**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, October 11th, 2023, 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 Chairman Moore at 6:34 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Beck, Holmes, Leef. Director White arrived at 6:43 p.m. just prior to Item C- Consent Calendar. Also present: Chief D. Leef, Assistant Chief R. Stading, Volunteers D. Mateo & S. Leef. Guest Chris Barcia to speak about the 2nd Annual Janesville Christmas Parade, and Secretary Coe.

**Director Beck 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.

Chris Barcia spoke regarding the 2nd Annual Janesville Christmas Parade to be held on Saturday, December 9th, 2023. The Board directed Chief Leef to continue working with Chris Barcia for this event.

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

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

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

**Director Holmes made a motion, seconded by Director White, to postpone items C.3. and C.4 until available from the Lassen County Auditor’s Office, placing these items on the November Agenda and to approve items C.1, C.2. and C.5. on this consent calendar.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

October 11th, 2023, Chief’s report attached.

**F. COMMITTEE REPORTS**

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

2. SUBJECT – Personnel (Holmes) – Nothing to report. Director D. Leef to be added to this committee.

3. SUBJECT – Equipment (Moore) – Nothing to report. Director D. Leef to be added to this committee.

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

5.SUBJECT – DMV (Chief Leef) – Everything up to date with DMV.

6. SUBJECT - New Engine (Moore/Holmes) – Chief Leef stated all DMV registration requirements have been completed. Director Moore stated an engine inspection date/trip has not been assigned yet.

**G. STAFF REPORT**

1. Update regarding DOM manual, Secretary Coe will continue to make progress on editing the DOM and will place back on a future agenda for the Board to review when the work is done.

2. Update regarding the audit for fiscal year ending June 30, 2023, with Zack Pehling. The audit went well and when the report is complete Secretary Coe will provide copies to the Board for their review and place the report on a future agenda for approval.

3. Secretary Coe provided the 2022 Christmas party invitation list for everyone’s review, additions and/or deletions to prepare for the 2023 Christmas party invitation list.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the approval for an upgrade of our Main Street Fire Station security camera system.

**A motion was made by Director Beck, seconded by Director Leef to approve the purchase of a REOLINK 12MP Security Camera System with 8 pieces for $969.99 and to include a separate purchase for the wire needed to install the new system.**

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

1. Discussion and possible action regarding the purchase of new structure helmets to replace our expired structure helmets.

**A motion was made by Director Holmes, seconded by Director White, to approve the bid from LNCurtis to purchase 13 new structure helmets at $392.00 each, total cost of $5,096.00 with tax at 7.25% of $369.46 for a total of $5,465.46.**

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

1. Discussion and possible action regarding quote from SimsUShare, CTC (cloud-based training exercise program), priced at $1,195.00.

**No action taken.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

**Chairman Moore stated there are no items for closed session****.**

**J. CLOSED SESSION –** No closed session.

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

**Chairman Moore stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Audit Report from CPA Zack Pehling, if available.

2. Items for Business and Action – Financial reports (July, August & September, if available).

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Holmes, and carried to adjourn the meeting at 7:12 p.m.**

Submitted by Karen Coe, Secretary