

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

Minutes

February 7, 2008

CALL TO ORDER

The meeting was called to order by Chairman 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: Lloyd Appleby, John Norris, Rick Brown, Mike Hatherly and Pete Hammontre. Also present were Fire Chief Mike Butler, Sandy Grabowsky, Maureen Gillock and Lani Pessoa.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED

1/10 – Office of the Attorney General – Nomination form for the Medal of Valor Award to be completed

March 31, 2008

1/14 – Sierra-Sacramento Emergency medical Services Agency – Policy manual updates #39

1/14 – Local Agency Formation Commission – Special workshop for Special Districts Thursday, January 17, at 6:00 P.M. in the Yuba County Board of Supervisor's Chambers.

1/15 – Yuba County Environmental Health – Notice that Sewage disposal Permit #3877 for the new station has not been given final approval.

1/15 – Athens Administrators – 2007 OSHA Log

1/18 – Yuba County Planning Department – Preliminary request for comments for applicant Joe Wylie and Environmental Alternative, APN: 060-310-056 and 060-310-058 at Lake Francis Rd, Dobbins. Applicant is requesting an expansion for the children’s camp. The property is zoned A/RR-10. Request to be completed by February 5, 2008.

1/18 – Old Republic Title company – Request letter stating fire hazards, response time, etc. to obtain approval for the sale of lot for APN: 056-250-050 & 051 at 15234 & 15418 Frenchtown Road, Parcel Map No. 2005-24 Frenchtown Estates, Phase 1 along with Special Assessment if required.

1/31 – U.S. Department of Justice – Public Safety Officers’ Benefits Program, provides death, disability, and education benefits to public safety officers and or their survivors. To be placed on file and used if, unfortunately, the department should need it.

PUBLIC INPUT

There was no public input

BOOKKEEPER REPORT

Sandy went over the current procedure for reimbursement. There are two large bills for Grants upcoming that will be split equally between the auxiliary and fire board. When the grant comes in the funds will be paid back to the fire board.

A motion was made by Pete, seconded by John to approve Warrant #'s 5223505 & 5223506. The vote was unanimous.

A motion was made by Lloyd, seconded by John to approve the bookkeeper’s report for January. The vote was unanimous.

FIRE CHIEF REPORT

The board agreed there is no further need for the Fire Chief to verbally read the monthly report as it is part of the consent agenda. The Incident Report will now be listed as an attachment to the minutes. (Attachment)

Mike B. presented an invoice from Yuba Transmission for repair services that have been completed. Since the expense was over \$500.00 a motion was made by Rick, seconded by John to approve the \$1,828.55.

AUXILIARY REPORT

Maureen Gillock reports the Spaghetti Dinner will be held Saturday, March 1st at Thousand Trails from 5:00 to 7:00 P.M. The amount has been increased to \$7.00 per person this year.

COMMITTEE REPORTS

a. Bills & Budget

b. Land Development

John reported on the response to expansion of Lake Francis Resort. Response letter sent to the county 2/1/08.

c. Assessment Fees & Maps

d. S. O. P.

Mike requested latest S.O.P. from Pete who will email to Mike.

e. Suppression Fees

f. Grants

Pete reports the Prop 40 Chipping Grant should receive an additional \$60,000.00 sometime in March. Mike H. will attend a Grant writing seminar.

g. Future Planning

Pete reported on cost and options for installing water tank in Dobbins and hydrant behind Cadozas' junk yard. John requested this be put on next month's agenda to further look at the situation.

h. JPA

The next meeting is March 26th at Loma Rica.

i. Hazard Mitigation

Pete reported on the North Yuba Water District meeting. Among the subjects were the Colgate tunnel, Siller's project and ISO ratings.

j. Fire Safe Council

Lloyd reports that members want the new Fire Safe Planner to be a qualified person and hopes the county will hire a

trained person or at least requires specific training to be completed in one year's time. Mike H. will now attend CSA2 meetings and Lloyd will attend DOACT meetings, they will report on anything relevant to the board.

k. Information Technology

Mike H. reports the long distance service was cancelled for both lines at the station and suggested the use of a phone

card. After discussing the options, it was agreed to reinstate the 692-2255. The consensus seems to be there is no use for Internet service at the station. The board agreed to add this to next month's agenda. Mike B. would like a second screen added to the computer for training, etc., John will look into this.

