

REGULAR BOARD MEETING AGENDA  
February 18, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda.

Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of January 21, 2013

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

- Update, purchase of saw
- Table numbers for District vehicles
- Table source where air tanks being filled
-

## 6. VOLUNTEER'S REPORT

### A) Update Sweatshirts

- A) Correspondence
- 

- GENERAL MANAGER REPORT
- 

- B) Update on recliners
- C) Signature on resolution 2012-02 for spelling correction only
- E) Update plaque for Curt Williges
- F) Change March 18<sup>th</sup> District meeting to March 25<sup>th</sup>.
- G) Permit for fire alarm system station #62
- H) Update old Water Tender

- General Manager Hours
- (Chairperson Cathy Kattuah)

- A) Discuss
- B) Amend as necessary

- Rules and regulations in Administrative Manual regarding electronics and files
- (General Manager Jackie Poggi)

- Discuss
- Amend as necessary
- 

- District policies concerning the Districts WEB site
- (Director Eric Gravelle)

- A) Discuss
- B) Make changes as deemed necessary

12. Purchase of District software for the WEB page  
(Director Eric Gravelle)

- A) Discuss
- B) Authorize purchase

13. Discuss and review the District computer system and possible changes to it.  
(Director Eric Gravelle)

- A) Discuss and evaluate the need to purchase a back up devise
- B) Discuss and evaluate the computers security
- C) Discuss computer use

14. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: February 18, 2013

*MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of January 21, 2013

Motion to Approve: Kinkle

Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting—reviewed, no questions

Item 5) Chief's Report—Chris DeSena, Division Chief, for Captain Steve Robinson

A) Engine #63 chain saw—purchased a new saw from Linda Saw & Mower for \$898.86 which has been placed in service

Need to determine if inventory numbers/id markings are required.

B) Tabled discussion on Cal Fire's new placard system for equipment identification as Captain Robinson was not available

C) Tabled discussion on air tank filling until Captain Robinson is available

D) Contract: DC DeSena informed the Board that the State's three-year standard contract is due July 1, 2013 and they will start working on it for the March board meeting (add to March agenda). The agreement will state the fee for the first year with a 5% increase each subsequent year. Benefit rates (personnel and admin costs) are usually the only changes. The draft needs to be submitted to Sacramento by March 1<sup>st</sup>.

Item 6) Volunteer's Report—David Lopez

A) David informed the Board that all the logo shirts have been distributed and the volunteers said Thank You.

B) The District has a possible new volunteer who has attended training, and David informed the Board that there is structure fire training available for volunteers.

Item 7) Correspondence—none

Item 8) General Manager's Report

A) Recliners: Captain Robinson to obtain information; tabled until he is available

B) Resolution 2012-12 (SRA fees) signed with correction to spelling

C) Plaque for retired chief Curt Williges has been ordered—Board to invite Curt to the March meeting for presentation

D) Change March meeting from March 18 to March 25

Motion to change March meeting date: Kinkle

Second: Gravelle

Passed unanimous voice vote

E) Three-year permit for fire alarm system station #62 obtained

F) Update on old water tender: all markings have been removed and the tender is ready to be marketed for sale. Due to CARB restrictions, may need to put on auction site for sale out-of-state.

Item 9) General Manager's hours

A) Discussion with General Manager Poggi determined the current hours scheduled are sufficient to perform the tasks required for the position.

Item 10) Administrative Manual policies regarding electronics and files (GM Poggi)

A) It is the General Manager's responsibility to maintain the District's computer files. Some Directors would like to have the District's computer(s) set up with a user ID/password for each Board member to access the District's computers, with files maintained by the GM being designated "read only" so they could not be modified by others. Tabled to March meeting for additional discussion.

Item 11) District policies concerning the District's website (Director Gravelle)

A) Director Gravelle explained that the District currently does not have a policy in the Administrative Manual to address its website. GM Poggi handed out a draft of a policy prepared several years ago but never incorporated into the Admin Manual. Item tabled to the March meeting for additional input.

Item 12) Purchase of District software for the web page (Director Gravelle)

A) Director Gravelle stated that the District needs to purchase its own licensed software to maintain its web page. He recommends Antenna Web Design Studio v4.5 at a cost of \$60.

Motion to approve purchase of Antenna Web Design Studio v4.5 made by Birney,  
Second: Kinkle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

13) Discuss and review the District's computer system and possible changes to it  
(Director Gravelle)

A) Director Gravelle explained his concerns that the District's computer system does not utilize a back-up device. GM Poggi stated that the District employs the services of Carbonite, which does offer automatic back up and file recovery.

B) Director Gravelle discussed the current computer security and the lack of firewall hardware equipment. DC DeSena stated that Cal-Fire prefers the open DSL as they tend to have issues when trying to VPN behind a firewall. GM Poggi informed the Board that the District utilizes Norton 360 which includes a software firewall (which stops cybercriminals from hacking into the protected PC and stealing personal information).

C) It was decided that Director Gravelle would inspect the computer and recommend a system for back up and research additional software/hardware firewall options for the District's computer system that will not interfere with Cal Fire's operation of District business.

