

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

January 26, 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, Chief Mike Butler, Pam Cook, and Lani Pessoa. Members of the public were Mo Gillock, Lieutenant Michael Bernardis and family and Scott De Alba.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

Mo Gillock representing the auxiliary reports the roof is good for another two to three years. The auxiliary will provide the pizza for the party honoring Lieutenant Michael Bernardis who is receiving a commendation from the board for detaining an arsonist and extinguishing the fires that had been started. The annual Spaghetti Dinner will be March 3rd at the Alcuffe Center. The auxiliary wants to have the annual Flea Market on the station grounds and is asking for permission to do so. They believe it will get a lot more exposure due to the location. The Chief and the board are in agreement to allow the auxiliary to hold the Flea Market on station grounds which will be the second Saturday of June. Chair Lloyd Appleby read a resolution commending Lieutenant Michael Bernardis for his valiant service above and beyond the call of duty. The signed commendation was presented to the lieutenant and various pictures were taken with the Chief, Chair and the Bernardis family.

ACCOUNTANT REPORT

John presented the accountant reports. Pete notes the transfer of funds to the Measure W account needs to be done and was supposed to have been done in December. John disagrees with the interpretation of the ordinance and no decision was made regarding the transfer. On Budget vs. Actual Code #6500 - Operating Supplies is out of balance. It appears a lot of things were lumped together in this account and John will look at this to see why there are no sub accounts listed. After discussing a motion was made by Mike H., seconded by Mike Lee to approve the reports as reviewed. The vote was unanimous. There are no warrants to approve and no budget adjustments for this month.

FIRE CHIEF REPORT (Attachment 3&4)

Chief Butler reviewed the Incident Report for November and December. The Chief reports approximately \$1,800.00 were spent last quarter for Christmas gifts and Pizza for the crew. A check for \$1,500.00 will be given to the crew fund from account #6050 for the current quarter. The Chief notes that he did not get the \$1,500.00 from the previous quarter and the board is in agreement to cut a check for the back amount.

Chief Butler made a general statement in order to bring the behavior of Michael Hatherly to the attention to the board. He feels he has been insulted, ridiculed and put down in both verbal and written form. He said it is affecting his job performance as chief and on his personal job in which he makes his living. He believes this has become personal and listed examples of emails and verbal statements made by Mr. Hatherly. He is not looking for any action and just wants to bring this to the attention of the board. He also hopes this will change in the future. Chair Appleby responded by saying so noted. Mike Hatherly responded by saying he was unaware the chief feels this way. He does not feel he has insulted him and sent one particular email to point out mistakes that were not responded to. He believes nothing he has said was of a personal nature to the chief and says things won't change. He will continue to point out mistakes and personally wants mistakes pointed out to him so that he can gladly fix them. He said he has been told he is not always diplomatic and apologizes for this. Chair Lloyd said this will be picked up a later date.

AUXILIARY REPORT

Covered under Public Input

COMMITTEE REPORTS

By-Laws – John and Mike Lee to start review for 2012

Future Plans – Lloyd and Mike Lee will have a preliminary plan to present in February

Budget – Nothing to report

Assessment Fees – Nothing to report

SOP's – Hard copies of the Responsibilities for the Directors and the Chief were distributed for review.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Pete reports the information he received from Mike H. on the water tanks was really good and the 3 ½” fittings could be okay. As far as ingress – egress the county is right and the district is wrong. Pete does not believe there will be real problems with land development in the future. Mike H. will forward the Title 14 and Humboldt information to all via email.

Maps & Fees – Nothing to report

Info Technology – Mike H. reports the Fire Department would like to have a separate section on the website that would be their own and turned the floor over to Scott DeAlba. Scott reports he would like to put information regarding new purchases, training schedules, and the Dobbins Station to really bring more attention to the fire department. He would also like to put the web address on the road sign for people to see. Mike H. will take care of the technical part, but all the content will be from the firefighters.

At this time Chair Appleby asked to skip to 8b under Old Business because he had to leave the meeting early.

OLD BUSINESS

b. California State Fire Code and the above ground fuel storage project

Lloyd reports in checking with Roger Key using a gravity system is illegal and they could not find any exceptions to this law. Lloyd and the Chief will continue to research alternative methods that are legal and won't circumvent any agencies.

Chair Appleby left the meeting at 7:30 pm and Vice Chair Hammontre took over the meeting at 7:31 pm

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

JPA – Pete reports they will start winding down wide band and they have until this time next year to make the change.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. notes the building department in Yuba County has a website and it is a great source for building codes. Pete is working with Ace Hardware regarding the door locks for the station.

OLD BUSINESS

a. Discuss donated restored engine

Chief Butler says he would be concerned about the age of the engine and how much it would cost to maintain it and how will they use it. He will come back with recommendations to the board as to whether or not they will accept it or not.

NEW BUSINESS

a. Adopt Resolution 2012-01 Commending Lieutenant Michael Bernardis

The secretary called the role and the vote was 4 – yes, 1 – absent.