I. Directors Report

Rick addressed the subject of the By-Laws restricting the election of board members to individuals actually living within the boundaries of the district. This discussion continued under New Business. Pete reports there is the possibility of merging all the fire districts as part of LAFCO. Mike H. has asked all board members to email Memo's for Record to the secretary as part of our goal toward better record keeping. To be discussed as part of next months agenda. Mike H. distributed a CD from the Fire Districts Association of California.

m. New Station Committee

Plan check #3 has been completed and this should be the last revision needed. A permit is expected in early March.

Concrete costs have gone down as a result of the revised foundation.

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FEBRUARY 7, 2008

OLD BUSINESS

a. Realign Committees

Mike H. distributed the new committee assignments with the only changes being to S.O.P. and Land Development.

NEW BUSINESS

a. Discuss By-Laws

The board began the process of reviewing the By-laws, to be continued at the next meeting.

ADJOURN

The meeting adjourned at 8:02 P.M

Mike Hatherly, Chairman

_____ Date _____

Lani Pessoa, Secretary

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164

OREGON HOUSE, CA 95962

Minutes

February 5, 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, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were, Mike Butler, Pam Cook, Maureen Gillock and Lani Pessoa. Sandy Garabowsky a member of the public was also present.

APPROVAL OF MINUTES

A motion was made by John, seconded by Mike L. to approve the minutes for the January meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

A motion was made by John, seconded by Pete to approve the bookkeeper's report for January. The vote was unanimous.

Pam presented the following warrants for approval #52-24849 for \$1,773.35 to Key & Associates, # 52-24850 for \$4,138.38 to Royal Chemical and #52-24851 for \$7,500.00 to Capitol Finance Group along with a reading of the bills payable. A motion was made by Pete, seconded by Lloyd to approve the warrants and bills as presented. The vote was unanimous.

FTRE CHIEF REPORT

Mike went over the Incident Report (Attachment 2).

- a. Mike continues to work on the inventory for the audit.
- b. Mike wants to replace 24 chairs and add two more tables to the training room. The board agrees this is a good idea. Mike H. will see if the discount program with Office Depot applies to these items.
- c. Mike has requested a new computer for his office along with a filing cabinet and filing system to be used by both the chief and the bookkeeper. The board is in agreement this will aid in future record keeping and Mike H. will add to his list of items that may be discounted at Office Depot.
- d. Trash cans and pickup were discussed and it was agreed to address this as part of a future committee.

Mike reports investigation of the Monte Verde fire is ongoing. There will be a discussion with Cal Fire regarding the amount of hours required to justify payment to firefighters and the ISO has not reported back to him at this time.

AUXILIARY REPORT

Maureen reports the Omelet breakfast is Saturday, February 7th.

COMMITTEE REPORTS

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee – Active – Mike Lee & Lloyd Appleby**
- c. **Budget Committee - Inactive**
- d. **Fire District Local Hazard Mitigation Plan Committee – Active -** Pete reports the plan is re-submitted every 5 years
- e. **Fire Mitigation Impact Fees Update – Active -** Pete, Lloyd & Mike B. attended the Supervisors meeting where the resolution was adopted. There is a 60 day wait before fees can be increased. This committee is now **Inactive.**
- f. **Assessment Fees Committee – Inactive**

- g. **Building Committee – Active -** Although the building is complete this committee will stay active for now.

- h. **SOP Review Committee – Active** - Mike H. reports he and John continue to work together and an Expense Report is in progress.
- i. **Audit – Active** – Still no progress on securing a firm to do the audit. To be extended to June.

DIRECTORS REPORTS

- a. **Lloyd Appleby** – Nothing to report
- b. **Pete Hammontre** – JPA is in good shape. He continues to work on payment for the chipping grant.
- c. **Mike Hatherly** – Ure Mountain grant is in progress and the 1st quarter has been paid to Greg Royat.
- d. **Mike Lee** – Renee has been paid and all work has been taken care of for the GIS grant.
- e. **John Norris** – Nothing to report
- f. **Open Director's reports** – Pete reports the Boy Scouts camp out needs the boards' assistance obtaining a discount for toilet rental. A motion was made by Mike L., seconded by Lloyd to assist the Boy Scouts by way of reimbursement. The vote was unanimous.
Mike H. gave an overview of the grant workshop seminar he attended and says the board should develop a list of wants and desires to be ready for application. Mike H. spoke to Pat Garamone concerning emails between directors regarding business to be discussed at the meetings and the proper procedure.

