

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

January 24, 2017

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, Mike Lee, Lloyd Appleby and Kim Hawthorne. Also present were Chief Butler and Lani Pessoa. Greg Holman was absent. There were two members of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Hawthorne to approve the minutes for the December 6, 2016 meeting. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes) & Director Hawthorne (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(41-2016) – Jensen Smith CPA – Completed 2014-2015 Audit

(42--2016) – Yuba County OES – CD of Emergency Operations Plan approved 2015

(01-2017) - Yuba County Development – CUPA, Hazardous Materials annual billing and update certification forms

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report. He reports the intermittent internet service at the station is still a problem. The last quote from Succeed was \$79.00 per month and Director Hawthorne took the action item to see if the price could be lowered or free. He also reports he has received more quotes for a new Water Tender which were considerably lower than the original guesstimate of \$400,000. The bids will be reviewed at the February meeting.

FINANCIAL REPORT

There were no financial reports submitted for review and approval. There were no budget adjustments.

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

#52-34843 in the amount of \$3892.12 to MasterCard – Medical supplies

#52-34844 in the amount of \$1,800.00 to Morgan Tree Service – Emergency Tree Service

#52-34845 in the amount of \$1,289.35 to Lani Pessoa – Reimbursement for New Computer

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes) & Director Hawthorne (yes).

There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

Lani reports Deborah Brooks who is our CPA feels the accounting procedure is running smoothly and recommends using a Bookkeeper for the monthly reconciliation and reports to reduce costs. Deborah will continue to help with the annual audits. This subject will be added to the February Agenda.

AUXILIARY

Catherine reports the annual Spaghetti dinner is Saturday, March 4th and the hamburger for the sauce has been generously donated by Jennie Cavaliere of Oregon House Farms. She also reports there is a hole in the corner of the thrift store that needs repair and or caulking. The gutters are also being cleaned. Director Rogers submitted a bid from Rightway Construction for the repair job to Chair Lee.

OLD BUSINESS

NEW BUSINESS

A. Review 2014-2015 Audit

The Audit review has been moved to the February Agenda.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Appleby reports he has received assurance by YESCA that the pond will be kept full for fire safety. Director Rogers gave an overview of the Fire Safe Council meeting and reports there may be SRA (State Response Area) grants available. He has taken the action item to follow up on the possibility of an SRA grant for the district. Director Appleby will also check with an individual who may be able to assist with writing the grant for us. Chief Butler reports an ex-board member has been spotted at the station taking pictures of the building.

ACTION ITEMS REVIEW

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

ELECTION OF NEW CHAIR AND VICE CHAIR

After discussing Chair Lee asked for nominations for Chair. A motion was made by Director Rogers to retain Chair Lee in this position. There being no further nominations Chair Lee called for a vote.

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes) & Director Hawthorne (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Mike Lee is elected Chair.

A motion was made by Chair Lee to nominate Lloyd Appleby as Vice Chair. There being no further nominations Chair Lee called for a vote. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes) & Director Hawthorne (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Lloyd Appleby is elected Vice Chair.

ADJOURN

The meeting was adjourned by Chair Lee at 7:20 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

February 28, 2017

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, Mike Lee, Lloyd Appleby, Greg Holman and Kim Hawthorne. Also present were Chief Butler and Lani Pessoa. There were three members of the public present.

PUBLIC PARTICIPATION

Charles Sharp Presentation – 9858 Frenchtown-Dobbins Rd. Fire Hydrant

Mr. Sharp spoke about an idea that had been presented in the past to install a fire hydrant on his property to be used solely for fire protection. The property is located at Frenchtown-Dobbins Road and the hydrant would be connected to existing water tanks at the base of the driveway. The tanks are fed from a small lake on his property and he estimates 60,000 gallons from rain and ditch water would be available. The road access is currently a single lane road and not large enough for 2 vehicles much less a wide vehicle and the District would be responsible for all costs involved in the installation of the hydrant.

Jennie Cavaliere – Rebuttal to Fire Hydrant

Ms. Cavaliere expressed concerns regarding the installation of the hydrant and reminded everyone that this project came before the board in 2011 and was rejected. She is concerned that a land split that Mr. Sharp has before the county for (7) five acre parcels and which requires a hydrant for approval may be the reasoning behind his request. She is further concerned that if the Fire Department pays for the installation does it set a precedent to pay for other land owners hydrants in the future.

