificate of Coverage 7/01/2014 – 7/01/2015 Workers' Compensation, General Liability, Automobile Liability, Crime and Property.

04/08/2015 – Alliant Insurance Services – Certificate of Coverage for excess insurance 2014-2015

04/08/2015 – Cal Fire – Federal Excess Personal Property Agreement #992322

04/08/2015 – GSRMA – Certificate of Completion for board members that attended the Public Agency Board of Trustees' Training Class

04/08/2015 – Jeremy Olson – Letter regarding concerns with the fuel tank at station.

04/14/2015 – Michael Hatherly – Public Records Request-Copy of report from legal firm and copy of bill from legal firm. \$10.00 check included for fees.

04/15/2015 - USDA – Tahoe National Forest – Signed copy of Cooperative Fire Protection Agreement between DOHFPD and Tahoe National Forest Agreement No: 15-FI-11051700-025

04/15/2015 – CHY Company – Paid tax assessment for 060300007000 & 060280013000 in the amount of \$18.10

The board discussed the Public Records request form Michael Hatherly asking for report from our legal firm. The board is in agreement to send in redacted form and withhold portions that are considered Attorney client privilege.

FIRE CHIEF REPORT

Director Norris distributed the Incident Report.

FINANCIAL REPORT

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

A motion was made by Director Hammontre, seconded by Director Rogers to approve the following warrants:

#52-33153 in the amount of \$2,828.88 to Standard Construction Company for Permits and Fees - Storage Facility

#52-33154 in the amount of \$10,790.00 to Standard Construction Company for Labor and Materials – Storage Facility

#52-33155 in the amount of \$12,221.25 to reimburse Michael Lee for the purchase of Metal Building – Storage Facility

The roll call vote was unanimous. Motion passed.

AUXILIARY

Mo Gillock reports the Annual flea Market is set for June 13th.

OLD BUSINESS

Second reading and vote for proposed amendment to By-laws – Inclusion of Authority to the Chair.
After reading the amendment a motion was made by Director Hammontre, seconded by Director Norris to approve the amendment. The roll call vote was unanimous. Motion passed.

NEW BUSINESS

Adopt Resolution 2015-03 Authorized Signature for Lease Agreement

The resolution was read and the roll call vote was unanimous. Resolution adopted.

Review Future Plans

Director Norris reports he met with Chief Butler to discuss his needs for the firefighters. The chief has requested Bunker Gear and needs 15 sets at an estimated cost of \$3,200 - \$3,500 per set. Director Norris is also recommending paving the side and back of the fire station and the hole in front of the Thrift Store. Director Norris will ask for paving quotes.

Review Preliminary Budget

This will be put on the May Agenda

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Norris notes the printer problem at the station has been fixed. Director Hammontre notes the well filter was clogged again and the problem still exists. He also notes the information for the tax assessment should be available in May. Director Lee reports the Storage Facility building is up, but still needs doors, an asphalt pad and insulation. Security lights for the facility were discussed as a possibility and Director Lee will obtain pricing for the doors. Director Lee also asked that the District Records that have been maintained and stored at the residence of the Clerk of the Board be moved to the Sub-station for storage.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 7:31p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

May 28, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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, Lloyd Appleby and Pete Hammontre. Also present were Mike Lee, 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 Hammontre, seconded by Director Norris to approve the minutes for the April 2015 meeting. The roll call vote was unanimous. Motion passed.

CORRESPONDENCE RECEIVED

04/24/2014 – Secretary of State – Filed copy of Statement of Facts, Election of New Chair

04/27/2015 – Carol Davis – Request for DOHFPD Patch via Gmail

04/30/2015 – Dale Hutton – Pricing for Doors at Storage Facility via Gmail

05/01/2015 – Michael Hatherly – Second Request for Public Records - Copy of report provided to the District by legal firm concerning violation of CA Fire Code.

05/05/2015 – Yuba County Planning Department – Notice of Public Hearing to amend Ordinance OA2011-0001 Development Code, Zoning Map & related code sections.

