

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

January 24, 2023

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: Lani Pessoa, Greg Holman, and Jared Ware. Also present were Mike Lee, Charles Sharp, Chief Mike Butler, & Bookkeeper Lorrie Million. There was one member of the public and three firefighters.

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES

A motion was made by Chair Mike Lee, seconded by Director Ware to approve the minutes for the December 13, 2022 regular meeting. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(01-2023) – Kimberly Hawthorne – Letter concerning Charles Sharp as board member.

(02-2023) – Kenneth & Elona Weiss – Donation of \$100.00

(03-2023) – Dobbins/Oregon House Home Department – Donation \$75.00

(04-2023) – Yuba Watershed Protection /Fire Safe Council – Donation \$400.00

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report. He notes Margaret Binderup has donated a microwave to replace the old one at the station. The refrigerator stopped working and he will need to purchase a new one. He is looking for a decent price. Art Craigmill has a refrigerator that he may be able to donate to the station.

Art Craigmill reported on the success of the CPR/Stop the Bleed classes. Over 60 people signed up and they received positive feedback from attendees. They would like to schedule another class in October.

FINANCIAL REPORT

Lorrie Million presented the financial reports and notes it has been a quiet month. The price of propane has gone up, and Lorrie will try to find better pricing for the district.

Budget Adjustments – None

Approve Warrants - None

AUXILIARY

Rissa notes there was a rat problem at the thrift store that has been fixed and water seems to be leaking through the southeast corner of the building. This is currently being addressed. The annual Spaghetti Dinner is March 4th from 6:00 to 8:00 pm. There will be a raffle. The storage pod is on hold and the Internet issues still exist. The Community Center needs better internet, and it was suggested that both the fire department and community center could share internet services. The annual payment of \$1.00 rent has been paid.

OLD BUSINESS

None

NEW BUSINESS

A. Discuss suggested topics for Committees - Fire Safe Council, Information Technology & Land Development

Chair Lee will distribute the new Committee list at the February meeting and has added Charles Sharp to represent at Fire Safe Council.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Holman – Reports the Yuba Water Agency has added \$5,000 to the Bill Shaw Grant which will now total \$15,000.00 for each grant recipient. He would also like a working clock at the fire station. **Chair Lee** – Suggests an Open House at the fire station for the community and would like to include the Tower Watch group. Since OES puts on a Be Prepared Fair every year at the community center perhaps the two could be combined. Along with the Open House the district could provide a BBQ of hot dogs and snacks. **Director Sharp** – Read a prepared suggestion for a mission statement, and included a list of ideas some of which he has addressed with the county. He would like the fire district to make changes. He was cautioned by Chair Lee that although he has some good ideas, as a director he has no individual authority and cannot commit the district without approval from the board. **Vice Chair Pessoa** – Notes many of the ideas put forward by Director Sharp are already in place and or involve compliance with codes and ordinances that fall under the direction of existing committees.

ADJOURN

The meeting was adjourned by Chair Lee at 7:36 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

Minutes

April 25, 2023

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: Lani Pessoa, Greg Holman, and Jared Ware. Also present were Mike Lee, Charles Sharp, Chief Mike Butler, & Bookkeeper Lorrie Million. There were four members of the public, two firefighters and two members of the Auxiliary.

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES

A motion was made by Chair Mike Lee, seconded by Director Ware to approve the minutes for the January 24, 2023 regular meeting. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

- (05-2023) – Donna Corson – Letter of concern regarding volunteer for fire department.
- (06-2023) – Yuba County Treasurer – Notice regarding unclaimed monies.
- (07-2023) - The CHY Company – Request letter of support for Cal Fire New Bullards Bar Forest Health grant
- (08-2023) – Cal Fire State Fire Marshal – Notification and reporting requirements for mandated inspections.
- (09-2023) – Yuba Fire Safe – Request letter of support for Cal Fire Wildfire Prevention Grant Program
- (10-2023) – Yuba County Elections Clerk– Request updated Registry of Public Agencies
- (11-2023) – Yuba County Planning Department – Request for comment on Lucero property subdivision at 10654 Texas Hill Road Case TSTM2022-0009 by April 5, 2023
- (12-2023) – Patricia Trotti – Donation of \$500.00
- (13-2023) – Firefighters Charitable Foundation – Donation of \$300.00
- (14-2023) – Charles Sharp – Letter clarifying Tree Waste issue on property line.
- (15-2023) – The Setzer Foundation – Donation in the amount of \$3,000.00
- (16-2023) – Yuba County Environmental Health – CUPA Permit valid to January 2024
- (17-2023) – GSRMA - 2023-2024 Estimated Contribution

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Reports for February, March & April. He notes that Engine #6481 is currently being repaired.