14) Board and Staff Members' Reports—Board members were reminded not to utilize the "reply all" option when replying to e-mails sent by the General Manager as this could be considered as a meeting and therefore a violation of the Brown Act.

Adjourned 8:20 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
March 25, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda.

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Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- A) Approve Regular Meeting Minutes of February 18, 2013

4. ACCOUNTING

- A) Financials
- B) Warrants

5. CHIEF'S REPORT

- Numbering District Vehicles                      discuss              voice vote
- Filling of air tanks
- Update on networking error
-

## 6. VOLUNTEER'S REPORT

- PRESENTATION

- 

- A) Curt Williges

- GENERAL MANAGER REPORT

- 

- A) Update on recliners

- B) Update sale of retired water tender

- District policies concerning the Districts WEB site

- (Director Eric Gravelle)

- A) Discuss

- B) Make changes as deemed necessary

10. Update Purchase of District software for the WEB page

(Director Eric Gravelle)

11. Discuss and review the District computer system and possible changes to it.

(Director Eric Gravelle)

- A) Discuss and evaluate the need to purchase a back up devise

- B) Discuss and evaluate the computers security

- C) Discuss computer use

## 12. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.



A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: March 25, 2013

*MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of February 18, 2013

Motion to Approve: Kinkle

Second: Birney

Passed unanimous voice vote

Item 4) Accounting

A) Financials—no discussion

B) Warrants—it was noted that the control numbers were incorrect on the warrants—GM to correct before sending to county

Item 5) Chief's Report—Chris DeSena, Division Chief, introduced Sean Griffis, the BC for Smartsville who will also oversee the Loma Rica/Browns Valley CSD at this time

A) Numbering District vehicles--per Captain Robinson this will be a two-digit number system to know where the equipment comes from, which will improve communication as the equipment will have the same number as the originating station (will use license plate number or VIN for internal tracking). The cost would be approximately \$500, less than originally mentioned, as brackets were manufactured by staff.

Motion to adopt new placard numbering system not to exceed \$500 and to utilize internal tracking by license plate number for all equipment made by Birney,  
Second: Gravelle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

- B) SCBA tanks—Captain Robinson investigated pricing and it is currently \$2/bottle cheaper to stay with our current vendor, American Eagle Fire Extinguisher, than to change to Precision.
- C) Update on networking error—Captain Robinson informed the Board that a new modem and (wireless) router were installed at the station (no access for the barracks), and the copier, printers and computers all seem to be working fine. Cal-Fire IT will provide a switch to allow more ports. We will also obtain a state-approved firewall hardware switch for the network.
- D) Captain Robinson reported equipment maintenance has begun and should be finished by the end of April.
- E) Captain Robinson stated they have started an inventory of all equipment—Station 62 has been completed and Station 61 is underway.
- F) DC DeSena reported that check #1185 dated June 6, 2011 payable to Nevada-Yuba-Placer Training in the amount of \$175.00 was found by the payee and deposited.
- G) DC DeSena informed the Board that Marysville Fire did not receive their grant for staffing, and in order to continue their contract with CalFire, they must move their dispatch with one option being to utilize the Grass Valley Emergency Communications Center and using the Foothill Fire Net frequency. A proposal will be made at the March 27, 2013 JPA meeting.
- H) Filing/Security: DC DeSena would like to see direction from the Board for acceptable standards for labeling/purging/shredding files and documents. Director Gravelle would like time to review the current policies and procedures in the Administrative Manual, and amend if necessary. To be discussed at the April meeting.

#### Item 6) Volunteer's Report—Captain Robinson

- A) The District has a new volunteer who has EMT training but no fire training, so will begin the process

Item 7) Presentation—the Board presented retired BC Curt Williges with a plaque thanking him for his years of service to the District.

#### Item 8) General Manager's Report

- A) Recliners: Captain Robinson is currently on vacation--tabled until his return
- B) Update on sale of retired water tender: the auction company that we had planned to contact is now out of business; messages were left for two other

companies with no responses. Discussion with Western States placed value (unseen) at \$10,000. Camptonville Volunteer Fire Dept has expressed an interest, as has a private party. Discussed advertising the tender for sale to the public with a reserve price and requiring a \$1,000 deposit with all bids. GM Poggi to draft a sale proposal for the April regular Board meeting.

Item 9) District's Policies concerning the District's website

A) General Manager Poggi presented a policy statement that was drafted at the inception of the District but never adopted.

A motion was made to add the policy for the District's website (in blue ink on handout) as Section 3011 to the Administrative Manual by Gravelle, seconded by Birney.

Passed unanimous voice vote

Item 10) Update purchase of District software for the webpage—GM Poggi to purchase and install (via download) onto District's computer

Item 11) Discuss and review the District's computer system and possible changes (Director Gravelle)

A) Back-up device: GM Poggi explained that she prefers Carbonite. Need to verify that we have the correct subscription and are fully covered by their warranty for a small business.

B) Security: Director Gravelle wants verification from CalFire IT in writing that the firewall is in place and working correctly.

C) Computer use: GM Poggi to set up the District's computer with user names and passwords for all Board members.

