

January 15, 2018

A) Roll Call: Biggs, Duckles, Kattuah, Kinkle, Poggi

B) Pledge of Allegiance

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.

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.

- **APPROVE MINUTES:** December 18, 2017

- **ACCOUNTING**

Finances

Warrants

- **CHIEF'S REPORT:**
- **VOLUNTEER'S REPORT:**
- **GENERAL MANAGER'S REPORT:** Discuss the special 1 cent tax proposal for County
- **DISCUSS AND APPROVE: Procedure to** waive annual special tax assessment for those homes lost to the cascade fire.

- **UPDATE STATION #63:**
-
- The Legal Notice Bid Posting was posted in the Appeal Democrat January 4, 2018 for 4 days and will be posted one more time for 4 days. Advertising the Legal Notice was also included in other trade sources with Bid Documents available through Copy City in Marysville

All sealed Bids will be received and opened and recorded by AEC, Tim Fleischer on February 8, 2018.

Notice of Award or Rejection of Bids will be completed February 19, 2018

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

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- **APPROVED MINUTES JANUARY 15, 2018**
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MEETING CALL TO ORDER:

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Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** None
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- **APPROVE MINUTES:**
-
- December 18, 2017 regular meeting:

Motion to Approve Minutes with correction of Item 8, should be “a” not “at”: Kinkle;
Second: Poggi
Motion carried

- **ACCOUNTING:**

- Finances—GM Poggi noted that as the District is over budget on vehicle maintenance, the Board needs to determine which category to transfer funds from once they have current financials

Warrants—No discussion

- **CHIEF’S REPORT:**

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- Chief Webb has returned from the Thomas Fire
-
- Chief Webb stated that Engine 62 has been repaired, however the District needs to purchase rope/lifeline gear, as the current is near expiration
-
- Personnel have been cleaning Station 62 and taking surplus to the fire academy
-
- There is no update on the safety sales tax proposal by Yuba County

- **VOLUNTEER’S REPORT:** Volunteer Mota is ill

-

- **GENERAL MANAGER’S REPORT: Discuss the special 1% sales tax proposed by Yuba County**

-

- Chief Webb will notify the Board if a letter of support for the tax is requested

-

- **DISCUSS AND APPROVE procedure to waive annual special tax assessments for those homes lost to the Cascade Fire:**

-

- Motion by Kinkle to Approve the Cascade Fire Assessment Relief Form with the addition of a line for contact telephone number for the Applicant; Second: Duckels

Motion carried

- **UPDATE STATION #63:**

-

- The legal notice was posted; sealed bids will be received, opened, and recorded by AEC on February 8, 2019. Director Poggi asked if AEC will ensure that the bid packages are complete before the District awards a contract; GM Poggi stated yes, per the email from Tim Fleischer of AEC.
-
- **BOARD AND STAFF MEMBERS' REPORTS:**
-
- Director Biggs informed the Board that in spite of the JPA unanimously approving to tone out Bi County at their December meeting, the action has been placed on hold due to the protests by the Chief of one of the member districts.

MEETING ADJOURNED 7:41pm

Respectfully submitted

Kim Biggs—Vice Chair

February 19, 2018

- **A) Roll Call:** Biggs, Duckels, Kattuah, Kinkle, Poggi
- **B) Pledge of Allegiance**
- **PUBLIC COMMUNICATIONS**

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- **APPROVE MINUTES:** January 15, 2017
- **ACCOUNTING**

Finances

Warrants

- **DISCUSS AND APPROVE TRANSFER OF FUNDS FROM ENGINE RENTAL INCOME TO ACCOUNT 6300, VEHICLE MAINTENANCE, WHICH HAS EXCEEDED THIS YEARS BUDGET**
- **CHIEF'S REPORT:**
- **VOLUNTEER'S REPORT:**
- **GENERAL MANAGER'S REPORT:**

A Rental property of the Sutter Buttes for the repeaters expires May 31, 2018.

B The Cascade Fire Assessment Relief has been sent out.

C Standard Mileage Rates for 2018 is up 1 cent. Is now 54.5 cents for every mile of business travel.

- **UPDATE STATION #63:**

Bids have been submitted and opened. AEC is reviewing all the bids and will send us the final package with their results on lowest responsible bidder.

Once we receive our notice of Lowest Responsible Bidder, a special meeting will be called and the Board will vote on what action to take.

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All meetings are held at: 7:00 p.m.
Loma Rica Bi-Agency Fire Station
11485 Loma Rica Road,
Loma Rica

- **APPROVED MINUTES FEBRUARY 19, 2018**

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- **MEETING CALL TO ORDER:**

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Present: Biggs, Kattuah, Kinkle, Poggi Absent: Duckels

- **PUBLIC COMMUNICATION:** None

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- **APPROVE MINUTES:**

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- January 15, 2018 regular meeting:

Motion to Approve Minutes as written: Kinkle; Second: Poggi

Motion carried

- **ACCOUNTING:**

-

Finances—Accountant Brooks stated we have not received the January ledger sheets from the County; and also that she is still waiting for information on fuel expense to adjust the receivables and record as an expense

Warrants—No discussion

- **DISCUSS AND APPROVE INTERIM BUDGET ADJUSTMENT FROM ENGINE RENTAL INCOME TO ACCOUNT 6300 VEHICLE MAINTENANCE:**

-

Motion by Kinkle for an Interim Budget Adjustment to increase 4400 Equipment rental income by \$15,000 and to also increase 6300 Vehicle maintenance by \$15,000; Second: Poggi

Roll Call Voice Vote: Biggs, Kattuah, Kinkle, Poggi—Aye Absent: Duckels

Motion carried

- **CHIEF'S REPORT:** Captain Leslie Drexel informed the Board we will be going out of the Amador Contract sometime in April.
-
- **VOLUNTEER'S REPORT:** Volunteer Mota is out of town
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- **GENERAL MANAGER'S REPORT:**
-
- GM Poggi informed the Board that the rental property for the repeaters on the Sutter Buttes expires May 31st.
-
- The Cascade Fire Assessment Relief letter has been sent out to the affected homeowners; Accountant Brooks to create a new account number for the warrants used to refund the assessment.
-
- GM Poggi informed the Board that the IRS has raised the standard mileage rate by 1 cent to 54.5 cents per mile of business travel.
-
- **UPDATE STATION #63:**
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- We have not received the final package from AEC with their results on the lowest responsive bidder.
-
- **BOARD AND STAFF MEMBERS' REPORTS:**
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- When Volunteer Mota returns, we need to determine a date for the volunteer appreciation barbecue and awards (note that Chairperson Kattuah is not available April 7th).
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MEETING ADJOURNED 7:27pm

Respectfully submitted
Kim Biggs—Vice Chair

March 19, 2018

- **A) Roll Call:** Biggs, Duckels, Kattuah, Kinkle, Pogg
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

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- **APPROVE MINUTES:**

A) February 19, 2018

B) Special Minutes February 26, 2018

- **ACCOUNTING**

Finances

Warrants

- **CHIEF'S REPORT:**

- **VOLUNTEER'S REPORT:** Set date for BBQ for volunteers

- **GENERAL MANAGER'S REPORT:**

- Election Year: 4 year term for Biggs, Kinkle and Duckles
- Policy and Training for workplace violence prevention
- Policy and Training for Sexual Harassment

- Policy and Training for Ethics class
- **STATION #63: DISCUSS AND APPROVE:** Notification of intent to award the building of Station #63
- **STATION #63:** Results of meeting with Yuba County Planning and Building in reference to permits.