ACTION ITEMS REVIEW

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

Negotiate a deal to sell engine 6472 to Camptonville for around \$500.00 – Lloyd & Chief

Work up final version of what is needed for hoses and present to the board – Chief

The new items were reviewed and will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by John to adjourn the meeting. The meeting adjourned at 7:40 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

**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.

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

b. 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

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

March 29, 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, Lani Pessoa, Chief Mike Butler and Pam Cook. Members of the public also present were Mo Gillock, Don Ferguson, Dan Collins, Iva Norris, Art Rice and Joseph Rice.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant reports. A motion was made by Pete, seconded by Mike H. to approve the reports as presented. The vote was unanimous. A motion was made by Pete, seconded by John to approve warrant #52-29473 in the amount of \$1,246.12 to Ferrell Gas. The vote was unanimous. There were no budget adjustments for this month. The Auxiliary presented a check for their annual lease.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reports the old Brush Rig 6472 has been sold.

a. Discuss and decide purchase of a new Brush Truck

The chief reviewed quotes he received for the purchase of a new Brush Rig and found that Pierce Manufacturing has the best product for the best price at \$265,453.64. Dan Collins who represents Golden State Fire Apparatus, Inc. presented a detailed description of their equipment and service. The fire apparatus conforms to all Federal (DOT) rules and regulations, all (NFPA) guidelines for Automotive Fire Apparatus, meets criteria of Type 1 wildland and structural fires and Insurance standards. The warranties, training provided and delivery were all discussed in length. Don Ferguson who was representing the fire fighters said they have discussed this and they are all in agreement that this is the best piece of equipment for them. Dan Collins said Pierce offers a discount for prepayment of approximately \$8,000.00 bringing down the cost, but as of April 1st there is a price increase of \$6,830.00 plus tax. Mo Gillock from the auxiliary said they will contribute \$130,000.00 toward the purchase of the vehicle. After a lengthy discussion a motion was made by Pete, seconded by Mike Lee to purchase the truck per the proposal that the firefighters have brought to the board in the amount of \$270,000.00. After a second discussion Lloyd called the role. The vote was (4) yes, (1) abstain. The motion passed. Lloyd will meet with Dan Collins tomorrow to sign the contract to avoid the April 1st price increase. The total cost with applied discount will be \$256,425.33. Don Ferguson thanked Mo, the auxiliary and the board for the purchase of the Brush Rig.

b. Discuss and decide repair of motor on 6492

The chief went over what needs to be done to repair the motor on 6492 as well as how long it should take and the approximate cost of \$17,000.00. Ron Garner will do the work. After discussing a motion was made by Pete, seconded by Mike Lee authorizing the repair and maintenance for 6492. The vote was unanimous.

c. New high output pump on 6492

The chief is still waiting on a quote and this will be carried over to the April agenda.

Chief Butler reviewed the Incident Report.

AUXILIARY REPORT

Mo Gillock has asked the chief to come up with a date for Public Appreciation Day. The chief suggested having fire trucks and fire fighters present at the community center for the upcoming Flea Market which might be a better idea than having a function at the station. Mo is in agreement that this is a better idea and will present to the auxiliary. When the new truck arrives then another get together will be arranged to acknowledge the new purchase.

COMMITTEE REPORTS

By-Laws – John and Mike Lee are working on this

Future Plans - Lloyd and Mike Lee presented changes to the future plans which will be adopted at the April meeting

Budget – John and Mike Lee will present the preliminary budget at the April meeting

Assessment Fees – Nothing to report

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – The committee still needs to get together with the Chief and John to set up sub accounts and they are waiting on the Visa Bill to arrive.

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

SOP Review – Nothing to report

Info Technology – John reports new pictures have been put on the website from Scott DeAlba. Mike H. has a poster sized picture with 4 engines on one page and will have another one made for the auxiliary. John has volunteered to make a frame for it.

Audits – Nothing to report

JPA – Pete reports narrow band is done and will hold off on notification until other problems are resolved.

DOACT – Nothing to report

Directors Monthly Updates – Pete reports they will raise the pump on the well at the station next Friday.

Mike Lee reports from Fire Safe Council he has heard static about the Chipping Program being cancelled. Pete has given the referral for chipping to the new people. Mike Lee has also learned there is money for additional water tanks and thinks the district should think about whether or not they want them.

OLD BUSINESS

NEW BUSINESS

a. Discuss Propane Problem at the station

Pete reports no propane use since it was turned off and the leak test and integrity test was fine. The propane was used by having the heat on. Lloyd suggested turning off three heaters, running one heater and adding fans to bring the heat down. Pete will check with Dave Dickinson regarding adding thermostats and the purchase of fans.

b. Background Checks – Director Hatherly to review information on state and federal laws concerning Background Checks.

Mike H. reports the district currently is not following the laws as stated. He gave a hard copy of the laws to Lani and will forward via email to the board for review. This will be carried over to the April agenda.

c. Review and sign Form 700 Statement of Economic Interest

Lani distributed the forms prior to the meeting and has asked the board to fill out ASAP.

