

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

November 12, 2025, 2025 Meeting Minutes

1) Call to Order:

Fire Board President Brett Hurff called the meeting to order at 1:10 PM

2) Roll Call/ Quorum:

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

Absent: Director Ron Damsen

Staff present: Fire Chief Robert Gray & Office Manager Holly Coons-Price

Public Present: 4

3) Pledge of Allegiance:

President Hurff led the Pledge of Allegiance.

4) Approval of Minutes – *October 8, 2025*:

President Hurff asked the fire board if they had read the meeting minutes for *October 8, 2025*, and if they had any questions or corrections. As there were none, Vice President Sollid moved to approve the minutes as written, seconded by Director Mueller. The meeting minutes for *October 8, 2025*, were approved by a unanimous vote.

5) Approval of the Agenda:

President Hurff asked if the fire board had reviewed the *November 12, 2025*, agenda and if they had any questions or concerns. There was none.

President Hurff called for a motion to approve the agenda. Upon a motion by Secretary Lee, seconded by Director Mueller, and with a unanimous vote, the motion was approved.

6) Public Comment:

President Hurff called for public comments.

Fire Belles asked when CPR training would be scheduled. Chief Gray explained that he plans to schedule the training this winter. Holy will start a list and forward it the instructor for training dates.

7) Old Business:

A. Station & Grounds-Drainage Scope Bids - Update:

President Hurff called on Chief Gray to report on Building & Grounds.

Chief Gray reported that Holly has spoken with Brett from Womack Construction and is awaiting the part to start the project. The part is in Redding, and he will start the work next week.

After a brief discussion, Chief said he would keep the fire board informed.

8) New Business:

A. Monthly Expenditures for *October 2025-2026*:

President Hurff confirmed that the fire board had reviewed the October expenditures and asked if they had any questions.

There was a question regarding the CalPERS health insurance payment for retired Joe Turner. Coos-Price explained that we did not receive the September and October statements. She talked to CalPERS, printed the statement from their website, and processed the amounts for September & October, and November at the same time.

President Hurff called for a motion to approve the expenditures for October 2025/2026.

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

B. Budget Review – Fiscal Year 2025/2026:

Chief explained that he would recommend that the fire board review the budget and adopt it next month. Chief mentioned that employees are spread out across all the fire stations. His concern is keeping two employees here at the branch. He has built more staffing in to the budget for an engine operator and an EMT to staff this station every day. The contract account shows an increase for this reason. President Hurff stated the citizens are paying to have two firefighters staffed here. Chief explained that the increase in staffing amounts to \$30700.00 per year.

President Hurff stated we will table the 2025/2026 budget for the December meeting. He asked the fire board to review the budget and call or email the Chief with any questions prior to the meeting.

9) Reports:

A. Fire Chief's Report:

Chief Gray reported 7 Fire calls, 1 Medical, 3 Public Assists and 1 Traffic Collision. In October. Chief reported that the annual maintenance on all of the vehicles was completed yesterday. There were no significant issues.

Chief reported he is getting a quote for flooring for the fire hall. He will bring the quotes to the fire board for discussion and approval.

Chief Gray asked the fire board to consider purchasing a large meeting table for the fire hall.

After a brief discussion, Chief said he would look into options and report back to the fire board. There was a discussion regarding posting information at the fire hall. Chief said he would look into a new way to post information for the public near the front door.

Chief Gray informed the fire board that he has a list of projects to be completed this winter, including removing the training vehicle on the district's property.

B. Fire Board of Directors' Reports / Comments:

Vice President Sollid called on the Fire Board for reports or comments.

There was none.

10) Correspondence:

None.

11) Future Agenda Items:

A. Drainage

B. November Expenditures

C. 2025/2026 District Budget

D. Outdoor Information Board

12) Next Scheduled Regular Fire Board Meeting:

Wednesday, December 3, 2025, 1:00 PM

There was a consensus to change the December 10th meeting to December 3, 2025.

13) Meeting Adjourned:

There being no further business, President Hurff thanked everyone for attending and adjourned the Fire Board meeting at 2:11 p.m.

Respectfully submitted by *Holly C. Coons - Price*

The meeting minutes from *November 12, 2025*, were approved on *January 14, 2026*. The December 3, 2025, meeting was cancelled.

X

Brett Hurff, Fire Board President