Item 12) Board and Staff Members' Reports—Director Gravelle brought up a topic from the January 2012 regular Board meeting stating that the Operations Manual (Item 8) had been placed on hold until after the Five Year Plan was completed and work needs to begin. Per BC DeSena, review concurrently with changes/updates to the Administrative Manual noted in 5)H above. DC DeSena also informed the Board that agenda items need to be specific for disclosure to the public.

Adjourned 8:24 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
May 20, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

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3. MINUTES

- A) Approve Regular Meeting Minutes of April 15, 2013

4. ACCOUNTING

- A) Review Financials
- B) Review Warrants

· CHIEF'S REPORT

- Update: CALFIRE to provide switch to allow more ports for network
- Update: CALFIRE to obtain State-approved firewall hardware switch for the network
- Update: Labeling, purging, shredding files and documents

## 6. VOLUNTEER'S REPORT

### · GENERAL MANAGER REPORT

- Retention of documents in copy machine
- Update: Sale of retired water tender
- Update: Volunteer Awards and Recognitions
- Access to Personnel Files
- Addition of: 1002 Personnel File, to the Administrative Manual Review, discuss, vote
- Elections
- Auditors report for 2011-2012, approve General Manager signature on letters dated January 2, 2013 and May 2, 2013  
Review, discuss, vote
- Preliminary Annual Budget  
Review, discuss, vote

I) Approve Resolution 2013-01 authorizing annual automatic journal transfer of fees to JPA

Review, discuss, vote

- Board Member District Email Addresses Justin Birney

## 9. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: May 20, 2013

### *APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of April 15, 2013: Director Birney requested Item 7B be amended to reflect approval to post ad to receive bids for the water tender, as opposed to selling the water tender; Director Gravelle requested that the minutes be amended to reflect his opposition to discussing the Amador Contract due to incorrect dates on the Agenda.

Motion to Approve minutes with changes above and two grammar corrections: Gravelle

Second: Birney

Passed unanimous voice vote

Item 4) Accounting

A) Financials—Accountant Brooks answered Board members questions regarding equipment rental income and interest income

B) Warrants—Captain Davis explained repairs to attack vehicle; Chief Griffis explained control number differences for payment of Amador Contract fees; date of salary for GM Poggi to be corrected—pay period should reflect 4/16-5/15/2013

Item 5) Chief's Report—Chief Griffis

- A) A 24-port network switch has been installed which meets Cal Fire's firewall requirements
- B) Firewall hardware switch installed—waiting for letter from Cal Fire IT department
- C) Labeling, purging, shredding files and documents: Chief Griffis is awaiting direction from the Board and talking to other Districts to determine standard operating procedures

Item 6) Volunteer's Report—David Lopez

- A) Volunteer Academy is continuing
- B) There was good turn out/response by volunteers to a fire last weekend (six volunteers)

Item 7) General Manager's Report

- A) Retention of documents in copy machine: GM Poggi confirmed that once a document is printed, faxed, or sent to another computer, the document is erased from memory and only the destination address is saved
- B) Update on sale of retired water tender: sold to Camptonville Volunteer Fire Department. Per our attorney, since an ad had not yet been submitted to receive bids for the water tender, it was completely legal to accept the offer from Camptonville. It was decided that if a similar situation should arise, the Chairperson will call a special meeting for additional Board discussion.
- C) Volunteer Awards and Recognition: Chief Griffis recommended the Board consider shorter term of service for award—three years?—or possibly based on the number of calls? Captain Davis to review volunteer files.

Discussed hosting a barbeque for the volunteers and their families—David to ask the volunteers if there are dates in July that would work for everyone (after the Fourth). BBQ committee members Birney, Kattuah and Lopez to look into available venues, cost of food, drinks and tableware, and number of attendees and present the information at the June meeting.



D) Access to personnel files—GM Poggi discussed with the District’s attorney—see Item 7E, Addition of Section 1002 Personnel Files to the Administrative Manual

E) Addition of Section 1002 Personnel Files to Administrative Manual: reviewed document provided, in line 1 changed “All files” to “Personnel files”, in the second paragraph changed “a file” to “their file” and deleted “during business hours”, in the third paragraph changed “a file” to “their file” and deleted “during business hours”.

Motion to approve the addition of Section 1002 as amended and read by GM Poggi to the Administrative Manual: Birney                      Second: Kinkle

Passed unanimous voice vote

The District needs to set a description of which documents need to be retained in the personnel files—GM Poggi to meet with Captain Robinson.

F) Elections: GM Poggi notified the Board that the next elections for Board members seats will be in 2014 (Biggs, Birney, Kinkle) with the seats for Kattuah and Gravelle up in 2016. All are four year terms.

G) Auditors Report for 2011-2012—need to correct date on page 3—fiscal year ended June 30, 2012—Accountant Brooks to discuss with Jensen Smith, plus she has questions about ledger adjustments they have requested.

Motion to approve GM Poggi to sign letter of engagement with Jensen Smith made by Kinkle, Second: Gravelle

Passed unanimous voice vote

H) Preliminary Annual Budge—reviewed, determined that interest income should be reduced to \$11,000 and equipment reserves should be reduced to \$5,450

Motion to accept Preliminary Budget for 2013/2014 with changes noted above made by Birney, Second: Gravelle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

I) Approve Resolution #2013-01 authorizing automatic journal transfer of fees to the JPA

Motion to accept pass Resolution #2013-01 REQUEST AND AUTHORIZTION FOR THE COUNTY OF YUBA TO ALLOW AN ANNUAL AUTOMATIC JOURNAL TRANSFER OF FEES FROM THE LOMA RICA/BROWNS VALLEY COMMUNITY SERVICES DISTRICT TO THE YUBA COUNTY RURAL FIRE JOINT POWERS AGENCY made by Birney

Second: Gravelle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

Item 8) Board Member District e-mail addresses: Director Birney informed the Board that the company that supports the District's website allows up to 10 e-mail accounts at a cost of \$3.50/month—to be placed on June agenda for discussion/vote

Item 9) Board and Staff Members' Reports—Captain Davis attended Jim Rosenthal's service with the District's water tender to show the District's appreciation for his years of service to the District—the family was grateful for the acknowledgement.

Henry Estrada has contacted the District about mowing the District's 5 acre parcel on Marysville Road—Captain Robinson felt it would be good PR within the community to do so. To be placed on the June agenda.

Adjourned 8:35 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
July 15, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

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3. MINUTES

- Approve Regular Meeting Minutes of June 17, 2013

4. ACCOUNTING

- A) Review Financials
- B) Review Warrants

· CHIEF'S REPORT

A) Update: Status on inventory of equipment

· Update: State-approved firewall hardware switch for the network

C) Update: Information on Yuba County Administrator regarding Yuba County emergency dispatch

## 6. VOLUNTEER'S REPORT

## 7. GENERAL MANAGER REPORT

- Nominations for Volunteer 3 Year Service Awards review – discuss – vote
- Nomination for Annual Firefighter of the year Award review – discuss -  
vote C) Update: BBQ for firefighters
- D) Update Personnel Files
  
- Update: Personnel District Email Accounts  
Review, discuss, vote

## 9. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: July 15, 2013

### *APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Birney, Gravelle, Kattuah, Kinkle  
Scheduled Absence: Biggs

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of June 17, 2013

Motion to Approve: Birney      Second: Kinkle  
Passed unanimous voice vote

Item 4) Accounting

- A) Financials—Held over for August meeting
- B) Warrants—Reviewed, no questions

Item 5) Chief's Report

Chris DeSena introduced Matt Wallen who is now the Chief of Dobbins and Loma Rica, effective July 15, 2013. Matt Wallen will be working with Sean Griffis on a lengthy transition and mentoring.

Matt Wallen informed the Board about the Annual Fire Situational Awareness, Readiness and Cooperative Drill that was held in Challenge this year with the Forest Service and Cal Fire.

- A) The Inventory is mostly all done. They are waiting on a few turnouts that have not come in yet, and, a count on some turnouts upstairs. The list is in a program that will be on the Captain and the General Manager's computers. Once done, the list will be provided to Deborah Brooks.
- B) Firewall hardware & switch installed – waiting for letter from Cal Fire IT department  
Stating the firewall meets State Standards.
- C) JPA voted to support the Marysville dispatch. Appreciation was given to the Districts for supporting Marysville through fiscal woes.

Chris DeSena advised Board members to read the Grand Jury report on Nevada County Consolidated, stating there was good detailed information.

Chris DeSena spoke about Yuba County Sheriff and the dispatch contract. Yuba County has no statutory responsibility to pay for the dispatch contract and is looking to have the Foothill Districts take it over. Chris has been in direct contact with Mr. Bendorf at the County. At the Board of Supervisors meeting in July, the Board approved to appoint two Supervisors to meet with the JPA in September. Hal Stocker of our District volunteered as well as Chairman Andy Vasquez.

Item 6) Volunteer's Report - None

Item 7) General Manager's Report

A) Nominations for Volunteer 3 Year Service Awards

Motion to approve: Birney      Second:      Kinkle

Passed unanimous voice vote

B) Nominations for Annual Firefighter of the Year Award

Motion to approve: Birney      Second:      Kinkle

Passed unanimous voice vote

C) The Board finalized plans for the BBQ for the firefighters being held at Hammon Grove Park

D) Jackie informed the Board that the complete Operations Manual had several changes and      corrections to be made and once all done, will present it to the Board.

Item 8) Update: Personnel District Email Accounts to be set up on WEB page

Item 9) BOARD AND STAFF MEMBERS' REPORTS

Les Kinkle informed the Board that Kim Biggs was selected Secretary for the JPA

Meeting Adjourned: 8:09 p.m.

Respectfully Submitted:

Jackie Poggi – General Manager LRBV CSD

REGULAR BOARD MEETING AGENDA  
August 19, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda.

