

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

**January 23, 2024**

**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, Justin DeVorss, Chief Mike Butler & Bookkeeper Lorrie Million were also present. Rissa represented the Auxiliary and there were four members of the public present.

**PUBLIC PARTICIPATION**

None

**APPROVAL OF MINUTES**

A motion was made by Director Ware, seconded by Vice Chair Holman to approve the minutes for the January 15, 2024, special meeting minutes and the December 12, 2023, regular meeting. The roll call vote was Director Sharp (yes), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**CORRESPONDENCE RECEIVED**

(01-2024) – Mason, Burce& Girard, Yuba County Roadside Project – Notice that work is starting on fuels reduction project.  
(02-2024) - Yuba County Board of Supervisors – Notice of approval of appointment of Justin DeVorss January 9, 2024.

**FIRE CHIEF REPORT**

**Incident Report** – Chief Butler distributed the Incident Report.

Chief Butler reports on February 7<sup>th</sup> he will be in Chico to look at and approve prebuild blueprints for the new rescue vehicle.

**FINANCIAL REPORT**

**Financial Reports** – The financial reports were submitted for review and approval. Chair Pessoa notes she has worked with the CPA to update the reports. A motion was made by Chair Pessoa, seconded by Director Ware to approve the financial reports as submitted. The roll call vote was Director Sharp (yes), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**Budget Adjustments – Adjust #6800 Equipment Reserve to reflect payments needed for new Rescue Vehicle**

Chair Pessoa notes the budget will be adjusted to \$92,918.00 which is the remaining balance.

Also account # 6760 Capital Projects, Fixed Assets under Description/Comments will be adjusted to \$156,831.00 which is the remaining balance of initial Measure K payment of \$293,913.00.

**Warrants –**

- #52-043371 in the amount of \$345.99 to Community Development Services Agency – Hazardous Material Permit
- #52-043372 in the amount of \$250.00 to Messenger Publishing Group – AD Clerk of the Board
- #52-043373 in the amount of \$270.79 to Roy Young – Cal Fire - Scott Incident
- #52-043374 in the amount of \$104.15 to Tim Johnson – Cal Fire – Scott Incident
- #52-043375 in the amount of \$270.79 to Alex Young – Cal Fire – Scott Incident
- #52-043376 in the amount of \$270.79 to Jacob Young – Cal Fire – Scott Incident
- #52-043377 in the amount of \$187.47 to Jonathan Young – Cal Fire – Scott Incident
- #52-043378 in the amount of \$187.47 to Alex Young – Cal Fire – Scott Incident
- #52-043379 in the amount of \$104.15 to Wyatt Stensler – Cal Fire - Scott Incident
- #52-043380 in the amount of \$270.79 to Greg Stensler – Cal Fire – Sicard Incident

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), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

## **FINANCIAL REPORT (CONTINUED)**

**Update to Yuba County Financial Management Software System** – Per auditor’s office this is delayed until July 2024.  
**Discuss and decide approval for the bookkeeper to pay credit card charges utilizing ACH to expedite payment and avoid late fees/additional charges on a limited basis.**

After discussing a motion was made by Chair Pessoa, seconded by Vice Chair Holman to approve using ACH for credit card payment only when necessary. The roll call vote was Director Sharp (yes), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

## **AUXILIARY**

Rissa reports the thrift store is doing well in sales, but there is definitely a need for more volunteers. Succeed internet is up and running at a cost of \$144.00 monthly. A credit card is required for payment, which they do not have. The charges will be posted to the fire department credit card and the Auxiliary will reimburse the department.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

**Review 2019 & 2020 Audit** – Chair Pessoa distributed the audits for review. The fixed asset inventory needs to be updated by Chief Butler. Copies of the audit will be sent to the state and county auditor. The adjusting journal entries will be forwarded to our CPA and when completed the 2020-2021 fiscal year files will be hand delivered to Jensen Smith for the next audit.

### **Adopt Resolution 2024-03 Commending Michael Lee**

The roll call vote was Director Sharp (yes), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **Appoint new Clerk of the Board**

A motion was made by Chair Pessoa, seconded by Director Ware to appoint Peter Pillsbury as the new Clerk of the Board. The roll call vote was Director Sharp (yes), Vice Chair Holman (yes), Director Ware (yes), Director DeVorss (yes) and Chair Pessoa (yes). There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

### **Presentation by Director Sharp – Proposed Update to District Website**

Director Sharp presented an updated version of the existing website with changes and suggestions as to the look of the website and how it could function. The posting of documents and other information would be done by the Clerk of the Board. The board will hold off on any changes or updates to the website while the new clerk is learning the position.

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

**Director Sharp – Fire Safe Council** – Will move forward in a joint effort with North Yuba Water District, Yuba Water Agency, and Yuba County Fire Chiefs to do a feasibility study to extend the district’s water lines and install fire hydrants to the Oregon House area. Director Sharp suggests forming a Public Relations Committee and consider Zoom meetings.

**Chief Butler** – Notes a JPA representative needs to be appointed. Chair Pessoa will be the JPA representative.

**Chair Pessoa** – Distributed the Committee Members list for 2024, Yearly Agenda 2024, and an updated Fire Board list. She also suggests joining the CA Special District Association. This will be put on the February agenda for a vote.

## **ADJOURN**

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

**Respectfully Submitted:**

**Lani Pessoa, Clerk of the Board**