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. Bill Paying Committee to set up sub accounts under code 6500 with the Chief and John.

The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Pete, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 8:21 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

April 26, 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 Pete Hammontre. Also present were Mike Lee, Lani Pessoa, Chief Mike Butler and Pam Cook. A member of the public Mo Gillock was also present. John Norris was absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

Mike H. presented the accountant report and reviewed the updated version that will be sent to the board via email. A motion was made by Pete, seconded by Mike Lee to approve the reports as presented. The vote was unanimous. A motion was made by Pete, seconded by Mike H. to approve warrant #52-29474 in the amount of \$256,425.33 to Pierce Manufacturing Inc. The vote was unanimous. There were no budget adjustments for this month.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The chief is still waiting on a quotes for the pump on 6492 and this will be carried over to the May agenda. Very little has been spent from the Crew Fund and most of the money spent towards Christmas purchases and Barbeques. The crew fund runs are 60 events with a total of 224 responses which comes to \$560.00. Individual checks will be written once the list is printed.

AUXILIARY REPORT

Mo Gillock received the picture with 4 trucks, but would like a picture of the new truck purchased. Lloyd will contact Dan Collins to obtain the picture for the auxiliary. A letter of appreciation will be sent from the board and chief to the auxiliary for their contribution towards the purchase of the truck.

COMMITTEE REPORTS

By-Laws – John and Mike Lee are working on this

Future Plans – See New Business

Budget – The preliminary budget will be presented at the May meeting

Assessment Fees – Nothing to report

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility –Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. has pictures that will be added to the website under Training Schedule. Chief Butler will ask the firefighters what they would like to see as a Community Education page to be added to the website.

Audits – Jensen Smith is starting on the audit now that tax season has ended.

JPA – Pete reports a Memo of Understanding will be signed by La Porte Fire and JPA regarding the tower at Lexington Ridge.

DOACT – Nothing to report

Directors Monthly Updates – Pete thanked the Fire Department on behalf of the Boy Scouts for the demonstrations and training provided at Collins Lake during their camping trip. Pete reports a member of the public has sent an email questioning the money spent on volunteer fire departments and their worth. The consensus is to avoid responding to this individual. Mike Lee reports Fire Safe Council is asking for responses regarding the unfair SRA fees. Lloyd reports fire season begins May 14th, but may be pushed back due to recent rains. Five dozers have been cut and they combined a couple of air bases. Grass Valley air base has not been cut. Greg Compton is looking at mid June to staff the Tower.

OLD BUSINESS

a. Discuss state and federal laws concerning Background Checks

Mike H. reviewed the information and suggests suspending background checks for now. The Chief stated the reasons for the checks and how they are currently used by the department. Everyone is in agreement the checks are necessary, should apply to the board as well and the service that is currently used does not comply with all the laws required. The board is in agreement to suspend checks for now and establish procedures that comply with state and federal laws. The SOP committee will work on developing an SOP to cover the District and that will ultimately be adapted to work for the Fire Department.

b. Update on propane problem at the station

Pete reports all but the center heater have been turned off. Pete gave a quote from Dave Dickinson to install fans and add a thermostat with labor. This will be put on the May Agenda for approval.

NEW BUSINESS

a. Adopt Resolution 2012-02 Future Plans

Lloyd read the resolution and called the role. The vote was (4) yes, (1) absent. The resolution is passed.

Lloyd reports Dan Collins from Golden State Fire Apparatus has advised him the performance bond was left off the original purchase invoice and the cost to add it is \$868.62. The money would not be due until delivery of the new brush truck. The board is in agreement to add the bond.

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. Bill Paying Committee to set up sub accounts under code 6500 with the Chief and John.

The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by Pete to adjourn the meeting. The meeting adjourned at 7:51 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

May 24, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Lani Pessoa, Chief Mike Butler and Pam Cook. Members of the public were Don Forgeson and Ron Garner.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

In response to the county's request for participation, Lloyd will represent the district for the Multi Hazard Plan update.

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant report. A motion was made by Mike H., seconded by Mike Lee to approve the accountant report as presented. The vote was unanimous. John recommended depositing \$5,000.00 into the checking account. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-29475 in the amount of \$5,000.00 to withdraw money from the General Fund and deposit into the Gold Country checking account. The vote was unanimous. There were no budget adjustments for this month.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report.

a. Discuss and decide new high output pump on 6492

The estimate from Riverside Pumps with fittings is \$2,578.50 plus shipping. After discussing a motion was made by Pete, seconded by John to approve up to \$3,000.00 to purchase the new pump. The vote was unanimous.

b. Tender to be discussed

Ron Garner presented invoices and details of the repairs for the engine on 6492. The engine has a 6 month warranty and the pump has a 1 year warranty. After discussing a motion was made by Pete, seconded by John to pay the bill. The vote was unanimous. A motion was made by Mike Lee, seconded by Lloyd to approve warrant # 52-29476 in the amount of \$20,927.97 to Garner & Co L.L.C. The vote was unanimous. The warrant will be charted as 6300-92 under vehicle maintenance.

