

January 18, 2016

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.

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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.

3. APPROVE MINUTES: November 16, 2015

4. ACCOUNTING

· Finances

· Warrants

C) Discuss engine reserve accounts

5. DISCUSS AND VOTE ON ALLOCATIONS FOR FINANCES AND ACCOUNTS

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

B) Determine account allocations for CAL FIRE engine rental revenue

6. CHIEF'S REPORT:

7. VOLUNTEER'S REPORT:

8. GENERAL MANAGER'S REPORT:

- Gas mileage has been decreased from 57.5 to .54 per mile effective January 1, 2016

9. Discuss and approve changing the February Monthly District meeting from the 15th to the 22nd

10. STATION #63:

- Letters are being sent January 19th to ten potential bidders for the drilling of the well at Station #63 on Marysville Rd

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

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: January 18, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Kinkle, S. Poggi; Absent: Birney, Kattuah (excused)

Item 2) Public Communications: None

Item 3) Approve Minutes of the November 16, 2015 meeting

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

Item 4) Accounting

· Finances—Accountant Brooks added a new account for operator/firefighter payments for tracking purposes. She also explained that the financials provided are only a draft, as we have not received the sheets from the County, but she wanted the Board to see income from equipment rental.

· Warrants—No discussion.

· Discuss engine reserve accounts—Motion by S. Poggi to table item to the February regular meeting; second by Kinkle. Motion passed.

Item 5) Discuss and vote on allocations for finances and accounts: Motion by S. Poggi to table item to the February regular meeting; second by Kinkle. Motion passed.

Item 6) Chief's Report (Captain Drexel)—Captain Drexel reported that there are many equipment maintenance issues—Engine 61 has radio problems—both transmitting and receiving and is out of service. 61C has voltage alarm issues, the electronics for water and foam levels are not computing. They tried replacing the batteries, but it didn't help, so it is also out of service. 61B has a transmission issue. On Engine 62, she needs to obtain clarification from the mechanic as to what work has been completed and what remains to be done. Engine 63 (OES engine) needs minor repairs—just cosmetic (such as the broken grill) and it is in service. They are trying to get the vehicles driven on a more consistent basis. It was noted that funds will need to be transferred into the vehicle maintenance account.

Captain Drexel also stated that the Amador Contract period started December 21, 2015.

There are currently five workers in the Firefighter Resident Program—one just started. (They perform three days of work/month, and are included on our workers' comp policy.) Captain Drexel stated there is one new prospective volunteer firefighter.

Item 7) Volunteer's Report (David Lopez and Leno Mota)—David stated there is CPR recertification class this Saturday. Leno asked about participating as a group in

local parades to promote our District.

Item 8)) General Manager's Report—the IRS has reduced the gas mileage rate from 57.5 cents per mile to 54 cents per mile, effective January 1, 2016.

Item 9) Discuss and Approve changing the February 2016 regular monthly District meeting from February 15 to February 22—motion to change the date made by S. Poggi, second by Kinkle. Motion passed.

Item 10) Station 63—letters have been drafted to be sent to 10 potential bidders for the well at Station #63 on Marysville Road. We need to show the County that we are making progress on the project.

Item 11) Board and Staff Members' Reports: It was requested to add an item to the February agenda to spray the Marysville Road property.

Adjourned 7:33 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

February 22, 2016

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: January 18, 2016

4. PER YUBA COUNTY CODE OF ORDINANCES, CHAPTER 10.35.170, WAIVER FOR DISASTER

REPLACEMENT: DISCUSS AND APPROVE WAIVER OF FIRE MITIGATION FEES FOR

REPLACEMENT RESIDENT LOCATED AT 1234 VIRGINIA RD., PARCEL # 040-280-009-000

5. ACCOUNTING

- Finances
- Warrants
-

6. CHIEF'S REPORT:

A) All engines are repaired and ready for the summer, just need 6 tires for E63

- B) Completed all ladder testing requirements
- C) Completed all annual required testing of all the Extrication Equipment and Breathing Air Compressor

Page 2 of 3

7. DISCUSS AND APPROVE DISPOSAL:

**TO YUBA COLLEGE FIRE ACADEMY: EXPIRED MISC SCBA'S,
WILDLAND RED WEB GEAR AND
A FLOTE PUMP**

**MISC E-WASTE: BROKEN OR EXPIRED, PAPER SHREDDER,
PRINTERS, HOSES, TV TUBES,
METLA BACKPACK PUMP, MICROWAVES, MONITOR III PAGERS
W/CHARGERS AND SCBA
BOTTLES**

8. DISCUSS AND APPROVE FUNDS FOR NEW TV IN BARRACKS

9. DISCUSS AND APPROVE TRANSFER OF FUNDS

- A) \$1000.00 FROM ACCOUNT 6355 (radio purchase) to Account 6354 (radio maintenance)
- B) \$500.00 from Account 6310 (fuel) to Account 6354 (radio maintenance)

**10. DISCUSS AND APPROVE TRANSFER OF \$10000.00 FROM ACCOUNT
6090, AMADOR
CONTRACT, TO ACCOUNT 6300, VEHICLE MAINTENANCE**

11. VOLUNTEER'S REPORT:

- A) Parade entry form for Bok Kai Parade

12. GENERAL MANAGER'S REPORT:

13. DISCUSS AND APPROVE CHANGE TO THE ADMINISTRATIVE MANUAL SECTION 3123.1 QUOTES AND BIDS: INCREASE SINGLE ITEM PURCHASES FROM \$500.00 TO \$1500.00

**14. DISCUSS AND APPROVE CHANGE TO THE ADMINISTRATIVE MANUAL SECTION 3132:
INCREASE REIMBURSEMENT TO VOLUNTEERS, \$2.00 to each**

Firefighter	currently \$13.00	To	\$15.00
Firefighter/EMT	currently \$15.00	To	\$17.00
Operator	currently \$17.00	To	\$19.00

15. STATION #63: GENERAL DISCUSSION ON MOVING FORWARD WITH STATION #63

16. DISCUSS AND VOTE ON ALLOCATIONS FOR FINANCES AND ACCOUNTS:

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

B) Determine account allocations for unanticipated revenues (CAL FIRE engine rental)

17. DISCUSS AND APPROVE AUTHORIZATION TO RE-ENGAGE SERVICES WITH GRA ARCHITEC

Page 3 fo 3

18. DISCUSS AND AWARD BIDDER FOR WELL SYSTEM AT STATION #63

19. DISCUSS AND APPROVE CONSOLIDATING ALL UNRESTRICTED

**CASH RESERVE ACCOUNTS IN
TO A SINGLE RESERVE ACCOUNT**

20. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: February 22, 2016

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 January 18, 2016 meeting

· Motion to Approve Minutes: Kinkle Second: Poggi Aye—Biggs,
Kinkle, Poggi Abstain—Birney, Kattuah
Motion passed

Item 4) Waiver of Fire Mitigation Fee for replacement residence located at 5192 Virginia Road— withdrawn by applicant during meeting.

Item 5) Accounting

- Finances—Accountant Brooks explained that the green sheets have not been received from the County

- Warrants—No discussion.

