



# LOMA RICA/BROWNS VALLEY

## COMMUNITY SERVICES DISTRICT

11485 Loma Rica Rd  
Marysville, CA. 95901  
530-741.0755  
[www.lrbvfire.org](http://www.lrbvfire.org)  
[lrbvcsd@lrbvfire.org](mailto:lrbvcsd@lrbvfire.org)

### MINUTES NOVEMBER 20, 2023

**1. MEETING CALL TO ORDER:**

Present: Biggs, High, Kattuah, Kinkle Yarborough absent at roll call, arrived 7:05p

**2. PUBLIC COMMUNICATION:** None

**3. APPROVE MINUTES:**

- A. October 16, 2023 Regular Meeting: Motion by Kinkle to Approve the Minutes; Second by Biggs  
Biggs, Kattuah, Kinkle – AYE Abstain: High Absent: Yarborough  
Motion carried

**4. ACCOUNTING:**

- A. Finances: Motion by High to deposit additional funds into the District's petty cash account to cover December expenses; Second by Kinkle  
Roll call Voice Vote  
Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried
- B. Warrants: no discussion

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

- A. There were 56 calls in October and 38 month to date in November—one vegetation fire off Marysville Road on State land; no major structure fires
- B. CalFire went to Level 3 staffing November 13, 2023 (one engine per station). The Amador Contract is scheduled to go into effect December 11, 2023. CalFire will keep the Smartsville station open to assist with calls in the unit.
- C. Engine 61: North Valley Diesel received the motor, however a sensor was broken during shipping. They are hoping to receive a replacement by mid-January.
- D. The two-sided brochure from Kaci Deiser Design was mailed out.
- E. Volunteers Mota and Tully represented the District at the Marysville Veteran's Day parade, and the District has entered the Marysville Christmas parade, scheduled for December 2, 2023.
- F. The Resident Program letters were mailed out yesterday..
- G. The training for the extrication equipment was completed November 11<sup>th</sup> (after the parade). Captain Gravelle stated the equipment works very well and has been used on several incidents.

**6. DISCUSS AND APPROVE MARYSVILLE MECHANIC AGREEMENT:** Motion by Kinkle to accept the Agreement Between The City Of Marysville And Loma Rica/Browns Valley Community Services District For Fire Mechanic Services; Second by Yarborough  
Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried

**7. DISCUSS AND APPROVE PURCHASE OF EZ-UP CANOPY AND TABLECLOTH WITH DISTRICT LOGOS FOR EVENTS:** Motion by High to purchase and EZ-Up canopy and tablecloth(s) with the District logos not to exceed \$2,000; Second by Yarborough  
Roll call Voice Vote  
Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried

**8. GENERAL MANAGER'S REPORT:**

- A. Most of the direct billing assessments have been received.



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- B. The bill from the accountancy firm is higher than the contract price—it appears the District is being billed hourly. GM Shields has requested clarification from Crippen and Associates.
  - C. CalFire will participate in the Marysville Christmas Parade with the District volunteers
  - D. Shirts and hats for the volunteers have been received.
  - E. Yuba County has announced they are changing their warrant system—still waiting for details.
- 9. VOLUNTEER'S REPORT: (Leno Mota)**
- A. All functions the District Volunteers have participated in have gone well. The volunteers would like to see more functions with the local schools.
  - B. The fire district in Mexico where the retired equipment was taken thanked our District for the donation. Other foothill districts also donated equipment (Smartsville and Foothill Fire.) Also, Captain Gravelle noted that other retired equipment was donated to a small fire district in Nebraska and they were appreciative of the donation.
  - C. The volunteers have requested additional uniform items: rain jackets and uniform-style jackets, shields for helmets, and custom belt buckles. GM Shields to research availability and if the cost is under \$3,000, per District policy, can proceed. If over \$3,000, this will be added to the January Agenda for discussion
  - D. Volunteer Mota will be out of the District mid-December through December 31st.
- 10. DIRECT ASSESSMENT COMMITTEE:**
- A. (Chair Kattuah and Director High volunteered for the committee to research increasing the District's direct assessments with a cost of living adjustment. They will look into possibly adding community members, scheduling events such as townhall meetings, and also contact legal counsel and the County elections office for instructions on how to proceed.)
  - B. Chair Kattuah met with Yuba County Clerk/Recorder and Registrar of Voters, Donna Hillegass. Yuba County does not have a guidebook on how to set a Measure for the consolidated ballot. The District would need to approve a Resolution to proceed, at least 88 days prior to the election. Hillegass recommended that the District's legal counsel prepare the Resolution. The cost to the District to put a Measure on the ballot would range from \$10,000 to \$25,000, depending on how many other Measures were on the ballot. It was noted there are \$3,750 registered voters in the District at this time.
  - C. The District may want to consider contracting with a marketing company familiar with the election process.
  - D. It still needs to be determined if this would require a ballot measure, or if this falls under Proposition 218.
- 11. DISCUSS: UPDATING SIGNAGE**
- A. Chief Hartman is working within the CalFire Unit to obtain signage.
  - B. Suggested topics: defensible space, check smoke alarms, check tow chains
- 12. DISCUSS AND APPROVE LETTER TO YUBA COUNTY BOARD OF SUPERVISORS REQUESTING WEED ABATEMENT ON COUNTY RESPONSIBILITY ROADS WITHIN THE DISTRICT:** Motion by High to send a letter to the Yuba County Board of Supervisors requesting weed abatement on county responsibility roads within the District; Second by Yarborough Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried
- 13. DISCUSS AND APPROVE PURCHASE OF TREADMILL FOR STATION #61:** Motion by Yarborough to purchase a treadmill for Station #61 not to exceed \$4,000; Second by High Roll call Voice Vote  
Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried



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#### 14. APPROVE NOMINATIONS FOR 2024 BOARD POSITIONS:

Director Yarborough nominated all existing officers and representatives to keep their offices;  
Second by Kinkle. No other nominations were made

Cathy Kattuah voted in as Chairperson

Kim Biggs voted in as Vice Chairperson

Kim Biggs voted in as JPA Representative

William High voted in as JPA Alternate

- #### 15. DISCUSS AND APPROVE CANCELATION OF DECEMBER 18, 2023 MEETING;
- Motion by Yarborough to cancel the December 18, 2023 meeting; Second by Kinkle  
Biggs, High, Kattuah, Kinkle, Yarborough – AYE  
Motion carried

#### 16. BOARD AND STAFF MEMBER REPORTS:

- A. Director Biggs stated the next JPA meeting would be held December 13, 2023 at the Loma Rica Bi Agency station at 7pm.
- B. GM Shields will be contacting Board Members to sign warrants in December for volunteer payments

**MEETING ADJOURNED 8:17 pm**

Respectfully submitted  
Kim Biggs—Vice Chair