

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

Minutes

August 6, 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, Pete Hammontre, Mike Lee, and John Norris. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. Members of the public were Sandy Garabowsky and Maureen Gillock.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED (Attachment 1)

It was decided to include emails as part of correspondence in the future.

PUBLIC INPUT

Mike Lee who at the time was speaking as a member of the public discussed an issue he was having with mitigation fees. Mike will forward a letter to the board and the subject will be put on the September Agenda.

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval and discussed the circumstances behind the overdraft fees. A motion was made by Pete, seconded by Mike Lee to approve the bills as presented along with the bookkeeper report. The vote was unanimous. A motion was made by Pete, seconded by John to reimburse the bookkeeper for overdraft fees in the amount of \$30.00. The vote was unanimous. Sandy Grabowsky representing the public asked that fees be reimbursed to any firefighters who may have charges against their account as a result of the overdraft. The board is in agreement to reimburse the fees. A motion was made by Mike Lee, seconded by Lloyd to approve Warrant # 52-24860 in the amount of \$5,600.00 to Dickinson AC. The vote was unanimous.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

The chief reviewed the recent fires and how they are considered suspicious. Cal Fire does the investigating on such fires. The Monte Verde fire will no longer be on the agenda due to lack of info needed to investigate.

A. **File Cabinet** – This subject has been put on hold

B. **New Rescue Vehicle** – The chief presented estimates and backup supporting the need to purchase a new rescue vehicle. The ladies auxiliary will donate \$25,000.00 towards the purchase. A motion was made by John, seconded by Mike Lee to approve and pay the difference between \$25,000 and the total cost of the vehicle from Corning Ford which is \$48,978.00, to be later equipped for an additional \$2,185.00 totaling \$51,163.00. The vote was unanimous. Chief Mike Butler will be provided with the authorization needed to purchase the vehicle.

C. **New Chief Vehicle** – After discussing liability issues, logistics concerning use of vehicle, and estimates the board has authorized the chief to continue bartering.

AUXILIARY REPORT

Sandy G. reports the August omelet breakfast was their best ever raising over \$500.00. The boat races will be held September 12th & 13th and the auxiliary will be selling hot dogs & soda.

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COMMITTEE REPORTS

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee – Active** – See New Business
- c. **Budget Committee – Inactive**
- d. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- e. **Fire Mitigation Impact Fees Update – Inactive**
- f. **Assessment Fees Committee – Active** – Pete reports he is done, this committee is now inactive.
- g. **Building Committee – Active** – Pete reported on the well situ
- h. **SOP Review Committee – Active** – Mike H. and John distributed handouts for review that will be discussed at the next mtg.
- i. **Audit – Active** – Mike H. discussed the many issues that have arisen as a result of trying to be in compliance with the audit. Mike turned over the records to Robert Gustafson, CPA who expressed interest in performing the audit. After review Mr. Gustafson said the transactions were un-auditable for various reasons. He suggested we petition the State Controller for relief from audit requirements. The board is in agreement that John N. will follow up on trying to get a waiver and possibly returning the records to Jensen & Smith.

DIRECTORS REPORTS

- a. **Lloyd Appleby** – Nothing to report
- b. **Pete Hammontre** – Dan Ford has resigned and Janice Sciarrotta will now be responsible for the JPA mail.
- c. **Mike Hatherly** – Nothing to report
- d. **Mike Lee** – Still working on GIS Grant
- e. **John Norris** – Basic IP has been cancelled effective July 23rd, 2009
- f. **Open Director's reports** – Lloyd discussed the purchase of an Ice Machine that can produce 450 lbs. of ice that will be shared by the Fire Department and the Community Center. The total cost is \$2,972.00 making the Fire departments share \$1,486.00. This matter will be put on the September Agenda for approval. Pete has requested a leave of absence to deal with a recent health issue. The board is in agreement to approve the leave of absence. Pete reports the Thrift Shop is on the neighbors well and the problem needs to be addressed. The line will be cut and capped and the thrift shop will then draw from the fire station. Mike L. will be working on this.

OLD BUSINESS

NEW BUSINESS

- a. **Does the Crew Fund require an adjustment?** No
- b. **Do we wish to make the Future Plan Committee a standing committee or an ongoing topic?** The board is in agreement this should be an ongoing topic.
- c. **What plan is in place for the retirement/replacement of fire fighting trucks?** The board is in agreement to add this subject to future plans.
- d. **Do we need two phone lines at the station?** The board is in agreement to cancel the second line.
- e. **Discuss and Decide: Bid from Escherman Construction to asphalt the front of the Fire Station.** Lloyd will obtain another bid and present to the board in September. Mike H. will follow up concerning a possible contribution from a helicopter company.
- f. **Should the following be made an agenda item? “For the Jan, Apr, Jul, and Oct. meeting the Chief shall provide the Board and the Bookkeeper a report showing total runs for each firefighter by name and total runs for all firefighters.”** The board is in agreement that Yes this should be made an agenda item.