Item 6) Chief's Report (Captain Drexel)—Captain Drexel informed the Board that Engine 61 and the water tender need full maintenance after the District comes out of the Amador Contract.

Item 7) Disposal of expired and broken equipment—Director Birney expressed interest in purchasing the two (2) metal backpack pumps listed if they are in working condition—GM Poggi to research guidelines to determine if acceptable. ** list on page 2

Motion by Kinkle to donate said items (see list) to Yuba College Fire Academy and e-waste or destroy items listed with the exception of the two (2) metal backpack pumps; Second Birney

Motion passed

Item 8)) Discuss request for new TV in barracks—although the TV is broken, it was noted that public funds can not be used that does not benefit the public. GM Poggi to investigate the auxiliary bank account to determine if any of the signers are available, as it has sufficient funds to purchase a TV. Tabled for March meeting,

Item 9) Discuss and Approve Budget Adjustments

- Motion by Birney to deduct \$1,000 from Account 6355 (radio purchase) and add amount to Account 6354 (radio maintenance); Second: Poggi

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

Motion passed

- Motion by Birney to deduct \$500 from Account 6310 (fuel) to and add amount to Account 6354 (radio maintenance) ; Second: PoggiRoll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye

Motion passed

Item 10) Discuss and Approve Budget Adjustment of \$10,000 from Account 6090 (Amador Contract) to Account 6300 (vehicle maintenance)

Motion by Poggi to deduct \$10,000 from Account 6090 (Amador Contract) to Account 6300 (vehicle maintenance); Second: Kinkle

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

Motion passed

Item 11) Volunteer's Report (Leno Mota)—the District will submit an entry for the upcoming Bok Kai Parade to be held March 12th to promote our District. Five volunteers will attend to hand out candy to promote. Captain Drexel also discussed promotional fire hats with badges for fire safety education events—she will provide additional information at the March meeting.

Item 12) General Manager's Report—GM Poggi will contact Dave Labadie of D&L Ag Spraying for weed control on the Marysville Road property (Station 63).

Item 13) Discuss and Approve change to Administrative Manual Section 3123.1 Quotes and Bids

Motion by Kinkle to change the Administrative Manual Section 3123.1 to increase single item purchases (minimum) from \$500 to \$1,500; Second: Poggi

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

Motion passed

Item 14) Discuss and Approve change to Administrative Manual Section 3132 Firefighter Emergency Incident Expense Reimbursement to reflect an increase of \$2.00. Motion by Birney to increase reimbursement to firefighters by \$2.00 effective January 1, 2016; Second: Kinkle

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

Motion passed

Item 15) Station #63—discussed history of the bidding process with board members who were involved in the original process in 2010/11.

Item 16) Discuss account allocations—Accountant Brooks explained that the Board does not need to reallocate funds after the fact.

Motion by Poggi to create account 1010 to be identified as "Station 63 Construction" and fund it at \$1,000,000 (one million dollars); Second: Kinkle

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

Motion passed

Item 17) Discuss and Approve authorization to re-engage GRA Architecture—GM Poggi explained that the District's legal counsel stated that District does not have to go back to bid for an architect to proceed with Station 63.

Motion by Birney to authorize the Board to re-engage with GRA Architecture for architectural services; Second: Poggi

Motion passed

Item 18) Award bid for well system at Station #63—reviewed qualified bids
Motion by Kinkle to award the contract for the well system at Station 63 to
Beymer Well Service, LLC for an estimated bid amount of \$13,574.82;
Second: Birney

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

Item 19) Discuss consolidating all unrestricted cash reserve accounts to a single
reserve account—died for lack of a motion.

Item 20) Board and Staff Members' Reports: Accountant Brooks informed the Board
that a new California state law exempts volunteer fire departments from collecting
sales tax for items sold to raise funds.

Adjourned 9:35 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

**Item 7: Donate To Yuba College Fire Academy: 8 SCBA harnesses, 7 SCBA bottles,
16
sets 9-11 wildland red web gear and 1 float pump
E-Waste and or Destroy Garbage: 1 TV, paper shredder, 3 printers, 800 ft
seeping hose, 2 metal backpack pump, 2 microwaves, 1 pager with chargers
an
6 SCBA bottles

March 21, 2016

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: February 15, 2016

4. ACCOUNTING

- Finances
- Warrants
-

5. CHIEF'S REPORT:

- A) Update of Bok Kai Parade

6. VOLUNTEER'S REPORT:

A) Update Bok Kai parade

7. GENERAL MANAGER'S REPORT:

- A) Weed spraying Station 63 completed on the 16th
- B) Volunteer auxiliary changed from tax exempt to checking account

8. DISCUSS AND APPROVE FUNDS FOR NEW TV IN BARRACKS

9. STATION #63:

A) Update meeting with Architect, Michael Burchow

10. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting March 21, 2016

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 February 22, 2016 meeting

- A) Motion to Approve Minutes: Kinkle Second: Biggs
Motion passed

Item 4) Accounting

- A) Finances—No financials; Accountant Brooks not available
B) Warrants—No discussion.

Item 5) Chiefs Report—Chief Webb stated he will be out of the area next month, teaching in San Luis Obispo. He also informed the Board that CalFire has hired 16 additional staff members for fuel reduction projects—they are currently working on removing weeds and creating breaks around the Empire Mine State Park and will be starting compliance inspections for defensible space in Yuba County in another month or so.

Item 6) Captain Drexel presented promotional fire badges and hats with the District's logo for fire safety education events. There is a \$30 set up fee to add our logo. She recommended purchasing 1,000 foil badges at this time.

Motion to purchase 1,000 foil badges as recommended by Captain Drexel:
Birney

Second: Kinkle

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

Item 7) Volunteer's Report—

A) Four volunteers participated in the Bok Kai parade and our entry was well received.

B) Discussed participation in the Red Suspenders Day parade in Gridley, which takes place mid-May.

C) Yuba College thanked Chief Webb and Volunteer Leno Mota for bringing the water tender to campus for training.

Item 8) General Manager's Report:

A) Weed spraying at Station #63 property was completed March 16th

B) There is an existing checking account for the volunteers Auxiliary with a

small balance; Chief Webb recommends keeping this account open; however, GM Poggi must work with Bank to determine current authorized signers on the account.

Item 9) Discuss and Approve funds for new TV in barracks: to be discussed and paid for by the Volunteers, due to restrictions for purchasing items with District funds that do not directly benefit the public

Item 10) Station #63

A) Well system update: Beymer informed GM Poggi that they have two drilling projects ahead of us, and with the recent rains, they are 4-6 weeks out before starting our project.

B) Update on meeting with GRA architect, Michael Burchow (Chairperson Kattuah and GM Poggi): Michael explained that fees and construction costs have increased and that there are many electrical building codes and energy compliance changed since the drawings were completed in 2010. He will draft a contract for the Board's review by the end of next week. It was determined that the District wants a building similar to Station #62, with three bays, and an office and bathroom with a shower. Grading will still be the biggest expense. Chief Webb recommended exploring solar, and also to talk to representatives at the Fire Safe Council to see if there are grant funds available for landscaping.

