

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

Minutes

January 2, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were, Pam Cook, and Lani Pessoa. Richard Alvarado a member of the public was also present.

APPROVAL OF MINUTES

A motion was made by Lloyd, seconded by Pete to approve the minutes for the December meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

Richard Alvarado of Capitol Public Finance Group presented the final Development Impact Fee Study. After reviewing a motion was made by Pete, seconded by Mike H. to accept the report as given. The vote was 3 yes, 2 abstain – approved.

- a. **Adopt Resolution 2009-01 Policy Concerning New Development**
Roll call vote was 3 yes, 2 abstain – approved
- b. **Adopt Resolution 2009-02 Adopting the Development Impact Fee Study & Increasing the Fees**
Roll call vote was 3 yes, 2 abstain - approved

BOOKKEEPER REPORT

A motion was made by Pete, seconded by Mike L. to approve the bookkeeper's report for December. The vote was unanimous. Mike H. likes the new PDF format overall, but prefers Excel for comparison purposes. Mike and Pam will work together on this. A motion was made by Pete, seconded by John to pay \$5,120.00 to Renee Claar. The vote was unanimous.

FIRE CHIEF REPORT

Due to the chiefs absence the incident report was read together by all board members. (Attachment 2)

AUXILIARY REPORT

COMMITTEE REPORTS

- a. **By-laws Review Committee - Inactive**
- b. **Future Planning Committee – Inactive**
- c. **Budget Committee - Inactive**
- d. **Fire District Local Hazard Mitigation Plan Committee – Pete Hammontre & Mike Lee**
- e. **Fire Mitigation Impact Fees Update – Pete Hammontre & Lloyd Appleby - Active**
- f. **Assessment Fees Committee - Inactive**
- g. **Building Committee - Active** – Pete reviewed the new station final report and explained all the discrepancies. Mike H. has asked Pete to put the explanation in writing.
- h. **SOP Review Committee – Active** – Mike has asked Pat Garamone for clarification regarding email between board members.
- i. **Audit – Active** – To date there has only been one response which was a no.
- j. **Dedication Committee – Active until 2/6/09 – Pete Hammontre & Mike Hatherly** – Pete reports the plaque is done and invitations will be handed out at the Chiefs, JPA and Fire Safe Council meetings. Jeff Citron and Ron Garner will provide heaters for the Open House.

DIRECTORS REPORTS

- a. **Lloyd Appleby** –
- b. **Pete Hammontre** – Fire Safe Council will meet at the new station in the future with the board’s approval.
- c. **Mike Hatherly** – Recovery of funds for the Monte Verde Fire were discussed and the information will be turned over to the Chief.
- d. **Mike Lee** –
- e. **John Norris** –
- f. **Open Director’s reports** – John N. reports the timers for the pond at Lewis Carroll School will be repaired and should be functioning soon. The school will also be installing a tank to support the garden. Mike H. reports Government Agencies can get reduced prices at Office Depot and the Fire Station and Auxiliary are eligible.

OLD BUSINESS

A. Blank Checks

Mike H. distributed a hand out covering his recent phone calls to various districts regarding their procedures for paying bills. Mike has asked all members to review the information for the next meeting.

NEW BUSINESS

ADJOURN

The meeting adjourned at 8:02 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

February 5, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were, Mike Butler, Pam Cook, Maureen Gillock and Lani Pessoa. Sandy Garabowsky a member of the public was also present.

APPROVAL OF MINUTES

A motion was made by John, seconded by Mike L. to approve the minutes for the January meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

A motion was made by John, seconded by Pete to approve the bookkeeper's report for January. The vote was unanimous. Pam presented the following warrants for approval #52-24849 for \$1,773.35 to Key & Associates, # 52-24850 for \$4,138.38 to Royal Chemical and #52-24851 for \$7,500.00 to Capitol Finance Group along with a reading of the bills payable. A motion was made by Pete, seconded by Lloyd to approve the warrants and bills as presented. The vote was unanimous.

FTRE CHIEF REPORT

Mike went over the Incident Report (Attachment 2).

- a. Mike continues to work on the inventory for the audit.
- b. Mike wants to replace 24 chairs and add two more tables to the training room. The board agrees this is a good idea. Mike H. will see if the discount program with Office Depot applies to these items.
- c. Mike has requested a new computer for his office along with a filing cabinet and filing system to be used by both the chief and the bookkeeper. The board is in agreement this will aid in future record keeping and Mike H. will add to his list of items that may be discounted at Office Depot.
- d. Trash cans and pickup were discussed and it was agreed to address this as part of a future committee.

Mike reports investigation of the Monte Verde fire is ongoing. There will be a discussion with Cal Fire regarding the amount of hours required to justify payment to firefighters and the ISO has not reported back to him at this time.

AUXILIARY REPORT

Maureen reports the Omelet breakfast is Saturday, February 7th.

COMMITTEE REPORTS

- k. **By-laws Review Committee - Inactive**
- l. **Future Planning Committee – Active – Mike Lee & Lloyd Appleby**
- m. **Budget Committee - Inactive**
- n. **Fire District Local Hazard Mitigation Plan Committee – Active -** Pete reports the plan is re-submitted every 5 years
- o. **Fire Mitigation Impact Fees Update – Active -** Pete, Lloyd & Mike B. attended the Supervisors meeting where the resolution was adopted. There is a 60 day wait before fees can be increased. This committee is now **Inactive**.
- p. **Assessment Fees Committee – Inactive**

- q. **Building Committee – Active** - Although the building is complete this committee will stay active for now.
- r. **SOP Review Committee – Active** - Mike H. reports he and John continue to work together and an Expense Report is in progress.
- s. **Audit – Active** – Still no progress on securing a firm to do the audit. To be extended to June.

DIRECTORS REPORTS

- g. **Lloyd Appleby** – Nothing to report
- h. **Pete Hammontre** – JPA is in good shape. He continues to work on payment for the chipping grant.
- i. **Mike Hatherly** – Ure Mountain grant is in progress and the 1st quarter has been paid to Greg Royat.
- j. **Mike Lee** – Renee has been paid and all work has been taken care of for the GIS grant.
- k. **John Norris** – Nothing to report
- l. **Open Director’s reports** – Pete reports the Boy Scouts camp out needs the boards’ assistance obtaining a discount for toilet rental. A motion was made by Mike L., seconded by Lloyd to assist the Boy Scouts by way of reimbursement. The vote was unanimous.
Mike H. gave an overview of the grant workshop seminar he attended and says the board should develop a list of wants and desires to be ready for application. Mike H. spoke to Pat Garamone concerning emails between directors regarding business to be discussed at the meetings and the proper procedure.

OLD BUSINESS

- a. Crew Account – After discussing a motion was made by John, seconded by Mike L. to establish a separate bank account for the crew fund that will require two signatures on each check. The vote was unanimous. Pete will send a letter to the bank establishing an account and asking for signature cards.
- b. Blank Checks – The process of reading the bills payable at the meeting was established and will be continued at future meetings. The directors have agreed to sign the checks after each meeting.
- c. Board Secretary/Clerk Training – A motion was made by Mike L., seconded by John to approve the \$375.00 fee and to add an additional \$125.00 in expenses to be reimbursed. The training course is March 19th & 20th.