10. BOARD AND STAFF MEMBERS' REPORTS:

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APPROVED MINUTES MARCH 19, 2018

- **MEETING CALL TO ORDER:**
-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** See #8 below
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- **APPROVE MINUTES:**
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- February 19, 2018 regular meeting:
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Motion to Approve Minutes as written: Kinkle;
Second: Poggi

Biggs, Kattuah, Kinkle, Poggi – Aye Duckels – Abstain

Motion carried

- February 26, 2018 special meeting:
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Motion to Approve Minutes as written: Kinkle;
Second: Poggi

Motion carried

- **ACCOUNTING:**
-

Finances—Accountant Brooks not present—no financials provided

Warrants—No discussion

- **CHIEF'S REPORT:**
-
- Chief Tom Webb reported there have been a lot of applications for building permits in the area affected by the Cascade Fire—water tanks, roads, etc. He also stated that Engine 61 needs an alignment service (uneven wear). Chief Webb informed the Board that the Amador Contract will be ending mid-April, and therefore should be far less than the contract amount.
- **VOLUNTEER'S REPORT:**
-
- Volunteer Leno Mota reported that due to training, only 2 volunteers participated in the Bok Kai parade, and since they were each driving vehicles, they were not able to hand out as much candy as usual. Volunteer Mota will contact the other volunteers to discuss a date for the volunteer appreciation BBQ/awards, but was asked to keep in mind that April 28th is the open house at Beale AFB—the first in several years—and many may be attending that event.
- **GENERAL MANAGER'S REPORT:**
-
- GM Poggi informed the Board that for this Election Year, 4 year terms are up for re-election for Biggs, Kinkle, and Duckels. (Note: After the meeting, it was determined that the filing dates are July 16-August 10, 2018. And the County Elections Office stated there is no filing fee for us.)
-
- GM Poggi is working on determining the requirements for policy and training for workplace violence prevention, sexual harassment, and ethics, as may be required by the State.

- **STATION #63 Intent to award building of Station #63:**
-
- Frank Webb Construction was the lowest responsive bidder, per AEC. However, at a bid price of \$2,002,590, it is well over the amount budgeted by the Board. Frank Webb and Dean Webb of Frank Webb Construction addressed the Board and stated their legal counsel indicated that we could still proceed with the project by awarding an “Intent to Build.” Public Barry Taylor asked to speak and recommended that the District complete the grading, a metal garage to store a water tender/engine, and water storage tanks with the intent for future expansion, and that the District negotiates with the County on landscaping and septic requirements. Director Poggi said that the District must determine if it is legal to negotiate with Frank Webb Construction to reduce the scope of the project to fit the District’s budget. Discussion on the Frank Webb Construction “Intent to Build” tabled until legal counsel has reviewed the situation.
-
- Chief Webb has contacted Bi-County Ambulance about leasing a portion of their new site at the old MacLeod Realty site on Marysville Road. They discussed having Bi-County build a garage so that it would not be under the essential services building requirements. In his conversations with ISO, all that is needed is an apparatus that can pump 250 gallons to qualify a building as a station. The cost of a lease with Bi-County has not yet been determined.
-
- Chief Webb informed the Board of a property for sale at 6798 Penny Way that he feels could be developed as a new station.
- **STATION #63 Results of meeting with County Planning and Building Depts in reference to permits:**
-
- Chief Tom Webb informed the Board that the County said they would try to work with the District to keep the permits and CUP active for an indefinite period of time. The County also indicated they would assist the District in finding an inspector of record, and that they would support a zoning change if the District needed to obtain a different parcel for Station #63.
- **BOARD AND STAFF MEMBERS’ REPORTS:**
-
- Director Biggs informed the Board of the upcoming JPA meeting, Wednesday March 28 at 7pm at Foothill Fire in Brownsville. Director Biggs also informed the Board of the letter received from CalFire ECC Chief Tom Person regarding interfering actions taken by Smartsville Fire Chief Marc Zamora after the JPA voted to tone out Bi-County on Foothill Fire Net.

MEETING ADJOURNED 7:57pm

Respectfully submitted

Kim Biggs—Vice Chair

April 16, 2018

- **A) Roll Call:** Biggs, Duckels, Kattuah, Kinkle, Poggi
-
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

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- **APPROVE MINUTES:** March 19, 2018, Regular Meeting
- March 26, 2018, Special Meeting
- April 2, 2018, Special Meeting
- April 6, 2108, Special Meeting

- **ACCOUNTING**
-
- Finances
-
- Warrants

- **CHIEF'S REPORT:**
-
- **DISCUSS AND APPROVE:**
- Replacement of Rope Rescue equipment that has expired. Not to Exceed \$3000.00.
- Replacement of all defib units as current units are out of date Not to Exceed \$9000.00.
- Replacement of SCBA's to meet current NFPA standards Not to Exceed \$123,000.00.
- **VOLUNTEER'S REPORT:**
-
- Date for Volunteers Appreciation Day BBQ
- **GENERAL MANAGER'S REPORT**
- **STATION #63**

A) Discussion with AEC regarding scaling down building of Station #63

B) Discussion from GRA on scaling down building of Station #63

- C) Discussion from meeting with County on scaling down building of Station #63
- **DISCUSS AND APPROVE PROJECT REDESIGN FOR STATION #63**

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APPROVED MINUTES APRIL 16, 2018

- **MEETING CALL TO ORDER:**

-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** See #8 below

- **APPROVE MINUTES:**

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- March 19, 2018 Regular Meeting

-

March 26, 2018 Special Meeting

April 2, 2018 Special Meeting

April 6, 2018 Special Meeting

Motion to Approve Minutes with correction to April 6, 2018 Item 3B—first “them” should be “then” Kinkle; Second: Duckels

Motion carried

- **ACCOUNTING:**

-

Finances—Accountant Brooks not present—no financials provided

Warrants—No discussion

- **CHIEF'S REPORT: DISCUSS AND APPROVE:**

- Replacement of Rope Rescue equipment that has expired--Not to Exceed \$3000.00. Chief Webb explained that the safety rope has a shelf life and it has expired.

-

Motion by Poggi to approve the purchase of Rope Rescue equipment not to exceed \$3,000. Second: Duckels.

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye

Motion carried

- Replacement of all defib units as current units are out of date--Not to Exceed \$9000.00. Chief Webb stated five units plus a trainer unit can be purchased for this amount and he will also research available grant funds from the Yuba County Water Agency

-

Motion by Poggi to approve the purchase of defibrillation units not to exceed \$9,000. Second: Kinkle

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye

Motion carried

- Replacement of SCBA's to meet current NFPA standards--Not to Exceed \$123,000.00.Chief Webb explained that the State of California changed the specifications for the self contained breathing apparatus after the purchase had been approved by previous Board members, and the new SCBAs are \$15,000 cheaper than the previously specified type. The amount requested would purchase 20 SCBAs and one Rapid Intervention Pack (RIP)

-

Motion by Poggi to approve the purchase of SCBA's and RIP cost not to exceed \$123,000 Second: Duckels.

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye

Motion carried

- Chief Webb noted that next month, he would discuss the need to replace turn-outs.

