

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

*May 8, 2024 Meeting Minutes*

1) **Call to Order:** Fire Board President, Brett Hurff, called the meeting to order at 1:00 PM

2) **Pledge of Allegiance**

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

**Staff present:** Fire Chief Robert Gray, Administrative Assistant Holly Coons-Price & Office Assistant Turi Robertson-Burr.

Firefighters present – 2

4) **Approval of Minutes – *March 7, 2024:***

President Hurff explained that the April meeting was canceled.

President Hurff asked if the Fire Board had reviewed the meeting minutes for *March 7, 2024*.

President Hurff called for a motion to approve the minutes.

Upon a motion by Vice President Sollid, seconded by Director Lee, the minutes for the *March 7, 2024*, meeting were approved as written.

5) **Approval of the Agenda:**

President Hurff asked if the Fire Board had reviewed the agenda for *May 8, 2024*.

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

6) **Public Comment:**

President Hurff called for public comments.

Three Fire Belles were present.

Fire Belle Pat Hansen asked the Chief when the painting will start in the fire hall.

There was a discussion regarding local and out of area painting contractors.

Fire Chief Gary stated he has posted request for proposals, most contractor's schedule interior painting during the winter months.

Director Mueller said that she would pass on this project to some friends that know painting contractors.

President Hurff encouraged the Board and the public to send people our way if there is interest in providing work here at the fire station, as long as they are licensed and insured.

There was a question regarding the date the parking lot would be finished. Chief said he has the conflict dates and will pass them on to Brett Womack and any other workers.

## 7) Old Business:

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

Chief Gray informed the Fire Board that he has reached out to several painting contractors. Some did not show up and another said he would bid the project but could not start until October.

Chief informed the board that while walking around assessing the building and grounds, he found a spot near the apparatus bay with some damage in the roof that is leaking. This may be that a seam in the metal roofing needs to be screwed down. Chief said he will have the roof inspected and would keep the board informed.

Chief reported that during the demolition of the parking and driveway area, WOMAC Construction suggested other items that needed to be done while he had his crew here.

Chief stopped the construction until the fire board approved the extra cost to the project.

Director Mueller confirmed the original proposal approved for \$66,444.00. Chief provided a new list from Womack for the additional work. The Fire Board discussed the additional work and decided to bid out the entrance pad because they thought \$4,000.00 was too expensive.

President Hurff called for a motion to approve Womack's extra work in the amount of \$8,870.00.

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

## 8) New Business:

### A. WOMACK Construction – Proposal for Parking Lot Additional Work:

President Hurff stated that the other items on the list that are not highlighted can go out to bid later if we decide to have the work done.

### B. Monthly Expenditures for *March & April* – Fiscal Year *2023/2024*:

President Hurff asked the Fire Board if they had a chance to review the bills paid in *March & April*.

Chief informed the Board that the two new ceiling fans have been installed. There was a discussion regarding kitchen supply expense.

There was a discussion regarding Starlink Internet. Chief confirmed the connection with Starlink is clear and the cost to the fire district is a lot less than Frontier.

Clarification for the vendor Carrot Top is for a new American Flag for the station.

There was a discussion regarding snow removal. The Board decided that the work will go out for bid before winter.

Chief informed the Fire Board that there is a problem with Peninsula's fuel pump so we needed to use the Shell Station until the pump was repaired.

Chief informed the Board that he has ordered RED Diesel which will save both Peninsula and Hamilton Branch Fire in fuel cost.

President Hurff called for a motion to approve the expenditures for April and May.

Upon a motion by Director Mueller, seconded by Vice President Sollid, the motion was approved.

#### **C. Fire Board Vacancy – Letter of Interest – Ronald Damsen:**

President Hurff informed the Fire Board that we have received a letter of interest from Ron Damsen. He is an incumbent.

President Hurff called for a motion to approve Ron's letter of interest and when he attends the June board meeting we can swear him in.

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

#### **D. SingletonAuman PC-2 Year Audit 2022/2023 & 2023/2024:**

Chief Gray explained that this is a two year audit.

There was a discussion regarding SingletonAuman PC being a local firm and their knowledge of small special districts.

President Hurff called for a motion to approve the two year audit in the amount of \$11,500.00.

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

**E. Contract Renewal between Hamilton Branch Fire & Peninsula Fire:**

Chief explained that the way he reads this contract it is reviewed each year. He said the only amendment is the amount the Per-Diem Firefighters get paid per shift. He has increased the contract to \$50.00 extra per shift for each employee at this station.

After a brief discussion, President Hurff called for a motion to amend the contract between Hamilton Branch Fire and Peninsula Fire with an increase in the pay rate for the Per-Diem employees.

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

**F. Shared Services with Almanor Basin Fire Agencies:**

Chief Gray explained this stems from Chester Fire District and Peninsula Fire Board.

Chief asked the Hamilton Branch Board if they were interested in meeting with the Local Agency Formation Committee (LAFCO) to discuss consolidation along with two board members of each fire agencies in the Almanor basin, which would consist of Peninsula Fire, Hamilton Branch Fire, West Almanor Fire and Prattville Fire. The meeting would inform us on all the options for what we are dealing with right now with Chester Fire.

Vice President Sollid asked if Chester Fire would be invited. Chief said he is unable to discuss Chester Fire's position at this time. Sollid asked if Chester could be forced to consolidate. Chief said no. Solid asked if there is a law that says we have to take over. Chief said no, this is why we need to meet with LAFCO to hear their recommendation.

Chief stated he is willing to help Chester Fire but if we are providing services we need to get compensated.

Vice President Sollid and Director Mueller will attend the LAFCO with Chief. The end of June or in July was discussed to meet with LAFCO.

Chief asked the Fire Board if he could move the June 12<sup>th</sup> Fire Board Meeting to June 26<sup>th</sup>. He has personal events happening early in June.

The next Fire Board meeting will be on June 26<sup>th</sup> at Peninsula Fire District Fire Hall at 1:00, so the Fire Belles can set up for their luncheon.

## 9) Reports:

### A. Fire Chief's Report:

Fire Chief Gray reported he had to let one employee go because he was not a good fit here and he is in the process of hiring a new employee.

Chief informed the Board that we did not qualify for the woodstove insert grant. We will try again next year.

Chief said Lieutenant Carter is working on a 50/50 grant for new turnouts, up to \$20,000.00.

Chief reported that he plans to meet with Dave House regarding volunteer recruitments.

Chief reported he has been so busy with administrative work that he is thinking of setting up a day to get some interaction with the public here on a specific date and time for questions and answers. He will keep the public informed as to when this will happen.

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

President Hurff called for Board of Directors reports.

There were none.

## 10) Correspondence:

None.

## 11) Future Agenda Items:

A. LAFCo Up-date

## 12) Next Scheduled Regular Fire Board Meeting:

**Wednesday, June 26, 2024, 1:00 PM, at Peninsula Fire Hall, 801 Golf Club Road, Lake Almanor Ca. 96137.**

## 13) Meeting Adjourned:

There being no further business, President Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 2:36 PM.

Respectfully submitted by *Holly C. Coons - Price*

The meeting minutes for May 8, 2024, were approved on June 26, 2024.

x 

Brett Hurff, Fire Board President

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*Brett Hurff, Fire Board President*