

DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

P. O. BOX 164, OREGON HOUSE, CA 95962

Minutes of Regular Meeting

March 26, 2024

CALL TO ORDER

The meeting was called to order by Chair Pessoa at 6:31pm

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, Lani Pessoa, and Justin DeVorss. Greg Holman, and Chief Mike Butler, Bookkeeper Lorrie Million, and Clerk Peter Pillsbury were also present. Rissa represented the Auxiliary and there were two members of the public present.

PUBLIC PARTICIPATION

None

APPROVAL OF MINUTES

A motion was made by Director DeVorss and seconded by Chair Pessoa to approve the minutes for the February 27, 2024, regular meeting. The roll call vote was:

Director Sharp (yes)

Director DeVorss (yes)

Chair Pessoa (yes)

Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

CORRESPONDENCE RECEIVED

(06-2024) Email: CalPERS State Social Security Administrator – Annual Information Request.

(08-2024) CA State Controller – 2023 Government Compensation in California Report

(12-2024) Email: State Fire Marshal - Annual AHJ Letter

This item was added after Agenda posted:

(13-2024) Pillsbury Letter of Interest

FIRE CHIEF REPORT

Incident Report – Chief Butler distributed the Incident Report. The Chief briefly discussed the Regent Fire, our first early season fire this year.

FINANCIAL REPORT

Financial Reports – Bookkeeper Million reports duplicate payment for propane (two warrants). Refund check to be received. Question as to whether to send refund to the County. Chair Pessoa agreed this would be appropriate. Bookkeeper Million will contact County for instruction and proceed.

Chair Pessoa distributed balance sheet and Budget vs Actual FY 23-24 through January. There was a problem with printing the transaction list which will be resolved for next meeting.

Budget Adjustments – None

Warrants –

#52-043381 in the amount of \$4,800.00 to Jensen Smith CPA – Audit fiscal years June 2019 & 2020

#52-043382 in the amount of \$192.56 to Card Service Center – Office expenses

#52-043383 in the amount of \$145.84 to Lani Pessoa – reimbursement Office Supplies

#52-043555 in the amount of \$1,200.00 to Blomberg & Griffin CPA – Accounting July – December 2023

#52-043556 in the amount of \$826.43 to Suburban Propane – Propane
#52-043557 in the amount of \$710.00 to Life Assist – Medical Supplies
#52-043559 in the amount of \$3,000.00 to DOHFPD – Replenish bank account

Added warrant:

#53-043560 for \$889.57 to Card Service Center – Office supplies, internet subscriptions

A motion was made by Chair Pessoa and seconded by Director Holman to approve adding Warrant. The roll call vote was:

Director Sharp (yes)
Director DeVorss (yes)
Chair Pessoa (yes)
Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

A motion was made by Chair Pessoa and seconded by Director DeVorss to approve the Warrants as submitted. The roll call vote was:

Director Sharp (yes)
Director DeVorss (yes)
Chair Pessoa (yes)
Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

AUXILIARY

Rissa reports the Spaghetti fundraiser dinner was a success with a great turnout.

Discussed setting up online store, internet service level, pricing discount, and division of internet bill between store and station.

April 13, 1pm is Lloyd's and Alice's Celebration of Life at the Alcouffe Center.

YES Charter Academy would like Auxiliary booth at Earth Day Fair. Discussed and agreed that the Auxiliary will do this.

OLD BUSINESS

None

NEW BUSINESS

A. **Review and approve Resolution 2024-04 “AUTHORIZATION FOR THE DISTRICT TO APPOINT AUTHORIZED AGENTS TO SOLICIT, ACCEPT, AND EXECUTE GRANTS”**

Motion was made by Chair Pessoa and seconded by Director Holman to approve resolution. The roll call vote was:

Director Sharp (yes)
Director DeVorss (yes)
Chair Pessoa (yes)
Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

B. **Appoint Ad-hoc Budget Committee**

Chair Pessoa assigned herself and Director DeVorss to Ad-hoc budget committee.

C. **Assign Entity Affiliation Role of Officer in SAM Registration - Domains are Entity Registration, Entity Reporting, & Contract Opportunities**

A motion was made by Chair Pessoa and seconded by Director DeVorss to assign role of “Officer” in SAM account to Chief Butler to facilitate grant acquisition and administration. The roll call vote was:

Director Sharp (yes)
Director DeVorss (yes)
Chair Pessoa (yes)
Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

D. Review Future Plans

Chief Butler distributed land discussed list of desired items, including device for extinguishing electric car fires. Item for approval to be added to next Agenda.

E. Review Bylaws, discuss any proposed changes

Printed copy of draft version distributed for review. Continue discussion next meeting.

F. Public Relations presentation by Director Sharp

Director Sharp presented ideas on Public Relations including communication channels, reasons for enhancing PR, discussion about advocacy positions, critique of existing website, and suggestions for more desirable URL and email addresses. Discussed whether need for "Advocacy Committee". Discussed weed abatement program as an example, compared with Linda program. Discussed mailing list appropriation.

G. Consideration on establishing a Public Relations committee, option to vote

Carried over until future meeting.

H. Consideration the Fire District Board taking advocacy positions regarding fire protection measures in the District's service area, option to vote

Carried over until future meeting.

APPOINT NEW DIRECTOR

The seat is vacant due to a resignation. There is (1) candidate who has filed a letter of interest in serving as Director. The Board of Directors will publicly interview each candidate, then the Board will discuss and select the new Director through a majority vote. The new Director will serve until the next general election in November 2024.

A motion was made by Director Holman and seconded by Chair Pessoa to appoint Peter Pillsbury to fill the vacant Director seat. The roll call vote was:

Director Sharp (yes)

Director DeVorss (yes)

Chair Pessoa (yes)

Vice Chair Holman (yes)

There were (4) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

BOARD & STAFF DISCUSSION, QUESTIONS, COMMENTS:

Director DeVorss – Reported from Fire Safe Council meeting. Smartsville FD Chief Griffiths is helping people put address signs up. Director DeVorss volunteered to help place signs. Discussed correct placement. Chief Butler mentioned signs are available for free. Once made avail for free, Thrift Store has not sold any, has inventory.

Director Sharp – Best practices training for agencies presented by YWA. Hopes for vigorously contested election coming up in November. Noted that there are three DOHFPD seats up for re-election come November.

Bookkeeper Million – Needed login for Umqua Bank to access checking account. ATT wants to get rid of landline, offering deal on cell replacement. 36.99/mo plus \$1.99 for phone.

Chair Pessoa – Will attend JPA meeting.

ADJOURN

The meeting was adjourned by Chair Pessoa at 7:41 p.m.

Respectfully Submitted:

Peter Pillsbury, Clerk of the Board