C) Septic: GM Poggi stated there was no expiration date on the original bid from Taylor Excavating that was accepted/awarded previously, and will ask legal counsel if we can use this contract without going out to re-bid. She will also ask if it is acceptable if there is a price adjustment due to the length of time since the contract was awarded.

D) The District needs to determine who is responsible for preparation of the RFPs—will it be the Architect, the District, or a 3^d party? Mike recommends completing the well, septic, and slab before fall.

Item 11) Board and Staff Members' Reports: It was reported the next JPA meeting will be held Wednesday, March 30th at 7pm at the Loma Rica/Browns Valley station.

Adjourned 7:47 p.m.

Respectfully Submitted:
Kim Biggs - District Vice-Chairperson

**THE REGULAR BOARD MEETING FOR
MONDAY APRIL 18, 2016**

HAS BEEN CANCELLED DUE TO THE LACK OF A QUORUM

**THE NEXT REGULAR DISTRICT BOARD
MEETING WILL BE
MONDAY MAY 16.2016**

May 16, 2016

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: March 21, 2016

4. APPROVE SPECIAL MINUTES: April 16, 2016

5. APPROVE SPECIAL MINUTES: May 6, 2016

6. ACCOUNTING

- Finances
- Warrants
-

7. DISCUSS 2016-2017 OPERATING BUDGET, AMEND AS NECESSARY, APPROVE PUBLIC NOTICE

8. APPROVE 2016-2017 GANN LIMIT

9. CHIEF'S REPORT:

A) Yuba County Water Tender Drill

10. VOLUNTEER'S REPORT:

11. GENERAL MANAGER'S REPORT:

**12. RESCIND DECISION TO AWARD WELL INSTALLATION CONTRACT
(FEBRUARY 22, 2016) TO
BEYMER WELL SERVICE LLT**

**13. DISCUSS AND AWARD PETERS' DRILLING & PUMP FOR WELL AT
STATION #63**

14. STATION 63 SEPTIC SYSTEM: Director Poggi, Reconsider installation
Time Line

15. STATION #63:

- A) Communications with Attorney, essential building and Material
Construction inspector
- B) Update with Architect

16. BOARD AND STAFF MEMBERS' REPORTS

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activities or to raise issues for placement on future agenda.

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Regular Meeting: May 16, 2016

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 March 21, 2016 meeting

· Motion to Approve Minutes with correction to Item #9, should be auxiliary account, not volunteer's account: Kinkle Second: Birney Motion passed

Item 4) Approve Minutes of the April 16, 2016 Special meeting

· Motion to Approve Minutes with correction to Item #4, should be Design-Build, not Design-Bid-Build: Poggi Second: Kinkle Motion passed
(Abstain: Birney)

Item 5) Approve Minutes of the May 6, 2016 Special meeting

· Motion to Approve Minutes: Poggi Second: Birney Motion passed
(Abstain: Kinkle)

Item 6) Accounting

· Finances—Accountant Brooks noted that the green sheets from the County have not yet been received, so while expenses are accurate, income may change; she also needs the fuel expense information.

· Warrants—No discussion.

Item 7) 2016/2017 Budget—Director Poggi noted that legal expenses will increase as the Board has questions about building Station #63—per Accountant Brooks, this expense must come from the Operating Budget. She also stated that Accounting Fees are only \$4,600 per year and she does not anticipate this to increase. Captain Drexel stated that she will apply for a grant to try to cover the costs of the new “handy talky” radios.

Discussion: Reduce Accounting fees by \$2,000 to \$4,900; increase Health and Safety fees to \$3,000; increase Legal fees to \$10,000; increase Office Expenses to \$5,000 to include the cost of public notices required during the bidding process; increase Vehicle Maintenance to \$20,000; increase Radio Maintenance to \$3,000 and Radio Purchase to \$3,000; increase Public Relations to \$1,500 and Operating Supplies to \$4,000. To cover additional expenses, Equipment Rental Income was increased to \$45,200.

Motion to Approve 2016/2017 Budget as amended
above: Birney Second: Kinkle
Roll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye
Motion passed

Item 8) 2016/2017 Gann Limit
Motion to Approve the 2016/2017 Gann Limit
Report: Kinkle Second: Birney
Motion passed

Item 9) Chief’s Report--Captain Drexel reported that the Volunteers will participate in the Yuba County Water Tender Drill on May 21 to train to coordinate water supply from the canals to the engine; and also in a wildland fire drill in June.

Item 10) Volunteer’s Report—no additional information

Item 11) General Manager’s Report—no additional information

Item 12) Rescind contract to Beymer Well Service for well installation due to lack of response/action.

Motion made to rescind the contract of February 22, 2016 with Beymer Well Service, LLC: Kinkle Second: Birney
Motion passed

Item 13) Discuss and Award well installation contract to Peters’ Drilling & Pump Service, Inc. (next lowest approved bid after Beymer). Director Poggi noted that on Page 2 of the contract, Item #4, the District’s legal counsel recommends we require the contractor to have a performance and payment bond.

Motion made to award contract for well drilling and pump installation to

Peters' Drilling & Pump Service, and to include a limit of \$2,500 for the cost of a bond, by Birney;

Second: Poggi

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

Motion passed

Item 14) Station #63 Septic System—Director Poggi recommended the Board reconsider the installation timeline for the septic system, as the required system is complicated and if the alarm goes off for any reason, it will be difficult to monitor at this time; also, the leach lines will not be covered until after the final building inspection.

Item 15) Station #63

- As this will be an essential services building, we will be required to have a special inspector—GM Poggi obtained two names of inspectors from the County planning department
 - Mike at GRA to get the information to the consultant to address the cost of changes to the plans due to changes in building codes
- Item 16) Board and Staff Members' Reports: none

Adjourned 8:29 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson

All meetings are held at: 7:00p.m. at the Loma Rica Bi-Agency Fire Station
11485 Loma Rica Rd. Loma Rica CA 95901

June 20, 2016

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: May 16, 2016

4. APPROVE AMADORE CONTRACT FOR 2016/2017

5. APPROVE RESOLUTION 2016-03: Authorize General Manager to execute a 1 year cooperative fire protection agreement with the California Department of Forestry for FY 2016-2017

6. APPROVE OPERATING BUDGET 2016-2017

- A) Discuss adjustment to reflect additional \$30,000.00 for equipment rentals
- B) Open to public

- C) Close to public
- D) Discuss and Approve 2016-2017 Budget

7. Approve Resolution 2016-01: Authorize the County of Yuba to collect Loma Rica Browns Valley Community Services District Benefit Assessments for FY 2016-2017

8. APPROVE RESOLUTION 2016-02: Authorize the County of Yuba to allow an automatic journal transfer of \$1250.00 from the Loma Rica / Browns Valley Community Services District to the Yuba County Rural Fire Joint Powers Agency

9. DISCUSS REQUEST FROM HALLWOOD CSD FOR FIRE AND RESCUE ASSISTANCE

A) Hallwood Board Member Jeremy Damon will be our guest to answer questions

10. ACCOUNTING

- Finances
- Warrants
-

11. APPROVE BUDGET ADJUSTMENTS FOR END OF FY 2016

A) Approve transfer of \$10,000.00 from account #6410, Elections, to the following account numbers:

\$1300.00 to account #6030 Health & Safety
\$1500.00 to account #6113 Utilities
\$1500.00 to account #6114 Maintenance
\$4300.00 to account #6115 Supplies
\$ 45.00 to account #6210 Licenses & Fees
\$ 225.00 to account #6354 Radio Expenses

Maintenance

\$ 500.00 to account #6500 Operating

Supplies

Purchase \$ 630.00 to account #6520 Equipment

B) Approve transfer of \$5000.00 from account # 6080, Training, to the following account number:

Maintenance \$5000.00 to account #6300 Vehicle

12. CHIEF'S REPORT:

13. Approve Resolution 2016-04: Authorize overtime and portal to portal pay for employees while in the course of their employment and away from their official duty station and assigned to an emergency incident in support of an emergency incident, or pre-positioned for emergency response

14. VOLUNTEER'S REPORT:

15. GENERAL MANAGER'S REPORT:

- A) Election Year
- B) Change in Authorized Signature Cards

16. DISCUSS AND REVIEW 2016-2017 BUDGET

17. STATION #63:

- A) Update on Well
- B) Update on Inspector for construction

18. DISCUSS AND APPROVE: revised plans for station #63

19. BOARD AND STAFF MEMBERS' REPORTS

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activities or to raise issues for placement on future agenda.

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Regular Meeting: June 20, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: See Item 9 below

Item 3) Approve Minutes of the May 16, 2016 meeting

· Motion to Approve Minutes as
written: Birney Second: Poggi Motion passed

Item 4) Approve Amador Contract for 2016/2017

· Director Poggi noted previous Amador Contracts had increased about five percent (5%) each year; however the proposed contract has a twelve percent (12%) increase and is seventy-eight percent (78%) of the operating budget expense, which is not sustainable. Chief Webb explained the increases are partially due to the proposed new minimum wage laws, and costs of state employee health care and pensions.

Motion made to Approve 2016/2017 Amador Contract by Kinkle; Second: Birney
Roll call vote: Biggs, Birney, Kattuah, Kinkle—Aye Abstain: Poggi
Motion passed

Item 5) Approve Resolution 2016-03: Authorize General Manager to execute a one (1) year cooperative fire protection agreement with the California Department of Forestry for Fiscal Year 2016/2017

- Motion to Approve Resolution 2016-03 as written: Birney Second: Kinkle Motion passed

Item 6) Approve Operating Budget 2016/2017

- Discuss adjustments to reflect additional \$30,000 equipment rental income and increased cost of Amador Contract. Motion by Poggi to add \$30,000 to the income side of the 2016/2017 Budget; Second: Birney Roll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye
Motion passed

- Open for public discussion 7:42pm (none)
- Closed for public discussion 7:43pm

- Motion to Approve 2016/2017 Operating Budget as adjusted by Birney; Second: Kinkle Roll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye
Motion passed

Item 7) Approve Resolution 2016-01: Authorize the County of Yuba to collect Loma Rica/Browns Valley Community Services District Benefit Assessments for Fiscal Year 2016/2017

- Motion to Approve Resolution 2016-01 as written: Birney Second: Kinkle Motion passed

Item 8) Approve Resolution 2016-02: Authorize the County of Yuba to allow an automatic journal transfer of \$1,250 from the Loma Rica/Browns Valley Community Services District to the Yuba County Rural Fire Joint Powers Agency

- Motion to Approve Resolution 2016-02 as written: Poggi Second: Birney Roll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye
Motion passed

Item 9) Discuss request from Hallwood CSD for Fire and Rescue

Assistance: Hallwood CSD Board Member Jeremy Damon approached the Board to determine if there was any interest in providing fire and emergency services to their District. They are currently covered by a contract with the City of Marysville through June 2017 and are exploring all options. They will need to make a decision by January 2017. Chief Webb will discuss this with CalFire District Chief DeSena and bring information back to the Board. Tabled for future discussion upon receipt of this information.

Item 10) Accounting

- Finances—Accountant Brooks noted that the green sheets from the County for May were just received today and have not been reviewed, so while expenses are accurate, income may change.

- Warrants—Clarified warrant to Peter's Drilling and Pump Service was for completion of project, not permit.

Item 11) Budget adjustments for end of Fiscal Year 2016—tabled for July meeting

Item 12) Chief's Report—Chief Webb introduced Captain Rouse as the new summertime Captain. Maintenance is being performed on equipment to prepare for the summer fire season. The District received some equipment from a grant (hoses, clamps, etc.)

Item 13) Approve Resolution 2016-04: Authorize overtime and portal to portal pay for employees while in the course of their employment and away from their official duty station and assigned to an emergency incident in support of an emergency incident, or pre-positioned for emergency response

- Motion to Approve Resolution 2016-04 with correction to spelling of "therefore": Poggi Second: Kinkle Motion passed

Item 14) Volunteer's Report—Leno reported the volunteers have been very busy responding to calls

Item 15) General Manager's Report

- Election year paperwork has been completed—the County will notify the District when the window for filing opens.

- Signature Cards—the County Auditor has a new signature form for authorized signatures which must be turned in by July 1st of each year.

Item 16) Discuss and Review 2016/2017 Budget—duplicate agenda item—see #6 above

Item 17) Station #63

- The well has been completed. Water was located at 160' depth, but the well was drilled to 200'. 12 gallons per minute (gpm). Contractor has been paid.

· Update on special inspector: GM Poggi reported that the inspector from Genesis did not return her call; she has contacted two others (one from Marysville, one from Roseville). They must obtain plans from the County telling them what inspections they need to do and then they can give us a price. We can not do the septic or start any other development until the special inspector is in place.

Item 18) Discuss and Approve revised plans for Station #63—Chief Webb stated that the stairs for the mezzanine are not acceptable from the outside and must be inside the building. In order to do that with the existing building dimensions, the Attack will need to go in the smaller space next to the mezzanine to allow room for the stairs.

Item 19) Board and Staff Members' Reports: Director Biggs reported the next JPA meeting will be held Wednesday, June 29, 2016 at 7pm at the Camptonville Volunteer Fire Station.

Item 20) Director Poggi made a motion per Section 54954.2(2)(b)(2) of the government code to place the Fee Proposal for Design Modifications from GRA on the Agenda as an item that needs immediate action and was not on the original agenda. Second: Kinkle

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

· After review and discussion, the item was tabled for GM Poggi to contact Mike at GRA to obtain a breakdown of the costs and to clarify if these are in addition to the \$5,500 previously approved.

