

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

**November 10, 2021 Meeting Minutes**

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

**2) Fire Board Members Present:** President Norm Sollid, Secretary John Seipert, Director Katherine Newton & Director Brett Hurff. Vice President Ron Damsen was absent. Staff present: Fire Chief Andrew Courtright. Administrative Assistant Holly Coons.

**3) Pledge of Allegiance**

President Sollid led the pledge of allegiance.

**4) Approval of the Meeting Minutes for October 13, 2021:**

President Sollid asked the Fire Board if they had any questions or corrections to the October meeting minutes. There being none, Sollid called for a motion to approve the meeting minutes.

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

**5) Approval of the Agenda:**

President Sollid asked if the Fire Board had any changes to the agenda for *November 10, 2021*.

*There was a change noted on the agenda. (Date of next meeting).*

President Sollid called for motion to approve the agenda with the correction.

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

**6) Public Comment:**

None.

**7) Old Business:**

None.

**8) New Business:**

**A. Monthly Expenditures for October – Fiscal Year 2020/2021:**

President Sollid called for a motion to approve the expenditures for *October*.

Upon a motion by Secretary Seipert, seconded by Director Newton and with a unanimous vote, the expenditures were approved.

**B. Policy Number 2300 Personnel Policy:**

Chief explained that Policy # 2300 is for personnel, including the Fire Board.

After a brief discussion, President Sollid stated this is part of the District's settlement agreement.

President Sollid called for a motion to approve policy # 2300.

Upon a motion by Secretary Seipert, seconded by Director Newton.

AYES – 4      NOES – 0      ABSENT - 1

District Policy # 2300 was approved unanimously.

## 9) Reports:

### A. Fire Chief's Report:

Chief Courtright reported staffing is still shorthanded due to COVID.

Chief reported we have completed the oil changes and services on the district's vehicles.

Chief Courtright reported 6 emergency calls for *October*. 3 Fire calls, 3 Medical aids. Chief said the average response times were 7 minutes & 15 seconds.

Chief reported that he is still researching options for the district's policy manual.

Chief reported we did not receive our Self Contained Breathing Apparatus (SCBA) grant and he will try again next year.

Chief reported the SCBA Cascade System is on hold for now.

Chief reported the report software company was bought out. He will wait until we see what the transition holds before any changes.

Chief reported on the property tax statements. He informed the Fire Board Chief that Community Water Services District addresses and boundaries had issues and have been corrected.

Chief reported he received a few calls regarding some very small parcels on Highway 147 that are unbuildable. Chief said one parcel is 6' long and 20' wide so he removed the parcel from the tax roll. There was a discussion regarding the authority to remove the parcel from the tax roll. Chief confirmed the Fire District has the authority.

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

There was a discussion regarding property clean up.

Chief explained anyone can call in a complaint to Cal Fire Complaint and Prevention Office. 530-330-3840 or 3842.

There was a discussion regarding a parcel on Mary Ann Lane in Hamilton Branch. Chief said he would have a property inspected for fire hazard and send a notice to the owner.

There was a discussion regarding California Special District's Association (CSDA) training.

Chief will email the information to the directors that did not receive the first time.

## 10) Correspondence:

None.

## 11) Future Agenda Items:

A. Monthly Expenditure for *November* – Fiscal Year 2021-2022

## 12) Next Scheduled Regular Fire Board Meeting:

**Wednesday, December 8, 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 1:30 PM.

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

The meeting minutes for *November 10, 2021* was approved on *December 8, 2021*.

X 

***Norm Sollid***

***Fire Board President***