
**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
APRIL 20, 2021
3:00 PM – REGULAR MEETING**

OPEN SESSION

MEETING CALLED TO ORDER: Chair Moore

FLAG SALUTE: Chair Moore

ROLL CALL

Bob Moore
Roger Valinoti - Absent
Steve Sweet
Donna Caldwell
Irene May

AGENDA APPROVAL

Under Discussion/Action Items, staff requested that “Item f – Copier Agreement” be added. This document was not received in time to be put on the original agenda.

On motion by Caldwell, and second by Sweet, **Item f was added, and the Agenda was approved by the following vote:**

Ayes: Moore, Sweet, Caldwell, May
Noes: None
Absent: Valinoti
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: March 23, Batch 4; March 30, Batch 5, April 6, Batch 1; April 20, Batch 2, and April 20, 2021, Batch 3.
- b. Approval of the Minutes from the Regular Meeting March 16, 2021.
- c. Approval of the monthly financials for February and March 2021.
- d. Approval of the ambulance accounts receivable reports for February 2021.

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

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

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

3. DISCUSSION / ACTION ITEMS

- a. **Administrative Instruction for Vehicle Usage Policy.** This is the final version of the AI that was presented at the March 16, 2021 board meeting.

On motion by Caldwell, and second by May, the Board approves the Administration Instruction for Vehicle Usage Policy, **approved by the following vote:**

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

- b. **Ambulance Billing and Fees Report.** The Agenda Report provides information regarding the EMS billing and collection process along with the ambulance fees background and recommendation on an adjustment. Board Member May suggested that we have a workshop to go over the ambulance billing procedures, and potential rate increase. Chief Keady will look into

both an in-house workshop and a virtual one. We will contact Wittman Enterprises (our ambulance billing company) to see if they have a representative available for either workshop venues. In the meantime, we will start the process of creating an Ordinance to adjust our ambulance fees. A suggestion was made to look into splitting out the ambulance and fire costs to get a better idea of actual numbers. In its purest form, this would be an Enterprise Fund, and could limit operations and be hard to track. Some form of this could be beneficial. *No motion required.*

- c. **BFPD Resolution 2021-03 – Fund transfer to Plumas Bank.** During the mid-year budget review (January 19, 2021), a recommendation was made and adopted by the Board that the reimbursement for equipment revenues be allocated to the Capital Reserve account and spread between all the accounts to start the rebuilding process of the accounts. The remainder of the reimbursement for the assignments to be allocated is \$188,443.

On motion by Sweet, and second by May, the Board approves the transfer of funds from the US Bank Operating Account into the Plumas Bank Capital Account in the amount of \$188,443. Resolution Number BFPD 2021-03, A Resolution of the Board of Directors of the Burney Fire Protection District, County of Shasta, State of California, Resolution for Amending the 2020-2021 Fiscal Operating Budget, **approved by the following vote:**

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

- d. **BFPD Resolution 2021-04 – Authorization to use the grant money from Sierra Pacific for an ambulance payment (\$3,000).** In June 2019, Burney Fire District received a grant from Sierra Pacific in the amount of \$3,000 to go towards the purchase of a new ambulance. This Resolution moves money from the Vehicle Replacement Reserve Ambulance account into the Ambulance Capital Outlay Fund, and further authorizes a principal payment of \$3,000 to be paid on the loan for the new ambulance.

On motion by Sweet, and second by Caldwell, the Board approves Resolution Number BFPD 2021-04, A Resolution of the Board of Directors of the Burney Fire Protection District, County of Shasta, State of California, Resolution for Amending the 2020-2021 Fiscal Operating Budget, **approved by the following vote:**

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

- e. **Ambulance 217 Closed Bid Sale and Advertising.** Because our new ambulance is now in service, we are able to sell, via closed bid the 2005 Ford F350 ambulance (old A217). We have posted it on Facebook, and will advertise in the Intermountain Newspaper. Minimum bid is listed at \$8,000. *No motion required.*

- f. **Copier Agreement.** Our current rental lease agreement with Ray Morgan Company for our copy machine is coming to an end and we will receive a new Canon Image Runner Advance DX 4745i copy machine on a 5-year rental lease agreement. Twenty quarterly payments are \$740 each. Staff is looking for authorization to enter into this new rental agreement with Ray Morgan Company.

On motion by Sweet, and second by Caldwell, the Board authorizes the Fire Chief to enter into a new 5-year rental lease agreement with Ray Morgan Company for a new Canon Image Runner Advance DX 4745i copy machine, **approved by the following vote:**

Ayes: Moore, Sweet, Caldwell, May

Noes: None

Absent: Valinoti

Abstain: None

FUTURE AGENDA ITEMS

None

FIRE CHIEF'S REPORT

- Shasta County Fire Chiefs have started meeting in person.
- We have placed the new ambulance, and cardiac monitors in service.
- We are still waiting to receive the rescue vehicle.
- BFPD received a grant in the amount of \$3,500 from Burney Rotary for a training room upgrade.
- We have a CPR class scheduled for this Saturday.
- We have two pending subpoenas based on calls we responded to.
- There have been several structure fires including a shed, apartment, and an explosion in a trailer.
- We have had a multitude of wildland fire starts as there seems to be an arsonist in the area.
- Mayers Hospital is holding a Covid-19 vaccine clinic at Station 18 in early May.
- BFPD will host a Burney Chamber meeting at the fire hall on April 21, 2021.
- Since our last board meeting, we have had 52 EMS calls, and 26 fire calls.

BOARD MEMBER REPORTS

Burney Basin Days for 2021 has been cancelled.

ADJOURNMENT

Board Chair Moore adjourned the meeting at 4:48 PM.



Board President



District Secretary, Cindy Hall



Date: April 20, 2021