

REGULAR BOARD MEETING AGENDA
JANUARY 19, 2015

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 November 17, 2014B) Approve Special Meeting Minutes of November 24, 2014

4. ACCOUNTING

- A) Finances:
- B) Warrants:

5. CHIEF'S REPORT: Chief Webb

A) Introduction of new Unit Chief George Morris III, replacing retired Brad Harris.

6. VOLUNTEER'S REPORT: David Lopez

7. GENERAL MANAGER'S REPORT

A) Increase gas mileage reimbursement for 2015

B) New pharmacy benefits under FASIS

C) New Volunteer list

8. Approve revision in Administrative Manual updating conflict of interest.

9. Approve draft of audit for year FY 2012-2013

10. STATION #63: Discuss next steps for station 63

11. 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

Item 2) Public Communications: None

Item 3) Approve Minutes:

Motion to Approve minutes: Birney Second: Kinkle

B) Minutes for Special Meeting of November 24, 2014

Passed unanimous voice vote

Item 4) Accounting

B) Warrants: no questions

Item 5) Chiefs Report: (Chief Webb)

B) Chief Webb informed the Board that the state OES approved the District's application to purchase one of their used engines: model year 1998, approx. 45,000 miles, 90 hours on the auxiliary pump, no accidents, good maintenance record. Should be ready to pick up in the next week or so.

D) The resident Chief Webb had in mind to sponsor (Item 16 A of November meeting) failed to pan out.

Item 6) Volunteer's Report:

David Lopez reported that there are two new volunteers; one current volunteer is operating the attack engine.

A) The IRS has increased the standard business mileage rate to 57.5 cents per mile for business miles driven

C) New volunteer list—there are currently seven volunteers for the District—one is new and one just returned from working for CalFire

Item 8) Approve revision in Administrative Manual updating Conflict of Interest Code

Motion: Kinkle

Second: Birney

A) Discussion: Accountant Brooks recommended taking the auditor's suggestion to not book FMV and only state cash at carrying value

Motion made to remove Account 1010—Unrestricted Cash FMV, and 1060—Restricted Cash FMV from books per the recommendation of the auditor: Birney Second: Kinkle

B) Motion to Approve draft of audit for FY 2012-2013

Motion: Birney

Second: Kinkle

Item 11) Board and Staff Members' Reports—none

REGULAR BOARD MEETING AGENDA
February 16, 2015

1. MEETING CALL TO ORDER

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

2. PUBLIC COMMUNICATIONS

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3. MINUTES

- Approve Regular Meeting Minutes of January 19, 2015

4. ACCOUNTING

- A) Finances:
- B) Warrants:

5. CHIEF'S REPORT:

- A) Credit card issuance for fire fighters obtaining fuel for engine

6. VOLUNTEER'S REPORT: David Lopez

7. GENERAL MANAGER'S REPORT

8. STATION #63:

A) Review answers to Directors question and discuss next course of action

9. BOARD AND STAFF MEMBERS' REPORTS

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

Item 2) Public Communications: None

Item 3) Approve Minutes:

Motion to Approve minutes: Birney Second: Biggs

Motion passed

Item 4) Accounting

B)Warrants: Director Kattuah questioned invoice from Yuba County for election costs—GM Poggi explained that the County now passes on their costs for processing the application forms even though no names were placed on the ballot. Director Gravelle questioned the invoice from LN Curtil & Sons for hoses, clamps and radios—Captain Drexel explained the purchase was made from a recent grant.

Item 5) Chiefs Report: (Chief Webb)

B)Chief Webb informed the Board that Engine #61B is back from being repaired and the invoice has been submitted to the State for reimbursement. New Engine #61 is still at the shop in Sacramento for repairs—a pinhole-sized leak was found in the radiator, the pump shaft has a bur that has caused the seals to wear, and the steering box will need to be replaced. These are all warranty issues.

Item 6) Volunteer's Report: David Lopez not available due to illness
Item 7) General Manager's Report: none

Adjourned 7:28 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
March 16, 2015

1.

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

3. MINUTES

- Approve Regular Meeting Minutes of February 16, 2015

4. ACCOUNTING

- A) Finances:
- B) Warrants:

5. CHIEF'S REPORT:

- A) California Fire Assistance Agreement (CFAA) finalized rates, methodologies and formulas

B) SCBA Purchases

6. Approve not to exceed amount for painting newly purchased fire engine

7. Approve credit card issuance for obtaining fuel for fire engines (or combine with Agenda Item #8)

8. Approve credit card issuance for purchases for the District (or combine with Agenda Item #7)

9. VOLUNTEER'S REPORT: David Lopez

10. Approve issuing warrant to petty cash \$222.68 bringing maximum amount of \$2000.00 to the account as noted in the Administrative manual

11. GENERAL MANAGER'S REPORT:

A) Submitted Conflict of Interest to County was approved by Yuba County Board of Supervisors

B) Contacted by LAFCO for our response to package sent to us for updates from last "visit" in 2006/2007

C) The FASIS Pharmacy Benefit Management program went live 2/2/2015

D) The 2014 audit has been sent to Jensen Smith

12. Approve resale price for newly purchased OES engine for insurance purposes and 5 year General Plan

13. STATION #63: Update

14. BOARD AND STAFF MEMBERS' REPORTS

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In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

Regular Meeting: March 16, 2015

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:

- Minutes For Regular Meeting of February 16, 2015 Motion to Approve minutes: Biggs Second: Gravelle
Aye—Biggs, Birney, Gravelle, Kattuah; Abstain—Kinkle (Absent from 2/16/15 meeting)
Motion passed

Item 4) Accounting

- Financials: (Accountant Brooks not present); reviewed--no questions
 - Warrants: Director Gravelle questioned the warrant payable for legal counsel, as the amount written was different—typo, GM Poggi will correct the warrant.
- Item 5) Chiefs Report: (Chief Webb)
- California Fire Assistance Agreement: Chief Webb gave an overview of the current policy. He also informed the Board that while we pay our volunteers a flat stipend per call, other districts, such as Linda, pay their volunteers an hourly amount for out of district calls (reimbursable cost recovery from CalOES, CalFire or the federal government). This change would require input from Accountant Brooks, a resolution by the Board of Directors, etc. Chief Webb and GM Poggi will attend the CalOES meeting regarding the changes in policy and report back to the Board.
 - Chief Webb informed the Board we are still waiting for the State for the purchase of the SCBAs—we currently do not have enough SCBAs for the new engine—the regulators were mixed up, which can create a liability for the District. Chief Webb will obtain pricing for the purchase of new SCBAs before the grant funds are received
 - Chief Webb told the Board that the warrant repair work for Engine 61 has been completed and the Engine is scheduled to be picked up on Wednesday. Also, on the engine just purchased from OES, there is an issue with the foam system, a plumbing leak, and a problem with the rear arrow stick. They will take it down and drop it off for repairs when they pick up Engine 61.
- Item 6) Bid for painting new OES fire engine: Chief Webb to obtain bids to present to the Board, as some directors feel the cost may be prohibitive—due to the amount of the frame that would need to be repainted. He will also obtain bids for decals to match the rest of the fleet.

