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**BURNEY FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
APRIL 19, 2022  
3:00 PM – REGULAR MEETING**

**OPEN SESSION**

**MEETING CALLED TO ORDER:** Board Vice Chair Sweet

**FLAG SALUTE:** Board Vice Chair Sweet

**RECOGNIZE NEWLY APPOINTED BOARD MEMBERS – SWEARING IN / OATH OF OFFICE**

Clerk to the Board Cindy Hall issued the Oath of Office to new Board Members Forrest Bartell, Pamela Grant, and Interim Fire Chief Bob May.

**ROLL CALL**

Roger Valinoti - Absent  
Steve Sweet  
Irene May  
Forrest Bartell  
Pamela Grant

**AGENDA APPROVAL**

On motion by I. May and second by Bartell **the Agenda was approved by the following vote:**

Ayes: Sweet, I. May, Bartell, Grant  
Noes: None  
Absent: Valinoti  
Abstain: None

**ANNOUNCEMENTS / PRESENTATIONS**

None.

**COMMITTEE REPORTS**

Finance – None  
Strategic Plan Committee – None  
Fire Station Relocation Committee – None  
Legislative Committee – None

**PUBLIC FORUM**

None.

## PUBLIC FORUM RESPONSE

None.

### 1. CONSENT CALENDAR

*Items are expected to be routine and non-controversial. They will be acted upon by the Board at one time, using one motion, without discussion. Any Commissioner, staff member, or interested person or party may request that an item be removed from the consent calendar for later discussion.*

- a. Approval for payment of bills as submitted: March 29, Batch 7; March 29, Batch 8; April 12, Batch 1, and April 12, 2022 Batch 2.
- b. Approval of the Minutes from the Regular Board Meeting March 23, 2022.
- c. Monthly financials for March 2022.
- d. Approval of the ambulance accounts receivable reports for March 2022 (Wittman and Sierra Receivables).

On motion by Bartell and second by I. May, **the Consent Calendar items were approved by the following vote:**

Ayes: Sweet, I. May, Bartell, Grant  
Noes: None  
Absent: Valinoti  
Abstain: None

### 2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

### 3. DISCUSSION / ACTION ITEMS

#### **a. Update on FY 2020 – 2021 Audit.**

Our auditor, Rob Dennis has not completed our audit. Interim Fire Chief May will speak with him once again to be sure the audit will be presented at the next board meeting on May 17, 2022. *No motion required.*

- b. **Board training, ethics, harassment, discrimination, and responsibilities.** Interim Fire Chief May said there are two mandatory trainings required for elected officials. AB 1234 (Ethics), and AB 1661 (Sexual Harassment Prevention). The Board would like to take these trainings online; staff will send the appropriate links to each Board Member. Additional trainings that are recommended are Understanding Board Member roles and Responsibilities, and Brown Act Open Meetings. Interim Fire Chief May will conduct the Board Member Responsibility training at the May 17, 2022 Board meeting. *No Motion Required.*

- c. **Projected GSRMA FY 2022 – 2023 Rates.** The District belongs to a risk sharing pool which provides the District its Workers' Compensation, General Liability, Property, Auto, Mobile Equipment, and Crime insurance. The annual contribution which will be paid July 1, 2022 will be \$48,555. This is a reduction from the 2021-2022 contribution of \$51,843. The primary reduction is based on a reduction in payroll and changes in the pool. *No Motion Required.*

- d. **USFS Lassen Coop Agreement.** Each year the US Forest Service – Lassen National Forest has the local fire agencies who desire to enter into a reciprocal fire protection agreement for service provided by Burney to the US Forest Service. The agreement establishes the reimbursement rate for Burney Fire providing services to the Lassen National Forest. This agreement is for 5 years. Burney Fire will only honor the request if there is adequate staffing available to provide the requested service.

On motion by Bartell and second by I. May the Board authorizes the Fire Chief to execute the agreement, **approved by the following vote:**

Ayes: Sweet, I. May, Bartell, Grant  
Noes: None  
Absent: Valinoti  
Abstain: None

- e. **Board Committee Appointments.** Now that there are five members of the Board, staff is recommending that the committee appointments from the January 2022 meeting be reviewed to allow the two new Board Members a chance to sit on a committee.

The following committee members / positions were appointed by Vice Chair Sweet:

Finance:	Chair Sweet, Vice Chair I. May
Strategic Plan:	Chair I. May, Vice Chair Open
Fire Station Relocation:	Chair I. May, Vice Chair Grant
Legislative:	Chair Bartell, Vice Chair Open

- f. **Paid Call Personnel Hiring Modification.** Our current process for hiring Paid Call Personnel is inconsistent with the existing Administrative Instruction (AI). The AI needs to be revised to conform to current legal standards for hiring. Staff is recommending the following hiring practices to be in place until the AI can be updated.

### **Employment Standards and Qualifications, and Application Procedure**

1. High School diploma or GED
2. 18 years of age
3. California Driver's License with DMV driving record
4. Required certifications for the specific position (minimum of CPR, AED, First Aid, EMT, AEMT, Paramedic).
5. District application with peer review and interview
6. Conditional offer for Paid Call employee
7. Drug test
8. Livescan fingerprints (background)
9. Legal right to work in the United States

All other areas of the AI will remain in effect.

On motion by Bartell and second by I. May the Board approves the above changes for hiring protocol for Paid Call Personnel, **approved by the following vote:**

Ayes: Sweet, I. May, Bartell, Grant  
Noes: None  
Absent: Valinoti  
Abstain: None

**FUTURE AGENDA ITEMS**

FY 2020 – 2021 Audit update, FY 2022 – 2023 Draft Budget, Board Responsibility Training

**FIRE CHIEF’S REPORT**

- BFPD has been awarded a grant in the amount of \$7,500 from the Community Foundation of the North State Burney Regional Fund for the purchase of 3 new AED’s.
- We still have about 4 or 5 grants that we are still waiting to hear back from.


**BOARD MEMBER REPORTS**


None.

**ADJOURNMENT**

Board Vice Chair Sweet adjourned the meeting at 4:12 PM.

  
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Board Vice President Steve Sweet

  
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District Secretary, Cindy Hall

  
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Date: April 19, 2022