

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

*September 11, 2024 Meeting Minutes*

**1) Call to Order:**

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

**2) Roll Call/ Quorum:**

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

**Staff present:** Fire Chief Robert Gray, Administrative Assistant Holly Coons-Price, and Firefighter Austin Engelhardt. Public Present - 1

**3) Pledge of Allegiance:**

President Hurff led the Pledge of Allegiance.

**4) Approval of Minutes – *July 24, 2024:***

*August 14, 2024, Meeting was canceled.*

President Hurff asked if the Fire Board had reviewed the *July 24, 2024* meeting minutes and if they had any corrections. There was none.

President Hurff called for a motion to approve the minutes.

Vice President Sollid moved to approve the minutes of July 24, 2024. Secretary Lee seconded the motion, which was carried.

**5) Approval of the Agenda:**

President Hurff asked if the Fire Board had reviewed the September 11, 2024 agenda, and if they had any corrections. There was none.

The agenda was approved after a motion by Director Damsen, seconded by Vice President Sollid, and with a unanimous vote.

**6) Public Comment:**

President Hurff called for public comments.

Fire Belle Leslie Widmyer asked about staffing firefighters during the annual Luncheon. Chief Gary explained that this was talked about at the July fire Board meeting. Chief explained that this could be a conflict of interest to have paid staff working at a fundraiser. The fire board agreed to submit a request to him requesting two firefighters to help with future fundraisers.

There was no further discussion.

## 7) Old Business:

### A. Station & Grounds-Up-Date:

Chief Gray discussed proposal #4286 from Island Painting with the fire board.

He explained that this contractor could start in October and would complete the work within two to three weeks. He said he comes highly recommended and is very meticulous with his work. The quote indicates he will clean surfaces, fill holes and cracks, paint the apparatus bay, lockers, beams, and posts, bare cinder blocks with stains, living quarters, bathrooms, main hall, and kitchen.

The chief explained that the ceilings would be painted Whitest White (KMW #34), the Walls White Linen (KM4491), and the trim Alhambra cream (HLS #4286).

The total proposal is \$8,950.00.

There was a discussion regarding the other bids, which are much higher.

President Hurff called for a motion to approve proposal # 827 from Island Painting for \$8,950.00.

Upon a motion by Director Damsen, seconded by Secretary Lee and with a unanimous vote, the motion was approved.

Chief Gray informed the fire board that in July, one of our firefighters backed into the engine bay doors, damaging 3 out of 6 panels. The fire board received a copy of an estimate from EJ's Doors for \$2,690.00 to replace 3 door panels including labor. After a brief discussion, the fire board looked at the damage and decided not to replace the panels because the damage was minimal. President Hurff called for a motion, and upon a motion by Director Mueller and seconded by Secretary Lee, the motion was unanimous.

Chief Gray reported that he has checked into handicap parking signage.

He said the signs are inexpensive and we do have a designated space. There was a discussion regarding county requirements. Chief said he will look up the requirements. There was a discussion regarding designating two handicap spaces.

President Huff called for a motion to purchase two handicap signs with poles along with complying with the basics county rules.

Upon a motion by Director Mueller, seconded by Secretary Lee and with a unanimous vote the handicap spaces and signs were approved.

#### **B. Shared Services with Almanor Basin Fire Agencies:**

Chief Gray reported that Peninsula Fire is still covering the Chester district. He said we continue to meet every Monday with two of the Chester and Peninsula Board members to discuss solutions. If Peninsula were to annex Chester parcels the funds will not be available right away, it would be at least eighteen months before we see any tax funds. Chief said we cannot go eighteen months for free. He said he is not looking to make money he just wants to be able to cover our costs which includes more employees one being a paramedic. The call volume is taking a toll on all of the departments and employees. Chief said he needs to think about the maintenance on vehicles.

There was a question regarding the West Shore Fire Department. The chief confirmed that they respond to some calls to Chester, but they are also getting tired of this situation. The chief said President Foote has said without hesitation that we will not go \$1.00 in debt for the Chester issue.

The chief said the Chester Board needs to help us financially instead of just closing its doors. There has been some positive conversation, but no proposals have been presented. The public will not be involved until there is something in writing to discuss. After talking to the Local Agency Formation Commission (LAFCO), the chief said that if Peninsula Fire proposed annexation at a public hearing and only twenty-five percent protested, the annexation would go through without a vote. If over twenty-five percent protested, there would be an election. If the election failed, then we are done, and we can say we tried.

