

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

Minutes

January 3, 2008

**CALL TO ORDER**

The meeting was called to order by Chairman Hammontre.

**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, Mike Hatherly and Pete Hammontre. Also present were Chief Mike Butler, Sandy Grabowsky, Maureen Gillock and Lani Pessoa.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

**12/13 – EMSCE911** – Check off list for Combi-tube & Epipen for our records

**12/16 – KNOX** – 2008 Authorization order forms

**12/27 – USDA Forest Service** – Alternative G to Sugarberry Draft Environmental Impact Statement (DEIS) response due by January 11, 2008

**12/27 - Sierra-Sacramento Valley EMS Agency** – Prehospital Care Policy Manual Update #38 effective January 1, 2008

**12/27 – Fire Agencies Self Insurance System** – January newsletter

**PUBLIC INPUT**

There was no public input

**BOOKKEEPER REPORT**

A motion was made by Lloyd, seconded by Mike to approve Warrant #'s 5223502 & 5223503. The vote was unanimous.

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

**FIRE CHIEF REPORT**

Mike reports there were 2 – Building fire, 1 – Passenger vehicle fire, 2 – wildland fire, 1 – Rescue, 6 – Medical assist, 1 – Motor vehicle w/injuries, 1 – authorized controlled burn, 2 – false alarm, 1 – alarm system activation, no fire for a total of 17 calls.

**AUXILIARY REPORT**

Maureen Gillock who was approved as the new President in 2008 reports the Spaghetti Dinner will be held Saturday, March 1<sup>st</sup> at Thousand Trails.

## COMMITTEE REPORTS

- a. Bills & Budget
- b. Land Development
- c. Pete distributed a Boundary and Sphere of Influence map noting dead zones that will give DOHFPD additional fees if allocated to our area. Pete will respond to (LAFCO) and ask to whom sections 28 & 29 will be assigned.
- d. Assessment Fees & Maps
- e. S. O. P.
- f. Suppression Fees
- g. Grants  
The chipping grant is just about used up and Pete has requested an additional \$128,000 to continue the grant.
- h. Future Planning  
Insulation at the sub-station has been completed
- i. JPA
- j. Hazard Mitigation  
The Pre-disaster Mitigation grant closed out December 31<sup>st</sup>, 2007. Pat Beecham who is no longer in this position with the county was unable to get to it in time. We are still eligible to apply in the future.
- k. Fire Safe Council
- l. Information Technology
- m. Directors Report  
Mike H. suggested attending the DOACT & CSA 2 meetings as they may have valuable information that applies to DOHFPD. Mike H. will inquire as to whether or not board members may attend future meetings.  
Fire Chief Mike reports the paperwork has been submitted to the Insurance Services Office (ISO) and is waiting for a response in regard to the districts public protection classification.
- n. New Station Committee  
A revised package for the new building has been presented to the county for approval. The County won't allow the Special Inspector that was previously chosen and Pete will continue to work on this.

## OLD BUSINESS

### NEW BUSINESS

- a. Elect new Chairman and Vice Chairman  
The Chairman opened the floor to nominations; John Norris nominated Mike Hatherly for Chairman which was seconded by Pete Hammontre. There being no further nominations, a motion was made by Lloyd Appleby, seconded by John Norris to close nominations for Chairman. Pete called the role and the vote was unanimous.  
Pete Hammontre nominated Lloyd Appleby for Vice Chairman which was seconded by John Norris. There being no further nominations, a motion was made by Pete Hammontre, seconded by John Norris to close nominations for Vice Chairman. Pete called the role and the vote was unanimous.
- b. Realign Committees  
It was decided to wait until the new Chairman had a chance to review and make changes.

## ADJOURN

The meeting adjourned at 7:45 P.M

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Mike Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**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. **Pete also suggested that his name not Mike Hatherly's should appear at the bottom of the minutes as chairman as Mike did not assume the duties of chairman until after the meeting was complete.**

**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 lots 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 **Incident 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 1<sup>st</sup> 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**

## d. Bills &amp; Budget

## e. 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 &amp; 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 Cardozas' **junkyard**. John requested this be put on next months agenda to further look at the situation.

## h. JPA

The next meeting is March 26<sup>th</sup> 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 **long distance service on 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.

## l. 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.

**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

March 6, 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 Asst. Fire Chief Dave Dickinson, Sandy Grabowsky and Lani Pessoa. Mike Lee a member of the public was also in attendance.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

**2/4 – Secretary of State** – Acknowledges the filing of the Statement of Facts as of January 14, 2008

**2/7 – Fire Agencies Self Insurance system (FASIS)** – Call for Nominations and Notice of Election for four expiring positions on the FASIS Board of Directors. A term of July 1, 2008 through June 30, 2011.

**2/11 – Camp Rockin’ U at Lake Francis** – Notice the camp will be in operation from June 8th through August 15<sup>th</sup>

**2/11 – California State Firefighters’ Association, Inc.** – Notice of Employee-Employer Relations Seminar February 26<sup>th</sup> -29<sup>th</sup> and 86<sup>th</sup> Annual Conference March 28th-30th.

**2/16 – Cal Fire** – Voluntary Fire Assistance – Fiscal Year 2008-09 Personal Protective Clothing and Equipment application for funding. To be submitted no later than March 21, 2008.

**2/16 – Department of Forestry and Fire Protection** – Notice of Proposed Rulemaking, (Office of the State Fire Marshal, California Code of Regulations – Title 19) Written comments regarding this regulatory action accepted until 5:00 pm on March 24, 2008.

**2/26 – PG&E** – Agreement to Perform Commercial Meter Set at the new station. Requests signature and check in the amount of \$140.00

**2/26 – JP Harris** – Order information from Interface Firefighting for Firefighters by Firefighters, 3 Volume DVD training set.

**2/26 – Yuba County Office of Emergency Services** – Training course to comply with National Incident Management System (NIMS). OES will be offering two training dates as follows: Tuesday March 25, and Thursday March 27<sup>th</sup> from 9:00 A.M. to 4:00 P.M. at the Yuba County Govt. Center 915 8<sup>th</sup> St., Conference Room #1&2

**2/26 – International Association of Fire Chiefs** – Registration form for the 2008 Wildland Urban Interface Conference in Reno, Nevada, March 4<sup>th</sup> – 6<sup>th</sup>

**PUBLIC INPUT**

There was no public input

## **BOOKKEEPER REPORT**

Sandy expressed her frustration with trying to decipher the past bookkeeping records and believes additional help from an outside source may be required. John and Pete will follow up on the possibility of a paid bookkeeping position for the fire district. It was agreed to put this on the next month's agenda under the Bills & Budget Committee. A motion was made by Pete, seconded by John to approve Warrant #'s 5223507, 5223508 & 5223509. The vote was unanimous. A motion was made by Lloyd, seconded by Pete to approve the bookkeeper's report for February. The vote was unanimous.

## **FIRE CHIEF REPORT**

Dave went over the Incident Report (Attachment). Dave gave an update on the Quail Meadow gate problem and said Mike is continuing to work on this. Mike is also working on the VFA Grant.

## **AUXILIARY REPORT**

Sandy reported that a total of \$1,321.00 was raised at the Spaghetti Dinner. The Annual Flea Market date has been changed to Saturday, June 14<sup>th</sup> 2008.

## **COMMITTEE REPORTS**

- f. Bills & Budget  
When the Future Plans have been completed the 2008-2009 Budget process will commence
- g. Land Development  
Pete is waiting on a decision from LAFCO regarding sections 28&29 under SOI.
- c. Assessment Fees & Maps
- d. S. O. P.
- e. Suppression Fees  
Dave D. reported on what happens when a fire escapes your property line and how fines may be applied. CDF is the enforcer on this.
- f. Grants  
Pete reviewed the letter sent to CDF regarding the reallocation of money for the chipping grant.  
Mike H. reported on a study for the Ure Mountain Evacuation Grant and Glen Nader has asked to attend our next meeting.
- g. Future Planning  
The installation of a water tank at the CDF station has been put on hold while other options are explored. John will check on permission to access pipe line at Cardozo's junkyard. Pete owns land by the sub-station that may be accessed for water in the future. John distributed and reviewed the Future Plans to be approved at the next meeting.
- h. JPA  
The next meeting is Wednesday, March 26<sup>th</sup>.
- i. Hazard Mitigation
- j. Fire Safe Council/CSA/DOACT  
The board was reluctant to adopt the State Fire Code without further investigating the ramifications of doing so. Mike H. will check on this and report back to the board.
- k. Information Technology  
After discussing the board decided to keep internet service at the station. A motion was made by Pete, seconded by Rick to authorize John to set up the ISP. The vote was unanimous.
- l. Directors Report  
John reviewed his update for the LAFCO request.
- m. New Station Committee  
Pete distributed a written report regarding updates on the new station. The final plans have been approved as of February 26, 2008. After discussing bids for the electrical work the board unanimously decided to accept the bid from Prichard Electric Company.

**OLD BUSINESS**

- a. Continue discussion of By-Laws

A motion placed before the board by Pete Hammontre, move that items a.& b. under the heading of Old Business be deleted from the agenda and that the task of creating a draft revision of the current By-Laws be assigned to a committee of no less than two individuals. Upon completion of a DRAFT version of the revised By-Laws, they then be submitted to the full board for further review and consideration. The motion was seconded by Rick Brown. After discussion, it was decided to go ahead with the motion and appoint Mike Hatherly and Pete Hammontre as the two committee members. The vote was unanimous.

**NEW BUSINESS**

- b. Review and Sign Conflict of Interest Statement

The forms were distributed by the secretary for signature.

**ADJOURN**

The meeting adjourned at 8:09 P.M

\_\_\_\_\_  
Mike Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary



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

Minutes

April 3, 2008

**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: Lloyd Appleby, John Norris, Rick Brown, Mike Hatherly and Pete Hammontre. Also present were Fire Chief Mike Butler, Sandy Grabowsky, Lani Pessoa and Maureen Gillock. Fire Protection Planner Matt Furtado was also in attendance.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

(Attachment 1)

**PUBLIC INPUT**

Matt Furtado gave an overview of the California State Fire Code, its appendixes and why the board should officially adopt the code. Mike Butler will attend a meeting concerning this subject and make his recommendation to the board at the May meeting.

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by John to approve Warrant #'s 5223510, 5223511, 5223512 & 5223513. The vote was unanimous. A motion was made by Pete, seconded by John to approve the bookkeeper's report for March. The vote was unanimous.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 2).

**AUXILIARY REPORT**

Maureen reminded the board that the Omelet breakfast is Saturday, April 5<sup>th</sup>, from 7:30 a.m. – 10:00 a.m.

**COMMITTEE REPORTS**

h. Bills & Budget

John and Pete agreed there is no need to hire a bookkeeper at this time and they will work with Sandy to straighten out the past records. John pointed out the balance sheet should include all assets and will work with Sandy on this. The budget was handed out to review for approval at the next meeting.

i. Land Development

Mike B. gave an update to the board on the Quail Meadow Gate situation. Mike has corresponded by phone and in writing concerning the removal of the gate. The County has also given notice in writing regarding the removal of the gate.

c. Assessment Fees & Maps

- d. S. O. P.
- e. Suppression Fees
- f. Grants  
Mike H. reports the Ure Mountain Grant must be done before October and requested two members be appointed to work on this. John Norris and Mike Hatherly will work together on the administration of the grant if they decide take it on.
- g. Future Planning  
A motion was made by Pete, seconded by Lloyd to adopt Resolution 2008-01 Future Plans. A role call vote was (5) yes.
- h. JPA
- i. Hazard Mitigation
- j. Fire Safe Council/CSA/DOACT  
Lloyd will attend the next meeting.
- m. Information Technology
- n. Directors Report  
Rick Butler submitted his letter of resignation with an effective date to be determined at a later time. Pete and Mike H. reported on the relocation of Bi- County Ambulance. The board has authorized Mike Butler to speak with Bi- County about possibly relocating at the fire station with out a commitment at this time.
- o. New Station Committee  
Pete gave an update on increases for concrete and the foundation. Mike B. reports that Ron Garners' boss will donate all wood construction materials that will be needed. The asphalt will also be donated.

**OLD BUSINESS**

- a. By-Laws committee presents the proposed revised by-laws for discussion  
A copy of the by-laws was distributed for review. A motion was made by John, seconded by Rick to change all references of President and Vice President to Chair and Vice Chair. The vote was (4) yes, (1) no.

**NEW BUSINESS**

- a. Propose a motion to form a special committee to review current committee structure  
Mike H. and John Norris will work together in order to update and streamline the committees.

**ADJOURN**

The meeting adjourned at 8:18 P.M

\_\_\_\_\_  
Michael Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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

Minutes

May 1, 2008

**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: Lloyd Appleby, Mike Hatherly and Pete Hammontre. Also present were Fire Chief Mike Butler, Captain Don Forgeson, Sandy Grabowsky, and Lani Pessoa. Mike Lee a member of the public was also in attendance.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

(Attachment 1)

**PUBLIC INPUT**

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by Lloyd to approve Warrant #'s 5223514, 5223515, 5223516 & 5223517. The vote was unanimous. A motion was made by Pete, seconded by Lloyd to approve the bookkeeper's report for April. The vote was unanimous. Pete reviewed questions put to the Office of County Counsel regarding the interpretation of the Special Tax Account. The board gave approval to send a memo to the County Auditor showing the transfer of funds into our Special Tax Account. The Standard Operating Procedures will be modified to show the transfer on an annual basis in the future. Sandy has asked for assistance in communicating directly with the Credit Card Company. Since her name is not on the account she is unable to clear up certain matters. Mike B. will follow up on this.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 2) Mike B. gave an update on the CA State Fire Code and the Ordinance that was given to him to adopt it. Since the Ordinance seemed overly complicated, Mike H. will contact the FDAC to see what they plan on doing and report back at the next meeting. An update on Bi-County Ambulance shows they are reluctant to relocate to our Fire Station as this could be construed as favoritism to our area. Pete mentioned the ambulance company runs in the foothills at the collective fire departments discretion and it is possible to contract with someone else.

**AUXILIARY REPORT**

Sandy reports the April Omelet breakfast was very successful.

**COMMITTEE REPORTS**

- j. Bills & Budget  
Pete handed out the preliminary budget. There were no changes from April to May.
- k. Land Development  
An update was given on Quail Meadow Gate and it was suggested that legal action be taken. Pete will contact the county with questions on how to proceed.
- c. Assessment Fees & Maps

- d. S. O. P.
- e. Suppression Fees
- f. Grants  
No paperwork has been received for the Ure Mountain grant at this time.
- g. Future Planning
- h. JPA  
The next meeting is Wed. June 25th
- i. Hazard Mitigation
- j. Fire Safe Council/CSA/DOACT
- k. Information Technology
- l. Directors Report  
Mike H. and John are working on restructuring the committees. Mike H. reports he has been handing out Fire Safe DVD's at the video store and it was suggested they be handed out during Tractor Days.
- m. New Station Committee  
The slab has been half poured and should be completed on Friday the building should go up around May 12<sup>th</sup>. Pete has compiled a list of vendors along with phone numbers to be put in the master file. The loan of 6492 to control dust at the new community center was discussed in length. Both the Fire Chief and Captain Don Forgeson expressed their concerns and it was decided not to agree to the loan of engine 6492.

**OLD BUSINESS**

- b. By-Laws committee presents proposed by-laws for a second reading  
A motion was made by Pete, seconded by Lloyd to approve the by-laws as they currently read. The vote was unanimous. Chair Hatherly will send to legal for review before final adoption.

**NEW BUSINESS**

- a. Discuss NYWD letter regarding proper use of water.  
It was agreed to discuss this at the next meeting.
- b. Appoint New Board Member  
A closed meeting was held to appoint the new member. The meeting started at 7:59 P.M. and Michael Lee was appointed. The meeting closed at 8:02 P.M.

Sandy informed the board that she will need to resign due to health reasons. She has agreed to stay on until a replacement has been found.

**ADJOURN**

The meeting adjourned at 8:04 P.M

\_\_\_\_\_  
Michael Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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

Minutes

June 5, 2008

**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: Lloyd Appleby, John Norris, Mike Hatherly, Mike Lee and Pete Hammontre. Also present were Fire Chief Mike Butler, Sandy Grabowsky, and Lani Pessoa.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

(Attachment 1)

**PUBLIC INPUT**

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by Mike L. to approve Warrant #'s 5223518 through 5223527. The vote was unanimous. A motion was made by John, seconded by Lloyd to approve the bookkeeper's report for May. The vote was unanimous. Sandy gave a brief report on the Special Assessment by FASIS to be spread over a 5 year period.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 2). Mike reports 6491 needs servicing. The new Fire Planner (Dave Francis) has been hired to replace Matt Furtado. Call Fire and the US Forest Service are now fully staffed. Mike would like to replace his rig with a smaller vehicle. A motion was made by John, seconded by Pete authorizing Mike to look for and report back on a smaller fuel efficient vehicle. OES is working on purchasing a lap top that will be mounted to all the command vehicles in Yuba County.

After discussing a motion was made by Pete, seconded by Lloyd to adopt Resolution 2008-02 CA State Fire Code. A roll call vote was 5 yes.

**AUXILIARY REPORT**

Sandy reports the Omelet breakfast is Saturday, June 7<sup>th</sup> and the Flea Market is Saturday, June 14<sup>th</sup>.

**COMMITTEE REPORTS**

l. Bills & Budget

1) Approve Final Budget

A motion was made by John, seconded by Mike L. to approve the final budget. The vote was unanimous.

Pete reviewed the Benefit Assessment & GANN Limit. A corrected spreadsheet will be forwarded to all board members. To date there are two responses to the bookkeeper position, however; one is out of our district. A motion was made by John, seconded by Pete authorizing the board to check with the County Attorney about modifying the by-laws eliminating the requirement for the Secretary, Bookkeeper and Manager to be a member of the fire district.

m. Land Development

Quail Meadow Gate has been put on hold. Mike H. reviewed his response to the Charles Frank project.

- c. Assessment Fees & Maps
- d. S. O. P.
- e. Suppression Fees
- f. Grants  
Paperwork for the Ure Mountain grant has been signed and returned.
- g. Future Planning  
John and Lloyd will follow up on the cost to install a hydrant behind Cardozas' junkyard.
- h. JPA  
The next meeting is June 25<sup>th</sup> in Smartsville
- i. Hazard Mitigation
- j. Fire Safe Council/CSA/DOACT  
Pete & Mike H. will attend the next meeting which will deal with water location. Oregon Peak Tower is now open
- m. Information Technology  
John is still looking at getting dial up service with AT&T
- n. Directors Report  
Mike H. wants to purchase a new road sign for the station and will check with D&D signs. Pete is working on a plaque to be displayed in the new station with names of contributors and volunteers that have helped with the building and planning of the new station. Mike H. wants to know if there is anything official regarding the ISO rating for insurers, Mike B. has worked on this and has not received a response. Mike H. will follow up.
- o. New Station Committee  
Pete gave a progress report highlighting problems that have come up and how they will be resolved. There was also a discussion regarding straightening the driveway, moving a propane tank on the adjacent lot and a possible discount from Ferrell Gas.

**OLD BUSINESS**

Mike B. has come up with a possible new location for Bi-County Ambulance and will follow up.

**NEW BUSINESS**

- a. Proposed adoption of Benefit Assessment unit and Special Tax. 1<sup>st</sup> Hearing  
The hearing opened at 8:03 P.M. The chair read the benefit assessment and special tax figures for 2008-2009. The hearing closed at 8:04 P.M.
- b. Proposed adoption of Appropriation (GANN Limit). 1<sup>st</sup> Hearing  
The hearing opened at 8:08 P.M. The chair read the appropriation limit for 2008-2009. The hearing closed at 8:05 P.M.
- c. Discuss NYWD letter regarding proper use of water.  
The board discussed a possible response in opposition to the wording of the letter.

**ADJOURN**

The meeting adjourned at 8:19 P.M

\_\_\_\_\_  
Michael Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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

Minutes

July 3, 2008

**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: Lloyd Appleby, Mike Hatherly, Mike Lee and Pete Hammontre. Also present were Asst. Fire Chief Dave Dickinson, Sandy Grabowsky, and Lani Pessoa. Members of the public were Pam Cook, Jenny Brown and Don Forguson.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

(Attachment 1)

**PUBLIC INPUT**

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by Mike L. to approve Warrant #'s 5223528 through 5223530. The vote was unanimous. A motion was made by Mike H., seconded by Mike L. to approve the bookkeeper's report for June. The vote was unanimous.

**FIRE CHIEF REPORT**

Dave went over the Incident Report (Attachment 2) Dave reports that Mike B. has found a location for Bi-County Ambulance on Collins Lake Road. A new trailer can be set up and it is now up to Bi-County to follow through. Dave also reports that the pump bearings have not been fixed on the water tender and needs to be fixed ASAP.

**AUXILIARY REPORT**

Sandy reports the Flea Market was a success. The auxiliary will have a Hot dog & Soda stand at the boat races on Saturday September 6<sup>th</sup>.

**COMMITTEE REPORTS**

- n. Bills & Budget
- o. Land Development
  - Pete gave an update on the Sillers project. Future meetings will be held as a group not individually. Nothing has been approved to date.
- c. Assessment Fees & Maps
- d. S. O. P.
- e. Suppression Fees
  - Dave questioned how and when fees should be collected.
- f. Grants
- g. Future Planning
- h. JPA
  - Elections were held in Smartsville and Pete is still president. Dean Garner has resigned and Dan Ford will replace him.

- i. Hazard Mitigation
- j. Fire Safe Council/CSA/DOACT  
Mike H. has signed and will return the High Sierra RC&D Cooperative Agreement
- k. Information Technology
- l. By-Law Review
- m. Directors Report  
Lloyd reports the Lewis Carroll School pond has not been taken care of. Lloyd proposes the pond be replaced with a water tank now that they are under the Marysville School District. Pete proposed a committee of one, being (John Norris) since he is already on the school board to follow up on this. The cost for a new road sign was reviewed by Mike H. and it was agreed to put this on the next Agenda. The first Ure Mtn. Grant meeting will be in October.
- n. New Station Committee  
Pete gave an update on the staircase and how it will be changed to go up the outside of the building. He hopes to be done with the new building by September.

**OLD BUSINESS**

**Review of By-laws (Mike H.)**

A motion was made by Pete, seconded by Mike L. to accept the changes to the by-laws. The vote was unanimous.

**New Water sources** – Pete reports there are two new hydrants available and will discuss this further at the next meeting.

**Response to NYWD on beneficial use of water** – The board is in agreement that water used to fight fire is a beneficial use. Jenny Brown responded with an update on this year’s water shortage problem which prompted the initial letter. A grant has been applied for and Jenny would like to either pipe or gunite the DOH ditch to prevent absorption as part of the grant. Cal Poly will be doing the assessment for this and Jenny is requesting a letter of support from our board. Mike H. will draft a letter from the board and forward to Jenny.

**Reorganize committee structure** - Mike H. gave an overview of his work with John regarding what constitutes a committee and what falls under the heading of Directors Report. Mike has prepared a new list giving additional tasks to each board member for the remainder of the calendar year. Mike and Lani will update the agenda to reflect the changes.

**NEW BUSINESS**

- a. **Adopt Resolution 2008-03 Benefit Assessment Unit and Special Tax**  
Roll call vote was 4 yes, one absent – approved
- b. **Adopt Resolution 2008-04 Appropriation (GANN Limit) Increase**  
Roll call vote was 4 yes, one absent – approved
- c. **Tape recording meetings**  
After discussing, it was agreed to put this on next month’s agenda
- d. **Compensation for board members for out of pocket expenses to include gasoline**  
Mike L. will check with other districts to see what they are doing and will report back at the next meeting.
- e. **Shirts for board members**  
Pete expressed the need for shirts to be worn by board members. After discussing Pete was given the go ahead to order twenty four shirts with collars for under \$500.00. It was also decided that all members including the secretary and bookkeeper will be given the 1<sup>st</sup> shirt free. Additional shirts can be obtained at the member’s expense.

**ADJOURN**

The meeting adjourned at 8:19 P.M.

\_\_\_\_\_  
Michael Hatherly, Chairman

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary



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

Minutes

August 7, 2008

**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: Lloyd Appleby, Mike Hatherly, Mike Lee and Pete Hammontre. Also present were Fire Chief Mike Butler, Maureen Gillock, and Lani Pessoa. Members of the public were Pam Cook and Richard Alvarado.

**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)

**PUBLIC INPUT**

Richard Alvarado from Capitol Public Finance Group gave an overview of the services they provide and a time line for the Development Impact Fee Study. The fees are expected to be \$7,500.00 which includes coordination with both the District and County Agencies and guidance through the County approval process. Pete will follow up with more information to be discussed at the next meeting.

**BOOKKEEPER REPORT**

A motion was made by Lloyd, seconded by Pete to approve Warrant #'s 5223531 through 5223534. The vote was unanimous. A motion was made by John, seconded by Pete to approve the bookkeeper's report for July. The vote was unanimous.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 2). Mike reports the fire season has been very active and 1,400 fires were started due to the June lightning. John N. asked what determines a Red Flag Day and how the public is currently notified. Suggestions regarding notification were discussed and Mike B will follow up on this. It was brought to the boards' attention that the public has been given incorrect information regarding the valve size for water tanks. Pete proposes sending a letter to the county to rectify the error and Mike B. will address this at the next Fire Chief meeting. Mike B. was not prepared to speak regarding the problem concerning the Monte Verde fire.

**AUXILIARY REPORT**

Maureen reports the Omelet breakfast was a success. August 25<sup>th</sup> at 8:00 A.M. there will be a clean the lake day at Lake Francis with a Barbeque to follow.

**COMMITTEE REPORTS**

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee - Inactive**
- c. **Budget Committee - Inactive**
- d. **Fire district Local Hazard Mitigation Plan Committee – Inactive**
- e. **Assessment Fees Committee - Active**  
Pete has submitted the fees and taxes for the 2008-2009 tax bills to the Yuba County Auditor.
- f. **Building Committee - Active**  
Pete reports the dry walling is currently in process. The propane tank has been moved and in exchange the driveway has been widened. The stairway still needs to be approved.

**DIRECTORS REPORTS**

- a. **Lloyd Appleby** – Robbins Mini Mart has been the topic of discussion and the county is taking care of this.
- b. **Pete Hammontre** – Nothing to report
- c. **Mike Hatherly** – Nothing to report
- d. **Mike Lee** – Nothing to report
- e. **John Norris** – Nothing to report

**OLD BUSINESS**

- a. Update on road sign for new building.  
Mike H. and Mike L. will work together on the road sign for the new building.
- b. Tape recording meetings  
The pros and cons of recording meetings were discussed and John will prepare a motion to be presented at the next meeting.
- c. Compensation for board members for out of pocket expenses to include gasoline.  
Mike L. contacted the fire districts in our area and various other sources regarding this subject. Currently no one is providing compensation to its board members for gasoline. It was agreed by the board that out of pocket expenses and gasoline should be separate and will be discussed again at the next meeting.
- d. Shirts purchase  
Pete reports the shirts have been ordered and should be ready the second week of August.
- e. New water source point  
Installation is done.

**NEW BUSINESS**

- a. Discuss New Agenda.  
The board members approved the new agenda.
- b. Possible increase of compensation for fire fighter's calls.  
Lloyd believes an increase would have a positive effect giving just compensation to current fire fighters and generating more interest from potential fire fighters. Pete suggests a crew fund where the increase would be put into a fund for the group. Mike B. will ask his crew what they think of this idea and report back.
- c. Assign board member as primary contact for each of the following grants:
  - i. Ure Mtn. – Mike Hatherly
  - ii. GIS – Mike Lee
  - iii. Chipping – Pete Hammontre
- d. Establish committee to review all SOPs.  
Mike Hatherly and John Norris will take this on.
- e. Audit  
The board discussed the need to find someone who will do a fire department audit. It was suggested they use the same CPA as the Loma Rica/Browns Valley FPD.
- f. Discuss hiring of person to head up Ure Mtn. Grant  
This has been put on hold as CSA2 will create a job description.
- g. Discuss hiring of person to acquire data for GIS project.  
Mike H. suggests Renee Claar as she is already handling the chipping grant.

**ADJOURN**

The meeting adjourned at 8:17 P.M.

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Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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

Minutes

September 4, 2008

**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: Lloyd Appleby, Mike Hatherly, John Norris and Pete Hammontre. Also present were Fire Chief Mike Butler, Sandy Grabowsky, and Lani Pessoa.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED** (Attachment 1)

**PUBLIC INPUT**

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by John to approve Warrant #'s 5223535 through 5223539. The vote was unanimous. A motion was made by Pete, seconded by Lloyd to approve the bookkeeper's report for August. The vote was unanimous.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 2). Mike will follow up on adding Red Flag Day notification to the recorded burn day message. It was agreed that Suppression Fees be left off the agenda until they become active.

**AUXILIARY REPORT**

Sandy reminded everyone that the auxiliary will have a hot dog stand at the boat races. The Fire Fighter Appreciation dinner will be Thursday, December 11<sup>th</sup>. The location will be announced later.

**COMMITTEE REPORTS**

- g. **By-laws Review Committee - Inactive**
- h. **Future Planning Committee - Inactive**
- i. **Budget Committee - Inactive**
- j. **Fire district Local Hazard Mitigation Plan Committee – Inactive**
- k. **Assessment Fees Committee - Inactive**
- l. **Building Committee - Active** - Pete reports the staircase has not yet been approved. Painting should begin the first of the week. Exit signs have been ordered. Pete would like to have an Open House sometime in the spring.
- m. **SOP Review Committee – Active** - Mike H. distributed a report for the review of SOPs. The board discussed how the SOPs will be reviewed and approved. Mike H. wants to handle one or more at a time, but the rest of the board would rather see them all at once. Pete suggests the committee continue working on this for awhile to see if the task is too large to handle altogether.

**DIRECTORS REPORTS**

- f. **Lloyd Appleby** – nothing to report

- g. **Pete Hammontre** – The next JPA meeting is the September 24<sup>th</sup> in Brownsville.
- h. **Mike Hatherly** – The Chipping Grant is for \$125,000 and was sent in last Tuesday, it will probably be December before we hear anything. The next Fire Safe meeting is September 27<sup>th</sup>.

**BOOK 6 PAGE 121**

**SEPTEMBER 4, 2008**

**DIRECTORS REPORTS (CONTINUED)**

- i. **Mike Lee** – Mike H. reports that Mike L. already has Renee out in the field working on info for the GIS Grant at \$20 per site fee. The board approves this action.
- j. **John Norris** – Internet access at the station, is it needed? After discussing it was decided that internet access is necessary and John will handle this.
- k. **Open Director's reports** – John N. handed out a report on the Lewis Carol School pond and recommends no action be taken at this time. The board will re-visit this in November. Mike H. reports there will not be a second phone line at Oregon Peak. Mike H. likes the web site the Loma Rica Fire Department has and will continue to work on this for DOHFPD.

**OLD BUSINESS**

- f. Update on road sign for new building.  
Mike H. reviewed the bids for obtaining a new sign and the board approved Valley Metal Art in the amount of \$1,200.00.
- g. Tape recording meetings – Held over to October
- h. Compensation for board members for out of pocket expenses to include gasoline. – Held over to October
- i. Possible increase of compensation for fire fighter's calls.  
*After discussing a motion was made by John, seconded by Mike H. that under Expenses the (260 Crew Account) not be required to zero out each year allowing the money to roll over from year to year. The vote was unanimous. A motion was made by John, seconded by Lloyd to increase compensation from \$5.00 to \$7.50 with the \$2.50 increase to go into the crew fund as of October 1<sup>st</sup>, 2008. The vote was unanimous.*
- j. Audit – Held over to October.

**NEW BUSINESS**

- a. Email from Burr Consulting reference DOHFPD sphere of influence – Held over to October
- b. Charles Sharpe offer of new water sources – Pete reports we probably can negotiate with him doing the plumbing and the board buying the materials. To be put under future plans after the rains come.
- c. Review 2008 Local Agency Biennial Notice – After reviewing the board is in agreement that no amendment is required.
- d. DOHFPD Mitigation Fee Study  
Mike H. wants more information before agreeing to hire Capitol Finance Group to do the study. Pete feels we have everything we need to get started and put forward the following motion, seconded by Lloyd that we go forward and retain the services of Capitol Finance Group to do the mitigation study. The motion was put to a vote with 2 yes, 1 no, and 1 abstain. The motion was not approved.

**ADJOURN**

The meeting adjourned at 8:25 P.M.

\_\_\_\_\_  
Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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

**Minutes**

October 2, 2008

**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: Lloyd Appleby, Mike Hatherly, John Norris, Mike Lee and Pete Hammontre. Also present were Fire Chief Mike Butler, Sandy Grabowsky, and Lani Pessoa. Members of the public were DiAnna Cowles and Pam Cook.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

Due to vacation September correspondence will be added to Octobers.

**PUBLIC INPUT**

DiAnna Cowles and Pam Cook who are both interested in filling the bookkeepers position introduced themselves, were given the opportunity to ask questions and inform the board of their skills. The board has called a special meeting on Wednesday, October 8<sup>th</sup> to vote on appointing a new bookkeeper.

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by John to approve Warrant #'s 5223540 & 5223541. The vote was unanimous. A motion was made by Pete, seconded by John to approve the bookkeeper's report for September. The vote was unanimous.

**FIRE CHIEF REPORT**

Mike went over the Incident Report (Attachment 1). Mike B. reports that Jeff will put Red Flag Day notice on the burn information line. Mike reviewed information he has received from Fire Recovery USA. This company collects fees for incidents such as motor vehicle accidents that the district feels they need to recover. Their fee is 25% of recovery and since we currently do no billing for this, Mike feels this would be beneficial to our district. Mike will email further information to all board members and the subject will be added to new business on the November agenda. Mike expressed the need to replace the Bronco and put forth a couple of scenarios that could solve the problem. Mike will follow up on suggestions made for the next meeting.

**AUXILIARY REPORT**

Sandy reminded everyone the omelet breakfast is on Saturday, October 4<sup>th</sup>.

**COMMITTEE REPORTS**

- n. **By-laws Review Committee - Inactive**
- o. **Future Planning Committee - Inactive**

- p. **Budget Committee - Inactive**
- q. **Fire district Local Hazard Mitigation Plan Committee – Inactive**
- r. **Assessment Fees Committee - Inactive**
- s. **Building Committee - Active** – Pete reports there is a problem with the septic system that is being addressed. Wood is being delivered for the thrift shop.
- t. **SOP Review Committee – Active** – Mike H. reports he and John have reviewed 215 of the SOP's to see if they apply to the district and 9 of 30 FDAC documents. They will continue working on this.

**BOOK 7, PAGE 2**

**OCTOBER 2, 2008**

### **DIRECTORS REPORTS**

- l. **Lloyd Appleby** – The Lewis Carroll pond looks to be dry and it was revealed that one of their wells had caved in. Lloyd believes this is a safety hazard and Mike H. said to give them one more month to fix and then the board will compose a letter regarding this subject.
- m. **Pete Hammontre** – JPA will be programming Med Net putting a tone on it. Sierra City has license to run tack and has put a repeater on illegally. Pete will follow up on this.
- n. **Mike Hatherly** – The next Fire Safe Council meeting is Wednesday, October 8<sup>th</sup>.
- o. **Mike Lee** – The GIS grant is running smoothly. Mike H. has asked Renee to provide a list of all tanks that need repair.
- p. **John Norris** – Nothing to report
- q. **Open Director's reports** – Pete reports the county is requiring a larger gate valve for water tanks that would cause increased cost, potential theft, and the fire fighters inability to hook up to the source to fight a fire. Pete has composed a letter along with Fire Chief Mike Butler to Kevin Mallen signed by Chief Butler regarding the problems. John N. would like all letters on district letterhead to be reviewed by the board and is against sending the letter with out seeing it first. After discussing Mike H. suggested a special letterhead for the Fire Chief that is separate from the board to handle technical matters in regard to fire. It was decided to send the letter without further discussion.

### **OLD BUSINESS**

- a. Tape recording meetings – This subject has been dropped
- b. Compensation for board members for out of pocket expenses to include gasoline – To be addressed as a SOP
- c. Increase amount that can be spent without prior board approval – To be addressed as a of SOP
- d. Audit – Mike H. spoke to Jensen & Smith who discussed a fee between \$1500.00 and \$2.000.00 for each year the audit has not been performed. Mike H. and John Lloyd are appointed to a new Committee to make recommendations to the board. This committee is active from this date until the December 5<sup>th</sup>, 2008.

### **NEW BUSINESS**

- e. Email from Burr Consulting reference DOHFPD sphere of influence  
A motion was made by John, seconded by Pete to move ahead with including the area in question. The vote was unanimous.
- f. Fire Protection District Law of 1987: does it apply to DOHFPD?  
To be discussed at the special meeting on Wednesday, October 8, 2008.
- c. Impact Fee Study  
Four bids have been submitted and the least expensive is Capitol Public Finance Group, LLC at \$7500.00. A motion was made by Pete, seconded by Lloyd to accept Capitol to due the study. The vote was (3) yes, (2) abstain. Mike H. will inform them by letter that their bid has been accepted. Pete Hammontre & Lloyd Appleby are appointed to a new Committee for Fire Mitigation Impact Fees

### **ADJOURN**

The meeting adjourned at 8:25 P.M.

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Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**BOOK 7, PAGE 3**

**OCTOBER 2, 2008**

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

**Minutes**

November 6, 2008

**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, and Pete Hammontre. Also present were Asst. Fire Chief Dave Dickinson, Sandy Grabowsky, Pam Cook and Lani Pessoa. Members of the public were Art Craigmill and Greg Royat.

**APPROVAL OF MINUTES**

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

**CORRESPONDENCE RECEIVED**

(Attachment 1)

**PUBLIC INPUT**

Art Craigmill presented a map of the districts entire area with roads marked, turnarounds noted and parcels outlined using GPS technology. This information is invaluable to the district and will be used for the Ure Mountain Grant. Art has offered to give the districts the software at a reduced rate.

Greg Royat who has submitted a bid for the job of Field Manager for the Ure Mountain Grant gave an overview of what he plans to do using the GPS technology supplied by Art Craigmill. The Manzanita Escape Route was highlighted for the purpose of discussion and Greg explained how he will develop the emergency escape routes and collect data for the negative declarative.

**BOOKKEEPER REPORT**

A motion was made by Pete, seconded by John to approve Warrant #'s 5223542 & 5223543. The vote was unanimous. A motion was made by Pete, seconded by John to approve the bookkeeper's report for October. The vote was unanimous.

**FIRE CHIEF REPORT**

Dave went over the Incident Report (Attachment 2)

**a. Adopt Ordinance No. 2008-01 An Ordinance Establishing and Implementing a Program to Charge User Fees for the Deployment of Public Safety Services Rendered by the DOHFPD**

Pete pointed out the ordinance needs to be published in the newspaper giving the public a chance to express their concerns before fees can be charged. Since the fees will only apply to residents of the district when intoxication is involved there was a question as to whether or not the ordinance needs to be published at all. Lani will check on this

and publish accordingly. John made a motion, seconded by Pete to approve the Ordinance as it now stands. The vote was unanimous.

**b. Adopt Resolution 2008-05 (Fire Recovery USA)**

A roll call vote was three yes, two absent – approved.

**AUXILIARY REPORT**

Sandy reminded everyone the omelet breakfast is on Saturday, December 6th. The Fire Fighters Appreciation Dinner will be December 11<sup>th</sup> at 6:00 P.M. at the Alcouffe Center.

**BOOK 7, PAGE 6**

**NOVEMBER 6, 2008**

**COMMITTEE REPORTS**

- u. **By-laws Review Committee - Inactive**
- v. **Future Planning Committee - Inactive**
- w. **Budget Committee - Inactive**
- x. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- y. **Fire Mitigation Impact Fees Update – Pete Hammontre & Lloyd Appleby**
- z. **Assessment Fees Committee - Inactive**
- aa. **Building Committee - Active** – Pete reports as follows: Nearly all approvals and certificates have been completed for the new building, Pete has the master set of keys and will have copies made for all the board members. The telephone lines have been brought over, but are not actually in the building yet. Approximately \$100,000 in bills will be due shortly. Sandy will provide an update of expenses for the new building.
- bb. **SOP Review Committee – Active** – Mike H. would like written policy for the Bookkeeper, Secretary, etc. The board has agreed this will be beneficial.
- cc. **Audit** – Mike H. has identified (8) firms that can handle the audit and will complete a Request for Proposal for the years 2004 through 2008. Mike H. will forward a copy of the Request for Proposal to all board members.

**DIRECTORS REPORTS**

- r. **Lloyd Appleby** – Absent
- s. **Pete Hammontre** – JPA is doing well and will establish a list of protocol's with Grass Valley regarding dispatch.
- t. **Mike Hatherly – Adopt Resolution 2008-06 Professional Services Agreement Hiring Greg Royat for the Ure Mountain Grant.** A roll call vote was 3 yes, 2 absent – approved.  
After the resolution was approved there was a discussion regarding the Professional Services Agreement and whether or not the fees should be increased to cover liability insurance. A motion was made by John, seconded by Pete to increase fees to \$17,500.00 to include one million dollars in liability insurance. The vote was unanimous. The board is also in agreement to allow Mike H. to sign the agreement should the grant check arrive prior to the next meeting.
- u. **Mike Lee** - Absent
- v. **John Norris** – Under Land Development there is a request for preliminary comments to change the status of an existing guest house to a second dwelling. John sees no problem and has composed a letter to the planning department.
- w. **Open Director's reports** – Mike H. reported on the ISP services and will switch charges from his personal credit card to the fire departments. Mike H. distributed a list of the board's accomplishments for 2008.

**OLD BUSINESS**

**NEW BUSINESS**

- a. **Establish Employee Identification Number for DOHFPD**  
Pete explained the history of how and when the (EIN) was originally established and why both the district and the auxiliary have been using it. Pete sees no reason to complicate this issue by changing anything at this point and the board was in agreement. Mike H. will follow up with Pat Garamone regarding this subject.
- b. **All in One Office Machine for Secretary**



The board has agreed to purchase an All in One Office Machine for the district to be used by the secretary. The amount is not to exceed \$300.00. Mike H. and John will handle the purchase of the machine.

## **ADJOURN**

The meeting adjourned at 8:05 P.M.

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Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

**BOOK 7, PAGE 7**

**NOVEMBER 6, 2008**

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

## **Minutes**

December 4, 2008

### **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 Fire Chief Mike Butler, Pam Cook, Maureen Gillock and Lani Pessoa. Sandy Grabowsky a member of the public was also present.

### **APPROVAL OF MINUTES**

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

### **CORRESPONDENCE RECEIVED**

(Attachment 1)

### **PUBLIC INPUT**

### **BOOKKEEPER REPORT**

**a.** Pam explained the difficulties she has experienced while trying to transfer records from the previous bookkeeper. Both Pam and Sandy will continue working on converting from the MAC to a PC. Pam presented the warrants that required approval to the board. A motion was made by Pete, seconded by Mike L. to approve Warrant #5223545 for \$100,000.00 a transfer of funds, #5223546 for \$30,458.32 to Pritchard Electric, and #5224848 for \$37,468.00 to Robert Schultz. The vote was unanimous. A motion was made by Pete, seconded by John to approve the bookkeeper's report for November. The vote was unanimous.

**b.** Discuss board policy for signing checks.

The board discussed the implications of the current policy for signing checks. All of the board members had strong opinions regarding how and what should be done. There were many recommendations such as establish a protocol and include in the SOP's. Mike H. will add to his list of SOP's to be discussed at a later time.

### **FIRE CHIEF REPORT**

**a.** Mike went over the Incident Report (Attachment 2). Mike announced the Bronco will be replaced by the GMC he is currently using as a work vehicle from Collins Lake. Red Lights and signage can legally be added to the truck and both

Collins Lake and the District will provide insurance coverage as double indemnity is required. The vehicle will still be owned by Collins Lake and Mike will have some sort of written agreement drawn up for this.

**b. Rescind approval of Ordinance 2008-01 dated 11/6/08.**

This Ordinance should have been published and posted for public comment and was adopted in error. A motion was made by John, seconded by Pete to rescind Ordinance 2008-01 dated 11/6/08. The vote was unanimous.

**c. Adopt Ordinance 2008-01 A Program to Charge User Fees**

A roll call vote was 5 yes.

### **AUXILIARY REPORT**

Maureen reminded everyone the omelet breakfast is on Saturday, December 6th. The Fire Fighters Appreciation Dinner will be December 11<sup>th</sup> at 6:00 P.M. at the Alcouffe Center. The Open House for the new station will be Saturday, January 24<sup>th</sup>, at 2:00 P.M. Pete, Mike H. and Mo make up the committee in charge of the invitations, the dedication to Gene Scheel, and food for the event. The board has given approval to proceed with the plans for the Open House and to give \$500.00 towards the food to the auxiliary.

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**DECEMBER 4, 2008**

### **COMMITTEE REPORTS**

**dd. By-laws Review Committee - Inactive**

**ee. Future Planning Committee - Inactive**

**ff. Budget Committee - Inactive**

**gg. Fire District Local Hazard Mitigation Plan Committee – Inactive**

**hh. Fire Mitigation Impact Fees Update – Pete Hammontre & Lloyd Appleby - Active**

**ii. Assessment Fees Committee - Inactive**

**jj. Building Committee - Active** – Pete reports the Occupancy Certificate is now available, the outside staircase will be done after the open house

**kk. SOP Review Committee – Active** – Mike H. and John continue to work on this.

**ll. Audit – Active** – Mike H. says he has only received one response so far from the 8 RFP's sent out.

### **DIRECTORS REPORTS**

**x. Lloyd Appleby** – Nothing to report.

**y. Pete Hammontre** – Foothill Fire will begin a Benefit Assessment Increase and will ask for our help.

**z. Mike Hatherly** – Mike has asked Lloyd to take the next Fire Safe Council Meeting.

**aa. Mike Lee** – The GIS grant is on target, Renee is almost finished.

**bb. John Norris** – Wireless network is now working at the new station.

**cc. Open Director's reports** – Nothing to report.

### **OLD BUSINESS**

### **NEW BUSINESS**

**a.** Discuss offer by Art Craigmill to provide the district with GPS Unit & GPS Software.

Mike H. will send a letter of thank you saying the board accepts his offer.

### **ADJOURN**

The meeting adjourned at 8:02 P.M.

\_\_\_\_\_  
Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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**DECEMBER 4, 2008**

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

**Minutes**

October 8, 2008

**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 a special meeting on the date above with a quorum being present as follows: Lloyd Appleby, Mike Hatherly, John Norris, Pete Hammontre and Mike Lee. Also present was Lani Pessoa.

**NEW BUSINESS**

- a. Fire Protection District Law of 1987: Does it apply to DOHFPD?  
After reviewing and discussing the board has agreed this law does apply and will be used as applicable at the discretion of the Dobbins Oregon House Fire Protection District.

**CLOSED SESSION**

**APPOINT NEW BOOKKEEPER**

The board discussed the qualifications of both candidates (Pam Cook and Dianna Cowles) who were interested in taking the bookkeeper position. After discussing each board member was given the opportunity to give their recommendations individually. Chair Hatherly then put forth the question of how many are in favor of appointing Pam Cook as the new bookkeeper. Chair Hatherly called the roll and the vote was unanimous.

**ADJOURN CLOSED SESSION**

The meeting adjourned at 6:24 P.M.

**RETURN TO OPEN SESSION**

Chair Hatherly announced the results of the closed session were that Pam Cook was unanimously selected as bookkeeper if she elects to take the position.

Pete noted that both the auxiliary and the board have been using the same Employee Identification Number. He has requested the subject be put on November's agenda for resolution.

**ADJOURN**

The meeting adjourned at 6:27 P.M.

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Michael Hatherly, Chair

\_\_\_\_\_ Date \_\_\_\_\_  
Lani Pessoa, Secretary

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**OCTOBER 8, 2008**