

January 16, 2017

1. A) Roll Call: Biggs, Duckels, 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. ARCHITECT MIKE BUSCHOW: Station #63 update

- Discuss plans for station #63
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4. 54957 (B) (4) CLOSED SESSION REGARDING ACCOUNTING PERSONELL:

- A) Close session
- B) Open session
- C) Announcement

5. APPROVE MINUTES: November 21, 2016

6 ACCOUNTING

- Finances
- Warrants

-

7. DISCUSS AND VOTE: REQUEST FROM HALLWOOD CSD TO CONSIDER PROVIDING FIRE AND EMERGENCY SERVICES TO THEIR DISTRICT.

8. CHIEF'S REPORT:

9. DISCUSS AND APPROVE: Additional \$900.00 to augment the 2016/2017 Grant for radios

10. DISCUSS AND APPROVE: OPERATIONS MANUAL UPDATE

11. VOLUNTEER'S REPORT:

12. GENERAL MANAGER'S REPORT:

- Gas mileage rate for 2017 is 53.5 down from 54
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13. BOARD AND STAFF MEMBERS' REPORTS:

**14. DISCUSS AND APPROVE: Letter of support for Camptonville Community Partnership's Application
To the USDA Forest Service, Wood Education and Resource Center 2017 Wood Innovations Grant Program**

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

Meeting called to order at 7:04 P.M. January 16, 2017

PLEDGE OF ALLEGEANCE

- **ROLL CALL:**

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Present: Chairperson Kattuah, Director Kinkle, Director Duckels, Director Poggi

Absent: Vice Chairperson Biggs

2. PUBLIC COMMUNICATIONS: None

- **Station #63 UPDATE WITH GRA ARCHITECT MIKE BUSCHOW:**

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- The County has outsourced plan review to Interwest Engineering
- The County will not allow submission of pre-printed engineered document calculations as drawn in packet and is requiring a fully engineered metal building design. Architect Buschow contacted building manufacturer Modern to obtain the necessary plans.
- County requirement for fire sprinkler system will require a 33,000 gallon water holding tank, pump, alarm, backup generator (including enclosures) and underground specifications
- The County is requiring the District to employ an inspector of record for the project.
- The Board informed Buschow that the “hydrant” indicated by the County as a municipal water supply was in reality a BVID stand pipe and seasonal in nature. Buschow will notify the County and have the various requirements related to this item removed from the plans.

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- **54957 (B) (4) CLOSED SESSION REGARDING ACCOUNTING PERSONELL:**
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- Closed Session
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- Reopen Public Meeting
-

- No Action Taken
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- **(MOVED ITEM 7 TO ITEM 5) DISCUSS AND VOTE: REQUEST FROM HALLWOOD CSD TO CONSIDER PROVIDING FIRE AND EMERGENCY SERVICES TO THEIR DISTRICT. Jeremy Damon**
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- Mr. Damon indicated that there had been no further communications between Hallwood and Marysville regarding the upcoming contract costs.
- Hallwood continues to be interested in obtaining protection through Loma Rica/Browns Valley CSD
- Discussed possibly dividing protection sectors between Marysville and Loma Rica/Browns Valley
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- Chairperson Kattuah requested this item be tabled to Februarys' meeting when Chief Webb is scheduled to return

- **(MOVED ITEM 5 TO ITEM 6) APPROVED MINUTES: NOVEMBER 21, 2016**
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- Motion to approve Minutes of November 21, 2016: Kinkle, Second, Duckels,

Motion passed unanimously

- **ACCOUNTING:**
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- **FINANCES:** Accountant Brooks suggests moving construction funds quarterly from account 6540 to the General Fund to cover Station 63 planning costs.

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WARRANTS: No Discussion

- **CHIEF'S REPORT: (CAPTAIN TRAVIS BOWERSOX):**

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- Engine 62 is out of service and at Station #62, won't build pressure past 30 pounds
- Engine 61B is in Sacramento for repairs
- Captain Bowersox will be pulled from accounting to do fire inspections and updating pre fire plans
- Cal Fire instituting Microsoft VIZIO, a new program for the pre fire plans containing lots of beneficial information
- New dispatching frequencies have been instituted, clearing a lot of radio traffic
- Chief Webb has a new mechanic out of Grass Valley he wants to try

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- **DISCUSS AND APPROVE:** Additional \$900.00 to augment the 2016/2017 Grant for radios

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Motions to approve additional \$900.00 to augment the 2016/2017 Grant for radios Poggi:

Second, Duckels,

Roll Call Voice Vote: Duckels, Kattuah, Kinkle, Poggi – Aye

Biggs – Absent

Motion Passed

- **DISCUSS AND APPROVE: Operations Manual**

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Motion to approve the plan as written: Kinkle,
Second Duckels

Motion Passed Unanimously

- **VOLUNTEER'S REPORT:**

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- Now have 6 volunteers and one potential volunteer
- Captain Rouse is implementing a plan to make sure all volunteers have all their training done within 2 months.
- Updating training procedures helps comply with OSHA requirements
- BBQ for April – will consider at February meeting
- Christmas celebration – will consider later in the year

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12. GENERAL MANAGERS REPORT:

- Gas miles rate for 2017 is 53.5 cents per mile, down from .54 cents per mile

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

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In Kim's absence, Les reported on latest JPA meeting.

- Per Captain Bowersox, Station 60 is open this winter. Benefits Loma Rica for coverage needed, like grocery shopping or running equipment around. Also helps with medical and vehicle accidents.
- Wood chipping program will expire in March. Still have funds available.
- Re: MOU, Smartsville attorney has questions as to who is and who is not responsible.
- Smartsville brought in a private contractor who found errors at the repeater site. The JPA did not authorize the private contractor.

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- **DISCUSS AND APPROVE:** Letter of support for Camptonville Community Partnership's Application to the USDA Forest Service, Wood Education and Resource Center 2017 Wood Innovations Grant program.

Motion Poggi,
Second Kinkle

Motion passed unanimously

MEETING ADJOURNED 9.01 P.M.

Respectfully Submitted
Jacqueline Poggi, General Manager

February Meeting Canceled

Lack of a Quorum

Next Regular Meeting
March 20, 2017

March 20, 2017

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: January 16, 2016

4. ACCOUNTING

- Finances
- Warrants

5. CHIEF'S REPORT:

- Discuss latest information on assisting Hallwood
- New Vehicle Mechanic

6. DISCUSS AND AUTHORIZE

- A) Request by Cal Fire: District need for a Fuel Credit Card/Purchasing
- B) Request by Cal Fire: District Credit Card for purchasing with Credit Card being assigned to the General Manager

7. VOLUNTEER'S REPORT:

- Authorize funding and set date to have the Volunteer Fire Fighters BBQ on April 8th

8. GENERAL MANAGER'S REPORT:

- Gildersleeve came out and fixed corner of Station #62 that had a paint chip problem
- Return Conflict of Interest form 700 by April 3, 2017

9. STATION 63 UPDATE:

- Administration Manual Form for bidding process submitted to Brant Bordsen
- As of March 3rd, Mike Buschow suggested we start the bidding process

10. DISCUSS AND AUTHORIZE:

- Hiring AEC Construction Management to assist in the bidding process of Station #63
- Increase petty balance from \$2000.00 to \$3000.00 to eliminate maintenance fee of \$10.00 a month

11. BOARD AND STAFF MEMBERS' REPORTS:

12. REVIEW SMARTSVILLE CONTRACTUAL SERVICES AGREEMENT: Presented by Kim Biggs

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APPROVED MINUTES MARCH 20, 2017

· **Meeting Call To Order:**

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2. PUBLIC COMMUNICATIONS: None

· **APPROVE MINUTES:** January 16, 2017

Motion to approve Minutes of January 16, 2017: Kinkle,
Second, Duckels,

Motion passed (Abstain: Biggs)

· **ACCOUNTING:**

· **FINANCES:** There are no new sheets from the County

· **WARRANTS:** Chairperson Kattuah questioned if Accountant Brooks was paid for the month of December; GM Poggi stated affirmative.