-

- Chief Webb introduced Chief Jim Mathias as the replacement for retired Chief Chris DeSena.
- **VOLUNTEER'S REPORT:** The Volunteers Appreciation Day BBQ is tentatively scheduled for May 5th. Marysville Fire Department will be holding their Fill The Boot for MDA event this weekend in Marysville—Foothill Fire, Wheatland Fire Department, and the Yuba College Fire Academy will also participate. The volunteers are taking Engine 61 to Beale Air Force Base to display during the Air Expo on April 28. The volunteers would like to participate in the Red Suspenders Day Parade in Gridley if no training exercises have been scheduled for that day (May 19).
- **GENERAL MANAGER'S REPORT:** none
- **STATION #63 Intent to award building of Station #63:**
- Discussion with AEC regarding scaling down building of Station #63: AEC can represent the District with the scaled down project, and recommends that the District involve PG&E early on in the process. They also stated that it is ok to advertise the RFP with a maximum cost.
- Discussion from GRA on scaling down building of Station #63—did not hear back from GRA
- Discussion from meeting with County on scaling down building of Station #63: Per Chairperson Kattuah, she, GM Poggi, and Chief Webb met with members of the Yuba County Planning Department to discuss scaling down the project for Station #63 to fit the District's budget. Chairperson Kattuah informed the County that the District would like to proceed with grading, erect a metal building to store fire apparatus only, and water tank(s) to fill apparatus to fight fires. The County stated the District could proceed with the scaled-down project; however they do want to review the plans first. The Board will need to contact the County to request that the District wishes to change the property to a public facility, then the CUP (Conditional Use Permit) requirements will no longer apply.
- **STATION #63 Discuss and Approve project redesign:**
-
- Motion by Duckels to authorize General Manager Poggi to meet with Yuba County to change the Marysville Road property to a public facility; Second; Poggi
-

Motion Carried

Next, GM Poggi and Chief Webb will start the process to contact PG&E to open a ticket for a single 200 amp drop

- **BOARD AND STAFF MEMBERS' REPORTS:** Director Biggs informed the Board that the next JPA meeting will be held the last Wednesday of June in Camptonville

MEETING ADJOURNED 7:34pm

Respectfully submitted

Kim Biggs—Vice Chair

May 21, 2018

- **A) Roll Call:** Biggs, Duckels, Kattuah, Kinkle, Poggi
-

B) Pledge of Allegiance

- **PUBLIC COMMUNICATIONS**

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- **APPROVE MINUTES:** April 16, 2018

- **ACCOUNTING** Finances
- Warrants

- **CHIEF'S REPORT:**

- **VOLUNTEER'S REPORT:**

- BBQ for Volunteers

- **GENERAL MANAGER'S REPORT:**

- There are 3 elective officers due for the November General Election
- **DISCUSS AND APPROVE PROPOSED 2018-2019 BUDGET FOR POSTING**
- **STATION #63:** Update

DISCUSS AND APPROVE: Continue services with GRA for architecture assistance for Station #63

DISCUSS AND APPROVE: Continue services with AEC Construction Management for Station #63

- **DISCUSS AND APPROVE RESOLUTION 2018-01:**
- Approving and authorizing the General Manager to execute a 3 year cooperative fire protection agreement with the California Department of Forestry

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APPROVED MINUTES MAY 21, 2018

- **MEETING CALL TO ORDER:**
- Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** See #8 below
-

- **APPROVE MINUTES:**
- April 16, 2018 Regular Meeting
- Motion to Approve Minutes as written:Poggi; Second: Duckels
Motion carried

- **ACCOUNTING:**
- Finances—No financials provided; Accountant Brooks was unable to locate the January ledger sheets from the County.
- Warrants—No discussion

- Accountant Brooks stated the District was informed by the California EDD that they accepted our request for a waiver for electronic filing, since the District pays by warrant. She requested that the Board place on the Agenda for June to authorize Electronic Funds Transfer for payroll taxes from petty cash (which has a credit card to make electronic payments).
-

- Accountant Brooks is still working on the Financial Transaction Report for the State Controller's Office.
-

- **CHIEF'S REPORT: (Captain Leslie Drexel)**
-

- Captain Drexel stated the defibrillator units were purchased and have arrived, and that training for the volunteers will be held this Thursday.
-

- The new rescue ropes have arrived and will be placed in service next week. Director Kinkle asked what happens to the expired rope? Captain Drexel explained that since they are past their expiration date, they can not be reused, so they are usually cut down into short pieces so they can't be mistaken for the unexpired equipment.
-
- Captain Drexel informed the Board that the SCBAs have been ordered, however it will take approximately three months before they will arrive.
-
- **VOLUNTEER'S REPORT:** Volunteer Leno was not available. The Volunteers Appreciation BBQ was postponed from May 5th and needs to be re-scheduled.
-
- **GENERAL MANAGER'S REPORT:**
-
- General Manager Poggi stated there are three elective officers due for the November General Election: Biggs, Duckels, and Kinkle. Candidates must file between July 16-August 10, 2018.
-
- **DISCUSS AND APPROVE PROPOSED 2018-2019 BUDGET FOR POSTING:**
- Motion by Kinkle to approve the draft Loma Rica/Browns Valley Community Services District Proposed Budget for posting. Second: Duckels. Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
Motion carried
-
- **STATION #63 UPDATE:**
- We have received the revised plans with an estimate from Modern Build for a cost of \$38,000 for the metal building, including taxes and delivery. The County has been notified of the change to a public facility. Architect GRA's electrical engineer will work with PG&E to open a ticket/work order for the project.
-
- Continue Services with GRA for Station 63: GM Poggi said we have not yet received a cost estimate from GRA. GM Poggi to clarify with Yuba County if the plans need to be redrawn, as in the April 13th meeting, Dan Burns stated we could use what we already have, so we need to know what information GRA would still need to provide (e.g. new structural calcs for revised steel building?). Tabled until we have additional information.

-
- Continue Services with AEC Construction Management for Station #63: We have not received a cost estimate; tabled until we receive an updated cost to continue using their services.
-
- **DISCUSS AND APPROVE RESOLUTION 2018-01:** N/A—The Board previously authorized the General Manager to execute and 3 year cooperative agreement with the California Department of Forestry at the December 18, 2017 meeting.
-
- **BOARD AND STAFF MEMBERS' REPORTS:** Director Biggs informed the Board that the next JPA meeting will be held Wednesday, June 27th at 7pm in Camptonville
-

MEETING ADJOURNED 7:44pm

Respectfully submitted

Kim Biggs—Vice Chair

June 18, 2018

- **A) Roll Call:** Biggs, Duckels, Kattuah, Kinkle, Poggi
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**

-

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- **APPROVE MINUTES:** May 21, 2018

-

- **ACCOUNTING** Finances
- Warrants

- **DISCUSS AND APPROVE:**

-

- Fiscal Year 2018 – 2019 Gann Limit

-

- **DISCUSS AND APPROVE 2018 - 2019 OPERATING BUDGET:**

-

Board of Directors, additions and / or subtractions

- Open discussion to public
- Close discussion from public
- Approve final operating budget for fiscal year 2018 - 2019
-
- **DISUCSS AND APPROVE:** Draft fiscal year 2016 and 2015 combined audit from Jensen Smith CPA
-
- **DISCUSS AND APPROVE:** Authorization to use Electronic Funds Transfer for payroll taxes from the Districts petty cash (Business Debit Card).
-

- **DISCUSS AND APPROVE THE FOLLOWING RESOLUTIONS:**
-

2018-01 Request and Authorization for the County of Yuba to Collect the Loma Rica / Browns Valley Community Services District Benefit Assessment for fiscal year 2018 - 2019

