
**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
JANUARY 19, 2021
3:00 PM – REGULAR MEETING**

OPEN SESSION

MEETING CALLED TO ORDER: Chair Moore

FLAG SALUTE: Chair Moore

RECOGNIZE NEWLY APPOINTED BOARD MEMBER: Board Chair Moore introduced newly appointed Board Member Irene May.

OATH OF OFFICE: Clerk to the Board Hall issued the Oath of Office to Board Member May.

ROLL CALL

Bob Moore
Roger Valinoti
Steve Sweet
Donna Caldwell
Irene May

AGENDA APPROVAL

On motion by Caldwell, and second by Valinoti, 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: December 22, Batch 4; December 22, Batch 5; December 29, Batch 6; December 29, 2020, Batch 7; January 5, Batch 1, and January 12, 2021, Batch 2.
- b. Approval of the Minutes from the Regular Meeting, December 15, 2020.
- c. Monthly financial reports for December 2020.
- d. Ambulance accounts receivable reports for December 2020.

On motion by Valinoti and second by Caldwell, **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

None.

3. DISCUSSION / ACTION ITEMS

- a. **Mid-Year Budget Amendment Discussion and Approval.** The purpose of a mid-year budget review is to compare and adjust the District's first half of the fiscal year budget with projected year-end numbers. The unanticipated revenue from the wildland fire reimbursement, contract for services has increased the revenue significantly. This "one-time revenue" gets spent on "one-time expenses." Approximately \$140,000 is for wildland fire standby. It is recommended that this amount be transferred to the Capital Reserve account and used to support the lease purchase of the rescue truck, and ambulance. The remainder of the additional revenue will be used to pay off the ambulance gurneys and lease purchase of the cardiac monitors.

Resolution Number BFPD 2021-01 recognizes additional revenue in the amount of \$228,570, additional expenses for Salaries and Benefits in the amount of \$52,067, additional expenses in Service and Supplies in the amount of \$43,427, and additional Capital Outlay in the amount of \$45,710. The remaining revenue of \$87,366 shall be unappropriated cash carryover.

On motion by Valinoti, and second by May, the Board approves Resolution Number BFPD 2021-01 Resolution for Amending the 2020-2021 Fiscal Operating Budget, and authorizes the transfer of \$140,000 into the Capital Reserve Account, **approved by the following vote:**

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

- b. **Cardiac Monitor Replacement Purchase Agreement.** At the December 15, 2020 Board meeting, the Board authorized the Fire Chief to enter into a 60-month purchase agreement with Stryker for the purchase of two LifePak 15 Cardiac Monitors. Agreement includes 4 years of service. Staff is seeking approval and authorization for the Fire Chief to execute the finance agreement with Stryker for 5 annual payments in the amount of \$18,134.23 each for the purchase of the two cardiac monitors.

On motion by Caldwell and second by Sweet, the Board authorizes the Fire Chief to execute the above referenced finance agreement with Stryker, approved by the following vote:

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

- c. **Covid-19 Prevention Program.** Chief Keady introduced our Covid-19 Prevention Program. He said that it will be part of our Injury-Illness Prevention Program. The purpose of this program outlines the policy and procedures as required by Cal/OSHA Emergency Regulations to Protect Workers from Covid-19. The Board reviewed it and likes it. *No motion required.*
- d. **AI Cadet FF Program.** The BFPD Cadet Firefighter program is for young men and women ages 16 to 18 who are interested in firefighting and emergency medical services. This program is designed to help prepare these young men and women for a career in the fire service. Cadets will train with oversight performed by Fire District Firefighters and EMT's.

On motion by Valinoti and second by Caldwell, the Board approves the Cadet Program Administrative Instruction, approved by the following vote:

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

- e. **Rescue Vehicle Purchase.** At the August 2020 Board meeting, the Board authorized a purchase amount not to exceed \$65,000 to acquire a rescue/utility vehicle. To date, staff has not been able to secure a used vehicle to fit the needs of the District. Staff has been able to secure a quote from a local vendor (Crown Motor Fleet) for a new 2021 Ford F-450 4X4 in the amount of \$76,079. It is anticipated that the vehicle would be ready for service in four or five months after placing the order.

BFPD has received a \$5,000 grant from Redding Rancheria to go towards vehicle replacement, and we have \$5,000 from the previous sale of the Ford F-350 that will be used to go towards the purchase of the new vehicle.

Staff is recommending moving forward with the purchase of the Ford F-450 chassis and rescue body utilizing Ford Motor credit to finance the purchase. This would be four year financing with an annual payment of \$20,858.54.

On motion by Valinoti and second by Sweet, the Board authorizes the Fire Chief to move forward with the purchase of a new Rescue/Utility vehicle utilizing Ford Motor Credit, approved by the following vote:

Ayes: Moore, Valinoti, Sweet, Caldwell, May

Noes: None

Absent: None

Abstain: None

- f. **Stryker Gurney Payoff.** In September 2019, the Board authorized the lease purchase of two Stryker ambulance gurneys. The lease was for 6 years; the District has made two payments on the lease. As a result of the unanticipated revenues (mutual aid), staff is recommending we pay off the lease early saving the District approximately \$5,095 in interest.

On motion by Caldwell and second by Sweet, the Board authorizes the payoff of the above referenced lease in the amount of \$27,575.76, approved by the following vote:

Ayes: Moore, Valinoti, Sweet, Caldwell, May

Noes: None

Absent: None

Abstain: None

- g. **Ambulance Replacement.** Both of the District's Type 1 ambulances need replacing; each of the ambulances has far exceeded their service life expectancy, and each has been rechassied. Staff has been working to secure grants to fund replacements but have not been successful. Due to an active fire season last year, the District's financial position is much stronger and staff recommends the District purchase one ambulance.

Due to the six to seven months delivery lag time, staff is recommending that we move forward with a lease purchase for a Horton 2019 Type 1 ambulance.

On motion by Sweet and second by Valinoti, the Board authorizes the Fire Chief to begin the purchasing procedure for the above referenced ambulance, purchase amount not to exceed \$200,000, approved by the following vote:

Ayes: Moore, Valinoti, Sweet, Caldwell, May

Noes: None

Absent: None

Abstain: None

FUTURE AGENDA ITEMS

Pit River Tribe MOU Revisions (if applicable), Part-Time Administrative Assistant Job Description, AI Electronic Signature Policy.

FIRE CHIEF’S REPORT

- Shasta County Fire Chiefs meeting is this Thursday and will be discussing a County Mutual Aid.
- We continue to distribute sanitizer and masks.
- Crews are reviewing Rescue and Ambulance vehicle specifications.
- Staff has been offered and many have accepted Covid vaccinations.
- Our staff meeting was held yesterday; discussed many things one of which was a wellness program.
- Livescans will be starting up again mid-February because administrative staff will have had their Covid-19 vaccinations.
- We had a “chicken coop” fire.
- We have some applications for volunteers submitted.
- We have approval from S-SV for non-EMT drivers.
- We have submitted a request to Lassen National Park for a toboggan trailer for use with our snowmobile.
- Our call volume for 2020 was 760 EMS calls, and 281 fire related calls for a total of 1,041 incidents.

BOARD MEMBER REPORTS

None.

ADJOURNMENT

Board Chair Moore adjourned the meeting at 4:16 PM.



Board President



District Secretary, Cindy Hall

1/19/21
 Date: January 19, 2021