Item 7) Approve credit card issuance for obtaining fuel for fire engines—DC DeSena advised the Board to update the District’s Administrative Manual with a purchase policy—Chief Webb will check with other districts for verbage to use as a template.

Director Gravelle motioned to approve two (2) credit cards be issued for fuel purchases

Second: Birney
Motion passed

Item 8) Approve credit card issuance for purchases for the District—GM Poggi explained this would typically be used for purchases of supplies/equipment when a discount can be obtained for ordering online, or if items are only available through online ordering. She will ask Umpqua Bank for the process to apply for a credit card for the District. Tabled for April meeting.

Item 9) Volunteer's Report—David Lopez reported that we still have three volunteers who are able to respond to calls. One volunteer stopped showing up for training, but informed David that he is back in the area and wants to get back in the program.

Item 10) Issue warrant for \$222.68 to bring petty cash account up to the \$2,000 maximum as noted in the Administrative Manual

Director Birney made a motion to issue a warrant for \$222.68 to bring the petty cash account to \$2,000

Second: Kinkle

Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye

Motion passed

Item 11) General Manager's Report

- Conflict of Interest policy submitted to Yuba County was approved by the Board of Supervisors—all Form 700's need to be submitted to the District's GM effective immediately

- GM Poggi is working on an updated review for LAFCO—required by April 3, 2015

- The FASIS Pharmacy Benefit Management program went into effect February 2, 2015—Captain Drexel will cover the program in her training with the volunteers

- The 2014 audit has been submitted to Jensen Smith

Item 12) Set resale price for newly purchased OES engine for insurance purposes and Five Year General Plan—Chief Webb recommended setting the value at \$250,000 due to the cost of replacement

Motion made by Birney to set the value of the OES engine for insurance purposes to \$250,000

Second: Kinkle

Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye

Motion passed

Item 13) Station #63 update: Director Gravelle informed the Board that he spoke with the engineer who worked on the Bangor station, and due to a job change, he is not interested in reviewing the plans. He recommended hiring a consultant to move forward. GM Poggi to request a list of architects from Yuba County in order to proceed. DC DeSena advised the Board that they need to check with the County building department: is there a difference in the permit process for an unmanned station used only for equipment storage? Would it require a complete upgrade of the entire building if the use changes in the future? Chief Webb to discuss these issues with a member of the County's planning department.

It was also discussed that the financials reflect capital replacement funds in a

way that separates mitigation, capital replacement, restricted vs unrestricted funds, rather than showing a combined balance sheet, as when Accountant Brooks isn't available, it is not possible to obtain this information. Tabled for discussion with Accountant when next available.

Item 14) Board and Staff Members' Reports—Director Biggs reported the next JPA meeting is scheduled for Wednesday, March 25, 2015, and that another JPA member had requested that the MOU with Yuba County for dispatch services be placed back on the JPA agenda.

DC DeSena reported that the SRA fees paid are being used for grants for projects—mostly through Fire Safe programs—for roads, chipping program, fuel breaks, and defensible space assistance for special needs residents.

Adjourned 8:19 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
April 20, 2015

1.

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

2. PUBLIC COMMUNICATIONS

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3. MINUTES

- Approve Regular Meeting Minutes of March 16, 2015

4. ACCOUNTING

- A) Finances:
- B) Warrants:

5. CHIEF'S REPORT:

- A) Update SCBA's
- B) Discuss revised ISO ratings

C) Discuss CFAA

D) Discuss Credit cards for Cal-Fire, table for May

6. VOLUNTEER'S REPORT: David Lopez

7. GENERAL MANAGER'S REPORT:

A) Discuss mowing of property on Marysville Rd

8. STATION #63: Update with Planning Department

9. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: April 20, 2015

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:

- Minutes For Regular Meeting of March 16, 2015
- Director Gravelle noted Item 7 should reflect that the credit card will be from Pacific Pride/Lakeview and questioned if Item 8 should reflect that investigation into obtaining a Cal Card

Motion to Approve minutes with corrections noted:

Kinkle Second: Gravelle

Aye—Biggs, Gravelle, Kattuah, Kinkle; Absent—Birney

Motion passed

Item 4) Accounting

- Financials: Chairperson Kattuah asked Accountant Brooks to verify mitigation funds-
- currently \$40,700 (line item 1050 on combined Balance Sheet). It was also noted that adjustments may need to be made to vehicle maintenance fees due to major issues with the Attack—GM Poggi to research recent expenses to see of overage due to repairs for damage by CalFire employee not yet reimbursed by the State.
- Warrants: Discussed CalFire reimbursement for water tender (for SRA wildfires) paid to
- Volunteers Mota and Tully—tabled for May meeting for further explanation by Chief
- Also questioned if payroll taxes should be withheld—does CalFire treat
- Operators as independent contractors?

Item 5) Chiefs Report: (Chief Webb absent, update by GM Poggi and Captain Drexel))

- SCBA's – pending – table for May meeting
-
- Revised ISO rating—now 5Y—tabled for May meeting for explanation by Chief Webb
-
- California Fire Assistance Agreement (CFAA)—tabled for May
-

D) Credit Cards for CalFire—tabled for May

Item 6) Volunteer's Report—David Lopez reported that the previous Saturday, volunteers from our District trained with the other foothill district pumping water out of ditches (off Kibbe Road) and shuttling to engines (then released back into the ditches. Training went well, pumping time 4 ½ minutes to fill; 4 minutes to empty, but 30 minutes turnaround due to distance. Photos and video were made of the training exercise.

Item 7) General Manager's Report

- Discussed mowing district's property on Marysville Road, as grass is nearly waist high
- in areas. GM Poggi has not been successful in locating a company that can mow the property and has acceptable insurance coverage. Chairperson Kattuah to inquire into a company that rents sheep/goats to eat down the grasses and weeds. Possibly look into spraying early next spring to prevent this issue.