NEW BUSINESS

- a. Payment to Tony French and Renee Claar for money due on chipping grant. – A motion was made by Pete, seconded by Mike L. to pay the following warrants: #52-24852 for \$21,735.00 to Twin Cities Tree Service and #52-24853 for \$8,915.74 to Renee Claar. The vote was unanimous.
- b. Letter to Nadine Bartlett – Mike H. read a letter from the board expressing condolences for her loss. The board is in agreement to send the letter.
- c. Form committee to interact with Auxiliary Committee on transfer of control of old fire house – Pete Hammontre and Mike Lee will be the new committee members.
- d. Establish time of meeting in accordance with Brown Act paragraph 5494a – Mike H. read Resolution 2009-03 Adoption of Established Time and Place for Regular Meeting of The Board of Directors of the Dobbins/Oregon House Fire Protection District. A roll call vote was 4 -yes, 1-no – approved
- e. Email from Rick Cunningham reference insurance through Golden State Risk Management Authority – Mike H. will pursue quotes from Golden State. Lani has given the existing policy to Mike H. for comparison.
- f. 2nd Floor Project – Pete distributed the estimated figures for Phase 2 & Phase 3 plans of the new station. It was agreed to start with Phase 3 and a motion was made by John, seconded by Lloyd authorizing Pete to obtain bids for the Well project.

ADJOURN

The meeting adjourned at 8:46 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

March 5, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were, Asst. Fire Chief Dave Dickinson, Pam Cook, and Lani Pessoa. Members of the public were Sandy Grabowsky, Dan Berry and Mark Marshall.

APPROVAL OF MINUTES

A motion was made by John, seconded by Pete to approve the minutes for the February meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

Dan Berry and Mark Marshall of Golden State Risk Management Authority gave an overview of the services provided to special districts along with their insurance quote for DOHFPD. This is a membership program that provides extensive loss prevention and safety training programs.

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. As there were no warrants to approve for February a motion was made by Mike L., seconded by Pete to approve the bills as presented. The vote was unanimous. A motion was made by Mike L., seconded by Pete to approve the bookkeepers report for February. The vote was unanimous. The board discussed the bill paying process as it currently stands and how it can be improved. A motion was made by Pete, seconded by Lloyd to have the SOP committee present a finished product for next month's meeting of a bill paying advisory committee to insure that all bills are paid on a timely basis. A roll call vote was 3 – yes, 1 – no. Pete will work with John on this.

FTRE CHIEF REPORT

Incident Report (Attachment 2)

Asst, Fire Chief Dave Dickinson reports there has been great interest in the cadet program. Notice to follow on CPR classes and a Spring Bar-B-Q is planned for the DOH and Foothill fire fighters. Mike H. reports that chairs can be purchase using the Office Depot discount for \$16.00 each.

AUXILIARY REPORT

Sandy reports the Spaghetti dinner is Saturday from 5:00 to 7:00 p.m. at Thousand Trails. The omelet breakfast is Saturday, April 4th.

COMMITTEE REPORTS

- t. **By-laws Review Committee - Inactive**
- u. **Future Planning Committee – Active – Mike Lee & Lloyd Appleby**
- v. **Budget Committee – Active – Pete Hammontre & John Norris have been assigned to this committee**
- w. **Fire District Local Hazard Mitigation Plan Committee – Active - Pete reports the plan is re-submitted every five years.**

COMMITTEE REPORTS (continued)

- x. **Fire Mitigation Impact Fees Update – Inactive**
- y. **Assessment Fees Committee – Inactive**
- z. **Building Committee – Active** – Pete went over the estimate from Peters' Drilling & Pump Service.
- aa. **SOP Review Committee – Active** - Mike H. reports he and John continue to work together and an expense report is in progress.
- bb. **Audit – Active** – A quote has been received from Jensen & Smith. Mike H. will follow up on this.
- cc. **Transfer of Control of Old Fire House – Active** – Pete distributed the Nonresidential Lease Agreement showing that the board is the landlord and the auxiliary is the tenant. Iva Norris and Sandy Grabowsky have been appointed to represent the auxiliary. A motion was made by Mike H., seconded by Lloyd to allow Mike L. and Pete to proceed with and make minor modifications if needed to the lease. The vote was unanimous.

DIRECTORS REPORTS

- m. **Lloyd Appleby** – Nothing to report
- n. **Pete Hammontre** – JPA meeting is March 25th at 7:00 p.m. at the station
- o. **Mike Hatherly** – Nothing to report
- p. **Mike Lee** – He has obtained a map of the fire district with water sights. The map was given to the chief.
- q. **John Norris** – Nothing to report
- r. **Open Director's reports** – Pete reports that Foothill has received a \$12,000.00 grant for a generator. They already had been given a generator and it was offered to our fire station. Mike Butler and Pete have accepted the offer. The Boy Scouts will not need the board's assistance in obtaining a discount for toilet rental. JPA has given access to Digital Path to use the Lexington Ridge Tower. This company provides high speed internet and they have agreed to provide free service at the station. The station has agreed to allow them to install a repeater on top of the station. Pete will follow up on this. The community center is having a fund raiser and would like to take advantage of the junked vehicles at the station to be used as part of their event.

OLD BUSINESS

NEW BUSINESS

- a. **Phase III – New Well**
Pete presented the proposal for the new well at \$6,000.00. A motion was made by Mike Lee, seconded by Lloyd to accept the bid from Peters' Drilling as presented by Pete. The vote was unanimous.
- b. **Adopt Resolution 2009-04 (Proposition 40 Residential Chipping Program for Yuba Foothills)**
The secretary read the resolution as presented. Mike H. called the role and the vote was unanimous.

ADJOURN

The meeting adjourned at 8:32 P.M.

Michael Hatherly, Chair

Lani Pessoa, Secretary

Date _____

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

Minutes

April 2, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were, Chief Mike Butler, Pam Cook, and Lani Pessoa. Members of the public were Maureen Gillock and Lola Welker.

APPROVAL OF MINUTES

A motion was made by Pete, seconded by Mike L. to approve the minutes for the March meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

A. Adopt Resolution 2009-05 Authorization to Provide Authorized Agent For Signature

A roll call vote was 5 yes – approved

B. Signing of Lease Agreement between the Fire Auxiliary President and District Chair

The Lease Agreement was signed by District Chair, Mike Hatherly and Auxiliary President Maureen Gillock

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. As there were no warrants to approve for March a motion was made by Pete, seconded by John to approve the bills as presented along with the bookkeeper report. The vote was unanimous. The statement for the Crew Account shows a \$15.00 service charge and Pete will work with the bank to have the charge removed.

FTRE CHIEF REPORT

Incident Report (Attachment 2)

The chief reviewed the incident report and informed the board that information has been turned over to Fire Recovery USA for an incident involving a non-resident

a. Inventory for audit – Mike continues to work this.

b. More tables & new chairs for the training room - After discussing the board gave approval for Mike H. to purchase chairs at \$16.00 each from Office Depot and John to purchase one 6 ft. and one 8 ft. table from Ace Hardware.

c. A new computer for the Chief's office – After discussing the board gave approval for John to purchase a computer at around \$800.00

d. Trash Pickup – Cans – The problem has been worked out with the station reclaiming the can and the auxiliary will put out their own can next to it.

e. New Chief Vehicle Agreement – Mike continues to work on this

The chief reports there are issues with groups meeting in the training room and not cleaning up after themselves. A Room Use Log was discussed and the chief will continue to monitor the situation.

AUXILIARY REPORT

Lola who is the manager of the thrift shop reports the omelet breakfast is Saturday, April 4th. There will be a grand opening for the Thrift Shop on Saturday, April 18th from 10:00 a.m. to 4:00 p.m. Refreshment will be served. The thrift shop is now open 6 days a week.