Adjourned 8:32 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

July 18, 2016

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: June 20, 2016

4. ACCOUNTING

- Finances
- Warrants
-

5. BUDGET 2015 – 2016 ADJUSTMENTS

6. CHIEF'S REPORT:

7. DISCUSS AND APPROVE RESOLUTION 2016-04 AUTHORIZING JACQUELINE POGGI TO SIGN AND EXECUTE AGREEMENT #7FG16064 FOR GRANT IN THE AMOUNT OF \$10000.00

8. DISCUSS AND APPROVE 2 YEAR RENEWAL OF MOU: RENTAL OF REPEATER SITE

9. VOLUNTEER'S REPORT:

10. GENERAL MANAGER'S REPORT:

11. STATION #63:

12. DISCUSS AND APPROVE VOLUNTEER UNIFORMS:

- (A) Purchasing blue shirts
- (B) Purchasing blue work pants

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: July 18, 2016

- 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 June 20, 2016 meeting

- Motion to Approve Minutes as written: Kinkle Second: Poggi Motion passed

Item 4) Accounting

- Finances—Accountant Brooks noted that the green sheets from the County for June have not yet been received.
- Warrants—no discussion.

Item 5) Budget 2015-2016 Adjustments—waiting for June sheets from Yuba County—GM Poggi will work with Accountant Brooks for the August meeting

Item 6) Chief's Report—Chief Webb noted there has been a lot of fire activity in the District. They are looking at patterns to determine if there is any connection between the incidents. He also informed the Board that Volunteers Mota and Fehy have twice manned the station while CalFire staff attended mandatory safety training in Auburn. Although Chief Webb and Captain Drexel have been deployed outside of the District, there have not been any rentals of District equipment by CalFire. Director Poggi questioned the proposed Dollar General application; Chief Webb stated some safety requirements were added, but they have not heard back from Dollar General regarding the updated requirements.

Item 7) Discuss and Approve Resolution 2016-05 authorizing GM Poggi to sign and execute Agreement #7FG16064 for a Grant in the amount of \$10,000 (to purchase 10 portable radios over a two year cycle

- Motion to Approve Resolution 2016-05: Birney Second: Kinkle Roll call vote: Biggs, Birney, Kattuah, Kinkle, Poggi—Aye Motion passed

Item 8) Discuss and Approve 2 year renewal of MOU for Rental of Repeater Site—per Chief Webb, this will be the last time it needs to be renewed, as CalFire will pick up the contract after this extension. Tabled for August meeting to draft an extension of the existing contract.

Item 9) Volunteer's Report—Leno reported the volunteers have been very

busy responding to calls and are using Engine 61 and the water tender a lot.

Item 10) General Manager's Report—GM Poggi stated it is nearly time to complete the Five Year Plan, which is nearly complete, except for some input she needs from Chief Webb—completion date will depend on his deployment to fire activity outside the District.

Item 11) Station #63

- A perc test is required for the permits can be issued for the septic system.
- Mike at GRA is on vacation. He turned in the plans to the County Building Department a week ago—we should hear in three weeks or so if they have any issues or additional requirements.

Item 12) Discuss and Approve Volunteer Uniforms—the Board determined uniforms should be supplied to Volunteers at the District's expense, for use while manning the station, while attending training exercises, and at public events where they are representing the District. Each volunteer would be provided with two blue shirts (either long or short sleeved, by preference), two pair of blue work pants, and four T-shirts. Director Birney to research styles and cost for the August meeting. Chief Webb recommended Action Uniform in Yuba City, as they procure the uniforms for the Yuba College Fire Academy. Badges were also discussed—Leno prefers a uniform badge stating "FIREFIGHTER"

Item 13) Board and Staff Members' Reports: Director Biggs reported that no one from Smartsville attended the JPA meeting, so she called Scott Bryan/Yuba County OES for an update on the MOU and was informed by Scott that the MOU still has not been signed by Smartsville, and that county council has determined that if Smartsville does not sign the MOU, they will need to pay for dispatch services themselves—as none of the fire districts in the County currently received dispatch for free. Director Biggs also reported that Dobbins Oregon House Fire Protection District dedicated their new unmanned station on Rice's Crossing last week.

Adjourned 7:56 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

•

August 15, 2016

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

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

3. APPROVE MINUTES: June 18, 2016

4. ACCOUNTING

- Finances
- Warrants
-

5. BUDGET 2015 - 2016 YEAR END ADJUSTMENTS

6. CHIEF'S REPORT: Chief Tom Webb and Captain Leslie Drexel are away on fire details

7. DISCUSS AND APPROVE 2 YEAR EXTENSION OF MOU: RENTAL OF REPEATER SITE

8. VOLUNTEER'S REPORT:

09. GENERAL MANAGER'S REPORT:

10. DISCUSS AND APPROVE DRAFT OF 5 YEAR PLAN

11. STATION #63:

- A) Chemical and Bacterial Report completed on August 8th, 2016.**
- B) Update**

12. DISCUSS AND APPROVE PURCHASE OF UNIFORMS FOR VOLUNTEERS

- 1 long sleeve shirt
- 1 short sleeve shirt
- 4 tee shirts
- 2 pants

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.

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APPROVED MINUTES AUGUST 15, 2016

Meeting called to order at 7:00 P.M. August 15, 2016

PLEDGE OF ALLEGEANCE

· ROLL CALL:

Chairperson Kattuah, Director Birney, Director Kinkle, Vice Chairperson Biggs
absent,
Director Poggi, absent

2. PUBLIC COMMUNICATIONS: None

· APPROVED MINUTES JULY 18, 2016:

Motion to approve with amendment showing July 18th not June 18th, Birney, Second
Kinkle

Motion passed

· FINANCES:

Discussion

WARRANTS:

No

No Discussion

5. BUDGET 2015-2016 YEAR END ADJUSTMENTS:

Elections Account #6410: transfer	\$1300.00	to account
#6030 Health & Safety		
	\$ 225.00	to account
#6354 Radio Maintenance		
	\$ 460.00	to account
#6500 Operating Supplies		
	\$6200.00	to account
#6510 Equipment Maintenance		
	\$ 335.00	to account
#6520 Equipment Purchase		
Fuel Account #6310: transfer	\$1700.00	to account
#6113 Utilities		
	\$4400.00	to account
#6114 Maintenance		
	\$ 300.00	to account
#6115 Supplies		
	\$ 45.00	to account
#6210 Licenses & Fees		

Motion to approve: Birney, Second, Kinkle

Motion passed

- **CHIEF'S REPORT:** Steve Robinson
Engine 61b is covering for Dobbins

Chief Morris is utilizing Cal Fire engines first, to respond to out of area fires

- **DISCUSS AND APPROVE 2 YEAR EXTENSION OF MOU: RENTAL OF REPEATER SITE:**

Motion to approve: Birney, Second Kinkle

Motion passed

- **VOLUNTEER'S REPORT:**

Leno stated that they have been very busy this last month.

- **GENERAL MANAGERS REPORT:**

Benefit Assessments for 2016 / 2017 \$291,000.00. We received kudos from the Assessor's Office for finding a glitch in the counties Assessment program 2 years in a row.

- **10. DISCUSS AND APPROVE DRAFT OF 5 YEAR PLAN:**

Motion to approve: Kinkle, Second Birney

Motion passed

- **STATION #63:**

Chemical and Bacterial Report completed on well passed, only showing high in iron

Update from Architect: waiting for structural drawing on project to send to Building Department

· **DISCUSS AND APPROVE PURCHASE OF UNIFORMS FOR VOLUNTEERS:**

District to pay up to a maximum of \$200.00 for Volunteer uniforms (any combination of long or short sleeved shirts), and slacks.