05/22/2015 – Michael Hatherly – Request for Public Records – Two invoices from Valley Dynamic Mechanical Services paid April & May 2014

05/22/2015- Michael Hatherly – Request for Public Records – Res 2015-01, 2015-02 & Amendment to By-laws

05/22/2015 – CAL Fire NEU – Document defining the terms of payment requested by CAL FIRE NEU for in-Unit responses

05/22/2015 – Michael Hatherly – Request for Fire District Information on whether or not there was a Special Meeting of The Board held between 04/09/2015 and 04/20/2015.

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report which was distributed at the meeting. The quarterly Crew Fund amount is \$347.50

FINANCIAL REPORT

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

There were no budget adjustments or warrants for the month.

AUXILIARY

Director Hammontre reports the Annual Flea Market is June 13th and Bertha Rogers is in charge of reservations.

OLD BUSINESS

NEW BUSINESS

Adopt Election Resolution 2015-04

The roll call vote was (5) yes, (0) absent, (0) noes, (0) abstain. The resolution is passed.

Adopt future Plans Resolution 2015-05

This will carried over to the June Agenda

Review Preliminary Budget

Director Norris distributed and reviewed the preliminary budget. Account #6225 will be changed to \$1,250.00 for JPA fees, #6420 Board Expenses will be increased and #6220 will be changed to \$1,000. He will also remove any inactive accounts.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Hammontre discussed the GANN limit calculations for 2015-16. Chair Lee gave an update on the storage facility. Director Hammontre submitted his letter of resignation effective the date of this meeting and offered to help in any way that he can to smooth the transition. He also gave a list of projects and committees he has worked on for reference to Chair Lee. Chair Lee expressed his gratitude to Director Hammontre for his many years of service to the board.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 7:56p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

June 25, 2015

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, Lloyd Appleby and Bill Rogers. Also present were Mike Lee, 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 Rogers to approve the minutes for the May 2015 meeting. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes) Director Mike Lee (yes) There were (4) yes, (0) Absent (0) Noes. Motion passed.

At this time Vice Chair Norris moved items 10 F. and 10 G. under New Business to this portion of the meeting to allow Chair Lee who recently had surgery to leave after the vote.

Approve Unconditional Commitment letter (Violation of Ralph M Brown Act, paragraph 54956.9(g))

The Unconditional Commitment letter was read by the Clerk of the Board. A motion was made by Director Appleby, seconded by Chair Lee to approve the letter. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes) & Director Mike Lee (yes) There were (4) yes, (0) Absent (0) Noes. Motion passed. The signed letter will be mailed to Mr. Hatherly.

Appoint New Board Member (Review applications and select new replacement)

After discussing a motion was made by Vice Chair Norris, seconded by Director Appleby to appoint Greg Holman as Director. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes) & Director Mike Lee (yes) There were (4) yes, (0) Absent (0) Noes. Motion passed.

Chair Lee left the meeting at 6:40 P.M.

CORRESPONDENCE RECEIVED

05/27/2015 – Yuba County Auditor – Schedule 13 for Proposed Budget 2015-2016 to be completed by August 3, 2015
06/05/2015 - Greg Holman – Response to Notice of Vacancy for board member
06/05/2015 – Yuba County Auditor – Notice of 2015-06 Appropriation Limit to be adopted by resolution
06/05/2015 – Staples – Replacement cards for DOHFPD charge account
06/05/2015 – Yuba County Auditor – Notification of AB 2109 Reporting of Locally Assessed Parcel Taxes
06/05/2015 – Yuba County Auditor – Notification of fee for special assessment on the Secured Property Tax Roll
06/05/2015 – Yuba County Auditor – Notification that Direct Assessments for the 2015-2016 tax bills is due August 10, 2015
06/05/2015 – CA State Controller – Notification of 2014 Government Compensation in California report due September 28, 2015
06/10/2015 – Michael Hatherly – Cease and Desist letter of Violation of Brown Act, paragraph 54956.9(g)
06/11/2015 – Michael Hatherly – Letter asking why the electric pump was changed to gravity flow on Fuel Tank at station
06/11/2015 –Yuba County Auditor – Corrected notice of 2015-06 Appropriation Limit to be adopted by resolution

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report which was distributed at the meeting. Chief Butler reports we will receive a bill from Diamond Steel Company who fixed a problem with the Water tender.