#### **C. Utilization of Water Tender – Policy Boundaries DRAFT:**

Fire Chief Gray presented a draft policy for utilizing the district's water tender to the Fire Board. Chief explained that a fire is confirmed before the firefighters respond. He said this district must reciprocate with mutual aid with the other fire districts in the Almanor basin. The response boundaries with the water tender was discussed.

President Hurff called for a motion to approve the policy to utilize the water tender changes. The motion was unanimous upon a motion by Director Damsen, seconded by Secretary Lee.

## 8) New Business:

### A. Review Records Management Proposal:

Chief Gray explained that the current fire record program the firefighters use to report their fire incidents is antiquated. The quotation from ESO is the annual cost, which includes a one-time set-up and online training.

Chief confirmed that Peninsula Fire is currently using the same fire reporting program. After a brief discussion, President Hurff called for a motion to approve the quote for the fire records management program from the ESO with an annual cost of \$1,125.75. Upon a motion by Vice President Sollid, seconded by Director Damsen, the motion was approved unanimously.

### B. Monthly Expenditures for *July* – Fiscal Year *2024/2025*:

President Hurff asked the Board if they had reviewed the bills for July and if they had any questions. There was a question regarding Frontier Communications bills because some months, the bills are much higher. Administrative Assistant Coons-Price said she would re-check the statement's for accuracy.

There was a discussion regarding the satellite phone system that Peninsula Fire is using. Chief Gray explained that he was waiting to see if he is satisfied with the new phone system before implementing it here at this station. Chief said the system seems to be working well and he will get a quote for the board to review.

President Hurff called for a motion to approve the July bills. Upon a motion by Director Mueller, seconded by Secretary Lee, the motion was carried.

### C. Monthly Expenditure for *August* – Fiscal Year *2024/2025*:

President Hurff asked the Board if they had reviewed the bills for August and if they had any questions. There was a question regarding the annual unfunded accrued liability payment to CalPERS. The board noticed that a payment has been made monthly. Coons-Price said this is usually paid once a year and will re-check it for accuracy.

President Hurff called for a motion to approve the August bills. Upon a motion by Secretary Lee, seconded by Director Mueller, the motion was carried.

## 9) Reports:

### A. Fire Chief's Report:

Chief Gray reported that we received a Workers Compensation Certificate for zero claims. The fire board received a copy of the Special District Risk Management Authority President's Special Acknowledgment Award with congratulations for our excellent claim record for 2023/2024.

The chief reported on the Park Fire. He informed the fire board that Peninsula Fire has employees working on a strike team for the last two weeks, and he up-staffed while being in a pre-position through the Office of Emergency Services (OES) program which we are paid for.

Chief Gary reported 5 EMS Calls, 2 Fire Calls and 1 Public Assist in July.

Chief reported 3 EMS Calls, & 2 Fire Calls in August.

Chief reported he staffed two firefighters 22 days out of 31 in July.

Chief reported he staffed two firefighters 27 days out of 31 days in August.

Chief reported he had been alternating training from Hamilton Branch and Peninsula Fire Stations. And will continue to keep one firefighter here during training at the Peninsula.

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

President Hurff called for Fire Board of Directors reports.

Director Damsen asked if there is a company that checks or services homeowner fire extinguisher in this area. Coons-Price said she would supply him with the company name and phone number that services the fire department fire extinguishers. Damsen showed interested in setting up a group of Hamilton Branch residents for fire extinguisher inspections.

## 10) Correspondence:

Handout – Chief Gary presented a quote from Island Painting.

Handout – Chief Gray presented a quote from EJ's Quality Doors.

Handout – Special District Risk Management Authority

Workers Compensation Certificate:

President's Special Acknowledgment Award with congratulations for our excellent claim record for 2023/2024.

11) Future Agenda Items:

- A. Frontier Communications Bills
- B. CalPERS Unfunded Liability Payments

12) Next Scheduled Regular Fire Board Meeting:

*Tuesday, October 9, 2024, 1:00 PM*

13) Meeting Adjourned:

There being no further business, President Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 2:27 PM.

Respectfully submitted by *Holly C. Coons - Price*

The *September 11, 2024*, meeting minutes were approved on *October 9, 2024*.

X

*Brett Hurff, Fire Board President*

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x 

*Brett Hurff, Fire Board President*