

MINUTES

**BURNEY FIRE PROTECTION DISTRICT
Board of Fire Commissioners
Tuesday, June 23, 2026
3:00 PM Regular Meeting**

OPEN SESSION

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 - absent
Pamela Grant - present
Karen VanCleave - present
Brian Harris - present

4. AGENDA APPROVAL

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

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

5. PUBLIC COMMENTS

None.

6. PUBLIC FORUM RESPONSE

None.

7. CONSENT CALENDAR

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

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

Noes: None
Absent: R. Valinoti
Abstain: None

- a. Approval of check register
- b. Monthly Funds Transfer Summary for May
- c. Approval of the Minutes: Regular Meeting May 19, 2026
- d. Monthly financial reports for May
- e. Ambulance accounts receivable reports for May
- f. May Incident Counts

8. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

9. DISCUSSION / ACTION ITEMS

- a. Conduct a Second Reading of Ordinance No. 2026-01 Adopting the 2025 California Fire Code with Local Amendments and the 2024 International Fire Code.

On a motion by B. Harris and second by P. Grant, Ordinance 2026-01 Adopting the 2025 California Fire Code with Local Amendments and the 2024 International Fire Code was approved by the following vote:

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

- b. Establishment of Fiscal Year 2026-2027 Appropriations Limit.

On a motion by P. Grant and second by B. Harris, Resolution BFPD 2026-03 Establishing FY 2026-2027 Appropriations Limit was adopted by the following vote:

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

- c. Introduction and first reading of Ordinance 2026-02 Adopting Fire Prevention and Other Related Service Fees. The Board Secretary read by title only and waived full reading.

A Public Hearing was opened at 3:36 pm and closed at 3:36 pm with no public comment.

Board members discussed whether or not community event organizers would be billed a fee. Chief May explained that a clause of exception is included in the Ordinance and that community event organizers can apply for a waiver.

On a motion by B. Harris and second by K. VanCleave, the Board voted to introduce Ordinance 2026-02 and schedule a Public Second Reading on July 21, 2026, by the following vote:

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

On a motion by B. Harris and second by K. VanCleave, the Board voted to Adopt Ordinance 2026-02 Adopting Fire Prevention and Other Related Service Fees, by the following vote:

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

- d. Conduct a Public Hearing with the 2026-2027 Fiscal Budget Review and Adoption of Resolution BFPD 2026-04.

A Public Hearing was opened at 3:48 pm and closed at 3:48 pm with no public comment.

Chief May reported that there is a \$67,000.00 anticipated ambulance and tax revenue increase and that the Budget is balanced.

On a motion by K. VanCleave and second by P. Grant, the 2026-2027 Fiscal Budget was approved by the following vote:

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

- e. Board of Directors Election Resolution BFPD 2026-05.

On a motion by B. Harris and second by K. VanCleave, Resolution BFPD 2026-05 was approved by the following vote:

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

- f. Introduction and first reading of Ordinance BFPD 2026-03 Establishing Administrative Citation Procedures, Cost Recovery Authority, and Related Fire Code Enforcement Provisions. The Board Secretary read by title only and waived full reading.

A Public Hearing was opened at 3:56 pm and closed at 3:56 pm with no public comment.

On a motion by B. Harris and second by P. Grant , the Board voted to introduce Ordinance 2026-03 and schedule a Public Second Reading on July 21, 2026, by the following vote:

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

Abstain: None

On a motion by B. Harris and second by K. VanCleave, the Board voted to Adopt Ordinance 2026-03, Establishing Administrative Citation Procedures, Cost Recovery Authority, and Related Fire Code Enforcement Provisions by the following vote:

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

Noes: None

Absent: R. Valinoti

Abstain: None

g. Ambulance Staffing.

Chief May discussed options in planning for staffing the ambulance in the future. He said that in the past the Paid Call component has served the department well, and that historically Burney is the training ground for new EMTs. He said that training takes time. The Board discussed a special workshop to consider all the staffing options.

h. Acceptance of Federal Surplus Tractor Loader Award and Authorization of Transportation Expenditure.

The Board reviewed the advantages of acquiring a Front-end Loader through the Federal Surplus program. There is no cost for the Loader but will cost up to \$10,000.00 to pick up in New Mexico and transport it here.

On a motion by K. VanCleave and second by B. Harris, the Board voted to Approve Acceptance of the Federal Surplus Tractor Loader and Authorize the Transportation Expenditure by the following vote:

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

Noes: None

Absent: R. Valinoti

Abstain: None

10. FUTURE AGENDA ITEMS

Two Ordinances, BFPD 2026-02 and 2026-03, will be brought back for a Second Reading.

11. FIRE CHIEF'S REPORT

Chief May will be meeting with a new pyrotechnic group that will be running the fireworks display this year.

He also met with the Rotary club regarding Special Event Permits for Burney Basin Days.

12. BOARD MEMBER COMMENTS

Brian Harris has talked with staff in the Shasta County Election office to prepare for the November election and will text Board Members contact information.

13. CLOSED SESSION

A closed session was called at 4:37 pm. The session concluded at 4:56 pm.

- a. Public Employee Appointment/Employment
(Gov. Code § 54957)
Title - Fire Chief
Title: Paid Call Firefighter and EMS Personnel

14. REPORT FROM CLOSED SESSION

There was no reportable action from the closed session.

15. ADJOURNMENT

Irene May adjourned the meeting at 4:56 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.



Board Chair, Irene May



Date



Administrative Assistant, Kathy Newton



Date