FINANCIAL REPORT

Lorrie Million presented the financial reports. **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 Vice Chair Pessoa to include the additional warrant for approval. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes).

There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

#52-040556 in the amount of \$8,963.91 to Betts Truck Parts & Service – Engine 6492 repair of failed brake components and re-bush walking beams.

#52-040557 in the amount of \$3,034.92 to Yuba County Clerk – November 2022 General Election

#52-040588 in the amount of \$3,165.66 to Peters Well Drilling – Replace well pump.

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

Discuss and decide on receiving donations from Blackbaud Giving Fund – The donations were received in error and belong to the auxiliary who will continue to receive checks from Blackbaud.

Rissa reports that Lynn Johnson is the new manager at the thrift store. They are considering a pancake breakfast sometime in the future. The depression in front of the bay door still needs fixing and the leaking through the cinder blocks is currently being addressed.

OLD BUSINESS

Discuss and decide sale of Chiefs' old truck - #6441 – The discussion included valid points for both keeping and selling including cost versus use. This subject will be put on the May agenda for further discussion.

NEW BUSINESS

A. Assign Committee Members

Chair Lee distributed the 2023-2024 Committee Members list to each Director.

B. Appoint Ad hoc Committee for Future Plans

Chair Lee appointed Director Holman and Director Ware for this committee.

C. Appoint Ad hoc Budget Committee

Chair Lee appointed Director Holman and Director Ware for this committee.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Gary Hawthorne – Reports the Gary Sinise Foundation approved the grant request he submitted, and we will be receiving equipment such as pagers, radios & fire shelters. The foundation is also having an event for first responders in Napa and Chief Butler will send the info to all our firefighters. **Director Sharp – FSC** met and discussed questions on 150-foot clearance for herbicide use, and PG&E type contractors. Nothing resolved at this time. He also notes a grant letter of support was sent from our district to The Chy Co and would like to see more support letters in the future. He has submitted a question to his constituents asking for their opinion of our website. The SDA Church in Dobbins has a low power FM radio station that if improved could be used to inform the public during emergency situations. **Chair Lee** – Distributed a Director's Basis of Authority and reminded all directors they cannot go on their own to negotiate for equipment or contracts. They must bring these subjects to board. **Director Pessoa** – Informed the board the agenda and meeting material will be submitted early next month. **Greg Holman** – Worked with Succeed to renegotiate our contract to service the fire department and the auxiliary.

ADJOURN

The meeting was adjourned by Chair Lee at 7:45 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

Minutes

June 27, 2023

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: Lani Pessoa, Greg Holman, and Jared Ware. Also present were Mike Lee, Charles Sharp, Chief Mike Butler, & Bookkeeper Lorrie Million. There were twelve members of the public present, which included firefighters, Supervisor John Messick, and members of the Auxiliary.

PUBLIC PARTICIPATION

Various members of the public spoke regarding a range of topics from the GIS study, road work for Regent Way and workable solutions to empty water tanks. Supervisor Messick notes there is no real way to enforce water tanks being kept full. The county would need to approve new codes and ordinances. Tanks can have water one day and not the next. Chief Butler suggested OES (Office of Emergency Services) might be able to write the code and then enforce it. Marieke Furnee from North Yuba Water District is willing to work with the fire department as to availability of water for GIS/GPS.

APPROVAL OF MINUTES

A motion was made by Chair Mike Lee, seconded by Director Ware to approve the minutes for the April 25, 2023 regular meeting. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(18-2023) – Cal Fire NEU – Nevada-Yuba-Placer 2023 Operating Plan Assistance and Assistance by Hire Agreement
(19-2023) – Yuba County OES – Notification of Be Prepared Fair May 18th at Ponderosa Community Center in Brownsville.

(20-2023) – Charles Sharp – Question posed to his constituents via email regarding fire district website.

