

## MINUTES

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**BURNEY FIRE PROTECTION DISTRICT  
Board of Fire Commissioners  
Tuesday, August 18, 2026  
3:00 PM Regular Meeting**

**OPEN SESSION**

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**1. MEETING CALLED TO ORDER**

Irene May called the meeting to order at 3:00 pm.

**2. FLAG SALUTE**

Irene May led the flag salute.

**3. ROLL CALL**

Irene May - present  
Roger Valinoti - present  
Pamela Grant - present  
Karen VanCleave - present  
Brian Harris – present

**4. AGENDA APPROVAL**

On a motion by B. Harris and second by R. Valinoti, the Agenda was approved by the following vote:

Ayes: I. May, R. Valinoti, P. Grant, K. VanCleave, B. Harris  
Noes: None  
Absent: None  
Abstain: None

**5. PUBLIC COMMENTS**

None.

**6. PUBLIC FORUM RESPONSE**

None.

**7. CONSENT CALENDAR**

On a motion by R. Valinoti and second by K. VanCleave, the Consent Calendar was approved by the following vote:

Ayes: I. May, R. Valinoti, P. Grant, K. VanCleave, B. Harris

Noes: None

Absent: None

Abstain: None

- a. Approval of check register
- b. Monthly Funds Transfer Summary for July
- c. Approval of the Minutes: Regular Meeting July 21, 2026
- d. Monthly financial reports for July
- e. Ambulance accounts receivable reports for July
- f. July Incident Counts

#### **8. ITEMS REMOVED FROM THE CONSENT CALENDAR**

None.

#### **9. DISCUSSION / ACTION ITEMS**

- a. Fire Chief Interview

Chief May opened the interview via Zoom, introducing John W. Lowe Jr. "Jack". Jack has had a long history in firefighting, beginning with serving as a volunteer in his hometown fire department as a teenager and went on to build a career as Fire Chief. He is now serving as Assistant Fire Chief in McMechen, WV.

The Burney Fire Commissioners had prepared and asked a wide range of questions which Jack answered in turn. He described his leadership style as democratic, and he believes in having an open-door policy. He emphasized public relations and the need to follow the chain of command. Jack will be invited for an in person interview for the September meeting.

- b. LAFCO Special District Nominations

There is an opening on the Shasta LAFCO Board for a special district representative. Brian Harris expressed interest in serving.

On a motion by K. VanCleave and second by P. Grant, the Board voted to nominate Brian Harris for the position by the following vote:

Ayes: I. May, R. Valinoti, P. Grant, K. VanCleave, B. Harris

Noes: None

Absent: None

Abstain: None

- c. Proclamation – Firefighter Appreciation Day

Recognition of volunteer firefighters at the national level dates back to August 18, 1984, when President Ronald Reagan issued a presidential proclamation designating the day as "National Volunteer Firefighters Recognition Day." The anniversary of that national recognition provides an appropriate opportunity for the Burney Fire Protection District to recognize its own firefighters and the long history of fire protection service in the community.

On a motion by B. Harris and second by P. Grant, the Board adopted the proclamation designating August 18, 2026, and annually on August 18<sup>th</sup>, as "Firefighter Appreciation Day" in the Burney Fire Protection District by the following vote:

Ayes: I. May, R. Valinoti, P. Grant, K. VanCleave, B. Harris

Noes: None

Absent: None

Abstain: None

d. **Special District Signature Authorization**

Shasta County has requested an updated signature authorization form granting authorization to personnel to sign County documents on behalf of the Burney Fire Protection District.

On a motion by K. VanCleave and second by R. Valinoti, the Board approved the authorization of Chief Robert May and Captain Courtney Cleckler to sign payroll checks, accounts payable claims, and to sign contracts and agreements approved by the Board by the following vote:

Ayes: I. May, R. Valinoti, P. Grant, K. VanCleave, B. Harris

Noes: None

Absent: None

Abstain: None

**10. FUTURE AGENDA ITEMS**

**11. FIRE CHIEF'S REPORT**

Chief May reported that on August 13<sup>th</sup> there was a fire at the Green Waste collection area on Black Ranch Road. The fire broke out in the predawn hours and was caused by spontaneous combustion due to not turning the material in a large mound of green waste. The firefighters worked at the site for 6.5 hours to extinguish the fire. The department's new front-end loader was a useful tool in spreading out the smoldering material once the flames had been subdued.

The Fire Department was on hand at Burney Elementary school to welcome the kids back to school on Monday, August 17<sup>th</sup>.

Chief May has submitted five new grant applications, including one for \$40,000, 2 grants from the Community Foundation of the North State for wildfire gear, a CDF grant for hoses, and another grant from the Leary Foundation.

We have been working with the Shasta County Office of Elections. Brian Harris is running for a two-year position on the BFPD Board. Irene May, Pam Grant, and Karen VanCleave are running for four-year positions on the Board. There is also a member of the community running for one of the three four-year positions that will be on the ballot in November.

Chief May introduced Jesse Garcia to the Board. Jesse is one of our new EMTs. He also has had training and experience in firefighting.

EMTs Bailey Gordon and Mirella Granados are filing the necessary paperwork to become certified as fingerprint rollers.

## **12. BOARD MEMBER COMMENTS**

Karen VanCleave stated that the American Legion and the VFW are planning a walk on September 11<sup>th</sup> and requested that the Fire Department follow the procession with a fire truck to provide protection for the participants.

## **13. CLOSED SESSION**

A Closed Session was called at 4:19 pm. The Closed Session closed at 5:00 pm.

- a. Public Employee Appointment/Employment  
(Gov. Code § 54957)  
Title - Fire Chief  
Title: Paid Call Firefighter and EMS Personnel
- b. Potential Litigation – One Case  
(Gov. Code § 54956)

## **14. REPORT FROM CLOSED SESSION**

There was no reportable action from the Closed Session.

## **15. ADJOURNMENT**

Irene May adjourned the meeting at 5:00 pm.

A complete agenda packet is available for public inspection at the office of the Board Secretary, 37072 Main Street, during regular business hours, 8:30 AM to 4:30 PM, Monday – Thursday.

Irene May  
Irene May, Board Chair

9-15-26  
Date

Kathy Newton  
Kathy Newton, Administrative Assistant

9-15-2026  
Date