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on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of July 15, 2013
- - B) Approve Special Meeting Minutes of July 20, 2013

4. ACCOUNTING

- A) Review and discuss Financials
- B) Review and discuss Warrants

• CHIEF'S REPORT

•

- A) Update: Status on completion of equipment inventory

B) Update: Status on letter showing hardware switch for the network system is State-Approved

## 6. VOLUNTEER'S REPORT

## 7. GENERAL MANAGER'S REPORT

- Update: Personnel District Email Accounts = has purchase been made
- have email addresses been set up

## 9. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: August 19, 2013

### *APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None (Four members of the public were present)

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of July 15, 2013:

Motion to Approve minutes: Kinkle



Second: Birney

Passed unanimous voice vote

B) Minutes For Special Meeting of July 20, 2013:

Motion to Approve minutes: Kinkle

Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting

A) Financials—Accountant Brooks explained that we have not received the July report yet from the County—tabled review of financials (budget vs actual until the September meeting when we should have complete information)

B) Warrants—Director Kinkle questioned the cost of the PPE gloves (\$322.92 for 2 pair). GM Poggi to review invoice with Captain Robinson. Director Gravelle questioned the reimbursement to Aaron Hallmark for Yuba County Public Safety. It was confirmed this expense was for fire fighter safety training.

Item 5) Chief's Report--Chief Matt Wallen

A) Chief Wallen confirmed the inventory of equipment is complete, except for the new PPE equipment.

B) Firewall hardware switch installed—have verbal confirmation; however, still waiting for letter from Cal Fire IT department.

C) Chief Wallen gave an update on the current status of volunteers: there are six volunteers; they are trying to get volunteers trained asap to be full responders, as currently while some can get equipment to the scene, they are not trained to fight fires. Chief Wallen will also be working on a cooperative program between Cal Fire and the Yuba College firefighting program to have students barrack here.

D) Chief Wallen reported Captain Robinson has been working on the new numbering system for the equipment.

E) Engine #61 is currently being rented out to Cal Fire for approximately \$1,200/day.

F) Chief Wallen informed the Board that the battery in the Quick Attack had to be replaced as it started smoking—the battery was still under warranty

G) Two Yuba County Grand Jury members met with Chairperson Kattuah, GM Poggi and Cal Fire personnel last week to question how the District functioned.

H) Fire Update: Swedes Fire still being fought.

I) Chief Wallen has tentatively scheduled a fire exercise in the Redhill Road community in Browns Valley for Saturday, September 14<sup>th</sup> and September 21<sup>st</sup> (depending on fire situation at the time). The exercise will be twofold: 1<sup>st</sup> day will be a critique of the properties, and educating homeowners on creating defensible space; the second day they will simulate a “bump & run” and deploy trucks and hoses.

Item 6) Volunteer’s Report—David Lopez absent, no additional information

Item 7) General Manager’s Report

A) GM Poggi stated that the Direct Assessments roll has 2,024 parcels for a total billing of \$209,277.16

B) The Board was informed by the County, that beginning in FY 2013/2014, they will no longer send out assessments for properties valued at less than \$5,000 (low value usually due to property tax exemptions). There are currently 10 properties in our District that fall under this criteria and must be billed directly by the District. GM Poggi will have a draft of the billing letter for review at the September meeting.

C) Meeting notices posted in public places are being torn down shortly after being posted, or are being posted over by others. Discussed possibly creating a locked display box—would require permission from property owners where notices are posted.

Item 8) District E-mails

A) Director Gravelle reported all the e-mails have been set up; as part of the hosting account for LRBVFIRE.ORG we have an unlimited number of boxes at no additional charge. He will give the account information to GM Poggi to distribute to the Board members to set up their accounts.

Item 9) Board and Staff Members’ Reports—none

Adjourned 8:12 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
October 21, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda.

Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony

on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of September 16, 2013

Review          Discuss          Vote

- B) Approve Special Meeting Minutes of September 28, 2013

Review          Discuss          Vote

4. ACCOUNTING

- A) Finances:          Review & Discuss
- B) Warrants:          Review & Discuss

- CHIEF'S REPORT

- A) Discuss ideas on how to recruit new volunteer firefighters

- B) Update: Have we received letter showing hardware switch for the network system is State-Approved

- 6. VOLUNTEER'S REPORT

- GENERAL MANAGER'S REPORT

- Gann Appropriations Limit for FY 2012/2013

- Review                  Discuss                  Vote

- Gann Appropriations Limit for FY 2013/2014

- Review                  Discuss                  Vote

- BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: October 21, 2013

*APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Gravelle, Kattuah, Kinkle; Absent: Birney (Excused)

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of September 16, 2013 with attachment of handwritten changes to budget as recommended by Accountant Brooks:

Motion to Approve minutes: Kinkle

Second: Gravelle

Passed unanimous voice vote

B) Minutes For Special Meeting of September 28, 2013:

Motion to Approve minutes: Gravelle

Second: Biggs

Passed unanimous voice vote

Item 4) Accounting

A) Financials—Accountant Brooks informed the Board that she the only YTD income received is mitigation fund; financial are up-to-date with the county's accounting. Tabled discussion of reserve transfer for November meeting. The transaction report to the State has been completed; still working on compensation report.