OLD BUSINESS

- a. Crew Account – After discussing a motion was made by John, seconded by Mike L. to establish a separate bank account for the crew fund that will require two signatures on each check. The vote was unanimous. Pete will send a letter to the bank establishing an account and asking for signature cards.
- b. Blank Checks – The process of reading the bills payable at the meeting was established and will be continued at future meetings. The directors have agreed to sign the checks after each meeting.
- c. Board Secretary/Clerk Training – A motion was made by Mike L., seconded by John to approve the \$375.00 fee and to add an additional \$125.00 in expenses to be reimbursed. The training course is March 19th & 20th.

NEW BUSINESS

- a. Payment to Tony French and Renee Claar for money due on chipping grant. – A motion was made by Pete, seconded by Mike L. to pay the following warrants: #52-24852 for \$21,735.00 to Twin Cities Tree Service and #52-24853 for \$8,915.74 to Renee Claar. The vote was unanimous.
- b. Letter to Nadine Bartlett – Mike H. read a letter from the board expressing condolences for her loss. The board is in agreement to send the letter.
- c. Form committee to interact with Auxiliary Committee on transfer of control of old fire house – Pete Hammontre and Mike Lee will be the new committee members.
- d. Establish time of meeting in accordance with Brown Act paragraph 5494a – Mike H. read Resolution 2009-03 Adoption of Established Time and Place for Regular Meeting of The Board of Directors of the Dobbins/Oregon House Fire Protection District. A roll call vote was 4 -yes, 1-no – approved
- e. Email from Rick Cunningham reference insurance through Golden State Risk Management Authority – Mike H. will pursue quotes from Golden State. Lani has given the existing policy to Mike H. for comparison.
- f. 2nd Floor Project – Pete distributed the estimated figures for Phase 2 & Phase 3 plans of the new station. It was agreed to start with Phase 3 and a motion was made by John, seconded by Lloyd authorizing Pete to obtain bids for the Well project.

ADJOURN

The meeting adjourned at 8:46 P.M.

_____ Date _____

Lani Pessoa, Secretary

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FEBRUARY 5, 2009

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164, OREGON HOUSE, CA 95962

Minutes

February 25th, 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 Hatherly, Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were Chief Mike Butler, Lani Pessoa and Pam Cook. John Norris was absent. Jeff Swindle a member of the public arrived late.

APPROVAL OF MINUTES

A motion was made by Pete, seconded by Mike L. to approve the minutes for the February 4th meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1&2)

Lloyd noted that the board members still need to update their signatures with Gold Country Bank. According to the bank Mike Lee will need to sign first since he is the new addition to the account.

PUBLIC INPUT

Jeff Swindle spoke on the subject of putting a bus stop at the Fire Department. There are three people who consistently use the bus at this time, but there may be more if there was a place to park. Lloyd will meet with Jeff to suggest a workable scenario for the parking. The board is in agreement to add this to the March Agenda.

ACCOUNTANT REPORT

There was no accountant report presented due to Johns' absence. Pam presented Warrant #52-24878 to Jensen Smith CPA in the amount of \$12,800.00, #52-24879 to Pritchard Electric in the amount of \$591.05 & #52-24880 to United Rentals in the amount of \$681.37. A motion was made by Pete, seconded by Mike L. to approve the warrants. The vote was unanimous.

Pete discussed the bill paying policy noting that further oversight needs to be added. Pam had questions regarding charges on the credit card statement and the Ace Hardware bill. After discussing it was agreed the credit card statement and Ace Hardware bill will now be given directly to the Chief for review. This will assist Pam when submitting bills for approval and with accounting charges. Lloyd will check with Ace Hardware to determine what names they currently have listed on the districts' account. Mike H. mentioned he does not remember the board approving the power transfer unit. It was discussed under the Directors Report at the last meeting and Lloyd was given the go ahead to contact Pritchard Electric.