ADJOURN

A motion was made by Mike L., seconded by John to adjourn the meeting. The meeting adjourned at 8:45 P.M.

Michael Hatherly, Chair

Date _____

Lani Pessoa, Secretary

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(The minutes for this meeting were taken directly from the audio tapes as no written minutes were taken)

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

Minutes

August 26, 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: Mike Lee, John Norris, Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, and Pam Cook. Sandy Grabowsky a member of the public was also present. Secretary Lani Pessoa was absent. Pete Hammontre left the meeting early to attend another meeting.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachments 1&2)

PUBLIC INPUT

ACCOUNTANT REPORT

John Norris distributed the reports for May, June & July. He noted the activity sheets had not arrived therefore the information is not included in the July report. A motion was made by Mike H., seconded by Mike Lee to approve the accountant reports for May, June & July. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. Mike H. wants to have out of district calls included in the Incident Report. The Chief will work on this. There was a brief discussion regarding the OTS grant that will provide the Jaws of Life for departments in need of updated equipment. The board is in agreement to go forward with this. The Chief distributed a draft letter recommending Knox Boxes be purchased and installed to all business owners in the area. This will enable the department to enter the building without having to break in causing less damage to their business. Dobbins Elementary has already installed the Knox Box. The board is in agreement to have the Chief continue with composing the letter. The newly purchased truck needs to be registered with the DMV and various members of the board have volunteered to take care of it when they go to town.

AUXILIARY REPORT

Sandy reports the auxiliary is in agreement to front the funds for the OTS grant and provided a check written to DOHFPD for bookkeeping purposes. It will be posted as a loan and the department will reimburse the auxiliary. The boat races are September 25th & 26th and they will have a booth selling Hot Dogs and Sodas. Lloyd reports the proceeds from the omelet breakfast were \$235.00 and a check was given to the crew fund.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – Pete reports special districts cannot be assessed the special tax which he has been including and has re-calculated the previous year which came out exactly the same as last year. There were 4,510 units.

Local Hazard Mitigation Plan – Inactive

Assessment Fees – Pete awaits the CD for computation.

SOP's – Mike H. talked about a Grand Jury inquiry regarding monthly credit card expenditures and attaching them to the minutes on a regular basis. He also expressed the need for job descriptions for board members and the Chief.

Fire Mitigation Impact Fees – Inactive

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DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Pete reported on the Prop 40 State Grant payments and will now start on the Federal Grant. Tony Mediate says the funds won't be available until November. Pete will close out the grant for \$45,000.00. The Fire Safe Council grant left out various items and Pete has worked with Rene to come up with workable figures. The paperwork will be provided for payment. No money has been paid out of the Federal Grant. Pete has a spreadsheet showing all payments for the various grants and Mike H. will check with Dan Lang as to who should get the information.

Land Development – Pete reports the building at Lake Francis Resort is going forward and the public safety issue has been overruled without notification to us by the CDF Battalion Chief from Loma Rica/Browns Valley. After investigating Pete has put together a package to county council requesting a clarification as to whether or not DOHFPD is a (LRA) Local Responsibility Area. They have twenty one working days to respond.

Maps & Fees – Pete has received the latest Plat Maps and they are available to anyone who wants to see them.

Info Technology – John would like the minutes posted on the web page from July 2009 until present. Mike H. will work on this.

Audits – Lloyd notes there is a resolution that needs to be signed by him engaging Jensen Smith for the audit.

JPA – Pete reports the next meeting is the last Wednesday of September at Loma Rica/Browns Valley.

Bill Paying Committee – See New Business

DOACT – Nothing to report

Directors Monthly Updates – Pete reports he attended the LAFCO meeting and they have updated the maps to reflect the portion considered no man's land. They gave part of it to Smartsville and the rest to DOHFPD. Mike H. will ask Lani to put the following on the next agenda: (1) Adopt Secretary SOP (2)

Review Accounting Policy SOP on checks greater than \$1,000.00 (3) Address issue of writing checks before actual approval (4) Crew Fund SOP change to reflect the last month of each quarter to avoid delay of payment. (5) Do we need a Drug and Alcohol Policy? Pete reports there is one that was approved way back when and he will email to everyone. Mike H. reports that he has been unable to login and complete the CCR (Central Contractor Registration) required by Fire Safe Council for present and future grant payments due to an unknown password. The board discussed where and with whom all passwords should be kept to avoid this issue in the future.