COMMITTEE REPORTS

- dd. **By-laws Review Committee - Inactive**
- ee. **Future Planning Committee – Active** – Mike L. and Lloyd distributed the future plans for review. The committee will make the suggested changes and submit for approval at the next meeting.
- ff. **Budget Committee – Active** – Pete reviewed the preliminary budget. A revised copy of the budget will be forwarded by email with the agreed upon changes.
- gg. **Fire District Local Hazard Mitigation Plan Committee – Active -**
- hh. **Fire Mitigation Impact Fees Update – Inactive**
- ii. **Assessment Fees Committee – Inactive**
- jj. **Building Committee – Active** – Pete reports the permit has been approved and the contract is signed from Peters' Drilling & Pump Service.
- kk. **SOP Review Committee – Active** – John distributed a handout of DOHFPD Policies and Procedures to the board for review.
- ll. **Audit – Active** – Mike H. spoke to Diane Watts who suggests hiring a professional bookkeeper to put all the records from the past 5 years into Quick Books. She recommends the bookkeeper from Brownsville. Mike will follow up on this.
- mm. **Transfer of Control of Old Fire House – Inactive**

DIRECTORS REPORTS

- s. **Lloyd Appleby** – Nothing to report
- t. **Pete Hammontre** – JPA voted to direct 911 for fire and emergency calls to the Foothill physical station due to periodic flooding in Grass Valley every year.
- u. **Mike Hatherly** – Nothing to report
- v. **Mike Lee** – Nothing to Report
- w. **John Norris** – The VFA grant has been submitted
- x. **Open Director's reports** – Mike Lee proposed having a book drop for the Marysville Library in the foothills where people can order online and return to the drop off spot. The thrift store would be a possible location. Mike will follow up on this. John reports a receiver from digital path will be installed at the community center. They hope to get internet for free. John and Iva will be gone on vacation for a month.

OLD BUSINESS

NEW BUSINESS

- a. **Golden State Risk Management Authority** – Mike H. reports Nancy Terpstra had questions and Dan Berry will respond in writing to the questions. Mike has also sent an intention to withdraw letter to FASIS to comply with the notice required if we should decide to go with another company for coverage.
- b. **SOP – Crew Account** – The policy was handed out for review and approval. After minor revisions a motion was made by Pete, seconded by Mike Lee to accept as presented. The vote was unanimous.
- c. **SOP – Check Approval & Signing** – The policy was handed out for review and approval. After minor revisions a motion was made by Pete, seconded by Mike Lee to accept as presented. The vote was unanimous.
- d. **Review of Elective Offices to be Filled** – Lani went over the resolution and procedures involved with the upcoming election. John Norris and Mike Hatherly are up for a 4 year term and Mike Lee is up for a 2 year term. Lani will follow up on the candidate statements and possible cost of election.
- e. **Update on Board Secretary Training** – Lani distributed and reviewed information covered at the training class. The board discussed procedures and policies that may need to be changed.

ADJOURN

A motion was made by Pete, seconded by Mike Lee to adjourn the meeting. The meeting adjourned at 9:15 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

May 7, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby and Pete Hammontre. Also present were, Chief Mike Butler, Pam Cook, and Lani Pessoa.

APPROVAL OF MINUTES

A motion was made by Lloyd, seconded by Pete to approve the minutes for the April meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. A motion was made by Pete, seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. Approve Warrant# 52-24856. A motion was made by Lloyd, seconded by Pete to approve warrant #52-24856 in the amount of \$4,047.00 to Peter's Drilling. The vote was unanimous.

FTRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

- a. Inventory for audit – Mike continues to work this.
- b. New Chief Vehicle Agreement – Mike continues to work on this

Mike reported on an incident involving a call to 911 using a cell phone in our area. Since this call goes to Chico dispatch who have no idea where we are located, he suggests using a land line whenever possible. The problem is being worked on. Mike and Rick Cunningham are still working on decreasing the number of hours required before payment on a call. Randy Smith has given a verbal okay of 3 hours and they are pushing for 2 hours. Currently a volunteer must work 12 hours before payment. Pete reports the crew fund checking account is straightened out and the EIN has been added.

AUXILIARY REPORT

COMMITTEE REPORTS

- nn. **By-laws Review Committee - Inactive**
- oo. **Future Planning Committee – Active – Adopt Resolution 2009-06 Authorization for the District to Approve The 2009/2010 Future Plans.** The roll call vote was unanimous
- pp. **Budget Committee – Active – Adopt Preliminary Budget.** A motion was made by Lloyd, seconded by Mike H. to adopt the preliminary budget. The vote was unanimous.
- qq. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- rr. **Fire Mitigation Impact Fees Update – Inactive**
- ss. **Assessment Fees Committee – Inactive**
- tt. **Building Committee – Active –** Pete reports a water sample is required before final approval of the well. Pete has an account with a Lab and can do the sample himself. The board is in agreement on this matter.
- uu. **SOP Review Committee – Active –** Mike H. reports that he and John will be working on Record Retention.
- vv. **Audit –** Mike H. read a proposal from Diane Watts who will charge \$1,500.00 per year for a total of \$7500.00 for all (5) years. After discussing the pros and cons of this proposal the board was in agreement to engage the services of Jensen Smith, CPA for the audit. **Resolution 2009-08 Audit for this District for years 2004-2009** was presented for approval. A roll call vote was unanimous.

DIRECTORS REPORTS

- y. **Lloyd Appleby** – Nothing to report
- z. **Pete Hammontre** – Nothing to report
- aa. **Mike Hatherly** – Funds are available from the Uri Mtn. Grant and they are looking for ways to use the money locally. Pete suggests a plotter printer.
- bb. **Mike Lee** – Absent
- cc. **John Norris** – Absent
- dd. **Open Director’s reports** – Nothing to report

OLD BUSINESS

- A. Continue Insurance Discussion – Mike H. distributed handouts for review from Nancy Terpstra and Dan Berry who answer questions and clarify coverage provided by both plans.

NEW BUSINESS

- A. **Adopt Resolution 2009-07 Ordering Board of Directors Election**
After deciding on a (200) word statement from candidates and that the District will pay for the statements the resolution was put to a vote. A roll call vote was unanimous.
- B. **Sponsorship of Community Cleanup Day May 30th.**
The board is in agreement to sponsor by lending their support.

ADJOURN

A motion was made by Pete, seconded by Lloyd to adjourn the meeting. The meeting adjourned at 7:55 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

June 4, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby, Pete Hammontre, Mike Lee, and John Norris, Also present were Chief Mike Butler and Pam Cook.

APPROVAL OF MINUTES

A motion was made by John, seconded by Pete to approve the minutes for the May meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. A motion was made by Pete, seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. A motion was made by Pete, seconded by Lloyd to void check #5912 in the amount of \$4,047.00 to Peter's Drilling as a warrant for the same amount was already issued in May. The vote was unanimous.

FTRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

- a. Inventory for audit – Mike reports he is almost done
- b. New Chief Vehicle Agreement – Carryover

AUXILIARY REPORT

COMMITTEE REPORTS

ww. **By-laws Review Committee - Inactive**

xx. **Future Planning Committee – Active – Adopt Resolution 2009-06 Authorization for the District to Approve The 2009/2010 Future Plans.** A roll call vote was (5) yes – approved.

yy. **Budget Committee – Active – See New Business**

zz. **Fire District Local Hazard Mitigation Plan Committee – Inactive**

aaa. **Fire Mitigation Impact Fees Update – Inactive**

bbb. **Assessment Fees Committee – Inactive**

ccc. **Building Committee – Active –** Pete reports the well is running and producing at 20 gallons per minute. Pete reviewed Phase II for finishing the upstairs. (Attachment 3) A motion was made by Mike L, seconded by Mike H. to accept B. Schutzes bid to complete the work.

ddd. **SOP Review Committee – Active –** Mike H. distributed handouts with questions regarding financial controls for the District and would like input to draft an official SOP. (Attachment 4)

eee. **Audit – Active –** Mike H. discussed that the audit will cover years 2004 to 2008 and will be done by Jensen Smith CPA. There was also a discussion on storing records in a secure place that is fire safe.

