

MINUTES

BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
APRIL 21, 2020
3:00 PM – REGULAR MEETING
VIA TELECONFERENCE

This meeting was conducted via teleconference in accordance with Executive Order N-29-20.

OPEN SESSION

MEETING CALLED TO ORDER: 3:23 PM by Board Chair Moore

ROLL CALL

Bob Moore
Roger Valinoti
Steve Sweet
Donna Caldwell – *Arrived at 3:30 PM*

AGENDA APPROVAL

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

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

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 24, Batches 4, 5, and 6; March 31, Batch 7; April 7, Batch 1 and 2, 2020.
- b. Approval of the Minutes from the Regular Meeting, March 17, 2020.
- c. Monthly financial reports for March 2020.
- d. Ambulance accounts receivable reports for February 2020.

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

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

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

3. DISCUSSION / ACTION ITEMS

- a. **PG & E Non-Disclosure Agreement (NDA).** Chief Keady said PG & E had submitted plans that had proprietary information on valves and gas release points at PG & E's Burney Compressor Station. This agreement states that BFPD will not allow unauthorized disclosures.

On motion by Valinoti and second by Sweet, **the Board authorizes the Fire Chief to execute the Non-Disclosure Agreement with PG & E, approved by the following vote:**

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

- b. **FY 2018 – 2019 Audit Update.** We are moving forward with opening up the audit to correct a few clerical errors as well as change some of the language that was included that had information in it pertaining to FY 2019-2020. Chief Keady said there were no mathematical errors. We will bring it back to the Board once the auditor is able to make the adjustments and re-issue the audit brochures. Chief Keady also said that we have looked into opening a separate account at US Bank. District Secretary Cindy reported that Shari at the bank recommended we open a professional/business savings account. A minimum balance of \$10,000 is required and you may make transfers during the month. *No motion required.*
- c. **Official Election Results.** Shasta County sent out the official results from the March 3, 2020 election in which BFPD had Measure B on the ballot (parcel tax). Measure B missed being passed by 19 votes. Discussion ensued as to whether or not we want to put the Measure back on for the November 2020 election. The Board would like to do this but understands that we need to educate, and inform the public

as to what the Measure provides for. Apparently, many voters thought Measure B was part of the Shasta County measure for a sales tax increase. Chief Keady will move forward with creating a Resolution to get the Measure put on the ballot and present it to the Board. *No motion required.*

FUTURE AGENDA ITEMS

Revised Audit for FY 2018-2019, Resolution for Measure B.

FIRE CHIEF'S REPORT

- Chief Keady said meetings continue to be canceled and there are more "Zoom" teleconferencing meetings taking place.
- Shasta County Operational Briefings occur on Mondays, Wednesdays, and Fridays at 0900.
- Our PPE supplies are continuing to hold up.
- Shasta County has had a few Covid cases.
- In addition to the grants that were mentioned at the March board meeting, we have applied for 2 more grants for SCBA's.
- We are still seeing a few plans for review.
- Our CPR classes are canceled for now, as well as plans for an EMT class.
- We have a request in to PG & E for a surplus utility vehicle if they have one available. Our current utility vehicle is out of service.
- All BFPD apparatus is in service (except the Utility vehicle).
- We are ramping up for fire season with our training.
- We have responded to a motor home fire, commercial laundry fire, and a small fire on Cottonwood Street.
- This month we have responded to a drowning, and standby for a dog rescue at the bottom of Lake Britton dam.
- For the month of March 2020, we have had 72 EMS calls, and 29 fire related calls.

BOARD MEMBER REPORTS

Board Member Valinoti asked what the \$29 in bank fees was for. The Board asked how our apparatus fuel, and heating costs compared to last year. Board Member Caldwell wanted a cost comparison to doing our accounting in-house vs. having Shasta County do it. The information was not readily available but we will report our findings at the next board meeting.

Board member Valinoti asked how the board members are supposed to sign the claims, documents, etc. that are approved at each board meeting. He asked about utilizing Doc-U-Sign. Board Secretary Cindy will check into this.

ADJOURNMENT

Board Chair Moore adjourned the meeting at 3:50 PM



Board President



District Secretary, Cindy Hall



Date: April 21, 2020