2018-02 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 in the amount of \$2000.00

DISCUSS AND APPROVE:

Proposal from GRA (Architect) to redraw plans for Station #63

- Proposal from AEC (Construction Management) for amended Station #63 bid
-

CHIEF'S REPORT:

VOLUNTEER'S REPORT:

GENERAL MANAGER'S REPORT:

Registration Period to submit papers to run for open District Board Seats is July 16, 2018 through August 10, 2018

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APPROVED MINUTES JUNE 18, 2018

1. MEETING CALL TO ORDER:

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2. PUBLIC COMMUNICATION: None

3. APPROVE MINUTES:

May 21, 2018 Regular Meeting
Motion to Approve Minutes as written Poggi;
Second: Kinkle Motion carried

4. ACCOUNTING:

- Finances—Accountant Brooks not in attendance; no discussion

- Warrants—No discussion

5. DISCUSS AND APPROVE FISCAL YEAR 2018-2019 GANN LIMIT:

Motion to Accept the Gann Limit Repor for 2018-2019 made by Poggi;

Second: Duckels

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi — Aye Motion carried

6. DISCUSS AND APPROVE 2018-2019 OPERATING BUDGET:

- Board of Directors additions or subtractions: None
- Opened discussion to Public at 7:05PM (No discussion--no one from public present)
- Closed discussion from Public at 7:06PM

Motion to Approve the final Operating Budget for Fiscal Year 2018-2019 made by Biggs;

Second: Kinkle

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi — Aye

Motion carried

7. DISCUSS AND APPROVE DRAFT FISCAL YEAR 2015 AND 2016 COMBINED AUDIT FROM JENSEN SMITH CPA:

- Tabled: Board needs clarification from Jensen Smith for findings stated in Section 16-01 "Reliance on Auditor for Footnote Disclosures"

8. DISCUSS AND APPROVE AUTHORIZATION TO USE ELECTRONIC FUNDS TRANSFER (EFT) FOR PAYROLL TAXES FROM THE DISTRICT'S PETTY CASH (business debit card) :

Motion by Duckels to Approve the extraction of funds for payroll taxes from the District's petty cash account using the District credit card.

- Second: Kinkle

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi — Aye

Motion carried

9. DISCUSS AND APPROVE THE FOLLOWING RESOLUTIONS:

A 2018-01 Request and Authorization for the County of Yuba to collect the Loma Rica/Browns

Valley Community Services District Benefit Assessment for fiscal year 2018-2019

- Motion to Authorize the County of Yuba to collect the Loma Rica/Browns Valley Community Service District Benefit Assessment for 2018-2019 made by Poggi;
- Second: Kinkle
- Motion carried

B 2018-02 Request and Authorization for the County of Yuba to allow an annual automatic journal transfer of fees from the Loma Rica/Browns Valley Community Service District to the Yuba County Rural Fire Joint Powers Agency in the amount of \$2,000.00.

- Motion by Kinkle to authorize the County of Yuba to allow an annual automatic journal transfer of fees from the Loma Rica/Browns Valley Community Service District to the Yuba County Rural Fire Joint Powers Agency in the amount of \$2,000.00;
- Second: Duckels
- Motion carried

10. DISCUSS AND APPROVE:

- A Proposal from GRA (Architect) to redraw plans for Station #63:
- We need to clarify if the District owns the plans or if the Architect owns them? Since the new structural calculations will be provided by the metal building company, why are GRAs proposed fees so high?
- B Proposal from AEC (Construction Management) for amended Station #63 bid
- General Manager to schedule a meeting with Yuba County to determine if the District can proceed using the existing building permit or if a new permit will be required due to the changes in the structural calculations for the (smaller) metal building. Chief Webb recommended those in attendance at the previous county meeting on April 13, 2018 also attend this meeting for continuity, and also GRA should attend.
- Tabled Items 10 A & 10 B until after meeting with Yuba County

11. CHIEF'S REPORT:

Chief Webb stated personnel have been busy with small fires in the area. He informed the Board that many homeowners affected by the Cascade Fire have obtained permits from the County to rebuild. Chief Webb has found a new mechanic out of Hallwood, which will be much more convenient. The

District has applied for a VFA (Volunteer Fire Assistance) grant for turnouts and one radio, but we won't hear back for another month or two of the grant request was approved. The Yuba Watershed Protection and Fire Safe Council recently held a wildfire preparedness meeting at the station which was well-attended by the public. Chief Webb ended his report stating that Yuba county officials are still working on the sales tax issue to fund public safety.

•

12. VOLUNTEER'S REPORT:

•

Volunteer Tully is now an EMR (Emergency Medical Responder) and has obtained his endorsement to drive the engines.

•

13. GENERAL MANAGER'S REPORT:

The filing period to submit papers to run for open District Board Seats is July 16, 2018 through August 10, 2018. Three open seats are: Biggs, Duckels, and Kinkle. Director Duckels was requested to verify with County Counsel that it will not be a conflict of interest for him to have a seat on the District's Board of Directors now that he is the Assessor-Elect for Yuba County.

•

14. BOARD AND STAFF MEMEBERS' REPORTS:

•

Director Biggs reminded the Board of the upcoming JPA meeting on Wednesday, June 27, 2018 at 7pm in Camptonville.

•

• Director Poggi reminded the Board that it is generally considered good practice to complete a mitigation study at a minimum of every 10 years and that the District's current mitigation study was completed 10 years ago. This would require a Request For Proposals to hire a consultant to complete the study.

•

MEETING ADJOURNED 7:44pm

Respectfully submitted
Kim Biggs—Vice Chair

July 16, 2018

- **A) Roll Call:** Biggs, Kattuah, Kinkle, Poggi
- **B) Pledge of Allegiance**

- **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.

- **APPROVE MINUTES:** June 18, 2018

-

- **ACCOUNTING**

- Finances
- Warrants

- **DISTRICT DIRECTOR RESIGNATION:**

-

- Accept resignation of Director Steven Duckles effective immediately

-

- Approve posting vacancy

-

- **ANNUAL DISTRICT AUDITS:**

-

- Accept completed audits for fiscal years 2015 and 2016

-

- **COUNTY OF YUBA:**

-

- Authorize Chairperson to execute contract between the District and the County of Yuba for collection of annual benefit assessment

-

- Review District Conflict of Interest Code and authorize Chairperson to execute Verification that no amendment is need

-

- **REVIEW AND AMEND 5 YEAR PLAN**

-

- Annual review of the current 5 Year Plan (2016 – 2021)

-

- Amend as required to reflect current conditions

-

- **REVIEW AND APPROVE ISU INSURANCE POLICY (ACCIDENT AND HEALTH)**

-

- Authorize change in Policy coverages

-

- Authorize change from annual coverage to 3 year prepaid plan

-

- **DISCUSS AND APPROVE:**

-

- Proposal from GRA (Architect) to revise original plans for Station #63 to reflect project down scale to a 3 bay garage and coordinate with AEC (Construction Management)

-

- Proposal from AEC (Construction Management) for bid services and construction management of revised 3 bay garage project

-

CHIEF'S REPORT:

-

- Discuss 2018 Cal-Fire Nevada-Yuba-Placer Unit LOCAL OPERATING PLAN

-

- **VOLUNTEER'S REPORT:**

-

-

GENERAL MANAGER'S REPORT:

-

- Registration Period to submit papers to run for open District Board Seats is July 16, 2018 through August 10, 2018

- **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.

