

HAMILTON BRANCH FIRE PROTECTION DISTRICT
3791 BIG SPRINGS ROAD, LAKE ALMANOR, CA. 96137

BOARD MINUTES
February 14, 2024

~**Call Meeting to Order:** President Hurff called the meeting to order at 1:03 P.M.

~ **Roll Call:** Hurff, Sollid, (Muller on phone remote) Chief Gray
Absent: Director Damsen & Administrative Assistant
Holly C. Coons-Price

Staff Present: Chief Gray, FF Norris, FF Englehardt

~ **Pledge of Allegiance** – Lead by President Hurff

~**Approval of Minutes:** Minutes approved as circulated. Motion to accept made by Sollid, seconded by Muller. Motion carried. No opposed

~**Approval Agenda:** Motion by Sollid, second by Muller to accept the agenda as posted. Motion carried. No opposed

~**Welcome Interested Public:** Dave House, 3 members of the Fire Bells, & Jim Lee.

a. Public Comment: Dave House asked about progress on Hall use policy. Chief Gray said that we will be discussing it as part of the agenda under old business, item “C”. Dave House also asked about response times for the crews when they are out of the station for training. Chief Gray said that we are currently working on a better way to ensure the shortest response times while meeting the training needs of the Firefighters by rotating crew training by either splitting up the 2 firefighters so there is always one at the station while the second is attending training or by bringing the training to the Branch for all Peninsula/ Branch firefighters when possible. It is a work in progress.

~OLD BUSINESS:

- a. **Fire Board Vacancy:** President Hurff led a discussion on the single letter of interest by Jim Lee. Jim Lee spoke briefly on his past involvement with the Hamilton Branch board and his desire to continue to serve in this position. A short discussion followed with a motion by Director Sollid to appoint Jim Lee to fill the vacant position, with a second by Director Mueller. Passed with no opposition. Oath of office to be given at the next Board Meeting to newly appointed Director Lee.

- b. **Station and Grounds update:** Chief Gray presented the 3 color combinations up for vote. Leslie briefly explained the choice of colors and the 3 color combinations that she had pinned up in the hall. After discussion by the board members, Option 1 Ceiling Whitest white, walls Alhambra Cream, and trim White Linen was chosen. Chief Gray will solicit bids from licensed painters for the work. Some discussion followed regarding the timing of the work to ensure that the work will not interfere with any planed events.

- c. **Firehall Use Policy:** Chief Gray presented the Board with the existing policy for the use of the Firehall by the general public. After a brief discussion, the board directed Chief Gray to revise the existing policy allowing for general use of the hall by citizens of the Hamilton Branch Fire District with a use fee that will cover clean up and ware and tear. A draft policy will be brought to the next meeting for further review. Due to the complexity of the consumption of alcohol at a public owned building, it was decided to not allow alcohol as part of the draft policy at this time. Continued discussion will be needed to ensure that the fire district's liability is covered regarding alcohol consumption during any event.

- d. **Kitchen Roll Up Door Update:** Chief Gray reported that he had not had time to arrange bids for this project. He will work on it and report back at a future meeting.

~ NEW BUSINESS:

- a. **Election of new Board Officers:** President Hurff asked the other Board members in attendance for nominations for President and Vice President. Following a discussion a motion was made by Director Mueller to keep the

board officers the same for the next year. The motion was seconded by Director Sollid. There was no opposition, motion carried.

b. Monthly Expenditures for January 2024: The Board reviewed the report and questioned the 2 charges for propane. Chief Gray advised that it was one delivery, but they had shorted the billing and processed a second payment to make up the difference. There was discussion regarding the Basin Fire Chiefs dues as to what services the district received by being part of this origination. Chief Gray stated that the Basin Chiefs are responsible for the vault rent for the Stover Mt radio repeater and the maintenance and repairs on the breathing air compressor used by all basin agencies. The combination of the 2 items makes up the dues being billed to all basin agencies. Following a brief discussion a motion was made by Director Mueller to accept the expenditure report and was seconded by director Sollid. There was no opposition and motion carried.

c. District policy for soliciting bids for services: Chief Gray presented the Board with the existing purchasing policy as well as an example of a request for proposal document. Chief Gray suggested that the existing policy be updated to include the Request for proposal document for any project over \$2,000. Some discussion followed as to who would be asked to bid and where we would post the requests to ensure a fair bidding process. Chief Gray will bring an updated draft policy to the next meeting to address the questions discussed. We will use the updated policy to solicit bids for the afore-mentioned painting project of the hall.

d. LAFCO Membership: President Hurff led a discussion regarding the pros and cons of joining LAFCO board. Discussion followed with the decision to table this item till more information and perhaps a presentation to the Board by LAFCO executive director to the merits of joining. Chief Gray said he would recommend holding off on joining till the benefits to the district could be more clearly articulated. Chief Gray went on to say that he will see if we can arrange a presentation by LAFCO at an upcoming board meeting.

~DIRECTORS REPORT:

Nothing to report

~Chiefs Report:

a. Monthly Call Outs: Chief Gray reported there were 3 call outs for January: 2 medical, 0 fire and 0 public assists, and 1 auto accident

- b. Chief Gray reported that new turnout gear and helmets are needed due to expiration dates of the current equipment. He will look into a 50/50 grant offered by Cal Fire this June to help with the replacement costs. We will need at least 5 sets of gear for the current volunteers.
- c. 7321 is in the repair shop to address the issue with it going into pump that was discovered during the annual pump test. We hope to have it back in service in the next couple of weeks.
- d. The new base station antenna and cabling has been installed. While the reception is better, the overall infrastructure for the Basin radio system needs improvement. This process will be slow but remains a top priority for the chief and he will continue to work towards a long-term solution.
- e. Chief has assigned newly promoted Lieutenant Troy Carter as the Hamilton Branch point person for any needs. Troy will oversee all maintenance of the district equipment, vehicles, and grounds to ensure everything remains in good working order. He will also assist the chief with scheduling any needed repairs or services as approved by the Board. Chief feels that Troy is the perfect person for this assignment as he is already aware of the needs of the district and his extensive background in building construction and vehicle repair.

ADJOURNED 2:25 pm

Next Board Meeting: 3/7/2024

Brett Hurff, President

Robert Gray, Fire Chief

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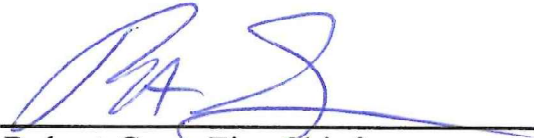
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Next Board Meeting: 3/7/2024

X



Brett Hurff, President



Robert Gray, Fire Chief