FINANCIAL REPORT

Director Norris reviewed the report. A motion was made by Director Appleby, seconded by Vice Chair Norris to approve the financial report for the month of May. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (3) yes, (1) absent (0) Noes. Motion passed.

FINANCIAL REPORTS CONTINUED

A motion was made by Director Rogers, seconded by Director Appleby to approve the following warrants:
#52-33156 in the amount of \$15,276.00 to Golden State Risk Management Authority for fiscal year 2015-2016
#52-33157 in the amount of \$1,510.00 to Mescher Door Company for installation of Garage Door at Storage Facility
The roll call vote was Director Appleby (yes), Director Rogers (yes), vice Chair Norris (yes). There were (3) yes, (1) absent (0) Noes. Motion passed.

AUXILIARY

Nothing to report

OLD BUSINESS

Nothing to report

NEW BUSINESS

Adopt Future Plans Resolution 2015-05

Vice Chair Norris distributed a copy of the current plans for review. The Future Plans resolution was read and adopted. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (3) yes, (1) absent (0) Noes.

Adopt Preliminary Budget

After reviewing a motion was made by Director Rogers, seconded by Director Appleby to adopt the Preliminary Budget. The roll call vote was Director Appleby (yes), Director Rogers (yes), Vice Chair Norris (yes). There were (3) yes, (1) absent (0) Noes. Motion passed.

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 Benefit Assessment Unit & Special Tax. The hearing closed at 7:30 pm

Assessment Fees (Appoint Ad hoc Committee)

Mike Lee who left the meeting early will be reminded to appoint this committee.

BOARD DISCUSSION, QUESTIONS & COMMENTS:

Director Rogers gave an update on the last JPA meeting. Director Norris reports he received notice of the VFA grant via email and has completed the application for submission. The board is in agreement to have Vice Chair Norris sign and submit the application online. A hard copy which is required will be sent via US Mail. Vice Chair Norris gave an update on the audit and has signed the letter submitted to the county for verification. He also notes internet at the station is not working and suggests looking into Succeed.Net

ACTION ITEMS REVIEW

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 7:40p.m.

John Norris, Vice Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

Amended as shown in Red
DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT
P. O. BOX 164, OREGON HOUSE, CA 95962

Minutes

July 23, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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: Bill Rogers, Greg Holman and Mike Lee. Also present were Chief Butler and Lani Pessoa. John Norris and Lloyd Appleby were absent. There were two members of the public present.

PUBLIC INPUT

There was no public input.

Chief Butler left the meeting at 6:37 p.m. on a call, his report and 10A will be addressed when he returns.

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Lee to approve the minutes for the June 2015 meeting. The roll call vote was Director Rogers (yes), Director Lee (yes) & Director Holman (yes). There were (3) yes, (2) absent, (0) Noes. Motion passed.

C ORRESPONDENCE RECEIVED

06/18/2015 – Jensen Smith CPA – Request for signature on confirmation letter for June 30, 2014 fiscal year.

06/23/2015 – Michael Hatherly – Letter referring to documents supplied by the district that support his allegations regarding the Fuel Tank at Station.

06/24/2015 – LexisNexis – Request for report on Hay Truck 7798 Marysville Road on 08/17/2014.

06/24/2015 – CA State Fire Marshall – Notice of proposed rulemaking related to the certification and training standards for CA Firefighters.