FIRE CHIEF REPORT

There is no Incident Report due to the meeting date. Chief Butler reviewed the success of the burning exercise on February 13th where a house was repeatedly set on fire and extinguished. Mike H. took pictures that will be added to the new website. Another burn is tentatively scheduled for March 27th. The Chief received an email that The Red Cross 6th Annual Heroes Breakfast is March 30th at the Church of Glad tidings. He expects more information to follow.

AUXILIARY REPORT

Pete reports the Spaghetti Dinner will be Saturday, March 6th at Thousand Trails. The Dickinson heating bill will go directly to the auxiliary who is paying for them. The heaters are in and functioning and the transformers are set up now in the station.

COMMITTEE REPORTS

By-Laws – Mike H. reports the committee is half way through making changes and will have a report ready in March

Future Plans – Mile L. distributed and reviewed the additions to the 2010 plans. The proposed purchase price of a Lawn Tractor was discussed along with the possibility of sharing the purchase with the Community Center.

Budget – Lloyd will make a decision at the March meeting as to whether or not Mike H. will be taken off the committee. Currently three directors are listed under this committee.

Local Hazard Mitigation Plan – Pete is working on this.

Assessment Fees – The time frame will be changed to April – Aug 12 every year.

SOP's – Mike H. asked the Chief and Pam for a list of duties that will be part of the SOP's. Mike would like the Accounting Policy approved at the March meeting.

DIRECTORS REPORTS

Grant Research – Nothing to report

Grant Responsibility – Pete sent a letter to CDF asking for an extension of the chipping grant which prompted him to send a second letter requesting all of the money owed. Lloyd reviewed the process for the Ure Mtn. grant where the district will be the fiscal sponsor for the Yuba Watershed and Fire Safe Council. The board is in agreement to go forward and they can opt out later if they want to. Pete made a motion, seconded by Mike H. to sign and submit the grant application. The vote was unanimous. Lloyd will contact Glen Nadar by email to confirm we are going forward. Mike L. states he is still waiting for the money from the GSI grant.

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. has added new pictures of the burning exercise to the web site. Mike would like the Chief to contribute to the site with a special page where he can give tips to the public and updates for the area.

Audits – Nothing to report

JPA – The next meeting is March 31st at Brownsville and Pete is still the president.

Directors Monthly Updates

Pete reports the proposed pump at Lake Francis is a no go due to issues sighted by the CA Dept of Safety. The Flag Pole for the station is in process and it will be lit. Ted Pierson will put together a bid to trench Merriam Road.

Lloyd spoke to public works about the chipping on Marysville Rd and Road 270. They are waiting for funds to be released in order to continue the project. He also assigned Mike Hatherly and Pete Hammontre to the Bill Paying Committee for 6 months.

NEW BUSINESS

- a. Review and sign Conflict of Interest Statement Form 700.

Lani distributed the new forms and asked everyone to put in her slot at the station when they have completed them.

ADJOURN

A motion was made by Mike H, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 8:20 P.M.

Lloyd Appleby, Chair

_____ Date _____

Lani Pessoa, Secretary

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FEBRUARY 25, 2010

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164, OREGON HOUSE, CA 95962

Minutes

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Assessment Fees – The time frame will be changed to April – Aug 12 every year.

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FEBRUARY 25, 2010

DIRECTORS REPORTS

Grant Research – Nothing to report

Grant Responsibility – Pete sent a letter to CDF asking for an extension of the chipping grant which prompted him to send a second letter requesting all of the money owed. Lloyd reviewed the process for the Ure Mtn. grant where the district will be the fiscal sponsor for the Yuba Watershed and Fire Safe Council. The board is in agreement to go forward and they can opt out later if they want to. Pete made a motion, seconded by Mike H. to sign and submit the grant application. The vote was unanimous. Lloyd will contact Glen Nadar by email to confirm we are going forward. Mike L. states he is still waiting for the money from the GSI grant.

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. has added new pictures of the burning exercise to the web site. Mike would like the Chief to contribute to the site with a special page where he can give tips to the public and updates for the area.

Audits – Nothing to report

JPA – The next meeting is March 31st at Brownsville and Pete is still the president.

Directors Monthly Updates

Pete reports the proposed pump at Lake Francis is a no go due to issues sighted by the CA Dept of Safety. The Flag Pole for the station is in process and it will be lit. Ted Pierson will put together a bid to trench Merriam Road.

