
**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MARCH 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: February 23, Batch 5; February 23, Batch 6, March 2, Batch 1; March 9, Batch 2, March 16, 2021, Batch 3.
- b. Approval of the Minutes from the Regular Meeting February 16, 2021.
- d. Ambulance accounts receivable reports for January 2021.

On motion by Valinoti 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

- c. Monthly financial reports for January 2021. Complete set was not available.

3. DISCUSSION / ACTION ITEMS

- a. **Administrative Instruction for Part-Time Administrative Assistant.** The first draft of this AI was presented at the January 2021 Board meeting. Additional wording and clarification has been inserted regarding auto insurance, essential functions, employment standards, and essential physical abilities. This position will be filled beginning in the new FY 2021-2022.

On motion by Caldwell, and second by Valinoti, the Board approves the Administration Instruction for the Part Time Administrative Assistant, Non-Exempt / Non-Benefited Position, **approved by the following vote:**

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

- b. **Administrative Instruction Update for Vehicle Use Policy.** The current Vehicle Use Policy was adopted on 7/8/2009. Since that time certain changes have occurred to the California Vehicle Code. Discussion ensued regarding various elements in the revised document; the term "District owned" has been changed to "District vehicles." A final version with recommended changes will be presented at the April 2021 Board meeting for approval. *No Motion Required.*

FUTURE AGENDA ITEMS

BFPD financials for February 2021; final version of the Administrative Instruction Update for Vehicle Use Policy.

FIRE CHIEF’S REPORT

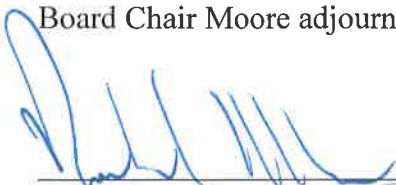
- Shasta County Fire Chiefs meeting is this Thursday – we will be meeting in person.
- We have picked up our new ambulance. We are working on equipping it, and putting together a training packet.
- Our cardiac monitors should be in anytime. The rescue vehicle is due in June.
- We are looking at the long-term status of Engine 17 (ladder truck).
- We are doing Livescans once again.
- CPR classes will be starting again.
- We are working on a District wellness plan.
- We are working on new entry physical standards.
- Chief Keady attended electric bus training.
- BFPD responded to a log deck fire as well as numerous brush fires. Arrests have been made.
- On Mondays before each Board meeting, Chief Keady, Firefighter Walsh, and BFPD officers meet to review and discuss District concerns.
- The real estate agents in town are encouraging developers to start building in Burney.
- Our call volume for February 2021 was 54 EMS calls, and 16 fire related calls.

BOARD MEMBER REPORTS


Board Member Moore said that Burney Rotary had received a donation from Sierra Pacific for the annual fireworks show. Because the show was canceled, Sierra Pacific said that they wanted their \$3,000 donation used for the community. Rotary will consider requests from the community to distribute the funds to.

ADJOURNMENT

Board Chair Moore adjourned the meeting at 3:50 PM.



Board President



District Secretary, Cindy Hall

3/16/21

Date: March 16, 2021