AUXILIARY REPORT

Pete reports the Flea Market is June 9th at the Community Center.

COMMITTEE REPORTS

By-Laws – John and Mike Lee are working on this

Future Plans – Completed

Budget – After reviewing, a motion was made by Mike Lee, seconded by Pete to accept the preliminary budget as modified. The vote was unanimous. John will email the modified budget to everyone. Mike H. will post to the website when the public has been notified.

Assessment Fees – Pete distributed an example of how the fees are calculated and will email the spreadsheet to everyone.

SOP's – Mike H. and John are working on the Background Checks.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

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May 24, 2012

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility –Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Nothing to report

Audits – John reports he has heard from Lisette and will forward the items she needs to complete the audit.

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Nothing to report

OLD BUSINESS

a. Approve bid to solve propane problem

Pete reviewed the bid and what will be done to prevent additional propane costs. After discussing a motion was made by Mike Lee, seconded by Pete to accept the bid in the amount of \$1,200.00 and proceed at the convenience of Dickinson Energy Solutions. The vote was unanimous.

b. Follow up on Background Checks

Mike H. gave an update on the difficulties with obtaining a background check and believes a private company is easier and cheaper to use. He will forward the information he has obtained via email to all after the meeting. Mike also distributed a draft proposal for an application that includes verbiage pertaining to the background check.

NEW BUSINESS

a. Brown Act (Briefing by Mike H.)

Lloyd has decided to have each director tackle a portion of the laws they should be familiar with as noted in the SOP as a requirement of the position. Mike H. handled the Brown Act giving a brief definition highlighting what it is and what it does.

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. John and Mike H. are working on a SOP for background checks for the district to be adapted by the chief for the fire department. The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Pete, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 8:06 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

June 28, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Lani Pessoa and Chief Mike Butler. Pam Cook arrived late to the meeting.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant report. A motion was made by Mike Lee, seconded by Mike H. to approve the accountant report as presented. The vote was unanimous. John discussed the Budget Adjustments that were suggested by our accountant Deborah. The board is in agreement to have John make the adjustments as an action item. John mentioned a couple of deposits that were uncategorized and the need to be able to identify where the money came from and why. After discussing the board was able to recall the past deposits. Pam will come up with a way to identify deposits in the future as an action item. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-29477 in the amount of \$12,354.00 to GSRM, #52-29478 in the amount of \$802.63 to Dickinson Energy Solutions and #52-29479 in the amount of \$425.33 to Garner & Co, L.L.C. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief distributed a flyer the department would like to send to residents in the district to create a safer environment during an emergency situation. Since the thrift store can make address signs it was recommended that the information be added to the flyer.

AUXILIARY

Pete reports the annual Flea Market will be at the community center again next year.

COMMITTEE REPORTS

By-Laws – John and Mike Lee distributed the first draft copy of the revised By-laws.

Future Plans – Completed

Budget – To be adjusted as needed before the vote in September

Assessment Fees – Nothing to report

SOP's – Mike H. and the Chief are working on this.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – John reports that per Deborah the crew fund reimbursement checks need to be dated at the end of each quarter for which they were written. Pam will make sure to do this in the future.

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John notes that he missed the date for filling out the VFA Protective Clothing Grant. Even though he was sent an email reminder it slipped through the cracks. In the future both the Chief and John will be e-mailed when it arrives. This will also be added to the yearly agenda in February to prevent this from happening again.

Land Development – Nothing to report

Maps & Fees – Nothing to report

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June 28, 2012

SOP Review – Nothing to report

Info Technology – Mike H. asked the Chief for a new training schedule for the website

Audits – John reports he should receive the 2009-2010 preliminary report tomorrow.

JPA – Pete reports the same four people have been re-elected. Narrow banding is pretty much done.

DOACT – Nothing to report

Directors Monthly Updates – Pete reminded everyone of the 4th of July event at the community center and the need for a fire truck that night.

OLD BUSINESS

- a. **Background checks, does the board want to establish procedures for Live Scan or for use of a private firm?**

After discussing the board is in agreement to use a private firm. Mike H. is not sure if a contract has to be signed, but we are only charged when the service is used. He will email information from Hire Right to the board. Pete will check with county council regarding their opinion on background checks for the directors, secretary and bookkeeper.

NEW BUSINESS

- a. **Proposed Adoption of Benefit Assessment Unit & Special Tax, 1st Hearing**

The hearing opened at 7:55 p.m. The board was in agreement to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 7:57 p.m.

- b. **Proposed Adoption of Appropriation (GANN Limit) 1st Hearing**

The hearing opened at 7:58 P.M. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 8:00 P.M.

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. John and Mike H. are working on a SOP for background checks for the district to be adapted by the chief for the fire department. Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike H., seconded by John to adjourn the meeting. The meeting adjourned at 8:04 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

July 26, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Lani Pessoa Pam Cook and Chief Mike Butler.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1& 2)

Pete questioned the correspondence regarding ISO ratings and who it should be referred to. Lani and Mike H. will forward the information they currently have on this subject.

