

# DOBBINS/OREGON HOUSE FIRE PROTECTION DISTRICT

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

## Minutes of Regular Meeting

Tuesday October 28, 2025

### Call to Order

Chair Holman called the meeting to order at 631pm

### 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:

Chair Greg Holman, Vice Chair Justin DeVorss, Director Bart Young, Director Charles Sharp, Clerk Peter Pillsbury also serving as Director were present.

Also present was Chief Mike Butler and Bookkeeper Lani Pessoa.

There were 3 members of the public present including 2 firefighters.

Rissa Neel was present representing the Dobbins / Oregon House Fire Auxiliary.

### Public Participation

Don Forguson: Asked Director Sharp about resignation request. Asked Board about containers (storage) for Fire Auxiliary, also for Fire Department. ~\$2800 or \$3800 with roll-up door. 40ft and 20ft. Cargo worthy. Already in the budget (Future Plans).

### Approval of Minutes

A motion was made by Vice Chair DeVorss and seconded by Chair Holman to approve the minutes for the September 23, 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.*

(56-2025) mail: Hinman Consulting, Invitation to BVID EAP meeting

### Fire Chief Report

#### A) Incident Report

Incidents over last 30 days: 2 fires, 20 medical aids, 1 power line down, 2 assist, 3 lockout, 1 authorized burn, 3 canceled in route.

### Finance Report

#### A) Concerning the Financial Report for the month

County has been sending account status update sheets and slowly catching up. Crew fund deposit got in the wrong account (general checking), will be corrected.

Still working on updating account to use new credit card.

#### B) Budget Adjustments

Will add acct#6600 for outside service and adjust overall budget items accordingly.

**C) Approve Warrant(s):**

17125246	\$11,599.07	8/08/2025	Meas K	L.N. Curtis and Sons	G3 Air Lifting Bag & KP117 Maxiforce
17128799	\$1,513.31	9/24/2025	Meas K	Dawson Oil Company	Air Lifting Bag Diesel Fuel
17128800	\$425.00	9/24/2025	Meas K	Ledbetter Electric	Generator Service
17128801	\$4,686.39	9/24/2025	Meas K	Sutter Buttes Communications Inc.	Kenwood Portable Radios
17128802	\$1,679.12	9/24/2025	Meas K	Card Service Center	Medical Supplies, Office
17126776	\$1,000.00		Gen Fund	DOHFPD	Petty Cash

A motion was made by Chair Holman and seconded by Vice Chair 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**

### **Assessment fees (Holman)**

Billing has gone out. Working on corrections for next year.  
Discussed adjusting unit assignments.

### **Grants (Sharp, Holman)**

Nothing to add

### **Budget (DeVorss, Pillsbury)**

Nothing to add

### **Information Technology (Pillsbury)**

Discussed need for larger email capacity, will update service as needed.  
Discussed strategy to help minimize junk mail using “obfuscation” to make the email addresses listed on the website unreadable to internet scanners that collect email addresses, but still readable by our human users.

### **Fire Safe Council (DeVorss)**

No meeting this month

### **JPA (Holman)**

Nothing to add  
December 10 JPA (Joint Powers Authority) will be at Dobbins/Oregon House Main Fire Station.

## **Auxiliary Report: Current and Ongoing information**

Judy DeAlba’s last day. Retiring from Auxiliary.  
Doing very well on sales. Halloween sales were good.

Discussed possibility of doing crab feeds; Currently prohibitively expensive. Encouraged Aux do do appreciation dinner (Dec 4) how they want.  
Gave Bookkeeper garbage bill.  
Still working on phone switch-over.  
Waiting on new credit card to order new computer.

- Surplus Gear Sales (continued from last month)  
*continue next month.*

## Old Business

### A) Discuss SOP updates. Option to Approve

Discussed changing crew payment to annual or biannual. Also discussed how to best use for motivation, suggested \$10 for FF (Fire Fighters) and \$15 for EMT (Emergency Medical Technician) per call. Discussed motivation problems for filling out forms.

Added Director Pillsbury to bill paying committee.

A motion was made by Chair Holman and seconded by Vice Chair DeVorss to approve all updates to the SOP (Standard Operating Procedures) as presented (in the meeting packet). 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.

## New Business

### A) Adopt Resolution – Authorize Custodian Petty Cash (2025-07)

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. Resolution 2025-07 is adopted.

### B) Adopt Resolution – Increase Petty Cash (2025-08)

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. Resolution 2025-08 is adopted.

## Board & Staff Discussion, Questions, Comments

**Clerk Pillsbury:** Discussed “Subject Matter Jurisdiction” and how it relates to and defines relevant correspondence and meeting content. Also summarized the Dobbins/Oregon House Fire Protection District’s Subject Matter Jurisdiction as:  
*Establish and provision the Fire Department and provide administrative oversight thereof.*

**Chief Butler:** SCBA (Self Contained Breathing Apparatus) cost was \$212,000, saved approximately \$16,000 with a little finagling.

Greg Stensler was promoted and is now Assistant Chief.

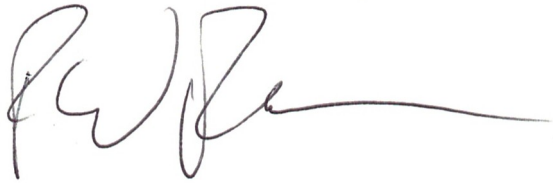
**Director DeVorss:** Suggested moving the Fire Auxiliary Report up in the agenda sequence.

## **Adjournment**

Chair Holman adjourned the meeting at 817pm

Respectfully Submitted by Peter Pillsbury, Clerk of the Board

Witnessed as Adopted:

A handwritten signature in dark ink, appearing to be 'P. Pillsbury', with a long horizontal flourish extending to the right.

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Peter Pillsbury, Clerk of the Board