

*HAMILTON BRANCH FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS*

June 26, 2024 Meeting Minutes

1) Call to Order:

Fire Board President, Brett Hurff, called the meeting to order at 1:14 PM

2) Roll Call/ Quorum:

Fire Board Members Present: President Brett Hurff, Vice President Norman Sollid, Secretary James Lee, & Directors Ronald Damsen & Suzanne Mueller.

Staff present: Fire Chief Robert Gray, Administrative Assistant Holly Coons-Price.

3) Pledge of Allegiance

President Hurff led the Pledge of Allegiance.

4) Oath of Office – Ronald Damsen:

Ronald Damsen took the Oath of Office administered by Administrative Assistant Holly C. Coons-Price. His appointment started on 6-26-2024 and ended on 12-1-2026.

5) Approval of Minutes – *May 8, 2024:*

President Hurff asked if the Fire Board had reviewed the meeting minutes for *May 8, 2024*. There was no concerns or comments.

President Hurff called for a motion to approve the minutes.

Upon a motion by Vice President Sollid, seconded by Director Mueller, the minutes for the *May 8, 2024*, meeting were approved as written.

6) Approval of the Agenda:

President Hurff asked if the Fire Board had reviewed the agenda for *June 26, 2024*.

Upon a motion by Vice President Sollid, seconded by Director Mueller, and with a unanimous vote, the agenda was approved.

7) Public Comment:

President Hurff called for public comments.

There was none.

8) Old Business:

A. Station & Grounds-Up-Date:

Fire Chief Gray informed the Fire Board that Womack's crew is paving the driveway and parking lot today. He said the delay was due to waiting for approval for the concrete sidewalk. After all, the Board decided not to get other bids from contractors. The sidewalk is completed.

Fire Chief Gray informed the Fire Board that he had received two bids for the fire hall interior. He said one of the bids is very high, and the other is reasonable. The chief said he is waiting for one more bid. All contractors have indicated that the work cannot start until October of this year. The chief said he would submit the bids for board approval when he receives all of them.

Chief Gray informed the Fire Board that Lieutenant Troy Carter has been put in charge of keeping an eye out of our station and grounds and equipment. Troy noticed that a portion of the roof was leaking and needed repair. Troy contacted a roofing company to inspect the roof. The quote to fix the problem is \$2,500.00. Chief said he wanted to discuss this with the Fire Board. Chief said he thinks this is a fair price, and they are willing to start the work soon.

President Hurff stated the quote will be discussed in new business.

Director Dansen asked the Chief if there were any plans for striping on the new parking lot. Chief said that was not included in the specifications.

Chief Gray said if it becomes a problem, he will address it.

Chief Gray said he would check into a handicapped parking spot when the parking lot is completed. He said both the front and back entrances are ADA-compliant.

B. Shared Services with Almanor Basin Fire Agencies:

Chief Gray mentioned at the last fire board meeting that he would follow up on the Local Agency Formation Commission (LAFCo) meeting regarding our options with Chester Fire. The chief informed the Fire Board that Chester's measure to increase their special tax assessment did not pass. Chief Gray explained that the General Manager of Chester Public Community Service District (CPUD) approached him, expressing interest in Peninsula Fire annexing Chester's parcels. Chief Gray mentioned that this process would require a lot of work. He also pointed out that the lack of

a fire engine in Chester not only impacts Chester but all of us. Chief Gray emphasized that his main concern is to ensure that our fire agencies remain intact and to offer help if possible.

