

**DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT**

**P. O. BOX 164, OREGON HOUSE, CA 95962**

**Minutes of Regular Meeting**

Tuesday March 25, 2025

**Call to Order**

Chair Holman called the meeting to order at 6:30pm

**Quorum**

The Dobbins/Oregon House Fire Protection District Board of Directors met for their regular meeting on the date above with a quorum being present as follows:

Director Bart Young

Director Charles Sharp

Chair Greg Holman

Vice Chair Justin DeVorss.

Clerk Peter Pillsbury, also serving as Director

Also present was Bookkeeper Lani Pessoa

Chief Mike Butler.

There were 4 members of the public present including 1 firefighter and Glendal and Sarah for the Auxiliary.

**Public Participation**

None

**Approval of Minutes**

A motion was made by Director Devorss and seconded by Director Young to approve the minutes for the February 25, 2025, regular meeting. The roll call vote was:

Director Young (y)

Director Sharp (y)

Director Pillsbury (y)

Vice Chair DeVorss (y)

Chair Holman (y)

There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**Correspondence:** *The Board may direct any item of informational correspondence to a committee head for appropriate action.*

(17-2025) email and attachment – Brad Roman, Steering Committee on Community Wildfire Hardening,  
Dobbins/Oregon House

(18-2025) email – YC Auditor-Controller, Measure K Funds Distribution

(19-2025) email - Representative Kiley FY26 Appropriations Form

(20-2025) email - Address Confirmation Letter

**Fire Chief Report**

A) Incident Report

Presented incident report in latest format version. One page.

New rescue in bay at main station. Not in service yet, still needs a little work and organization. 2.5 years for completion.

Will be getting 6451 to shop for mounting skid rack.

Cascade should start building our new type 3 soon. Showed preview examples.

False alarms at YES Charter Academy are from kids hitting smoke alarms.

**Finance Report**

A) Concerning the Financial Report for the month

Last payment for new mini pumpmer. Described tracking for payments on vehicle build.

B) Budget Adjustments

Increased site maintenance 6150 (from last month)

Subtracted balance remaining for new rescue

Add bank charges 6205

Suggested that we don't need election fund this year

Money needs to be spent before June 30 per last year's future plans list.

C) Approve Warrant(s):

17114668 in the amount of \$1,609.35 for training, equipment to Card Service Center

17114669 in the amount of \$981.20 for ladder inspection to Ross' Ladder Service

17114670 in the amount of \$377.00 for SucceedNet, Quickbooks to Card Service Center

17115462 in the amount of \$85,616.20 for balance of type 6 mini-pumper to MTECH

17116031 in the amount of \$2,816.66 for ISO required pump test 6461, 6481, 6483, 6491 to Foothill Fire Protection District

17116032 in the amount of \$400.00 for CSDA membership dues to CSDA

17116033 in the amount of \$703.08 for Dell computer, cables, software to Lani Pessoa

17116034 in the amount of \$74.60 for propane tank 140034 to Suburban Propane

A motion was made by Director Pillsbury and seconded by Director DeVorss to approve the Warrants as presented above.

The roll call vote was:

Director Young (y)

Director Sharp (y)

Director Pillsbury (y)

Vice Chair DeVorss (y)

Chair Holman (y)

There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.

**Director Task Status Reports**

**Grants** (Sharp, Holman)

Discussed federal appropriation grant per Representative Kiley (see correspondence), will follow up next year YWA offering matching up to 20k for 20k, "general purpose"

Discussed Volunteer Fire Capacity (VFC) Grant.

Will get quotes from Chief Butler for SCBAs and radios.

**Budget** (DeVorss, Pillsbury)

Discussed process

**Information Technology** (Pillsbury)

Will reach out to state to see about expediting URL assignment.

**Fire Safe Council** (DeVorss)

Director Young substituted for Director DeVorss at Fire Safe Council meeting. Nothing relevant for us

**JPA** (Holman)

Nothing to add.

**Auxiliary Report: Report on current and ongoing information**

- Exterminator status

This is resolved

- Update on sink hole

Still no resolution. Chair Holman will get bid from Eschmann.

Will look into setting up eBay account to help sell surplus and replaced gear

No financial report this month.

Auxiliary Dinner went well. About \$1000 net. Auction/raffle generated \$1924.

### Old Business

- A) Workplace Violence: Discuss setting up required workshop and written policy. Option to approve Draft presented by Chief Butler in December 2024 was discussed.  
A motion was made by Director Pillsbury and seconded by Director DeVorss to accept Workplace Violence training and policy as defined by Chief Butler. The roll call vote was:
- Director Young (y)
  - Director Sharp (y)
  - Director Pillsbury (y)
  - Vice Chair DeVorss (y)
  - Chair Holman (y)
- There were (5) Yes, (0) Noes, (0) Abstain & (0) Absent. Motion passed.
- B) Ad Hoc Committee Member Updates  
Director Young was assigned to Future Plans Committee

### New Business

- A) Review Future Plans  
Continue next meeting

### Board & Staff Discussion, Questions, Comments

Director DeVorss asked for clarification regarding Brad Roman's letter and attachment. We had discussed and resolved this last month but letter was late for last month's correspondence so was included in this month's correspondence. Also discussed procedure for DocuSign for bank needing new signatures.

Director Sharp: Noted that the Chair should make sure the Clerk is included in all county notices. Commented on County wildfire prevention presentation and plan.

Bookkeeper Pessoa: Commented about petty cash accounting, maximums. Suggest increasing petty cash amount. Suggested resolution at next meeting to change petty cash amount.

### Adjournment

Chair Holman adjourned the meeting at 7:54pm

Respectfully Submitted by Peter Pillsbury, Clerk of the Board

Witnessed as Adopted:

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Peter Pillsbury, Clerk of the Board