Item 8) Station #63 update: GM Poggi informed the Board that the original Condition Use Permit (CUP) can be used, per Yuba County Planning Department. The site will be zoned as a public facility. They no longer provide lists of engineers to the public. Next step is to talk to the Building Department about requirements. GM Poggi also to talk to legal counsel regarding architects, as

the plans will need to be revised. Are we required to go out to bid again or can we use the original architect?

Item 9) Board and Staff Members' Reports—Director Biggs reported at the March JPA meeting that the MOU for dispatch with the County was discussed. The MOU had been signed by our District, Dobbins/Oregon House, and Camptonville. Foothill Fire will discuss it at their next board meeting; and Smartsville said they had not received the document.

Adjourned 8:11 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
May 18, 2015

1.

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: April 20, 2015

4. ACCOUNTING

- A) Finances:
- B) Warrants:

**5. DISCUSS 2015-2016 OPERATING BUDGET, AMEND AS NECESSARY,
APPROVE PUBLIC NOTICE AND
CONTINUE TO JUNE FOR PUBLIC HEARING AND ADOPTION.**

6. APPROVE 2015-2016 GANN LIMITS

7. CHIEF'S REPORT:

A) Discuss revised ISO ratings

8. DISCUSS AND APPROVE TO BE INCLUDED IN THE CFAA, CALIFORNIA FIRE ASSISTANCE AGREEMENT FINALIZED RATES, METHODOLOGIES AND FORMULAS.

9. DISCUSS AND APPROVE PURCHASE OF SCBA'S

10. APPROVE NOT TO EXCEED AMOUNT FOR PAINTING NEWLY PURCHASED OES FIRE ENGINE.

11. DISCUSS AND APPROVE DISTRICT CREDIT CARD ISSUANCE TO CAL FIRE EMPLOYEES FOR USE OF PURCHASES.

12. APPROVE AMENDING POLICIES IN ADMINISTRATIVE MANUAL AUTHORIZING CAL FIRE PURCHASING AUTHORITY WITH DISTRICT CREDIT CARD.

13. DISCUSS AND APPROVE DISTRICT CREDIT CARD ISSUANCE TO CAL FIRE EMPLOYEES FOR USE OF PURCHASING FUEL WITH LAKE VIEW, PACIFIC PRIDE.

14. APPROVE AMENDING POLICIES IN ADMINISTRATIVE MANUAL AUTHORIZING CAL FIRE PURCHASING AUTHORITY WITH DISTRICT CREDIT CARD TO PURCHASE FUEL WITH LAKE VIEW, PACIFIC PRIDE.

15. VOLUNTEER'S REPORT: David Lopez

16. GENERAL MANAGER'S REPORT:

A) Update on mowing of property

17. Approve waiver of building fees to replace burned barn with a metal barn For Mandy Sherwood on Coleman Lane.

18. STATION #63: Table for June

19. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: May 18, 2015

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) Approve Minutes:

· Minutes For Regular Meeting of April 20, 2015
Motion to Approve minutes with corrections noted: Gravel Second: Biggs
Aye—Biggs, Gravelle, Kattuah; Abstain--Birney; Absent—Kinkle
Motion passed

Item 4) Accounting

· Financials: It was noted that beginning with the new fiscal year in July, there will be a different format. Accountant Brooks reminded the Directors to keep the replacement fund sheets for future reference. She also explained the balance in account 4900 was due to \$5,000 for retired vehicle that was sold, plus old warrants that were not cashed by the payees. And account 6900 includes the cost of \$493.50 for bay door maintenance, which should be moved to fire station maintenance.

· Warrants: The warrant to JR Fire Tools was questioned—this was part of the grant funds for wildland fire suppression: hydration packs, hose tools, training books and two radios. Director Gravelle informed the Board that warrant to Schwartz Diesel Power could not be approved without a vote due to the amount, as vehicle maintenance expenses are over budget.

Motion by Birney for the warrant to Schwartz Diesel Power, Control #52-32951, in the amount of \$3,552.68, to be placed on the agenda for a motion and approval tonight. Second: Gravelle

Aye—Biggs, Birney, Gravelle, Kattuah; Absent—Kinkle
Motion passed

Motion by Birney to approve warrant #52-32951 in the amount of \$3552.68, payable to Schwartz Diesel Power

o Gravelle

Roll call vote: Biggs, Birney, Gravelle, Kattuah—Aye, Absent—Kinkle
Motion passed

Item 5) Discuss 2015/2015 Operating Budget:

Accountant Brooks explained line item 6210 licenses/fees included taxes on new Engine 61.

GM Poggi informed the Board that per the election education seminar she recently attended, the actual election costs now run \$20,000 to \$40,000 per person up for re-election

Director Birney questioned if the health & safety budget was sufficient—GM Poggi stated we have not gone over the budgeted amount

Director Birney questioned if vehicle maintenance should be increase

Director Poggi explained that the public relations budget item includes the cost of ads and public notices which must be placed in the newspaper

Motion by Birney to approve the Fiscal Year 2015/2016 budget as presented and to continue with the required process. Second: Gravelle
Aye—Biggs, Birney, Gravelle, Kattuah; Absent—Kinkle
Motion passed

Item 6) Gann Limits—GM Poggi explained that the District can not spend more than the Gann Limit (does not include mitigation fees or major equipment expenses)

Motion by Biggs to approve the Fiscal Year 2015/2016 Gann Limits as presented and to continue with the required process. Second: Birney

Aye—Biggs, Birney, Gravelle, Kattuah; Absent—Kinkle

Motion passed

Item 7) Chief's Report—Chief Webb explained the ISO has changed their ratings, as they now have split classifications. He will contact them for an explanation of the new ratings system. He also stated the District needs more volunteer firefighters.

Item 8) CFAA—Chief Webb stated if the District wants to participate in the California Fire Assistance Agreement, we would need an MOU to the OES and a resolution stating that we pay volunteers an hourly rate. Chief Webb recommends that the District participate in the CFAA—however the Board has questions about whether this makes the volunteers employees or independent contractors, tax withholding requirements, etc.