06/25/2016 – Michael Hatherly – Reminder of CPRA requests still pending

06/26/2015 – Michael Hatherly – Questioning post for Notice of Vacancy on the board

06/26/2015 – Michael Hatherly – Response regarding posting of Notice of Vacancy noting he should show up at meetings

06/27/2015 – CA Office of Emergency Services – Approved Portal to Portal/Full Reimbursement as submitted

06/29/2015 – Karin Deveraux – Spreadsheet she used to calculate the GANN limit for Special Districts and Price Population notification

06/29/2015 – Jensen Smith – Request for VFA Grant award letter and date of payment received

06/29/2015 – Jensen Smith – Request for documentation of balance of payment received for the VFA Grant

06/30/2015 – Pete Hammontre – Follow up to email regarding GANN limit calculation sent by Karin Deveraux

06/30/2015 – Karin Deveraux – Follow up to email from Pete Hammontre with final Gann limit of \$222,505

07/01/2015 – Karin Deveraux – Comment on her office using wrong rate in prior years for GANN limit

07/01/2015 – Pete Hammontre – Note that calculations as revised are good to go

07/01/2015 – Deborah Brooks CPA – Reminder of bills to accrue for the year ending June 2015

07/11/2015 – Michael Hatherly – Request for Public Records – Documentation given to legal firm regarding fuel tank, any letter accompanying report cited in Territorial Dispatch, Copies of any bills received for legal services 2013, 2014 & 2015 and copy of Resolution 2014-09

07/11/2015 – Michael Hatherly – Check in the amount of \$20.00 to pay for copies requested

FINANCIAL REPORT

There was no financial report due to close of fiscal year. There were no budget adjustments.

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

#52-33158 in the amount of \$1,265.91 to Diamond Steel Co., labor and parts for water tender

#52-33159 in the amount of \$1,297.78 to Card Service Center for Batteries and Valve

52-33160 in the Amount of \$1,500.00 to Crew Fund for annual payment

The roll call vote was Director Rogers (yes), Director Lee (yes) & Director Holman (yes). There were (3) yes, (2) absent, (0) Noes. Motion passed.

AUXILIARY

Mo Gillock reports the Well continues to be a problem and would like someone to show her how to fix it. She also suggested a bypass so the filtered water only comes to the building and not outside which may reduce the clogging. Director Lee and Director Rogers will meet with Mo to work on this problem. Mo also notes the auxiliary wants a booth at the Harvest Festival to sell funnel cakes, jams and jellies.

OLD BUSINESS

Nothing to report

NEW BUSINESS

Discuss GANN Limit calculation process

The calculation process has been discussed with the county and they are satisfied with our process.

Adopt Resolution 2015-06 Benefit Assessment

Chair Lee called the roll and the vote was Director Rogers (yes), Director Lee (yes) & Director Holman (yes). There were (3) yes, (2) absent (0) noes. Motion passed.

Adopt Resolution 2015-07 GANN Limit

Chair Lee called the roll and the vote was Director Rogers (yes), Director Lee (yes) & Director Holman (yes). There were (3) yes, (2) absent (0) noes. Motion passed.

Discuss SOP Content

Chair Lee appointed Director Rogers and himself as an Ad-hoc committee to look at SOP content

Discuss and decide response to Cease and Desist letter

Being that two board members were absent this subject will be carried over to the August agenda for discussion.

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

This subject will be put on the August agenda.

Discuss and decide contacting legal counsel for advice regarding significant exposure to litigation as alleged by member of the public.

The board is in agreement that Chair Lee will contact legal counsel.

Discuss and decide on Well problem at station

This was already discussed under the Auxiliary Report

Discuss and decide Community Preparedness meeting for the public

The board is in agreement to move forward with choosing dates and content for meeting.

Discuss and decide Transfer of Ownership for Fire Truck 6471

Fire Truck 6471 which has been leased will now be donated to the District. Chair Lee will ask Director Appleby to handle the transfer. A letter from Director Lee will be given to Art Craigmill acknowledging the donation.

FIRE CHIEF REPORT - Chief Butler returned to the meeting at 7:20 p.m.

Chief Butler reviewed the Incident Report which was distributed at the meeting and submitted the quarterly crew runs.

Discuss and decide what to do with Engine 6482

Chief Butler reports the amount to fix the problems will amount to a minimum of \$5,000.00 and is not sure if we should keep it or fix it. There was a discussion on possibly getting scrap money for it and he will talk with the mechanic to get more details, but a decision will have to be made in the near future.

BOARD DISCUSSION, QUESTIONS, COMMENTS;

Director Rogers reported on the Fire Safe Council meeting and notes they are doing clearing in Forbestown. Director Lee reports the tax data has been received from the county and has appointed Director Appleby and Director Holman to the Assessment Fees Committee.

ACTION ITEMS REVIEW

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

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

August 27, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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: Bill Rogers, Greg Holman and Mike Lee. Also present were John Norris, Lloyd Appleby, Chief Butler and Lani Pessoa. There was one member of the public present.

PUBLIC INPUT

Randy Fletcher informed the board he met with Ron Garamendi and they are questioning where the money from the Pendola Fire caused by PG&E went. He will keep the board updated on this subject.

APPROVAL OF MINUTES

A motion was made by Director Norris, seconded by Director Rogers to approve the minutes for the July 2015 meeting as amended. The roll call vote was Unanimous. Motion passed.

CORRESPONDENCE RECEIVED

07/24/2015 – Michael Hatherly – Request for Public Records – All correspondence received by District after 2/1/2015 regarding alleged violations of CA Fire Code, Copy all documents from CUPA, letter printed in Territorial Dispatch, Written agreement between District and Fellowship concerning Storage Facility, Resolution 2015-03.

07/28/2015 – USDA Forest Service Grants Manager – Modification of 15-F1-11051700-025 - Administrative changes effective June 1, 2015.

07/31/2015 – Michael Hatherly – Thank you for records sent and attachment of his CAPRA request log showing what has been requested and received by him to date via Gmail

08/04/2014 – Michael Hatherly – Check that was previously returned in the amount of \$20.00 along with letter stating check is for last Public Records Request.

08/07/2015 – Physio-Control – Notice regarding changes to LIFEPAK 500 AED via Gmail

08/11/2015 – Michael Hatherly – Letter to Chair Lee questioning legality of lease signed by the Chief with Dawson Oil.

08/12/2015 – State of CA, Forestry & Fire Protection – Check in the amount of \$902.72 to reimburse for Cook Incident, Water Tender

08/12/2015 – Michael Hatherly – Request for Agenda Packets to be mailed to him for the remainder of the calendar year via Gmail

08/12/2015 – Yuba County Assessor – 2014-2015 updated plat maps and invoice

08/14/2015 – Appeal Democrat – Affidavit of Publication, date for fixing final budget

08/20/015 – Notice of approval for 2015 VFA grant, award packet to follow vial Gmail

FINANCIAL REPORT

There was no financial report due to accountant on vacation. There were no budget adjustments.

A motion was made by Director Appleby, seconded by Director Rogers to approve warrant #52-33161 in the amount of \$1,250.00 to Joint Powers Agency for fiscal year 2015/2016. The vote was unanimous. Motion passed.

AUXILIARY

Since the well problem still exists Chair Lee will look for a better filter at a reasonable price and Chief Butler will investigate a water filter system that has a timer and drain.

OLD BUSINESS

Discuss and decide what to do with Engine 6482

Chief Butler found out the minimum to fix it would cost \$4,500.00 and the board is in agreement to take Engine 6482 out of service.

NEW BUSINESS

Discuss and decide response to Cease and Desist letter

The board is in agreement to have Chair Lee discuss options with legal counsel.

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

This will be put on the September Agenda

Adopt Final Budget

A motion was made by Director Appleby, seconded by Director Rogers to approve the Final Budget. The vote was unanimous.

Update on SOP Review

A modified Copy Fees list for 2015 was presented and the board is in agreement to modify the list as submitted. The committee continues their review and will submit recommendations and or modifications at the September meeting.

FIRE CHIEF REPORT

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

BOARD DISCUSSION, QUESTIONS, COMMENTS;

Director Rogers notes the Auxiliary wants to discontinue sharing the phone line with the fire station and have a separate line dedicated to the Thrift Store. The board has no issue as long as they take on the new phone number and the original phone number stays with the station. Chair Lee reports the storage facility is just about finished. Director Holman reports the Medical Clinic will reopen in the next couple of months with the group that used to operate in North San Juan.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 8:00 p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

ADJOURN

The meeting was adjourned by Chair Lee at 7:37 p.m.

John Norris, Vice Chair

Michael Lee, Chair conducted the July meeting

_____ Date _____
Lani Pessoa, Clerk of the Board

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

September 24, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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: Bill Rogers, Greg Holman and Mike Lee. Also present were John Norris, Lloyd Appleby, Chief Butler and Lani Pessoa. There was one member of the public present.

PUBLIC INPUT

Michael Hatherly stated he appreciated that the board continues to promote public participation

APPROVAL OF MINUTES

A motion was made by Chair Lee, seconded by Director Appleby to approve the minutes for the August 27, 2015 meeting. The vote was Unanimous. Motion passed.

At this time Chair Lee moved 10 A. & D. under New Business to this portion of the meeting.

Update from Chair on response from Legal Counsel – Chair Lee informed the board that he spoke to Robert Hunt legal counsel regarding a number of documents that had been requested under the CA Public Records Act. It is the opinion of legal counsel that the documents are covered under attorney client privilege and it is valid to deny the records.

Discuss and decide response to Ca Public Records Request dated 8-19-2015 asking for records that support assertions in Resolution 2014-09. - A motion was made by Director Rogers, seconded by Director Appleby to deny records requested due to attorney client privilege. Chair Lee then responded to Board inquiries.

The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Norris (Abstain) & Director Holman (Abstain). There were (3) yes, (2) Abstain (0) Noes. Motion passed.

CORRESPONDENCE RECEIVED

Yuba County Elections - Receipt of Candidate filing for the 2015 General District Election. Received

The Setzer Foundation – Donation in the amount of \$1,000.00. Received

Michael Hatherly – Letter and check in the amount of \$20.00 to pay for Agenda packets. Received

Michael Hatherly – Letter stating opinion on District denial of public record request for documents given to lawyer and asking board to reevaluate their position or the dispute will take place in a court of law. Received

CAL FIRE - Letter stating the 2015 VFA application has been approved for funding in the amount of \$9,399.46 and instructions for executing the agreement and resolution. Received

Michael Hatherly – Letter regarding opinion from First Amendment Coalition on documents given to legal firm. Received

Michael Hatherly – Question on authority for agenda packet fees. Received

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report.

Discuss and decide on AED units for purchase – Chief Butler informed the board the AED Life Pak's currently being used by the district are now obsolete and the newest version is Life Pak CR plus. The cost to replace them is around \$3,200 each. The possibility of grants to cover the cost and credits for purchase and exchange was discussed. Chief Butler responded to Board inquiries.

Rescue engine 6451 is in the repair shop for multiple problems that needed to be addressed immediately. Chief Butler is talking with Ford to see if any of the estimated \$5,000 to fix the engine is covered under warranty.

FINANCIAL REPORT

Director Norris will have the budget figures entered for the October meeting and the reports will be up to date. A motion was made by Director Rogers, seconded by Director Holman to approve warrant #52-33162 in the amount of \$4,986.00 to Loerke Insulation for the Storage Facility. The vote was unanimous. Motion passed.

AUXILIARY

Director Rogers reports the Boy Scouts will be building storage shelves for the Thrift Store.

