

MINUTES

**BURNEY FIRE PROTECTION DISTRICT
Board of Fire Commissioners
Tuesday, February 13, 2024
3:00 PM Regular Meeting**

OPEN SESSION

1. **MEETING CALLED TO ORDER** 3:00 PM By Board Chair Valinoti

2. **FLAG SALUTE** Chair Valinoti

3. **ROLL CALL**

Roger Valinoti - present
Irene May - present
Forrest Bartell - absent
Pamela Grant - present
Karen VanCleave - present

4. **AGENDA APPROVAL**

On motion by I. May and second by K. VanCleave, the Agenda was approved by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave

Noes: None

Absent: F. Bartell

Abstain: None

5. **ANNOUNCEMENTS**

None.

6. **PRESENTATIONS**

None.

7. **COMMITTEE REPORTS**

None.

8. **PUBLIC COMMENTS**

This time is reserved for members of the public to address the Board relative to matters of District that are not on the agenda. Persons wishing to address items on the agenda will be permitted to do so during the discussion of the item. No action may be taken on non-agenda

items unless authorized by law. Comments will be limited to five minutes per person, twenty minutes in total.

9. PUBLIC FORUM RESPONSE

None.

10. 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: January 8, 2024, Batch # 01, January 9, 2024, Batches # 02, 03, January 12, 2024, Batches # 04, 05, January 22, 2024, Batch # 06, January 23, 2024, Batches # 07, 08, January 29, 2024, Batch # 09
- b. Monthly Funds Transfer Summary
- c. Approval of the Minutes: Regular Meeting January 16, 2024
- d. Monthly financial reports for January 2024
- e. Ambulance accounts receivable reports for January 2024 (Wittman and Sierra Receivables)
- f. January Incident Counts

On motion by I. May and second by P. Grant, the Consent Calendar was approved by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave

Noes: None

Absent: F. Bartell

Abstain: None

11. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

12. CLOSED SESSION

- a. Anticipated litigation (§ 54956.9) (1) case

13. REPORT FROM CLOSED SESSION

Closed Session Adjourned at 5:15 PM. No reportable action taken.

14. DISCUSSION / ACTION ITEMS

- a. ISO Report

The Board discussed the ISO Report which evaluates information from communities in the United States on their structure fire suppression capabilities. Our community received a classification of 03/3Y which was unchanged from the last evaluation done in 2017.

Action: On motion by K. VanCleave and second by P. Grant, the Board moved to receive and file the ISO Report by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave
Noes: None
Absent: F. Bartell
Abstain: None

b. Mid-year Budget Review

The Board discussed the mid-year budget reports. The District has reached 58% of the 2023-2024 Budget to Actual mark as of January 31, 2024.

Action: On motion by K. VanCleave and second by I. May, the Board moved to receive and file the Mid-year Budget Review by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave
Noes: None
Absent: F. Bartell
Abstain: None

c. Recruitment Costs

The Board discussed various options for continuing with independent recruitment of the Fire Chief and Fire Captain positions.

Action: On motion by P. Grant and second by I. May, the Board moved to post advertising with the CA Fire Chiefs Association, the Fire District Association of CA, the Western Fire Chief's Association, and the National Association of Hispanic Firefighters, by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave
Noes: None
Absent: F. Bartell
Abstain: None

d. Fire Captain Position

The Board discussed the revised Administrative Instruction for Fire Captain (Job Description).

Action: On motion by K. VanCleave and second by P. Grant, the Board voted to approve the revised Administrative Instruction for Fire Captain by the following vote:

Ayes: R. Valinoti, I. May, P. Grant, K. Van Cleave
Noes: None

Absent: F. Bartell
Abstain: None

15. FUTURE AGENDA ITEMS

- a. Workplace Violence: Chief May will bring a Workplace Violence Policy for adoption to the next Board Meeting on April 16, 2024.
- b. Paid Sick Leave: The California law regarding sick leave has changed. Chief May will bring a new policy for adoption to the next Board Meeting on April 16, 2024.

16. FIRE CHIEF'S REPORT

On Friday, February 9th, the Firefighters had a training session on the use of the new Jaws of Life equipment. John Knowles provided a vehicle. The Burney Fire Protection District has the most modern Jaws of Life equipment in eastern Shasta County in service now. We will demonstrate the equipment to the community at the Pancake Breakfast on April 6, 2024.

Chief May updated the Board on the newly acquired ambulance. It was equipped with street tires instead of mud and snow tires as expected. The ambulance company will cover the cost of new tires. The ambulance company is also redesigning the console for us. The old ambulance will be sold soon. It is estimated to be worth \$5,000 to \$7,500.

Marc St. Clair is at the mid-point of his EMT training.

The Emergency Medical Responder class is almost complete, refreshing the training and knowledge of our volunteer staff.


The new Fire District website is online. It will be helpful to direct people to the website for information as it is well planned and easy to access. We plan to add a Frequently Asked Questions section and a photo gallery.

17. BOARD MEMBER COMMENTS

None.

18. ADJOURNMENT


A complete agenda packet is available for public inspection at the office of the Board Secretary, 37072 Main Street, during regular business hours, 8:30 AM to 4:30 PM, Monday – Thursday.
R. Valinoti adjourned the meeting at 5:15 PM.



Board Chair, Roger Valinoti



Administrative Assistant, Kathy Newton



Date: 02/13/2024