Chief Butler – Notes additional water sources are always beneficial to the District and this could be a worthwhile project if the terms could be worked out.

Chair Lee - Informed Mr. Sharp the District currently does not have the funds available for this project, but is willing to look at it again. He opted to form an Ad Hoc Committee with Lloyd Appleby, Chief Mike Butler and Mike Lee.

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Appleby to approve the minutes for the January 24, 2017 meeting. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes), Director Hawthorne (yes) & Director Holman (abstain). There were (4) Yes, (0) Noes, (1) Abstain & (0) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(02-2017) – GSRMA – Election ballot for Fire District Position on Board to be returned completed by April 21, 2017

(03-2017) – GSRMA – Notification of Ethics and Harassment training classes available

(04-2017 – Community Leasing Partners – Information on Lease Purchase Financing

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report

Update on Water Tender Bids – Review and discuss bids for approval

Chief Butler presented (3) Bids

Pierce Manufacturing - \$387,704.00

Toyne - \$294,408.00

Mid West - \$275,642.00

The construction and capacity are the same for all three, but Toyne has a better chassis than MidWest and Chief Butler recommends using Toyne. Chair Lee noted the District does not have the funds available right now to approve the purchase and is still working on grants and other sources of funding for this project.

FINANCIAL REPORT

The financial reports were submitted for review and approval. A motion was made by Director Appleby, seconded by Director Rogers to approve the financial reports as submitted. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes), Director Hawthorne (yes) & Director Holman (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent, Motion passed.

A motion was made by Director Rogers, seconded by Director Holman to approve the following warrant:

#52-34846 in the amount of \$823.92 to Suburban Propane – Gas Delivery

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Appleby (yes), Director Hawthorne (yes) & Director Holman (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent, Motion passed. There were no budget adjustments.

Discuss and decide replacing CPA (Deborah Brooks) with a Bookkeeper to reconcile monthly financial report.

Lani reports after further discussion with Deborah the recommendation is to keep Deborah for the remainder of the year. In the meantime, she will show Lani how to enter income & mitigation fees from the county and how the reconciliation is done. Deborah feels that Lani can do the extra work as she already understands fund accounting and there would be no need to pay a Bookkeeper. If questions or problems arise, Deborah would charge on an as needed basis. The main concern from the board is the additional work load for Lani. After discussing the board agrees to keep Deborah for the remainder of the year and Lani will inform the board if the extra work becomes too much or she does not feel comfortable with the situation.

AUXILIARY

Director Rogers reminded the board of the Spaghetti Dinner on March 4th

OLD BUSINESS

NEW BUSINESS

A. Review 2014-2015 Audit

The Audit was reviewed.

B. Update on SRA Grants

Director Rogers has checked and there are no SRA Grants available now. He will also attend a class in April on Grants. Director Appleby reports he does have someone who is willing to work with us on writing grants when needed.

C. Appoint Ad hoc committee for Future Plans

Chair Lee appointed Director Appleby and Director Holman

D. Discuss and vote for Fire District Position on GSRMA Board

The ballot was completed and submitted by Chief Butler who is our representative for the District.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Chair Lee has contacted Succeed to arrange a site survey and they are moving forward on this. Director Rogers notes the leak at the thrift store floor probably needs a French drain installed. There is also a leak in the corner between the eaves and wall. Chair Lee looked at the bid submitted for the roof work and thinks it is high. The board agrees better weather is needed before any real work can happen and they will continue to look at options for fixing leaks and various other work that needs to be done. Chair Lee reports Randy Fletcher told him funds are available for storm damage cleanup and repair and he filled out an application for the damage to the Thrift Store.

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 7:45 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

March 28, 2017

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, Mike Lee, Greg Holman and Kim Hawthorne. Also present were Chief Butler and Lani Pessoa. Lloyd Appleby was absent. There was one member of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Chair Lee to approve the minutes for the February 28, 2017 meeting. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Hawthorne (yes) & Director Holman (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(05-2017) – County of Yuba – Requesting response to Senate Bill 415 Moving Board Member Election Date to Even-Numbered Years.

(06-2017) – CA State Controller – Notice that 2016 Government Compensation Report is due April 30, 2017

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report. He also reported on a meeting he attended concerning Bullards Bar Dam and implementation procedures for accidents and other future emergency situations.

