**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, August 14, 2024, at 6:30 p.m.**

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

Janesville, Ca. 96114 phone: (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](mailto:jfpd@frontiernet.net) or at the District website, janesvillefireca.org [Government Code Section 54954.2(a) (1)]

6:

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

1. Called business meeting to order by Board Vice Chairman Holmes at 6:33 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Holmes, White and Leef. Also present were Chief Leef, Assistant Chief R. Stading and Secretary K. Coe.

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

**The motion carried: AYES: 3, NOES: 0**

**B. PUBLIC COMMENTS**

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

Individual public comments are subject to a 3-minute limit. **No public comments.**

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

The Board considers all matters listed under the CONSENT CALENDAR to be routine in nature and is usually approved by a single vote.

1. Approve August Agenda (*additions* and/or *deletions*).
2. Approve July Regular Meeting Minutes.
3. Approve June and July Financial Reports, Sage Balance Sheets if available from the Auditor’s Office and if not available, *postpone until September 2024 Agenda*.
4. Approve June and July Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229) if available from the Auditor’s Office and if not available, *postpone until September 2024 Agenda*.
5. Approve August Expenditures

**Director Leef made a motion, seconded by Director White, to approve the Consent Calendar** **with the postponement of items C 3 & 4.**

**The motion carried: AYES: 3, NOES: 0**

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** August 14, 2024, Chief’s report attached.

**F. COMMITTEE REPORTS**

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

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

3. SUBJECT – Equipment (Moore/Leef) – Nothing to report.

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

5.SUBJECT – DMV (Chief Leef) – Nothing to report.

6. SUBJECT - Lease Agreement (Holmes/David Leef & Chief Leef) – Vice Chairman Holmes added Committee to assist progress with a new lease agreement.

**G. STAFF REPORT**

1. Chief Leef reported –
2. Cal Fire rented engine #422 for 7- 24-hour days, 7/11-7/17 earning $12,000
3. Hose testing, currently working on a system for tracing tested and non-tested hose
4. Evaluation for Assistant Chief Stading has been completed

1. Secretary Coe reported –
2. Update regarding the public bidding process to surplus engine #423 is ongoing.
3. Update regarding contact with Margaret E. Long, attorney with Prentice Law firm, Redding California.

Margaret Long has agreed to submit a “draft” contract for the Board of Directors to review. Upon receipt of the draft contract, Secretary Coe will email to each Director for review, additions, and deletions, and then place the contract on the September 11, 2024 meeting agenda for discussion and possible approval.

1. Worker’s Compensation Insurance Contribution, FY 24/25 was originally invoiced to us at $16,811.00. We paid our 1st quarter payment last month of $4,202.75. Secretary Coe requested an additional review of our estimated payroll adjustment, and the revision reduced our annual contribution for FY 24/25 to $4,023. We will receive a refund in the amount of $179.75 and our contribution is paid in full for the year. ***Our savings are $12,788***.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of an hourly 5% COLA (Cost of living adjustment) for JFPD minimum wage payment. From California state rate of $16.00 per hour to $16.80 per hour.

Additional information, on January 1, 2025, the California minimum wage, for employers with 25 or less workers, will increase to $17.00 per hour and $18.00 per hour on January 1, 2026

**No action taken.**

**Director White directed Secretary Coe to place an action item on the November 13, 2024 Regular Meeting agenda for discussion and possible action of a minimum wage increase from $16.00 to $17.00 per hour to meet the January 1, 2025 California minimum wage increase of $17.00 per hour. Director Leef directed staff to research a salary table for future consideration in wage matters.**

1. Discussion and possible action regarding the approval of FY 24/25 FINAL BUDGET, in the amount of $272,800.

**Director White made a motion, seconded by Director Leef, to approve the FINAL BUDGET FY 24/25 as $272,800.**

**The motion carried: AYES: 3, NOES: 0**

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

1. No closed session items

**J. CLOSED SESSION**

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

1. No closed session items

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Chief Leef’s Personal performance document, hose tests

2. Items for Business and Action – Attorney Long contract proposal

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Leef, and carried to adjourn the meeting at 7:14 p.m.**

Submitted by Karen Coe, Secretary