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant report. A motion was made by Mike Lee, seconded by Mike H. to approve the accountant report as presented. The vote was unanimous. There were no warrants for the month. John will continue to work on budget adjustments.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. Crew funds were spent on the usual barbeques, etc. The runs for the crew fund were 183 events for a total of \$457.60. The Chief requested the resolution giving him authority to sign for the new Brush Rig be done ASAP. Lani will prepare one for the next meeting.

AUXILIARY

Pete reports the thrift store had a record sales month. Chief Butler will get someone to switch motors for the lift doors at the auxiliary. The subject of paying for small maintenance items such as light bulbs at the thrift store was discussed. The board is in agreement the district as the landlord will pay for small items in the future.

COMMITTEE REPORTS

By-Laws – See Old Business

Future Plans – Completed

Budget – The board discussed putting the \$10,000.00 towards the 2012-2013 budget.

Assessment Fees – Mike H. & Lloyd are waiting on info from the county

SOP's – Mike H. and the Chief are working on this.

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. has posted a new training schedule on the website

Audits – John reports he received a draft response that was favorable to the district and we should get the final report soon.

JPA – Pete reports the records with the FCC need to be updated and they have until January 2013 to complete them.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. noticed the fans in the station are running 24/7 and wants to know why they aren't turned off during the summer months. Lloyd will talk to Dave Dickinson about the fans. Lloyd reports Fire Safe Council wants to use our Hazard Mitigation plan as a template and noticed safe places are missing from the plan. He suggests adding the Community Center, YESCA and other areas, but Pete said the Sheriff has jurisdiction over moving people and this could cause a problem. The Chief suggests adding that the areas are designated as safe places, but they are under the Sheriffs designation.

OLD BUSINESS

a. Final Review of changes to By-laws

After discussing the board is in agreement to modify the SOP for the Bill Paying Committee rotating the Chair as CFO and remove the CFO position from the proposed By-laws. Mike H. will take the action item to modify the SOP. The By-laws will be reviewed without the proposed changes and voted on at the next meeting.

b. Continuation of discussion on Background Checks.

After discussing the board is in agreement to use the services of Hire Right. Per the Chief any new applicant will now have a background check.

NEW BUSINESS

a. Adopt Resolution 2012-03 Benefit Assessment Unit & Special Tax

Chair Appleby called the role and the vote was (5) yes. Passed

b. Adopt Resolution 2012-04 Appropriation (GANN Limit)

Chair Appleby called the role and the vote was (5) yes. Passed

b. Discussion on Ure Mountain Fire Grant & DOHFPD as Fiscal Sponsor

Lloyd has been in contact with Glen Nader and Camptonville will take on the responsibility as fiscal sponsor. Pete feels our district is doing the work and Camptonville is getting the money. Lloyd says we don't want to deal with the complications that arose during the last grant and believes it is more beneficial to assist without the responsibility of fiscal sponsor. The board is in agreement.

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. John and Mike H. are working on a SOP for background checks for the fire department. Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. Pam is to develop a way to identify deposits. The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by John, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 8:05 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

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

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 & SENT OUT (Attachment 1 & 2)

A letter from Lloyd asking for a PPC report has been added to the correspondence out.

PUBLIC INPUT

ACCOUNTANT REPORT

John presented the accountant report. A motion was made by Mike H. seconded by Mike Lee to approve the accountant report as presented. The vote was unanimous. A motion was made by Pete, seconded by Mike Lee to approve Warrant #52-29480 in the amount of \$2,400.00 to Jensen Smith, CPA & #52-29481 in the amount of \$1,250.00 to Yuba County JPA. The vote was unanimous. John will add \$10,000.00 to #4020 Current Unsecured as a budget adjustment.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report.

AUXILIARY

Pete reports the upcoming Appreciation Dinner will be exotic.

COMMITTEE REPORTS

By-Laws – See Old Business

Future Plans – Nothing to Report

Budget – To be adopted at the September meeting

Assessment Fees – Mike H. reported on the complexity of the fees and how some properties were charged incorrectly. The board is in agreement to have Mike H. send a corrected notice to Karen Deveraux with an explanation. The board is also in agreement to keep this committee active as they strive to make changes and come up with better procedures.

SOP's – See Old Business

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – This committee is being changed to show Pete Hammontre as the alternate.

DIRECTORS TASKS

Grant Research – Mike Lee reports there is a chance to receive funding through the Yuba County Water Agency which is in the planning stages. Chief Butler suggested new items for the new truck and will give a list to Mike Lee.

Grant Responsibility – Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Mike H. suggests having someone who did not write the SOP's review them for changes. Lloyd has agreed to look at them with no time frame being given for this task.

Info Technology – Nothing to report

Audits – Lani distributed hard copies of the audit to the board.

JPA – Pete reports that Sunset is back up to full power.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports there is a sight where you can get a free read of the NFPA manual. He will forward the information to the Chief.