· **CHIEF'S REPORT: (Chief Tom Webb):**

· Hallwood is still in negotiations with Marysville Fire Dept for coverage

· The new mechanic fixed Engine 62, and was cheaper and charged less for travel

· **DISCUSS AND AUTHORIZE:**

· Request by CalFire for Fuel Credit Card—Chief Webb explained they are having problems with the fuel storage tanks behind the station, and while this is a State issue, it does affect fuel availability for the District's equipment. He went on to state that they can assign a code to each vehicle that must be entered with the PIN. Account/card has no monthly/annual fees

Motion to approve the Fuel Credit Card: Poggi

Second: Kinkle

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

Motion Passed

· Request by CalFire for a Credit Card for District Purchases to be assigned to the General Manager—Chief Webb explained that there are some purchases that are over the petty cash card limit but still within the General Manager's authority and buying these items online may save the District some money. Yuba County Auditor's office informed GM Poggi that there must be receipts and documentation for each

transaction and the District would need to develop tracking forms. Director Poggi requested tabling this item for input from Accountant. Tabled for May

• **VOLUNTEER'S REPORT: (Leno Mota)**

- The Volunteers represented the District at the Bok Kai parade with Attack 61 and Engine 61B.
- There are currently 6 total volunteers who are all motivated and showing up for calls
- Date for Volunteer Fire Fighters BBQ set for April 8th at 2pm.

• **GENERAL MANAGERS REPORT:**

- Chief Webb found a paint chip problem on a corner of Station #62 which was repaired by Gildersleeve.
- GM Poggi informed the Directors that their Conflict of Interest Form 700 is due by April 3, 2017

• **STATION #63 UPDATE:**

- A draft of the Administration Manual Form for bidding process was given to legal counsel, Brant Bordsen, for review.
- Although Mike Buschow of GRA suggested we start the bidding process March 3rd, the plans are not yet back from the County.

• **DISCUSS AND AUTHORIZE:**

- Hiring AEC Construction Management to assist in the bidding process of Station #63

Motion to authorize General Manager Poggi to contact AEC Construction Management to engage their services: Poggi

Second: Duckels

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

Motion Passed

- Increase Petty Cash balance from \$2,000 to \$3,000 to eliminate bank maintenance fee of \$10/month

Motion to increase the Petty Cash balance to \$3,000: Kinkle

Second: Duckels

Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle – Aye Abstain: Poggi

Motion Passed

· **BOARD AND STAFF MEMBERS'S REPORTS:**

- Director Biggs reported the next JPA meeting will be held March 29, 2017 at 7pm at the Dobbins Oregon House Volunteer Fire Station.
- The California Supreme Court has ruled that emails and text messages sent or received on private devices or personal accounts are covered under the California Public Records Act.

- **REVIEW SMARTSVILLE CONTRACTUAL SERVICES AGREEMENT:** Document not yet provided by Smartsville's legal counsel.

MEETING ADJOURNED 8:12 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair

April 17, 2017

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

2. PUBLIC COMMUNICATIONS

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3. **APPROVE MINUTES:** Regular Meeting A) March 20, 2017
Special Meeting B) April 3, 2017

4. ACCOUNTING:

- A) Finances
- B) Warrants
-

5. CHIEF'S REPORT:

6. DISCUSS AND APPROVE:

-
- A) District Business Credit Card
-

7. VOLUNTEER'S REPORT:

8. GENERAL MANAGER'S REPORT:

9. STATION #63: DISCUSS AND APPROVE:

A) AEC PM/CM Professional Services Proposal

10. DISCUSS AND APPROVE:

- A) Proposed Terms by Smartsville District, to Supplement to Existing Dispatch MOU with County
- B) Increase of JPA dues from \$1250.00 to \$1500.00
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BOARD AND STAFF MEMBERS' REPORTS:

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APPROVED MINUTES APRIL 17, 2017

• Meeting Call To Order:

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2. PUBLIC COMMUNICATIONS: None

• APPROVE MINUTES:

- Regular Meeting: March 20, 2017 Motion to approve Minutes Poggi; Second Kinkle Motion passed

- Special Meeting: April 3, 2017 Motion to approve Minutes Kinkle; Second Poggi Motion passed

- **ACCOUNTING:**

- **FINANCES:** There are no new sheets from the County; Accountant Brooks not available due to tax preparation season

- **WARRANTS:** No discussion

- **CHIEF'S REPORT: (Chief Tom Webb):**

- Chief Webb has been teaching at the Academy, where Volunteer Leno Mota brought the water tender for display

- Engine 62 will be going to Pierce for maintenance mid-May

- We will come out of the Amador Contract April 24, 2017

- **DISCUSS AND AUTHORIZE:**

- District Business Credit Card—no annual fee through Umpqua. Motion to Obtain the Visa Business Bonus Rewards Card through Umpqua Bank made by Kinkle; Second Duckels Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle – Aye Poggi—Abstain
Motion Passed

- **VOLUNTEER'S REPORT: (Leno Mota)**

- The Volunteer Fire Fighters BBQ was held April 8, 2017 and well attended

- The Volunteers took Engine 63 and the attack engine to the Egg Hunt held at the Loma Rica Community Church on the 15th—GM Poggi would like photos of the Volunteers at this and future events.

- **GENERAL MANAGERS REPORT:**

- Audit: the existing three-year contract with Jensen Smith expires at the end of this fiscal year. The proposal for another three-year contract will reflect an increase of \$100 per year, which is still cheaper than starting with a new company. Tabled for May meeting to place on Agenda.