DIRECTORS REPORTS

ee. **Lloyd Appleby –** Nothing to report

ff. **Pete Hammontre –** FEMA wants accounting of purchases under the FEMA Grant. Chipping Grant should be put on hold until funds are available.

DIRECTORS REPORTS (CONTINUED)

- gg. **Mike Hatherly** – Nothing to report
- hh. **Mike Lee** – GIS grant is in the second phase. Water markers are being place by Renee Clare
- ii. **John Norris** – The Digital Path repeater has been installed on the Community Center. A receiver on the Fire Station will be wired by the Fire Chiefs crew. There is no password at this time.
- jj. **Open Director's reports** – Pete reports Eventful Acres has donated \$500.00. It was decided to deposit in the district account and a check will be written to the fire fighters fund. An issue with the CDF Battalion Chief giving citations to homeowners has been resolved by Pete. Pete reviewed a proposal from Charles Sharpe to allow access to the water tanks on his property to provide water for emergency firefighting. (Attachment 5)

OLD BUSINESS

NEW BUSINESS

- a. **Approved Final Budget**
A motion was made by Pete, seconded by Lloyd to approve the final Budget. The vote was unanimous.
- b. **Adopt Resolution 2009-09 Approving membership with Golden State Risk Management Authority (GSRMA) to provide the Districts insurance coverage.**
A roll call vote was (5) yes – approved.
- c. **Proposed Adoption of Benefit Assessment Unit & Special Tax, 1st Hearing**
The hearing opened at 8:00 P.M. The board was in agreement to adopt the Benefit Assessment Unit & Special Tax. The hearing closed at 8:02 P.M.
- d. **Proposed Adoption of Appropriation (GANN Limit), 1st Hearing**
The hearing opened at 8:03 P.M. The board was in agreement to adopt the Appropriation (GANN Limit). The hearing closed at 8:05 P.M.
- e. **Cooperative Fire Protection Agreement between Tahoe National Forest & DOHFPD**
Mike H. will sign the completed paperwork and forward for approval.

ADJOURN

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:15 P.M.

Michael Hatherly, Chair

_____ Date _____

Lani Pessoa, Secretary

Minutes compiled from notes taken by Mike Lee

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

Minutes

July 2, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby, Pete Hammontre, Mike Lee, and John Norris, Also present were Chief Mike Butler and Lani Pessoa.

APPROVAL OF MINUTES

A motion was made by Lloyd, seconded by John to approve the minutes for the June meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

Pete read the list of bills payable that required approval. A motion was made by John, seconded by Mike Lee to approve the bills as presented along with the bookkeeper report. The vote was unanimous. A motion was made by Pete, seconded by Mike Lee to approve warrant #52-24857 in the amount of \$4,600.00 to GSRMA and #52-24858 in the amount of \$1,250.00 to Yuba County Rural Joint Powers Agency. The vote was unanimous.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

- a. Inventory for audit – The Chief reviewed the inventory list that was distributed (Attachment 3)
- b. New Chief Vehicle Agreement – Carryover
- c. Recovery of costs of Monte Verde Fire – The Chief continues to work on this
- d. Rescue – The Chief presented quotes for purchasing a new Rescue Vehicle. He also expressed his concerns regarding problems the current vehicle is having due to age and other factors. Pete told the board of an offer from the Ladies Auxiliary to pay up to \$25,000.00 toward the purchase of a new Rescue Truck. After discussing it was decided to add purchase of Rescue Vehicle to the August agenda.
- e. Mike H. reviewed the crew fund SOP and noted that a total of \$2,042.50 was to be given to the crew fund.

AUXILIARY REPORT

COMMITTEE REPORTS

fff. **By-laws Review Committee - Inactive**

ggg. **Future Planning Committee – Active** – The board discussed keeping this committee active on a continuous basis.

hhh. **Budget Committee – Inactive**

iii. **Fire District Local Hazard Mitigation Plan Committee – Inactive**

jjj. **Fire Mitigation Impact Fees Update – Inactive**

kkk. **Assessment Fees Committee – Inactive**

lll. **Building Committee – Active** – Pete reports the well is done. The upstairs has been started and the crew will provide drywall, texturing etc. for free.

mmm. **SOP Review Committee – Active** – See New Business

nnn. **Audit – Active** – Mike H. reports he will be handing over the information that he has gathered to date to the Auditors.

DIRECTORS REPORTS

- kk. **Lloyd Appleby** – Nothing to report
- ll. **Pete Hammontre** – He has re-elected as JPA president
- mm. **Mike Hatherly** – Nothing to report
- nn. **Mike Lee** – GIS grant has been completed. He has a request from Renee Clare to be paid. The amount will be advanced from the grant funds.
- oo. **John Norris** – High speed internet is in. A telephone line is not offered at this time. John will check with (GSRMA) tech person regarding guidelines for connecting the PC to the TV for training.
- pp. **Open Director’s reports** – Pete reports Lake Francis has a development issue and the district has offered two 5,000 gallon tanks that will be combined with water from the pool to fight fires. He is waiting on an answer from them. Lloyd reports the Lewis Carroll school pond is down. Lloyd reviewed a bid from Eschewan Construction to asphalt all area to the front of the Fire House (approximately 26,000 sq. ft.) for \$53,200.00. This will enable a Helicopter to land there for transport. This item will be put on the August agenda for approval. Mike H. distributed questions on grant application for residential chipping for the Yuba foothills. (Attachment 4)

OLD BUSINESS

- a. **Casa del Lago water project**
Since nothing can be done until the rain comes this item will be carried over on the agenda.
- b. **Fire Hydrant at Dobbins Station**
The board is in agreement this item should be on future plans.

NEW BUSINESS

- a. **Adopt Resolution 2009-10 Benefit Assessment Unit & Special Tax**
Mike called the roll and the vote was 5 – yes. Unanimous
- b. **Adopt Resolution 2009-11 Appropriation (Gann Limit) Increase.**
Mike called the roll and the vote was 5 – yes. Unanimous
- c. **Draft resolution on record retention**
Mike H. distributed California and Government codes relating to record retention and will draft an SOP for the August meeting. (Attachment 5)
- d. **Request the chief work on a projected vehicle replacement schedule.**
The Chief will work on this, it was agreed this should be a future plans item.

ADJOURN

A motion was made by Pete, seconded by John to adjourn the meeting. The meeting adjourned at 8:30 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

August 6, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby, Pete Hammontre, Mike Lee, and John Norris. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. Members of the public were Sandy Garabowsky and Maureen Gillock.

APPROVAL OF MINUTES

A motion was made by Pete, seconded by John to approve the minutes for the July meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

It was decided to include emails as part of correspondence in the future.

PUBLIC INPUT

Mike Lee who at the time was speaking as a member of the public discussed an issue he was having with mitigation fees. Mike will forward a letter to the board and the subject will be put on the September Agenda.

