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

May 11, 2021 Meeting Minutes

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

2) Fire Board Members Present: President Brett Hurff, Vice President Norm Sollid, Secretary John Seipert, Director Kathrine Newton & Ron Damsen.

Staff present: Fire Chief Andrew Courtright. Administrative Assistant Holly Coons.

Public present 1.

3) Pledge of Allegiance

President Hurff led the pledge of allegiance.

4) Approval of the Meeting Minutes for *April 13, 2022*:

President Hurff asked the Fire Board if they had any questions or corrections to the April 13, 2022 Meeting Minutes. There being none, President Hurff called for a motion to approve the meeting minutes.

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

5) Approval of the Agenda:

President Hurff asked if the Fire Board had any changes to the Agenda for *May 11, 2022.*

There being none, President Hurff 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:

None.

7) Old Business:

None.

8) New Business:

A. Contract between Hamilton Branch Fire & Peninsula Fire

Chief Courtright explained that he and Secretary Seipert are still working on the contract and will have a contract / administrative service agreement ready for the next meeting in June for the fire board to review.

B. Monthly Expenditures for *April* – Fiscal Year *2021/2022:*

President Hurff asked if there were any questions regarding the April expenditures.

There being none, President Hurff Called for a motion to approve April expenditures.

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

C. New Volunteer Job Description:

Chief Courtright informed the fire board that he and Secretary John Seipert have been working on a volunteer firefighter job description.

Chief confirmed that this volunteer job will not include going into burning structures. The job is mostly wildland fire with in-house training. Chief also confirmed that he can sign off on completing training documents. Chief included he already has a meeting with a potential volunteer.

President Hurff called for a motion to approve the new job description for volunteer firefighters.

Chief will provide the job description for a vote and signatures at the next meeting.

D. ISO Inspection:

Chief explained the last ISO inspection was in 2013. He said nothing has changed so we should maintain the current rate or lower the rating. We should have the official results by the June meeting.

Ballot Infinitive 21-0042A1 was discussed. The sample resolution and a deadline to submit also was discussed.

President Hurff suggested to table the resolution until the June fire board meeting.

9) Reports:

A. Fire Chief's Report:

Chief reported a total of 6 emergency calls in April. 3 Medical Aids, 2 Fire Calls & 1 Public Assist.

Chief reported equipment and volunteers is doing well.

Chief reported he is meeting with Plumas County District Attorney on Friday to discuss and pick up the first donation / installment from Pacific Gas & Electric.

Chief Courtright informed the Fire Board he and Bruce are still planning a scope of work for the fire station regarding what doors and windows to place or replace for more weather efficient.

Chief reported that he and Secretary Seipert have been working on options for the administrative agreement contract between Peninsula Fire and hope to have it completed for the Directors to discuss by next fire board meeting.

Chief reminded the fire board Burn Permits are available online at burnpermit.fire.ca.gov.

Chief informed the fire board he has applied for the KBK Grant again this year and should hear back from them by the end of the month.

Chief reported Green Waste is open at the old landfill. Hours of operation are 9:00am to 5:00pm Friday through Saturday (closed from 12:00pm to 12:30pm daily).

We have complained in the past about not being open enough but now it seems they have reduced the time more as they are not open Tuesdays anymore.

Chief reported staffing has seen no real changes. He informed the fire board he has been lucky enough to replace what we lost currently, however we are not getting ahead. Chief and Secretary Seipert are looking at the current contract between Peninsula Fire and are hoping they can come up with an option that will help get Hamilton Branch through these rough times.

Chief Courtright updated the fire board on the Emergency Broadcast System. He said the license has been requested. Chief answered questions from the fire board and will keep them informed.

Chief updated the fire board regarding the Self Contained Breathing Apparatus (SCBA) System.

Chief has decided to back out. The older system at Chester Fire was actually moved outside and has been exposed to the elements and he does not what to find out how much rodents or sun / weather damage has occurred within the system.

Chief Courtright informed the fire board that Lassen County Fire Safe Council invites you to join them in their free home ignition zone education seminar. This one day seminar is presented by the National Fire Protection Association (NFPA) on Sunday, June 5, 2022 here at the fire station from 9:00am to 4:30pm.

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

None.

10) Correspondence:

None.

11) Future Agenda Items:

A. Contract between Hamilton Branch Fire & Peninsula Fire

B. Monthly Expenditure for *May* – Fiscal Year *2021-2022*

C. Insurance Service Office – Results

D. Resolution for Initiative 21-0042A1

12) Next Scheduled Regular Fire Board Meeting:

***Wednesday, May 11, 2022, 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 Hurff thanked everyone for attending the meeting and adjourned the Fire Board meeting at 1:29 PM.

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

The meeting minutes for *April 13, 2022* were approved on *May 11, 2022*

X

Brett Hurff

Fire Board President