- **STATION #63 DISCUSS AND AUTHORIZE:**

· AEC Construction Management Professional Services Proposal: Motion by Poggi to accept the Proposal Dated April 14, 2017 from AEC Construction Management for Permit Document Estimating 1) Review approved Yuba County permit documents, and 2) Produce construction estimate based on approved permit documents at a cost of \$7,500; Second Kinkle Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
Motion Passed

· **DISCUSS AND AUTHORIZE:**

· Review proposed terms by Smartsville Fire District to supplement existing dispatch MOU with Yuba County. On advice of legal counsel, no motion made.
· Possible increase of JPA dues from \$1,250.00 to \$1,500.00—Director Biggs informed the Board that the dues have not increased since the inception of the JPA, and as property ownership of the Walsh Mountain repeater site has changed, the new owner is requesting an increase in the annual lease amount. Motion by Kinkle to authorize the JPA representative or alternate to vote YES for an increase of the annual dues to \$1,500.00; Second Poggi Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle – Aye Abstain: Poggi
Motion Passed

BOARD AND STAFF MEMBERS' REPORTS--NONE
MEETING ADJOURNED 7:40 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair

May 15, 2017

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: April 17, 2017

4. ACCOUNTING

- Finances
- Warrants

5. DISCUSS AND APPROVE: 2017-2018 Preliminary Budget for posting

6. CHIEF'S REPORT:

7. DISCUSS AND APPROVE:

- Destroy SCBA fiber bottles
- Donate turnouts & hoses to Yuba College Academy

8. VOLUNTEER'S REPORT:

9. GENERAL MANAGER'S REPORT:

- FASIS has implemented myMatrixx Pharmacy Benefits
- Application for Credit Card
- General Managers new computer

10. DISCUSS AND APPROVE: Renewal of 3 year contract with Jensen Smith CPA for \$10200.00.

11. STATION 63 UPDATE:

- Plan check for grading is delayed 4 to 6 weeks
- Advantex septic system plans were submitted to Environmental health for approval

12. DISCUSSION: JPA (Joint Powers Agency)

13. BOARD AND STAFF MEMBERS' REPORTS:

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MINUTES MAY 15, 2017

• **Meeting Call To Order:**

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2. PUBLIC COMMUNICATIONS: None

• **APPROVE MINUTES:**

• Regular Meeting: April 17, 2017 Motion to approve Minutes: Kinkle;
Second: Duckels Motion passed

• **ACCOUNTING:**

• **FINANCES:** Accountant Brooks stated she received the ledger sheets from the County through March 31, 2017, and the District is under budget on most expenses

• **WARRANTS:** No discussion

• **DISCUSS AND APPROVE:** 2017-2018 Preliminary Budget for posting

• Proposed Changes to Draft Working Budget: increase interest income to \$12,500

• Increase Worker's Compensation to \$3,000

• Decrease Volunteer Reimbursements to \$6,000

• Increase Accounting to \$7,000 to cover audit expense

• Decrease Training to \$2,000 Motion by Kinkle to Approve the proposed Draft Working Budget with changes noted above

Second: Duckels

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

Motion Passed

• **CHIEF'S REPORT:** NONE due to fire in Dobbins, Cal Fire personnel called out

• **DISCUSS AND APPROVE:**

• Destroy out-of-date SCBA fiber bottles Motion by Kinkle to Approve the out-of-date SCBA fiber bottles to be destroyed

○
Motion Passed

- Donate turnouts and hoses to the Yuba College Fire Academy
- Motion by Poggi to donate the turnouts and hoses to Yuba College Fire Academy

○
Motion Passed

- **VOLUNTEER'S REPORT: (Leno Mota)**

- We have a new volunteer for a total of seven. They attended a training for additional certification.
- Volunteers took the attack vehicle for the MDA Fill the Boot campaign and helped to raise \$14,000, which go towards the camp in Portola.
- Other events: Red Suspenders Day is next weekend—Leno won't be able to attend, but he hopes others will take the attack; and the Veteran's Day lunch at the Lion's Club will be May 29th—he would like to have hat and stickers for the children.

- **GENERAL MANAGER'S REPORT:**

- FASIS has implemented myMatrixx Pharmacy benefits for volunteers
- Application for Umpqua credit card—GM Poggi to meet with representative from Umpqua tomorrow to submit the application. Note that we still don't have an application for a fuel card.
- Director Poggi built a new computer for the General Manager to use for District business, using Windows 10, and Office 2013.

- **DISCUSS AND APPROVE:** Renewal of Three Year Contract with Jensen Smith CPA for \$10,200

- Motion by Poggi to renew the contract with Jensen-Smith CPA for three years
 - Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
- Motion Passed

- **STATION 63 UPDATE**

- Plan check for grading delayed 4-6 weeks, due to Oroville Dam emergency, all plan checkers have been in meetings
- Advantex septic system plans were submitted to Environmental Health for approval per Mike at GRA; however, Sean at Genesis Engineering did not submit them, so GM Poggi submitted the plans and was told there is no estimated date for approval as we don't have a contractor.

- **DISCUSSION:** Joint Powers Agency
- Director Poggi asked how it would affect our District if Smartsville were to opt out

of the JPA, and we lost the repeater on Walsh Mountain? Volunteer Leno Mota stated that we use Tone 7 on the back side of the District along Peoria Road—we would lose communication in that area.

· **BOARD AND STAFF MEMBERS' REPORTS:** Director Biggs informed the Board of the next JPA meeting to be held Wednesday, June 28th at 7pm in Camptonville.

MEETING ADJOURNED 8:16 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair

June 19, 2017

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

2. PUBLIC COMMUNICATIONS

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3. APPROVE MINUTES: May 15, 2017

4. ACCOUNTING

- Finances
- Warrants

5. 2017-2018 OPERATING BUDGET DISCUSS AND APPROVE:

- A) Board of Directors, additions and/or subtractions
- B) Open discussion to public
- C) Close discussion from public
- D) Approve final operating budget for fiscal year 2017-2018

6. CHIEF'S REPORT:

7. VOLUNTEER'S REPORT:

8. GENERAL MANAGER'S REPORT:

9. STATION 63 UPDATE:

10. DISCUSS AND APPROVE:

- Increase of yearly dues for JPA from \$1250.00 to not to exceed \$2000.00

11. BOARD AND STAFF MEMBERS' REPORTS:

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APPROVED MINUTES JUNE 19, 2017

1. Meeting Call To Order:

Present: Biggs, Duckels, Kattuah, Poggi Absent: Kinkle (Excused)

2. PUBLIC COMMUNICATIONS: None

3. APPROVE MINUTES:

A) Regular Meeting: May 15, 2017 Motion to approve Minutes: Poggi;
Second: Duckels Kinkle Absent-
Motion passed

4. ACCOUNTING:

- **FINANCES:** Accountant Brooks stated there is still a small amount of income from equipment rental pending
- **WARRANTS:** Warrant 52-35817 to Les Schwab should be for Water Tender 62, not Engine 62
-

5. DISCUSS AND APPROVE: 2017-2018 Operating Budget

- Discussion opened for public comment at 7:12pm (none)
- Closed for public comment at 7:13pm
-

Motion by Poggi to Approve the Draft Budget as the final Operating Budget for Fiscal Year 2017-2018

Second: Duckels

Roll Call Voice Vote: Biggs, Duckels, Kattuah, Poggi —

Aye

Kinkle—Absent Motion Passed

6. CHIEF'S REPORT: (Chief Tom Webb)

- Engine 62 is down in Sacramento, the goal is to pick it up Friday—it will need new front tires when it returns
- Engine 63 will go to Sacramento for maintenance after Engine 62 is back in service
- Chief Webb explained that the Amador Contract won't be available for 2-3 months due to the new CalFire pay rates. Fire season will be longer this year; therefore, the Amador Contract period should be shorter, which will help offset any increase from the personnel raises.
-

7. VOLUNTEER'S REPORT: (Chief Tom Webb)

- The Volunteers took the Attack and Engine 63 to attend a FITS test for the SCBA masks last week
- Volunteers Leno Mota and David Tulley have shown up for a lot of calls
- Volunteers represented the District at the Veteran's Day lunch at the Lion's Club May 29th
- Discussed contacting the Territorial Dispatch for Volunteer recognition of awards/meetings
- **8. GENERAL MANAGER'S REPORT: see Item 9**

- FASIS has implemented myMatrixx Pharmacy benefits for volunteers
- Application for Umpqua credit card—GM Poggi to meet with representative from Umpqua tomorrow to submit the application. Note that we still don't have an application for a fuel card.
- Director Poggi built a new computer for the General Manager to use for District business, using Windows 10, and Office 2013.

- **9. STATION 63 UPDATE**

A) We finally have the Notice of Intent Permit to Discharge Stormwater Associated with Construction Activity document which was required to submit to the County for the building permit. Once we have the permit, we can request an estimated cost for the build out, which will take about 3 weeks.

10. DISCUSSION: Joint Powers Agency—Increase in Yearly Dues

The JPA yearly dues have not changed since its inception in 1990. Director Biggs informed the Board that the JPA is facing new charges for a lease for the repeater site at Walsh Mountain, and insurance for the JPA equipment and to cover the property owners at the leased sites, adding nearly \$3,000 per year to the JPA's expenses, to be split among the 5 member districts. Motion by Duckels to Approve the increase of the annual JPA dues from \$1,250.00 to an amount not to

exceed \$2,000.00

Second: Poggi

Roll Call Voice Vote: Biggs, Duckels, Kattuah, Poggi —

Aye

Kinkle—Absent Motion Passed

11. BOARD AND STAFF MEMBERS' REPORTS: Director Poggi informed the Board that he met with District 5 Supervisor Randy Fletcher as a private citizen to tell him he was upset about the public works delay (noted in last month's minutes). Supervisor Fletcher would like someone to go to the County and explain where the delays and issues occurred in the permitting process. Also, Chief Webb has issues with the new construction process, which he would like included in that meeting. Supervisor Fletcher informed Mr. Poggi that the County has no intention of taking over emergency dispatch services from CalFire. Director Biggs informed the Board of the next JPA meeting to be held Wednesday, June 28th at 7pm in Camptonville.

MEETING ADJOURNED 7:45 P.M.

Respectfully Submitted

Kim Biggs—District Vice Chair

July 17, 2017

- **A) Roll Call:** Biggs, Duckels, 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.

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 19, 2017**

-

- **ACCOUNTING**

-

Finances

Warrants

- **DISCUSS AND APPROVE TRANSFER OF \$2000 ANNUAL FEE TO JOINT POWERS AGENCY FOR F/Y 2017-2018**

-

- **DISCUSS AND APPROVE RESOLUTION XXXX-XX: 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**

-

- **CHIEF'S REPORT:**

-

- **VOLUNTEER'S REPORT:**

-

- **GENERAL MANAGER'S REPORT:**

-

- Update on Business Credit Card

- **UPDATE STATION #63**

-

- **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 17, 2017

- **Meeting Call To Order:**

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **2. PUBLIC COMMUNICATIONS:** None

- **APPROVE MINUTES:**

- Regular Meeting: June 19, 2017 Motion to approve Minutes: Poggi;
Second: Duckels Abstain: Kinkle
Motion passed

- **ACCOUNTING:**

- **FINANCES:** No financials
- **WARRANTS:** No discussion

- **DISCUSS AND APPROVE TRANSFER OF \$2,000 ANNUAL FEE TO THE JOINT POWERS AGENCY FOR FISCAL YEAR 2017-2018**

- Motion by Biggs to Approve the transfer of the \$2,000 annual fee to the Joint Powers Agency for Fiscal Year 2017-2018
Second: Kinkle
Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
Motion Passed

- **DISCUSS AND APPROVE RESOLUTION 2017-01; REQUEST AND AUTHORIZATION FOR THE COUNTY OF YUBA TO COLLECT THE LOMA RICA/BROWNS VALLEY COMMUNITY SERVICES DISTRICT BENEFIT ASSESSMENT FOR FISCAL YEAR 2017-2018**

- Motion by Poggi to Approve Resolution 2017-01 Request and Authorization for the County of Yuba to collect the Loma Rica/Browns Valley Community Services District Benefit Assessment for Fiscal Year 2017-2018
Second: Kinkle
Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye
Motion Passed

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

- Apparatus status: Engine 61B tried to rent out, but it had pump issues with the relay switch—it was sent in for repairs. Engine 62 was rented out for the Wall Fire and is now back. Engine 63 is still in Sacramento for repairs, but should be back soon.

- Chief Webb should have the credit fuel card information for the next meeting
- There are problems with the garage doors at Station 62. Need to call Mescher Door Company for repairs

- **VOLUNTEER'S REPORT: (Leno Mota)**

- Volunteers are showing up for training and responding to calls—they have gone to several fires with the water tender, including the fire in the gold fields the previous week. Two volunteers are working and are not available for calls during the work day.
- Butte County called for our water tender for the first time in many months

- **GENERAL MANAGER'S REPORT:**

- We received the business credit card from Umpqua Bank. It currently has a credit limit of \$3,700, so GM Poggi has been using it for District purchases in order to request an increase in the credit limit.

- **UPDATE STATION #63:**

Mike B of GRA is on vacation until July 27th. If GRA can get information to AEC Construction Management, AEC can provide an estimate of the construction costs. The Board will consider holding a special meeting to review the estimate if it comes in before the end of the month.

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

- GM Poggi reminded the Board that she currently prepares the maps and benefit assessments, with the assistance of Karen Kinkle. It requires a lot of hours, and she has to go to the building department to research missing information. Assessments are due to the County by August 10th each year. The Board will need to look for someone to do this job.
- Director Poggi would like the Board to consider a future benefit assessment with a cost of living adjustment included. The Amador Contract alone now accounts for nearly 83% of the current benefit assessment. There are two ways to go about adding a measure to the ballot: 1) put on the ballot at a general election, which requires 2/3 of the votes to pass; or 2) a special election for property owners only, which requires approval by 51% of the property owners.
- Director Biggs informed the Board that at the June 28th JPA meeting, the annual dues were set for \$2,000 for Fiscal Year 2017-2018; they are still working to get a lease signed with the owner of the property at Walsh Mountain for the repeater site for Smartsville, and also that Smartsville has an attorney who is working with the County's legal counsel to create an Addendum to the existing MOU for dispatch services.