(21-2023) – Frances Akers – Information regarding extreme fire zone section of Oregon House with no means of egress

(22-2023) – Yuba County Auditor – 2023-2024 Direct Assessment Agreement & Instructions due August 10, 2023

(23-2023) – Yuba County Planning Department – Notice of applicant requesting Administrative Use Permit APN 048-150-007 Matt Innins for a ground mount solar system, animal shelters and a 1,200 sq ft storage shed at 13819 McMenamin Way, Oregon House to support a goat raising operation.

(24-2023) – Yuba County Auditor – Request for 2023-2024 Schedule 13 Proposed Budget due August 1, 2023

(25-2023) – Seki Ifuku – Donation of \$1,000.00

(26-2023) – Yang Fang Liu – Donation of \$100.00

(27-2023) – Yuba Watershed Protection & Fire Safe Council – Request Right of Entry Form to property to conduct hazardous fuels reduction project.

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Update on new Fire/Rescue truck – Roy reports the manufacturer wants a prepayment for the chassis which is estimated at \$70,000 - \$90,000. The truck is scheduled to be ready by the end of this year and while this may not speed up the build it could be helpful. The exact figure should be available by July and will be put on the agenda for a vote. Requiring a bond if prepayment is made was discussed and will be up to the Chief to make that decision.

FINANCIAL REPORT

Lorrie Million reports there has been a change to Quick Books online which caused the reports to be printed incorrectly. She and Lani will get together to sort it out. Our AT&T bill includes caller ID and three-party availability at an additional cost. After checking with the Auxiliary manager, it was decided these features are no longer necessary.

Budget Adjustments – None

Approve Warrants

#52-040559 in the amount of \$12,702.48 to Golden State Emergency Vehicle Services – Repairs engine 6481- Utilizing Measure K Funds

#52-040561 in the amount of \$37,072.49 to Diamondback Fire & Rescue – Equipment - Utilizing Measure K Funds

#52-040562 in the amount of \$31,080.000 to GSRMA – Insurance premium 7/1/23-7/1/24

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

AUXILIARY

Lynn Johnson wants to have a Fund Raiser for the Auxiliary. This would be a joint effort combining activities at the thrift store and an Open House for the fire department. There will be a Barbeque and she has arranged to have the food donated. There will be drawings to raise money, flyers will be distributed to raise awareness of the thrift store and functions of the fire department. She is hoping to draw new people and more interest in volunteering. The board agrees to be included and October was chosen for this event. She also notes, the field of grass in front of the fire department needs mowing for fire prevention and wants a new sign for out on the road visible going in both directions. Margaret Binderup – filling in for Rissa reminded the board the sink hole still needs repair; plumbing is now leaking in the bathroom in the back of building, and water seeping in through cinder blocks may need to be trenched and filled. Director Ware notes filling the sink hole without knowing what is happening underneath could result in another collapse. He has a source for finding voids underground for a reasonable price and has taken the action item to address the sink hole. The board agrees to have the repairs mentioned above completed.

OLD BUSINESS

Discuss and decide sale of Chiefs' old truck - #6441 – Chief Butler reports the annual insurance cost is \$1,600.00 and the Kelly Blue Book value is \$15,000 - \$18,000.00. Firefighters in attendance spoke about how the vehicle is being utilized, that it is important to them, and they would like to keep it. If that is not possible at least keep it, one more season or until the new rig is delivered. The Chief asked that we discuss this again at the July meeting. Chair Lee notes it will be the Chiefs' decision.

NEW BUSINESS

A. Adopt Resolution 2023-01 Establishing Appropriations limit for 2023-2024 Fiscal Year (Gann Limit)

Chair Lee called the role for Resolution 2023-01, and the call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Resolution passed.

B. Proposed Benefit Assessment Unit & Special Tax for 2023-2024.

The Clerk of the Board read the proposed benefit assessment unit and special tax amount for 2023-24. The board agrees to adopt the Benefit Assessment Unit & Special Tax and a resolution will be voted on at the July meeting.

C. Update - 2018/19 Audit & Adopt Resolution 2023-02 Engage Jensen Smith to Audit Fiscal year ending 2020.

Director Pessoa gave an update on the 2018/19 audit and informed the board the CPA has offered to complete 2019/20 also. Director Pessoa delivered the audit material to Jensen Smith on Monday the 26th and they will continue to work on both audits. Chair Lee called the role for Resolution 2023-02, and the call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Resolution passed.

D. Review and Adopt Future Plans Resolutions 2023-03

The Future Plans were distributed for review. After reviewing Chair Lee called the role for Resolution 2023-03, and the call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Resolution passed.