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval and discussed the circumstances behind the overdraft fees. A motion was made by Pete, seconded by Mike Lee to approve the bills as presented along with the bookkeeper report. The vote was unanimous. A motion was made by Pete, seconded by John to reimburse the bookkeeper for overdraft fees in the amount of \$30.00. The vote was unanimous. Sandy Grabowsky representing the public asked that fees be reimbursed to any firefighters who may have charges against their account as a result of the overdraft. The board is in agreement to reimburse the fees. A motion was made by Mike Lee, seconded by Lloyd to approve Warrant # 52-24860 in the amount of \$5,600.00 to Dickinson AC. The vote was unanimous.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

The chief reviewed the recent fires and how they are considered suspicious. Cal Fire does the investigating on such fires. The Monte Verde fire will no longer be on the agenda due to lack of info needed to investigate.

- A. **File Cabinet** – This subject has been put on hold
- B. **New Rescue Vehicle** – The chief presented estimates and backup supporting the need to purchase a new rescue vehicle. The ladies auxiliary will donate \$25,000.00 towards the purchase. A motion was made by John, seconded by Mile Lee to approve and pay the difference between \$25,000 and the total cost of the vehicle from Corning Ford which is \$48,978.00, to be later equipped for an additional \$2,185.00 totaling \$51,163.00. The vote was unanimous. Chief Mike Butler will be provided with the authorization needed to purchase the vehicle.
- C. **New Chief Vehicle** – After discussing liability issues, logistics concerning use of vehicle, and estimates the board has authorized the chief to continue bartering.

AUXILIARY REPORT

Sandy G. reports the August omelet breakfast was their best ever raising over \$500.00. The boat races will be held September 12th & 13th and the auxiliary will be selling hot dogs & soda.

COMMITTEE REPORTS

- ooo. **By-laws Review Committee - Inactive**
- ppp. **Future Planning Committee – Active** – See New Business
- qqq. **Budget Committee – Inactive**
- rrr. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- sss. **Fire Mitigation Impact Fees Update – Inactive**
- ttt. **Assessment Fees Committee – Active** – Pete reports he is done, this committee is now inactive.
- uuu. **Building Committee – Active** – Pete reported on the well situ
- vvv. **SOP Review Committee – Active** – Mike H. and John distributed handouts for review that will be discussed at the next mtg.
- www. **Audit – Active** – Mike H. discussed the many issues that have arisen as a result of trying to be in compliance with the audit. Mike turned over the records to Robert Gustafson, CPA who expressed interest in performing the audit. After review Mr. Gustafson said the transactions were un-auditable for various reasons. He suggested we petition the State Controller for relief from audit requirements. The board is in agreement that John N. will follow up on trying to get a waiver and possibly returning the records to Jensen & Smith.

DIRECTORS REPORTS

- qq. **Lloyd Appleby** – Nothing to report
- rr. **Pete Hammontre** – Dan Ford has resigned and Janice Sciarrotta will now be responsible for the JPA mail.
- ss. **Mike Hatherly** – Nothing to report
- tt. **Mike Lee** – Still working on GIS Grant
- uu. **John Norris** – Basic IP has been cancelled effective July 23rd, 2009
- vv. **Open Director's reports** – Lloyd discussed the purchase of an Ice Machine that can produce 450 lbs. of ice that will be shared by the Fire Department and the Community Center. The total cost is \$2,972.00 making the Fire departments share \$1,486.00. This matter will be put on the September Agenda for approval. Pete has requested a leave of absence to deal with a recent health issue. The board is in agreement to approve the leave of absence. Pete reports the Thrift Shop is on the neighbors well and the problem needs to be addressed. The line will be cut and capped and the thrift shop will then draw from the fire station. Mike L. will be working on this.

OLD BUSINESS

NEW BUSINESS

- a. **Does the Crew Fund require an adjustment?** No
- b. **Do we wish to make the Future Plan Committee a standing committee or an ongoing topic?** The board is in agreement this should be an ongoing topic.
- c. **What plan is in place for the retirement/replacement of fire fighting trucks?** The board is in agreement to add this subject to future plans.
- d. **Do we need two phone lines at the station?** The board is in agreement to cancel the second line.
- e. **Discuss and Decide: Bid from Escherman Construction to asphalt the front of the Fire Station.** Lloyd will obtain another bid and present to the board in September. Mike H. will follow up concerning a possible contribution from a helicopter company.
- f. **Should the following be made an agenda item? “For the Jan, Apr, Jul, and Oct. meeting the Chief shall provide the Board and the Bookkeeper a report showing total runs for each firefighter by name and total runs for all firefighters.”** The board is in agreement that Yes this should be made an agenda item.

ADJOURN

A motion was made by Mike L., seconded by John to adjourn the meeting. The meeting adjourned at 8:45 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

September 3, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby, Mike Lee, and John Norris. Also present were Chief Mike Butler, Pam Cook and Lani Pessoa. Members of the public were Sandy Grabowsky. The Chair gave Kudos to the Fire Chief, his Firefighters, Board members and the Auxiliary for their good work done during the Yuba Fire.

APPROVAL OF MINUTES

A motion was made by John, seconded by Lloyd to approve the minutes for the August meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED (Attachment 1)

The board discussed a letter from the County Treasurer regarding Bank Accounts Outside of the Treasury. The Petty Cash account is outside of the treasury and Mike H. will respond with a letter citing resolutions passed by the board to establish the account and with what authority.

PUBLIC INPUT (Attachment 2)

Mike Lee speaking as a member of the public presented a letter requesting a refund of mitigation fees. After reviewing the letter and finding loss of original plans by the county were the determining factor that resulted in an increase of fees, the board was in agreement to refund fees. A resolution will be put on the October agenda to refund fees in the amount of \$1,653.00.

BOOKKEEPER REPORT

Pam read the list of bills payable that required approval. A motion was made by John, seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. Lloyd advised the board that Bob Shultz is requesting \$25,000.00 as a partial payment for the upstairs work that has been completed to date. After discussing the board is in agreement and a warrant has been added to the list to be approved. A motion was made by Lloyd, seconded by Mike Lee to approve Warrant #'s 52-24859 to Greg Royat in the amount of \$3,000.00, 52-24861 to Pritchard Electric in the amount of \$5,246.00, 52-24862 Deposit to checking in the amount of \$5,000.00, 52-24863 to Bob Shultz & Co. in the amount of \$25,000.00. The vote was unanimous. Warrant #52-24864 was approved under New Business. Mike H. reviewed the process to transfer funds from the General Fund to the Special Tax Fund. Mike has written a letter with the board's approval and will submit to the county.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 3)

The Chief reviewed the Yuba/Colgate Fire and noted with sadness that the one home lost was within the first thirty minutes. The Department will receive approximately \$23,000.00 coming from Cal Fire. There were (340) man hours spent fighting the fire by just our department.

The new Rescue Vehicle is in production and should be ready in the middle of October. The new amount has been reduced and will be \$47,148.29. Sandy Grabowsky representing the Dobbins/Oregon House Auxiliary gave check #1004 in the amount of \$25,000.00 towards the purchase of the New Rescue Vehicle to the bookkeeper.

The Chief gave an update on quotes for replacement of the Chief's vehicle and the cheapest is still Corning Ford. The board was in agreement that the vehicle is needed, has been discussed for a long time and the funds are available. A motion was made by Lloyd, seconded by Mile Lee authorizing the Chief to purchase the vehicle. The vote was unanimous. A resolution authorizing the Chief as authorized agent for signature will be put on the October agenda. Mike H. has requested the chief prepare a schedule of replacement of vehicles and to schedule a Training Day session with Dan Barry from Golden State Risk Management Authority.

AUXILIARY REPORT

Sandy G. reports the omelet breakfast is the first Saturday in October. The boat races will be held September 12th & 13th.