MEETING ADJOURNED 8:05 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair

August 21, 2017

A) Roll Call: Biggs, Duckels, 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:** Regular Meeting July 17, 2017
- Special Meeting July 31, 2017

- **ACCOUNTING**

-

Finances

Warrants

- **CHIEF'S REPORT:**

-

- **DISCUSS AND APPROVE:** Resolution 2017-02 authorizing Jacqueline Poggi to sign and execute Department of Forestry Fire Protection VFA (Volunteer Fire Assistance) Agreement #7FG17072 for Grant in the amount not to exceed \$9525.00 on a 50/50 matching funds basis. Items to purchase are six portable radios, one mobile radio, one 6 bay charging bay and 1 programming cables/software.
-
- **VOLUNTEER'S REPORT:**
-
- **GENERAL MANAGER'S REPORT:**
-
- **DISCUSS AND APPROVE:** Addition to Administrative Manual Section 3125, paragraph 1 adding time line for receipt and payment of completed purchase documents.
-
- **STATION #63**
-
- **DISCUSS AND APPROVE:** PSA (Professional Service Agreement) #4142017-001 with AEC for limited Construction Management Services for Fire Station #63.
-
- **AUTHORIZE:** General Manager to execute PSA #4142017-001.
-
- **SELECT AND AUTHORIZAE:** Personnel As Contact Person as Outlined in PSA #4142017-001,
- **ARTICLE 2: 2.2** Owner representative.
- **BOARD AND STAFF MEMBERS' REPORTS**
-

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APPROVED MINUTES AUGUST 21, 2017

1) Meeting Call To Order:

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2) PUBLIC COMMUNICATIONS: None

3) APPROVE MINUTES:

A Regular Meeting: July 17, 2017 Motion to approve Minutes with correction to Item #7, change from credit card to gas card, and correction to Item #11, delete "with the assistance of Karen Kinkle": Poggi; Second: Kinkle
Motion passed

B Special Meeting: July 31, 2017 Motion to approve Minutes as written: Duckels;
Second: Poggi
Motion passed

4) ACCOUNTING:

A FINANCES: Accountant Brooks stated that the financials are complete, with the exception of interest income for the 4th quarter. A new category was added for the District's credit card. Accountant Brooks recommended the Board take action to make adjustments to the budget on the September Agenda.

B WARRANTS: No discussion

5) CHIEF'S REPORT: (Chief Tom Webb)

Chief Webb reported the past few weeks have been quiet, with Captain Drexel back. Cal Fire is exploring high speed internet options for the station. Chief Webb is waiting for information from Smartsville Chief Marc Zamora for two additional possible repeater sites, then he will submit for frequency mapping to look for alternate sites to Walsh Mountain.

6) DISCUSS AND APPROVE RESOLUTION 2017-02; AUTHORIZING GM JACKIE POGGI TO SIGNE AND EXECUTE DEPARTMENT OF FORESTRY PROTECTION VOLUNTEER FIRE ASSISTANCE (VFA) #7FG17072 FOR GRANT IN THE AMOUNT NOT TO EXCEED \$9,525.00 ON A 50/50 MATCHING FUNDS BASIS.

Motion by Kinkle to Approve Resolution 2017-02 as written

Second: Poggi

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

Motion Passed

7) VOLUNTEER'S REPORT: (Chief Tom Webb)

A new potential volunteer has submitted an application, and there should be another applicant today, also with previous firefighting experience

8) GENERAL MANAGER'S REPORT:

GM Poggi reminded the Board that she is looking for someone to fulfill the assessment position

9) DISCUSS AND APPROVE: ADDITION TO ADMINISTRATIVE MANUAL SECTION 3125, PARAGRAPH 1 ADDING TIME LINE FOR RECEIPT AND PAYMENT OF COMPLETED PURCHASE DOCUMENTS

Motion by Duckels to add time line for receipt and payment of completed purchase documents to the Administrative Manual, Section 3125, Paragraph 1 as

written: Second: Kinkle

Motion passed

10) UPDATE STATION #63:

A Professional Services Agreement with AEC: Motion by Kinkle to approve the Professional Services Agreement (PSA) #4142017-001 with AEC for limited Construction Management Services for Fire Station #63; Second: Poggi
Motion passed

B Motion by Duckels to authorize GM Poggi to execute PSA #4142017-001;

Second: Kinkle

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

Motion Passed

C Motion by Duckels to authorize Sil Poggi as contact person for District as outlined in PSA 4142017-001. Article 2: 2.2; Second: Kinkle

Motion passed

11) BOARD AND STAFF MEMBERS' REPORTS: NONE

MEETING ADJOURNED 7:30 P.M.

Respectfully Submitted
Kim Biggs—District Vice Chair

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

September 18, 2017

- **A) Roll Call:** Biggs, Duckels, 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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subject to Board approval, sets different time limits.

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

- **APPROVE MINUTES:** August 21, 2017

-

- **ACCOUNTING**

-

Finances

Warrants

- **DISCUSS AND APPROVE: BUDGET 2016-2017 YEAR END ADJUSTMENTS:**

-

ADDITIONS TO INCOME:	4010 Direct Assessments	\$
15,000.		
	4400 Equipment Rental	\$ 10,000.
	4700 Grant Revenue	\$
10,000.		
\$ 35,000.		

FROM ACCOUNTS:	6090 Amador	\$
----------------	-------------	----

35,000.		
	6354 Maintenance	\$ 2,400.
	6410 Elections	\$ 20,000.
	6520 Equipment	
Purchases	\$ 7,200.	\$ 64,600.
\$ 99,600.		

TO ACCOUNTS:	6030 Health &	
Safety	\$ 600.	
	6040 Volunteer Reimburse	\$ 3,200.
	6113 Station Utilities	\$ 100.
	6114 Station Maintenance	\$ 700.
	6210 Licenses Fees	\$ 600.
	6355 Radio Purchases	\$ 17,900.
	6540 Building Construction	\$
76,500.	\$ 99,600.	

- **CHIEF'S REPORT:**
-

- **VOLUNTEER'S REPORT:**
-

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

- **DISCUSS AND APPROVE: Changing Novembers Board meeting to Monday November 13, Cancelling Novembers Meeting, or leaving it as scheduled for Monday November 20th.**
-

- **DISCUSS AND APPROVE: Gann Limit Appropriations Limit for 2017-2018, \$400,017.94**
-

- **STATION #63: Update**
-
- **Little Hoover Commission Releases Special Districts Report (Silvio Poggi)**
-

BOARD AND STAFF MEMBERS' REPORTS:

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APPROVED MINUTES SEPTEMBER 18, 2017

- **MEETING CALL TO ORDER:**
Present: Biggs, Duckels, Kattuah, Kinkle, Poggi
- **PUBLIC COMMUNICATION:** None
- **APPROVE MINUTES:** August 21, 2017
Motion to Approve Minutes: Duckels; Second: Poggi
Motion carried
- **ACCOUNTING:**
Finances—No financials, Accountant Brooks on vacation
Warrants—No discussion
- **DISCUSS AND APPROVE: BUDGET 2016-2017 YEAR END ADJUSTMENTS:**

ADDITIONS TO INCOME:		4010 Direct	
Assessments	\$15,000.		
		4400 Equipment Rental	\$10,000.
		4700 Grant	
Revenue	\$10,000.	\$ 35,000.	
FROM ACCOUNTS:		6090 Amador	\$35,000.
		6354 Maintenance	\$ 2,400.
		6410 Elections	\$20,000.
		6520 Equipment	
Purchases	\$ 7,200.	<u>\$ 64,600.</u>	
	\$ 99,600.		
TO ACCOUNTS:		6030 Health & Safety	\$ 600.
		6040 Volunteer Reimburse	\$ 3,200.
		6113 Station Utilities	\$ 100.
		6114 Station Maintenance	\$ 700.
		6210 Licenses Fees	\$ 600.
		6355 Radio Purchases	\$17,900.
		6540 Building	
Construction	\$76,500.	\$99600.	

