

MINUTES

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**BURNEY FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
DECEMBER 15, 2020  
3:00 PM – REGULAR MEETING**

**OPEN SESSION**

**MEETING CALLED TO ORDER:** 3:00 PM by Board Chair Moore

**FLAG SALUTE:** Board Chair Moore

**RECOGNIZE REAPPOINTED BOARD MEMBERS / OATH OF OFFICE:** Board Secretary Hall issued the Oath of Office to Board Members Robert Moore, and Roger Valinoti.

**ROLL CALL**

Bob Moore  
Roger Valinoti  
Steve Sweet  
Donna Caldwell

**BOARD REORGANIZATION / COMMITTEE APPOINTMENTS**

The Board will keep positions the same: Bob Moore, President; Roger Valinoti, Vice President; Steve Sweet, Secretary.

Motion made by Caldwell, second by Sweet to approve all nominations as listed above, approved by the following vote:

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

The following committee members / positions were appointed by Chair Moore:

Finance:	Chair Moore, Vice Chair Sweet
Strategic Plan:	Chair Valinoti
Fire Station Relocation:	Chair Caldwell
Legislative:	Chair Caldwell

**AGENDA APPROVAL**

On motion by Valinoti, and second by Sweet, the **Agenda was approved by the following vote:**

- Ayes: Moore, Valinoti, Sweet, Caldwell
- Noes: None
- Absent: None
- Abstain: None

**ANNOUNCEMENTS**

None.

**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: November 24, Batch 5; December 1, Batch 1; December 15, Batch 2, and December 15, 2020, Batch 3.
- b. Approval of the Minutes from the Regular Meeting, November 17, 2020.
- c. Monthly financial reports for November 2020.
- d. Ambulance accounts receivable reports for November 2020.

On motion by Caldwell and second by Valinoti, **the Consent Calendar items were approved by the following vote:**

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

**2. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

**3. DISCUSSION / ACTION ITEMS**

**a. Set 2021 Regular Board Meeting Calendar.**

On motion by Caldwell and second by Sweet, the Board will continue to meet on the third Tuesday of each month at 3:00 PM, **approved by the following vote:**

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

**b. Interview potential new Board members and make motion for recommendation to Appoint in Lieu of Election.** The Board interviewed Jessica Sharp, and Irene May for the 2-year open board position. Questions presented were regarding experience on previous boards, and community involvement and interests. This was weighed against the previous interview with Sondra Camacho.

On motion by Caldwell and second by Valinoti, the Board makes an appointee recommendation to the Shasta County Board of Supervisors to Appoint in Lieu of Election Irene May to the Burney Fire Protection District Board of Directors, **approved by the following vote:**

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

**c. Mutual Aid / Automatic Aid with Shasta County Fire Department.** Chief Keady, Board Members Caldwell and Valinoti, and Captain May will meet to discuss the Mutual Aid agreement. Chief Keady will also seek input from BFPD officers and staff on the final document. Chief Keady will set up a meeting with Shasta County Fire in January 2021. Meeting place to be determined but probably will be held at Station 71. *No Motion Required.*

- d. **Cooperative Work Experience Agreement with Southern Cascades CSD.** This Agreement was first introduced at the November 17, 2020 board meeting. There were a number of areas of concern that have now been addressed and incorporated into this revised Agreement.

On motion by Valinoti and second by Sweet, the Board approves the Affiliation Agreement for Field Internship Experience with Southern Cascades Community Services District and authorizes the Fire Chief to enter into the agreement, **approved by the following vote:**

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

- e. **Ambulance Purchase Preparation.** Staff would like to begin our due diligence to see if there is a viable option to purchase an ambulance. This will take some time in order to forecast our revenue streams and expenses. We will look at applying for grants, tribal grants, and financing from ambulance vendors. The consensus was the Board would review proposals as they became available. *No motion required.*
- f. **Cardiac Monitors Lease to Purchase.** The District has two LifePak 12 monitors that are 19 years old which are no longer serviced by the manufacturer, and they are nearing their life service end. We must have reliable equipment. The District needs to move forward in the purchasing of two monitors to ensure reliability. We have proposals from Stryker which include trading in our 2 units at approximately \$4,000 per unit.

On motion by Caldwell and second by Valinoti, the Board authorizes the Fire Chief to enter into a 60-month purchase agreement with Stryker for the purchase of two LifePak 15 Cardiac Monitors, **approved by the following vote:**

Ayes: Moore, Valinoti, Sweet, Caldwell  
Noes: None  
Absent: None  
Abstain: None

- g. **AI Cadet Firefighter Program.** We will bring this back to the Board in January 2021. *No Motion Required.*

### **FUTURE AGENDA ITEMS**

Pit River Tribe MOU Revisions (if applicable), Part-Time Administrative Assistant Job Description, AI Electronic Signature Policy, AI Cadet Firefighter Program, Cardiac Monitor Purchasing Agreement.

### **FIRE CHIEF'S REPORT**

- Shasta County Fire Chiefs are not meeting until January 2021.
- BFPD Auxiliary held the annual toy give away as a "drive through."
- We are looking into ordering a utility vehicle. Contacting Crown Motors, and Sunrise Ford.

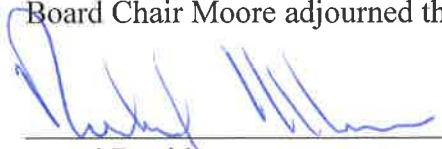
- We will be having staff meetings with BFPD officers to discuss items that are relevant to our operations on the Monday before each board meeting (Board meets on Tuesday).
- We responded to a vehicle fire, and a tarp shack fire behind the clinic.
- We have some volunteer applications that have been submitted.
- We have seen an increase in transporting Covid 19 patients.
- We received a \$5,000 grant from the Redding Rancheria to assist in purchasing the utility vehicle.
- We had 19 fire calls and 73 medical calls.

### **BOARD MEMBER REPORTS**

Board Member Caldwell thanked Chief Keady and Captain May for the effort and work in putting the Shasta County Fire agreement together.

### **ADJOURNMENT**

Board Chair Moore adjourned the meeting at 4:23 PM.



Board President



District Secretary, Cindy Hall

12/15/20

Date: December 15, 2020