COMMITTEE REPORTS

- xxx. **By-laws Review Committee - Inactive**
- yyy. **Future Planning Committee – Inactive** (Projects that have been completed or changed to be reflected in the minutes in the future). An updated formal report to be presented in October by this committee.
- zzz. **Budget Committee – Inactive**
- aaaa. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
- bbbb. **Fire Mitigation Impact Fees Update –** Mike H. is gathering data for an SOP for this committee.
- cccc. **Assessment Fees Committee – Inactive**
- dddd. **Building Committee –** Lloyd reports the carpet is going in upstairs and the project is almost finished. He also fixed a problem with the water pressure for the Auxiliary.
- eeee. **SOP Review Committee – Active –** Mike H. and John went over each SOP separately and will continue working on them. The Committee Schedule SOP was approved. The Email SOP will not be adopted and will be dealt with in the SOP for records retention. The Letterhead SOP, Agenda Item Request SOP, and Spending Limits SOP will be revised. Reimbursement of Personal Funds SOP was approved. Records Retention is still being worked on and a new flow chart was distributed.
- ffff. **Audit – Active –** John reports there is no authority to waive the audit. Jensen & Smith will continue to work on the audit for us and will need the 2009 records soon. The law for special districts says the audit can be done every (5) years provided the income for the district is less than the amount set by the Board of Supervisors. In checking with Hal Stocker he said no limit was ever set. The board agrees that an audit should be done each year.

DIRECTORS REPORTS

- ww. **Lloyd Appleby –** Nothing to report
- xx. **Pete Hammontre –** Absent
- yy. **Mike Hatherly –** Nothing to report
- zz. **Mike Lee –** GIS Grant is done and we should receive payment soon
- aaa. **John Norris –** Nothing to report
- bbb. **Open Director's reports –** Mike H. continues to inquire about the donation toward asphaltting the driveway.

OLD BUSINESS

Discuss and Approve: Bids to asphalt the front of the Fire Station
Ken Bowen Construction has also submitted a bid and after discussing a motion was made by John, seconded by Mike Lee to accept the bid from Ken Bowen Construction. The vote was unanimous.

NEW BUSINESS

- a. **Discuss and Decide: Does the District want to share the cost of an Ice Machine to be used by both the Fire Station and the Community Center? The total cost is \$2,972.00 making the Fire Departments share \$1,486.00.** A motion was made by Mike H., seconded by John to approve the expenditure of \$1,486.00. The vote was unanimous. A motion was made by Mike H., seconded by Mike Lee to approve warrant #52-24864 to pay for the Ice Machine. The vote was unanimous.
- b. **Adopt Resolution 2009-13 VFA Agreement #7FG90055 in the amount of \$5,250.00 for Fiscal year 2009-2010.** A roll call vote was (4) yes, (1) absent.
- c. **Adopt resolution 2009-14 authorization to provide an authorized agent for signature to purchase new rescue vehicle (Mike Butler)**
A roll call vote was (4) yes, (1) absent.
- d. **Discuss and Decide:** Do we need a policy for a tie breaker vote when there are only 4 active members present at a meeting? After discussing it was decided that the motion would be defeated because you need a majority of the total membership of the board.
- e. **Discuss:** Should the Minutes or some form of Action Notes be distributed to the board promptly after the meeting? After discussing the board is in agreement that the secretary will send out Action Notes for the month of October and see if it is helpful to everyone.

ADJOURN

A motion was made by Mike L., seconded by John to adjourn the meeting. The meeting adjourned at 8:50 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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

Minutes

October 1, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, Lloyd Appleby and Mike Lee, Also present were Chief Mike Butler and Lani Pessoa. Members of the public were Sandy Grabowsky and a representation of eleven firefighters that included the Chief Officers. Pam Cook arrived after the meeting was called to order. Pete Hammontre and John Norris were absent.

APPROVAL OF MINUTES

Director Lee asked that the September minutes be corrected under public input not to reflect loss of plans as the determining factor for the refund. The issue being the fee was increased after he had paid it and was charged again for it. A motion was made by Lloyd, seconded by Mile L. to approve the minutes as amended for the September meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1&2)

PUBLIC INPUT

- a. Discuss Agenda item requests, time limits and wording - After discussing the board is in agreement to set this aside for now.

BOOKKEEPER REPORT

Pam reports she was able to transfer the funds from the General Fund to the Special Tax fund using the letter written by the Chair. Chief Butler questioned check #5984 and #5995 to Ramos Oil. Pam provided the statement and the Chief said he believes this was probably intended for Cal Fire. The Chief will follow up on this and coordinate with Pam. The list of bills payable that required approval was reviewed and a motion was made by Mike L., seconded by Lloyd to approve the bills as presented along with the bookkeeper report. The vote was unanimous. The warrants for approval were #52-24865 to Greg Royat in the amount of \$3,000.00, #52-24866 to Ken Bowen Construction in the amount of \$42,564.00, #52-24867 & #52-24868 to Benny Brown's Corning Ford to total the amount of \$47,186.04. A motion was made by Lloyd, seconded by Mike L. to approve the warrants as presented. The vote was unanimous.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 3)

The Rescue Vehicle is in and will be picked up on Tuesday.

- a. **Chief's Crew Fund Procedures** – Per the Chief there really are no procedures. The decisions are made as a group and he believes that an S.O. P. is not required.
- b. **Discuss and Decide: Oregon House Grocery Store gas prices VS tanks at the station and purchasing gas from an oil company at a lower price** – Chief Butler gave a breakdown on prices from Dawson Oil and Lakeview Petroleum that would result in a significant savings per gallon if there were tanks at the station. Chair Hatherly said he would not participate in the discussion due to a conflict of interest and asked Vice Chair Lloyd Appleby to handle the discussion. Per the Chief, tanks and pumps will be supplied free and a two year contract for the gas would be required. The only added expense would be concrete and the Chief will check prices on this. This will be added to the November Agenda. Chair Hatherly resumed his position at this time.
- c. **Discuss training date set with Dan Berry** - The Chief has not heard back from Berry. This will be carried over to November.

FIRE CHIEF REPORT (CONTINUED)

- d. **Discuss Chief's input on spending limits as pertains to emergency repair of essential equipment** – Chief Butler called Foothill Fire Department regarding prior approval to repair or replace parts on emergency vehicles. He was told they do not need prior approval because there is a line item budget that the board has approved. The Chief stated the community counts on all firefighters to respond and requirements that would cause a repair to be put on hold for approval is a violation of several codes. The Chief cited various codes that pertain to repair of essential equipment and the time frames in which a repair must be completed. The Chief stated the proposed SOP for spending limits would not only put the district in violation of said codes it would put firefighters and the public in further danger.
- e. **Discuss Chief's input on SOP's as pertains to the Chair and Procedural Process** – Chief Butler stated that since the formation of the district there has been no misappropriation of funds and only one incident regarding illegal activities of a firefighter who was fired. He does not see the need to make such restrictive demands on the department. The Bylaws spell out what the chair can do and what they should do and it has nothing to do with budget items. The Chief believes the Chair has tried to make changes that are hindering the department. The Chief then read a petition signed by all of the firefighters requesting immediate resignation of the Chair. The petition cited concern for the actions of the Chair that jeopardize public safety and firefighter safety by trying to impose procedural processes that may cause equipment to default or work incorrectly, putting the safety of the community and the firefighters at great risk.
- Chair Hatherly then opened the floor for comments. Director Lee tried to mediate the situation and asked if the department was resolute in their position. The Chief reiterated their position.
- Chair Hatherly speaking in his own defense explained his position regarding SOP's, how they were not meant to place restrictions, in fact quite the contrary. He has tried to get the district out of the dark and into the light regarding procedures and wanted to make the appropriate changes. Chair Hatherly said it is up to the other board members, not the firefighters as to whether or not he would stay or go.
- The consensus of the firefighters who spoke, believe the system had been running smoothly and now they are being micro-managed. They do not feel the changes are necessary.
- Chair Hatherly called for a closed session and asked Director Appleby, Director Lee and Secretary Lani Pessoa to

be

present.

CLOSED SESSION - (7:45 P.M. - 8:19 P.M.)

The report out is as follows:

1. The Chair stated he does not plan to resign, but if (3) out of the (5) Board members voted to request his resignation he would then cast the (4th) vote and resign.
2. The Chair has asked the firefighters to reconsider the request for resignation at their Wednesday meeting and they have agreed to do so.
3. The petition was not brought forward.

RETURN TO OPEN SESSION 8:20 P.M.

FIRE CHIEF REPORT

- f. **Discuss Chief's schedule for replacement of existing fire equipment** – To be carried over to November.

AUXILIARY REPORT

Sandy G. reports the omelet breakfast is Saturday in October 1st. Congratulations to the firefighters for winning the boat races.

COMMITTEE REPORTS (The board was in agreement to skip directly to the Audit due to the length of meeting)

- gggg. **By-laws Review Committee - Inactive**
hhhh. **Future Planning Committee – Inactive** (An updated formal report to be presented in November by this committee)
iiii. **Budget Committee – Inactive**
jjjj. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
kkkk. **Fire Mitigation Impact Fees Update – Inactive**
llll. **Assessment Fees Committee – Inactive**
mmmm. **Building Committee – Active**

nnnn. **SOP Review Committee – Active –**
oooo. **Audit – Active –** Jensen & Smith wants the 2008-2009 financials by the middle of October.

BOOK 7 PAGE 55

October 1, 2009

DIRECTORS REPORTS

ccc. **Lloyd Appleby** – The JPA is looking for records that are missing. The next JPA meeting is December 16th at the station.

ddd. **Pete Hammontre** – Absent

eee. **Mike Hatherly** – The Ure Mtn. Grant has \$3,000 left and Mike is asking for a list of office supplies that may be purchased using the excess money.

fff. **Mike Lee** – Mike will be working with the Chief on the equipment grant.

ggg. **John Norris** – Absent

hhh. **Open Director's reports** – Mike H. spoke to Reach Air and they are willing to provide a wind sock and other items.

The Chief will follow up with Reach Air.

FUTURE PLANS

OLD BUSINESS

NEW BUSINESS

- A. Adopt Resolution 2009-15 Refund Mitigation Fees to Michael Lee – To be carried over to November
- B. Adopt Resolution 2009-16 authorization to provide an authorized agent for signature to purchase a new Chief's vehicle (Mike Butler)
A roll call vote was (3) yes, (2) absent
- C. Adopt Resolution 2009-17 Amendment to AGREEMENT FOR PROFESSIONAL SERVICES (Gregory L. Royat)
A roll call vote was (3) yes, (2) absent
- D. File naming standards – To be carried over to November

ADJOURN

A motion was made by Lloyd, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 8:45 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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October 1, 2009

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

Minutes

November 5, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Mike Lee, Lloyd Appleby and Pete Hammontre. Also present were Chief Mike Butler and Lani Pessoa. Don Ferguson a member of the public was present. Pam Cook arrived after the meeting was called to order.

APPROVAL OF MINUTES

A motion was made by Lloyd, seconded by Mike L. to approve the minutes for the October meeting. The vote was (4) yes, (1) abstain to approve the minutes as presented.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1)

PUBLIC INPUT

BOOKKEEPER REPORT

The list of bills payable that required approval was reviewed. Lani questioned the warrants that were previously approved. There was a question about warrant #52-24867 that was supposed to be combined with #52-24868 to pay Corning Ford. Pam explained that one of the accounts did not have enough funds to do this. Instead she switched to another account and used the remaining previously signed warrant to make up the difference. Lani and Pam will establish that the correct warrant has been voided and the October minutes will be amended to reflect the changes. After reviewing a motion was made by John, seconded by Pete to approve the bills as presented along with the bookkeeper report. The vote was unanimous.

The warrants for approval were #52-24869 to Robert Schultz in the amount of \$18,429.30, #52-24870 transfer of funds in the amount of \$25,000.00 and #52-24871 to Benny Browns Coring Ford in the amount of \$27,590.85. A motion was made by Pete, seconded by Mike L to approve the warrants as presented. The vote was unanimous. Pete submitted a check in the amount of \$52.98 to the bookkeeper as payment for a rental that was not reflected on his property tax statement. He is hoping to have this corrected next year. **Pam will send the IOU Warrants for payment by certified mail.**

John distributed an update on the current audit along with a proposal from Deborah Brooks to set up an accounting system for the district. There will be a \$500.00 one time set-up fee and a \$100.00 per month fee to update the books and produce reports. Pete noted that the fee should be added to the budget if there will be payments on a monthly basis. Pete also recommends that the money come out of the reserve money account code 230. After discussing a motion was made by John, seconded by Lloyd to engage Deborah Brooks to set up an accounting system for the district. The vote was unanimous.

John also presented the idea of changing the monthly meeting date to the third Thursday of the month, beginning in January 2010 to receive the most up to date information. After discussing the board was in agreement to table this option for now.

FIRE CHIEF REPORT

Chief Mike Butler reviewed the Incident Report (Attachment 2)

- g. **Follow up on Oregon House Grocery Store gas prices VS tanks at the station and purchasing gas from an oil company at a lower price** – The Chief has not obtained cement prices for the containment wall as of yet. He noted his current price per gallon expenditure and how it would have been much cheaper with Lakeview. The Chief will check to see if Red Diesel is legal to put in fire trucks.
- h. **Discuss training date set with Dan Berry** – A training session has be tentatively schedules for Haz Mat in January. Everyone has been sent an email about online training.
- i. **Discuss Chief's schedule for replacement of existing fire equipment** – The Chief continues to work on this.

The Chief gave a verbal list of general office supplies needed to Mike H.

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November 5, 2009

FIRE CHIEF REPORT (CONTINUED)

The Chief brought up the status of truck #51, how the value of the truck is very little and Lloyd suggested giving it to the Camptonville Fire Department. After discussing a motion was made by Pete, seconded by Mike L. authorizing the Chief to sell the truck for \$1.00. The vote was unanimous. Since the Chief has the pink slip another motion was made by Mike L, seconded by Pete authorizing the Chief to sign over the pink slip if the Camptonville Fire Department accepts the offer. The vote was unanimous.

AUXILIARY REPORT

John N. announced the Firefighters Appreciation Dinner is Thursday, December 10th at 6:00 p.m. The omelet breakfast is Saturday, December 5th from 7:30 a.m. – 10:00 a.m.

COMMITTEE REPORTS

pppp. **By-laws Review Committee - Inactive**

qqqq. **Future Planning Committee – Inactive** – Pete suggested that some of the work that is currently being done for free by board members and others would be worth paying for and recounted a lost opportunity due to no one being available. He believes the sub-station work falls under this category and should be included in future plans. Pete will be checking with the county water agency about hot tapping Lake Francis.

rrrr. **Budget Committee – Inactive**

ssss. **Fire District Local Hazard Mitigation Plan Committee – Inactive**

tttt. **Fire Mitigation Impact Fees Update – Inactive**

uuuu. **Assessment Fees Committee – Inactive**

vvvv. **Building Committee – Active**

wwww. **SOP Review Committee – Active** – John distributed the latest draft versions to be discussed at the Dec. meeting

xxxx. **Audit – Active** – Already covered under the bookkeeper report

DIRECTORS REPORTS

iii. **Lloyd Appleby** – Nothing to report

jjj. **Pete Hammontre** – There are funds left in the chipping grant and Pete needs to start the process now if we want to request an extension. He will contact Matthew Reischman regarding the extension.

kkk. **Mike Hatherly** – Nothing to report

lll. **Mike Lee** – Nothing to report

mmm. **John Norris** – Nothing to report

nnn. **Open Director's reports** – Mike H. attended the auxiliary meeting to thank them for funds put toward the new rescue vehicle.

FUTURE PLANS

Lloyd reports nothing has changed just some of the items have been re-shuffled.

OLD BUSINESS

E. Adopt Resolution 2009-15 Refund Mitigation Fees to Michael Lee

A roll call vote was (5) yes – approved.

A motion was made by Pete, seconded by Lloyd to approve warrant #52-24872 to Michael Lee in the amount of \$1,653.00. The vote was unanimous. Pete requested the fees come out of account 769 (mitigation fees)

F. File naming standards – After discussing it was decided this would be voluntary at this time.

NEW BUSINESS

a. Approve Resolution 2009-18 GSRMA JPA Amendment

A roll call vote was (5) yes – approved.

b. Election of board members whose terms have expired

All three directors ran unopposed and will need to be sworn in again at the county office. Mike Hatherly will have a two year term. John Norris and Mike Lee will have a four year term.

c. Discuss and Decide: Action Items, should the secretary continue forwarding a list of action items.

The board is in agreement to continue this practice.

- d. Discuss: Does the board want to designate the secretary to attend closed sessions.
The board prefers to do this on a case by case basis.
- e. Discuss: Does the board want to keep minutes of topics discussed and decisions made during closed sessions.
The board is in agreement to not keep minutes of a closed session.

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November 5, 2009

ADJOURN

A motion was made by Pete, seconded by Mike L. to adjourn the meeting. The meeting adjourned at 8:20 P.M.

Michael Hatherly, Chair

_____ Date _____
Lani Pessoa, Secretary

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November 5, 2009

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

Minutes

December 3, 2009

CALL TO ORDER

The meeting was called to order by Chair Hatherly.

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: Mike Hatherly, John Norris, Lloyd Appleby and Pete Hammontre. Also present were Asst Fire Chief Dave Dickinson, Lani Pessoa and Pam Cook. Members of the public were Don Forgyson, Greg Royat and Accountant Deborah Brooks. Mike Lee was absent.

APPROVAL OF MINUTES

A motion was made by Pete, seconded by John N. to approve the minutes for the November meeting. The vote was unanimous.

CORRESPONDENCE RECEIVED & SENT OUT (Attachment 1&2)

PUBLIC INPUT

Greg Royat distributed a print out of the Ure Mountain Grant expenditures and explained the grant is closed financially. All invoices need to be dated before 11/30/09 for any financial transactions. The amount received upfront was \$42,000.00 and the amount to be returned is approximately \$20,000.00. Mike H. will find out to whom and what amount should be returned. This will be added to the January agenda. Greg also noted that Cal Fire has been given Obama money to be used for shovel ready projects. It may be possible to start the brush stand project in March.

ACCOUNTANT REPORT

John introduced Deborah Brooks who will compile the Balance Sheets and Statement of Revenue and Expenses for the new accounting system she has developed for the district. Deborah noted by January she should have year to date actual figures and she will provide transaction reports on checks and warrants per the request of the board. The district needs to create a special class category to reflect grants. A motion was made by Lloyd, seconded by Pete to approve the Accountant report. The vote was unanimous.

John reports the audit is still being worked on and there will be a disclaimer regarding a problem on the financial reports, mainly lack of backup evidence. Drafting reports should be ready for the January meeting.

FIRE CHIEF REPORT

Asst Chief Dave Dickinson reviewed the Incident Report (Attachment 3)

- j. Red Diesel – To be carried over on the January Agenda
- k. Gas and Diesel Tanks at the station – Dave reports the concrete supplies for the tanks will be \$426.04. A motion was made by Pete, seconded by Lloyd to spend \$500.00 or less to prepare for the tanks.
- c. Purchase and Installation of Engine Bay Heaters – Pete explained the need for the heaters, and has received an estimate of \$10,400.00. Pete would like to approach the Auxiliary regarding a contribution payment and the board is

in agreement on this.

- d. Power Transfer Unit for the station – to be carried over on the January Agenda

AUXILIARY REPORT

Lani announced the Firefighters Appreciation Dinner is Thursday, December 10th at 6:00 p.m. The omelet breakfast is Saturday, December 5th from 7:30 a.m. – 10:00 a.m.

COMMITTEE REPORTS

- yyyy. **By-laws Review Committee - Inactive**
- zzzz. **Future Planning Committee – Inactive**

COMMITTEE REPORTS (Continued)

- aaaaa. **Budget Committee – Inactive**
 bbbbb. **Fire District Local Hazard Mitigation Plan Committee – Inactive**
 ccccc. **Fire Mitigation Impact Fees Update – Inactive**
 ddddd. **Assessment Fees Committee – Inactive** – Pete reports the budgeted estimate will be down by 3 units.
 eeeee. **Building Committee – Active** – This committee is now inactive.
 fffff. **SOP Review Committee – Active** – Pete needs more time to review the handout.
 ggggg. **Audit – Active** – Already covered under the bookkeeper report.

DIRECTORS REPORTS

- ooo. **Lloyd Appleby** – No DOACT Meeting
 ppp. **Pete Hammontre** – JPA meeting is December 16th at the station.
 qq. **Mike Hatherly** – Attended Fire Safe Council Meeting, next meeting will have two guests attending.
 rrr. **Mike Lee** – Absent
 sss. **John Norris** – The auditors have reported no evidence of malfeasance.
 ttt. **Open Director's reports** – Pete says thank you to whoever weatherized the sub-station. Mike H. reported he contacted GSRMA about insuring the parts of the rural JPA equipment under our policy. Dan Berry will get back to Mike H. on this. Pete also mentioned liability insurance which Mike H. was not aware of and he will follow up on this. Mike H. asked the board to review a website that was designed by his neighbor. The site is DOHFD.com and can be used at anytime in the future.

FUTURE PLANS**OLD BUSINESS**

- a. Discuss Chief's schedule for replacement of existing fire equipment – to be carried over to January Agenda
- b. Follow up on Reach Air regarding donations for the landing zone – to be carried over to January Agenda

NEW BUSINESS

- a. Discuss contract for the new chipping grant – Mike H. reports the new grant would be \$76,000.00 plus \$8,000.00 in matching funds from UC Davis. The paperwork needs to be signed and returned in the next week. This is a federal grant and the paperwork stipulates that prevailing wage be paid. Pete made a motion, seconded by John to process the paperwork noting that a decision can be made at a later date if the board does not want to go forward with the grant. The vote was unanimous.
- b. Discuss who should be point of contact for new water sources added since survey – Mike H. has provided flyers to be distributed asking the public who have purchased water storage tanks to provide additional water sources for the fire department. The auxiliary will be the point of contact and asked to keep track of anyone who is interested.

ADJOURN

A motion was made by Lloyd, seconded by John to adjourn the meeting. The meeting adjourned at 8:00 P.M.

Michael Hatherly, Chair

_____ Date _____
 Lani Pessoa, Secretary