Motion by Poggi to Approve 2016-2017 Year End Adjustments as itemized;
 Second: Duckels
 Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi—Aye
 Motion carried

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

A. Captain Drexel reported fire activity has calmed down, however Engine #62 has broke down and is sitting at Station #62, as it had issues after being rented out last month. Captain Drexel will look at the last work performed to determine if it is still under warranty.

B. Having the Jaws of Life (hydraulic rescue tool) at both stations was a good plan.

C. Captain Drexel said there will be some additional grant funds.

D. Another person came in to get a volunteer application.

- **VOLUNTEER'S REPORT:** Volunteer Mota reported one volunteer is no longer active, due to taking employment outside of the area. The volunteer must turn in their uniform to receive their final check.

- **GENERAL MANAGER'S REPORT:**

- A. General Manager Poggi is working on the job description for the position of (unpaid volunteer) Assessment Clerk this week.
- B. The Chairperson needs to learn to prepare warrants on the warrant program
- C. The air conditioning needs repairs and the lights have been flickering—tried changing out tubes.

- **DISCUSS AND APPROVE: Changing Novembers Board meeting to Monday November 13, Cancelling Novembers Meeting, or leaving it as scheduled for Monday November 20th.**

Motion by Duckels to change the November Board Meeting to Monday, November 13, 2017; Second: Poggi
Motion carried

- **DISCUSS AND APPROVE: Gann Limit Appropriations Limit for 2017-2018, \$400,017.94**

Motion by Kinkle to Approve the Gann Limit report; Second: Duckels
Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi—Aye
Motion carried

- **STATION #63: Update**

A. General Manager Poggi informed the Board that the bid package was sent to the District's legal counsel, Brant Bordsen, who approved the documents and returned them to AEC.

B. Tim at AEC wants to use a standard AIA boilerplate contract, but our legal counsel is asking for additional protections for the District.

C. GM Poggi informed the Board of a need to hire a payroll inspector (independent auditor) to verify contractors' wage payments meet requirements—Tim from AEC is to provide additional information.

- **Little Hoover Commission Releases Special Districts Report (Silvio Poggi)**

Director Poggi informed the Board of the recent Special Districts Report prepared by the Little Hoover Commission, and made the following points

A. The Commission is pushing for every special district to have a reserve fund policy which identifies reserve funds and their intended use (Director Poggi to draft a policy for the District)

B. Each LAFCo is supposed to study/review the special districts within its boundaries every 10 years. Our District had its last review in 2008 and will be coming due for another review next year.

C. The Commission is recommending that each special district have a website, with a link to the LAFCo minutes, a link to state reports, information on how to run for the board of directors, and more.

13. BOARD AND STAFF MEMBERS' REPORTS:

A. Director Biggs stated that the next JPA meeting will be September 27, 2017 at the Loma Rica/Browns Valley Bi-Agency Station at 7pm.

B. Director Poggi informed the Board that the California Supreme Court ruled on Prop 218 that the 2/3 majority to approve a tax only applies if a government agency is asking for the increase; if a citizen's group puts the initiative on the ballot, only a simple majority is needed to pass the increase.

C. Director Poggi informed the Board that former Supervisor, Hal Stocker, called him to discuss Harold Kruger's column in the Appeal Democrat; however, Director Poggi had not seen the OpEd article.

D. General Manager Poggi stated that she received a check in the amount of \$11,000 from CalFire as a refund on the Amador Contract.

MEETING ADJOURNED 7:50p

Respectfully submitted

Kim Biggs—Vice Chair

DUE TO THE CASCADE FIRE

THE OCTOBER MEETING HAS BEEN CANCELLED

THE NEXT DISTRICT MEETING IS CURRENTLY SCHEDULED FOR MONDAY,
NOVEMBER 13TH 2017

November 13, 2017

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

2 PUBLIC COMMUNICATIONS

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- 3 APPROVE MINUTES: September 18, 2017
 Special Meeting 10-23-2017

4 ACCOUNTING

 Finances
 Warrants

5 CHIEF'S REPORT:

 Discuss Yuba County Workshop on December 12th regarding sales tax increase

6 VOLUNTEER'S REPORT:

7 GENERAL MANAGER'S REPORT:

 A DISCUSS: Reserve funds for engine replacements

 B DISCUSS: Adding language to the Administration Manual addressing a District policy regarding reserve funds.

8 DISCUSS AND APPROVE: Confirm regular December meeting cancellation and set a new date for a December meeting to approve final bid package for Station #63

9 DISCUSS AND APPROVE: Adding verbiage from Smartsville MOU to the District MOU

10. APPROVE NOMINATIONS FOR 2018 BOARD POSITIONS:

- A Chairperson
- B Vice Chairperson
- C JPA Representative
- D JPA Alternate Representative

11. BOARD AND STAFF MEMBERS' REPORTS:

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APPROVED MINUTES NOVEMBER 13, 2017

- **MEETING CALL TO ORDER:**

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

- **PUBLIC COMMUNICATION:** None

- **APPROVE MINUTES:**

A. September 18, 2017 regular meeting: tabled due to computer issues

B. October 23, 2017 special meeting
Motion to Approve Minutes: Poggi; Second: Duckels
Motion carried (Absent: Kinkle)

- **ACCOUNTING:**

Finances—No ledger sheets from County, so no financials
Warrants—No discussion

- **CHIEF'S REPORT:**

A. Chief Webb was unable to attend the meeting, but informed the Board via email of Yuba

County's proposal for a 1% sales tax increase to fund Public Safety. County staff will be holding a workshop on December 12th before the Board of Supervisors to show their plan. Administrator Robert Bendorf is proposing that 15% of the new sales tax would go to fund fire districts in the County. The County will need support of the fire districts to get this passed.

- **VOLUNTEER'S REPORT:**

A. Volunteer Mota reported that the volunteers attended the Halloween Trick or Treat at the Lions Club and they participated in the Veteran's Day Parade

B. The volunteers will have an entry in the Marysville Christmas Parade on December 2nd—they need to have candy canes purchased from Cash & Carry to pass out during the parade

C. Volunteer Mota informed the Board that an insurance company is working with the volunteer who lost his home on Scott Grant Road.

- **GENERAL MANAGER'S REPORT:**

A. Reserve Funds for Engine Replacement: Accountant Brooks recommended that the reserve funds schedule corresponds with the 5 Year Plan, as has been done in the past. It was noted that Engine numbers need to be verified, as the information for insurance coverage does not appear to match the reserve report.

