



LOMA RICA/BROWNS VALLEY

COMMUNITY SERVICES DISTRICT

11485 Loma Rica Rd
Marysville, CA. 95901
530-741.0755
www.lrbvfire.org
lrbvcsd@lrbvfire.org

MINUTES SEPTEMBER 16, 2024

1. MEETING CALL TO ORDER (7:00PM):

Present: Biggs, High, Kattuah, Kinkle, Yarborough

2. PUBLIC COMMUNICATION: Dane Wadlé of California Special Districts Association was introduced to the Board and explained some of the benefits of membership with CSDA.

3. APPROVE MINUTES:

July 15, 2024 Regular Meeting: Motion by Yarborough to Approve the Minutes; Second by High

Biggs, High, Kattuah, Kinkle, Yarborough—AYE

Motion carried

4. ACCOUNTING:

A. Finances: The billing department at Atlas has not returned GM Shields' calls and messages regarding billing questions for charges, as GM Shields has taken over preparation of many of the financial reports.

B. Warrants: no discussion

5. CHIEF'S REPORT (BC Justin Hartman):

A. There were 72 calls in July, 64 calls in August, and 31 month to date for September—no major incidents in the District.

B. The lease between the District and CalFire for Station 61 will expire July 1, 2025. CalFire will start reviewing the lease details after the end of the 2024 fire season.

C. Engine 61 is being rented by CalFire as needed; Engine 62 has an issue with the radio; Engine 63 has issues that need to be repaired

D. The Yuba Water Agency has changed their grant application requests and they shall only be considered during the funding request window of February 1 through March 31 annually. This includes the Bill Shaw Rescue Equipment and Training Grant Program.

E. CalFire is changing the Amador Contract to be effective December 15th through March 15th annually, regardless of fire and/or weather conditions.

6. GENERAL MANAGER'S REPORT:

A. General Manager Shields has completed the benefit assessments for 2024-2025 and submitted the required information to Yuba County.

B. The audit is nearly completed

C. GM Shields completed the required Workplace Violence Prevention Training

7. VOLUNTEER'S REPORT: (Leno Mota)

A. The donated equipment from several area fire agencies was delivered to fire departments in Mexico and the recipients expressed their gratitude for the donations.

8. DIRECT ASSESSMENT AD HOC COMMITTEE:

A. The Committee held telecom meetings in July and early September with Bartle Wells. The firm is completing more research and will present their estimated assessment to the committee at the next committee meeting on October 9th. They do not anticipate holding town hall style meetings until after the first of the year.

9. DISCUSS AND APPROVE: Giving General Manager authority to request donations as needed for upcoming events:

A. Motion by Yarborough to authorize the General Manager to solicit donations for future charitable events; Second by Kinkle

Biggs, High, Kattuah, Kinkle, Yarborough – AYE

Motion Carried



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10. DISCUSS AND APPROVE: Adding funds to the Petty Cash account:

- A. Motion by High to increase the Petty Cash account from \$3,000 to \$8,000 and update the necessary administrative and/or policies and procedures manual(s); Second by Yarborough
Biggs, High, Kattuah, Kinkle, Yarborough – AYE
Motion carried

11. DISCUSS AND APPROVE: Resolution 2024-04 recommending Leslie Kinkle as Director

- A. Motion by High to recommend Leslie Kinkle as Director for the upcoming term; Second by Yarborough
Biggs, High, Kattuah, Yarborough – AYE Abstain: Kinkle
Motion carried

12. DISCUSS AND APPROVE: Loma Rica-Browns Valley Community Services District policy on Workplace Violence Prevention

- A. Motion by Yarborough to approve the LRBV CSD policy on Workplace Violence Prevention; Second by High
Biggs, High, Kattuah, Kinkle, Yarborough – AYE
Motion carried

13. BOARD AND STAFF MEMBER REPORTS:

- A. Director Biggs reported the next JPA meeting would be held September 25th at 7pm at Foothill Fire in Brownsville
- B. Director Yarborough stated that community resident and business owner Ray Bradley asked to publicly commend the District on their rapid response to fires in the community.
- C. The Board awarded GM Shields with a plaque of appreciation for the contributions made for National Night Out.

14. CLOSED SESSION – PERSONNEL – SALARY: Pursuant to Government Code §54957.6

- A. Chair Kattuah closed the session at 7:50pm to discuss personnel compensation for the General Manager
- B. Chair Kattuah reopened re-opened the meeting to the public at 7:57pm
- C. Motion by Yarborough to grant a raise to the General Manager, effective October 1, 2024; Second by Kinkle
Biggs, High, Kattuah, Kinkle, Yarborough – AYE
Motion carried

MEETING ADJOURNED 8:01 pm

Respectfully submitted
Kim Biggs – Vice Chair