

## MINUTES

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**BURNEY FIRE PROTECTION DISTRICT  
Board of Fire Commissioners  
Thursday, October 23, 2025  
9:00 AM Regular Meeting**

**OPEN SESSION**

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**1. MEETING CALLED TO ORDER**

Forrest Bartell called the meeting to order at 9:00 am.

**2. FLAG SALUTE**

Forrest Bartell

**3. ROLL CALL**

Forrest Bartell - present  
Irene May - present  
Roger Valinoti - present  
Pamela Grant - present  
Karen VanCleave - present

**4. AGENDA APPROVAL**

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

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

**5. PUBLIC COMMENTS**

None.

**6. PUBLIC FORUM RESPONSE**

None.

**7. 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 of check register (September 3, 2025, Batch Numbers 01,02,03,04, September 4, 2025, Batch Number 05, September 16, 2025, Batch Number 06, September 18, 2025, Batch Numbers 07, 08, 09, September 23, 2025, Batch Number 10, September 24, 2025, Batch Numbers 11, 12.)
- b. Monthly Funds Transfer Summary for September
- c. Approval of the Minutes: Regular Meeting September 19, 2025
- d. Monthly financial reports for September 2025
- e. Ambulance accounts receivable reports for September 2025 (Wittman & FCN)
- f. September Incident Counts

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

Ayes: F. Bartel, I. May, R. Valinoti, P. Grant, K. VanCleave

Noes: None

Absent: None

Abstain: None

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

None.

#### **9. CLOSED SESSION**

- a. Personnel Gov. Code § 54957(b) - Fire Chief and Paid Call Personnel
- b. Potential Litigation Gov. Code § 54956.9(d)(2) – One Matter

A Closed Session was called at 9:06 am. It was closed at 11:00 am.

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

There was no reportable action from the Closed Session.

#### **10. DISCUSSION/ACTION ITEMS**

- a. Volunteer Fire Capacity Program

This is a matching grant for the purchase of fire safety equipment. The grant amount is \$450.00 and the district's share will be \$450.00. The funds will be used to purchase 15 pairs of wildland gloves.

On a motion by P. Grant and second by K. VanCleave, the Board adopted Resolution 2025-17 and authorized the Fire Chief to execute the necessary documents by the following vote:

Ayes: F. Bartel, I. May, R. Valinoti, P. Grant, K. VanCleave

Noes: None

Absent: None

Abstain: None

b. Lexipol Policy Subscription

The district has been in the process of updating its Administrative Instructions as needed. Lexipol provides law and fire policy manuals including daily training bulletins. The annual cost for the district will be \$8,359. The benefits include policy management, compliance, training, reporting, and support in keeping the district's policies current and compliant with state and federal legislative and legal requirements.

On a motion by P. Grant and second by K. VanCleave, the Board authorized the Fire Chief to enter into a subscription for Lexipol Services by the following vote:

Ayes: F. Bartel, I. May, R. Valinoti, P. Grant, K. VanCleave

Noes: None

Absent: None

Abstain: None

**11. FUTURE AGENDA ITEMS**

- a. Update the Fire Code.
- b. Confirm an agreement with the Pit River Tribe for service.
- c. See that the deficiencies at the PG&E compression station are corrected.

**12. FIRE CHIEF'S REPORT**

- a. Ladder testing was completed in September, and all equipment passed the testing.
- b. The government shut down initially caused Wittman to inform us that payments may be held up, but currently they have told us that payments will be processed.
- c. We have been busy conducting public education this month. We visited the Head Start facility in Burney and demonstrated fire fighter gear to the preschoolers there. The following week, a home school group of 34 kids from preschoolers to 4<sup>th</sup> graders visited the Fire Station. They broke into 2 groups and learned about smoke alarms, fire and safety equipment and the roles of first responders. Lastly, the staff at the Pit River Health Service requested fire extinguisher instruction and our team gave them direction and hands on experience.
- d. We have hired additional EMTs with the goal of eliminating any gaps of coverage in the schedule.

**13. BOARD MEMBER COMMENTS**

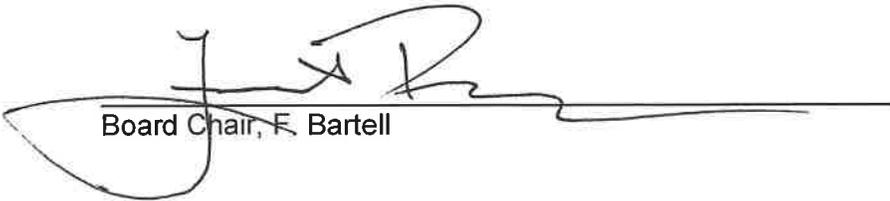
None.

**15. ADJOURNMENT**

The meeting was adjourned at 11:19 am.

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.

The Burney Fire Protection District wishes to make all its public meetings accessible to the public. If you need special assistance to participate in this meeting, please contact the Secretary to the Board at (530) 335-2212. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



Board Chair, F. Bartell

11-18-25  
Date

Kathy Newton  
Administrative Assistant, Kathy Newton

11/18/25  
Date