

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

Minutes

October 1, 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 and Mike Lee. Also present were Chief Mike Butler and Lani Pessoa. Members of the public were Sandy Grabowsky and a representation of eleven firefighters that included the Chief Officers. Pam Cook arrived after the meeting was called to order. Pete Hammontre and John Norris were absent.

APPROVAL OF MINUTES

Director Lee asked that the September minutes be corrected under public input not to reflect loss of plans as the determining factor for the refund. The issue being the fee was increased after he had paid it and was charged again for it. A motion was made by Lloyd, seconded by Mile L. to approve the minutes as amended for the September meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1&2)

PUBLIC INPUT

- a. Discuss Agenda item requests, time limits and wording - After discussing the board is in agreement to set this aside for now.

BOOKKEEPER REPORT

Pam reports she was able to transfer the funds from the General Fund to the Special Tax fund using the letter written by the Chair. Chief Butler questioned check #5984 and #5995 to Ramos Oil. Pam provided the statement and the Chief said he believes this was probably intended for Cal Fire. The Chief will follow up on this and coordinate with Pam. The list of bills payable that required approval was reviewed and a motion was made by Mike L., seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. The warrants for approval were #52-24865 to Greg Royat in the amount of \$3,000.00, #52-24866 to Ken Bowen Construction in the amount of \$42,564.00, #52-24867 & #52-24868 to Benny Brown's Corning Ford to total the amount of \$47,186.04. A motion was made by Lloyd, seconded by Mike L. to approve the warrants as presented. The vote was unanimous.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 3)

The Rescue Vehicle is in and will be picked up on Tuesday.

- a. **Chief's Crew Fund Procedures** – Per the Chief there really are no procedures. The decisions are made as a group and he believes that an S.O. P. is not required.
- b. **Discuss and Decide: Oregon House Grocery Store gas prices VS tanks at the station and purchasing gas from an oil company at a lower price** – Chief Butler gave a breakdown on prices from Dawson Oil and Lakeview Petroleum that would result in a significant savings per gallon if there were tanks at the station. Chair Hatherly said he would not participate in the discussion due to a conflict of interest and asked Vice Chair Lloyd Appleby to handle the discussion. Per the Chief, tanks and pumps will be supplied free and a two year contract for the gas would be required. The only added expense would be concrete and the Chief will check prices on this. This will be added to the November Agenda. Chair Hatherly resumed his position at this time.
- c. **Discuss training date set with Dan Berry** - The Chief has not heard back from Berry. This will be carried over to November.

FIRE CHIEF REPORT (CONTINUED)

- d. **Discuss Chief's input on spending limits as pertains to emergency repair of essential equipment** – Chief Butler called Foothill Fire Department regarding prior approval to repair or replace parts on emergency vehicles. He was told they do not need prior approval because there is a line item budget that the board has approved. The Chief stated the community counts on all firefighters to respond and requirements that would cause a repair to be put on hold for approval is a violation of several codes. The Chief cited various codes that pertain to repair of essential equipment and the time frames in which a repair must be completed. The Chief stated the proposed SOP for spending limits would not only put the district in violation of said codes it would put firefighters and the public in further danger.
- e. **Discuss Chief's input on SOP's as pertains to the Chair and Procedural Process** – Chief Butler stated that since the formation of the district there has been no misappropriation of funds and only one incident regarding illegal activities of a firefighter who was fired. He does not see the need to make such restrictive demands on the department. The Bylaws spell out what the chair can do and what they should do and it has nothing to do with budget items. The Chief believes the Chair has tried to make changes that are hindering the department. The Chief then read a petition signed by all of the firefighters requesting immediate resignation of the Chair. The petition cited concern for the actions of the Chair that jeopardize public safety and firefighter safety by trying to impose procedural processes that may cause equipment to default or work incorrectly, putting the safety of the community and the firefighters at great risk.

Chair Hatherly then opened the floor for comments. Director Lee tried to mediate the situation and asked if the department was resolute in their position. The Chief reiterated their position.

Chair Hatherly speaking in his own defense explained his position regarding SOP's, how they were not meant to place restrictions, in fact quite the contrary. He has tried to get the district out of the dark and into the light regarding procedures and wanted to make the appropriate changes. Chair Hatherly said it is up to the other board members, not the firefighters as to whether or not he would stay or go.

The consensus of the firefighters who spoke, believe the system had been running smoothly and now they are being micro-managed. They do not feel the changes are necessary.

Chair Hatherly called for a closed session and asked Director Appleby, Director Lee and Secretary Lani Pessoa to be present.

CLOSED SESSION - (7:45 P.M. - 8:19 P.M.)

