

**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MAY 17, 2022
3:00 PM – REGULAR MEETING**

OPEN SESSION

MEETING CALLED TO ORDER: Chair Valinoti

FLAG SALUTE: Chair Valinoti

ROLL CALL

Roger Valinoti
Steve Sweet
Irene May
Forrest Bartell – *arrived 3:25 PM*
Pamela Grant – *arrived 3:03 PM*

AGENDA APPROVAL

Chief May requested to add an Item to the Discussion / Item section entitled “Professional Services Agreement for Legal Counsel.”

On motion by Sweet and second by I. May **the Professional Services Agreement for Legal Counsel is added to the Discussion / Item section, approved by the following vote:**

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

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

Ayes: Valinoti, Sweet, I. May
Noes: None
Absent: Bartell, Grant
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: April 26, Batches 3 and 4; May 10, Batches 1 and 2; May 17, 2022 Batches 3 and 4.
- b. Approval of the Minutes from the Regular Board Meeting April 19, 2022.
- c. Monthly financials for April 2022.
- d. Approval of the ambulance accounts receivable reports for April 2022 (Wittman and Sierra Receivables).

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

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

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

3. DISCUSSION / ACTION ITEMS

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

We have received the Audit draft. There are highlighted areas that need more information to complete. Final audit will be presented at the June 2022 Board meeting. *No motion required.*

- b. **Resolution BFPD 2022-01 Appropriations Limit FY 2022-2023.** Since the passage of Proposition 4 in 1979, legislation bodies of taxing entities are required to adopt an appropriations limit for their agencies. This required action must comply with Article XIII B of the State Constitution and Government Code 7901 et seq. Resolution BFPD 2022-01 establishes the appropriations limit for fiscal year 2022-2023.

On motion by Sweet and second by I. May, **the Board adopts Resolution BFPD 2022-01, A Resolution of the Board of Directors of the Burney Fire Protection District, County of Shasta, State of California, Establishing the Appropriations Limit for Fiscal Year 2022-2023 for the Burney Fire Protection District in Accordance with Provisions of Division 9 of Title 1 of the California Government Code, approved by the following vote:**

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

- c. **Draft FY 2022-2023.** This draft budget is essentially a mirror of our current FY 2021-2022 budget with a few adjustments. There are 3 priority items: new roof for the station, replacement of the station computer system, and finding incentives to make the Paid Call positions more attractive to bring volunteers in. *No Motion Required.*
- d. **Administration Instruction Paid Call Personnel – General.** At the April 2022 Board Meeting, the Board approved changes that are now reflected in this revised version.

On motion by Bartell and second by I. May **the Board adopts the Administration Instruction Paid Call Personnel – General document, approved by the following vote:**

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

- e. **Burney Forest Products Agreement for Services.** The District has been providing Confined Space Services to Burney Forest Product for several years. This agreement is for the time period of July 1, 2022 to June 30, 2024.

On motion by Bartell and second by Sweet the Board **authorizes the Fire Chief to enter into an agreement with Burney Forest Products, approved by the following vote:**

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

- f. **Plan Review Professional Services Agreement.** Occasionally the District requires outside plan reviews for complex building projects. Staff has contacted West Coast Code Consultants to provide these services to the District, as needed. Cost of services will be borne by the requestor applicant.

On motion by Sweet and second by Bartell the Board **authorizes the Fire Chief to enter into an agreement with West Coast Code Consultants, approved by the following vote:**

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

- g. **Purchase of LP 1000 Trainer.** Our current AED Trainer is broken and the other one is missing. Both devices were older versions. The District recently received a grant from the Community Foundation of the North Sate (Burney Regional Community Fund) for \$7,500 to purchase three AED’s. An AED Trainer unit is required in order to provide CPR training for the District personnel and citizens. Cost for a new Trainer is \$850.

On motion by Bartell and second by Sweet the Board **authorizes the Fire Chief to purchase a LP1000 Trainer, approved by the following vote:**

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

- h. **Professional Services Agreement for Legal Counsel.** Richards Watson and Gershon (RWG) have provided legal counsel to BFPD in the past. In anticipation of having a revenue measure on the ballot in November 2022, it is necessary to have legal counsel ensure the measure is drafted correctly. In addition, RWG will ensure all necessary filings are done for the Mello-Roos CFD reinstatement.

On motion by Bartell and second by Sweet the Board **authorizes the Fire Chief to execute the Professional Services Agreement with Richards Watson Gershon, approved by the following vote:**

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

- i. **Board Training: Ethics, Harassment/Discrimination, Responsibilities.** At the April 2022 Board meeting, Chief May spoke about two mandatory trainings required for elected officials. Today, Chief May did a presentation covering the various topics related to Board member roles and responsibilities. *No Motion Required.*

FUTURE AGENDA ITEMS

Public Hearing and Adoption of FY 2022 – 2023 Budget.
Final Audit FY 2020 – 2021
Wittman Ambulance Reporting Presentation
Board Policy Manual Update
Resolution to Hold an Election

FIRE CHIEF’S REPORT

- We did not get the McConnell grant for a new roof.
- Board Member Bartell is in the process of contacting Mary Rickert to get information regarding the distribution of ARPA (Covid) funds.
- PG & E will be giving money to counties and fire agencies for costs incurred due to the Dixie Fire. Shasta County did not disclose this information to the fire districts.
- BFPD is no longer going to transition from ESO to First Due. Their platform is not ready to report to the state as promised. We will stay with ESO.

BOARD MEMBER REPORTS

None.

ADJOURNMENT

Board Chair Valinoti adjourned the meeting at 4:50 PM.

Board President Roger Valinoti

District Secretary, Cindy Hall

Date: May 17, 2022

