
**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
FEBRUARY 16, 2021
3:00 PM – REGULAR MEETING**

OPEN SESSION

MEETING CALLED TO ORDER: Chair Moore

FLAG SALUTE: Chair Moore

ROLL CALL

Bob Moore
Roger Valinoti
Steve Sweet
Donna Caldwell
Irene May

AGENDA APPROVAL

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

Ayes: Moore, Valinoti, Sweet, Caldwell, May
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: January 30, Batch 3; February 2, Batch 1, February 2, Batch 2; February 9, Batch 3, and February 16, 2021, Batch 4.
- b. Approval of the Minutes from the Regular Meeting January 19, 2021, and the Special Meeting on January 26, 2021.
- c. Monthly financial reports for January 2021.

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

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

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

Item 1d. Ambulance accounts receivable reports for January 2021.

3. DISCUSSION / ACTION ITEMS

- a. **Surplus out via closed bid Ambulance 217.** Staff is seeking approval to surplus out Ambulance 217 since we have a new ambulance on order and A217 does not have any trade in value. We would utilize a closed bid system open to the public with a minimum bid (staff will research an appropriate starting amount). The highest bid would buy the vehicle.

On motion by Valinoti, and second by Sweet, the Board authorizes the Fire Chief to initiate the closed bid system to surplus A217, **approved by the following vote:**

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

- b. **Administrative Instruction for Part Time Administrative Assistant.** This position will assist with the administrative support functions of the Fire District. It is a non-exempt, non-benefited part time position, and will generally work two days per week. The Board discussed the time-frame for filling the position, building it into next year's budget, and what the wage range should be. Incorporating the language of being able to provide and maintain a current California driver's license, as well as the ability to show proof of and maintain sufficient auto insurance was

addressed. Staff will amend the wording/qualifications that were recommended and bring the revised version back to the Board at the March 2021 meeting. *No motion required.*

- c. **BFPD Resolution 2021-02 Vehicles and Equipment Purchasing Agreement.** The Board authorized and approved the finance purchase of certain capital items (ambulance, rescue vehicle, and cardiac monitors). The financing was ratified at a Special Board meeting held on January 26, 2021. The financing for these items was secured through REV Financial Services, LLC. In order to complete the financing transaction, US Bank Corp. requires a resolution be adopted. The resolution is also required before legal counsel can issue a coverage opinion for the Tax-Exempt Purchase Agreement.

On motion by Caldwell and second by Valinoti, the Board approves Resolution BFPD 2021-02, A Resolution of the Board of Directors of the Burney Fire Protection District, County of Shasta, State of California, Approving an Installment Purchase Agreement for the Acquisition of a Replacement Ambulance, Rescue Vehicle, and Cardiac Monitors and Taking Related Actions, **approved by the following vote:**

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

FUTURE AGENDA ITEMS

Revised Part-Time Administrative Assistant Position

FIRE CHIEF'S REPORT

- Shasta County Fire Chiefs meeting is this Thursday; they are interested in our Wellness Program.
- Staff continues to work on the purchase of the new vehicles.
- We are doing Livescans once again.
- We are working on a volunteer wellness plan.
- Bob May attended a FEMA seminar regarding grant writing.
- Our new Cadet, Cody Ford was introduced.
- We are using Target Solutions for board training. There have been a few issues; will update next month.
- Our call volume for January 2021 was 74 EMS calls, and 21 fire related calls.

BOARD MEMBER REPORTS

Board Member May asked if BFPD had approached Burney High School for recruiting future Cadets. Chief Keady said that once Covid-19 settles down, we will approach the school as an outreach.

The Board adjourned to Closed Session at 3:50 PM.

CLOSED SESSION

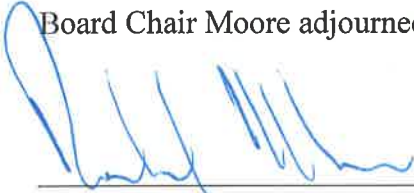
PERSONNEL – Government Code 54957 – Personnel Fire Chief Performance Review

OPEN SESSION

The Board reconvened at 4:11 PM Board Chair Moore stated that there is nothing to report.

ADJOURNMENT

Board Chair Moore adjourned the meeting at 4:12 PM.



Board President



District Secretary, Cindy Hall



Date: February 16, 2021