
**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
AUGUST 17, 2021
3:00 PM – REGULAR MEETING**

OPEN SESSION

MEETING CALLED TO ORDER: Board Vice Chair Valinoti

FLAG SALUTE: Board Vice Chair Valinoti

ROLL CALL

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

AGENDA APPROVAL

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

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

ANNOUNCEMENTS

None.

PRESENTATIONS

None.

COMMITTEE REPORTS

Finance – None
Strategic Plan Committee – None
Fire Station Relocation Committee – None
Legislative Committee – None

PUBLIC FORUM

Bob May spoke about the current Full Time Firefighter recruitment going on. He had some concerns about contacting the applicants prior to the close of the posting. Discussion ensued.

PUBLIC FORUM RESPONSE

Board and staff discussed protocol for receiving and processing employment applications. Staff will review remaining applications and contact once the posting closes.

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: July 27, Batch 7; August 3, Batches 1 and 2; August 10, 2021 Batches 3 and 4.
- b. Approval of the Minutes from the Regular Meeting July 20, 2021.
- c. Approval of the monthly financials for July 2021.
- d. Approval of the ambulance accounts receivable reports for July 2021.

Bob May spoke about Item 1c monthly financials for July 2021. He said that there was a new account category that was not reflected in the Profit and Loss Budget vs. Actual report. The missing account number was: 011005 (Confined Space). Also, there was no entry for account 017000 (Payroll Exp Resident). The Budget "Net Ordinary Income" of \$59,424 is not correct. Bob will speak with our accountant to fix miscategorized entries. Staff will have these corrections for the September 2021 board meeting.

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

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

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

3. DISCUSSION / ACTION ITEMS

- a. **Emergency Approval of E517 Repairs.** While responding to a wildland fire on July 28, 2021, the motor on E517 failed, resulting in the engine becoming inoperable. Upon investigation it was determined the motor had significant damage that requires a replacement. Numerous phone calls were made and a company that remanufactures this type of motor as a complete engine rebuild

was found in Chicago, Illinois. The Fire Chief authorized the purchase of the remanufactured engine from Heavy Quip, Inc. Under the District's Purchasing Policy and Procedures, Section C, Item 4 Exceptions to Standard Purchasing Procedures, #a: Emergency Conditions. "An emergency is defined as a breakdown of machinery or equipment resulting in the interruption of an essential service or a District threat to public health, safety, or welfare. In the case of an emergency requiring the immediate purchase of supplies, materials, equipment, or contractual services, the Fire Chief may authorize the District Secretary or his/her designee to secure in the open market at the lowest obtainable price, any supplies, materials, equipment, or contractual services required regardless of the amount of the expenditure."

On motion by I. May and second by Caldwell, **the Board approves and authorizes the Fire Chief's purchase of the remanufactured motor using the purchasing exception for emergency conditions, approved by the following vote:**

Ayes: Valinoti, Sweet, Caldwell, I. May

Noes: None

Absent: Moore

Abstain: None

On motion by I. May and second by Caldwell, **the Board authorizes the transfer of \$15,795 from the Capital Reserve Account – Impressed Cash to the General Operating Account to pay for the purchase, approved by the following vote:**

Ayes: Valinoti, Sweet, Caldwell, I. May

Noes: None

Absent: Moore

Abstain: None

- b. **FEMA MOU for Bariatric Ambulance.** The District has submitted a grant for a Bariatric Ambulance through the Assistance to Firefighters Grant Program. Part of the grant submission requirement was establishing an MOU between fire agencies for the purpose of supporting each other's missions such as Automatic Aid Agreements. The timeline for completing and submitting the MOU was very short. Staff secured partners with Fall River Mills, and McArthur Fire Districts. Staff is asking the Board to ratify the action ex post facto knowing the normal process would have been to bring the items to the Board first.

On motion by Sweet and second by Caldwell, **the Board approves and adopts the MOU dated July 30, 2021 between the Burney Fire Protection District, Fall River Mills and McArthur Fire Districts supporting the use of a Bariatric Ambulance, approved by the following vote:**

Ayes: Valinoti, Sweet, Caldwell, I. May

Noes: None

Absent: Moore

Abstain: None

- c. **CARES Act Refund.** The District received \$14,552.12 from the Department of Health and Human Services (DHHS) on April 17, 2020 in response to the COVID-19 Pandemic. The funds could only be used for health care related expenses or lost revenues that are attributable to the Coronavirus. On July 9, 2021, DHHS gave notice to the District that it was time to begin reporting on the utilization of those funds. Based on the reporting information required, the District cannot certify it has suffered any loss related to the Coronavirus. Therefore, the District should return the funds.

On motion by Caldwell and second by Sweet, **the Board authorizes and directs staff to transfer \$14,552.12 from the Capital Reserve Covid-19 Account to the General Operating Account to return the funds, approved by the following vote:**

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

On motion by Caldwell and second by Sweet, **the Board authorizes and directs staff to return the unused Cares Act funds in the amount of \$14,552.12, approved by the following vote:**

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

- d. **Draft of FY 2019-2020 Audit.** Each year the District is required to have a fiscal audit completed. Delays due to Covid-19 and the inability to do onsite work, the FY 2019-2020 Draft Audit is just now being brought before the Board. Staff will review the document for accuracy. It is anticipated that the final audit will be brought before the board at the September 2021 board meeting. *No motion required.*
- e. **A217 Loan Payment (Sale of old A217).** The Board accepted the Closed Bid of \$13,750 for the sale of the old ambulance 217. These proceeds will be used to make a payment on the Master Loan to buy down the principal amount of the loan in order to offset the purchase of the new ambulance 217. *No motion required.*
- f. **Return E17 (ladder truck).** The existing Engine 17 was obtained through a federal surplus program. An annual aerial ladder and performance test was conducted in December 2020. The report made several notes on defects regarding the apparatus. The estimated repair quote started at \$15,038 and it is anticipated that additional repairs will be needed as work progresses. Staff feels the engine is not worth the cost of repair. The District cannot afford this vehicle. If not repaired, it possesses a risk to our staff and the community if not 100% reliable.

On motion by I. May and second by Caldwell, **the board authorizes and directs the Fire Chief to submit notice to the Federal Coordinator that the District is releasing the vehicle and placing it back into the excess process, approved by the following vote:**

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

FUTURE AGENDA ITEMS

Final Audit FY 2019 – 2020

FIRE CHIEF’S REPORT

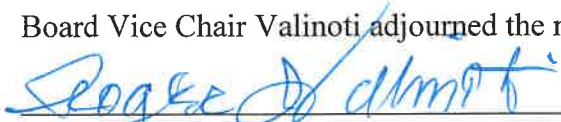
The rescue vehicle body is not yet available; looks like late fall for a delivery date.
We are receiving some applications for the full-time firefighter EMT/Paramedic position.
We are advertising for volunteer paid-per-call positions.
There is a possible PSPS outage tonight (8/17/21). We are preparing for that.
All subpoenas have been postponed.
We continue to have wildland fires and we are working hard to keep them smaller.
Firefighter Matt Walsh is on a leave of absence.
For the month of July 2021, we had 66 EMS incidents, and 52 fire incidents for a total of 118 calls.

BOARD MEMBER REPORTS

Now that we have the draft audit for FY 2019-2020, the Board asked what had transpired at the end of June 2020 as well as June 2021 that affected the budget numbers. Staff will research and report back.

ADJOURNMENT


Board Vice Chair Valinoti adjourned the meeting at 3:53 PM.



Board Vice President



District Secretary, Cindy Hall



Date: August 17, 2021