APPROVED MINUTES JULY 16, 2018

- **1. MEETING CALL TO ORDER:**

- Present: Biggs, Kattuah, Kinkle, Poggi

- **2. PUBLIC COMMUNICATION:** None

-

- **3. APPROVE MINUTES:**
-
- June 18, 2018 Regular Meeting
- Motion to Approve Minutes with correction to Item #14, as the mitigation study is not a county ordinance:Kinkle; Second: Poggi
- Motion carried

- **4. ACCOUNTING:**
-
- Finances—No financials--Accountant Brooks not in attendance
-
- Warrants—Discussion regarding payment to the US Treasury for the period ending March 31, 2018. Chairperson Kattuah stated
- Accountant Brooks should be responsible for the interest and penalty fee, as the Chairperson signed the required form at the end of
- April for timely submittal, and Accountant Brooks informed her rather than waiting for a warrant, she would pay the taxes due and
- submit for reimbursement by the District. It is still unknown why the form was not processed when signed by Chairperson Kattuah.
-

- **5. DISTRICT DIRECTOR RESIGNATION:**
-
- Motion to Accept the Resignation of Director Steve Duckels, effective immediately, made by Kinkle; Second: Poggi
- Motion carried

- Motion by Poggi to approve the posting for the Vacant Board Position;
- Second: Kinkle
- Motion carried

- **6. ANNUAL DISTRICT AUDITS:**
-
- Motion by Poggi to accept both the 2015 and 2016 Audits by Jensen Smith CPA as presented to the Board; Second: Kinkle
- Motion carried

- **7. COUNTY OF YUBA:**
-
- Motion by Kinkle to authorize Chairperson to execute contract between the District and the County of Yuba for collection of annual
- benefit assessment; Second: Poggi
- Motion carried

- Motion by Kinkle to authorize Chairperson to execute verification that no amendment is needed to the District Conflict of Interest Code;
- Second: Poggi
- Motion carried

• **8. REVIEW AND AMEND 5 YEAR PLAN:**

- Annual review of the current 5 Year Plan: changes made regarding comment of the “future” Dollar General, as it has been completed and the 5 Year Plan now reflects it is the only large retail commercial business within the District; Fire Prevention Objectives to include
- “Strongly encourage residents to adopt fire safe zones around their homes and businesses;
- Appendix B Mitigation Funding delete Station #63 furnishings for 2017/2017;
- delay Engine #62 replacement (new equipment) in the amount of \$64,670.80 from 2018/2019 to 2019/2020;
- Appendix C Reserve Accounts change date of Engine #62 Replacement Year to 2020 on 5 Year Capital Spending and Replacement Schedule tables;
- Appendix D Reserve Accounts change date of Engine #62 replacement from 2018/2019 to 2019/2020 in both tables;
- Appendix E Summary of 5 Year Plan change description for Station #63 to Garage with Target Year 2019.
- Motion by Kinkle to accept the 5 Year Plan with the amendments presented; Second: Poggi
- Motion carried

• **9. REVIEW AND APPROVE ISU INSURANCE POLICY (ACCIDENT AND HEALTH):**

- After a review of the coverages provided by ISU, motion by Poggi to increase the District’s Health and Safety Insurance coverage

- from the present plan to the proposed Plan 1; Second: Kinkle
- Motion carried

- Motion by Kinkle to authorize change from annual coverage to the three year prepaid plan for a total premium of \$8,906; Second:
- Poggi
- Roll call voice vote:

- Biggs, Kattuah, Kinkle, Poggi – Aye
- Motion carried

- **10. DISCUSS AND APPROVE:**
-
- GRA Proposal for Re-Bid Design Modifications to Loma Rica Fire Station dated June 1, 2018:
-
- Motion by Poggi to have GRA Architecture redo the construction plans for a 3-bay garage at the proposal price of \$29,400, plus
- \$500 for PG&E power coordination; Second: Kinkle
-
- Roll call voice vote:
- Biggs, Kattuah, Kinkle, Poggi – Aye
- Motion carried

- Motion by Poggi that the District question GRA Architecture regarding the Bid/Award for \$2,940 and bring that information back to
- the Board for clarification; Second: Kinkle
- Motion carried

- Motion by Poggi that we do not accept the proposed \$11,200 for Construction Administration until we determine if the project will
- move forward; Second: Kinkle
- Motion carried

- AEC Construction Management Professional Services Proposal dated July 13, 2018:
- Motion by Poggi to accept the bid from AEC Construction Management for \$9,500 for Bid Services; Second: Kinkle
-
- Roll call voice vote:
- Biggs, Kattuah, Kinkle, Poggi – Aye
- Motion carried

- Motion by Poggi to table the Construction Management Services portion of the bid; Second: Kinkle

- Motion carried

- **11. CHIEF'S REPORT: 2018 CAL FIRE NEVADA-YUBA-PLACER UNIT LOCAL OPERATING PLAN**
-
- Chief Webb is working out of the county; tabled for his return. Captain Drexel stated that Engine #62 has been rented out to CalFire
- for the past 2 weeks.

- **12. VOLUNTEER'S REPORT:**
-
- Volunteer Leno reported they had a good training session last week laying hose. He will check on the status of the T-shirt and hat
- order.

- **13. GENERAL MANAGER'S REPORT:**
-
- The filing period to submit papers to run for open District Board Seats is July 16, 2018 through August 10, 2018.

- **14. BOARD AND STAFF MEMEBERS' REPORTS:**
-
- Director Biggs informed the Board that the JPA voted to retain the current officers at their June meeting.

MEETING ADJOURNED 7:55pm

Respectfully submitted
Kim Biggs—Vice Chair

August 20, 2018

- **A) Roll Call:** Biggs, Kattuah, Kinkle, Poggi
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**
-

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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.

- **1) ACCEPT AND APPOINT WILLIAM HIGH AS INTERIM DIRECTOR EFFECTIVE IMMEDIATELY**
-

- **2) YUBA COUNTY SALES TAX INITIATIVE**
-

- **A) Discussion by Cal Fire Division Chief Jim Mathias**
- Robert Bendorf Yuba County Administrator
- Steve Dufor Yuba County Sheriff
- Wendell Anderson Yuba County Sheriff Elect
-

- **B) Establish Board position regarding specific revenue percentage division between law enforcement and fire service**
-

- **C) Using resultant percentage division, establish Board position regarding revenue split between fire districts.**
-

- **3) APPROVE MINUTES:** July 16, 2018
-
- **4) ACCOUNTING:** Finances
- Warrants
- **5) CHIEF'S REPORT:**
-
-
- **6) DISCUSS AND APPROVE:**
-
- Resolution 2018-03 authorizing Jacqueline Poggi to sign and execute Department of Forestry Fire Protection VFA (Volunteer Fire Assistance) Agreement 7FG18064 for Grant in the amount not to exceed \$20000.00 on a 50/50 matching funds basis. Items to purchase are
- 7-full set of structure PPE, 7-full set of Wildland PPE including shelter and 4 mobile radios.
- **7) VOLUNTEER'S REPORT:**
-
- **8) GENERAL MANAGER'S REPORT:**
-
- **9) STATION #63 UPDATE:**
-
- **10) BOARD AND STAFF MEMBERS' REPORTS:**
-

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APPROVED MINUTES AUGUST 20, 2018

