

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

**March 28, 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: Lloyd Appleby, Mike Lee and Pete Hammontre. Also present were Lani Pessoa, Pam Cook and Chief Mike Butler. John Norris was absent.

**APPROVAL OF MINUTES**

A motion was made by Pete, 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**

There was no accountant report presented due to a scheduling conflict. A motion was made by Pete, seconded by Mike Lee to approve Warrant #52-29489 in the amount of \$5983.89 to L.N. Curtis & Sons to purchase hoses. The vote was unanimous. A motion was made by Mike Lee, seconded by Pete to approve warrant #52-29490 in the amount of \$2,171.90 to Precision Hydro for Hydro services. The vote was unanimous.

**FIRE CHIEF REPORT (Attachment 3)**

The Chief presented the Incident Report. At this time it was decided to address the Background Checks SOP that was under Old Business. After reviewing it a motion was made by Pete, seconded by Mike Lee to approve the Background Checks SOP. The vote was unanimous.

**AUXILIARY**

The Chief was presented with his own personal Toy Fire Truck from the auxiliary to placate his need for new vehicles. The joke was appreciated by everyone.

**COMMITTEE REPORTS**

**By-Laws** – Nothing to report

**Future Plans** – To be adopted at the April meeting.

**Budget** – Nothing to report

**Assessment Fees** – Lloyd has done the physical visits to the Mobile Home Parks in the district and gave a report on the updated numbers. Due to the resignation of Mike Hatherly, Pete will assist Lloyd with finishing the updated assessment fees task.

**SOP's** – Nothing to report

**Fire Mitigation Impact Fees** – Nothing to report

**Bill Paying Committee** – Nothing to report

**ISO/PPC** – Pete heard from a member of the district regarding the sub-station and the rating for insurance purposes. He spoke with her agent and from the information he was given he believes they have updated our file to include the sub-station.

**DIRECTORS TASKS**

**Grant Research** – Mike Lee continues to check on the water grant and will give a list of items he has requested to the chief to avoid asking for the same items under the VFA grant.

**Grant Responsibility** – John has the VFA grant application and needs to talk with the chief regarding what he wants to request.

**Land Development** – Nothing to report

**Maps & Fees** – Nothing to report

**SOP Review** – Lloyd has been reviewing the SOP's and sees no need for changes at this time.

**Info Technology** – Art Craigmill has taken over the website for Mike Hatherly. Lani will email him the Agenda and minutes to post from now on.

**Audits** –Nothing to report

**JPA** – Pete reports there are issues regarding dispatch from Cal Fire. They use Yuba Net which has lost their funding and they want to put all Marysville calls onto Foothill. This will greatly increase their load and they will have to figure out how to resolve the problem. Pete will not run for office at the end of his term with the JPA.

**DOACT** – Nothing to report

**Directors Monthly Updates** – Mike Lee has notified the board of a change to his email address. He also reports he has spoken to Suburban Propane and they will give free rental on the tank for up to 2 years besides giving us a lower price than Ferrellgas. After discussing the board is in agreement to have Mike Lee handle the change from Ferrellgas to Suburban Propane. Lani will send a letter of cancellation once the arrangements have been made. Mike has also checked for a buyer for the gas nozzles to no avail and this will be taken off his action item list. Lloyd reports Marysville Unified is dropping YESCA and has voted not to give them charter status. YESCA has an appeal pending.

**OLD BUSINESS**

**a. Review Draft SOP Driving Vehicles.**

The SOP was distributed by the Chief. After making a few changes a motion was made by Lloyd, seconded by Pete to approve the SOP with changes. The vote was unanimous.

**b. Discuss what changes need to be made to Ordinance 2013-01**

Pete discussed what changes he made and will email to everyone for review. This will be put on the April agenda for approval.

**NEW BUSINESS**

**a. Discuss Online banking access**

Pete informed the board of the potential problems with having access to the account as it was set up and it has now been changed to View Only access and will stay that way.

**b. Discuss wording for posting an Ad for a New Director**

In order to fill the vacancy left by the resignation of Michael Hatherly, the board reviewed the wording from the last ad posted. After making a few changes and additions the board is in agreement to post the Ad at both post offices. A response is requested by April 24<sup>th</sup> so that candidates can be discussed at the next meeting.

**ACTION ITEMS REVIEW**

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

Mike Lee continues to work on the Yuba County Water Agency Grant. John to follow up with Deborah on various code questions on the accounting report. Chief Butler needs to check fire extinguishers at the thrift store. The new items will be forwarded to everyone via email.

**ADJOURN**

The meeting was adjourned by Chair Lloyd Appleby at 7:58 p.m.

\_\_\_\_\_  
Lloyd Appleby, Chair

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