E. Appoint Ad hoc Assessment Fees Committee

Chair Lee appointed himself and Director Pessoa to this committee.

F. Discuss working with Yuba Water Agency regarding water tanks.

Director Sharp asked that this subject be moved to the last order of New Business and Chair Lee agreed. G. & H. Became F. & G. and F. Became H.

F. Review and Adopt Preliminary Budget

After reviewing a motion was made by Chair Lee, seconded by Director Ware to adopt the preliminary budget. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Holman (yes), Chair Lee (yes) and Director Ware (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

Chief Butler reports that besides needing to be cleaned out, there is a leak, and they are not sure where it is coming from. Rather than replacing it there is a rebuild kit that could work. Director Ware had suggestions on how to check for the leak and repair it. Supervisor Messick notes it may be possible to receive a grant to fix the hydrant. The Chief will get back to the board with more details including cost.

H. Discuss working with Yuba Water Agency regarding water tanks.

Director Sharp wants to create a Water Tank Committee to study the feasibility of installing water tanks to provide reliable water in our area. He notes there would be no financial obligation to the fire department at this time.

Supervisor Messick notes the Yuba Water Agency pays 100% of studies that are approved, but also gave an example of a request that had been denied. The main question was how we get the water into our area, who maintains the water tanks and how do you make sure water tanks are full? Most importantly who will enforce it? Many suggestions were made as to who should be the lead agency for this, should it be OES, the County, the Fire District? Supervisor Messick suggests contacting other fire districts to see if they are interested in being involved. Marieke who spoke for the North Yuba Water District said it is likely the public would be interested in a study; her district would likely cooperate, and they would work together with the fire district. Ideas both for and against water tanks in general continued to be expressed and this subject will be discussed further at the next meeting.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Sharp – States the district website is inappropriate and should be a .org not a .com. He has other suggestions to improve the website.

Chief Butler – Notes our Facebook page draws more interest, and the majority of people get their information from our Facebook site. He noted the website had (15) persons visit the site monthly for the past 6 months versus 2,871 visitors on Facebook in just the past 28 days. The community Center will have its' annual Fourth of July celebration and is asking for a \$500.00 donation towards the purchase of fireworks. The board agrees to make the donation.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

ADJOURN

The meeting was adjourned by Chair Lee at 7:45 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

Minutes

July 25, 2023

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: Lani Pessoa, Jared Ware and Charles Sharp. Also present were Mike Lee, Chief Mike Butler, & Bookkeeper Lorrie Million. There were six members of the public present, which included two firefighters and Supervisor John Messick. There were two members from the Auxiliary and Greg Holman was absent.

PUBLIC PARTICIPATION

Members of the public spoke about concerns regarding water tanks and how the district may be going in the wrong direction since it is out of the purview for the fire district. It was noted that the new water agency building will have a 150,000-gallon tank that could be attached to hydrants for fire suppression. Supervisor Messick notes there will be a hydrant nearby and turn around space for fire engines going both ways. He also notes a new build requires a 3,000-gallon tank to be installed. The idea of the water agency paying 75% for a 3,000-gallon water tank installation and the homeowner paying 25% of the cost at properties that are grandfathered in is being discussed. They would also look into hiring someone to monitor the tanks as currently once a tank passes inspection they are not monitored. It was suggested Fire Safe Council should be the lead agency.

APPROVAL OF MINUTES

A motion was made by Chair Mike Lee, seconded by Director Ware to approve the minutes for the June 27, 2023 regular meeting. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Ware (yes), Chair Lee (yes) and Director Holman (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(28 thru 40 - 2023) – Members of the public – Response to request by Director Sharp to contact the district regarding water tanks for fire protection.

(41-2023) – Yuba Water Agency – Notice of Availability of Draft Environmental Impact Report – New Bullards Bard Dam Atmospheric River Control (ARC) Spillway Project

(42-2023) Cal Fire - Notification of comment period for adoption of Fire Hazard Severity Zone map.

(43-2023) - Alliant – 2023-2024 GSRMA Insurance Certificate of Coverage (Workers Comp, Liability, Auto, Crime, Property) DOHFPD

(44-2023) - Alliant – Certificate of Coverage DOHFPD/Fellowship of Friends 2023-2024

(45-2023) – Appeal Democrat – Proof of Publication – Notice of Adoption of Budget 2023-24

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Approve prepayment of chassis for new rescue vehicle – The cost has not been determined yet.

