**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, February 12, 2025, 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 Chairman Beck at 6:37 p.m.

2. Pledge of Allegiance

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

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

**The motion carried: AYES: 4, 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 the February Agenda (*additions* and/or *deletions*).
2. Approve January Regular Meeting Minutes.
3. Approve November, December and January Financial Reports, and Sage Balance Sheets.
4. Approve November, December and January Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve the February Expenditures

**Director Homes made a motion, seconded by Director Moore, to approve the Consent Calendar****.**

**The motion carried: AYES: 4, NOES: 0**

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** See attached for February 12, 2025, Chief’s report.

**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) – New Lease Agreement has been signed and is in effective February 1, 2025 through January 31, 2027, unless otherwise noticed from either SEMSA or JFPD. The Board directed the Secretary to remove this committee from future agendas and place it on agenda about 6 months ahead of the expiration of this contract. That Regular Meeting date is July 8, 2026. Placing this committee back on the agenda will allow the committee to review and prepare the future contract.

**G. STAFF REPORT**

1. Chief – Update for engine #423 (surplus). Chief Leef reported that he will continue to research placing this engine online for an auction sale. “*Resolution #12-9-10, Declaring as Surplus engine 424”* was located in the Resolution binder and will be used to create a Resolution to Surplus engine #423.This resolution will be placed on the March 12, 2025 Regular Meeting agenda.

Cadet program documents are being developed.

All parties have signed the new SEMSA lease agreement, effective February 1, 2025.

1. Secretary – The Board directed the secretary to create a RESOLUTION, Acknowledging Director White’s Service as a Director on the JFPD Board.

Additional direction given to create announcement of the vacant Director position, to properly place the announcement within Janesville and to notify the Lassen County Election Official of the vacancy.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action to dedicate engine #421 to Dr. White, adding a memorial sticker/decal, “In Memory of Dr. Raymond White”, to the driver and passenger side rear doors.

**No action taken at this time, this matter was postponed and added to the March 12, 2025 agenda. The Board directed staff to research the wording of the sticker/decal further and to use “Director Raymond White.”**

1. Discussion and possible action regarding approval to replace the Generac building generator OEM Bridge rectifier board and OEM transfer actuator switch. The proposal is priced at $877.10 (job#8197).

**Director Holmes made a motion, seconded by Director Leef, to approve the replacement of the Generac building generator OEM Bridge rectifier board and OEM transfer actuator switch. The proposal is priced at $877.10 (job#8197).**

**The Board further directed staff to research and acquire multiple bids for the maintenance work of this generator and to place the maintenance on the March 12, 2025 agenda.**

**The motion carried: AYES; 4, NOES; 0**

1. Discussion and possible action regarding the approval of the Final Audit Report, year ending June 30, 2024, from PNCPA, Zack Pehling.

**No action taken at this time. The Board directed staff to email the Audit report to each Director for further review and possible questions and to place on the March 12, 2025 agenda.**

**Additionally, the Board directed staff to find answers to two questions.**

1. **Reference page 2, paragraph titled "Other Matters”, what is meant by “Management’s Discussion and Analysis or budgetary comparison information”?**
2. **Reference page 18, paragraph titled "Note 4 -Long Term Debt, under USDA Loan No. 1 payment for the year-ended June 30”, which shows payments from 2025 through 2030. Why do these interest payments reflect a steady decline in the interest amounts until the year 2030, which reflects an increase in the final interest payment?**
3. Discussion and possible action regarding the approval of the revision of DOM Subsection 4.20 – Janesville Fire Protection District Station Use Agreement. Revisions are on page 2, item 4, and are the addition of indemnification language and a requirement for commercial general liability insurance in the amount of $1,000,000 per occurrence, insuring against all use or occupancy of the station.

**A motion was made by Director Holmes, seconded by Director Moore, to approve the revision of DOM Subsection 4.20 – Janesville Fire Protection District Station Use Agreement. Revisions are on page 2, item 4, and are the addition of indemnification language and a requirement for commercial general liability insurance in the amount of $1,000,000 per occurrence, insuring against all use or occupancy of the station.**

**The motion carried: AYES; 4, NOES; 0**

1. **ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN THE 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 - Surplus of E423 & Cadet program progress

- Secretary- SPECIAL VACANCY NOTICE information

2. Items for Business and Action – **1.** Review of Vacancy applications and possible appointment for Board Director. **2**. Dedication of Engine 421 with Director White Memorial decals. **3**. Resolution for Director White’s 23 years of service. **4.** Resolution to Surplus engine 423. **5**. Final Audit Report, year ending June 30, 2024. **6.** DOM addition to section 4.20, JFPD Station Use Agreement, using language from JFPD Resolution 01-95, a general policy to be used as a guideline for use of JPFD station regarding deposits. **7**. Generac Building Generator maintenance contract. **8.** Replace the flagpole.

**M. ADJOURNMENT**

**Director Holmes made a motion, seconded by Director Leef, and it was carried to adjourn the meeting at 7:35 p.m.**

Submitted by Karen Coe, Secretary