CONTACT US

- **MEETING CALL TO ORDER:**
- Present: Biggs, Kattuah, Kinkle, Poggi, High

- **PUBLIC COMMUNICATION:** None
-

- **ACCEPT AND APPOINT WILLIAM HIGH AS INTERIM DIRECTOR, EFFECTIVE IMMEDIATELY:**
-
- Motion to Accept and Appoint William High as Interim Director, effective immediately: Kinkle; Second: Poggi
-
- Motion carried

- **YUBA COUNTY SALES TAX INITIATIVE:**
-
- Presentations were made by Yuba County Administrator Robert Bendorf, Yuba County Sheriff Elect Wendell Anderson, Yuba County District Attorney Pat McGrath, Linda Fire Protection District Chief Rich Webb, Yuba County District 5 Supervisor Randy Fletcher, and Cal Fire NEU Northern Division Chief Jim Mathias on the background for the need for the sales tax increase, as well as the proposed division of proceeds between law enforcement and fire services.
-
- Motion by Kinkle to support the Yuba County Sales Tax Initiative; Second: Poggi
-
- Biggs, Kattuah, Kinkle – Aye, Poggi – Abstain

- Establish board position regarding specific revenue percentage division between law enforcement and fire service: Sheriff Elect Anderson stated that the other four districts in the county are more concerned about increasing law enforcement coverage, with only District 5 more concerned with fire service. The draft proposal reflects 20% of the proposed Public Safety Sales Tax to be shared by the nine fire departments at an as yet to be determined division (the 20% was satisfactory to LFPD and OPUDFD).
-
- Motion by Biggs to request that 40% of the Public Safety Sales Tax initiative be give to fire service; Second:Poggi

- Motion carried
- Establish Board position regarding revenue split between fire districts. Proposals were provided showing split for fire service agencies based strictly on call volume, which favors the 2 largest fire districts (LFPD and OPUDFD), and an equal baseline amount plus a lesser call volume value, which provides more income to the 7 smaller fire districts.
- Motion by Biggs to recommend that the Board request a baseline plus call volume value; Second:Kinkle
- Motion carried
- **APPROVE MINUTES JULY 16, 2018:**
- Motion to approve the Minutes with the correction of “Second” in Item 7A made by Kinkle; Second: Poggi
- Motion carried
- **ACCOUNTING:**
- Finances—not provided, Accountant Brooks not present, not returning calls to office or email messages
- Warrants—noted that Accountant Brooks had not provided payroll information for a warrant to be prepared for General Manager Jackie Poggi’s salary for this pay period
- **CHIEF’S REPORT:**
- NEU Northern Division Chief Jim Mathias reported many CalFire personnel are assigned to fires outside the county.
- **DISCUSS AND APPROVE: Resolution 2018-03 Authorizing GM Jacqueline Poggi to sign and execute Department of Forestry Fire Protection VFA Agreement 7FG18064 for Grant in the Amount Not to Exceed \$20,000 on a 50/50 matching funds basis**
- Items to be purchased are 7 full sets of Structure PPE; 7 full sets of Wildland PPE including shelter, and 4 mobile radios

- Motion by Poggi to Approve Resolution 2018-03; Second: Kinkle

-

Roll call voice vote:

Biggs, Kattuah, Kinkle, Poggi – Aye

-

Motion carried

- **VOLUNTEER'S REPORT:**

-

- Volunteer Leno Mota informed the Board that there have been many small fires, all of which have been extinguished quickly. Volunteers Tully and Irvine have responded to nearly every call. Irvine will start driving the Attack to calls.

-

- **GENERAL MANAGER'S REPORT:** No additional information to report

-

- **STATION #63 UPDATE:**

-

- GRA has completed drafting the revised plans and is anticipating going out to bid in September.

-

- **BOARD AND STAFF MEMEBERS' REPORTS:**

-

- The benefit assessments are being submitted to the County tax collector. Note that there is \$9,000 in lost assessments due to homes not yet re-built after the Cascade Fire.

-

MEETING ADJOURNED 8:42pm

-

Respectfully submitted
Kim Biggs—Vice Chair

September 17, 2018

- **A) Roll Call:** Biggs, Kattuah, Kinkle, Poggi

-

- **B) Pledge of Allegiance**

- **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.

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- **APPROVE MINUTES:**

-

- August 20, 2018 Regular meeting

-

- August 27, 2018 Special Meeting

- **ACCOUNTING:** Finances

-

Warrants

Discuss procedure for interim invoices from CPA for GM pay

- **CHIEFS REPORT:**

-
- A) "UPDATED" CAL FIRE Operating Plan
-

- B) Update on proposed 1cent tax increase
-

- **VOLUNTEER'S REPORT:**
-

- **GENERAL MANAGER'S REPORT:**
-

- **STATION #63 UPDATE:**
-

- **BOARD AND STAFF MEMBERS' REPORTS:**
-

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APPROVED MINUTES SEPTEMBER 17, 2018

CONTACT US

- **MEETING CALL TO ORDER:**

-
- Present: Biggs, High, Kattuah, Kinkle, Poggi
-
- **PUBLIC COMMUNICATION:** None
-
- **APPROVE MINUTES :**
-
- AUGUST 20, 2018 Regular Meeting:
-
- Motion to approve the Minutes as presented made by Kinkle; Second: Poggi
- Motion carried
-
- AUGUST 27, 2018 Special Meeting:
-
- Motion to approve the Minutes as presented made by Poggi, Second: High
- Motion carried
-
- **ACCOUNTING:**
-
- Finances—it was questioned where the assessments refunded were reflected on the Statement of Revenue and Expenses, and former Accountant Brooks stated a new category was created to show the refunds. She also advised the Board that a CPA is not required to do the District’s financial records, but recommended using something who is an Enrolled Agent for tax purposes.
-
- Warrants—no discussion; note that printer was down and warrants had to be handwritten.
-
- **CHIEF’S REPORT:**
-
- “Updated” CalFire Operating Plan: Chief Webb reported that changes were made in the Assistance by Hire Agreement, the most significant being that CalFire will no longer pay for water tenders, equipment, or personnel for response within the District.
-
- Update on Yuba County’s proposed Safety Tax (Measure K): CalFire Division Chief Jim Mathias informed the Board of County staff’s latest recommendation to the Board of Supervisors, with only 17.6% proposed for the fire departments. He stated that District 5 Supervisor Randy Fletcher recommended that the fire districts arrive at a specific dollar amount to support any request for a higher percentage. Chief Mathias said that

Supervisor Fletcher also wants a letter of support from the District's Board of Directors. No action can be taken as the matter was not on the Agenda.

-
- Chief Webb stated that the District had a good month for rental income of Engine 61B. Engine 62 is due for repairs, has pump issues that are hopefully under warranty, and also needs new rear tires. He also stated the SCBAs have arrived, but are not yet in service. The new extractor will be in by the end of the month.
-
- Chief Mathias informed the Board that Governor Brown has extended Level 4 staffing until December 31st, keeping two engines at Station 61, and that we will not enter the Amador Contract period until January 1, 2019. He also said that there is now a helicopter at the Grass Valley air attack base, a Sikorsky Black Hawk, for use within the NEU District.
-
- **VOLUNTEER'S REPORT:** Volunteer Leno Mota informed the Board that Volunteer Tully is starting training to drive the water tender, and Volunteer Irvine is being trained to drive the District's equipment.
-
- **GENERAL MANAGER'S REPORT:** GM Poggi informed the Board that the District received an \$18,000 refund from CalFire after an audit of last year's Amador Contract period by the State.
-
- **STATION #63 UPDATE:** GM Poggi reported the plans were supposed to be back to GRA by today; she will call for status if she hasn't heard by Wednesday.
-
- **BOARD AND STAFF MEMEBERS' REPORTS:** Director Biggs informed the Board that the next JPA meeting will be Wednesday, September 26th at 7pm here at Station 61.
-

MEETING ADJOURNED 7:39pm

Respectfully submitted
Kim Biggs—Vice Chair

October 15, 2018

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi
-
- **B) Pledge of Allegiance**

- **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.

