

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

**January 28, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee

**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: Bill Rogers, Greg Holman, and Jared Ware. Also present was Mike Lee, Lani Pessoa, and Chief Butler. Kim Hawthorne was absent. There was one member of the public present.

**PUBLIC PARTICIPATION**

**APPROVAL OF MINUTES**

A motion was made by Director Rogers, seconded by Director Lee to approve the minutes for the December 10, 2019 meeting. The roll call vote was Director Rogers (yes), Director Holman (abstain), Director Ware (yes), Chair Lee (yes) and Director Hawthorne (absent). There were (3) Yes, (0) Noes, (1) Abstain & (1) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(41-2019) PG&E – Review of Essential Use Exempt Customers

(42-2019) – Charles Sharp – Request district consider favoring the entire 23,700 AF conveyed through Forbestown Ditch

Charles Sharp stated he is withdrawing his letter of request that was received as (42-2019) under correspondence.

**FIRE CHIEF REPORT**

**Chief Butler** reports the program Red Alert is not functioning correctly and will be looking into a new company to provide the monthly Incident Reports. Sponsorships for the Fire Safety Education Program for Children will be sent to the Chief via the National Fire Safety Council. The donation checks will pay for the booklets, badges and other items given to school children during fire safety week that would otherwise be paid for by the fire department.

**FINANCIAL REPORT**

The financial reports were submitted for review and approval. A motion was made by Director Holman, seconded by Director Ware to approve the financial reports. The roll call vote was Director Rogers (yes), Director Holman (yes), Chair Lee (yes), Director Ware (yes) and Director Hawthorne (Absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion Passed.

Budget Adjustments – None

Approve Warrants - None

**AUXILIARY**

Director Rogers who filled in for Bertha notes they are considering purchasing a hot water heater for the thrift store and they now have a volunteer to clean the store. They have decided against buying another large storage container and will opt for something smaller.

**OLD BUSINESS**

Nothing to report

**NEW BUSINESS**

A. Review By-Laws

The By-Laws were distributed for review. Any potential changes or additions will be discussed at the next meeting.

B. Discuss adding mitigation fees to Annual Budget

After discussing the advantages of adding the fees back to the budget this will be added to the next agenda for a final vote.

**BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS**

**Director Holman** – Reports he is still working on exemption for new water tender and will check on status.

**Director Rogers – JPA** – The antennae at Collins Lake has been raised to improve communication in the area.

**Fire Safe Council** – A donation of \$180.00 from Fire Safe Council has been given to our district from the sale of spark guards.

**ACTION ITEMS REVIEW**

Old items were reviewed and discussed. Latest items will be forwarded via email.

**ADJOURN**

The meeting was adjourned by Chair Lee at 7:18 p.m.

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**

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

**February 25, 2020**

**THE REGULARLY SCHEDULED FEBRUARY MEETING WAS  
CANCELED DUE TO LACK OF QUORUM**

**March 17, 2020**

**Due to the coronavirus situation, following the recommendation from Governor Newsom, DOHFPD's regular board meeting for Tuesday, March 24, 2020 has been canceled**

**April 25, 2020**

**Due to the coronavirus situation, following the recommendation from Governor Newsom, DOHFPD's regular board meeting for Tuesday, April 28, 2020 has been canceled.**

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

**May 26, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee

**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: Bill Rogers, Jared Ware and Mike Lee. Also present was Lani Pessoa, and Chief Butler. Kim Hawthorne and Greg Holman were absent. There were no members of the public present.

**PUBLIC PARTICIPATION**

**APPROVAL OF MINUTES**

A motion was made by Director Rogers, seconded by Director Ware to approve the minutes for the January 28, 2020 meeting. The roll call vote was Director Rogers (yes), Director Ware (yes), and Chair Lee (yes). Director Hawthorne (absent) & Director Holman (absent). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

- (01-2020) – CA State Controller – Request 2019 Government Compensation in CA (GCC) report
- (02-2020) – State Social Security – Annual Information Request (AIR) for CalPERS
- (03-2020) – Michael Hatherly – Questions regarding canceled February 2020 meeting.
- (04-2020) – GSRMA – 2020-2021 Estimated Contribution/Underwriting Documents
- (05-2020) – Debra & Jim Givens – \$500.00 Donation and letter of appreciation
- (06-2020) – Alliant – Certificate of Coverage DOHFPD
- (07-2020) – Alliant – Certificate of Coverage DOHFPD/Fellowship of Friends
- (08-2020) – Yuba County Environmental Health – CUPA Permit valid to 1/31/2021
- (09-2020) – CalFire – Notice of Priority Building Inspection Program - mandated inspections of jails
- (10-2020) – Foothill Fire Protection District – Check for \$1,000.00 – reimbursement Driver/Operator training
- (11-2020) – Michael & Juanita Hatherly – Donation in the amount of \$200.00
- (12-2020) – Yuba County Planning Department – Request preliminary comments for Environmental Assessment at 4585 State Hwy 20, Marysville-Perry Sims-APN 006-160-139 replace gravel road and boat ramp

**FIRE CHIEF REPORT**

Incident Report – Red Alert is still not working and other companies are being looked at.  
Pay Crew Fund 1<sup>st</sup> quarter - \$432.50 & \$865.00

**FINANCIAL REPORT**

The financial reports were submitted for review purposes only. There was no motion to approve the financial reports since they have not been updated or approved by the accountant. Deborah Brooks, CPA has not responded to numerous requests to meet and update the financials records.

Budget Adjustments – None

Approve Warrants - #52-038722 in the amount of \$1,500.00 to Crew Fund – Reimbursement Instructor Driver/Operator #52-038723 in the amount of \$2949.43 to Still Bros – Engine service 6491, 6483, 6492 & 6451

A motion was made by Director Rogers, seconded by Director Ware to approve the warrants as submitted. The roll call vote was Director Rogers (yes), Director Ware (yes), and Chair Lee (yes). Director Hawthorne (absent) & Director Holman (absent). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent. Motion passed.

**AUXILIARY**

Director Rogers who filled in for Bertha notes the thrift store officially opened today and they made good money. They are requiring masks and social distancing in the store.

**OLD BUSINESS**

The additions/deletions were reviewed and read. This was the first reading; a second reading and vote will be taken in June.

## **NEW BUSINESS**

### **A. Assign Committee Members**

No changes currently to the 2019 committee member list.

### **B. Discuss and Decide adding mitigation fees to Annual Budget**

After discussing a motion was made by Director Lee, seconded by Director Ware to add mitigation fees back to the annual budget. The roll call vote was Director Rogers (yes), Director Ware (yes), and Chair Lee (yes). Director Hawthorne (absent) & Director Holman (absent). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent. Motion passed.

### **C. Review Preliminary Budget**

The Preliminary Budget was distributed and reviewed

### **D. Review Future Plans**

Nothing to report yet, will be put on June Agenda

### **E. Adopt Resolution 2020-01 Calling General District Election**

The roll call vote was Chair Lee (yes), Director Rogers (yes), Director Ware (yes), Director Holman (absent) & Director Hawthorne (absent). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent, Resolution passed.

### **F. Assign Ad hoc Committee for Assessment Fees**

Chair Lee will assign someone to assist him at a future date.

### **G. Discuss and Decide selling Engine 6462**

After discussing a motion was made by Director Rogers, seconded by Director Ware authorizing the Chief to negotiate and sell Engine 6462. The roll call vote was Director Rogers (yes), Director Ware (yes), and Chair Lee (yes), Director Hawthorne (absent) & Director Holman (absent). There were (3) Yes, (0) Noes, (0) Abstain & (2) Absent. Motion passed.

## **BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS**

**Director Rogers – JPA** – There was a meeting on May 13<sup>th</sup> to vote on items missed due to Covid-19 cancellation of previous meetings. **Fire Safe Council** – No meetings due to Covid-19. **Chair Lee** – Notes Kim Hawthorne will be resigning from the board in a resignation letter to be submitted. A Notice of Vacancy will be posted to fill the position as required by Government Code 1780. **Lani Pessoa** – Gave notice that she is stepping down as bookkeeper and will assist in finding a replacement. Art Craigmill who maintains the DOHFPD website has requested a backup person who can post and update the website if needed. She also notes Deborah Brooks, CPA has not responded to requests to meet and update the financial records. All attempts to contact her by email or phone have gone unanswered.

## **ACTION ITEMS REVIEW**

Old items were reviewed and discussed. Latest items will be forwarded via email.