The report out is as follows:

1. The Chair stated he does not plan to resign, but if (3) out of the (5) Board members voted to request his resignation he would then cast the (4th) vote and resign.
2. The Chair has asked the firefighters to reconsider the request for resignation at their Wednesday meeting and they have agreed to do so.
3. The petition was not brought forward.

RETURN TO OPEN SESSION 8:20 P.M.

FIRE CHIEF REPORT

- f. **Discuss Chief's schedule for replacement of existing fire equipment** – To be carried over to November.

AUXILIARY REPORT

Sandy G. reports the omelet breakfast is Saturday in October 1st. Congratulations to the firefighters for winning the boat races.

COMMITTEE REPORTS (The board was in agreement to skip directly to the Audit due to the length of meeting)

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee – Inactive** (An updated formal report to be presented in November by this committee)
- c. **Budget Committee – Inactive**
- d. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- e. **Fire Mitigation Impact Fees Update – Inactive**
- f. **Assessment Fees Committee – Inactive**
- g. **Building Committee – Active**
- h. **SOP Review Committee – Active –**
- i. **Audit – Active** – Jensen & Smith wants the 2008-2009 financials by the middle of October.

DIRECTORS REPORTS

- a. **Lloyd Appleby** – The JPA is looking for records that are missing. The next JPA meeting is December 16th at the station.
- b. **Pete Hammontre** – Absent
- c. **Mike Hatherly** – The Ure Mtn. Grant has \$3,000 left and Mike is asking for a list of office supplies that may be purchased using the excess money.
- d. **Mike Lee** – Mike will be working with the Chief on the equipment grant.
- e. **John Norris** – Absent
- f. **Open Director's reports** – Mike H. spoke to Reach Air and they are willing to provide a wind sock and other items. The Chief will follow up with Reach Air.

FUTURE PLANS

OLD BUSINESS

NEW BUSINESS

- A. Adopt Resolution 2009-15 Refund Mitigation Fees to Michael Lee – To be carried over to November
- B. Adopt Resolution 2009-16 authorization to provide an authorized agent for signature to purchase a new Chief's vehicle (Mike Butler)
A roll call vote was (3) yes, (2) absent
- C. Adopt Resolution 2009-17 Amendment to AGREEMENT FOR PROFESSIONAL SERVICES (Gregory L. Royat)
A roll call vote was (3) yes, (2) absent
- D. File naming standards – To be carried over to November

ADJOURN

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

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes (Special Meeting)

October 24, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly at 9:30 A.M.

QUORUM

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

PUBLIC INPUT

PROPOSITION 1A SECURITIZATION

- a. Discuss and Decide: Does the district want to participate in selling the deferred property tax revenue of \$973.33 to California Communities or opt out and be paid back June 30, 2013 with 2% interest.

After discussing the pros and cons of selling the deferred property tax the board is in agreement that the district can financially afford to have the state borrow the money and would like to opt out. A motion was made by Mike Lee, seconded by Lloyd to opt out and not participate in the securitization process. The vote was unanimous.

ADJOURN

A motion was made by Mike L., seconded by Mike H. to adjourn the meeting. The meeting adjourned at 9:45 a.m.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

October 28, 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 John Norris, Mike Lee, Chief Mike Butler, Pam Cook and Lani Pessoa.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John reviewed the reports for August and September explaining that the figures under fixed assets were based on results of the last audit. Pete questioned the amounts for #2151 and #2152 on the Combined Balance Sheet believing both amounts were incorrect. John and Mike H. will follow up on this. A motion was made by Mike H., seconded by Mike Lee to approve the August and September reports as presented. The vote was unanimous. Pam reviewed the 6 bills to consider paying and reported there are 3 receipts still missing for The Oregon House Grocery statement. After discussing the board is in agreement to pay the balance owed to Oregon House Grocery. Mike H. will attempt to get a copy of the missing signed receipts. Pete submitted an invoice for the chipping grant and suggested a warrant be issued to replenish the bank account. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-24888 in the amount of \$7,000.00 for a transfer of funds. The vote was unanimous. John discussed including Budget Adjustments on the agenda on a permanent basis and distributed the Operating Budget showing proposed adjustments. After discussing the board is in agreement to add this to the agenda and review on a monthly basis. The check writing procedure was reviewed for changes. John and Mike H. will revise the Accounting SOP to reflect the new changes.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler distributed and reviewed the Incident Report. Lloyd reported he will submit a credit application to Linda Saw & Mower and will determine who can charge on the account.

AUXILIARY REPORT

Pete reports the Firefighter's Appreciation Dinner is Thursday, December 9th at 6:00 p.m. at the Alcouffe Center.

COMMITTEE REPORTS

By-Laws – Inactive

Future Plans – Inactive

Budget – Inactive

Local Hazard Mitigation Plan – Inactive

Assessment Fees – Inactive

SOP's – After reviewing the board is in agreement to approve the Spending Limits SOP and changes to the Crew Fund SOP.

Fire Mitigation Impact Fees – Inactive

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete distributed a Record of Discussion regarding SRA/LRA designation and jurisdiction and discussed the legal response from county counsel on this matter. Since there are still unanswered questions regarding the Authority Having Jurisdiction Pete with the boards’ approval will give a copy of all the correspondence to Kevin Mallen and request a meeting.

Maps & Fees – Up to date

Info Technology – Mike H. reports to date there have been 800+ visitors to the web site.

Audits – John is waiting for some records from our Accountant who should have them ready by November 15th.

JPA – The next meeting is at the station on December 15th.

Bill Paying Committee – It appears that the Visa statement date has not been changed yet and John will forward a copy of the letter to Lani and the Chief for follow up. Due to the Thanksgiving Holiday the monthly meeting will be changed to November 18th and the Bill Paying Committee will meet on November 9th.

DOACT – Nothing to report

Directors Monthly Updates – Nothing to report

OLD BUSINESS

Revisit Bill Paying Committee status. Is it a Standing Committee?

Mike H. distributed a response from County Counsel that states the Bill Paying Committee is not a standing committee and does not require a published agenda and should not be open to the public.

NEW BUSINESS

There was no New Business

ADJOURN

A motion was made by Mike H., seconded by Lloyd to adjourn the meeting. The meeting adjourned at 7:43 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

October 27, 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 Mike Lee. Also present were Pete Hammontre, Pam Cook, and Chief Mike Butler. John Norris and Lani Pessoa were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

PUBLIC INPUT

ACCOUNTANT REPORT

Mike H. noted on the Revenues and Expenses under Budget VS Actual the numbers are incorrect and John will need to fix this. On All Account Transactions the figures that have been split and there is nothing under memo that shows where the money actually went. John will be given an action item to fix this. A motion was made by Mike H., seconded by Mike Lee to approve the reports as reviewed. The vote was unanimous. The district needs more warrants and Pete will take the action item to pick up additional warrants at the county for Pam.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report and gave an update on expenses for the crew fund. Chief Butler reports that engine 6482 has been taken care of now that Mr. Roberts has decided not to purchase it. The motor has been sold to a rice farmer for \$2,000.00 and the rest will be sold for scrap metal.

AUXILIARY REPORT

Pete reports he thinks the Firefighters appreciation dinner will be December 9th at 6:30 p.m. at the Community Center. The gifts for the firefighters have been purchased.

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 – Nothing to report

SOP's – Mike H. distributed the latest hard copy of the Directors Responsibilities and still needs input.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Lloyd reports they met last week and

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reports that in response to the letter he wrote regarding the Charles Sharp property split, the county has delayed a determination saying our district does not have jurisdiction over water. There will be a meeting with Mr. Sharp and the county and they have agreed to advise the district if there is any change. This subject was already addressed and we were told we have jurisdiction, but were never given the written opinion because they sighted inter office confidentiality. Pete believes that the district should obtain legal council to get an interpretation of the law to make a final determination if this problem persists. The board has asked Chief Butler to assist with this matter.

DIRECTORS TASKS (Continued)

Maps & Fees – Nothing to report

Info Technology – Nothing to report

Audits – Nothing to report

JPA – Pete reports narrow band has been completed

DOACT – Nothing to report

Directors Monthly Updates – Mike Lee has a quote for a fence around the gas tanks in the amount of \$466.98 which does not include locks or labor. He feels it would be too easy to cut the fence and or locks and unless there is an alarm system this may not be the best use of funds. The board is in agreement to drop this for now. Pete requests that the boy scouts be allowed to store their materials for Christmas wreaths where 6482 used to be. The board is in agreement to allow this. Pete reports the chipping grant has come to an end. There will be a transfer of around \$7200.00 out of the grant money into the general fund. About the same amount will be sent back to Dan Lang at FSC. Pete suggests a push button lock for doors at the station and will talk with a lock smith to see if it can be done to make it easier for individuals to lock the doors.

OLD BUSINESS

NEW BUSINESS

- a. **Adopt Resolution 2011-07 Audit for year ended June 30, 2011**

A roll call vote was 4 yes – 1 absent, approved.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. The new items were reviewed 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 8:30 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary