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**BURNEY FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
FEBRUARY 15, 2022  
3:00 PM – REGULAR MEETING**

**OPEN SESSION**

**MEETING CALLED TO ORDER:** Board Chair Valinoti

**FLAG SALUTE:** Board Chair Valinoti

**ROLL CALL**

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, I. May, Caldwell  
Noes: None  
Absent: None  
Abstain: None

**ANNOUNCEMENTS**

None.

**PRESENTATIONS**

Fire Chief Keady presented a certificate to retiring Board Member Donna Caldwell thanking her for her 20 years of service to the Burney Fire Protection District.

**COMMITTEE REPORTS**

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

**PUBLIC FORUM**

Volunteer Fire Captain Bob May thanked Donna for her many years of service on the Board.

## 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: January 25, Batch 1; January 25, Batch 2; February 8, Batch 1; February 8, Batch 3; February 8, Batch 4, and February 25, Batch 2.
- b. Approval of the Minutes from the Regular Board Meeting January 18, 2022.
- c. Approval of the monthly financials for December 2021, and January 2022.
- d. Approval of the ambulance accounts receivable reports for December 2021, and January 2022 (Wittman and Sierra Receivables).

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

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

### 2. ITEMS REMOVED FROM THE CONSENT CALENDAR

None.

### 3. DISCUSSION / ACTION ITEMS

- a. **Request for Shasta County Board of Supervisors (BOS) to appoint a replacement Board Member.**

On motion by I. May, and second by Sweet, the Board requests that in the event that BFPD is unable to find a suitable replacement, BFPD is requesting that the Shasta County Board of Supervisors appoint a new Board Member to replace Robert Moore's place until the General Election on November 8, 2022, **approved by the following vote:**

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

- b. **First Due Fire / EMS Software contract.** BFPD is currently using Emergency Response which was purchased by ESO. This would force us to use ESO's platform that is cumbersome for our operation and we would be incurring additional costs. First Due software platform allows all components to be utilized and accessed seamlessly. In addition, First Due will do statewide reporting.

On motion by Sweet and second by Caldwell, the board authorizes the Fire Chief to enter into a new contract with First Due for Fire & EMS Records Management software, **approved by the following vote:**

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

- c. **Revision to Administration Instruction (AI) for Fire Cadet Program.** The Board adopted the Fire Cadet Program in January 2021. Since that time, staff has had an opportunity to implement and evaluate the program and now recommends certain changes to it. Chief Keady said that one more change is necessary. Under the “Cadet Requirement” we should change the wording for the following section to read: “Enrollment in an accredited high school (maintaining a grade point average of 2.0 or higher) or high school graduate attending *college with a one-minimum course per semester.*”

On motion by Sweet and second by I. May, the Board approves the AI for Fire Cadet Program revisions as presented, including the new “Enrollment” wording, **approved by the following vote:**

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

- d. **Year-To-Date Financial Picture.** Chief Keady provided a financial review of the District. We will need to do an amended budget in either April or May because of grant revenue, and income and expenses not previously budgeted. It was noted that if we had filled the full-time firefighter position our numbers would not look as good. *No motion required.*
- e. **March 2022 Board Meeting Date.** Chief Keady said that at the March 15<sup>th</sup> Board Meeting we would not have a quorum. He said the Board could either call a Special Meeting, or change the March meeting to a different date for this month only.

On motion by Sweet and second by I. May the Board votes to change the regular March Board Meeting date to March 23, 2022 at 3:00 PM, approved by the following vote:

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

### **FUTURE AGENDA ITEMS**

None.

**FIRE CHIEF'S REPORT**

- The new Rescue buildout is being finalized and we have taken possession.
- Burney Basin Days will be occurring and fireworks will be happening on July 2<sup>nd</sup>.
- We have been reviewing several plans; mostly solar panel placement.
- There have been several false alarms at the Casino.
- Covid responses are still there, but appear to be down.
- ROP Cadet Cody and Volunteer Firefighter Delroy are continuing to attend the fire academy.
- We are recruiting for Fire Chief, Firefighter, and two new Board Members.
- For the month of January 2022, we had 51 EMS calls, and 15 fire related calls.

**BOARD MEMBER REPORTS**

None.

The Board adjourned to Closed Session at 3:47 PM.

**CLOSED SESSION**

**PERSONNEL – Government Code 54957 – Personnel Fire Chief Recruitment**

**OPEN SESSION**

**RESULTS OF CLOSED SESSION**, The Board reconvened at 4:08 PM.


The Board has asked Robert (Bob) May to become the Volunteer Interim Chief until a suitable Fire Chief candidate can be hired. This is a no-pay position however for each call that Bob responds to he will still receive the \$20 stipend.

On motion by Sweet and second by Caldwell, the Board approves the offer of Volunteer Interim Fire Chief to Robert May, **approved by the following vote:**


- Ayes: Valinoti, Sweet, Caldwell
- Noes: None
- Absent: None
- Abstain: I. May (*Recused herself*)

**ADJOURNMENT**

Board Chair Valinoti adjourned the meeting at 4:12 PM.

  
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 Board President Roger Valinoti

  
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 District Secretary, Cindy Hall

  
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 Date: February 15, 2022