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

- **APPROVE MINUTES:** September 17, 2018
-

- **ACCOUNTING:**

- Finances
-

- Warrants

- **CHIEFS REPORT:**
-

- **VOLUNTEER'S REPORT:**
-

- **GENERAL MANAGER'S REPORT:**
-

- Letter endorsing Measure K

-
- **DISCUSS AND APPROVE RENEWAL OF ISU INSURANCE SERVICES:**
-
- **ACCOUNTING SERVICES:**
-
- Review bids for accounting services
-
- Select successful applicant
-
- **STATION #63 UPDATE:**
-
- Approve sending amended project out for bid
-
- Discuss, set amount, and approve including “Not To Exceed” amount in bid documents
-

BOARD AND STAFF MEMBERS’ REPORTS:

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APPROVED MINUTES OCTOBER 15, 2018

- **MEETING CALL TO ORDER:**
- Present: Biggs, High, Kattuah, Kinkle, Poggi
-
- **PUBLIC COMMUNICATION:** None
-
- **APPROVE MINUTES :**
- September 17, 2018 Regular Meeting: Motion to approve the Minutes as presented made by Poggi; Second: Kinkle

- Motion carried

- **ACCOUNTING:**
- Finances—none
- Warrants—no discussion of Warrants, however, it was noted that the printer had been repaired
-

- **CHIEF'S REPORT:**
- Chief Tom Webb reported that the District survived the forecasted wind event and proposed power outages. He also stated that the extractor should be in by the end of the month. He is also working on a training schedule so that everyone can use the new SCBAs.
-

- **VOLUNTEER'S REPORT:** Chief Webb stated that the volunteers and Cal Fire paid staff attended the Chili Cook Off & Cascade Country Festival at the Lions Club, and were present for the commemorative plaque that was dedicated to the First Responders and victims of the Cascade Fire. Volunteer Leno Mota informed the Board that the Volunteers will also be participating in the Trick or Treat Street at the Lions Club October 31st, the Veteran's Day Parade in Marysville November 11th, and the Christmas Parade in Marysville December 1st.
-

- **GENERAL MANAGER'S REPORT:**
- Letter endorsing Measure K: Chief Webb recommends that the Board support Measure K, the Public Safety Sales Tax.
-
- Motion by High to send letter endorsing Measure K; Second by Poggi
Motion carried

- **DISCUSS AND APPROVE RENEWAL OF ISU INSURANCE SERVICES:** GM Poggi reminded the Board that they had declined Terrorism coverage for the previous period.
-
- Motion by Poggi to Approve the renewal of ISU Insurance Services and decline the Terrorism Insurance Coverage; Second by High
-
- Roll Call Voice Vote: Biggs, High, Kinkle, Kattuah, Poggi – Aye
Motion carried

- **ACCOUNTING SERVICES:**

- After review of bids for Accounting Services,
-
- Motion was made by Poggi to accept Crippen and Associates bid as the new accountant for the District; Second by Kinkle
-
- Roll Call Voice Vote: Biggs, High, Kinkle, Kattuah, Poggi – Aye
Motion carried

- **STATION #63 UPDATE:**
-
- Motion to Approve sending project out to bid pending Board decision to put ceiling on the maximum amount for the project made by Poggi; Second by Kinkle
-
- Motion carried

- Motion to set amount in bid documents not to exceed \$900,000 made by Poggi; Second by Kinkle
-
- Roll Call Voice Vote: Biggs, High, Kinkle, Kattuah, Poggi – Aye
Motion carried

- **BOARD AND STAFF MEMEBERS' REPORTS:** Director Biggs informed the Board that the JPA's preferred service company has requested the JPA find a new company for equipment repairs and service, as the principal of Communications Support Group will be out of the area for extended periods and may be unable to respond to calls for repairs in a timely manner.
-

MEETING ADJOURNED 7:33pm

Respectfully submitted
Kim Biggs—Vice Chair

November 19, 2018

- **A) Roll Call:** Biggs, High, Kattuah, Kinkle, Poggi
-
- **B) Pledge of Allegiance**

- **PUBLIC COMMUNICATIONS**
-

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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.

APPROVE MINUTES: October 15, 2018

-
- **ACCOUNTING:** Finances
-
- Warrants

- **CHIEFS REPORT:**
-
- If Available

- **VOLUNTEER'S REPORT:**

- If Available

GENERAL MANAGER'S REPORT:

-

STATION #63 UPDATE:

-

APPROVE NOMINATIONS FOR 2019 BOARD POSITIONS:

-

- Chairperson

-

- Vice Chairperson

-

- JPA Representative

-

- JPA Alternate Representative

-

BOARD AND STAFF MEMBERS' REPORT:

-

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APPROVED MINUTES NOVEMBER 19, 2018

- **MEETING CALL TO ORDER:**

- Present: Biggs, High, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** None
-

- **APPROVE MINUTES :**
- October 15, 2018 Regular Meeting: Motion to approve the Minutes as presented made by Poggi;
- Second: Kinkle
- Motion carried

- **ACCOUNTING:**
- Finances—no discussion
- Warrants—no discussion
-

- **CHIEF'S REPORT:**
- Cal Fire Division Chief Jim Mathias reported for the month of October 2019, the Department had 25 medical aid calls, 10 vehicle accident calls, 14 fires (structure and wildfire combined), and 6 other calls.
-
- Engine 2386 has issues with the turbo and is still blowing black smoke
-
- Cal Fire Unit Chief George Morris III has been promoted to Assistant Region Chief in Santa Rosa. A new Unit Chief will be assigned to NEU, in the meantime, the Deputy Chief will be the Acting Chief until a replacement is named.
-
- Measure K passed and is expected to bring in \$3.3-3.9 million to the county. Chief Mathias stated he is not happy with the split between law enforcement and the fire departments and he will be meeting with Supervisor Randy Fletcher to discuss this. Chief Mathias requested that the Board of Directors come to him with a list of equipment and associated costs, such as: boat for water rescue, breathing support with a generator and cooling and warming stations—and a utility vehicle to pull it, new radio equipment, as Cal Fire is going to a new radio with more channels.
-
- Chief Mathias stated as of January 1, 2019, Cal Fire will be starting an expanded scope of practice for emergency medical service by qualified personnel that will include starting intravenous fluids, and administration of Narcan for opiate overdoses.
-

- **VOLUNTEER'S REPORT:**

- Volunteer Mota will be on vacation December 11-24th and out of the District. He stated that Engine 61 was decorated for the Lions Club Trick or Treat Street event with skeletons and other Halloween décor, with a ramp to enter in out exit out, and was well received. The Veteran's Day parade was cancelled due to air quality from the Camp Fire. The Marysville Christmas parade will be Saturday, December 1st.

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- **GENERAL MANAGER'S REPORT:**

- GM Poggi stated that a local resident, Jackie Spencer, is interested in taking over the assessments. She will meet with GM Poggi the first week of December to review the process.