Motion by Gravelle to move forward with the CFAA participation

- o Birney

Aye—Biggs, Birney, Gravelle, Kattuah; Absent—Kinkle

Motion passed

Additional discussion regarding payroll taxes tabled

Item 9) SCBAs—Chief Webb explained the District has multiple generations of SCBA equipment, 4 of 18 will be outdated within the next year. The District doesn't have enough Bas, and some face masks do not work with some Bas—this presents a liability issue. He obtained a bid for 18 of the new, higher pressure SCBAs plus and RIC (Rapid Intervention Crew) pack in the amount of \$120,000 (approximately \$6,000 each which includes the harness, bottle and a spare). Chief Webb stated the new SCBAs are lighter, fit better, have better lighting, better communication capability, wider masks for better vision, and an observer can tell how much air is left. Chief Webb recommended we not try to phase in a few new systems at a time, as they are too different from our existing equipment. Director Birney asked for a display and demo to justify the cost. Director Gravelle asked if grant funds are available for the purchase, per Chief Webb, the new grant period doesn't begin until November and grants would not be awarded until January. The Board asked about selling the old units—Chief Webb recommended keeping 6, and selling the other 12.

Motion by Birney to purchase 18 (eighteen) of the new MSA SCBA units and RIC pack for an amount not to exceed \$122,000.

- Biggs

Roll call vote: Biggs, Birney, Gravelle, Kattuah—Aye, Absent—Kinkle
Motion passed

A Request For Proposals (RFP) is required.

Item 10) Painting new OES engine--Chief Webb stated that Engine 63 (OES engine) is still at Valley Fire—the control head for the red lights needs repair. Valley Fire estimated it would cost \$12,000-\$15,000 to repaint the entire engine. Chief Webb is still awaiting estimates to change out the roll-up doors to stainless steel. No action taken.

Item 11) District Credit Card—GM Poggi spoke with a senior accountant with Yuba County and the District's legal counsel, and was informed that it is not a good business practice to issue credit cards for District business due to accounting and accountability issues. Director Gravelle questioned if that opinion also applies to the fuel card previously approved—per GM Poggi, yes. No motion made; item not considered.

Item 12) Amend Administrative Manual authorizing CalFire purchasing authority with District credit card. No motion; item not considered

Item 13) Discuss credit card issuance to CalFire employees for use of purchasing fuel with Lakeview/Pacific Pride—item tabled to rescind motion at June meeting

Item 14) Amend Administrative Manual authorizing CalFire purchasing authority with District credit card to purchase fuel with Lakeview/Pacific Pride. No motion; item not considered

Item 15) Volunteer's Report—no report

Item 16) General Manager's Report—regarding mowing of District property on Marysville Road—GM Poggi has not been able to make contact with the owner of the sheep grazing company. Chief Webb will rent a tractor and mower and mow the property this Saturday.

Item 17) Waiver of building fees to replace barn on Coleman Lane: no motion; item not considered

Item 18) Station #63, per Agenda, tabled for June meeting

Item 19) Board and Staff Member's Reports--none

Adjourned 8:48 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR BOARD MEETING AGENDA
June 15, 2015

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: May 18, 2015

4. APPROVE OPERATING BUDGET FOR 2015-2016

- A) Open for public hearing
- B) Close public hearing
- C) Amend as necessary
- D) Approve Final 2015 / 2016 Operating Budget

5. APPROVE RESOLUTION NO 2015-01: REQUEST AND AUTHORIZATION FOR THE COUNTY OF YUBA TO COLLECT THE LOMA RICA / BROWNS VALLEY COMMUNITY SERVICES DISTRICT BENEFIT ASSESSMENT FOR FISCAL YEAR 2015-2016

6. APPROVE RESOLUTION NO 2015-02: REQUEST AND AUTHORIZATION 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

7. ACCOUNTING

A) Finances

B) Discuss required sick leave pay for General Manager Position

C) Warrants

8. APPROVE ACCOUNT TRANSFERS:

A) \$9000.00 from Account 6410 (Elections) to Account 6300 (Vehicle Maintenance)

B) \$9000.00 from Account 6080 (Training) to Account 6300 (Vehicle Maintenance)

9. CHIEF'S REPORT:

A) Update on California Fire Assistance Agreement Memorandum of Understanding

B) Update on Cal Fire statewide SCBA purchase plan

10. DISCUSS AND APPROVE PURCHASE OF 3 USED SCBA'S, NOT TO EXCEED \$6000.00

11. APPROVE RESOLUTION 2015-03 AUTHORIZING APPLICATION FOR FEDERAL EXCESS PROPERTY IN ACCORDANCE WITH US FOREST SERVICE COOPERATIVE FORESTRY ASSISTANCE ACT (CFAA) OF 1978, AGREEMENT #992335

12. VOLUNTEER'S REPORT: David Lopez

13. GENERAL MANAGER'S REPORT:

14. DISCUSS AND APPROVE MITIGATION FEE WAIVER FOR DISASTER REPLACEMENT OF BARN-

Amanda Sherwood - Reference: Chapter 10.35 fire Mitigation, Section 10.35.170

15. DISCUSS AND APPROVE 3 YEAR CONTRACT EXTENSION WITH AUDITING FIRM JENSEN SMITH

16. STATION #63: Update, legal document

17. 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

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

Regular Meeting: June 15, 2015

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:

- Minutes For Regular Meeting of May 18, 2015
Motion to Approve
minutes: Gravelle Second: Birney
Aye—Biggs, Birney, Gravelle, Kattuah; Abstain--Kinkle
Motion passed

Item 4) Approve Operating Budget for 2015-2016

- Public comment: Chairperson Kattuah opened the session for comments from the public at 7:06pm; however there was no one from the public in attendance and the session was closed at 7:07pm. No changes were made from the draft approved at the May 2015 meeting.

Item 5) Approve Resolution 2015-01 Request and Authorization for the County of Yuba to Collect the Loma Rica/Browns Valley Community Services District Benefit Assessment for Fiscal Year 2015-2016

Motion by Gravelle to approve Resolution 2015-01 as written; Second: Kinkle
Motion passed

Item 6) Approve Resolution 2015-02 Request and Authorization 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

Motion by Gravelle to approve Resolution 2015-02 as written; Second: Kinkle
Motion passed

Item 7) Accounting

- Financials: Accountant Brooks informed the Board that old warrants that were not cashed by the payees are no longer in the Miscellaneous Income fund. Also, the Balance Sheet shows the reserve account.
- Healthy Workplaces, Healthy Families *Act* of 2014. New law effective July 1, 2015 requires employers to provide paid sick leave. Accountant Brooks can track it on the payroll software. Motion to set sick leave at 24 hour lump sum of sick leave at the beginning of each fiscal year and to update the policy for the Admin Manual at the next regular board meeting: Birney Second: Kinkle
Motion passed

- Warrants: The invoice to Valley Power Systems in the amount of \$6,484.77 was just received—see Item 8 for budget changes to cover the invoice.