FINANCIAL REPORT

Lorrie Million reports the JPA has increased their dues to \$3,000.00.

Budget Adjustments – None

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

#52-040563 in the amount of \$2,464.14 to Card Service Center

#52-040564 in the amount of \$3,000.00 to JPA – Annual Dues

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

Rissa reports they made \$3,000 last month and Lynn is trying to schedule the Fundraiser for the first or second week of October. The Oregon House Store is donating to the Open House/Fundraiser. Director Ware and Chair Lee will be out looking at the sink hole issue.

OLD BUSINESS

Continue Discuss and decide sale of Chiefs' old truck - #6441 – To be discussed again at the August meeting.

Continue the discussion of working with the Yuba Water Agency on a water tank feasibility study. – Director Sharp recommends the district hire a person to do the study and have the water agency pay for it. In discussing it was noted the availability of water tanks & hydrants does not always equate with safety. Clearance by the homeowner is more effective. Director Ware notes Supervisor Messick was trying to steer us in the direction of not wasting water agency money as well as the districts. If the county is willing to assist with water tanks on existing properties, that would be awesome. There was no decision on this subject.

NEW BUSINESS

A. Adopt Resolution 2023-04 Benefit Assessment Unit & Special Tax for 2023-2024

The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Ware (yes), Chair Lee (yes) and Director Holman (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

B. Adopt Resolution 2023-05 Final Budget

A budget adjustment was made to reflect a new increase in JPA dues.

The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Ware (yes), Chair Lee (yes) and Director Holman (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Sharp – Fire Safe Council – The increase in fees for the JPA tower was reviewed and approved. Foothill Fire department had a fundraiser that made \$5,000.00. He believes the Website should be improved and suggests building a database to improve email that could send notices out. Art Craigmill, who currently maintains the website, said he would give it over to Director Sharp. **Lorrie Million** – Notes the Yuba Water Agency did not contribute to the cost of 4th of July fireworks. **Chair Lee** – Tasked Director Sharp with looking into doing a feasibility study on extending the Forbestown Ditch to the Dobbins/Oregon House area. **Clerk of the Board Lani Pessoa** – gave an update on the Measure K report, SAM registration, & CA Public Records Act which has been recodified and reorganized. There are glitches in the SAM registration that do not always recognize previous registrations from our district. At this time, the district is up to date with SAM as Dobbins & Oregon House Fire Protection District. She will work to resolve the name change. She also notes the computer system for our records and the main database is 8 years old and needs to be updated soon. Director Sharp gave suggestions on how the database could work better. She also informed the board that she will be resigning as Clerk of the Board. She has not given a resignation date as she wants to give the board time to find a replacement.

ADJOURN

The meeting was adjourned by Chair Lee at 8:00 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 22, 2023

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: Lani Pessoa, Jared Ware and Charles Sharp. Also present were Mike Lee, Chief Mike Butler, & Bookkeeper Lorrie Million. There were five members of the public present, which included two firefighters. Risa represented the Auxiliary and Greg Holman was absent.

PUBLIC PARTICIPATION

Members of the public again expressed concerns about water tanks that would not be as helpful in fighting fires and would like their tax money to be put towards equipment. An email sent from Director Sharp without approval from the board to voters in the district was criticized as being not true.

APPROVAL OF MINUTES

A motion was made by Chair Lee, seconded by Director Ware to approve the minutes for the July 25, 2023 regular meeting. The roll call vote was Vice Chair Pessoa (yes), Director Sharp (yes), Director Ware (yes), Chair Lee (yes) and Director Holman (absent). There were (4) Yes, (0) Noes, (0) Abstain & (1) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(45-2023) – Appeal Democrat – Proof of Publication – Notice of Adoption of Budget 2023-24

(46-2023) – Yuba County Auditor – Appropriations Limit for 2023-24 and request to adopt by resolution.

(47-2023) - GSRMA – Annual payroll questionnaire due August 31, 2023

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Approve prepayment of chassis for new rescue vehicle – The cost has not been determined yet.

FINANCIAL REPORT

Lorrie reports the bank erroneously deposited \$2,000.00 to the Crew Fund account which belongs to our bank account. Vice Chair Pessoa will contact the bank to clear up the error. Lorrie will have the financial reports ready for the September meeting.

Budget Adjustments – None

Warrants – None

AUXILIARY

Rissa reports repairs are being done and part of the thrift store needs to be painted on the outside. Chair Lee notes it is time to repaint the entire building. He will work on this.

OLD BUSINESS

Continue Discuss and decide sale of Chiefs' old truck - #6441 – Chief Butler notes he will wait till fire season is over to decide.

NEW BUSINESS

A. Discuss posting an ad for Clerk of the Board position.

Lani distributed copies of Clerk of the Board responsibilities to the board that can be used as reference. She notes the Fall months are slower and it is a good time to start training someone. Since this is a volunteer position, suggestions were putting the word out verbally as well as posting an ad at both post offices, district website, and the Territorial Dispatch.

NEW BUSINESS (CONTINUED)

B. Review updates to Website

Director Sharp created a new website which was launched in error. This new website was not approved by the board and created confusion as members of the public noted there were two websites running simultaneously. Director Sharp was told to deactivate the new website immediately. He is to bring his ideas for changes/additions to the next board meeting.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Sharp – Suggests creating a Public Relations Committee to get a positive word out to the public.

Chief Butler – Reports he attended a meeting with Supervisor Messick and twelve fire chiefs. Supervisor Messick asked them about their stance on additional water tanks. Every one of them said tanks are not workable and would rather have more water tenders and additional equipment. He notes all twelve fire chiefs in yuba county agree on this.

Chair Lee – Asked Director Sharp for an update on feasibility study to bring water further down Frenchtown Road. It was clarified that he should put together a list of questions that would be asked of NYWD and bring to the board for approval. Chair Lee has a picture of Lloyd Appleby who was a board member for many years that will be hung at the fire station. He will also obtain a picture of John Norris.

ADJOURN

The meeting was adjourned by Chair Lee at 8:00 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 26, 2023

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: Charles Sharp, Mike Lee, and Greg Holman. Also present were Chief Mike Butler, & Bookkeeper Lorrie Million. Lani Pessoa and Jared Ware were absent.

PUBLIC PARTICIPATION

A member of the public notes the county is not working on providing water tanks at this time and he would rather the money go directly to the fire department.

APPROVAL OF MINUTES

A motion was made by Chair Lee, seconded by Director Sharp to approve the minutes for the August 22, 2023 regular meeting. The roll call vote was Director Sharp (yes), Chair Lee (yes) and Director Holman (abstain), Director Ware, (absent), and Vice Chair Pessoa (absent). There were (2) Yes, (0) Noes, (1) Abstain & (2) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(48-2023) – Agricultural Research Service – Brian Howard -Request for municipal water source for rainfall simulations at Richards Ranch. Fieldwork to start October 16th, for 8 days.

(49-2023) – Yuba County Auditor - Updated plat maps 2023/2024 Roll

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Approve prepayment of chassis for new rescue vehicle – Still no update on cost.

FINANCIAL REPORT

Financial Reports – None. Lorrie reports AT&T is a package plan, and the extras are automatically included. The plan has been renewed at an increased cost of \$20.00 per month.

Budget Adjustments – None

Warrants –

#52-040563 in the amount of \$2,464.14 to Card Service Center – Internet service, QuickBooks, Medical supplies, & equipment,

#52-040564 in the amount of \$3,000.00 to Yuba County JPA – Annual Fee

#52-040565 in the amount of \$1,425.00 to Ground Penetrating Radar Systems – Testing underground at Thrift Store for hidden pipes, sewage line & obstructions.

#52-040566 in the amount of \$2,000.00 to DOH Crew Fund – Annual payment

#52-040567 in the amount of \$2,000.00 to DOHFPD – Replenish bank account.

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

Chair Lee notes the scan at the Thrift Store resulted in nothing significant to report and the hole will be patched.

AUXILIARY

Linda reports the Open House on October 14th will have a member of Fire Safe Council, Sheriff's Department, and Cal Fire in attendance. Radio Station 103.1 will be making an announcement and there will be a Bounce House, Bar-B-Que, and Shaved Ice.

OLD BUSINESS

NEW BUSINESS

A. Discuss and review recommendations for updating the Website design.

Director Sharp will put the recommendations on a thumb drive and make a presentation to the board at a future meeting.

B. Review and approve High Speed Internet for Station/Thrift Store

Director Holman is waiting for an antenna to be installed on his roof and Succeed will be the provider.

C. Discuss and approve questions to North Yuba Water District regarding water for fire protection.

Director Sharp will pursue this independently as a private citizen.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Sharp – Suggested locations to post for Clerk of the Board AD. **Director Holman** – Suggests the board increase members from (5) to (7) to include fire department staff and recommends the Fire Chief automatically be a board member. **Chair Lee** – Gave notice he is resigning as of October 31, 2023.

ADJOURN

The meeting was adjourned by Chair Lee at 7:20 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

Minutes from notes taken by Lorrie Million

Minutes

October 24, 2023

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: Charles Sharp, Mike Lee, and Greg Holman. Lani Pessoa, Jared Ware, Chief Mike Butler, & Bookkeeper Lorrie Million were also present. There were three firefighters and four members of the public present. Rissa represented the Auxiliary.

PUBLIC PARTICIPATION

Comments from the public included commending the fire department for their swift attention to the recent fires along Marysville Road and an opinion regarding who should not be board members.

APPROVAL OF MINUTES

A motion was made by Chair Lee, seconded by Director Ware to approve the minutes for the September 26, 2023, regular meeting. The roll call vote was Director Sharp (yes), Chair Lee (yes), Director Holman (yes), Director Ware (yes), and Vice Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

None

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Approve prepayment of chassis for new rescue vehicle – A motion was made by Chair Lee, seconded by Director Holman to pay \$83,728.89 to MTECH. The roll call vote was Director Sharp (yes), Chair Lee (yes), Director Holman (yes), Director Ware (yes), and Vice Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed. Measure K funds will be used to make the payment.

FINANCIAL REPORT

Financial Reports – Lorrie distributed the financial reports. She reports the county is in the process of revising the warrants which have not been updated for years. No word on when the new forms will be available. The Succeed internet payment will increase in order to provide service to the thrift store. At present the Recology bill is split between the fire department and the auxiliary. Lorrie suggests we pay the Succeed bill and the auxiliary pay the Recology bill rather than splitting both payments. Rissa will check with the auxiliary.

Budget Adjustments – None

Warrants –

#52-040569 in the amount of \$1,285.70 to Dobbins/Oregon House Fire Auxiliary – Recology Dumpster

#52-040570 in the amount of \$1,934.53 to Dawson Oil Company – Fuel

#52-040571 in the amount of \$3,000.00 to Dobbins/Oregon House Fire Protection District – Replenish Bank Account

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

AUXILIARY

Rissa reports the Open House was done extremely well, and they are hoping to see more people attend next year. Suggestions were made for location and improvements for next year's event. She also thanked Collins Lake who provided a party boat for the auxiliary members to enjoy a day at the lake. The sink hole is still an issue as the job is too small for most vendors.

OLD BUSINESS

None

NEW BUSINESS

A. Discuss and Decide CPR Saturday event for this year.

After discussing a motion was made by Chair Lee, seconded by Director Ware to approve going forward with the CPR event in January, capping the amount at \$1,500.00. The roll call vote was Director Sharp (yes), Chair Lee (yes), Director Holman (yes), Director Ware (yes), and Vice Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Chair Lee – Reminded the board this was his last meeting, and his official resignation date is October 31, 2023.

Director Sharp – The Clerk of the Board Ad will run in the Territorial Dispatch starting November 3, 2023.

Vice Chair Pessoa – Notes the board may have to consider the Clerk of the Board as a paid position. The Notice of Vacancy for the position of Director due to resignation of Chair Lee will be posted and the board will appoint a new Director at the December meeting.

Director Holman – Notes when members of the fire department comment at board meetings there needs to be clarification regarding are they speaking as members of the public or volunteers representing the department. Personal opinions are fine, but disparaging remarks about a religious organization by volunteers representing the fire department are not.

Vice Chair Pessoa – Thanked Michael Lee for his 15 years of service as Director and Chair of the Board.

ADJOURN

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

Respectfully Submitted:

Lani Pessoa, Clerk of the Board

Minutes

December 12, 2023

CALL TO ORDER

The meeting was called to order by Chair Pessoa

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: Charles Sharp, Greg Holman, and Jared Ware. Lani Pessoa, Chief Mike Butler, & Bookkeeper Lorrie Million were also present. There were seven members of the public present and one firefighter. Margaret represented the Auxiliary.

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES

A motion was made by Director Ware, seconded by Director Sharp to approve the minutes for the October 24, 2023, regular meeting. The roll call vote was Director Sharp (yes), Director Holman (yes), Director Ware (yes), and Chair Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

- (50-2023) – Peter Pillsbury - Letter of qualifications and interest in becoming board member to fill vacancy on board.
- (51-2023) – Appeal Democrat Ads – Notice of holiday deadlines for Thanksgiving week.
- (52-2023) – Justin DeVorss – Letter of qualifications and interest in becoming board member to fill vacancy on board.
- (53-2023) – Candice Fresquez (PFC-Stirnaman Insurance Agency) – Request to confirm DOHFPD is responding fire district for her client.
- (54-2023) – GSRMA – Final Contribution True Up for 2022-23 is \$0

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report.

Chief Butler reports the Rescue Wildland truck delivery will be sometime in 2024.

Pay Crew Fund – July to August 2023, the amounts are as follows: Crew Fund \$549.00 & Individual \$1,281.00 for a total of \$1,830.00.

FINANCIAL REPORT

Financial Reports – In order to avoid late charges on the credit card occasionally Lorrie will need to pay via debit from the bank. This will be put on the agenda for approval in January.

Budget Adjustments – Discuss and decide transferring unreserved funds #1011 to general fund #1010.

Chair Pessoa notes the unreserved funds have built up over time and will be transferring \$100,000 to the general fund. The board agrees and the adjustment will be made by our CPA.

Warrants –

#52-043366 in the amount of \$415.50 to Mescher Door Company – Replace roller, lube & service (Measure K Funds)

#52-043367 in the amount of \$845.92 to Golden State Emergency Vehicle Service – Engine 6481, Axle leak, Bulb & Mud Flaps (Measure K Funds)

#52-043368 in the amount of \$300.00 to Sacramento Valley Alarm Security Systems – Alarm System

#52-043369 in the amount of \$83,728.89 to MTECH Incorporated – Ford Chassis – New Rescue Vehicle (Measure K Funds)

#52-043370 in the amount of \$3,000.00 to DOHFPD – Replenish Bank Account

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

Review Yuba County Financial Management Software System to be implemented January 3, 2024.

Lorrie and Chair Pessoa gave updates and explained changes that will be made to the system. Warrants will change completely, and we will have a new account numbering system.

AUXILIARY

Margaret has no new business to report. The fill the boot donation for Emma Johnson which raised over \$700 at the Firefighter Appreciation Dinner was matched by both the Auxiliary and our Crew Fund.

OLD BUSINESS

None

NEW BUSINESS

Elect New Chair and Vice Chair

A motion was made by Director Holman, seconded by Director Sharp to nominate Lani Pessoa as Chair. There being no further nominations Chair Pessoa called for a vote. The roll call vote was Director Sharp (yes), Director Holman (yes), Director Ware (yes), and Chair Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed. A motion was made by Chair Pessoa, seconded by Director Sharp to nominate Greg Holman as Vice Chair. There being no further nominations Chair Pessoa called for a vote. The roll call vote was Director Sharp (yes), Director Holman (yes), Director Ware (yes), and Chair Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director Sharp – Has a proposal to update the District Website and will make a presentation at the January meeting. The Ad for Clerk of the Board has run its course and there have been no responses at this time.

Chair Pessoa – Notes she has contacted both county council and state controllers' office regarding holding two positions as Chair and Clerk of the Board. They referred her to our own council. The board will have to consider other options if no one comes forward to take the position of Clerk of the Board.

Chief Butler – The computer in his office is being upgraded and suggests giving the laptop from the meeting room which is only 2 years old to the Clerk of the Board.

Appoint New Director

After speaking to both candidates, and board discussion Chair Pessoa called for a vote. Lorrie who was standing in for Clerk of the Board then put forth the question of how many are in favor of appointing Justin DeVorss as Director. The roll call vote was Director Sharp (yes), Director Holman (yes), Director Ware (yes), and Chair Pessoa (yes). There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Justin DeVorss was elected with a unanimous vote.

Chair Pessoa noted it was a pleasure to hear from such qualified candidates and thanked both candidates for their interest in becoming a member of the board.

ADJOURN

The meeting was adjourned by Chair Lee at 7:45 p.m.

Respectfully Submitted:

Lani Pessoa, Clerk of the Board