FINANCIAL REPORT

There were no financial reports submitted due to Tax Season for CPA.

There were no budget adjustments or warrants for approval.

AUXILIARY

Bertha reports Laurie Pringle will take over for Sandy as treasurer. She also notes the Spaghetti Feed was successful.

OLD BUSINESS

NEW BUSINESS

A. Appoint new signatory on Crew Account

Chair Lee will be the new signor to the account and Chief Butler will find out what paperwork is necessary to make the change.

B. Approve Resolution 2017-01 Rescheduling of Governing Body Member Election from Odd-Numbered to Even-Numbered Years.

A motion was made by Director Rogers, seconded by Director Holman to approved the resolution as presented. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Hawthorne (yes) & Director Holman (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Resolution Approved.

C. Appoint Ad hoc committee for Budget Review

Chair Lee appointed Greg Holman and Kim Hawthorne to this committee.

D. Review Future Plans

Due to absence of Director Appleby this will be put on the April Agenda.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Hawthorne questioned the status of the hydrant request from Charles Sharp. Chair Lee said they are waiting to hear from Mr. Sharp with a proposal regarding the cost and what he is willing to pay since there are no district funds available for this project. Director Rogers reports Cal Fire is clearing at Oregon Peak and the Bio Mass project is ongoing. The Defensible Space program has ended for the year and the next JPA meeting will be held at our fire station. He also reports that Smartsville is looking to change their dispatch service agreement with Yuba County and may drop out of JPA if this happens. Chief Butler reports Cal Fire will be showing up with a WAR Crew to cut up the fallen trees behind the Thrift Store. Chair Lee notes the WAR crew may charge \$249 and he suggests splitting the fee with the Community Center and they can have the wood. Chief Butler will work on getting the WAR Crew to waive the fee. The Boy Scouts have purchased the 4H Camp and they want to build a large maintenance building.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Chair Lee at 7:49 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

April 25, 2017

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, Mike Lee, Lloyd Appleby and Kim Hawthorne. Also present was Lani Pessoa. Greg Holman and Chief Butler were absent. There was one member of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Chair Lee to approve the minutes for the March 28, 2017 meeting. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Hawthorne (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(07-2017) – GSRMA – 2017-2018 Preliminary Contribution Amounts

FIRE CHIEF REPORT

No report due to absence of Chief

FINANCIAL REPORT

The financial reports were submitted for review and approval. Lani reports she and Deborah had a short training session where they entered the budget figures that had been missing from the reports. The financials are now up to date. A motion was made by Director Appleby, seconded by Chair Lee to approve the financial reports as submitted. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Hawthorne (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

There were no budget adjustments or warrants for approval.

Lani reports there are outstanding checks written to firefighters from 2015 that have not been cashed. Deborah will categorized them as charitable contributions and a 6-month limit will be put on uncashed checks in the future. Lani will inform the Chief.

AUXILIARY

Bertha reports Sandy is out of the hospital and hospice has been called in. She also notes more new shelves have installed at the store and it is looking good.

OLD BUSINESS

NEW BUSINESS

A. Review Future Plans

The 2017 plans were distributed and reviewed.

B. Review Preliminary Budget

The Preliminary Budget was distributed and reviewed.

C. Review, Discuss and Decide on proposed terms to supplement existing Fire Dispatch MOU with the County.

This subject died for lack of action.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Chair Lee reports there was no charge for the WAR crew that cut up the fallen trees. He also notes Succeed has completed the internet installation.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Chair Lee at 7:35 p.m.

Michael Lee, Chair

Lani Pessoa, Clerk of the Board

Date _____

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

May 23, 2017

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, Mike Lee, Lloyd Appleby and Greg Holman. Also present was Lani Pessoa and Chief Butler. Kim Hawthorne was absent. There were two 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 April 25, 2017 meeting. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (Abstain) & Director Appleby (yes). There were (3) Yes, (0) Noes, (1) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(08-2017) – Yuba County Election Clerk – Notice of requirement to file Notice of Elective Offices
(09-2017) – Cal OES fire and Rescue – Request to update contact information
(10-2017 – Yuba County Auditor – Direct Assessments instructions 2017-2018 Tax Bills
(11-2017) – Yuba County Auditor – Charge for Special Assessments
(12-2017) – Yuba County Auditor – Notification of deficient amounts from collected taxes

FIRE CHIEF REPORT

Chief Butler reviewed the Incident Report. He also notes Burn Permits are required as of May 1st and one of the Districts Eagle Scouts installed crash poles at the diesel & propane tanks.