Item 8) Approve Budget Account Transfers

Motion to increase budgeted equipment rental income by \$24,000 and increase the budget for vehicle maintenance expense by \$24,000: Birney Second: Gravelle
Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye
Motion passed

Item 9) Chief's Report

- CFAA MOU: Chief Webb informed the Board that Chief Rich Webb of Linda Fire said not to proceed with the existing MOU, as the federal OES says the language in the MOU is not acceptable. He will keep the Board updated as changes are made

- CalFire statewide SCBA purchase plan: Manufacturer/brand has not yet been determined—probably will not know until September. Item tabled until the State makes its decision—which will be near the beginning of a new grant period.

- Engine 63: The District received a VFA (Volunteer Fire Assistance) grant to purchase wildland equipment to outfit the engine. It will be picked up Friday.

Item 10) Discuss purchase of used SCBAs

Motion by Birney to approve purchase of three used SCBAs to equip Engine #63, not to exceed \$6,000.

○

Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye

Motion passed

Item 11) Approve Resolution 2015-03 authorizing Application for Federal Excess Property in Accordance with US Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978, Agreement #992335—(air trailer) agreement needs to be updated to reflect new CalFire unit chief

Motion by Gravelle to approve approve Resolution 2015-03 as written;

Second: Kinkle

Motion passed

Item 12) Volunteer's Report—Thank you to Leno Mota for mowing the District's vacant lot on Marysville Road

Item 13) General Manager's Report—none.

Item 14) Waiver of building fees to replace barn on Coleman Lane, applicant,

Amanda Sherwood: no motion; item not considered

Item 15) Discuss and approve three-year contract extension with auditing firm Jensen-Smith

Motion by Biggs to approve a three-year contract extension with Jensen-Smith as proposed.

○
Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye
Motion passed

Item 16) Station #63—legal counsel is preparing a contract to allow cattle to graze on the property for weed abatement

Item 17) Board and Staff Member's Reports—Director Biggs informed the Board that the next JPA meeting will be held June 24, 2015 at 7pm at Foothill Fire in Brownsville

Adjourned 8:03 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR DISTRICT MEETING AGENDA
July 20, 2015

1. 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. APPROVE MINUTES: June 15, 2015

4. ACCOUNTING

- A) Finances
- D) Warrants

5. DISCUSS AND APPROVE MOVING \$26,355.00 FROM ACCOUNT 4400 TO VARIOUS ACCOUNTS OVER BUDGE AFTER THE CLOSE OF FISCAL YEAR 2014/2015.

6. CHIEF'S REPORT:

7. VOLUNTEER'S REPORT: David Lopez

8. GENERAL MANAGER'S REPORT:

- A) Update on having cows on District Property at Station #63
- B) BBQ for volunteer firefighters

9. DISCUSS AND APPROVE PLAN 1, 3 YEAR RENEWAL WITH ISU INSURANCE SERVICES

10. DISCUSS AND APPROVE THE NEED FOR A THIRD SIGNATURE ON THE DISTRICT CHECKING ACCOUNT

11. DISCUSS AND APPROVE NAME CHANGE ON CHECKING SIGNATURE CARD FROM CURT WILLEGES TO TOM WEBB

12. DISCUSS AND APPROVE STANDARD OPERATING PROCEDURES UPDATE FOR CHIEF USING CHECKBOOK OR ELIMINATING THIRD SIGNATURE ON CARD

13. STATION #63:

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

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this

meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

Regular Meeting: July 20, 2015

APPROVED MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Approve Minutes:

· Minutes For Regular Meeting of June 15, 2015
Motion to Approve minutes: Kinkle Second: Gravelle
Aye—Biggs, Gravelle, Kattuah, Kinkle; Absent--Birney
Motion passed

Item 4) Accounting

A) Finances: Accountant Brooks will not be available to attend the July or August Meetings

B) Warrants: no discussion

Item 5) Discuss and approve moving \$26,355 from account 4400 to various accounts over budget after close of fiscal year 2014/2015

Motion by Kinkle to approve transfer from account 4400 in the amount of \$26,355 to the accounts listed in the spreadsheet; Second: Gravelle
Roll call vote: Biggs, Gravelle, Kattuah, Kinkle—Aye; Absent--Birney
Motion passed

Item 6) Chief's Report (Chief Webb)

· The new engine was detailed by Perfection Detail; the SCBA's are in and will be loaded tomorrow; the decals will be done when Volunteer Lopez is available; the engine will be in service by the end of the week.

- Captain Drexel stated there are a few old volunteers returning to the District who are in training

Item 7) Volunteers Report—David Lopez informed the Board that Volunteers would like hats with their names on the back. Thread & Ink in Yuba City quoted a price under \$20 each. David will obtain an exact quote and this item will be placed on the August agenda.

Item 8) General Manager's Report

- General Manager Poggi informed the Board that legal counsel recommended a contract for grazing cattle to control vegetation on the District's property on Marysville Road. GM Poggi sent a copy of the contract to the owner of the cattle who was interested in grazing on this land, but has not heard back.

- Volunteer BBQ—Volunteer Lopez to discuss available dates with the other volunteers and report back to the Board—suggested late September/early October

Item 9) Discuss and approve Plan 1—three year renewal with ISU Insurance Services

(Provident)—Plan 1 is the current coverage

Motion by Kinkle to approve renewal of Plan 1 with ISU Insurance Services (Provident) for the three-year term

- Roll call vote: Biggs, Gravelle, Kattuah, Kinkle—Aye; Absent—Birney

Motion passed

Item 10) Discuss the need for a third signature on the District checking account

Motion by Gravelle to remove the third signature from the District checking account

- Motion passed

Item 11) Discuss and approve name change on checking signature card—N/A since in Item 10) the requirement for a third signature was removed.

Item 12) Discuss and approve standard operating procedures update for elimination of third signature on card—the manual will need to be updated to reflect only two signatures required. Tabled for August meeting with proposed verbage.

Item 13) Station #63—GM Poggi and Chief Webb are updating the 5-year Plan to more accurately determine funds available after equipment reserve expenses. Due to Accountant Brooks' schedule, this will not be until September/October. Proposing to build 3 bays, office space—similar to Station

62—with space for future growth.