B) Warrants—confirmed petty cash expense for new telephone/answering machine for office and clarified expenses for repairs to Engines 61 & 63

Item 5) Chief's Report—DC Chris DeSena

A) Volunteer recruitment: being handled by Chief Wallen—tabled until his return

B) Letter from CalFire IT Dept re hardware switch for network system has been received

C) The Yuba County Grand Jury still has a lot of questions regarding the operation of the District. They were asked to please provide specific questions so they could be given the correct information.

D) Maintenance on District equipment is being performed by an outside vendor; however CalFire will perform the necessary safety compliance and daily inspections

E) The Board was directed to watch for updates in the Penn Valley news regarding their B.O.D.

F) Captain Robinson informed the Board that the District was successful in obtaining a matching grant for Volunteer Fire Assistance safety gear--\$18,000 total (\$9,000 grant). A resolution is needed for the next Board meeting

G) Captain Robinson said volunteer T. Fowler has been cleared to respond to calls

H) Captain Robinson provided the Resource Activity Report for September 2013: it was noted that 33 of 39 total calls were for medical assistance

Item 6) Volunteer's Report—D. Lopez

A) One Volunteer is coming back after being being laid off by CalFire at the end of the fire season, and two others have indicated they will return once they are finished.

Item 7) General Manager's Report

A) Gann Appropriations Limit for FY 2012/2013: Accountant Brooks explained this is a limit on expenses in the State—the limit does not include mitigation income or equipment expenses.

Motion to accept the Fiscal Year 2012/2013 Gann Appropriations Limit of \$326,440.79 made by Director Kinkle

Second: Biggs

Voice Vote: Biggs, Gravelle, Kattuah, Kinkle – Aye                      Absent: Birney

B) Gann Appropriations Limit for FY 2013/2014:

Motion to accept the Fiscal Year 2013/2014 Gann Appropriations Limit of \$347,066.52 made by Director Kinkle

Second: Biggs

Voice Vote: Biggs, Gravelle, Kattuah, Kinkle – Aye                      Absent: Birney

Item 8) Board and Staff Members' Reports—Director Gravelle wants to review the inventory list and reconcile with list maintained by Accountant Brooks. Captain Robinson to review Accountant's list.

Adjourned 8:03 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
November 18, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

Any person may speak on any subject or matter of concern, provided the subject or matter is within the jurisdiction of the Board of Directors for Loma Rica/Browns Valley CSD and is not already on the agenda.

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Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of October 21, 2013
- |        |         |      |
|--------|---------|------|
| Review | Discuss | Vote |
|--------|---------|------|

4. ACCOUNTING

- |              |        |                                   |      |
|--------------|--------|-----------------------------------|------|
| A) Finances: | Review | Discuss                           |      |
| B) Finances: | Review | Discuss reserve transfer of funds | Vote |
| C) Warrants: | Review | Discuss                           |      |

- CHIEF'S REPORT

- A) Discuss ideas on how to recruit new volunteer firefighters

6. VOLUNTEER'S REPORT

- GENERAL MANAGER'S REPORT

- A) Resolution 13-05 grant for safety gear, equipment and radios

Review

Discuss

Vote

8. BOARD MEMBER POSITIONS / JPA POSITIONS

- A) Nomination / motion / voice vote of Chairman for 2014
  - B) Nomination / motion / voice vote of Vice chairman for 2014
  - C) Nomination / motion / voice vote of JPA representative for 2014
  - D) Nomination / motion / voice vote of JPA alternate representative for 2014

9. Presentation to Fire Captain Steve Robinson

10. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony



Regular Meeting: November 18, 2013

*APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of October 21, 2013

Motion to Approve minutes: Kinkle

Second: Gravelle

Passed unanimous voice vote

Item 4) Accounting

A) Financials: Noted that the year-to-date office expenses are already at 88% of annual budget; GM Poggi to review expenses to make sure they were accurately identified. Discussed various options for replacement of Engine 62 with a piece of equipment that more of the volunteers are qualified to drive.

B) Financials: Discussed transfer of \$20,000 from net income to reserves for Engine 62

Motion to transfer \$20,000 from net income to reserves for Engine 62 made by Director Birney

Second: Kinkle

Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

C) Warrants: Questioned reason for replacement of light bar for water tender—need to ask Captain Robinson for details

Item 5) Chief's Report—BC Matt Wallen (Captain Robinson out on a call—not available for meeting)

A) BC Wallen informed the Board that he is being transferred to Higgins in early December and that Tom Webb from Grass Valley ECC will be our new Chief

B) It was noted by the state inspectors that six new tires will be needed for equipment

Item 6) Volunteer's Report—none

Item 7) General Manager's Report

A) Resolution 13-05 matching grant for safety gear, equipment and radios  
Motion to adopt Resolution 13-05 as presented made by Director Gravelle  
Second: Kinkle  
Voice Vote: Biggs, Birney, Gravelle, Kattuah, Kinkle – Aye

Item 8) Nomination/motion/vote of Chairman and Vice Chairman (it was noted that motions and seconds are not needed for nominations, which differs from procedure in prior years)