## **ADJOURN**

The meeting was adjourned by Chair Lee at 7:12 p.m.

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**

**NOTICE OF CANCELLATION OF MEETING**

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

NOTICE IS HEREBY GIVEN that the regularly scheduled Meeting on June 23, 2020 has been cancelled due to lack of quorum and has been rescheduled to Monday July 6, 2020 at 6:30 pm.

Posted June 20, 2020



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

**July 6, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee

**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: Bill Rogers, Jared Ware and Mike Lee. Also present was Greg Holman, Lani Pessoa, and Chief Butler. There were no members of the public present.

**PUBLIC PARTICIPATION**

**APPROVAL OF MINUTES**

A motion was made by Director Rogers, seconded by Director Lee to approve the minutes for the May 26, 2020 meeting. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (Abstain) and Chair Lee (yes). There were (3) Yes, (0) Noes, (1) Abstain & (0) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(13-2020) – Life Assist – Urgent medical device safety notice & correction – Action Required  
(14-2020) – Yuba County Auditor-Controller – Notice that Schedule 13 for 2020-2021 proposed budget due August 3, 2020  
(15-2020) – Kimberly Hawthorne – Resignation letter from the board of directors  
(16-2020) – Lani Pessoa - Letter of qualifications and interest in becoming board member to fill recent vacancy on board

**FIRE CHIEF REPORT**

Incident Report – Red Alert is still not working and other companies are being looked at.

**FINANCIAL REPORT**

There were no financials submitted for review. Deborah Brooks, CPA has not responded to numerous requests to meet and update the financials records. Budget Adjustments – None

**AUXILIARY**

Director Rogers who filled in for Bertha spoke on the passing of John Norris who had been a member of the Board of Directors for over 15 years. Due to Covid-19 a service will be held later.

**OLD BUSINESS**

**Approve Bylaws 2020** - Second reading and vote for proposed amendment to Bylaws – After reading the amendments a motion was made by Director Rogers, seconded by Director Ware to approve the amendments. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes) and Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**NEW BUSINESS**

**A. Adopt Preliminary Budget**

After reviewing a motion was made by Director Lee, seconded by Director Ware to adopt the Preliminary Budget.

The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes) and Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**B. Review Future Plans**

The Future Plans were reviewed and will be voted on at the next meeting.

**C. Proposed Adoption of Benefit Assessment Unit & Special Tax**

The hearing opened at 7:15 pm. The board agreed to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 7:18 pm

**D. Proposed Adoption of Appropriation Gann Limit**

The hearing opened at 7:18 pm. The board agreed to adopt the Appropriation (GANN Limit). The hearing closed at 7:21 pm.

## **NEW BUSINESS (CONTINUED)**

### **E. Discuss and decide appointing new Bookkeeper for District**

After discussing a motion was made by Chair Lee, seconded by Director Rogers to appoint Gary Hawthorne as Bookkeeper. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes) and Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **F. Discuss AB1825 required training for board members**

Lani Pessoa reviewed the current requirements for sexual harassment training and notes training will be done Online using Target Solutions which is offered by our insurance carrier GSRMA. She will set up accounts for each Director with instructions for AB1825 and Ethics Training AB1234.

### **G. Discuss and decide replacing CPA for District**

Lani notes all attempts by us mail, email & phone to contact Deborah Brooks have gone unanswered. After discussing The board agrees to replace Deborah Brooks as CPA. A motion was made by Director Lee, seconded by Director Ware to send a letter noting her services are no longer needed and a replacement will be found. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes) and Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **H. Appoint new Director**

After reviewing the response to Notice of Vacancy and discussing a motion was made by Chair Lee, seconded by Director Holman to appoint Lani Pessoa as Director. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes) and Chair Lee (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

## **BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS**

**Director Rogers – JPA** – They have elected a new coordinator. Walsh Mountain has new owners and a new repeater contract has been signed that will be \$1,000.00 annually. **Fire Safe Council** – Nothing to report.

## **ACTION ITEMS REVIEW**

Old items were reviewed and discussed. Latest items will be forwarded via email.

## **ADJOURN**

The meeting was adjourned by Chair Lee at 7:25 p.m.

## **Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**

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

**August 25, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee

**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: Bill Rogers, Jared Ware and Mike Lee. Also present were Greg Holman, Lani Pessoa, Chief Butler and Gary Hawthorne. There was one member of the public present.

**PUBLIC PARTICIPATION**

Charles Sharp – Discuss feasibility of constructing standpipe enabling fire tender to draw water from lake on his property. Mr. Sharp was not present at the meeting. Chief Butler will contact Mr. Sharp regarding this subject.

**APPROVAL OF MINUTES**

A motion was made by Director Lee, seconded by Director Rogers to approve the minutes for the July 28, 2020 meeting. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(22-2020) – Yuba County Board of Supervisors – Request to review Conflict of Interest Code-Local Agency Biennial Report due October 1, 2020.

(23-2020) - Alliant – 2020-2021 GSRMA Insurance Certificate of Coverage (Workers Comp, Liability, Auto, Crime, Property) DOHFPD

(24-2020) – Charles Sharp – Request to determine feasibility of constructing standpipe enabling fire tender to draw water from lake on his property.

(25-2020) – Yuba County Code Enforcement – Weed Abatement Complaint for 9220 Manzanita Road, Oregon House.

(26-2020) – The Setzer Foundation – Donation of \$1,500.00

(27-2020) - Alliant – Certificate of Coverage DOHFPD/Fellowship of Friends 2020-2021

(28-2020) - CAL FIRE – Notification that our 2020 VFA Grant application will not be funded

(29-2020) – Yuba County Assessor – Updated Plat maps 2020/2021 roll

**FIRE CHIEF REPORT**

Chief Butler distributed the Incident Report for the last two months. He notes all the fires reported in August were a result of PG&E equipment failures. Covid-19 is still going strong in our county, but only 4 cases in our district including one fatality.

**FINANCIAL REPORT**

The financial reports were submitted for review purposes only. There was no motion to approve the financial reports since they have not been updated or approved by the accountant.

**Budget Adjustments**

Approve Warrant #52-038727 in the amount of \$19,873.41 to GSRMA – Annual Insurance Premium

A motion was made by Director Lee, seconded by Director Ware to approve warrant as submitted. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**AUXILIARY**

Bertha reports the Red Flag was posted due to heavy winds in our area. Director Holman has volunteered to post the flag as needed. There have been no issues regarding mask wearing at thrift store. The public has been compliant.

**OLD BUSINESS**

## **NEW BUSINESS**

### **A. Biennial Review for Conflict-of-Interest Codes**

No amendment is required.

### **B. Discuss and decide engaging new CPA to provide accounting services to the district.**

After discussing a motion was made by Chair Lee, seconded by Director Pessoa to engage Blomberg & Griffin, CPA to provide accounting services to the district. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **C. Discuss and decide purchase of new computers for station and software to include QuickBooks.**

After discussing a motion was made by Chair Lee, seconded by Director Holman authorizing Chief Butler to purchase Computers for his office and the general meeting room to include QuickBooks online. Gary Hawthorne our current bookkeeper will assist the Chief with QuickBooks setup. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **D. Discuss and decide access and use of online banking for District bank account.**

After discussing a motion was made by Director Ware, seconded by Director Rogers to approve, and use online banking for the district bank account. Chair Lee will manage the account. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

## **BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS**

**Director Rogers – JPA** – Nothing to report. **Fire Safe Council** – Recorded meeting was reviewed.

**Director Pessoa** – Notes the draft copy of Audit for June 2017 is being sent via email by Jensen Smith, CPA. Once Chair Lee signs the management representation and engagement letter the final copy of audit report will be sent via US mail. She also notes the password to our internet service at the station needs to be updated. Chair Lee will contact Succeed to make the change.

## **ACTION ITEMS REVIEW**

Old items were reviewed and discussed. Latest items will be forwarded via email.

## **ADJOURN**

The meeting was adjourned by Chair Lee at 7:50 p.m.

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**

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

**September 22, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee

**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: Bill Rogers, Jared Ware and Mike Lee. Also present were Greg Holman, Lani Pessoa, Chief Butler and Gary Hawthorne. Berta Rogers representing the Auxiliary was present and there were three members of the public present.

**PUBLIC PARTICIPATION**

Marieke Furnee discussed the need for increasing water availability and adding hydrants in our area. Charles Sharp believes the Forbestown ditch may be able to supply our area with more water.

