

MINUTES

**BURNEY FIRE PROTECTION DISTRICT
BOARD OF FIRE COMMISSIONERS
MARCH 12, 2008
3:00 PM Regular Meeting
4:00 PM Closed Session**

OPEN SESSION

MEETING CALLED TO ORDER: 3:00 p.m. by Board Chair Moore.

FLAG SALUTE - Board Chair Moore.

ROLL CALL

Bob Moore
Boyd Taylor
Roger Valinoti - Absent
Donna Caldwell
Lynn Miller

AGENDA APPROVAL

On motion by Caldwell, and second by Taylor, the **Agenda was approved by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

ANNOUNCEMENTS

None.

PRESENTATIONS

Matson & Isom - 2006-2007 Audit

Jeff Collins and Laura Redwine from Matson and Isom presented BFPD's 2006-2007 Audit. Findings and recommendations are nothing new: our GL is on a cash basis; the auditor's must convert it to an accrual basis. This is considered a "material weakness." Laura discovered that Shasta County had put \$15,000 of our funds into another District. This has now been corrected. Overall, the audit went well. Matson and Isom will also be doing our State Controller's Report from now on.

COMMITTEE REPORTS

Finance - Lynn Miller is continuing to review the budget. Ambulance revenues are below the original projections. Lynn has spoken to Wittman Enterprises (an ambulance billing company). She will contact them for a possible May Board meeting presentation. If we change billing companies, ADPI requires a 60-day termination notice.

Strategic Plan Committee - Boyd, Donna, and Chief Russell met and reviewed the Strategic Plan. A few minor revisions were made. This will be discussed under Discussion/Action Items.

Fire Station Relocation Committee - None.

Legislative Committee - Chief Russell said that there is an Assembly Bill that offers protection to firefighters and medics regarding proprietary rights. The bill is still "in limbo" and will be further addressed at April's Board meeting.

Rules and Regs - None.

PUBLIC FORUM

Pat Thomason of Burney handed out a letter complaining about BFPD's CFD (Mello Roos).

PUBLIC FORUM RESPONSE

Board Chair Moore responded by saying that the Board is working diligently on finding a workable solution for fire service funding and what is the best fit for the community.

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: February 14, 2008, Batch 2; February 21, 2008, Batch 3; February 25, Batch 4; and March 11, 2008, Batch 1.
- b. Approval of the Minutes from Special Meeting February 8; Regular Meeting February 13; Special Meeting February 15, 2008.
- c. Monthly financial reports January and February 2008.
- d. Ambulance accounts receivable report January 2008.

On motion by Caldwell and second by Taylor, the **Consent Calendar Items were approved by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

2. ITEMS REMOVED FROM THE CONSENT CALENDAR

Item 1d - Ambulance accounts receivable report February 2008. This was not received in time for today's meeting.

3. DISCUSSION / ACTION ITEMS

a. Discussion and Acceptance of BFPD 2006-2007 Audit.

On motion by Taylor and second by Miller, the **2006-2007 Audit for BFPD was accepted by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

b. Miller Property - The Board received a letter from Randy Miller asking for a refund on their \$500 deposit for the CFD. Board Member Miller gave a brief history on the project and the CFD conditioning. When speaking to Muni Financial, they said they have never heard of the Mello Roos being challenged since its inception in 1982. The project was signed off without the Miller's joining the CFD, since it had been determined that single parcels could not be made to joint the CFD. Parcels, and subdivision maps can be conditioned to join.

On motion by Caldwell and second by Taylor, **BFPD will refund the Miller's \$500 deposit, accepted by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

c. Board Policy Manual updates - Minor changes were made and accepted. An additional sentence was added to Section 3020.42: **More time may be allotted at the Board's discretion.**

On motion by Caldwell and second by Taylor, **BFPD accepts the changes to the Board Policy Manual as presented, by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

d. Strategic Plan updates - Discussion ensued regarding the changes that were presented. It was noted that the charts located on pages 1, 2, 3, and 9 would need to be updated to the current date range, and fiscal year information once the information could be obtained. Staff will need to review and readdress the Administration Instructions that pertain to the Strategic Plan item on page 17, Section 5, Action Plan, Item #2, Number 3: **Have new employees and PCF pay for initial costs for background check, physical exam, and uniforms. Reimbursement after completing one year of service.**

On motion by Miller and second by Moore, **the Board accepts the changes to the Strategic Plan as presented, by the following vote:**

Ayes: Moore, Taylor, Caldwell, Miller
Noes: None
Absent: Valinoti
Abstain: None

- e. Plans to welcome new Fire Chief. Discussion took place as to the best way to welcome the new Fire Chief, and include the public. Board Member Taylor said that he would head up the committee to do a "Meet and Greet Open House" at the Fire Hall on either May 3, or May 10 from 12 - 4 p.m.
- f. MOU with the American Red Cross, Shasta Area Chapter - Chief Russell said that the Red Cross has not done anything with the proposed MOU. He will contact them and see about putting this on the April 2008 agenda.
- g. Volunteer Firefighter Length of Service Award. Chief Russell said that this is a small retirement benefit for volunteers. It was suggested that when the new Fire Chief comes on board, he can review this item and have more information on it for the May 2008 Board meeting.

FUTURE AGENDA ITEMS

Presentation by Wittman Enterprises
Mello Roos
MOU with the American Red Cross
Ambulance Fee Study by Muni Financial

FIRE CHIEF'S REPORT

Mayers Memorial Hospital doing medical run reviews with BFPD.
Redding Exchange Club - Firefighter of the Year luncheon will be May 1, 2008.
Four of our firefighters attended CDF's Structure Protection Class.
54 Preplans have been completed.
62 ambulance shifts are covered for March.
Initial Ambulance Fee Study should be available for the April Board meeting.
E517 is having transmission problems and is in for repair. Also the front main seal is leaking - this is covered under warranty.
Chief, and Matt have done inspections at the Blackberry Patch restaurant (formerly Chatty Kathy's). It has been cleared to open.
Turnouts, and uniforms have been ordered for the new Fire Chief. Ray Barber will be here on April 15, 2008.

BOARD MEMBER REPORTS

Board Member Caldwell thanked Boyd and Chief on updating the Strategic Plan.

Board Member Moore said that he is a Rotary member, and that Rotary has \$4,000 for "vocational" scholarships available to assist with tuition, books, etc.

The Board adjourned to Closed Session at 4:50 p.m.

CLOSED SESSION

Personnel - Government Code 54957 - Personnel

RESULTS OF CLOSED SESSION

The Board reconvened at 6:20 p.m. The Board directed Chief Russell to meet with both employees and determine a satisfactory resolution.

ADJOURNMENT

Chair Moore adjourned the meeting at 6:20 p.m.

Board President

District Secretary, Cindy Cooley

Date: March 12, 2008