OLD BUSINESS

c. Final Review of changes to By-laws

The board is in agreement that no changes to the 2010 By-Laws are necessary. The vote was unanimous. Mike H. distributed a draft SOP for CFO.

d. Background Checks – Continuing the process

Mike H. reports the payment option for HireRight will be by invoice and passed on the information to the Chief for registration via email. The Chief met with HireRight and reports the station needs to purchase a shredder and provide a receipt in order to keep our account open. Lani will purchase a shredder and leave the receipt with the Chief. The SOP for Background Checks has now been handed over to the Chief to finish.

NEW BUSINESS

A. Discussion on ISO rating for the District and who should provide information to insurance companies.

Mike H. discussed the rating system and why the district will never be better than and 8B. The ISO has no record of our Sub Station at Collins Lake or in Dobbins. Mike H. has given the information to the Chief on who to contact to get the Sub Stations accredited. The board is in agreement to have a new committee consisting of Pete Hammontre, Mike Hatherly and Chief Butler to get our information updated with the ISO. The committee will be titled ISO/PPC.

b. Review of 2012 Biennial Notice for Conflict-of-Interest Codes

The board is in agreement that No amendment is needed.

c. Adopt Resolution 2012-05 Authorization to provide an authorized agent for signature for the purchase of a new Responder Pumper

A roll call vote was (5) yes. Approved

d. Benefit assessment: Discuss what changes are necessary to improve the process

Already covered under committee reports

ACTION ITEMS REVIEW

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

Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H.

The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 8:06 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

September 27, 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 Pete Hammontre. Also present were Mike Lee, Lani Pessoa, Pam Cook, Asst. Fire Chief Dave Dickinson and Don Ferguson. John Norris and Chief Mike Butler were absent.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

Pete had questions concerning the request for a legal opinion. This subject was addressed under Assessment Fees by Mike Hatherly.

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. A motion was made by Pete, seconded by Mike Lee to approve the accountant report as presented. The vote was unanimous. A motion was made by Mike Lee, seconded by Pete to approve Warrant #52-29482 in the amount of \$2,733.99 to Moore Industries LLC. The vote was unanimous.

FIRE CHIEF REPORT (No Attachment)

Due to the absence of John Norris and Chief Butler there was no Incident Report for this month.

AUXILIARY

Pete reminded everyone the Firefighter Appreciation Dinner is in December

COMMITTEE REPORTS

By-Laws – Nothing to Report

Future Plans – Nothing to Report

Budget – See New Business

Assessment Fees – Mike H. explained his request for a legal opinion on Ordinance 1986-1 that does not include new use codes that have been created since 1986 or the units assigned to each code. He also requested clarification regarding should Federal, State, County and all other government agencies pay assessments as a private citizen property owner would be expected to pay. The hope is that we won't have to amend the ordinance.

SOP's – Mike H. will email a draft Benefit Assessment SOP to everyone. The Finance Committee SOP will be reviewed at the next meeting

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Nothing to report

ISO/PPC – A request for a current PPC report has been faxed with no response so far.

DIRECTORS TASKS

Grant Research – Mike Lee is still pursuing the Yuba County Water Agency Grant.

Grant Responsibility – Nothing to report

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Nothing to report

Audits – Nothing to report

JPA – Pete reports it is possible to pass a resolution on an annual basis and journal the amount which would save the money spent on warrants and stamps. It is something to think about for the future.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports HireRight has lost a large class action suit, but the board was not concerned once they heard the details. He also reports Gold country Bank charged a \$15.00 monthly service fee for a low balance. Since we weren't charged for this before he has requested the bank look into this and will report back. Pete reports the water system at the sub-station was fixed.

OLD BUSINESS

NEW BUSINESS

a. Approve Final Budget

A motion was made by Pete, seconded by Mike Lee to approve the 2012/2013 Budget. The vote was unanimous.

b. Adopt Resolution 2012-06 Engage Jensen Smith, CPA to audit year ended June 30, 2012

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

c. Discuss air system at the station

Pete reports the air system at the Dobbins station can be loud and was turned off due to a complaint regarding the noise. Dave Dickinson reports the system needs to be left on so the trucks can leave right away if needed. He has discussed this with the chief and suggests building a box around the system with insulation to cut down on the noise. They will continue to address this situation.

ACTION ITEMS REVIEW

The old items were reviewed and discussed. Items that have not been completed are as follows:
Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. Develop an SOP for Background Checks that pertains to the Fire Department. Provide Mike Lee with a list of items for the new responder pumper that may be paid for by the Yuba County Water Agency Grant. Lloyd will review SOP's for possible changes. There is no time frame for this action item. The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by Mike H. to adjourn the meeting. The meeting adjourned at 7:26 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 25, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Chief Mike Butler, Lani Pessoa and Pam Cook.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

The ISO email confirming the station effective 01/01/2013 will be added to the correspondence received.