FINANCIAL REPORT

The financial reports were submitted for review and approval. A motion was made by Chair Lee, seconded by Director Rogers to approve the financial reports. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed. There were no budget adjustments or warrants for approval.

AUXILIARY

Bertha reports they are already working on a memorial for Sandy Grabowski. Space is still an issue at the Thrift Store and they are looking to purchase a shipping container to store more items. Chief Butler may be able to get them a discount and will look in to it for the auxiliary.

OLD BUSINESS

NEW BUSINESS

A. Discuss new proposed location from Charles Sharp for hydrant on his property

Chief Butler - Notes the proposed new location for a hydrant was a verbal request from Mr. Sharp and he has not been able to look at the new location to see if it would even be doable.

Mike Lee – Addressed the concerns of a member of the public and notes the board has not done anything further concerning the hydrant and awaits more written communication from Mr. Sharp. He also notes any issue regarding encroachment by the county on a member of the public's property would be between the property owner and the County.

B. Adopt Preliminary Budget

After reviewing a motion was made by Chair Lee, seconded by Director Rogers to adopt the Preliminary Budget. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

C. Discuss plan to Consolidate Local Elections by 2022

The County is working with the board to consolidate with a one-time extension of the 2017 & 2019 election term from 4 years to 5 years.

D. Adopt Resolution 2017-02 Calling General District Election

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Resolution passed.

E. Appoint Ad hoc committee for Assessment Fees

Chair Lee appointed Lloyd Appleby and Mike Lee to this committee.

F. Adopt Resolution 2017-03 Future Plans 2017-2018

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (yes) & Director Appleby (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Resolution passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Rogers reported Defensible Space Grants to be renewed this year. Nothing has been resolved with Smartsville yet and the owner of the land known as Walsh Mountain where the repeater site is wants to increase the rent. Chair Lee and Lani Pessoa will both be on vacation during the June meeting.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Chair Lee at 7:49 p.m.

Michael Lee, Chair

Lani Pessoa, Clerk of the Board

Date

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

June 27, 2017

CALL TO ORDER

The meeting was called to order by Vice Chair Appleby

QUORUM

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Bill Rogers, Lloyd Appleby and Greg Holman. Also present was Chief Butler. Kim Hawthorne, Mike Lee & Lani Pessoa were absent. There were no members of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Holman, seconded by Director Rogers to approve the minutes for the May 23, 2017 meeting. The roll call vote was Director Rogers (yes), Director Holman (yes) & Vice Chair Appleby (yes). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(13-2017) – Michael Hatherly – Email #228 Follow up to letter #93 - Received

(14-2017) – Michael Hatherly – Email note regarding #228 – Received

(15-2017) – Mike Hatherly – Email Note fuel tank savings – Received

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report. Chief Butler notes members of the public have informed him of a complaint from Michael Hatherly regarding the expenses for the Crash Poles installed by the Eagle Scouts.

FINANCIAL REPORT

There were no reports submitted for review and approval. There were no budget adjustments.

Approved Warrant #52-34847 in the amount of \$15,919.00 to GSRMA-Insurance Premium

A motion was made by Director Holman, seconded by Vice Chair Appleby to approve Warrant #52-34847. The roll call vote was Director Rogers (yes), Director Holman (yes) & Vice Chair Appleby (yes). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent, Motion passed.

AUXILIARY

Nothing to report.

OLD BUSINESS

NEW BUSINESS

- A. Adopt Resolution 2017-04 Authorizing Bill Rogers to vote on JPA financial matters

The roll call vote was Director Rogers (yes), Director Holman (yes) & Vice Chair Appleby (yes). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent, Resolution passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Rogers reports there was no Fire Safe Council meeting this month. He also notes the JPA meeting is tomorrow.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Vice Chair Appleby at 6:56 p.m.