Lloyd spoke to public works about the chipping on Marysville Rd and Road 270. They are waiting for funds to be released in order to continue the project. He also assigned Mike Hatherly and Pete Hammontre to the Bill Paying Committee for 6 months.

NEW BUSINESS

- a. Review and sign Conflict of Interest Statement Form 700.

Lani distributed the new forms and asked everyone to put in her slot at the station when they have completed them.

ADJOURN

A motion was made by Mike H, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 8:20 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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FEBRUARY 25, 2010

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164 OREGON HOUSE, CA 95962

Minutes

February 24, 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, Pete Hammontre and John Norris. Always present were Mike Lee, Lloyd Appleby, Chief Mike Butler, Lani Pessoa and Pam Cook.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the Accountant Reports. A motion was made by Pete, seconded by Mike Lee to approve the January accountant report as presented. The vote was unanimous. John reviewed the new process for submitting warrants along with the new spreadsheet that is required. The new spreadsheet will be handled by Pam. There were no budget adjustments to approve.

FIRE CHIEF REPORT (Attachment 3)

Due to new laws that have been incorporated as part of NIMS the district is required to pay upfront costs for Homeland Security Grants and submit reimbursement to the county. An invoice from L.N. Curtis & Sons for 10 SCBA bottles was submitted and the board was in agreement to pay with a warrant. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-24889 in the amount of \$7,550.44 to L.N. Curtis & Sons. The vote was unanimous.

Chief Butler reviewed the Incident Report.

AUXILIARY REPORT

Pete reports the annual Spaghetti Dinner is Saturday, March 5th from 5 to 7 p.m. at the Alcouffe Center.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Lloyd reports he is working on this.

Budget – Inactive

Local Hazard Mitigation Plan – Active – Nothing to report

Assessment Fees – Inactive

SOP's – The Bookkeeper responsibilities were submitted for approval. A motion was made by Mike H., seconded by Pete to approve the Bookkeepers responsibilities. The vote was unanimous. John will format as part of the SOP's. John is working on a small SOP booklet that can easily be carried around for the board. The Chief and Directors Job responsibilities continue to be worked on.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John will submit the VFA Grant by March 25th.

Land Development – Nothing to report

Maps & Fees – Nothing to report

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FEBRUARY 24, 2011

Info Technology – John is working on Quick Books and cleared checks. Mike H. wants to add pictures from the extraction exercise to the website along with input for the Chief's Siren Stop. He has asked the Chief to help him with this.

Audits – Nothing to report

JPA – Pete reports the issue of switching to narrow band continues and a meeting will be set up to discuss this. The next meeting is in March 30th at Smartsville.

Bill Paying Committee – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Pete noted the concerns of Charles Sharp regarding the SRA budget cuts and asked the Chief to get clarification at the next CDF meeting. Chief Butler believes this problem will be shut down due to Southern California being mostly Cal Fire. Pete gave a warning about the Oak Bloom which is out early this year and has resulted in killing livestock that are eating it.

OLD BUSINESS

NEW BUSINESS

a. Review Board Terms for re-election in 2011

Pete Hammontre, Lloyd Appleby and Mike Hatherly are all up for re-election in November. Mike Hatherly has advised the board that he may not stay on as a board member.

b. Discuss draft DOHFPD Reference Manual

Mike Hatherly is putting together a reference manual that includes the By-Laws, SOP's, Budget and Inventory which will be kept at the station. He also distributed a disk for the FDAC Handbook.

c. Begin discussion on establishing written guide to responsibilities of Chief and Directors.

This was already covered during SOP discussion.

ADJOURN

A motion was made by John, seconded by Pete to adjourn the meeting. The meeting adjourned at 7:25 P.M.

Lloyd Appleby, Chair

_____ Date _____

Lani Pessoa, Secretary

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

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OLD BUSINESS

NEW BUSINESS

a. Review Board Terms for re-election in 2011

Pete Hammontre, Lloyd Appleby and Mike Hatherly are all up for re-election in November. Mike Hatherly has advised the board that he may not stay on as a board member.

b. Discuss draft DOHFPD Reference Manual

Mike Hatherly is putting together a reference manual that includes the By-Laws, SOP's, Budget and Inventory which will be kept at the station. He also distributed a disk for the FDAC Handbook.

c. Begin discussion on establishing written guide to responsibilities of Chief and Directors.

