

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

Minutes

September 3, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

QUORUM

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, Lloyd Appleby, Mike Lee, and John Norris. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. Members of the public were Sandy Grabowsky. The Chair gave Kudos to the Fire Chief, his Firefighters, Board members and the Auxiliary for their good work done during the Yuba Fire.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED (Attachment 1)

The board discussed a letter from the County Treasurer regarding Bank Accounts Outside of the Treasury. The Petty Cash account is outside of the treasury and Mike H. will respond with a letter citing resolutions passed by the board to establish the account and with what authority.

PUBLIC INPUT (Attachment 2)

Mike Lee speaking as a member of the public presented a letter requesting a refund of mitigation fees. After reviewing the letter and finding loss of original plans by the county were the determining factor that resulted in an increase of fees, the board was in agreement to refund fees. A resolution will be put on the October agenda to refund fees in the amount of \$1,653.00.

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. A motion was made by John, seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. Lloyd advised the board that Bob Shultz is requesting \$25,000.00 as a partial payment for the upstairs work that has been completed to date. After discussing the board is in agreement and a warrant has been added to the list to be approved. A motion was made by Lloyd, seconded by Mike Lee to approve Warrant #'s 52-24859 to Greg Royat in the amount of \$3,000.00, 52-24861 to Pritchard Electric in the amount of \$5,246.00, 52-24862 Deposit to checking in the amount of \$5,000.00, 52-24863 to Bob Shultz & Co. in the amount of \$25,000.00. The vote was unanimous. Warrant #52-24864 was approved under New Business. Mike H. reviewed the process to transfer funds from the General Fund to the Special Tax Fund. Mike has written a letter with the board's approval and will submit to the county.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 3)

The Chief reviewed the Yuba/Colgate Fire and noted with sadness that the one home lost was within the first thirty minutes. The Department will receive approximately \$23,000.00 coming from Cal Fire. There were (340) man hours spent fighting the fire by just our department.

The new Rescue Vehicle is in production and should be ready in the middle of October. The new amount has been reduced and will be \$47,148.29. Sandy Grabowsky representing the Dobbins/Oregon House Auxiliary gave check #1004 in the amount of \$25,000.00 towards the purchase of the New Rescue Vehicle to the bookkeeper.

The Chief gave an update on quotes for replacement of the Chief's vehicle and the cheapest is still Corning Ford. The board was in agreement that the vehicle is needed, has been discussed for a long time and the funds are available. A motion was made by Lloyd, seconded by Mile Lee authorizing the Chief to purchase the vehicle. The vote was unanimous. A resolution authorizing the Chief as authorized agent for signature will be put on the October agenda.

Mike H. has requested the chief prepare a schedule of replacement of vehicles and to schedule a Training Day session with Dan Barry from Golden State Risk Management Authority.

BOOK 7 PAGE 49 September 3, 2009

AUXILIARY REPORT

Sandy G. reports the omelet breakfast is the first Saturday in October. The boat races will be held September 12th & 13th.

COMMITTEE REPORTS

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee – Inactive** (Projects that have been completed or changed to be reflected in the minutes in the future). An updated formal report to be presented in October by this committee.
- c. **Budget Committee – Inactive**
- d. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- e. **Fire Mitigation Impact Fees Update –** Mike H. is gathering data for an SOP for this committee.
- f. **Assessment Fees Committee – Inactive**
- g. **Building Committee –** Lloyd reports the carpet is going in upstairs and the project is almost finished. He also fixed a problem with the water pressure for the Auxiliary.
- h. **SOP Review Committee – Active –** Mike H. and John went over each SOP separately and will continue working on them. The Committee Schedule SOP was approved. The Email SOP will not be adopted and will be dealt with in the SOP for records retention. The Letterhead SOP, Agenda Item Request SOP, and Spending Limits SOP will be revised. Reimbursement of Personal Funds SOP was approved. Records Retention is still being worked on and a new flow chart was distributed.
- i. **Audit – Active –** John reports there is no authority to waive the audit. Jensen & Smith will continue to work on the audit for us and will need the 2009 records soon. The law for special districts says the audit can be done every (5) years provided the income for the district is less than the amount set by the Board of Supervisors. In checking with Hal Stocker he said no limit was ever set. The board agrees that an audit should be done each year.