**APPROVAL OF MINUTES**

A motion was made by Director Lee, seconded by Director Rogers to approve the minutes for the August 25, 2020 meeting. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(30-2020) – Jensen Smith, CPA – Draft copy Audit June 2017, Management Representation & Engagement letter.

(31-2020) – Jensen Smith, CPA – Final Audit year ending June 30, 2017

**FIRE CHIEF REPORT**

Chief Butler distributed the Incident Report. He notes there is nothing definite regarding the cause of the Willow fire.

**FINANCIAL REPORT**

The financial reports were submitted for review purposes only. There was no motion to approve the financial reports since they have not been updated or approved by the accountant. Gary reports Alpine Software will reimburse the district for payment made in error.

Budget Adjustments – None

Approve Warrants

A warrant requiring approval after the posting of the agenda was submitted for approval. A motion was made by Chair Lee, seconded by Director Ware to include the additional warrant for approval. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

#52-038728 in the amount of \$2,400.00 to Jensen Smith, CPA – Audit fiscal year end June 2017

#52-038729 in the amount of \$3761.60 to Card Services – Medical Supplies & Internet

A motion was made by Director Lee, seconded by Director Pessoa to approve warrants as submitted. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**AUXILIARY**

Bertha reports the generator did not turn on during power outage. Turns out there is a valve at back of building which had been turned off. This will be fixed to prevent someone from turning it off in the future. She also showed the board the Christmas gift that has been purchased for firefighters this year. The Christmas Dinner is being planned and they hope to still have it with social distancing safeguards in mind.

## OLD BUSINESS

None

## NEW BUSINESS

### **A. Discuss and decide on health insurance supplement package that includes workman's compensation (lost wages) for First Responders dealing with exposure to Covid-19**

The pandemic has raised numerous questions regarding how workers who are ordered to quarantine, but are not Covid-19 positive can or will be compensated for lost wages. Currently being quarantined due to exposure while performing the duties of a fire fighter is not considered a claim and is not covered under the workman's compensation plan with our insurance carrier. They have referred us to local and state guidelines and the (CARES Act). The laws covering Covid-19 will continue to change and evolve as new situations arise. The board discussed looking at all options available to assist fire fighters who lose wages due to exposure to Covid-19.

Chief Butler and Director Pessoa will continue searching for ways to compensate firefighters.

### **B. Review final Audit year end 2017**

This will be carried over to the October meeting.

### **C. Discuss and decide changing bank account to accommodate online banking**

Golden Pacific Bank is currently having trouble with their software which enables online banking. Chair Lee and Gary Hawthorne have not been able to make the system work. The bank contracts out the online banking services and is still working to solve the problem. Chair Lee will investigate changing to another bank that may be easier to deal with.

### **D. Discuss and decide increasing Crew Fund annual and quarterly amounts**

After discussing a motion was made by Director Pessoa, seconded by Chair Lee to increase the Annual Crew Fund to \$2,500.00 and the quarterly amounts to \$10.00 total to be distributed as follows: \$7.00 per call for individual firefighters and \$3.00 per call to the quarterly Crew Fund. The roll call vote was Director Rogers (yes), Director Ware (yes), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **E. Adopt Resolution 2020-05 Engage Jensen Smith, CPA to Audit Fiscal Year End 2018**

Chair Lee called the roll, and the vote was Chair Mike Lee (yes), Director Holman (yes), Director Rogers (yes), Director Ware (yes) and Director Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Resolution passed.

## BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS

**Director Rogers – JPA** – Next meeting is at Loma Rica. **Fire Safe Council** – No meeting lately.

**Director Pessoa** – Notes the SAM renewal registration has been completed and the direct tax bills will be sent out next week. **Chair Lee** – Notes he was able to change the password for the internet account. **Director Holman** – Suggests the board look at setting up a savings plan for firefighters.

## ACTION ITEMS REVIEW

Old items were reviewed and discussed. Latest items will be forwarded via email.

## ADJOURN

The meeting was adjourned by Chair Lee at 7:55 p.m.

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**

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

**October 27, 2020**

**CALL TO ORDER**

The meeting was called to order by Chair Lee.

**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: Bill Rogers, Mike Lee, and Greg Holman. Also present were Lani Pessoa, Chief Butler and Gary Hawthorne. Berta Rogers representing the Auxiliary was present and there were two members of the public present.

**PUBLIC PARTICIPATION**

None

**APPROVAL OF MINUTES**

A motion was made by Director Holman, seconded by Director Rogers to approve the minutes for the September 22, 2020 meeting. The roll call vote was Director Rogers (yes), Director Ware (absent), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(32-2020) – PG&E – Request Dispatch Report from fire August 17, 2020 near Colgate Powerhouse via email

(33 & 35-2020) – Charles Sharp – Two letters regarding opinions on North Yuba Water District

(34-2020) – GSRMA – Final contribution True-up for 2019-20 year

**FIRE CHIEF REPORT**

Chief Butler distributed the Incident Report. He notes the cause of the Willow fire was arson. EMT Certification classes took place last weekend which include rescue training, shootings, and bombings.

Pay quarterly crew fund - Quarterly amount is \$468.00 and \$1,092.00 for individual payments.

**FINANCIAL REPORT**

The financial reports were submitted by Gary. The reports are up to date as of September 2020 and approved by our new CPA. Everything is now done with QuickBooks online. Director Pessoa notes the Transaction Detail shows expenses as plus amounts and deposits as minus amounts. Gary will look in to changing that. A motion was made by Chair Lee, seconded by Director Pessoa to approve the financial reports as submitted. The roll call vote was Director Rogers (yes), Director Ware (absent), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

Budget Adjustments – Director Pessoa notes the Crew Fund should be adjusted to reflect increase voted on at the last meeting. An increase of \$2,000.00 will come out of the balancing account.

Approve Warrants

Warrants requiring approval after the posting of the agenda were submitted for approval. A motion was made by Chair Lee, seconded by Director Rogers to include the additional warrants for approval. The roll call vote was Director Rogers (yes), Director Ware (absent), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

#52-038730 in the amount of \$2,695.00 to Backdraft OPCO, LLC – Emergency Reporting

#52-038731 in the amount of \$4,500.00 to DOHFPD – Checking account

#52-038732 in the amount of \$2,502.23 – Dell computer equipment, QuickBooks & Internet

A motion was made by Chair Lee, seconded by Director Holman to approve the warrants. The roll call vote was Director Rogers (yes), Director Ware (absent), Director Holman (yes), Chair Lee (yes) and Director Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

## **AUXILIARY**

Bertha reports the generator is working fine. Keys to the generator were distributed to Chair Lee, Chief Butler and Bertha. She notes they are no longer taking \$100.00 due to counterfeit issue in our area. The Firefighter Christmas dinner has been cancelled due to Covid-19.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **A. Review final Audit year end 2017**

The 2016-2017 audit findings and suggestions were reviewed. Jensen Smith notes the Fixed Assets list needs to be updated. Chief Butler has the list and will work on this. Director Pessoa will gather the 2017-2018 audit material and deliver to Jensen Smith.

### **B. Discuss and decide ways to compensate for wage loss during quarantine due to Covid-19**

Chief Butler and Director Pessoa have not been able to find any insurance companies that will compensate for wage loss due to quarantine.

### **C. Review Target Solutions training and compliance courses for board members**

Director Pessoa has completed the management course on scheduling classes with Target Solutions. All required courses will be completed using their services. Website information and passwords were distributed to each board member and reminders will be sent via email by Director Pessoa.

## **BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS**

**Director Rogers – JPA** – The last meeting was September 30<sup>th</sup> at Loma Rica and there were five members present. They discussed SB 9292 which requires a website for Independent Special Districts. They sent a letter to the Governor noting they should be exempt. Next meeting is December 9<sup>th</sup> at Smartsville. **Fire Safe Council** – The last meeting was October 14<sup>th</sup>, and the next meeting is November 11<sup>th</sup> via Zoom.

**Chair Lee** – Spoke about some sort of tribute to past board members John Norris and Lloyd Appleby who died this year. He suggested their pictures be hung at the fire station. He is still working on ID for board members. Chief Butler notes Yuba County OES can issue emergency worker ID. **Director Holman** – asked for clarification of Zone Haven which was explained by Chief Butler.

## **ACTION ITEMS REVIEW**

Old items were reviewed and discussed. Latest items will be forwarded via email.

## **ADJOURN**

The meeting was adjourned by Chair Lee at 7:55 p.m.

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**