

Minutes

---

**BURNEY FIRE PROTECTION DISTRICT  
Board of Fire Commissioners  
Tuesday, January 21, 2025  
3:00 PM Regular Meeting**

**OPEN SESSION**

---

**1. MEETING CALLED TO ORDER**

3:00 PM Chair Bartell

**2. FLAG SALUTE**

Chair Bartell

**3. ROLL CALL**

Forrest Bartell - Present  
Irene May - Present  
Roger Valinoti - Absent  
Pamela Grant - Present  
Karen VanCleave - Absent

**4. AGENDA APPROVAL**

On a motion by I. May and second by P. Grant, the Agenda was approved by the following vote:

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

**5. ANNOUNCEMENTS**

None.

**6. PRESENTATIONS**

None.

**7. COMMITTEE REPORTS**

None.

## **8. PUBLIC COMMENTS**

This time is reserved for members of the public to address the Board relative to matters of District that are not on the agenda. Persons wishing to address items on the agenda will be permitted to do so during the discussion of the item. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person, twenty minutes in total.

## **9. PUBLIC FORUM RESPONSE**

Response to public comments by Fire Chief, if necessary.

## **10. 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 11, Batches # 01, 02, December 23, Batches # 03, 04, 05, 06, 07, December 30, Batch # 08.
- b. Monthly Funds Transfer Summary for December 2024
- c. Approval of the Minutes: Regular Meeting December 17, 2024
- d. Monthly financial reports for December 2024
- e. Ambulance accounts receivable reports for December 2024 (Wittman & FCN)
- f. December Incident Counts

On a motion by I. May and second by P. Grant, the Consent Calendar was approved by the following vote:

Ayes: F. Bartell, I. May, P. Grant

Noes: None

Absent: K. VanCleave, R. Valinoti

Abstain: None

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

None.

## **12. PUBLIC HEARING**

None.

## **13. DISCUSSION/ACTION ITEMS**

- a. BFPD Resolution 2025-01 to Amend 2024-2025 Mid-Year Budget

The District is at the mid-year point of the Fiscal Year Budget for 2024-2025 as of December 31, 2024. A resolution outlining the initial approved budget, actual revenue and expenditures

to date, as well as a revised column with an explanation for those categories adjusted was discussed.

On a motion by I. May and second by P. Grant, the Board voted to adopt Resolution 2025-01 by the following vote:

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

- b. BFPD Resolution 2025-02 to Increase FF Pay and Fire Chief salary based on 2024-2025 FY Budget

The Salary for the Fire Chief and Full Time Firefighter was approved in the 2024-2025 FY Budget; however, a resolution was not created to support the budget authorization. A resolution to support the figures was presented.

On a motion by I. May and second by P. Grant, the Board voted to adopt Resolution 2025-02 by the following vote:

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

- c. Special District Board Member Handbook

A copy of the Special District Board Member Handbook was provided to each board member as a guide to understanding the responsibilities of their positions.

- d. Willdan Annual District Admin Report for CFD 2006-1

Each year an annual report is created to outline the activity of the BFPD Community Facilities District. Chief May explained the allocations received from the Burney Commons and Rocky Ledge developments.

- e. 2025 Board of Commissioners Meeting Calendar

A calendar was prepared based on previous Board meeting calendars. The Board of Commissioners continues to maintain authority to add or cancel additional meetings throughout the year as needed.

On a motion by P. Grant and second by I. May, the Board voted to approve the 2025 Meeting Calendar by the following vote:

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

f. Fire Prevention Standards

Copies of the new Fire Prevention Standards were presented for review. The Standards will be posted to our website and provided to developers and contractors for guidance when submitting plans for approval.

**14. FUTURE AGENDA ITEMS**

**15. FIRE CHIEF'S REPORT**

Chief May informed the Commissioners that the new turnout gear has been delivered. We have paid for the gear and now will submit receipts for half the cost to be reimbursed through a CALFIRE grant.

Five radios have been ordered that will be paid for with a grant from the Redding Rancheria through the Community Foundation of the North State.

Jim Lawson has just completed painting the conference room, the EMS office, work out room, and bunk room. Painting the beams and walls has brightened all the rooms.

Marc St. Clair reorganized and repositioned all the fire patches and display units. Everything is symmetrical and looks great.

**16. BOARD MEMBER COMMENTS**

**17. CLOSED SESSION**

**18. REPORT FROM CLOSED SESSION**

**19. ADJOURNMENT**

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.

F. Bartell adjourned the meeting at 3:35 PM.

  
\_\_\_\_\_  
Board Chair, Forrest Bartell

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Administrative Assistant, Kathy Newton

  
\_\_\_\_\_  
Date