

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

January 24, 2013

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 a member of the public was also in attendance.

APPROVAL OF MINUTES

Pete notes that under Grant Research the reference to North Yuba Water District should be changed to Yuba County Water Agency. A motion was made by Pete, seconded by Mike Lee to approve the minutes for the December meeting as corrected. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1 & 2)

PUBLIC INPUT

ACCOUNTANT REPORT

The accountant report was presented and reviewed. John will check with Deborah on #6750 Capital Equipment amount. 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 #52-29487 in the amount of \$5,000.00 to withdraw money from the general fund and deposit in the Gold Country checking account. The vote was unanimous.

FIRE CHIEF REPORT (Attachment 3)

Chief Butler reviewed the Incident Report. The Chief reported on false alarms at YESCA and thinks a letter should be sent letting them know that they may be billed for future responses to a false alarm. Pete will draft a letter stating charges that may apply for false alarm calls.

a. Discuss video surveillance system at the station

Chief Butler says the computer is being used by someone who should not be using it and the surveillance system is a sign of the times. There will be more cameras added in the future to cover more areas of the station both inside and out. John will purchase a router to help with some of the computer issues. The system is on a 30 day lap then it gets erased. No hard copies will be kept unless there is an issue.

b. Discuss Draft SOP's for Background checks and Driving Vehicles

Chief Butler wants everyone to review and send corrections and or suggestions to him for the Driving SOP. Mike H. has an SOP from the International Fire Chiefs which he forwarded to the Chief and thinks some of the information would apply to the department. Chief Butler said it is too long and most of it is not applicable to the department. Mike H. will forward via email to the directors for review.

The new engine 6483 needs a few more items before it is up to NFP standards and the Chief is requesting to purchase hoses that will be approximately \$6,000.00. Mo Gillock from the auxiliary has offered to pay half the cost. A motion was made by Pete, seconded by John to accept the auxiliaries offer. The vote was unanimous. A warrant will be used to pay the balance.

The crew fund should have been paid last month and the SOP needs to be changed to reflect the correct payment schedule. Mike H. will take care of this. Since our main mechanic has left the Chief will look into who will be the new go to person for vehicle maintenance.

AUXILIARY

Mo reports the Spaghetti Dinner is March 2rd and the Flea Market is June 8th at the Community Center. She is waiting on a date from the Chief for the PR event featuring the new Fire Truck. Mo has asked the Chief to look at the fire extinguishers at the thrift store and advise as to purchasing new ones or having them serviced.

COMMITTEE REPORTS

By-Laws – Nothing to report

Future Plans – Nothing to report

Budget – Nothing to report

Assessment Fees – Mike H. distributed the proposed changes to the Use Codes list. Code 129 is the only new code that affects us and will be charged as 3 units. Lani will draft a resolution for Use Codes and look for any contract between Collins Lake and the District regarding benefit assessment and use codes.

SOP's – Nothing to report

Fire Mitigation Impact Fees – Nothing to report

Bill Paying Committee – Pam would like to have the AT&T bill paid by auto payment to prevent late payments. A motion was made by John, seconded by Pete to allow Pam to set up the account for this. The vote was unanimous. Mike Lee reports the Oregon House Store will try to send monthly statements that are itemized in the future.

ISO/PPC – Nothing to report

DIRECTORS TASKS

Grant Research – Lloyd reports there is nothing decided yet on the Water Grants

Grant Responsibility – John will call CDF regarding the money from the VFA grant.

Land Development – Nothing to report

Maps & Fees – Nothing to report

SOP Review – Nothing to report

Info Technology – Mike H. report there is a photo of the new trucks #6483 on the site. He will be taking a photo of the truck and all the auxiliary members.

Audits – Lloyd reports he has the information for the audit and will take it to Jensen Smith.

JPA – Pete reports Bob Bauer who has handled communications for everywhere in the foothills for 30 years will no longer be able to do it. The FCC licenses have been received and he will take them to the next meeting. They are good until 2015.

DOACT – Nothing to report

Directors Monthly Updates – Mike H. reports he corrected an error on the Gold County Bank account in the amount of 2 cents. Pete will work with the chief on the Hydro Tanks. The propane tank at the sub-station has been filled and Ferrell has put the delivery on its regular schedule. Mile Lee reported on a feasibility study being done for a Bio Waste plant where PG&E would buy back electricity. They have narrowed it down to two sites.

OLD BUSINESS

NEW BUSINESS

a. Discuss what to do with the fuel hoses, nozzles and filters.

After discussing the board is in agreement to have Mike Lee take on the task of selling previously purchased hoses that are no longer useful to the station.

b. 1st reading to Amend Ordinance 1986-01

The secretary read the amendments to the ordinance and a motion was made by Chair Appleby, seconded by Pete to amend Ordinance 1986-01 for determination of Units of Benefit, Assessment Rate Schedule and Computation of Assessment Amount. The vote was unanimous. The new ordinance number will be 2013-01.

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. Pete and Chief Butler to discuss onsite service for Hydro tanks. The new items will be forwarded to everyone via email.

ADJOURN

The meeting was adjourned by Chair Lloyd Appleby at 8:14 p.m.

Lloyd Appleby, Chair

Date _____

Lani Pessoa, Secretary

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