



BURNLEY FIRE PROTECTION DISTRICT

Established 1939

BOARD AGENDA

REGULAR MEETING

Board Chair – Forrest Bartell
Legislative Committee
December 1, 2024 – December 1, 2028

Vice Chair – Irene May
Finance & Strategic Committees
December 1, 2022 – December 2, 2026

Secretary – Pamela Grant
Fire Station Relocation/Legislative Committees
March 23, 2022 – December 4, 2026

Board Member – Roger Valinoti
Finance Committee
December 1, 2024 – December 1, 2028

Board Member – Karen VanCleave
Strategic Committee
January 17, 2023 – December 4, 2026

Board Room
Burnley Fire Protection District Headquarters
37072 Main Street
Burnley, California 96013

Date: Tuesday, January 21, 2025

Robert May, Interim Fire Chief

Time: 3:00 PM Regular Meeting

Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the Board Secretary and are available for public inspection. If you have questions regarding any agenda item, contact the District Secretary at (530) 335-2212.

Note: If you wish to address the Board during the meeting, please complete a Speaker's Request Form, and give it to the Board Secretary. Speaker Request Forms are provided for your use and can be obtained from the secretary prior to the meeting. **Complaints presented to the Board must not involve specific reference to personnel.** Please honor the *FIVE-MINUTE MAXIMUM TIME LIMIT* when addressing the Board and complete your thought quickly if the timer sounds while you are speaking. Since discussion of an item not on the posted agenda is not allowed, these concerns will be addressed in a future meeting as soon as practicable under "Public Forum Response." For

Agenda items, you will be given an opportunity to speak prior to the Board completing its action. Please begin by stating your name and city of residence. If you wish to pass the material to the Board, please hand it to the Board Secretary for distribution.

No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the Chairperson, of the person's privilege of address.

No oral presentation shall include charges or complaints against any District employee, regardless of whether the employee is identified in the presentation by name or another reference, which tends to identify that employee. All charges or complaints against employees shall be submitted to the Board of Fire Commissioners under provisions contained in the Burney Fire Protection District Administrative Instruction.

Willful disruption of any of the meetings of the Board of Fire Commissioners shall not be permitted. If the Chairperson finds that there is, in fact, willful disruption of any meeting of the Board, he/she may order the room cleared and subsequently conduct the Board's business without the audience present except for duly accredited representatives of the news media, whom the Chairperson finds not to have participated in the disruption. After clearing the room, the Board may permit those persons, who in their opinion were not responsible for the willful disruption, to re-enter the meeting room.

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

OPEN SESSION

1. MEETING CALLED TO ORDER

Forrest Bartell

2. FLAG SALUTE

Forrest Bartell

3. ROLL CALL

Forrest Bartell
Irene May
Roger Valinoti
Pamela Grant
Karen VanCleave

4. AGENDA APPROVAL

As a matter of procedure, the Board should approve the agenda.

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 of check register (pages 5-12)
- b. Monthly Funds Transfer Summary for December 2024 (page 13)
- c. Approval of the Minutes: Regular Meeting December 17, 2024 (pages 14-19)
- d. Monthly financial reports for December 2024 (pages 20-24)
- e. Ambulance accounts receivable reports for December 2024 (Wittman & FCN) (pages 25-31)
- f. December Incident Counts (pages 32-35)

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 (pages 36-39)
Action: Adopt BFPD Resolution 2025-01
- b. BFPD Resolution 2025-02 to Increase FF Pay and Fire Chief salary based on 2024-2025 FY Budget (pages 40-43)
Action: Adopt BFPD Resolution 2025-02
- c. Special District Board Member Handbook (pages 44-68)
Action: Receive and File
- d. Willdan Annual District Admin Report for CFD 2006-1 (pages 69-86)
Action: Receive and File
- e. 2025 Board of Commissioners Meeting Calendar (pages 87-88)
Action: Approve 2025 Board of Commissioners Meeting Calendar
- f. Fire Prevention Standards (pages 89-221)
Action: Receive and File

14. FUTURE AGENDA ITEMS

15. FIRE CHIEF'S REPORT

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.

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.