Lloyd Appleby, Vice Chair

Lani Pessoa, Clerk of the Board

Date _____

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

July 25, 2017

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, Lloyd Appleby and Greg Holman, also present Kim Hawthorne, Mike Lee, Chief Butler & Lani Pessoa. There was one member 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 June 27, 2017 meeting. The roll call vote was Director Rogers (yes), Director Holman (yes), Vice Chair Appleby (yes), Director Hawthorne (yes) & Chair Lee (abstain). There were (3) Yes, (0) Noes, (2) Abstain & (0) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(16-2017) – Appeal Democrat – Proof of Publication Budget

(17-2017) – Yuba County Elections Clerk – Notice of Elective Office 2017 filing for DOHFPD

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report. Chief Butler reports there was a vehicle accident involving the Rescue Engine which required it to be towed away. He will update the board on the damages. He also reports the Lewis Carroll school has decided to install water tanks in lieu of the pond. They have agreed to 20,000 gallons of water storage. The recent roadside fires are suspicious and it is possible they are the works of an arsonist.

FINANCIAL REPORT

There were no current activity sheets from the county due to fiscal year end. 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 Holman to include the additional warrant for approval. The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Hawthorne (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:
Warrant #52-34848 in the amount of \$1,500.00 to Crew Fund – Annual Payment
Warrant #52-34849 in the amount of \$2,000.00 to Yuba County Rural Fire Joint Powers Agency – Annual Dues
Warrant # 52-34849 in the amount of \$1,272040 to Card Services Center – Medical Supplies
The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Hawthorne (yes). There were (5) yes, (0) Noes, (0) Absent, Motion passed.

AUXILIARY

Bertha reports ceiling filters need changing and will require a ladder. Chair Lee has taken the action item to replace the filters. The water heater went out and Kevin Severson has donated one which requires proper hook up. A load of gravel has been donated and they need someone to haul it. Bertha was given some suggestions on who may be able to haul the gravel. They are still working on the purchase of a container for extra storage.

OLD BUSINESS

NEW BUSINESS

A. Adopt Audit Resolution 2017-05 Engage Jensen Smith to audit District year ended June 30, 2017

A motion was made by Director Rogers, seconded by Director Holman to adopt Audit Resolution 2017-05
The roll call vote was Director Appleby (yes), Director Rogers (yes), Chair Mike Lee (yes), Director Holman (yes) & Director Hawthorne (yes). There were (5) yes, (0) Noes, (0) Absent, Motion passed.

NEW BUSINESS (CONTINUED)

B. Approve Retainer Agreement between Dobbins/Oregon House Fire Protection District and Hunt, Jeppson & Griffin, LLP and authorize Chair to execute the agreement.

After a motion was made by Director Rogers, seconded by Director Holman to approve the retainer agreement and authorize Chair Lee to execute the agreement.

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

C. Proposed Adoption of Benefit Assessment Unit & Special Tax

The hearing opened at 7:20 pm. The board agreed to adopt the Benefit Assessment Unit & Special Tax which was posted as of 7/24/2017. The hearing closed at 7:23 pm

D. Proposed Adoption of Appropriation Gann Limit

The hearing opened at 7:23 pm. The board agreed to adopt the Appropriation (GANN Limit) which was posted as of 7/27/2017. The hearing closed at 7:26 pm

Chair Lee has called for a Special Meeting to be held August 1st at 6:00 pm to approved the resolutions for Benefit Assessment and Gann Limit. The Agenda will be posted 24 hours prior to the meeting.

E. Appoint new members for Finance Committee

Chair Lee volunteered along with Greg Holman to be on the Finance Committee. The remaining Directors will be considered back-up committee members.

E. Discussion on future purchase of Water Tender

Chair Lee reports he sent a letter to Randy Fletcher regarding possible funds that may be used toward the purchase of a new Water Tender. The board will continue looking for Grants and other ways to offset the cost of the purchase.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Rogers reports at Fire Safe Council meeting Cal Fire is staffed at 100% and they need volunteers for the Watch Towers. He also notes the JPA meeting is tomorrow at Loma Rica and the Walsh Mountain repeater sight remains a problem. Hopefully this will be resolved soon. Director Holman believes there may be a spot for a repeater on Fellowship property and will have the area checked out.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

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

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

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

August 22, 2017

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, Lloyd Appleby and Kim Hawthorne, also present Mike Lee, Chief Butler & Lani Pessoa. Greg Holman was absent. There was one member of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Appleby, seconded by Director Rogers to approve the minutes for the July 25, 2017 meeting. The roll call vote was Director Rogers (yes), Director Appleby (yes), Director Hawthorne (yes) & Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(18-2017) – Yuba County Elections Clerk – Update on Candidate filing for our district

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report.

FINANCIAL REPORT

There were no budget adjustments or warrants.

AUXILIARY

Bertha reports they have purchased the metal container for extra storage. A door and 4 vents will be added and delivery is expected in the next 5 weeks. They still need someone to haul gravel to the site for container. As a school project, it may be possible to have students paint the container. The annual Firefighter Appreciation Dinner will be December 14th.

OLD BUSINESS

NEW BUSINESS

A. Adopt Final Budget

A motion was made by Director Appleby, seconded by Director Hawthorne to adopt the final budget. The roll call vote was Director Rogers (yes), Director Appleby (yes), Director Hawthorne (yes) & Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Hawthorne expressed her concern regarding the recent shooting of law enforcement and the obvious fire hazard from illegal marijuana growing & honey oil labs in our area. She also questioned what role the fire departments may have in keeping the public safe and can they do anything about this situation. Chief Butler noted some of the ways the fire department can ask for assistance from the sheriff, but basically there are laws that must be followed.

Director Hawthorne took the action item to contact other fire departments in our foothills area to see if they can work together presenting a united front. Director Rogers reports at Fire Safe Council they are still clearing Bio Mass around Oregon Peak. The next meeting is 9-13-17 at Community Center. There will be a Town Hall meeting with Randy Fletcher sometime in September. He also notes he has contacted someone out of Auburn that may be able to help with a grant for the water tender. It is a Program 101 Federal Grant. There was a special meeting for the JPA and the owner has signed the lease for Walsh Mountain. JPA will pay \$1,000.00 per year and provide insurance.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Chair Lee at 7:40 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

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

September 26, 2017

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 Kim Hawthorne, also present Mike Lee, Chief Butler & Lani Pessoa. Lloyd Appleby was absent. There were no members of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Director Holman to approve the minutes for the August 22, 2017 meeting. The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (abstain) & Chair Lee (yes). There were (3) Yes, (0) Noes, (1) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(19-2017) – Yuba County Sheriff's Office – Letter thanking department for quick response to August 1, 2017 incident involving shooting of law enforcement.

(20-2017) – Yuba County Elections – Notice that Board of Supervisors will appoint Director Rogers & Director Hawthorne on 9-12-2017 in lieu of an election.

(21-2017) – DOHIF – Vendor application for annual Harvest Festival October 7, 2017

FIRE CHIEF REPORT

No Incident Report this month due to computer down at command center.

FINANCIAL REPORT

There were no budget adjustments or warrants. Greg Holman was appointed by Chair Lee as back up person to bookkeeper.

AUXILIARY

Bill Rogers subbing for Bertha notes the gravel work is done for storage container and the Eagle Scouts may take on the project of painting it.

OLD BUSINESS

NEW BUSINESS

A. Foothills Fire Hazard Concern – Marijuana & Honey Oil Labs

Chief Butler notes he is not sure what impact the district can make. Kim Hawthorne has taken the action item to draft a letter from the district to the board of supervisors concerning this subject.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Rogers reports clearing is still going on at Oregon Peak. FEMA project for washed out roads in Camptonville has a new contractor. CCP has received 21 applications for the 100-foot clearance project that will have to wait until next year for more funding. The project is free to those eligible over the age of 65. The home owner no longer must drag the chipping material to the main road. Clearing of weeds will take place after fire season for 30 miles on Marysville road starting at Hwy 20. Nothing new to report from JPA.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

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

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

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

October 24, 2017

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 Kim Hawthorne, also present Mike Lee, Lloyd Appleby, Chief Butler & Lani Pessoa. There was one member of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Chair Lee to approve the minutes for the September 26, 2017 meeting. The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (yes), Director Appleby (abstain) & Chair Lee (yes). There were (4) Yes, (0) Noes, (1) Abstain & (0) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(22-2017) – Michael Hatherly – Note via email regarding a public record request for a record he does not believe exists.

FIRE CHIEF REPORT

Chief Butler distributed the Incident Report for September and October. Chief Butler noted Sierra Family Medical may be able to provide funding for an Advanced Life Support (ALS) Rescue Vehicle which would be very beneficial to our area. He will continue to update the board on making this a reality for our District.

FINANCIAL REPORT

The financial reports were submitted for review and approval. A motion was made by Director Appleby, seconded by Director Holman to approve the financial reports. The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Holman (yes), Director Appleby (yes) & Director Hawthorne (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent, Motion passed. There were no budget adjustments or warrants.

AUXILIARY

Bertha reports the Storage Container has been delivered. A Fund has been started for fire victims in our area. Walmart gift certificates in the amount of \$100.00 will be given to qualified families. The Firefighter Appreciation Dinner is December 14th at 6:00pm.

OLD BUSINESS

NEW BUSINESS

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Appleby asked about the status of purchasing a new Water Tender. Chair Lee responded the District is still waiting on funds from possible grants and other sources. Director Rogers notes there is a Fire Safe Council meeting November 8th at the Alcouffe Center. JPA confirms the repeaters are all good now. Director Lee notes a generator may be available to our district for free and he will update the board on this.

Scheduling conflicts that require attention and were received after the posting of the agenda were submitted for approval. A motion was made by Chair Lee, seconded by Director Rogers to add (Discuss and decide cancelling November meeting and Re-Schedule of December meeting due to the holidays and scheduling conflicts).

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

Discuss and decide cancelling November meeting and Re-Schedule of December meeting due to the holidays and scheduling conflicts.

After discussing a motion was made by Director Appleby, seconded by Director Rogers to cancel the November meeting and change the date of the December meeting to December 5, 2017.

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

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

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

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

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

December 5, 2017

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 Kim Hawthorne, also present Mike Lee, Chief Butler & Lani Pessoa. Lloyd Appleby was absent. There was one member of the public present.

PUBLIC PARTICIPATION

APPROVAL OF MINUTES

A motion was made by Director Rogers, seconded by Chair Lee to approve the minutes for the October 24, 2017 meeting. The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (yes), Chair Lee (yes) & Director Appleby (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

CORRESPONDENCE RECEIVED

(23-2017) – Michael Hatherly – Letter regarding correspondence on agendas.

FIRE CHIEF REPORT

Discuss and Decide Increasing Mastercard Credit Limit to allow for increased prices in purchase costs since the establishment of the card. The current limit is \$5,000.00.

After discussing a motion was made by Director Rogers, seconded by Director Hawthorne to increase the credit card limit to \$10,000.00. The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (yes), Chair Lee (yes) & Director Appleby (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

FINANCIAL REPORT

The financial reports were submitted for review and approval. A motion was made by Director Rogers, seconded by Director Holman to approve the financial reports. The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (yes), Chair Lee (yes) & Director Appleby (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed. There were no budget adjustments.

AUXILIARY

Bertha reports of the (10) gift cards purchased for victims of the Cascade Fire (7) have been given away so far. Electricity is being installed in the storage container and a new Open & Close sign has been donated by Bill Rogers.

OLD BUSINESS

NEW BUSINESS

A. Adopt Resolution 2017-08 Resolution of the board of directors of the Dobbins/Oregon House Fire Protection District to amend the future election cycle to comply with the California voter participation right act (SB415) and establishing district board member November elections to consolidate with statewide general elections during even-numbered years.

The roll call vote was Director Rogers (yes), Director Hawthorne (yes), Director Holman (yes), Chair Lee (yes) & Director Appleby (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent, Motion passed.

B. Discuss and Decide Amending Resolution 2016-01 Established Time and Place for Regular Meetings to include change of date for November and December meetings due to holiday schedules.

After discussing the board agrees to amend/rescind Resolution 2016-01 to include the cancellation of November meeting and change of date for the December meeting to the second Tuesday of December due to lack of quorum during holiday season. The Resolution will be put on the January 2018 agenda.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Rogers reports the next JPA meeting is December 13th in Smartsville. Fire Safe Council notes are Oregon Peak is closed for the season and Yuba Net has a drone video of Oregon Peak lookout area on their website.

Director Holman reports the Fellowship wants to put on a fire safety session for basic things like how to use a fire extinguisher. Chief Butler says he can have a fire fighter demonstrate and give information. Making this a combined event for the District at the Community Center was discussed. Chair Lee reports he spoke to Randy Fletcher and Yuba County is trying to increase sales tax to pay for additional Law Enforcement and Fire Departments. The tax would only include unincorporated areas of the county. He also reports the starter condenser for the well went out and has been replaced. Chair Lee believes the spending limit should be increased to \$2,000.00 for the Fire Chief and this item will be put on the January 2018 agenda.

ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

ADJOURN

The meeting was adjourned by Chair Lee at 7:40 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board