

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

**January 10, 2024 Meeting Minutes**

1) Fire Board Director Suzanne Mueller attended the meeting from 15765 HWY 101, Space 13, Brookings, OR 97415 by phone # 406-239-0710.

2) Call to Order: Fire Board President, Brett Hurff, called the meeting to order at 1:00 PM

3) Fire Board Members Present: President Brett Hurff, Vice President Norman Sollid & Suzanne Mueller. Director Don Damsen was absent. 1 Vacancy.

Staff present: Fire Chief Robert Gray, Administrative Assistant Holly Coons – Price & Turi Robinson-Burr

Firefighters present – 2

**4) Pledge of Allegiance**

President Hurff led the pledge of allegiance.

**5) Approval of Minutes – December 13, 2023:**

President Hurff asked if the Fire Board had reviewed the meeting minutes for *December*.

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 *December* meeting were approved as written.

**6) Approval of the Agenda:**

President Hurff asked if the Fire Board had reviewed the agenda for *January 10, 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.

Brian Turner asked about the bidding process for snow removal. He said he has been plowing the snow at the Fire Department for years and he submitted a new bid with a cost increase. Brian said he was not notified that his new bid was not accepted.

Fire Chief Gray explained that when Brian's cost increased, he wanted to compare what other locals are charging for snow removal. Chief hired Joe Tantardino to remove the snow from the Fire Department's parking lot at a lower rate. Chief explained that it is standard practice to contact other individuals that plow snow when the current cost increases. He said he believes in hiring locals so we contacted two other people.

Chief Gray apologized to Brian for not contacting him prior to hiring another person.

There was a discussion regarding a new policy for snow removal be put in place for the future.

Fire Belle Pat Hansen questioned the heating system for the Main Fire Hall.

Chief Gray said he would look in to the current heater vents in the Main Fire Hall and talked about getting a pellet stove in the future.

President Hurff thanked everyone for attending.

**8) Old Business:**

**A. Station & Grounds- Kitchen & Fire Hall - Up-Date:**

Chief Gray informed the Fire Board that he will be looking in to hiring a professional contractor to paint the Fire Hall and kitchen. The colors will be determined after he talks to the contractor for suggestions regarding a high quality paint that will last.

Chief Gray informed the Fire Board that the new antenna equipment & parts have arrived and will be installed soon.

The antenna for the repeater on Stover was discussed.

## **9) New Business:**

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

President Hurff asked the Fire Board if they had a chance to review the bills paid in *December*.

President Hurff called for a motion to approve the *December* bills.

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

### **B. Use of Fire Hall Policy:**

Chief Gray stated his main concerns is the alcohol consumption while the public is using the fire hall.

He explained that we need a certified bar tender keeping track of the amount being served to individuals for the protection of the District. If someone should leave while being over served could result in a law suit against the Fire District.

Director Mueller explained her experience with the ELKS Lodge and their rules and guide lines for pouring and serving alcohol.

Director Mueller said she will follow up with more information next month.

## **10) Reports:**

### **A. Fire Chief's Report:**

Fire Chief Gray explained that we were able to staff two Firefighters/EMT's here for 17 days in December.

Chief Gray reported we are in the process of hiring more per-diem employees that are going through background checks and pre-employment physicals.

Fire Chief Gray informed the Board of Directors that a breach of security happened here in the Fire Department. He explained that someone came in the building that knew the door code and wrote in the Firefighters log book. He said a security lock has been ordered to keep the public out of the employee area.

Fire Chief Robert Gray reported 2 emergency calls for *December 2023*:

Medical Aids: 1

Fire Calls: 1 – The cause was a fire place flue and there was no loss.

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

President Hurff called for Board of Directors reports.

There were none.

## **11) Correspondence:**

### **A. PAYLON Roll up Door Quote:**

Chief Gray informed the Fire Board that we have a Firefighter that is a contractor and found the attached quote for the PAYLON roll up door for the kitchen window and is willing to install it while on duty at no additional cost.

An additional bid for the roll up door for the kitchen window was discussed along with a color.

Chief said a natural color will be decided when the wall paint is chosen.

The Fire Belles offered to pay for the kitchen roll up door.

**12) Future Agenda Items:**

A. Fire Station Improvements

B. Use of Fire Hall Policy

C. Policy for Fire District Bids

**13) Next Scheduled Regular Fire Board Meeting:**

*Wednesday, February 14, 2024, 1:00 PM*, in Hamilton Branch Fire Hall, 3791 Big Springs Road,  
Lake Almanor Ca. 96137.

**14) Meeting Adjourned:**

There being no further business, President Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 2:00 PM.

Respectfully submitted by *Holly C. Coons - Price*

The meeting minutes for *December 13, 2023* were approved on *January 10, 2023*.

X   
*Brett Hurff, Fire Board President*