Discuss and Decide: Should the Bill Paying Committee be recognized as a Standing Committee? John believes the SOP for the Bill Paying Committee has been done incorrectly and it should be a standing committee. John stated his reasons why and Pete stated he disagrees. Lloyd believes using an alternate might solve the problem and the subject can be picked up at a future date. At this time Pete Hammontre excused himself to attend another meeting.

Discuss proposed Spending Limits and Crew Fund Spending Policy

After discussing the Chief has agreed to draft a spending Limit SOP that will better suit the departments' needs.

OLD BUSINESS

NEW BUSINESS

a. Approve Final Budget

A motion was made by John, seconded by Mike Lee to approve the final budget. The vote was (4) yes, (1) absent.

b. Bill Paying Committee change

Lloyd has assigned Mike Lee to replace Mike Hatherly and Lloyd will serve as an alternate.

ADJOURN

A motion was made by Mike H., seconded by Pete to adjourn the meeting. The meeting adjourned at 8:25 P.M.

Lloyd Appleby, Chair

Date _____

Lani Pessoa, Secretary

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

August 25, 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 Pete Hammontre. Also present were John Norris, Pam Cook and Chief Mike Butler. Mike Lee and Lani Pessoa were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the accountant reports and under 6350 the Chief questioned the amount for radio expenses. Pete said the majority was for the annual JPA dues. On the Transactions by Account everything is double listed and John said it is a function of Quick Books and does not affect the final amounts. A motion was made by Pete, seconded by Mike H. to approve the reports. The vote was unanimous. A motion was made by Pete, seconded by John to approve Warrant # 52-24893 in the amount of \$4,500.00 to Twin Cities Tree Service and #52-24894 in the amount of \$2,050.00 to Renee Claar. The vote was unanimous. There were no budget adjustments this month.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reports there is a problem with packages being delivered to the station when no one is present. He will have a laminated sign made up telling UPS and Fed Ex to take deliveries to the Thrift Store.

AUXILIARY REPORT

Pete reports the auxiliary is asking for recommendations from the Chief for the annual Christmas presents to the firefighters.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Local Hazard Mitigation Plan – Nothing to report

Assessment Fees – Pete reports the fees have been adjusted to reflect the corrected amount.

SOP's – Mike H. suggests that the Committee Schedule under Budget be changed from March – June of each year to March – September. After discussing the board is in agreement to make the change. Mike H. distributed the hard copy of the Directors Responsibilities and will email to everyone for review.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Lloyd reports Lisa Cunningham who works on grants can coach Mike Lee in grant writing to give the district a better chance of getting our grants approved.

Grant Responsibility – Nothing to report

Land Development – Pete reports there was a jurisdictional problem with County Land Development and the Lake Francis Inspection. After contacting Pat Garamone for clarification and verifying that indeed we do have authority he sent a letter to Dan Burns regarding the inspection with a cc to all.

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(Directors Tasks Continued)

Maps & Fees – Nothing to report

Info Technology – Mike H. reports he will go ahead with the new changes to the website with the boards’ approval. John suggests the board look in to purchasing a new printer for the station to alleviate the problems we are experiencing with ink tanks and availability.

Audits – John reports the 2010 audit has not been closed out as of this date. Jensen Smith is working on it.

JPA – Pete reports the narrow band change has problems in some errors being hard to hear.

Bill Paying Committee – Lloyd said in keeping with rotating this position he is taking Mike Lee off this committee and appointing Mike Hatherly to take his place. Pete Hammontre will be taken off six months from now and John Norris will take his place.

DOACT – Nothing to report

Directors Monthly Updates – John N. followed up on the possible double billing by Deborah Brooks. The billing she submitted was for updating the assets accounts. This is a part of her contract with us and there is no issue with double billing. There was a discussion regarding the recent over draft for the district account. John pointed out that Deborah does not write checks and it is not her responsibility to make sure we have adequate funds in the account. Pam needs to check the district account in the future to avoid this issue and it was suggested that Pam be given the password to electronically monitor the district account. Lloyd reports the local school pond has scum on it and he will contact them to take care of this.

OLD BUSINESS

NEW BUSINESS

- a. **Discuss and decide designating board members with the approval of the chief to sign items necessary to do business with the county building department.**

This is in response to the recent inspection problem at Lake Francis. After discussing a motion was made by Pete, seconded by John to send a letter with the Chiefs’ signature creating designees of record who are empowered to sign for him when it is deemed appropriate. The designees will be Lloyd Appleby and Pete Hammontre. The vote was unanimous.

- b. **Discuss allocated vs. appropriated.**

Pete reviewed the budgeted amounts allocated and how they need to be approved by the board if they are over the \$500.00 amount. This means the item needs to be on the agenda for approval if it is over \$500.00. Lloyd admitted he had not been adhering to the SOP as written and will rectify this in the future.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. The new items were reviewed by the secretary.

ADJOURN

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:25 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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August 25, 2011