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. It was noted that the \$1,250.00 amount under code #6220 should be code #6350 Radio Expenses and Code #6400 Public Relations should be Code #6220 Dues & Publications. A motion was made by Mike Lee, seconded by Mike H. to approve the accountant report as modified. The vote was unanimous. John noted the budget needs to be changed to delete Code #6020 Workers Comp that showed up twice. He distributed a revised budget for review. A motion was made by Mike H., seconded by Lloyd to accept the modified budget. The vote was unanimous. A motion was made by Mike H., seconded by Pete to approve Warrant #52-29483 in the amount of \$3,470.35 to Pierce Manufacturing Inc. for modifications to the new responder truck. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident reports. Cal Fire will be shut down on Monday, October 29th for the season. Crew funds were spent on the usual barbeques and the Chief will give the list to Pam for crew fund checks. The Chief will be going to Florida on October 29th for an inspection of the new truck at the factory before it is brought to California. Final payment can be made when the trucks is picked up. An insurance binder will be needed and Lani will check on this and get back to the Chief.

AUXILIARY

Pete reminded everyone the Firefighter Appreciation Dinner is Thursday, December 13th.

COMMITTEE REPORTS

By-Laws – Nothing to Report

Future Plans – Nothing to Report

Budget – Nothing to Report

Assessment Fees – Mike H. reports the fees we have charged in the past were incorrect and could reduce our revenue by \$1,000.00, but some of the new charges could offset the loss or perhaps increase the amount. The process to amend the ordinance will be discussed under New Business.

SOP's – Mike H. continues to work on the Benefit Assessment SOP

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Mike H. will come off the committee and Pete will replace him. John will be the alternate.

ISO/PPC –Nothing to report

DIRECTORS TASKS

Grant Research – Mike Lee has talked to the Water board and they are in the process of revising the grant.

Grant Responsibility – John will follow up on refunds from the Cal Fire Grant.

Land Development – Lani reports there is a house being built on her road and nothing has come from the county regarding the property. She will check to see if permits have been issued.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. reports there is a new training page up. John says the computer in the meeting room needs to be re-booted periodically in order to work. He suggests hitting the reset button.

Audits – Nothing to report

JPA – Pete reports everything is working well.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports the service charge from Bold Country bank has been refunded. Pete is requesting his phone number be removed from the Property Tax bill for Benefit Assessment since he is no longer on this committee and does not want to receive the calls.

OLD BUSINESS

NEW BUSINESS

b. Discuss draft of Finance Committee SOP

The board is in agreement to carry this over to the November meeting.

c. Discuss Pat Garamone’s suggestion on amending Ordinance 1986-1

The board reviewed the suggestions by Pat Garamone and agrees to go forward and start the process to adopt the amendment. Mike H. noted a list of Use Codes should be part of the Benefit Assessment SOP. Mike H. will continue to work on the amendment.

ACTION ITEMS REVIEW

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

Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. Develop an SOP for Background Checks that pertains to the Fire Department. Lloyd will review SOP’s for possible changes with no time frame for this action item. Mike Lee continues to work on the Yuba County Water Agency Grant.

The new items will be forwarded to everyone via email.

Due to the Thanksgiving Holiday falling on the regularly scheduled meeting date the November meeting will be Thursday, November 15th.

ADJOURN

A motion was made by Pete, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 7:45 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

November 15, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Lani Pessoa and Pam Cook. Don Ferguson sat in for the chief who was absent. Mo Gillock a member of the public was also in attendance.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

John notes he has completed the 2011 Local Government Compensation Report. This will show up on December Correspondence

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. John will check with Deborah on the \$967.00 deposit that shows up on the Combined Balance Sheet. A motion was made by Mike H., seconded by Pete to approve the accountant report. The vote was unanimous. Mike H. notes payments to the Crew Fund were incorrect and the board owes additional money to the fund. The Bill Paying Committee will be responsible for rectifying this. A motion was made by Mike H., seconded by Pete to approve Warrant #52-29484 in the amount of \$5,000.00 to withdraw money from the General Fund and deposit to the Gold County checking account. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Don Ferguson reviewed the Incident report. Don reports the new Fire Truck is in Modesto and he will be picking it up on Saturday. It still needs the radio, hoses and fittings before it is operational. The new number for this truck will be 6483. The board discussed a Public Relations event to present the new truck and Mike H. wants to take pictures of all the vehicles together.

AUXILIARY

Mo will check with the auxiliary members for several dates that would be good for hosting a public relations event to present the truck and then discuss it with the chief. Everyone was also in agreement that bringing the truck over to the appreciation dinner on December 13th for everyone to see was a good idea.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – See New Business

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – See New Business

ISO/PPC –Nothing to report

DIRECTORS TASKS

Grant Research – Nothing to report

Grant Responsibility – John will follow up on refunds from the Cal Fire Grant.

