**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, March 8th, 2023, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: [jfpd@frontiernet.net](about:blank) 463-390 Main St. P.O. Box 40 website: [http://janesvillefireca.org](about:blank)

Janesville, Ca. 96114

(530) 253-3737

\*Parties with a disability as provided by the Americans with Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the Janesville Fire Protection District three full business days prior to the meeting at (530) 253-3737 or [jfpd@frontiernet.net](about:blank) or at the District website, janesvillefireca.org [Government Code Section 54954.2(a) (1)]

**A. CALL TO ORDER/OPENING CEREMONIES**

1. Called business meeting to order at 6:30 p.m. by Director Moore.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and White. Also present: Chief Ehrlich, guest Attorney Bob Burns, volunteer Rob Stading and Secretary Coe.

**Director Beck made a motion, seconded by Director White to approve Call to Order and Opening Ceremonies as completed.**

**The motion carried: AYES: 5, NOES: 0**

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the district’s authority which is not on the agenda.

No public comments

**C**. **CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the district to be routine and will be enacted by one motion.

1. Approve March Agenda (*additions and/or deletions*)
2. Approve February Meeting Minutes
3. Approve February Financial Reports and Sage Balance Sheet.
4. Approve February Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve March Expenditures

**Director Holmes made a motion, seconded by Director Harrison to approve the Consent Calendar with deletion of item H. 5. – DOM Organization Chart assigned section 1.10.3.**

**The motion carried: AYES: 5, NOES: 0**

**D. BOARDS AND COMMISSIONS –** Information only, Capital Improvement Authority Meeting held annually in May.

**E. CHIEF’S REPORT Chief’s Report 3/8/2023**

Drill Nights:

02/07/23 11 Volunteers- Dinner Night/ Run Review

02/14/23 No Drill

02/21/23 13 Volunteers- Janesville School Pre Plan

02/28/23 No Drill snowstorm

February Calls: 11 All equipment in service as of 3/6/23.

Had a meeting with Tom Traphagen on 2/9/23 to begin the design and engineering phase of the Ranch Water Source project. A representative from Cashman Equipment was also involved.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Nothing to report

2. SUBJECT – Personnel (Harrison/Holmes) - Nothing to report

3. SUBJECT – Equipment (Moore/Harrison) – Volunteers Rob Stading & Shawn Butterbach repaired Water tender #431 starter.

4. SUBJECT – Subdivisions (Beck/White) – Nothing to report

5.SUBJECT – DMV (Chief Ehrlich) – Everyone is current.

6. SUBJECT - New Engine (Moore/Holmes/Chief Ehrlich) – Prebuild meeting in May and expected delivery mid-November 2023.

**G. STAFF REPORT**

1. Update about 2022 Christmas party donation to Sentimental Journey. The JFPD Volunteer Association has returned $2,000 to JPFD (check # 1059, Plumas Bank). Staff will forward check #1059 to the Auditor’s Office for deposit back into JFPD Operations Fund 206.

2. Chief Ehrlich reported that CAL FIRE has changed their Burn Permit procedure and will no longer allow burn permits to be electronically issued via CAL FIRE Website for LRA (Local Responsibility Area). JFPD will manage burn permit requests in LRA. The Board directed Chief Ehrlich to develop a procedure to issue burn permits for LRA requests.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and action regarding approval of retaining Attorney Bob Burns as attorney of record on an on-call basis for an hourly rate.

**No action currently. Board asked Attorney Burns to prepare a draft agreement and directed staff to prepare for a possible Special Meeting or place item on future agenda.**

2. Discussion and action regarding approval of annual audit Final Report for year ending June 30, 2022.

**Director Beck made a motion, seconded by Director Harrison to approve the Final Audit Report, year ending June 30, 2022, prepared by Zach Pehling, CPA.**

**The motion carried: AYES: 5, NOES: 0**

3. Discussion and action regarding approval of proposal for an enclosed trailer to create a cache for the South County area.

**No action currently. Board directed Chief to continue research.**

4. Discussion and action regarding status of exempt/non-exempt employee.

**No action currently. Item tabled to either a Special meeting or next Regular meeting.**

5. Discussion and action regarding approval of DOM Organization Chart, with newly assigned section 1.10.3.

**Item deleted from agenda; the Board managed this item in the February meeting.**

6. Discussion and action regarding approval of Lieutenant position, to include qualifications for promotion to Lieutenant, and assignment of DOM subsection 2.14.

**A motion was made by Director Harrison, seconded by Director Beck to amend, and approve DOM subsection 2.14 by inserting “Lieutenant or” in the second paragraph, first sentence; by striking out “enough” and inserting “more than one” in the second paragraph, second sentence; by inserting “lieutenant and or” in the fifth paragraph; and directed staff to complete amended and approved section 2.14 in proper DOM format.**

**The motion carried: AYES: 5, NOES: 0**

7. Discussion and action regarding approval of new DOM section and policy for Rescue Helmets.

**Director White made a motion, seconded by Director Holmes to assign, and approve of new DOM subsection 2.1a - PPE (Personal Protective Equipment) to include Rescue Helmets. “Wearing Personal Protective Equipment While Working in or Near Moving Traffic and During Rescue Operations” is the title for the new subsection 2.1a PPE and the Board directed staff to complete approved section 2.1a in proper DOM format.**

**The motion carried: AYES: 5, NOES: 0**

**I. ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION**

Chairman Moore announced there were no items for discussion in closed session:

**J. CLOSED SESSION**

**K. ANNOUNCEMENT OF ITEMS DISCUSSED IN CLOSED SESSION**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports - Possible update about cache trailer for south county area.

2. Items for Business and Action – Approval of JFPD Resolution # 2023-001 and approval of JPA (Joint Powers Authorization) of FASIS becoming FRMS. Retaining Attorney Bob Burns as attorney of record. Status of exempt versus non-exempt employees.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Beck, and carried to adjourn the meeting at 7:46 p.m.**

Submitted by Karen Coe, Secretary