HAMILTON BRANCH FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
December 14, 2022 Meeting Minutes

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

2) Fire Board Members Present: President Brett Hurff, Vice President Norm Sollid, Director Katherine Newton & Secretary John Seipert. Director Ron Damsen was absent.

Staff present: Fire Chief Andrew Courtright, Administrative Assistant Holly Coons & Office Assistant Jessika Price

Public present – 1.

3) Pledge of Allegiance

President Hurff led the pledge of allegiance.

4) *November 9, 2022*: This meeting was cancelled for lack of quorum.

5) Approval of the Agenda for *December 14, 2022:*

President Hurff asked if the Fire Board had any changes to the Agenda.

There being none, President Hurff called for motion to approve the agenda.

Upon a motion by Vice President Sollid, seconded by Director Newton, the agenda was approved as posted.

6) Public Comment:

None.

7) Old Business:

A. Monthly Expenditures for August – Fiscal Year 2022-2023:

President Hurff called for a motion to approve August expenditures.

Upon a motion by Vice president Sollid, seconded by Director Newton, the expenditures were approved.

B. Monthly Expenditures for September – Fiscal Year 2022-2023:

President Hurff called for a motion to approve September expenditures.

Upon a motion by Vice president Sollid, seconded by Director Newton, the expenditures were approved.

C. Monthly Expenditures for October – Fiscal Year 2022-2023:

President Hurff called for a motion to approve October expenditures.

Upon a motion by Vice president Sollid, seconded by Director Newton, the expenditures were approved.

D. Fire Board Resignation Letter – John Seipert:

Chief Courtright informed the Fire Board that Secretary John Seipert has resigned from the Board of Directors.

Chief informed the Fire Board that after they approve this resignation, the vacancy will be posted for the public for two weeks.

President Hurff called for an approval to accept John Seipert's resignation. Upon a motion by Director Newton, seconded by Vice President Sollid, the resignation letter was approved.

Chief explained the letter of interests will be a closed session item on the agenda. The meeting will go back into to open session to report the outcome by the Board of Directors.

The Fire Board thanked John for his service with the Fire District.

8) New Business:

A. Monthly Expenditures for November – Fiscal Year 2022-2023:

President Hurff called for a motion to approve November expenditures.

Upon a motion by Director Newton, seconded by Vice president Sollid, the expenditures were approved.

9) Reports:

A. Fire Chief's Report:

Chief Courtright reported 15 emergency calls in August: 7 Medical Aids, 7 Fire & 1 Public Assist.

Chief reported on the Emergency Broadcast System. He said the parts are on the way. He is still dealing with P G & E regarding the pole. We may place the antenna on a temporary pole to get the system running and flush out any issues. We have applied for the power and height variance to have our antenna a bit taller and broadcast at the full wattage of the system. We still have some smaller costs that will need to be dealt with at a later time.

Chief reported on the Hazardous Fuels Project. Plumas Fire Safe Council has signed the grant and it awaits the Forest Supervisor's signature. PCFSC is still looking at the specifics of the cost share. They have a request for proposal for the forester ready to go when signed and expect the botany survey in the spring and the archeology survey sometime in the summer. Chief expects the project to start work by fall 2023.

September 2022 Chief's Report:

Total Calls: 14 – 8 Medical Aids, 2 Fire & 4 Public Assists.

Nothing to report.

October 2022 Chief's Report:

Total Calls: 8 – 3 Medical Aids & 5 Fire.

Chief reported we received our new handheld radios that were paid for by a grant from the KBK Foundation.

He still has no update on the Stevens grant regarding defensible space. This is being dealt with by the Plumas County Fire Safe Council.

Chief reported that yard burning is open by permit only again.

Chief reported on November 2nd we had a structure fire on Peninsula Drive. Everyone worked well as we had assistance from CalFire, West Shore Fire, Hamilton Branch Fire, Clear Creek Fire and Westwood Fire. There were no injuries and only major damage to house was about 40% of the home.

Chief reported CalFire has been conducting defensible space inspections in the Hamilton Branch area.

November 2022 Chief's Report: Total calls 5 – 1 Fire and 4 EMS responses.

All equipment and personnel are doing fine.

Chief reported he is in the process of hiring more per-diem employees. It is a slow process with the holiday season.

Chief reported that Santa Clause will be here on December 17th.

Chief informed the Fire Board that he recently attended the Nation Healthcare Coalition Response and Recovery Summit. He said we have been active as an EMS/Transport provider with the Tri Health Care Coalition which consists of Plumas, Lassen and Sierra Counties. They paid for him to attend and it has a few good items to consider moving forward with.

Chief said as we move into the winter season we will try to get caught up on some projects here at the Fire Station.

Chief reminded the Fire Board that the business office will be closed on December 23rd and 26th in accordance with the Christmas holiday. We will also be closed on January 2, 2023, for New Year's Day.

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

None.

10) Correspondence:

A. Special District's Risk Management:

Chief Courtright informed the Fire Board that the Fire District has had no claims in 2021 and received a certificate of recognition.

11) Future Agenda Items:

To be determined.

12) Next Scheduled Regular Fire Board Meeting:

***Wednesday, January 11, 2023, 1:00 PM*, in Hamilton Branch Fire Hall, 3791 Big Springs Road, Lake Almanor Ca. 96137.**

13) Meeting Adjourned

There being no further business, President Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 1:17 PM.

Respectfully submitted by *Holly C. Coons, Secretary*.

The meeting minutes for *December 14, 2022* were approved on *January 11, 2023*

X Brett Hurff

Brett Hurff

Fire Board President