Land Development – Lloyd will check with the building department regarding inspection of driveways and the house being built on Jessica Way.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. will post the final budget on the Website

Audits – Nothing to report

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Mike H. will be resigning when his term is up and has asked everyone to help look for his replacement. Pete relayed a conversation with the Camptonville Fire Board Chair about paying via both warrants and checks and the response from Karen Deveraux. Mike H. said this has come up before and our board was able to site what give us legal authority for a bank account out of treasury. A letter was sent to the County Treasurer regarding this subject. Pete asked that Mike H. send the info to him. Lani volunteered to forward the original letter from the county and our letter in response. Pete met someone from Precision Hydro who is out of Newcastle that can service the hydro tanks, scuba gear at Collins Lake and equipment for the Sheriff’s Department on site. He will discuss this with the Chief. Lloyd reported on his meeting for the Fire Safe Council. The escape route to BLM land is complete from Ure Mtn. This is what Greg Royat did all the prep work for. There is open burning now and you can have piles over 4 feet.

OLD BUSINESS

NEW BUSINESS

d. Discuss draft of Finance Committee SOP

Mike H. distributed draft copies of the Finance Committee SOP and the board is in agreement to accept the new SOP. The Bill Paying committee will now be called the Finance Committee

e. Discuss Assessment Rate Schedule suggestion for amending Ordinance 1986-1

Lloyd distributed the suggestions for amending various sections and deleting information pertaining to Use Codes to be made a part of the Benefit Assessment SOP. Pete was concerned about the Use Codes list provided by the Assessor’s Office being incorrect and wants to also amend that portion of the ordinance. Pete will work on developing our own Use Codes list. Mike H. has retyped the original ordinance with changes and has asked everyone to review it for errors. Lloyd and Mike H. will continue to draft the amended ordinance to present during the December meeting.

ACTION ITEMS REVIEW

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

Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell Mike H. and develop an SOP for Background Checks that pertains to the Fire Department. Lloyd will review SOP’s for possible changes with no time frame for this action item. Mike Lee continues to work on the Yuba County Water Agency Grant.

The new items will be forwarded to everyone via email.

Due to the Christmas Holiday the December meeting will be Thursday, December 20th.

ADJOURN

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

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary

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

December 20, 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 Pete Hammontre. Also present were Mike Lee, John Norris, Lani Pessoa, Chief Mike Butler and Pam Cook. Mo Gillock and Jake Lawrence members of the public were also in attendance.

APPROVAL OF MINUTES

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

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. John will add a new category under code 6300 for the new truck and code 6800 Equipment Reserve needs to be fixed. A motion was made by Pete, seconded by Mike H. to approve the accountant report. The vote was unanimous. A motion was made by Pete, seconded by Mike Lee to approve Warrant #52-29485 in the amount of \$1,815.20 to Communications Support Group for radio & installation on the new truck and Warrant #52-29786 in the amount of \$1,440.00 to EMT Training for EMSCE911. The vote was unanimous. John reports budget adjustments need to be made when Cal Fire comes in.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report and distributed draft copies of an SOP for Driving Vehicles and Background Checks. He asked that everyone email him regarding changes, recommendations and or suggestions. The Chief also expressed a big Thank You to the Auxiliary for the fire fighters dinner. The ISO requirements are done per the Chief and he has not received anything verifying that in writing yet.

AUXILIARY

Nothing to report

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – See New Business

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Lani reports the Oregon House Store contacted her regarding a long standing bill in the amount of \$154.63. A look back at the last 6 months showed that the amount was not paid and could go back even farther than that. The board is in agreement to pay the amount and Mike Lee has agreed to look into what might have happened.

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Mike Lee and Lloyd will attend the North Yuba Water District meeting to consider a grant request from our district.

Grant Responsibility – John reports the refund should be coming soon.

Land Development – Lloyd and Pete did an inspection for the Nolans at McMenamin Way and a letter will be going out from the chief stating everything is acceptable and exceeds the requirements for water.

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Nothing to report

Audits – Nothing to report

JPA – Nothing to report

DOACT – Nothing to report

Directors Monthly Updates – Mike H reports the Dobbins sub-station may be out of propane. The Chief will look into getting the tank filled.

OLD BUSINESS

a. Discuss and decide on final version of Amendment to Ordinance 1986-01

Mike H. reviewed the latest changes to the amendments being made to the ordinance. Pete explained why using a resolution for use codes applies and is easier to change in the future. A motion was made by Mike Lee, seconded by John to accept the wording from the committee. The vote was unanimous. Mike H. will email the latest version to Lani and the first reading will be at the January meeting.

b. Discuss incorrect/late payments to Crew Fund

Due to an error in calculation, a missed 3rd fiscal quarterly payment and the annual contribution, the board is in agreement to pay \$2,190.00 to the Crew Fund.

NEW BUSINESS

a. Discuss Measure W account and whether or not a transfer of funds needs to be done.

After discussing the board is in agreement to take this off the yearly agenda.

ACTION ITEMS REVIEW

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

Chief Butler needs to get with the firefighters to decide what they want on the website for education and tell

Mike H. Lloyd will review SOP's for possible changes with no time frame for this action item. Mike Lee continues to work on the Yuba County Water Agency Grant.

The new items will be forwarded to everyone via email.

ADJOURN

A motion was made by Mike Lee, seconded by Lloyd to adjourn the meeting. The meeting adjourned at 7:53 P.M.

Lloyd Appleby, Chair

_____ Date _____
Lani Pessoa, Secretary