Motion to approve: Kinkle, Second Birney

Motion passed

Table change in Operations Manual Section 7010. Uniforms, for Octobers meeting.

13. BOARD AND STAFF MEMBERS' REPORTS: None

MEETING ADJOURNED 8:44 P.M.

Submitted respectively by
Jacqueline Poggi, General Manager

September 19, 2016

1. A) Roll Call: Biggs, Birney, 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. APPROVED RESIGNATION OF DISTRICT BOARD MEMBER JUSTIN BIRNEY

4. APPROVE MINUTES: August 15, 2016

5. ACCOUNTING

- Finances
- Warrants
-

6. CHIEF'S REPORT:

7. DISCUSS AND APPROVE UNIFORM PURCHASE FOR VOLUNTEERS:

District to pay up to a maximum of \$200.00 for 2 shirts and 4 tee

shirts (any combination of long and/or short sleeved), and 2 pair of pants. All uniforms to be the same color and styles.

8. VOLUNTEER'S REPORT:

9. GENERAL MANAGER'S REPORT:

10. DISCUSS AND APPROVE OCTOBER 22, 2016 FOR VOLUNTEERS BBQ

11. DISCUSS AND APPROVE NOT TO EXCEED COST FOR VOLUNTEER BBQ

12. STATION #63:

- Turned in plans to the Building Department and was issued Building Permit number
- B16-1285. The turnaround time is 2 weeks, then it will go the potential bidders.

B) District Supervisor Randy Fletcher is looking in to the different permits we have been given and negotiating waivers or discounts.

13. BOARD AND STAFF MEMBERS' REPORTS

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at (530) 741-0755.

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 resignation of District Board Member Justin Birney (note that Item 3 was postponed until after completion of Item 4 below)

- Motion to Accept the resignation of Board Member Birney: Kinkle
- Second: Poggi
- Motion passed

Item 4) Approve Minutes of the August 15, 2016 meeting (note that Item 4 was completed before Item 3 was introduced for discussion)

- It was noted that the following corrections be made to the Minutes:
- the Date on the Minutes should be August 15, 2016;
- Item 2 typo should be corrected to Public;
- Item 12 should read “a Motion was made by Director Kinkle for the District to pay up to a maximum of \$200 for 2 shirts and (any combination of long or short sleeved), 2 pair of pants, a belt and and cap.” Motion seconded by Birney; Roll call voice vote: Birney, Kattuah, Kinkle—Aye; Biggs, Poggi—Absent.
- Motion Passed
- Verbage for the operations manual tabled until the September meeting

H. Motion to Approve Minutes with corrections as noted above: Birney

- Kinkle
- Birney, Kattuah, Kinkle,
- Biggs, Poggi
-

Item 5) Accounting

- Finances—Financials not received from Accountant Brooks.

-
- Warrants—no discussion.
-

Item 6) Chief's Report—Chief Steve Robinson informed the Board that two of the engines had been rented out, but have been returned. He also stated that Chief Webb is looking into a new mechanic from Grass Valley for engine repairs. Captain Travis Bowersox was introduced as the second Captain at the Bi-Agency station—he is currently at the Dobbins Station, but will be here after fire season ends.

Item 7) Discuss and Approve uniform purchase—see Item 4 above—previously approved. Additional discussion: it was noted that both TJ Norths and Action Uniform will bill the District—personnel must have a letter of authorization for the \$200 maximum purchase. Any overage must be paid by the Volunteer. Sewing of patches and hemming of pants is included. Verbage is still needed for the Operations Manual and should include a minimum service standard before being eligible, as well as a check in/return policy, as all uniforms must be returned at the end of service.

Item 8) Volunteer's Report—Leno reported the Volunteers recently attended a class in Arbuckle—he is urging all Volunteers to attend more training. There were questions about the Volunteers entering the Veterans Day Parade and the Marysville Christmas Parade.

Item 9) General Manager's Report—GM Poggi stated notices will be placed in the Territorial Dispatch and the Appeal Democrat for the Board vacancy, also on the District's website and posters will be placed at locations in the District.

Item 10) Discuss and Approve October 22, 2016 for Volunteers BBQ

- Motion to hold the Volunteer Appreciation BBQ on October 22nd: Kinkle
- Second: Poggi
Motion passed

Item 11) Discuss and Approve Not to Exceed Cost for Volunteers BBQ

- S. Motion to Approve the cost for the Volunteers BBQ not to exceed \$500: Poggi
 - Kinkle
 - Roll call voice vote: Biggs, Kattuah, Kinkle, Poggi—Aye

Item 12) Station #63

- Plans turned in to building department September 7th; two week turn around time cited will be September 21st.
 -
 - GM Poggi is waiting to hear back from District 5 County Supervisor Randy Fletcher about negotiating waivers/discounts of permit fees.
 -
- Item 13) Board and Staff Members' Reports: Director Biggs reported that the next JPA meeting will be held Wednesday, September 28, 2016 at 7pm at the Smartsville station.

Adjourned 7:48 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

October 17, 2016

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

2. PUBLIC COMMUNICATIONS

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

3. 54956.7: INTERIM DISTRICT DIRECTOR POSITION-CLOSED SESSION:

- A) CLOSE SESSION
- B) Directors to interview and consider the following applications for the position of Interim Director

Tammy Birney
Steve Duckels

- C) Open Public Session
- D) Make Board Announcement

4. APPROVE MINUTES: September 19, 2016

5. ACCOUNTING

- Finances
- Warrants
-

6. CHIEF'S REPORT:

- Postpone update of Operations Manual until November
-

7. VOLUNTEER'S REPORT:

- Chili Cook-off at Lions Club
-

8. BBQ FOR VOLUNTEERS

- Reschedule for Spring of 2017
-

9. GENERAL MANAGER'S REPORT: NA

10. STATION #63:

- First review of plans submitted to County
-

11. DISCUSS AND APPROVE ALTERNATE SEPTIC SYSTEM, ORENCO ADVANTEX

12. RE-ADDRESS THE REQUEST FROM HALLWOOD TO BE INCLUDED IN OUR AMADOR CONTRACT AND DISCUSS FEE'S

13. BOARD AND STAFF MEMBERS' REPORTS

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Regular Meeting: October 17, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

A) Roll Call: Present: Biggs, Kattuah, Kinkle, S. Poggi, (Vacant Position)

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 7:34pm to announce the Board's decision to appoint Steve Duckels to the open District Director Interim Position

Item 4) Approve Minutes of the September 19, 2016 meeting

- It was noted that the following corrections be made to the Minutes in Item 4 A) iii: Item 12 should read “a Motion was made by Director Kinkle for the District to pay up to a maximum of \$200 for 2 shirts and (any combination of long or short sleeved), 2 pair of pants, a belt and a cap.” Motion seconded by Birney; Roll call voice vote: Birney, Kattuah, Kinkle—Aye; Biggs, Poggi—Absent.

Motion Passed

Verbage for the operations manual tabled

- Motion to Approve Minutes with corrections as noted above: Poggi
- Kinkle Motion Passed

Item 5) Accounting

- Finances—Financials not received from Accountant Brooks.
- Warrants—no discussion.