DIRECTORS REPORTS

- a. **Lloyd Appleby –** Nothing to report
- b. **Pete Hammontre –** Absent
- c. **Mike Hatherly –** Nothing to report
- d. **Mike Lee –** GIS Grant is done and we should receive payment soon
- e. **John Norris –** Nothing to report
- f. **Open Director's reports –** Mike H. continues to inquire about the donation toward asphaltting the driveway.

OLD BUSINESS

Discuss and Approve: Bids to asphalt the front of the Fire Station

Ken Bowen Construction has also submitted a bid and after discussing a motion was made by John, seconded by

Mike Lee to accept the bid from Ken Bowen Construction. The vote was unanimous.

NEW BUSINESS

- a. **Discuss and Decide: Does the District want to share the cost of an Ice Machine to be used by both the Fire Station and the Community Center? The total cost is \$2,972.00 making the Fire Departments share \$1,486.00.** A motion was made by Mike H., seconded by John to approve the expenditure of \$1,486.00. The vote was unanimous. A motion was made by Mike H., seconded by Mike Lee to approve warrant #52-24864 to pay for the Ice Machine. The vote was unanimous.
- b. **Adopt Resolution 2009-13 VFA Agreement #7FG90055 in the amount of \$5,250.00 for Fiscal year**

2009-2010. A roll call vote was (4) yes, (1) absent.

- c. **Adopt resolution 2009-14 authorization to provide an authorized agent for signature to purchase new rescue vehicle (Mike Butler)**

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

d. **Discuss and Decide:** Do we need a policy for a tie breaker vote when there are only 4 active members present at a meeting? After discussing it was decided that the motion would be defeated because you need a majority of the total membership of the board.

e. **Discuss:** Should the Minutes or some form of Action Notes be distributed to the board promptly after the meeting? After discussing the board is in agreement that the secretary will send out Action Notes for the month of October and see if it is helpful to everyone.

BOOK 7 PAGE 50 September 3, 2009

ADJOURN

A motion was made by Mike L., seconded by John to adjourn the meeting. The meeting adjourned at 8:50 P.M.

Michael Hatherly, Chair

_____ Date _____

Lani Pessoa, Secretary

BOOK 7, PAGE 51 September 3, 2009

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

Minutes

September 23, 2010

CALL TO ORDER

The meeting was called to order by Chair Appleby.

QUORUM

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. John Norris and Mike Lee were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1)

Pete noted that he misinterpreted the letter from the county auditor requesting a new appropriation resolution and will follow up on this at the county office.

PUBLIC INPUT

ACCOUNTANT REPORT

Due to the absence of John Norris the August accountant report will be addressed at the October meeting. There were no warrants to approve. The board reviewed the Check register from 7/01/2010 through 09/30/2010. The check writing procedure will also be carried over to the October meeting.

FIRE CHIEF REPORT (Attachment 2)

Chief Butler distributed and reviewed the Incident Report. The Chief distributed his revised Knox Box letter. After discussing the board is in agreement to take out the sentence that refers to the alarm reset codes and send the letter out.

The board discussed dispatching the wrong responders to incidents in our area. The Chief has already addressed this matter.

AUXILIARY REPORT

Pete reports the ladies are working on Christmas gifts for the department. They are also considering giving \$100,000. toward a new Brush Rig. The Chief says it is not needed at this time and it will continue to be part of future plans.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – Pete reports the county has not received the Schedule 13 report. Lani mailed the report to the county in July and will forward a copy to Pete for follow up at the county offices.

Local Hazard Mitigation Plan – Inactive

Assessment Fees – Inactive

SOP's – The board discussed changing the payment schedule as written for the Crew Fund to expedite payments to the firefighters. The board is in agreement to make the payment at the end of each quarter. Chief Butler will give the figures needed to Pam for payment. Chief Butler distributed a draft of the Spending Limit SOP. John, Mike H. and the Chief will meet to finalize the SOP for next month's meeting.

(Adopt Secretary SOP) - After discussing Pete made a motion, seconded by Mike H. to adopt the Secretary SOP as revised during the meeting. The vote was unanimous.

Fire Mitigation Impact Fees – Inactive

BOOK 7 PAGE 107 SEPTEMBER 23, 2010

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete will follow up with Pat Garamone regarding building at Lake Francis.

Maps & Fees – Pete reports the map books and fees are all up to date.

Info Technology – Mike H. reports to date there have been 750 visitors to the web site.

Audits – Info is being collected for the audit.

JPA – The next meeting is Wednesday night at Loma Rica. The December meeting will probably be at the fire station.

A federal requirement will cut all frequency widths to narrow band mode and our radios are already set up to be reprogrammed. This should take place after the rains.

Bill Paying Committee – Everything is going well at this time. The remaining Oregon House Grocery statement will be paid when the missing receipt is found to avoid writing two checks.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports the Auxiliary sign has been moved to a better location. The CCR registration is complete and needs to be renewed annually. Pete reports the Cub Scouts will attend their annual go to the fire tower field trip. Glen Nader has a FSC grant regarding Bio Mass and is inquiring about what objections there may be to a feasibility study. Lloyd has taken care of the transfer of ownership for the new fire truck and will obtain a letter requesting an exemption for the fees which are \$908.00.

OLD BUSINESS

a. 2010 Local Agency Biennial Notice – Does the board wish to amend?

After discussing the board is in agreement there is no amendment needed.

NEW BUSINESS

a. Adopt Resolution 2010-06 Engage Jensen Smith to audit fiscal year ending June 30, 2010

The vote was unanimous.

b. Discuss LAFCO Sphere of Influence Report

Pete reports the property that has been added to the district with the updated map will need to be annexed.

The

board is in agreement to have Pete follow up on this to determine if the fees to annex versus the amount from taxes

collected would be worth it.

ADJOURN

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 7:38 P.M.

Lloyd Appleby, Chair

_____ Date _____

Lani Pessoa, Secretary

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164 OREGON HOUSE, CA 95962

Minutes

September 22, 2011

CALL TO ORDER

The meeting was called to order by Chair Appleby.

QUORUM

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows: Mike Hatherly, Lloyd Appleby and John Norris. Also present were Mike Lee, Pam Cook, Lani Pessoa and Chief Mike Butler. Pete Hammontre was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

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

PUBLIC INPUT

ACCOUNTANT REPORT

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

FIRE CHIEF REPORT (Attachment 3)

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

a. Discuss and Decide approving funds for Pagers

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

b. Discuss and Decide approving funds for Hoses

Chief Butler and Mike H. discussed quotes they had received for purchasing various lengths of hose in (1) inch and

(1½) inch diameters. The chief notes that \$7,500.00 has been budgeted for hoses on future plans. The board is in agreement to have the chief work up a final version of what is needed and present to the board.

AUXILIARY REPORT

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

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

BOOK 8, PAGE 48

SEPTEMBER 22, 2011

COMMITTEE REPORTS CONTINUED

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Nothing to report

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

Fire Mitigation Impact Fees – Nothing to report

DIRECTORS TASKS

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

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

Land Development – This was already addressed under correspondence.

Maps & Fees – Nothing to report

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

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

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

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

DOACT – Nothing to report

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

OLD BUSINESS

NEW BUSINESS

a. Approve Final Budget

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

(1) absent.

b. Approve Resolution 2011-05 VFA Agreement 7FG11026

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

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

e. Adopt Resolution 2011-06 Records Retention

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

f. Approve Email Records Retention SOP

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

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

Mike H. reports Bob Roberts has offered \$2,500.00 in cash for the engine as long as it starts and has some hose. The chief said he will take the E plates off it and he can drive it away on Wednesday. Mr. Roberts is going to categorized it as non operational. With the boards' approval Mike H. will contact Bob Roberts to let him know his offer has been accepted.

ACTION ITEMS REVIEW

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

ADJOURN

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

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

BOOK 8 PAGE 50

September 22, 2011