B. Discuss adding language to the Administration Manual addressing a District policy for reserve funds. It should include verbiage that once the books are closed for the year, the Board needs to determine how to allocate profit: reserve vs unreserved funds

C. General Manager Poggi informed the Board that the warrant printer, color printer, and Xerox have not been working properly since before the fire (networking issue)

- **DISCUSS AND APPROVE:**

A. Confirmed regular Board Meeting to be held as scheduled, December 18, 2017, unless the bid package comes in earlier. Tim at AEC stated they are running behind schedule, and no date has been provided to receive the package.

- **DISCUSS AND APPROVE:**

A. Adding verbiage from the Smartsville MOU Addendum to the District MOU—sent to legal counsel for review; tabled

- **APPROVE NOMINATIONS FOR 2018 BOARD POSITIONS:**

A. Director Poggi nominated Cathy Kattuah for Chairperson, second by Duckels; no other nominations

Cathy Kattuah voted in as Chairperson (Absent: Kinkle)

B. Director Poggi nominated Kim Biggs for Vice Chairperson, second by Duckels; no other nominations

Kim Biggs voted in as Vice Chairperson (Absent: Kinkle)

C. Chair Kattuah nominated Kim Biggs for JPA representative, second by Duckels; no other nominations

Kim Biggs voted in as JPA Representative (Absent: Kinkle)

D. Director Poggi nominated Les Kinkle for JPA alternate, second by Duckels; no other nominations

Les Kinkle voted in as JPA Alternate (Absent: Kinkle)

- **BOARD AND STAFF MEMBER'S REPORTS:**

A. Director Biggs informed the Board that the next JPA meeting will be held December 13, 2017 at the Smartsville fire station

B. Director Biggs informed the Board that the dispatch agreement with Cal Fire for the period July 1, 2017 through June 30, 2020 was signed by Yuba County last month

C. Director Poggi informed the Board that Cal Fire Unit Chief George Morris III recommends that districts perform a mitigation fee study every 10 years, which would be in another year or so for our district. It was noted that total protection inventory should include square footage, whether taxed or not, which would include garages and outbuildings greater than 10 feet from the residence (current policy is within 10 feet of residence).

12. ADD TO AGENDA: Motion by Poggi, second by Duckels to add to Agenda: Board to Waive or Refund the Loma Rica/Browns Valley CSD special tax for those who lost homes in the Cascade Fire for the 2017/2018 tax year. Motion carried to add to Agenda (Kinkle Absent)

A. Karin Deveroux from the Yuba County Auditor/Cotroller's office does not think there is a way for the County to take it off the tax bill. Director Duckels to talk to the

County to determine if the bills can be amended or if the District will need to refund the special tax.

Motion to Waive or Refund the Loma Rica/Browns Valley CSD special tax for those who lost home in the Cascade Fire for the 2017/2018 tax year made by Poggi;
second: Duckels

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

MEETING ADJOURNED 8:26pm

Respectfully submitted

Kim Biggs—Vice Chair

This meeting will be at: 7:00 p.m. at the Loma Rica Bi-Agency Fire Station
11485 Loma Rica Rd. Loma Rica CA 95901

December 18, 2017

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

- **PUBLIC COMMUNICATIONS**

-

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

- **APPROVE MINUTES:** September 18, 2017
- November 13, 2017

- **ACCOUNTING**

-

Finances

Warrants

- **CHIEF'S REPORT:**

-

- **VOLUNTEER'S REPORT:**

-

- **GENERAL MANAGER'S REPORT:**

-

- **DISCUSS AND APPROVE RESOLUTION 2017-03:** Authorize General Manager to execute a 3 year cooperative fire protection agreement with the California Department of Forestry beginning July 1, 2017 through June 30, 2020 in the amount not to exceed \$739,297.51.

-

- **DISCUSS AND APPROVE: Procedure to** waive annual special tax assessment for those homes lost to the cascade fire.

-

- **DISCUSS AND APPROVE:** Authorize AEC Construction Management to move forward with the "Invitation to Bid" for Station #63.

-

- **DISCUSS AND APPROVE:** Request County to amend the current MOU between the District and the County regarding dispatching service, to match the equivalent MOU between Smartsville Fire District and the County of Yuba.

-

- **DISCUSS AND APPROVE:** Adding language to the Administration Manual addressing a District policy regarding reserve funds.

-

- **UPDATE STATION #63:**

-

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

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APPROVED MINUTES DECEMBER 18, 2017

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-
- **MEETING CALL TO ORDER:**
- Present: Biggs, Duckels, Kattuah, Kinkle, Poggi
-
- **PUBLIC COMMUNICATION:** None
-
- **APPROVE MINUTES:**
- September 18, 2017 regular meeting:
- Motion to Approve Minutes: Kinkle; Second: Duckels
- Motion carried
-
- November 13, 2017 regular meeting
- Motion to Approve Minutes: Poggi; Second: Duckels
- Motion carried
-
- **ACCOUNTING:**
- Finances—Accountant Brooks is ill, so no financial statements
- Warrants—No discussion
-
- **CHIEF'S REPORT:**
- Chief Webb is out of the District at the Thomas Fire
- GM Poggi earlier informed Chief Webb that the District can not spend any more money on vehicle maintenance until we have current financials to see where we stand on that budget line item.
-
- **VOLUNTEER'S REPORT:**

- Volunteer Mota reported that the volunteers participated in the Marysville Christmas Parade.
- Volunteer Mota was approached by a survivor of the Colgate Fire who wants to make a donation to the District of either cash or equipment. He will provide them with GM Poggi's contact information.
-
- **GENERAL MANAGER'S REPORT:**
- See Item #10
-
- **DISCUSS AND APPROVE RESOLUTION 2017-03:**
- Motion by Duckels to authorize General Manager to execute at three year cooperative fire protection agreement with the California Department of Forestry beginning July 1, 2017 through June 30, 2020 in the amount not to exceed \$739,297.51; Second: Poggi
- Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi—Aye
- Motion carried
-
- **DISCUSS AND APPROVE procedure to waive annual special tax assessments for those homes lost to the Cascade Fire:**
- Director Duckels spoke to the County Auditor, who informed him that there is no way for that department to remove the special tax assessment from the bill; the District would have to provide a refund after the property owner has paid their taxes. The District needs to ask the County Tax Collector's office how we can verify that the special tax assessment was paid. Tabled for January 2018 regular meeting to develop a procedure.
-
- **DISCUSS AND APPROVE: Authorize AEC Construction to move forward with the "Invitation to Bid" for Station #63**
- Motion by Poggi to authorize AEC Construction to move forward with the Invitation to Bid for Station #63 as soon as the General Manager has confirmed with legal counsel and GRA Architects has approved that the bid package is ready to go out; Second: Kinkle
- Motion carried
-
- **DISCUSS AND APPROVE: Request County to amend the current MOU between the District and the County regarding dispatching service to match the equivalent MOU between Smartsville Fire District and the County of Yuba**
- Motion made by Poggi; no second.
-
- **DISCUSS AND APPROVE: District policy regarding reserve funds**
- Motion by Duckels to add language to the Administration Manual to create a District policy for reserve funds as written; second Kinkle
- Motion carried
-
- **UPDATE STATION #63:**

- See Item #10
-
- **BOARD AND STAFF MEMBERS' REPORTS:**
- Director Biggs informed the Board that the JPA unanimously voted to allow Cal Fire to tone out Bi-County Ambulance at their December meeting
-
- **MEETING ADJOURNED 8:06pm**
- Respectfully submitted
- Kim Biggs—Vice Chair
-

SPECIAL MEETING

April 3, 2017

6:00 p.m..