Item 14) Board and Staff Member's Reports—Director Biggs informed the Board that at the JPA meeting held June 24, 2015 at 7pm at Foothill Fire in Brownsville, the JPA representatives were informed that Smartsville Fire District did not sign the MOU for dispatch with the County; they are requesting a meeting with County Administrator Bendorf to change verbage.

Director Gravelle raised concern for the hours worked by GM Poggi. Chairperson Kattuah to research and consult with Accountant Brooks when she returns. To be placed on September agenda.

Adjourned 7:50 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR DISTRICT MEETING AGENDA
August 17, 2015

1. 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. APPROVE MINUTES: July 20, 2015

4. ACCOUNTING

- A) Finances
- D) Warrants

5. CHIEF'S REPORT:

6. VOLUNTEER'S REPORT:

Discuss BBQ for volunteers and set a date

7. DISCUSS AND APPROVE NOT TO EXCEED AMOUNT FOR PURCHASE OF FOOD FOR VOLUNTEER YEARLY BBQ EVENT

8. DISCUSS AND APPROVE NOT TO EXCEED AMOUNT TO PURCHASE BBQ FOR SPECIAL EVENTS

9. DISCUSS APPROVE NOT TO EXCEED AMOUNT TO PURCHASE LOGO HATS FOR THE VOLUNTEERS

10. GENERAL MANAGER'S REPORT:

11. DISCUSS AND APPROVE ADDITION TO ADMINISTRATIVE MANUAL OF LAST APPROVED BENEFIT ASSESSMENT INCREASE

12. DISCUSS AND APPROVE ADDITION TO ADMINISTRATIVE MANUAL OF DISTRICT DOING DIRECT BILLING

13. DISCUSS AND APPROVE ADDITION TO ADMINISTRATIVE MANUAL OF LAST APPROVED FIRE MITIGATION FEES

14. DISCUSS AND APPROVE WORDING CHANGE TO ADMINISTRATIVE MANUAL REGARDING APPEAL OF FIRE MITIGATION FEES.

15. STATION #63: Discuss meeting with Building Department

16. 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

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

Regular Meeting: August 17, 2015

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:

- Minutes For Regular Meeting of July 20, 2015 Motion to Approve minutes: Gravelle Second: Kinkle
Aye—Biggs, Gravelle, Kattuah, Kinkle; Abstain--Birney
Motion passed

Item 4) Accounting

- Finances: Accountant Brooks will not be available to attend the July or August meetings; no financials available
- Warrants: no discussion

Item 5) Chief's Report (Chief Steve Robinson)

- Email update from Chief Webb states two of the District's engines are rented out for the Lake county fires and a third has been covering Units across the state. Rental income for the equipment is just over \$100,000 as of this date.
- Chief Robinson said a Cal Fire engine crashed at the Bayberry Rd fire. The crew is okay, but the engine is totaled.

· Captain Drexel is happy to be back after being assigned to the Lowell fire.
Item 6) Volunteers Report (David Lopez)—dates were discussed for the BBQ for the volunteers. It was decided to hold the BBQ on Saturday, October 10th.

Item 7) Discuss and approve purchase of food for volunteer yearly BBQ event:

Motion by Birney to approve purchase of food not to exceed \$500 for the October 10 BBQ

○
Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye
Motion passed

Item 8) Discuss and approve purchase of BBQ for special events

Motion by Birney to approve purchase of a BBQ for special events not to exceed \$750

○
Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle—Aye
Motion passed

Item 9) Discuss and approve logo hats for the volunteers—per David Lopez, there is no minimum order nor a set-up fee; currently there are five volunteers

Motion by Birney to approve purchase of Flexfit hats, with volunteers names and flags, not to exceed \$150

○
Roll call vote: Biggs, Birney, Gravelle, Kattuah, Kinkle
Motion passed

Item 10) General Manager's Report—GM Poggi reported that she and Chief Webb are working on updating the Five-Year Plan. The Administrative Manual is nearly completed—subject to actions taken on issues at this meeting.

Item 11) Discuss and approve addition to Administrative Manual of last approved benefit assessment increase

Motion to add Section 3201 Annual Benefit Assessment to the Administrative Manual as written: Birney Second: Gravelle
Aye—Biggs, Birney, Gravelle, Kattuah, Kinkle
Motion passed

Item 12) Discuss and approve addition to Administrative Manual of District doing direct billing for properties not meeting minimum assessed value or other

exemptions as determined by Yuba County—included with Item 11 above.

Item 13) Discuss and approve addition to Administrative Manual of last approved Fire Mitigation Fees

Motion to add Section 3203 Fire Mitigation Fees Imposed On New Development to the Administrative Manual as written: Kinkle Second: Birney

Aye—Biggs, Birney, Gravelle, Kattuah, Kinkle

Motion passed

Item 14) Discuss wording change to Administrative Manual regarding appeal of fire mitigation fees—Director Gravelle requested this item be tabled to make changes to the content of section 3203.3.

Item 15) Station 63: County representative at the building department recommended that the District start with the well and septic immediately. GM Poggi to draft RFP's for this phase of the project.

Item 16) Board and Staff member reports—none

Adjourned 7:47 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR DISTRICT MEETING AGENDA
September 21, 2015

1. A) Roll Call: Biggs, Birney, Vacant, 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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testimony on such matters to 5 minutes per person but not more than 15 minutes total on a particular topic.

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

3. APPROVE MINUTES: August 17, 2015

4. APPROVE RESIGNATION OF BOARD MEMBER ERIC GRAVELLE

5. DISCUSS FILLING OF BOARD DIRECTOR VACANCY

6. ACCOUNTING

A) Finances

D) Warrants

7. DISCUSS AND APPROVE SALARY VS RATE OF PAY FOR GENERAL MANAGER

8. CHIEF'S REPORT:

9. VOLUNTEER'S REPORT:

A) Discuss changing the Volunteer BBQ until later in October

10. GENERAL MANAGER'S REPORT:

A) Update purchase of BBQ for Volunteers

B) Repair to Station 62 window

11. DISCUSS AND APPROVE BID FOR PAINTING OF STATION #62

**12. DISCUSS AND APPROVE WORDING CHANGE TO ADMINISTRATIVE
MANUAL REGARDING
APPEAL OF FIRE MITIGATION FEES**

**13. Approve Resolution 2015-04: Volunteer Fire Assistance Program for
2015-2016 Grant**

14. STATION #63:

15. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: September 21, 2015

APPROVED MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Kattuah, Kinkle; Excused Absence: Birney

Item 2) Public Communications: None

Item 3) Approve Minutes:

- Minutes For Regular Meeting of August 17, 2015 Motion to Approve minutes: Kinkle Second: Biggs
Aye—Biggs, Kattuah, Kinkle; Absent--Birney
Motion passed

Item 4) Approve resignation of Board Member Eric Gravelle

- Motion to Approve resignation of Board Member Eric Gravelle effective September 15, 2015: Kinkle Second: Biggs Aye—Biggs, Kattuah, Kinkle Absent--Birney
Motion passed

Item 5) Discuss filling of Board Member vacancy

- Gravelle's Board Member position would be up for renewal November 2016. Position opening to be posted and the Gold Eagle Market in Loma Rica, the Browns Valley Post Office and the Loma Rica Store through 10/10/2015.

Item 6) Accounting

- Accountant Brooks stated that the sheets from the County to show year-end interest have not yet been completed, so she is unable to close out the 2014/2015 fiscal year. GM Poggi is obtaining information to accurately reflect the reserve accounts per the Five Year Plan

- Warrants—corrected control numbers (recurring issue when multiple checks are paid to the same payee on a single run)

Item 7) Discuss and approve salary vs rate of pay for General Manager

Accountant Brooks explained that the General Manager position is not “Exempt” so that if the GM works more than eight (8) hours a day or 40 hours a week, then the District would have to pay overtime. However, if under those totals, overtime rules do not apply. GM Poggi stated she never works more than eight (8) hours in a day, so no further action required.

Item 8) Chief’s Report (GM Poggi for Chief Webb)

GM Poggi informed the Board that for the period of June 18 through August 11, 2015, the District has earned \$147,654.57 in equipment rental income from CalFire.

Item 9) Volunteer’s Report

- The date of the Volunteer BBQ was changed to December 12, 2015, after the fire season since Chief Webb and Captain Drexel have been away on other fires.
- GM Poggi reported the hats have been ordered

Item 10) General Manager’s Report

- GM Poggi stated that Director Birney found a BBQ at Home Depot on sale for \$399. GM Poggi went to purchase the BBQ and asked if they would give a discount to our fire department and received \$100 off that price.
- Repair to Station #62 window—the damage appears to be from vandalism. The broken window was replaced by Quick’s Glass, and is covered by insurance.

Item 11) Discuss and approve bid for painting of Station #62

Bids were reviewed—including cost to replace several pieces of damaged siding

Motion to accept the bid submitted by Gildersleeve Painting for \$4,250 for Station #62: Kinkle Second: Biggs
Aye—Biggs, Kattuah, Kinkle Absent: Birney
Motion passed

Item 12) Discuss and approve wording change to Administrative Manual regarding Appeal of Fire Mitigation Fees

GM Poggi explained that per the existing Yuba County codes, the District can recommend approving the waiver of fees, which is then reviewed by the County Building Department, and if they recommend approval, it is submitted to the Board of Supervisors.

Motion to Approve Sections 3202.2 and 3202.3 as written in accordance with the County Code: Kinkle Second: Biggs

Aye—Biggs, Kattuah, Kinkle Absent: Birney

Motion passed

Item 13) Approve Resolution 2015-04 Volunteer Fire Assistance Program for 2015-2016 Grant up to \$5,318.98

Motion to Approve Resolution 2015-04 for the Volunteer Fire Assistance Program for 2015-2016 Grant: Kinkle Second: Biggs

Aye—Biggs, Kattuah, Kinkle Absent: Birney

Motion passed

Item 14) Station 63: Proceed with the well and septic immediately. GM Poggi to draft RFP's for this phase of the project.

Item 15) Board and Staff Member Reports—Director Biggs informed the Board that the next JPA meeting will be held June 30, 2015 at 7pm in Camptonville.

Adjourned 8:05 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

REGULAR DISTRICT MEETING AGENDA
October 19, 2015

1. A) Roll Call: Biggs, Birney, Kattuah, Kinkle, Vacant
B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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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.

THE FOLLOWING ITEM #3 WILL BE HELD IN CLOSED SESSION. ONCE ITEM HAS BEEN CONCLUDED, THE PUBLIC SESSION WILL REOPEN FOR BOARD ANNOUNCEMENT AND COMMENCEMENT OF THE REST OF THE MEETING.

3. 54956.7 = DISTRICT DIRECTOR INTERIM POSITION-CLOSED SESSION

- A) Close Session
- B) Directors to interview and consider the following applicants for the position of Interim Director
Bill High
Silvio Poggi

4. APPROVE MINUTES: September 21, 2015

5. ACCOUNTING

- A) Finances
- D) Warrants

6. CHIEF'S REPORT:

7. DISCUSS AND APPROVE PURCHASES EQUALING \$8059.52 OF EQUIPMENT MODIFIED AND REJECTED FROM THE 2015/2016 VFA GRANT FOR E63.

8. VOLUNTEER'S REPORT:

9. GENERAL MANAGER'S REPORT:

- A) Update Station #62 painting & repairs
- B) ISU Renewal
- C) MOU with Yuba County

10. STATION #63:

11. 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.

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Regular Meeting: October 19, 2015

APPROVED MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Kattuah, Kinkle; vacant

Item 2) Public Communications: None

Item 3) Closed Session – Personnel

- Chairperson Kattuah closed the session at 7:03pm to discuss the open position of District Director Interim Position
 - Chairperson Kattuah reopened the session at 7:35pm to announce the Board's decision to appoint Silvio Poggi to the open District Director Interim Position
- Item 4) Approve Minutes of the September 21, 2015 meeting

• Motion to Approve Minutes: Kinkle Second: Biggs Aye—Biggs,
Kattuah, Kinkle Abstain--Birney
 Motion passed

Item 5) Accounting

- Accountant Brooks explained to the Board that she has not received all of the income information to date. GM Poggi stated she will obtain the amounts in the engine reserve accounts so that the Board can determine the amount of funds available to build Station #63.
 - Warrants—Director Kinkle questioned warrant to Riverview International Trucks, LLC, It was determined this was for maintenance on the older International engine.
- Item 6) Chief's Report (Chief Steve Robinson)—Chief Robinson informed the Board that the District earned approximately \$275,000 in equipment rental income from CalFire.

Item 7) Discuss and Approve purchases totaling \$8,059.52 of equipment modified and rejected from the 2015/2016 VFA (Volunteer Fire Assistance) Grant for Engine #63.

- Director Kinkle motioned to Approve purchase of Item 4 (Portable Wildland Fire Pump), Item 9 (Structure Firefighting Ventilation Saw) and Structure Hoses and Structure Supply Hoses as itemized on E. Proposed Project form for \$8,059.52. Second: Birney

Roll call vote: Biggs, Birney, Kattuah, Kinkle—Aye
Motion passed

Item 8) Volunteer's Report—no new information

Item 9) General Manager's Report

- GM Poggi informed the Board that the repairs and painting at Station #62 is ongoing, with wood replacement in progress. However, the contractor is having issues with power, tripping breakers.

- ISU Insurance Services renewal—after review of the policies and premiums, Director Birney motioned to proceed with Provident/Fire Plus with a premium amount of \$9,394. Second: Kinkle

Roll call vote: Biggs, Birney, Kattuah, Kinkle—Aye
Motion passed

- GM Poggi stated Yuba County has approved the MOU for dispatch between the County and four of the five foothill fire districts, with no update from Smartsville Fire.

Item 10) Station 63: GM Poggi verified with county personnel that there have been no rumors of a moratorium on well drilling in Yuba County. There will be a letter going out to contractors asking if they are interested in consideration for the well phase of the project.

Item 11) Board and Staff Member Reports—Director Birney asked that an item be placed on the November agenda to cancel the December board meeting. GM Poggi reminded everyone that the volunteer barbecue will be held on December 12th. It was brought up that Smartsville Fire would like to borrow Engine #63 while their engine is in service, for approximately three days. Since this wasn't agendaized, no action could be taken. It was recommended that Smartsville ask OES to borrow one of their engines.

Adjourned 8:11 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

REGULAR DISTRICT MEETING AGENDA
November 16, 2015

1. A) Roll Call: Biggs, Birney, Kattuah, Kinkle, Poggi

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. APPROVE MINUTES: October 19, 2015

4. ACCOUNTING

- Finances

-

- Warrants

-

- C) Discuss engine reserve accounts

- Determine account allocations for unspent funds from FY 2014/2015 budget

-

- Determine account allocations for CAL FIRE engine rental revenue

-

5. CHIEF'S REPORT:

6. DISCUSS AND APPROVE CHANGES TO THE FOLLOWING ADMINISTRATIVE MANUAL SECTIONS:

- Section 3133, Firefighter resident program, bullet #6, from \$1500. to \$1000.
- And pro-rated from \$250. to \$125

- Section 3133, Firefighter resident program, bullet #7, Volunteers MAY
- Use CAL FIRE safety gear

7. DISCUSS AND APPROVE ANNUAL AWARDS TO VOLUNTEER FIREFIGHTERS:

- Firefighter of the year , David Lopez
-

- Fighter Participation of the year, Leno Mota
-

8. VOLUNTEER'S REPORT:

9. GENERAL MANAGER'S REPORT:

- Discuss BBQ for annual firefighters on 12-12-15
-

10. STATION #63:

- Well
-
- B) Update on Painting of Station #62

11. APPROVE NOMINATIONS FOR 2016 BOARD POSITIONS:

- Chairperson
-
- Vice Chairperson
-
- JPA Representative
-
- JPA Alternate Representative
-

**12. DISCUSS AND APPROVE CANCELLATION OF DECEMBER 21, 2015
GENERAL MEETING**

13. 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

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact Jacqueline Poggi, General Manager, at (530) 741-0755.

Regular Meeting: November 16, 2015

APPROVED MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Birney, Kattuah, Kinkle, S. Poggi

Item 2) Public Communications: None

Item 3) Approve Minutes of the October 19, 2015 meeting

- Motion to Approve Minutes: S. Poggi Second: Kinkle Motion passed

Item 4) Accounting

- Finances—not available
- Warrants—No discussion.
- Discuss engine reserve accounts—need additional information from Accountant Brooks—table for January meeting to add funding to engine reserves.
- Determine account allocations for unspent funds from FY 2014/2015 budget—table for January meeting
- Determine account allocations for CalFire engine rental revenue—table for January meeting

Item 5) Chief's Report: none

Item 6) Discuss and Approve changes to Administrative Manual:

- Section 3133, Firefighter Resident Program, bullet #6, from \$1,500 to \$1,000. No action taken
- Section 3133. Firefighter Resident Program, bullet #7, change to read "Volunteers may use CalFire safety gear.
Biggs made a Motion to change Section 3133, Firefighter Resident Program, bullet #7, to state Resident firefighters may utilize CalFire safety gear;second: Kinkle
Motion passed

Item 7) Annual Awards to Firefighters

A) Approve Annual Firefighter of the Year for 2015 award to David Lopez

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

B) Approve Annual Firefighter Participation for 2015 to Leno Mota

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

Item 8) Volunteer's Report—none

Item 9) General Manager's Report

- GM J. Poggi informed the Board that David Lopez would not be able to attend the annual barbecue if it was on a Saturday; date tentatively changed to Sunday, December 13, 2015, from 12-3pm. Set-up to start at 11am. GM J. Poggi to check with volunteers to verify this date and notify the Board.

Item 10) Station 63:

- Well—tabled

- Painter is finished repainting Station #62—firefighters state the contractor did a good job.

Item 11) Board Member Positions/JPA Positions 2016:

- Director Biggs nominated Cathy Kattuah for Chairperson; no other nominationsCathy Kattuah voted in as Chairperson by unanimous voice vote

- Director Kinkle nominated Kim Biggs for Vice Chairperson; no other nominationsKim Biggs voted in as Vice Chairperson by unanimous voice vote

- Director Kinkle nominated Kim Biggs for JPA representative; no other nominationsKim Biggs voted in as JPA Representative by unanimous voice vote

- Director Biggs nominated Les Kinkle for JPA alternate; no other nominationsLes Kinkle voted in as JPA Alternate by unanimous voice vote

Item 12) Discuss and Approve cancellation of December 21, 2015 General Meeting—motion by Birney to cancel the December 21, 2015 General Meeting; second: Kinkle

Passed unanimous voice vote

Item 13) Board and Staff Members' Reports: Director Biggs informed the Board that the next JPA meeting would be held Wednesday, December 16, 2015 at 7pm at the Dobbins/Oregon House fire department. GM J. Poggi informed the Board that she would contact them to sign warrants for the volunteers early in December.

Adjourned 8:02 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

**THE REGULAR DISTRICT BOARD MEETING FOR
DECEMBER 21, 2015 HAS BEEN**

CANCELLED

**THE NEXT REGULAR DISTRICT BOARD MEETING WILL BE
JANUARY 18, 2016**