

## MINUTES

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**BURNEY FIRE PROTECTION DISTRICT  
Board of Fire Commissioners  
Tuesday, May 21, 2024  
3:00 PM Regular Meeting**

### OPEN SESSION

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1. **MEETING CALLED TO ORDER** 3:00 PM by Vice Chair F. Bartell

2. **FLAG SALUTE**

3. **ROLL CALL**

Roger Valinoti – Absent  
Irene May – Absent  
Forrest Bartell – Present by Speakerphone  
Pamela Grant – Present  
Karen VanCleave – Present

4. **AGENDA APPROVAL**

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

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

5. **ANNOUNCEMENTS**

None.

6. **PRESENTATIONS**

None.

7. **COMMITTEE REPORTS**

None.

8. **PUBLIC COMMENTS**

None.

## **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: April 10, 2024, Batch 01, April 17, 2024, Batches 02, 03, 04, April 24, 2024, Batch 05
- b. Monthly Funds Transfer Summary for April
- c. Approval of the Minutes: Regular Meeting April 16, 2024
- d. Monthly financial reports for April 2024
- e. Ambulance accounts receivable reports for April 2024 (Wittman and Sierra Receivables)
- f. April Incident Counts

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

Ayes: F. Bartell, P. Grant, K. VanCleave

Noes: None

Absent: R. Valinoti, I. May

Abstain: None

## **11. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

## **12. DISCUSSION / ACTION ITEMS**

### **a. AI Employee Benefit Plan (Sick Leave Policy)**

*Action:* On motion by P. Grant and second by F. Bartell, the Board moved to adopt the Employee Benefit Plan by the following vote:

Ayes: F. Bartell, P. Grant, K. VanCleave

Noes: None

Absent: R. Valinoti, I. May

Abstain: None

### **b. AI Discrimination, Harassment, and Retaliation Prevention Policy**

*Action:* On motion by K. Van Cleave and second by P. Grant, the Board moved to adopt the Discrimination, Harassment, and Retaliation Prevention Policy by the following vote:

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

**c. Preliminary 2024-2025 Annual Budget**

The Board reviewed the 2024-2025 Budget. The Fire District is on target for a balanced budget. The Board's Financial Committee will meet to review the budget prior to June adoption.

**d. Board of Directors Election Resolution BFPD 2024-02**

*Action:* On motion by K. Van Cleave and second by P. Grant, the Board moved to adopt Resolution BFPD 2024-02 and forward the same to the Shasta County Registrar of Voters by the following vote:

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

**e. Special Parcel Tax Ordinance BFPD 2024-01**

The Board reviewed the text of Special Parcel Tax Ordinance BFPD 2024-01 to ensure the information was clearly stated for the public.

**f. Special District Election Resolution BFPD 2024-01**

The Board reviewed the text of Special District Election Resolution BFPD 2024-01 to ensure the information was clearly stated for the public. K. VanCleave will work with BFPD staff to propose simplified text for the ballot to be evaluated before the June 18, 2024, Board Meeting.

**g. Ambulance Collection Vendor**

*Action:* On motion by F. Bartell and second by K. VanCleave, the Board voted to authorize the Fire Chief to enter into a Professional Services Agreement with Financial Credit Network, Inc. and sign the necessary agreement by the following vote:

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

**h. Surplus Equipment**

*Action:* On motion by F. Bartell and second by K. VanCleave the Board voted to authorize the Fire Chief to dispose of surplus Hurst Equipment by the following vote:

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

**13. FUTURE AGENDA ITEMS**

Adopt 2024-2025 Annual Budget/Public Hearing  
Adopt Resolution BFPD 2024-02  
Adopt Ordinance BFPD 2024-01/Public Hearing

**14. FIRE CHIEF'S REPORT**

The Fire Chief reported that the 2012 Ambulance, including the gurney, has been sold for \$20,000.00 to Dignity Health.

The Fire District has purchased eight oxygen tanks from Airgas. This will deliver savings in the long term as we will no longer pay monthly leasing costs.

Marc St. Clair passed his exams and is now an official EMT with the BFPD.

Engine 517 was in the repair shop for two weeks to have valves replaced.

**15. BOARD MEMBER COMMENTS**

None.

**16. CLOSED SESSION**

a. Public Employment Pursuant to Section 54957: Fire Chief

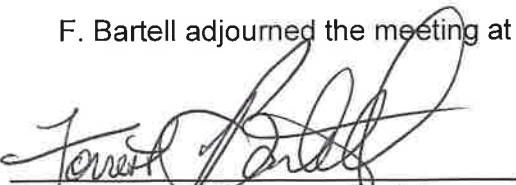
**17. REPORT FROM CLOSED SESSION**

No reportable action taken.

**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.

F. Bartell adjourned the meeting at 4:00 pm.



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Board Vice Chair, Forrest Bartel



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Administrative Assistant, Kathy Newton

*May 21, 2024*  
Date: 05/21/2024