1. A) Roll Call: Biggs, Duckels, 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. MEETING WITH AEC CONSTRUCTION MANAGEMENT, ERIK GREEN

- Discuss and determine scope of management services required by the District to meet its goals including option to bid septic system independently from project as a whole.
- Determine the capability of EAC Construction Management to meet those requirements and goals.
- Vote to establish a fee structure and authorize contracting with AEC Construction Management to provide services as agreed to between the District and AEC Construction Management
- Vote to authorize General Manager to act as liaison between AEC Construction Management and the District and disburse funds as outlined in the adopted fee structure.

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.

SPECIAL MEETING

July 31, 2017 7:00 p.m.

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 Station #63 Estimated Construction Costs (Prepared by AEC Construction Management)**
-
- **Discuss and Approve Proceeding with Bidding Process**
-

- **Discuss and Approve Contracting with AEC Construction Management to Advise, Develop, Produce, and Administer All Aspects of the Bidding Process at a Cost of \$16,500**
-
- **Discuss Engaging AEC Construction Management to Actively Manage Construction of Station #63 If and When Construction Contract is Awarded**
-
- **Select and Authorize Board Member to Meet with Yuba County Building Officials to Discuss District's Experience Attempting to Obtain Construction Permits**
-

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SPECIAL AGENDA

This meeting will be at: **6:30** p.m. at the Loma Rica Bi-Agency Fire Station
11485 Loma Rica Rd. Loma Rica CA 95901

October 23, 2017

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

B) Pledge of Allegiance

- **PUBLIC COMMUNICATIONS**
-
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- CAL-FIRE CHIEF Chris DeSena:
-
- Discuss Amador Contract
- Discuss Cascade Fire
-

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SPECIAL MEETING

April 3, 2017

6:00 p.m..

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. MEETING WITH AEC CONSTRUCTION MANAGEMENT, ERIK GREEN

- Discuss and determine scope of management services required by the District to meet its goals including option to bid septic system independently from project as a whole.
- Determine the capability of EAC Construction Management to meet those requirements and goals.
- Vote to establish a fee structure and authorize contracting with AEC Construction Management to provide services as agreed to between the District and AEC Construction Management
- Vote to authorize General Manager to act as liaison between AEC Construction Management and the District and disburse funds as outlined in the adopted fee structure.

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APPROVED MINUTES JULY 31, 2017
SPECIAL MEETING 7:00PM

· **Meeting Call To Order:** Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

2. PUBLIC COMMUNICATIONS: None

· **FIRE STATION #63**

· Estimated construction costs: Director Poggi spoke with Tim Fleischer of AEC Construction Management regarding their estimate of costs to build Station #63. AEC used information from a company that sells steel buildings, and also took into account the cost of the water tank for the sprinkler system as well as actual construction costs for projects in northern California.

· Bidding Process: Motion by Kinkle to proceed with the bidding process to build Station #63; Second Poggi Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye

Motion Passed

· Motion by Poggi to contract with AEC Construction Management to manage all aspects of the bidding process for a cost of \$16,500; Second Kinkle Roll Call Voice Vote: Biggs, Duckels, Kattuah, Kinkle, Poggi – Aye

Motion Passed

· The Board discussed hiring AEC Construction Management to manage the construction of Station #63, if a construction contract is awarded. No action taken at this time.

· Direction Duckels made a motion to nominate and authorize Director Poggi to meet with Yuba County building officials to discuss the District's experience attempting to obtain construction permits. Second Kinkle Motion Passed

· **STAFF MEMBER REPORTS:**

· Director Biggs informed the Board that the JPA received locational information from the Fellowship of Friends for possible locations for repeater sites in the event

the lease with the owner at Walsh Mountain (Smartsville) is not renewed. Chief Webb asked to have the information forwarded to him for frequency mapping purposes.

MEETING ADJOURNED 7:56 P.M.

Respectfully Submitted

Kim Biggs—District Vice Chair

APPROVED MINUTES OCTOBER 23, 2017

SPECIAL MEETING 6:30PM

- **MEETING CALL TO ORDER:**

Present: Biggs, Duckels, Kattuah, Kinkle, Poggi

- **PUBLIC COMMUNICATION:** Volunteer Leno Mota informed the Board that a volunteer for the District who lives on Scott Grant Road lost his home in the Cascade Fire. He is going to talk to the other volunteers about what they can do for assistance.
- **CHRIS DE SENA (NEU District Chief) AND GEORGE MORRIS III (NEU Unit Chief) / CAL FIRE**
- Discuss Amador Contract: NEU Unit Chief Morris informed the Board that the State Department of Finance is discussing a discount on districts affected by the wildfires, as the loss of tax base would affect the function of special districts, and a significant reduction in service cannot be allowed. The State is trying to determine a reasonable way to calculate the loss in tax base to the District to calculate any discount on the Amador Contract, as there is currently no law to compel them to do this.

GM Poggi to provide total number of parcels affected and other information as may be needed to Chief Morris. Director Duckels to provide GM Poggi with an updated list of affected parcels from the County. Chief Morris asked that the information be provided as soon as possible.

Chief DeSena stated that the County has ruled that if a home is rebuilt with the same number of bedrooms and bathrooms, they can use the original type of septic system; however if they add bedrooms or bathrooms, then the owner will need to have perc testing done and install the new style of septic system.

The Board was informed that with the new fiscal year budget effective July 1, 2017, Cal Fire received an increase in funding and now has monies available for vegetation management. Each unit will have two engines year round at the State's expense.

- Discuss Cascade Fire: The Cascade Fire occurred during sustained winds of 55-65 mph, with gusts up to 73 mph, the strength of an EF-1 tornado, and the humidity level was in the single digits. The fire moved 2 miles in just 30 minutes down Los Verjeles Road. At nearly the same time, the Wind Complex fires started (Cascade Fire started at 11:03PM, October 8, 2017; the Lobo Fire started at 12:01AM October 9; McCourtney started at 12:00AM October 9; and the LaPorte fire started at 12:57AM October 9), while crews (a quarter of the units) were already battling the Cherokee Fire, a fire in North San Juan, and a fire in Wheatland. There were 15 major fires within an hour of each other, making it very difficult to update information. Ultimately, the Cascade Fire was the 19th most deadly fire in California.

MEETING ADJOURNED 7:01PM

Respectfully submitted

Kim Biggs—Vice Chair