

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

May 12, 2021 Meeting Minutes

1) Fire Board President, Norman Sollid, called the meeting to order at 4:00 PM

2) Fire Board Members Present: Vice President Ron Damsen, Secretary John Seipert, Directors Katherine Newton & Brett Hurff. Staff present: Fire Chief Andrew Courtright & District Secretary Holly Coons. President Norm Sollid was absent. 5 people from the public also attended.

3) Pledge of Allegiance

Vice President Damsen led the pledge of allegiance.

4) Approval of the Meeting Minutes:

Vice President Damsen called for a motion to approve the meeting minutes for April 14, 2021.

Upon a motion by Secretary Seipert, seconded by Director Newton, the minutes were approved unanimously.

5) Approval of the Agenda:

Vice President Damsen asked if the Fire Board had any changes to the agenda for May 12, 2021.

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

Upon a motion by Secretary Seipert, seconded by Director Newton, the agenda was approved as posted.

6) Public Comment:

Patricia Linn from 3436 Woodlake Drive attended the meeting to discuss her neighbor's property.

Mrs. Linn explained she has trimmed the tree that hangs into her back yard. Her concern is hauling the debris from her property.

Chief Courtright informed Mrs. Linn that she can call Plumas County Fire Safe Council to get on the list for seniors to help with trimming and removal of the debris on her property. Chief said he will find out who the owner is behind her property and make sure the property owner receives a notice to clean their property.

7) Old Business:

A. Special Tax Assessment – Up-date:

Chief Courtright reported an update on the special tax assessment as of May 4, 2021.

Chief explained that it is still early to have the final numbers from the County of Plumas and as of today the numbers are as follows:

Total votes so far – 226

Total yes votes – 168

Total No votes – 58

We are at 74%

Chief said he will notify the Fire Board with the final numbers later this week.

B. Time Schedule for Fire Board Meetings:

Vice President Damsen called for a discussion regarding changing the time of the monthly Fire Board meeting. After a brief discussion, the Fire Board agreed to change the meeting time to 1:00PM on the second Wednesday of each month.

Vice President Damsen stated starting next month the Fire Board will meet at 1:00 pm.

C. Self-Contained Breathing Apparatus (SCBA) Cascade System / Basin Fire Chiefs:

Chief Courtright inform the fire board that an annual maintenance, inspection and Re-certification is required to house the Cascade unit is \$1,500.00 each year.

The fire board agreed to table the discussion until the final votes are received for the special tax increase, before any additional expenses are approved.

8) New Business:

A. Current Contract between Hamilton Branch Fire & Peninsula Fire District:

Each Board of Director received a copy of the Administrative Service Agreement.

Chief Courtright informed the fire board that the contract ends on June 30, 2021.

Chief explained we need a negotiator from this board and Peninsula's board to re-new the contract.

Chief informed the Fire board the second employee would start July 1, and end November 30th.

The contract will be on the June Agenda for discussion and approval.

Vice President Damsen asked for a volunteer from the Fire Board to be a negotiator.

Secretary John Seipert volunteered to be the negotiator.

Chief said Peninsula Fire will meet on May 19th and will pick a negotiator to meet with Secretary Seipert.

B. Monthly Expenditures for April – Fiscal Year 2020/2021:

Vice President Damsen asked if there was any questions regarding the expenditures for *April*.

There being none, Damsen called for a motion to approve the expenditures for April.

Upon a motion by Secretary Seipert, seconded by Director Newton, the expenditures were approved.

9) Reports:

A. Fire Chief's Report:

Chief Courtright reported 1 Fire Response, 3 Medical Aids and 1 Public Assist in April. Our response time was approximately 8 minutes.

Chief Courtright reported on the RV fire on State Highway 147.

Chief reported only one Firefighter was on shift during this fire. He said the response time was quick. Chief said he just happened to be at the Fire Station and also responded. He helped extinguish the wildland first and then they extinguished RV fire.

Chief reported the engines had the annual inspections. There were no major issues. The transfer case needed to be repaired on engine 7321.

Chief Courtright reported that currently the district uses a free National Institute Report Software for fire and medical report writing. He said it is difficult to use and is antiquated. He explained subscribing to a new program is \$1,300.00 per year. He has talked to the volunteer firefighters about upgrading and they are interested in paying for the \$1,100.00 set-up with a free trial period. Chief said this is a much better program and he would like to move forward with the new program next fiscal year.

Chief Courtright informed the fire board he is still working on a grant to create a fuel break in Hamilton Branch.

Chief reported he will submit the district's 2021/2022 preliminary budget next month for review.

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

Vice President Damsen reminded the Fire Board that a HAM RADIO Group was formed and installed in Hamilton Branch Fire, Peninsula Fire and Chester Fire Stations last year in the event that all other communications devices would be down.

The group will experience training exercises and discuss licensing soon.

The next HAM Radio meeting is tomorrow, May 13th at 3:00 pm in the Chester Memorial Hall.

10) Correspondence:

None.

11) Future Agenda Items:

1. Monthly Expenditure for *May* – Fiscal Year 2020/2021- **Approval**
2. Special Tax - **Discussion**
3. Cascade Air System – **Discussion**
4. Contract between Hamilton Branch Fire & Peninsula Fire - **Approval**

12) Next Scheduled Regular Fire Board Meeting:

Wednesday, June 9, 2021, 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 Sollid thanked everyone for attending the meeting and adjourned the Fire Board meeting at 4:37 PM.

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

The meeting minutes for *May 12, 2021* was approved on *June 9 2021.*

X

Norm Sollid

Fire Board President