OLD BUSINESS

Nothing to report

NEW BUSINESS

B. & C. Discuss and decide response to Cease and Desist letter – Chair Lee informed the board in his discussion with legal counsel it was his understanding the district has not violated the Brown Act and there is no need to respond with an Unconditional Commitment letter.

Review and approve SOP amendments, update and modifications – Carried over to the October agenda.

Adopt Resolution 2015-08 Recommend an Individual for Appointment to the Board of Directors (Greg Holman)

The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Norris (yes) & Director Holman (yes). There were (5) yes, (0) Abstain (0) Noes. Resolution passed.

Review VFA Grant Approval – Director Norris informed the board that the VFA Grant which is a 50/50 grant has been approved in the amount of \$9,399.46. The approval package which includes a resolution to be adopted will be signed and returned to CAL FIRE. Funds cannot be spent until the board receives notice from CAL FIRE.

Adopt Resolution 2015-09 VFA Grant - The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Norris (yes) & Director Holman (yes). There were (5) yes, (0) Abstain (0) Noes. Resolution passed.

Update and Review of 2013-2014 Audit – Director Norris has received a draft copy of the audit and did not see any problems. He will sign the Management Representation letter which enables Jensen Smith to release the final audit.

BOARD DISCUSSION, QUESTIONS, COMMENTS;

Director Rogers discussed the continuing well problems and this subject will be put on the October agenda.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 7:55 p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

October 22, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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: Bill Rogers, Greg Holman and Mike Lee. Also present were Lloyd Appleby, Chief Butler and Lani Pessoa. John Norris was absent. There were eight members of the public present.

PUBLIC PARTICIPATION

The following individual spoke: Michael Hatherly, Opinion Legal Report

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Appleby to approve the minutes for the September 24, 2015 meeting. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Motion passed.

CORRESPONDENCE RECEIVED

DMV – Pink Slip for Engine 6471

Michael Hatherly – Two letters regarding the possible revision of Resolution 2014-09 via Gmail

Michael Hatherly – Letter regarding his opinion on publication in newspaper

Michael Hatherly – CPRA request to view letter and hand written note to Mr. Sanghera from himself

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report.

Pay Crew Fund – Chief Butler submitted his request to the Clerk of the Board

FINANCIAL REPORT

Director Norris was absent and will review the financial report at the next meeting. There were no budget adjustments. An invoice that requires a warrant and was received after the posting of the agenda was submitted for approval. A motion was made by Director Appleby, seconded by Director Rogers to include the warrant for approval. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Motion passed.

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

#52-33163 in the amount of \$4,261.80 to Visa Card for Repairs Engine 6451

#52-33164 in the amount of \$3,025.00 to Standard Construction for paving approach at Storage Facility

#52-33165 in the amount of \$2,764.25 to Tharp Electric for electrical installation at Storage Facility

#52-33166 in the amount of \$27,103.75 to Escherman Construction for paving parking lot behind Fire Station

The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes).

There were (4) yes (1) Absent (0) Noes. Motion passed.

AUXILIARY

Mo Gillock reports the auxiliary voted to pay for the full amount requested from the VFA grant as submitted rather than the reduced amount that was recently approved by the VFA. The board asked Mo to thank the auxiliary members for their generous contribution. The Firefighter Appreciation Dinner is Thursday, December 10th at 6:00 pm.

OLD BUSINESS

Review and approve SOP amendments, updates and modifications.

Director Rogers submitted the proposed changes to the board. A motion was made by Director Appleby, seconded by Director Rogers to approve as submitted. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Motion passed.

NEW BUSINESS

Adopt Resolution 2015-10 Engage Jensen Smith for Audit fiscal year June 2015

The resolution was read. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Resolution Passed.

Discuss and decide moving the November meeting to the following week (Dec. 3rd) and not having the December meeting due to the holidays and scheduling conflicts.

After discussing a motion was made by Director Rogers, seconded by Director Appleby to move the November meeting date and cancel the December meeting. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Motion Passed.

Discuss and decide on continuing well problems at station.