Item 6) Chief's Report—Captain Drexel informed the Board Chief Webb is reviewing the Operations Manual and has found minor changes to bring to the Board's attention, including verbage for the uniform policy. Captain Drexel also stated that CalFire is starting to consider winter staffing for the Amador Contract period.

Item 7) Volunteer's Report—Leno reported we took second place at the Lion's Club Chili Cook-Off in a multi-agency effort with CalFire. Volunteer Birney to reserve a spot at the Halloween Festival (Trick or Treat Street) at the Lion's Club. Request GM Poggi to purchase candy and a pumpkin.

Item 8) BBQ for Volunteers to be permanently rescheduled to a spring date due to fall fire activity.

Item 9) General Manager's Report—N/A

Item 10) Station #63—the first review of the plans was submitted to the County (the County has contracted with the engineering firm of Interwest Consulting Group) and they had issues with the following:

- County requires 125' turning radius, or a written letter from Chief Webb to state that he finds the original turning radius acceptable
- The holding tank must be 33,000; the station must have an automatic fire suppression system (fire sprinklers)
- A back-up generator is required due to the fire sprinklers Mike at GRA will deal with the issues listed above

· The County wants engineered plans for the pre-constructed metal building prior to going out to bid—Mike at GRA will submit the plans from the previous design

Item 11) Discuss and Approve Alternate Septic System, Orenco Advantex

- This system takes up less space

- A maintenance contract is required with a licensed septic professional; an annual fee must be paid to the County with an annual inspection
- The County will not allow us to proceed on the plans until we have determined which septic system will be used
- Motion to Accept the alternate septic system, Orenco Systems, Inc. AdvanTex Treatment System AX-RT, as proposed by the engineers: Kinkle
- Poggi Roll call voice vote: Biggs, Kattuah, Kinkle, Poggi—Aye

Item 12) Re-address the Request from Hallwood to be included in our Amador Contract and discuss fees—tabled for November for information from Chief Webb

Item 13) Board and Staff Members' Reports: Director Biggs reported Smartsville stated they are working on the MOU for dispatch; the next JPA meeting will be December 14, 2016 at Foothill Fire in Brownsville. Director Poggi announced he has redesigned the assessment program to be mostly automatic.

Adjourned 8:15 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

November 21, 2016

1. A) Roll Call: Biggs, Duckels, Kattuah, Kinkle, Poggi
B) Pledge of Allegiance

2. PUBLIC COMMUNICATIONS

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

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

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

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

3. APPROVE MINUTES: October 17, 2016

4. ACCOUNTING

- Finances
- Warrants
-

5. DISCUSS AND APPROVE REQUEST FROM HALLWOOD CSD TO CONSIDER PROVIDING FIRE AND EMERGENCY SERVICES TO THEIR DISTRICT.

6. CHIEF'S REPORT:

7. DISCUSS AND APPROVE OPERATIONS MANUAL UPDATE:

- Section 7010.1 through 7010.7 Uniforms and allowance

- Section 7710 through 7718.2 illness and injury procedures
-

8. VOLUNTEER'S REPORT:

We have 3 new volunteers making our total 7. Additions are Justin Birney, James Irvine and Joseph Rice

9. GENERAL MANAGER'S REPORT:

10. DISCUSS AND APPROVE: CANCELLING REGULAR DISTRICT BOARD MEETING ON THE 19TH OF DECEMBER 2016.

11. DISCUSS AND APPROVE: RE-HIRING GULARTE FOR CONSULTING SERVICES TO PROVIDE UPDATED GEOTECHNICAL REPORTS FOR A FIXED FEE OF \$1500.00

12. STATION #63:

- Mike Buschow will be submitting revised plans per county and updated geotechnical reports
- November 21st or 22nd

- Mike Buschow thinks we will be able to start with the grading and septic in February or March weather permitting
-
- The 33,000 gallon holding tank is 18' in diameter and 23' high
-

13. APPROVE NOMINATIONS FOR 2017 BOARD POSITIONS:

- Chairperson
-

- Vice Chairperson

-
- JPA Representative
-
- JPA Alternate Representative
-

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: November 21, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Approve Minutes of the October 17, 2016 meeting

- Motion to Approve Minutes: Kinkle
- Poggi Motion Passed

Item 4) Accounting

- Finances—No updated financials.

- Warrants—Director Duckels questioned the warrant to AT&T, as it was a few cents over the billed amount. This was an input error.

Item 5) Discuss request from Hallwood CSD to consider providing fire and emergency services to their district: Chief Webb stated that Hallwood CSD is still negotiating with the City of Marysville to continue to provide service to their District. They should have estimates from Marysville in the first half of December. Tabled for January 2017 meeting.

Item 6) Chief's Report—Chief Webb informed the Board that fire season is winding down; the Amador period officially began November 14, 2016. He is reviewing and updating the Operations Manual. He stated Engine #61 is going to Sacramento for repairs in early December. The residency program will be starting the first week in December—he has four applications in hand, and two prospective applicants.

Item 7) Discuss and Approve Operations Manual Update:

- Section 7010.1 - 7010.7 Uniforms and Allowances: A section for an entry packet was added to include insurance requirements, defensive driving training—these will be covered in volunteer training each January. A uniform policy was added, but needs to be amended to include return of uniform and equipment at separation, with repercussions if not followed. Boots are noted in a separate section of the Manual. Director Duckels noted typographical errors in the draft.

- Section 7710 - 7718.2 Illness and Injury Procedures: The insurance carrier has changed so the information on completion of forms needs to be updated. Chief Webb noted this should be in Appendix form so that they can easily be updated in the future if our insurance company changes.

Tabled for review of new information at the January 2017 meeting.

Item 8) Volunteer's Report—Captain Rouse will spearhead new volunteers for mandatory training. We currently have three new volunteers, bringing our total to seven. Leno reported that Trick or Treat Street at the Lions Club was a great success, and there was a large turnout for the Veterans Day parade in Marysville with a lot of cheering for our engine. They are getting ready for the Marysville Christmas parade—they will need about eight tubs of candy canes to pass out along the parade route.

Item 9) General Manager's Report—N/A

Item 10) Discuss and Approve canceling regular District Board Meeting on the 19th of December, 2016

- Motion to Cancel the regular District Board Meeting of December 19, 2016: Kinkle
- Duckels Motion Passed

Item 11) Discuss and Approve rehiring Gularte for consulting services to provide updated geotechnical reports for a fixed fee of \$1,500.00

- Motion to Rehire Gularte for consulting service to provide updated geotechnical reports to include how to stabilize the holding tank for a fixed fee of \$1,500.00: Kinkle
- Poggi Roll call voice vote: Biggs, Duckels, Kattuah, Kinkle, Poggi—Aye Motion Passed

Item 12) Station #63

- Mike Buschow of GRA will be submitting revised plans per county and updated geotechnical reports December 21 or 22—he is going on vacation November 23rd and is supposed to update General Manager Poggi before he leaves.
- Mike Buschow thinks we will be able to start with the grading and septic in February or March, weather permitting.
- The dimensions of the 33,000 gallon holding tank are 18 ft in diameter and 23 ft tall. Chief Webb to determine the location of the holding tank—probably between the well and BVID connection.