The chief mentioned that he will put the issue on hold until he can gather enough information or receive some sort of agreement from the general manager of CPUD. He also discussed the County Supervisors' involvement, stating that people have been coming to him instead. Earlier today, the chief met with LAFCO, two board members from Peninsula, and two from Chester to discuss the options and process of annexation. They are compiling information for municipal services with Chester to possibly annex the parcels there. The cost would be \$441.00 per parcel per year, similar to what peninsula residents pay. The chief mentioned that Peninsula would staff an ambulance in Chester, and there was a discussion about Enloe donating an ambulance to Seneca Hospital. Seneca cannot staff it, so they're allowing Peninsula to use it to respond to Chester. However, the ambulance has brake issues and needs to be insured. Chief informed the fire board that Peninsula has two ambulances. One of them is non-operational as of yesterday. The Chief said he had already contacted Chester & Care Fight ground about using one of their ambulances, and both said yes. He mentioned that the Enloe ambulance will serve as the reserve if needed, and Peninsula Ambulance stickers will be applied to it. There was a discussion regarding an election to annex in Chester's parcels. The Chief informed the board that an election is not necessary, but there is a public protest time period before the annexation happens. If only 25% of the voting pool protests, then we will not need an election. If 50% protest, then an election is needed. There was a discussion regarding which building would be used in Chester. The chief said he would prefer to use the old Chester Fire station building on Main Street. He also mentioned that his main goal is to keep the Hamilton Branch and Peninsula stations fully staffed. Chester has hired an interim fire chief to help them manage through this transition, and the chief said it has been a pleasure to work with him. President Hurff asked if there was any more discussion. There being none, he said the annexation with Peninsula and Chester is on hold for now.

9) New Business:

A. Monthly Expenditures for *May* – Fiscal Year *2023/2024*:

President Hurff asked if anyone had any questions about the monthly bills for May. One question was raised about West Shore Services.

Administrative Assistant Coons-Price clarified that this company is

responsible for installing and maintaining the emergency evacuation warning sirens. Another question was asked about the amount charged for Starlink internet. Administrative Assistant Coons-Price confirmed that the monthly charge for Starlink is \$120.00. President Hurff called for a motion to approve the expenditure for May.

Upon a motion by Director Damsen, seconded by Vice President Sollid and with a unanimous vote, the motion was approved.

B. Resolution NO. 06-26-2024-01 Local Agency Biennial Notice:

President Hurff called for a motion to adopt Resolution NO. 06-26-2024-01 on conflict of interest.

Director Damsen made a motion to approve Stonebridge Building Company's estimate of \$2,500.00 for the station roof repair, which was seconded by Vice President Sollid and approved unanimously.

Chief Gray presented the preliminary budget for Fiscal Year 2024/2025. He informed the board that the expenditures and revenue were estimated as of May 30, 2024, but he was still awaiting the figures for June from the County of Plumas. After explaining the format of the preliminary budget, Chief Gray asked if there were any questions. A motion to approve the preliminary budget for the year 2024/2025 was made by Vice President Sollid, seconded by Secretary Lee, and approved unanimously.

Chief Gray informed the Fire Board that the KBK Foundation had sent a letter requesting items needed by the fire department to support the community for up to \$400,000. Chief Gray suggested using some of the funds for safety equipment for volunteer firefighters and for a Bobcat/Skipper for snow removal. Other ideas and items were also discussed, and Chief Gray assured the board that he would keep them informed.

10) Reports:

A. Fire Chief's Report:

Fire Chief Gray reported 3 medical aids in Hamilton Branch. Chief reported no major issues with equipment. He explained that he has asked the volunteer firefighters to help set up for the Fire Belles luncheon and they have agreed to assist the firefighters.

Chief informed the fire board that in the event of a structure fire, the volunteer firefighters will bring a fire engine. However, Chief said it would be more effective to have them bring the water tender to start fighting the

fire. He said he has been told that in the past, the water tender was not allowed to leave the Hamilton Branch District. The Chief explained that during the last fire in Westwood, their water system failed and two houses caught on fire. The water tender could have been more efficient in this case. Chief said a request for a water tender was dispatched because the volunteers had already arrived with the fire truck.

The district has mutual aid agreements in place with other fire districts, and if our water tender cannot respond to our neighbors for mutual aid, then our district could not tap into other agencies resources. Chief said he would like to change the operational response for the volunteer firefighter to respond with the water tender. Furthermore, Chief said that this issue will be added to the agenda for next month, to give the fire board adequate time to consider this operational response change.

B. Fire Board of Director's Reports / Comments:

President Hurff called for Board of Directors reports.

There was none.

11) Correspondence:

None.

12) Future Agenda Items:

A. Local Agency Formation Commission (LAFCO) – Up-date

13) Next Scheduled Regular Fire Board Meeting:

Tuesday, July 24, 2024, 1:00 PM

14) Meeting Adjourned:

There being no further business, President Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 2:48 PM.

Respectfully submitted by *Holly C. Coons - Price*

The meeting minutes for June 26, 2024, were approved on July 24, 2024.

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Brett Hurff, Fire Board President

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