This was already covered during SOP discussion.

ADJOURN

A motion was made by John, seconded by Pete to adjourn the meeting. The meeting adjourned at 7:25 P.M.

Lloyd Appleby, Chair

_____ Date _____

Lani Pessoa, Secretary

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FEBRUARY 24, 2011

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164, OREGON HOUSE, CA 95962

Minutes

February 23, 2012

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 Pete Hammontre, Mike Lee, and Pam Cook. Mo Gillock a member of the public was also present. Lani Pessoa and Chief Michael Butler were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant reports and he recommends a transfer of funds to the checking account of \$5,000.00. Budget VS Actual under code 6500 has been revised and the numbers now match. After discussing a motion was made by Pete, seconded by Mike H. to approve the reports as revised. The vote was unanimous. A motion was made by Pete, seconded by John to approve warrant #52-29471 in the amount of \$9,858.00 to Radio Express Incorporated and

#52-29472 in the amount of \$5,000.00 to transfer funds to the checking account. The vote was unanimous. The board is in agreement to pay the Visa bill in order to meet the due date. There were no budget adjustments for this month.

FIRE CHIEF REPORT (Attachment 3)

Lloyd reviewed the Incident report. Pete called the chief to find out why he was absent from the meeting and found out he is sick. The chief has sold engine 6472 for \$1,000.00 and he has the money. Pete found the signed bill of sale.

AUXILIARY REPORT

Mo reports the Community Center will provide the grounds for free and they believe this would be a better place to have the annual Flea Market on June 9th. The Spaghetti Dinner will be Saturday March 3rd. The auxiliary is open to having Public Day for the benefit of the community and Mo will contact the Chief regarding the best time to have this event. Mike Lee has volunteered to help.

COMMITTEE REPORTS

By-Laws – John and Mike Lee have a meeting scheduled to review the by-laws. John believes the department should have a Chief Financial Officer. After discussing the board is in agreement to define the position and the job description in the SOP's and include a brief description in the by-laws.

Future Plans – Lloyd reviewed a draft copy of the Future Plans. Hoses will be removed from the plan. Pete reports the new Water Tender has pump problems and something needs to be done to fix it. We have the funds and this is exactly

what they should be used for. Lloyd will check with the chief regarding fixing or replacing the brush rig and the water tender. A revised version of the plans will be presented at the next meeting.

Budget – Nothing to report

Assessment Fees – Nothing to report

SOP's – A motion was made by John, seconded by Mike Lee to accept the job description responsibilities for the Directors and the Chief as presented at the last meeting. The vote was unanimous.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Pete questioned the invoices from Ferrell Gas saying the amounts were inordinately high and show that around 600 gallons of propane were used between January and February of this year. Either there is a leak or a billing problem. Pete will contact Ferrellgas regarding this.

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February 23, 2012

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John will submit an invoice for the pagers purchased via the VFA grant

Land Development – Nothing to report

Maps & Fees – Nothing to report

Info Technology – Mike H. reports the website is now back up and running after paying the invoice for another two years. The training schedule for the fire department through December of this year is now posted courtesy of Scott

De Alba.

Audits – John reports he will be taking the paperwork to Jensen Smith on Monday.

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Mike Lee proposed having someone represent the department when it comes to the press.

He cited a fire that was put out by our department and the credit was taken by another department. After discussing the board is in agreement there are too many complications regarding what can and cannot be discussed regarding fires and how naming the wrong person could be a problem. Pete reports there will be a campout for the boy scouts in April from the 20th -22nd at Collins Lake and the theme is emergency preparedness. Our fire department will do a training session for them. John looked into sub accounts under code 6500 Operating Supplies. He believes there should be more subaccounts and wants to know what the bill paying committee would like to see. It is recommended the chief set up the list along with the committee.

OLD BUSINESS

- a. **Discuss donated restored engine**

The board is in agreement to remove this item due to lack of interest.

NEW BUSINESS

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows:

Pete continues to work on push button locks for the station.

The new items will be forwarded to everyone via email.

The 2012 Committee Members list was reviewed and accepted.

ADJOURN

A motion was made by Pete, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 8:00 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