Item 13) Nominations for 2017 Board/JPA Positions

- Director Kinkle nominated Cathy Kattuah for Chairperson, second by Poggi; no other nominations Cathy Kattuah voted in as Chairperson by unanimous voice vote
- Chair Kattuah nominated Kim Biggs for Vice Chairperson, second by Duckels; no other nominations Kim Biggs voted in as Vice Chairperson by unanimous voice vote
- Chair Kattuah nominated Kim Biggs for JPA representative, second by Kinkle; no other nominations Kim Biggs voted in as JPA Representative by unanimous voice vote
- Director Poggi nominated Les Kinkle for JPA alternate, second by Biggs; no other nominations Les Kinkle voted in as JPA Alternate by unanimous voice vote

Item 14) Board and Staff Members' Reports: Director Biggs stated the next JPA

meeting will be held Wednesday, December 14th at 7pm at Foothill Fire in Brownsville.

Adjourned 7:49 p.m.

Respectfully Submitted:
Kim Biggs – District Vice-Chairperson

**THE REGULAR BOARD MEETING FOR
MONDAY DECEMBER 19, 2016**

HAS BEEN CANCELLED DUE TO THE LACK OF A QUORUM

**THE NEXT REGULAR DISTRICT BOARD
MEETING WILL BE
MONDAY JANUARY 16. 2017**

SPECIAL BOARD MEETING AGENDA

June 27, 2016

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. DISCUSS AND APPROVE:

FEE PROPOSAL FOR DESIGN MODIFICATIONS FOR THE LOMA RICA FIRE STATION #63

4. WARRANTS

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.

SPECIAL BOARD MEETING AGENDA

May 6, 2016

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. DISCUSS AND APPROVE:

ANY ADDITIONS, DELETIONS AND/OR MODIFICATIONS FOR PROPOSED BID CONCEPT DRAWINGS AND ADDITIVE ALTERNATE ITEMS FOR STATION #63 CONSTRUCTION

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.

Loma Rica / Browns Valley Community Services District Special Meeting: April 16, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Discuss and Approve Amended Architectural Fee Schedule for proposed design modifications of Station #63 construction. (It was noted by Architect Michael Buschow that the original construction documents fall under outdated UBCs and must be brought up to current code standards.)

Basic services for Architectural Coordination	\$5,500
Extra services at hourly rate:	
Principal Architect	\$180
Project Manager	\$160
Project Architect	\$150
Senior Job Captain	\$130
CADD Draftsman	\$100
Administrative	\$ 60
Reimbursable Expenses	
Reproduction, postage, shipping at 1.10 times cost	
In-house plotting and copying at \$3.00/plot	
Travel at \$0.51 per mile	

Motion to Approve the Fee Schedule from GRA Architecture dated March 26, 2016:
Poggi Second: Kinkle

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

Item 4) Discussion with Architect—clarification was made on Design-Bid-Build that the \$1,000,000 threshold is the minimum project cost. The Board wants to keep the cost of Station #63 below this threshold, therefore, the only option is Design-Build, with a base specification and Additive Alternates for items desired, but that could be omitted due to budget constraints.

GRA will supply the plans and specification documents for the contractor's to bid on. The District is responsible for preparation of the Request For Proposals (RFP) and required public notice in the newspaper. Architect needs to know what type of bonds will be required so they can include that information in the specifications.

Michael Buschow will be the project manager. He will come to the site every two weeks or so to meet with the general contractor.

The District will need to hire a special inspector. Architect also informed the Board that the project must meet the new CalGreen building code. There are updated requirements for energy efficiency with sensed outlets and lighting; and sprinkler system requirements. In addition, the project must conform to SWPPP (Stormwater Pollution Prevention Plan) regulations to keep the site clean and mitigate dust and debris.

Item 5) Timeline and Addition Discussion—Architect informed the Board the preliminary documents should be ready for review around the 25th. In addition, he will contact Yuba County Building Department to inform them we are moving forward with the project.

June—we should be ready to go back to the building department with updated plans—they have quoted up to four weeks for review and approval

July—allow four weeks for contractors to review and submit bids August—award contract (Architect recommends using AIA template)

September—start site work. Once the pad is complete, the pre-engineered building only takes a few days to erect. It was recommended to start the bidding process for the septic to be ready as soon as the well is in.

Architect will send plans for Board to review prior to making his presentation.
Director Poggi to send landscape plans to Architect for review, inclusion in design.
Adjourned 11:10 a.m.

Respectfully Submitted:

Kim Biggs — District Vice-Chairperson

Loma Rica ? Browns Valley Community Services District Special Meeting: May 6, 2016

APPROVED MINUTES

Item 1) Meeting Call To Order:

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

Item 2) Public Communications: None

Item 3) Discuss and prioritize plans—bids to include Base Bid, Base plus Additive Alternate 1A, and Base plus Additive Alternate 1A and 1B. It was determined not to request bids for items in Additive Alternate 2.

Page A1.1

Alt 1A: #5 light fixtures (3)

Alt 1B: #6 flag pole

Page A2.0

Alt 1A: finish (sheet rock) laundry room and utility room

Alt 1B: finish hall, office, lobby, public restroom

Keynote #6—future mezzanine needs to have stairway access, not a ladder

Page A2.1

Alt 1A sheet rock ceilings

Alt 1B acoustic tile ceilings

Additional clarifications:

Heating of structure and bays shall be with propane equipment

Regardless of bid Additive Alternates, roughing in and stubbing out of all electrical and plumbing inside and outside the structure shall be included in the base bid, including for future propane tank and emergency generator (unless the emergency generator is required for this phase of the project, in which case, it must be included in the base bid).

Telephone outlets are required in the office, laundry, and utility room, and two in the equipment bay.

Windows in equipment bay doors shall be a break-resistant material.

General Manager to request County to remove flashing warning sign from CUP requirements, as this will not be a manned station for some time.

Adjourned 8:06 p.m.

Respectfully Submitted:

Kim Biggs — District Vice-Chairperson

oma Rica / Browns Valley Community Services District
Special Meeting: June 27, 2016

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) Discuss and Approve Fee Proposal for Design Modifications for the Loma Rica Fire Station #63

Director Biggs felt misled by the March 25, 2016 Fee Proposal for Design Modifications from GRA; while others anticipated these additional costs. It was noted that the June 21, 2016 Revised Fee Proposal for Design Modifications still does not include a breakdown of the \$32,700 additional fees.

Motion by Kinkle to Approve the Fee Proposal for Design Modifications for the Loma Rica Fire Station #63; Second: Poggi

Roll call vote: Birney, Kattuah, Kinkle, Poggi—Aye

Abstain: Biggs

Motion passed

Item 4) Warrants—GM Poggi noted that the final cost for well drilling to Peter's Drilling and Pump

Service was \$3,000 less than the original bid; and that the warrant to GRA was for the balance due of the original \$5,500.

Adjourned 7:43 p.m.

Respectfully Submitted:

Kim Biggs – District Vice-Chairperson