This will be addressed at the December meeting due to absence of Director Norris

Discuss and decide on Seversons' water tank for replacement of mobile home.

A letter was submitted by Kevin & Alice Severson asking the board to waive the requirement for a 3,000 gallon storage tank at their property. After discussing a motion was made by Director Rogers, seconded by Director Appleby, to approve the waiver as requested. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes). There were (4) yes (1) Absent (0) Noes. Motion passed.

BOARD DISCUSSION, QUESTIONS, COMMENTS;

No comments were made

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 7:09 p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board

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

December 3, 2015

CALL TO ORDER

The meeting was called to order by Chair Lee

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

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Appleby to approve the minutes for the October 22, 2015 meeting. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Norris (yes). There were (5) Yes, (0) Noes, (0) Absent, Motion passed.

CORRESPONDENCE RECEIVED

10/19/2015 – CAL FIRE – Notice of final approval for 2015 VFA Grant via Email

10/22/2015 – Kevin & Alice Severson – Request to waive requirement for 3,000 gallon water storage tank.

10/23/2015 – Yuba County Office of Emergency Services – Approved MOU between the county and District regarding the Cal Fire Consolidated Dispatch contract dated 10/13/2015

10/28/2015 – CAL FIRE – Signed and approved copy of 2015 VFA Agreement #7FG15034 in the amount of \$9,399.46

11/05/2015 – PG&E – Essential Use Exempt review

11/12/2015 – GSRMA – Certificate of Coverage for Storage Facility

11/20/2015 – Sierra Family Medical Clinic – Request for Fire Safety Inspection

11/23/2015 – Jensen Smith, CPA's – 2014 Audit

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report.

Pay Crew Fund – Chief Butler submitted his request to the Clerk of the Board for 176 runs

FINANCIAL REPORT

10 New Business - Review 2014 Audit was moved to this section of the meeting.

Director Norris reviewed the audit findings and suggestions. The 2014-2015 audit material will be gathered and sent to Jensen Smith.

Director Norris reviewed the financial report and noted Site Maintenance is over budget. A motion was made by Director Rogers, seconded by Director Appleby to approve the financial report. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Norris (yes). There were (5) Yes, (0) Noes, (0) Absent, Motion passed.

The budget will be adjusted to reflect the correct amount for Site Maintenance.

An invoice that requires a warrant and was received after the posting of the agenda was submitted for approval. A motion was made by Director Rogers, seconded by Director Appleby to include the warrant for approval. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Norris (yes). There were (5) Yes & (0) Noes, (0) Absent, Motion passed.

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

#52-34432 in the amount of \$2,400.00 to Jensen Smith, CPA for Audit year ended June 30, 2014

#52-34433 in the amount of \$1,532.13 to L.N Curtis & Sons for maintenance on Air Compressor

#52-34434 in the amount of \$1,589.00 to Mescher Door Company for Door Opener and Remotes

#52-34435 in the amount of \$1,866.14 to Visa Card Service Center for promotional items

The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Norris (yes). There were (5) Yes, (0) Noes, (0) Absent, Motion passed.

AUXILIARY

Nothing to report

OLD BUSINESS

Nothing to report

NEW BUSINESS

BOARD DISCUSSION, QUESTIONS, COMMENTS;

Director Appleby suggested the board consider changing the regularly scheduled district meetings to the fourth Tuesday of the month to accommodate the Fire Chief. Currently Chief Butler attends the meeting on his regularly scheduled day off from his paying job. This subject may be put on the agenda at a later date. Chair Lee will talk to the Auxiliary regarding reimbursement for some of the expenses for the Storage Facility. Chief Butler reports President, Mo Gillock of the Auxiliary has notified him they will cover 100% of the VFA amounts requested this year.

ACTION ITEMS REVIEW

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

ADJOURN

The meeting was adjourned by Chair Lee at 7:13 p.m.

Michael Lee, Chair

_____ Date _____
Lani Pessoa, Clerk of the Board