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- **STATION #63 UPDATE:**

- The bid document draft was approved, the legal notice was approved for publication, and they need to schedule PG&E. It was noted that Tim Fleischer is no longer with AEC Construction Management.

-

NOMINATIONS FOR 2019 BOARD POSITIONS:

- Director Poggi nominated Cathy Kattuah for Chairperson, second by Kinkle; no other nominations
- Cathy Kattuah voted in as Chairperson

- Director Poggi nominated Kim Biggs for Vice Chairperson, second by Kinkle; no other nominations
- Kim Biggs voted in as Vice Chairperson

- Chair Kattuah nominated Kim Biggs for JPA representative, second by Kinkle; no other nominations
- Kim Biggs voted in as JPA Representative

- Director Poggi nominated Les Kinkle for JPA alternate, second by Kinkle; no other nominations
- Les Kinkle voted in as JPA Alternate

- **BOARD AND STAFF MEMEBERS' REPORTS:**

- Chief Mathias asked to be added to the notification list for the Agenda package for the District's board meetings.

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MEETING ADJOURNED 7:44pm

Respectfully submitted

Kim Biggs—Vice Chair

DECEMBER MEETING CANCELLED

DUE TO

LACK OF A QUORUM

SPECIAL MEETING FEBRUARY 26, 2018

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

B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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3. FIRE STATION #63:

DISCUSS AND APPROVE: Notification of intent to award the building of Station #63

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**Loma Rica /
Browns Valley
Fire Department**

**LOMA RICA STATION #61
11485 LOMA RICA ROAD
BROWNS VALLEY STATION #62
9471 BROWNS VALLEY SCHOOL RD.**

SPECIAL MEETING
AGENDA
MARCH 26, 2018

1. A) Roll Call:

Biggs, Duckels, Kattuah, Kinkle, Poggi

B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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DISCUSS AND APPROVE: Notification of intent to award the building of Station #63

DISCUSS AND APPROVE: Which direction to go in moving forward with Station #63

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**SPECIAL MEETING
AGENDA
APRIL 2, 2018**

1. A) Roll Call:

Biggs, Duckels, Kattuah, Kinkle, Poggi

B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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11485 LOMA RICA ROAD
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9471 BROWNS VALLEY SCHOOL RD.**

**SPECIAL MEETING
AGENDA
APRIL 6, 2018**

1. A) Roll Call:

Biggs, Duckels, Kattuah, Kinkle, Poggi

B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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

3. FIRE STATION #63:

DISCUSS AND APPROVE: Notification of intent to award the building of Station #63

DISCUSS AND APPROVE: Which direction to go in moving forward with Station #63

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Browns Valley
Fire Department**

**LOMA RICA STATION #61
11485 LOMA RICA ROAD
BROWNS VALLEY STATION #62
9471 BROWNS VALLEY SCHOOL RD.**

**SPECIAL MEETING
AGENDA
AUGUST 27, 2018**

6:30 p.m.
Loma Rica Bi-Agency Fire Station
11485 Loma Rica Road,
Loma Rica

- **1. A) Roll Call: Biggs, Kattuah, Kinkle, Poggi, High
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. CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957 (B)(1), (B)(4), ACCOUNTANT PERFORMANCE EVALUATION**

-
- A) Enter Closed Session
- B) Reopen Public Meeting
- C) Announce Findings
- D) Discuss
- E) Vote on Further Action

-
-
-

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- **APPROVED MINUTES SPECIAL MEETING FEBRUARY 26, 2018**
-
-
-
- **MEETING CALL TO ORDER:**
-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** None
-
- **FIRE STATION #63: Notification of Intent to Award the Building of Station #63**
-
- Tabled pending input from AEC Construction Management on questions that were submitted prior to the meeting; GM Poggi to inform contractors that call for status that the Board has not rejected the bids.

MEETING ADJOURNED 7:58PM

Respectfully submitted
Kim Biggs—Vice Chair

APPROVED MINUTES SPECIAL MEETING MARCH 26, 2018

- **MEETING CALL TO ORDER:**
-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATIONS:** None
-
- **FIRE STATION #63: Notification of Intent to Award the Building of Station #63**
-
- Motion by Poggi to reject all bids; Second by Kinkle
-

Roll call voice vote: Biggs, Duckels, Kattuah – Abstain

Kinkle, Poggi – Aye

Motion not carried

MEETING ADJOURNED 7:41PM

Respectfully submitted
Kim Biggs—Vice Chair

APPROVED MINUTES SPECIAL MEETING APRIL 2, 2018

- **MEETING CALL TO ORDER:**

-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATIONS:** None

-

- **FIRE STATION #63: Notification of Intent to Award the Building of Station #63**

-

- Motion by Biggs to postpone the meeting until Frank Webb Construction's attorney speaks with the District's attorney;

- Second by Duckels

-

Roll call voice vote: Biggs, Duckels, Kattuah – Aye

Kinkle, Poggi – No

Motion carried

MEETING ADJOURNED 7:05PM

Respectfully submitted

Kim Biggs—Vice Chair

**Loma Rica /
Browns Valley
Fire Department**

**LOMA RICA STATION #61
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BROWNS VALLEY STATION #62
9471 BROWNS VALLEY SCHOOL RD.**

APPROVED SPECIAL MEETING MINUTES APRIL 6, 2018

- **MEETING CALL TO ORDER:**

-

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATIONS:**

-

- Mark Pahland of Slater and Son addressed the Board at the end of the meeting and discussed the different types of building/bid processes.

-

- **FIRE STATION #63: Notification of Intent to Award the Building of Station #63**

-

- Motion by Biggs to reject all of the bids submitted for Station #63;
- Second by Kinkle

-

Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
Motion carried

- **Discuss and approve which direction to go in moving forward with Station #63:**
-
- GM Poggi indicated Yuba County representatives could meet with the District at 2pm on Friday, April 13th. The District would then inform them that the District was not able to approve the bids submitted due to cost, but would like to proceed with the paving and grading as previously engineered and approved, and electrical service, but with only a 2000 sq ft metal building and water storage tank(s)—with minimal to no landscaping and no septic tank at this time, and also to ask if a fire sprinkler system will be required in the metal building that is just being used to house an apparatus.
-
- Motion by Poggi for a representative of the District to present to Yuba County the District's intentions as discussed;
- Second by Kinkle
-

Motion carried

MEETING ADJOURNED 5:55PM

Respectfully submitted
Kim Biggs—Vice Chair

**APPROVED MINUTES AUGUST 27, 2018
SPECIAL MEETING 6:30PM**

- **Meeting Call To Order:**
-
- Present: Biggs, High, Kattuah, Kinkle, Poggi,

PUBLIC COMMUNICATIONS: None

**CLOSED SESSION PURSUANT TO GOVERNMENT CODE 54957 (B)(1), (B)(4),
ACCOUNTANT PERFORMANCE
EVALUATION**

A. Meeting called into Closed Session at 6:33pm by Chair Kattua

B. Meeting reopened at 6:50pm by Chair Kattuah

C. Chair Kattuah announced that due to underperformance by the Certified Public Accountant, the District is terminating the professional relationship

D. Director Poggi made a motion based on the findings in the Closed Session to terminate the relationship with the CPA due to poor performance, and to start searching for a new accountancy firm at the earliest possible time. Second Kinkle

Motion Passed

MEETING ADJOURNED 7:03 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair