

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

October 9, 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

Absent: Director Suzanne Mueller.

Staff present: Fire Chief Robert Gray, Administrative Assistant Holly Coons-Price, and Firefighter Austin Engelhardt. Public Present - 4

3) Pledge of Allegiance:

President Hurff led the Pledge of Allegiance.

4) Approval of Minutes – *September 11, 2024*:

President Hurff asked if the Fire Board had reviewed the *September 11, 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 *September 11, 2024*, minutes. Secretary Lee seconded the motion, which was carried.

5) Approval of the Agenda:

President Hurff asked if the Fire Board had reviewed the *October 9, 2024*, agenda and if they had any corrections. There was none.

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

6) Public Comment:

President Hurff called for public comments.

There was none.

7) Old Business:

A. Station & Grounds-Up-Date:

President Hurff called on Chief Gray to report on building & Grounds up-date.

Chief Gray reported that the interior painting will start the first week of November and will be completed in two weeks.

Chief reported that the wheel chair ADA signs have been ordered.

President Hurff asked if the lines would be painted in-house. Chief said yes and explained that we will purchase the blue safety paint.

Chief Gray announced that Secretary Lee and his wife Judy for donating a picnic table for the fire station courtyard. After a brief look, everyone thanked Jim Lee for his efforts in refinishing the table for the fire district.

B. Shared Services with Almanor Basin Fire Agencies:

Chief Gray reported Peninsula Fire & Chester Fire boards continue to meet regarding services ending with Chester Fire and how we can fix the problem.

The chief reported that LAFCO performs a service review for Peninsula Fire and Chester Fire every five years. He said he is waiting for their document, which will show Peninsula Fire is the most reasonable agency to provide services for the Chester community when Chester Fire closes its doors.

There was a question regarding the Plumas County Board of Supervisors and whether they intend to get involved in helping with this financial problem. Chief informed the fire board that he is attending the next BOS meeting on Tuesday @ 10:00 am with hopes they will have a positive response to the letter that was sent to them from our committee which consists of two fire board members from Peninsula Fire and Chester Fire asking them to consider \$50,000.00 out of the Quincy district budget to help pay for LAFCO annexation fees and NST Engineering costs.

Chief Gray explained that this situation does not apply to the Hamilton Branch Fire. He said we will wait to see how the annexation with Chester Fire pans out and he will wait for an opportunity to see if an annexation is a good idea for Hamilton Branch becoming one department.

Chief Gray said he will keep the fire board informed.

8) New Business:

A. Frontier Communications Bill / Payment reconciliation:

Chief explained that Frontier is very expensive and continues to charge late fee to our account. From the time we receive their statements for

processing, mailing the claims to the County for payment, Frontier posts our payments late.

There was a discussion regarding Nextiva phone system and if it is working for Peninsula Fire. Chief assured the board that the system works great.

President Hurff called for a motion to cancel service with Frontier Communications. Upon a motion by Vice President Sollid, seconded by Director Damsen and with a unanimous vote, the motion was carried.

The district will keep Frontier until Nextiva is installed.

B. Nextiva Quotation #CPQ492129 – Internet Phone - 36 Months:

President Hurff called for a motion to accept Nextiva Quotation #CPQ492129. The monthly bill with one desk top phone was discussed along with all the features the system offers.

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

C. Monthly Expenditures for *September – Fiscal Year 2024/2025*:

President Hurff asked the Board if they had reviewed the bills for September and if they had any questions. There was a question regarding the CalCard purchase. President Hurff asked for items to be itemized.

Chief confirmed that two employees were scheduled 24 days out of 30 days in September.

President Hurff called for a motion to approve the September bills paid; upon a motion by Director Damsen, seconded by Secretary Lee, and with a unanimous vote, the motion was carried.

D. CalPERS Unfunded Accrued Liability Annual / Monthly Payment:

Administrative Assistant Coons-Price explained that there was a discussion at the last meeting regarding the payment for the district's PERS unfunded accrued liability.

Coons-Price explained that we have the option at the beginning of each fiscal year to pay the annual amount or make a monthly payment. The July statement was paid with the monthly amount and we have continued to do so. Next fiscal year we will go back to paying the annual amount with one payment.

There was no further discussion.

E. Final Budget for Year 2024/2025:

President Hurff asked the directors if they have reviewed the final budget for fiscal year 2024/2025 and if they had any questions.

President Hurff asked Chief Gray to clarify some of the line items in the final budget.

Account # 52020 Communications

Account # 52090 Maintenance on Equipment / Vehicles

Account # 52110 Vehicle Fuel

Account # 52160 Memberships

Account # 52196 Contract Services

Account # 52440 Special Dept. Expenses

Account # 52950 Loan Payment 2 New Fire Engines

Account # 40010 Secured Taxes

Account # 43010 Invested Funds

Chief Gray explained each account as to how he came up the projected amounts.

President Huff noticed that the Fixed Assets Total is off by \$3,000.00.

Chief Gray will adjust the final budget by \$3,000.00 in Fixed Assets.

President Huff asked if there was any other questions, there being none he called for a motion to approve the final budget for year 2024/2025. Upon a motion to approve the budget by Vice President Sollid, seconded by Director Damsen and with a unanimous vote the motion was approved.

The Final Budget for Fiscal Year 2024/2025 will be re-printed and distributed to the board of directors.

9) Reports:

A. Fire Chief's Report:

Chief Gary reported 5 EMS Calls, 2 Public Assists and 2 Fires which were illegal burn piles in September. Chief informed the fire board that one firefighter from Hamilton Branch had to assist with 4 medical aids in Chester as a mutual aid. Chief said he will make sure one firefighter remains here at the station when this happens.

Chief Gray reminded the fire board that fire extinguisher maintenance for the community was discussed. He said that Administrative Assistant Coons-Price reached out to the company that services businesses annually. They explained that there is no law in place for them to service residential fire extinguishers. They really did not want to take on residential services.

Chief Gray went over different types of extinguishers including disposable and how to read gauges on refillable extinguishers. Chief offered to have a training day for the community on the proper use of extinguishers with Peninsula's training prop. There was a discussion regarding training at the Fire Belles meeting.

Chief Gray informed that fire board that he has made a list of items to request from the KBK Foundation grant. They asked us to submit the items that are needed up to \$400,000.00. Chief said the list consists of:

1. Self-Breathing Apparatus's (SCBA's) because ours are almost outdated.
2. Five sets of Turn Outs because we need to keep them up to date.
3. Skid Steer Bobcat tractor for snow removal.

Chief informed the fire board that he was offered 2 vehicle mounted snow plow blades from Lake Almanor Country Club. He will look at them and if they are in good condition he was thinking about mounting one on our utility truck. He said this would be useful in a snow storm if we needed to plow our way into properties in the event of an emergency.

Chief informed the fire board that we have an outdated water pump that needs restoration. All of our fire trucks have pumps on them and he does not see a need for it. The pump has been sitting on the property for twenty years just taking up space. He is asking permission to surplus it. Brian Turner has expressed interest in it. President Hurff said he would like to table this decision until next month.

Chief Gray reminder the fire board that they approved the ESO record management software. Chief signed the contract and is moving forward with the transferring files from the old program. This takes some time and we hope to have it up and running by January 1, 2025. He will keep you informed when it goes live.

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

President Hurff called for Fire Board of Directors reports or comments.

Director Damsen informed the fire board that he will be leaving for Arizona and will return in time for the May meeting.

There was no other reports or comments.

10) Correspondence:

A. Information from the California Insurance Commissioner Ricardo Lara:
Staff listing for community outreach, Safer from wildfires information & California's sustainable insurance strategy.

Each board member received a copy of this information and there was no comments.

11) Future Agenda Items:

A. Surplus – Old Water Pump

12) Next Scheduled Regular Fire Board Meeting:

Wednesday, November 13, 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 2:13 PM.

Respectfully submitted by *Holly C. Coons - Price*

The *October 9, 2024*, meeting minutes were approved on *November 13, 2024*.

X 
Brett Hurff, Fire Board President