A) Vice Chairperson Biggs nominated Cathy Kattuah for Chairperson  
Director Birney nominated Eric Gravelle for Chairperson  
Vote: Kattuah – 3; Gravelle – 2  
Cathy Kattuah voted in as Chairperson

B) Director Kinkle nominated Kim Biggs for Vice Chairperson  
Director Gravelle nominated Justin Birney for Vice Chairperson  
Vote: Biggs – 3; Birney – 2  
Kim Biggs voted in as Vice Chairperson

C) Director Kinkle nominated Kim Biggs for JPA representative (no other nominations)  
Passed unanimous voice vote

D) Director Biggs nominated and motioned Les Kinkle for JPA alternate  
Passed unanimous voice vote

Item 9) Presentation to Fire Captain Steve Robinson—tabled as Captain Robinson was out on a call

Item 10) Board and Staff Members' Reports—none

Adjourned 7:49 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA  
December 16, 2013

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. MINUTES

- Approve Regular Meeting Minutes of November 18, 2013
- 

Review	Discuss	Vote
--------	---------	------

4. ACCOUNTING

- |              |        |         |
|--------------|--------|---------|
| A) Finances: | Review | Discuss |
| B) Warrants: | Review | Discuss |

- CHIEF'S REPORT
- - A) Purchase of new District Engine to replace E62
  - B) Reason for replacement of light bar on (water tender)
  - C) Approval of equipment to be picked up by Tri Valley Recycling on January 6, 2014.

## 6. VOLUNTEER'S REPORT

- GENERAL MANAGER'S REPORT
- - A) Explanation of office expenses
  - B) 2014 Standard mileage rates

## 9. Presentation to Fire Captain Steve Robinson

## 10. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

Regular Meeting: December 16, 2013

*APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Kattuah, Kinkle Absent (Excused): Gravelle

Item 2) Public Communications: None

Item 3) Approve Minutes:

A) Minutes For Regular Meeting of November 18, 2013

Motion to Approve minutes with a correction of item 4B from \$20,00o to \$20,000: Birney

Second: Kinkle

Passed unanimous voice vote

Item 4) Accounting

A) Financials: Discussed different ways to fund reserves. Also see Item 7A.

B) Warrants: Requested copy of warrants signed for volunteer pay, as only the three signers saw these warrants

Item 5) Chief's Report

A) Captain Robinson discussed the purchase of a new engine to replace E62. The current engine has mechanical issues. Captain Robinson recommends replacement with a new OES spec engine—has a bigger pump, a deck gun, and is better for commercial/school properties. He explained that the District can expense the new features that the current engine doesn't have as mitigation expenses. The Board directed Captain Robinson to contact HME regarding price and availability of a demo model and a newly-built engine.

B) Captain Robinson explained that the reason for the replacement of the light bar on the water tender was due to the fact the old one was corroded and couldn't be repaired.

C) The Board reviewed the list of old equipment to be picked up by Tri Valley Recycling on January 6, 2014. It was determined that a second computer at the BV station should be added to the list.

A motion was made by Director Birney to approve the list of equipment with the addition of the second computer at the BV station to be picked up by Tri Valley Recycling

Second: Kinkle

Passed unanimous voice vote

D) Chief DeSena reported that December 9, 2013 was the end of the fire season and the Amador Contract had commenced. He also stated that the Yuba County Rural Foothills JPA had not received the draft agreement from the County regarding

payment for dispatch services. And he reported that the resident program would start back up in January.

Item 6) Volunteer's Report—Captain Robinson

A) Captain Robinson reported there are no new volunteers since the last meeting. One current volunteer in training will take an EMT class in the spring. Wildland training will be held on December 11<sup>th</sup>.

Item 7) General Manager's Report

A) Verified office expenses reported were accurate—most of the expenses were from the BBQ/Awards that had not been done in the past

B) GM Poggi informed the Board that the standard mileage rate increased to \$0.56/mile for business-driven miles

Item 8) Captain Steve Robinson was presented an award by the Board thanking him for his years of service to the District

Item 9) Board and Staff Members' Reports—none

Adjourned 8:01 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

SPECIAL BOARD MEETING AGENDA  
July 20, 2013

1. MEETING CALL TO ORDER

A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle

2. PUBLIC COMMUNICATIONS

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on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

· AMADOR CONTRACT

· DISCUSSION Schedule A

· Adopt Resolution 2013-03 authorizing General Manager to execute 3 year Cooperative Fire Protection Agreement

· Initiate board action as deemed necessary :

Discuss

Make necessary changes

Vote

A segment of time will be open during each Agenda Item for Public Comment / Testimony

SPECIAL BOARD MEETING AGENDA  
SEPTEMBER 28, 2013  
9:00 A.M.

1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

3. GENERAL MANAGER'S REPORT

- Special Assessment Tax Billing
  - 1) Information Sheet to Property Owners

Review	Discuss	Vote
--------	---------	------

- 2) Special Tax Bill

Review	Discuss	Vote
--------	---------	------

- 3) Resolution 2013-04 - Establish policy for direct billing property owners not meeting Yuba Counties minimum



value.

Review                  Discuss                  Vote

#### 4. BOARD AND STAFF MEMBERS' REPORTS

This time is provided to allow Board and staff members to report on activities or to raise issues for placement on future agenda.

A segment of time will be open during each Agenda Item for Public Comment / Testimony

### **SPECIAL BOARD MEETING AGENDA**

December 28, 2013

9:00 A.M.

#### 1. MEETING CALL TO ORDER

- A) Roll Call: Biggs, Birney, Gravelle, Kattuah, Kinkle
- B) Pledge of Allegiance

#### 2. PUBLIC COMMUNICATIONS

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Those wishing to speak must state their name and place of residence to be heard. The Board limits testimony

on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic. The entire

Public Communications section shall be limited to a total of 20 minutes unless the Chairman, subject to Board approval, sets different time limits.

Note: No Board action can be taken on comments made under this heading.

### 3. CHIEF'S REPORT

A) View proposed replacement engine for Engine #62

Discuss

Vote

A segment of time will be open during each Agenda Item for Public Comment /  
Testimony

APPROVED MINUTES  
SPECIAL MEETING

Due to unforeseen circumstances, the Special Meeting time was changed from 10:30 am to 11:30 am. General Manager Poggi, Vice Chair Biggs and Director Kinkle stayed at the meeting place from 10:15 to 10:45 for Public Communications, and there were none.

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah, Kinkle

Item 2) Public Communications: None

Item 3) RENEWAL AMADOR CONTRACT

- Discussion Schedule A
- No further discussion
  
- Adopt Resolution 2013-03 authorizing General Manager to execute 3 year Cooperative Fire Protection Agreement.
- Motion to Adopt  
Resolution: Birney Second: Gravelle  
  
Ayes: Biggs, Birney, Gravelle, Kattuah, Kinkle  
Noes:  
Absent:

Adjourned 11:33 a.m.

Respectfully Submitted:

Jackie Poggi – General Manager LRBV CSD

Loma Rica / Browns Valley Community Services District  
Special Meeting: September 28, 2013

*APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Gravelle, Kattuah; Absent: Birney, Kinkle (Excused)

Item 2) Public Communications: None

Item 3) General Manager's Report

A) Special Assessment Tax Billing

1) Information Sheet to Property Owners—reviewed changes as recommended at regular September meeting

Motion by Gravelle to accept Information Sheet as written

Second: Biggs

Voice Vote: Biggs, Gravelle, Kattuah – Aye

Absent: Birney, Kinkle

2) Special Tax Bill—reviewed document

Motion by Gravelle to accept Special Tax Bill as written

Second: Biggs

Voice Vote: Biggs, Gravelle, Kattuah – Aye

Absent: Birney, Kinkle

3) Resolution 2013-04—establish policy for direct billing property owners not meeting Yuba County's minimum value

Motion by Gravelle to pass Resolution 2013-04 as written

Second: Biggs

Voice Vote: Biggs, Gravelle, Kattuah – Aye

Absent: Birney, Kinkle

Item 4) Board and Staff Members' Reports--none

Adjourned 9:30 a.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

Loma Rica / Browns Valley Community Services District  
Special Meeting: December 28, 2013

*APPROVED MINUTES*

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Gravelle, Kattuah; Absent: Kinkle (Excused)

Item 2) Public Communications: None

Item 3) Chief's Report—by Captain Steve Robinson

A) Viewed and discussed proposed replacement engine for E62. Demo model vs. newly constructed: price would be the same, but new construction will take 260-290 days from contract date and require two trips to Michigan, while the demo model would be ready in approximately 15 days. The demo model has 6,000 highway miles, no cold starts, no Code 3 responses. The demo model would have a standard one year warranty from date of contract for most systems (warranty service is performed at Valley Fire in West Sacramento—District would need to register vehicle with them for warranty service). Bob from HME-Ahrens Fox explained the demo model is the last Model 18 available for approximately 12 months (for new build). The new models will be more expensive due to new EPA requirements; plus HME will have a four percent (4%) price increase January 1, 2014. They do not offer any discount for paying cash—terms are COD at time of delivery. They would also require a document on the District's letterhead with signatures addressed to Sacramento Registration Service authorizing HME to register the new Model 18 vehicle on the District's behalf—as license and registration is changed upon delivery. Bob recommended that all potential drivers of this vehicle have training due to the short turn base. Captain Robinson performed a test drive of the vehicle and reported it drives and handles well and has good acceleration.

Options:

A) Door lettering \$1,700.00

B) Roof Lettering \$450.00

C) Ladder package: \$1,750.00  
\$1,550.00

D) Booster hose & 1" nozzle

E) Wheel chocks \$75.00  
\$1,550.00

F) Hard suction hose & strainer

G) Akron monitor package w/nozzles \$4,999.00

1) Motion was made by Director Birney to purchase the Demo model Engine as proposed with all option packages except B (A, C, D, E, F, G outlined above) for a total price not to exceed \$350,000

Second: Gravelle

Voice Vote: Biggs, Birney, Gravelle, Kattuah – Aye

Absent: Kinkle

Adjourned 10:12 a.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson