**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

 **MEETING MINUTES**

**Wednesday, November 9th, 2022 at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station

463-390 Main St.

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 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 6:35 p.m. by Director Moore.

 2. Pledge of Allegiance

 3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and White. Also present: Chief Ehrlich, Volunteers Mateo and Schuster and Secretary Coe.

**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 jurisdiction 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 November Agenda
2. Approve October Meeting Minutes
3. Approve October Financial Reports and Sage Balance Sheet.
4. Approve October Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve November Expenditures

 **A motion was made by Director Holmes, seconded by Director White, to approve the Consent Calendar.**

 **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 11/09/2022**

Drill Nights:

10/04/22 10 Volunteers - Dinner night/Run Review

10/11/22 8 Volunteers - LARO

10/18/22 13 Volunteers, 7 Guests - Vehicle Fire

10/25/22 8 Volunteers, 10 Guests - Medical Tuesday Hypothermia

October Calls: 29 All equipment in service as of 11/4/22

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Heater Motor in Bay replaced

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

 3. SUBJECT – Equipment (Moore/Harrison) - Everything operational

 4. SUBJECT – Subdivisions (Beck/White) - Nothing

 5.SUBJECT – DMV (Chief Ehrlich) - Nothing

 6. SUBJECT - New Engine (Moore/Holmes/Chief Ehrlich) – Requested Attorney Bob Burns to complete “Exhibit C - Opinion of Lessee’s Counsel” letter for completion of Master Equipment Lease Purchase Agreement for new engine.

**G. STAFF REPORT**

1.Letter received from Robert W. Johnson, an accountancy corporation, stating they are unable to bid on annual audit due to loss of senior partner, Bob Johnson, and a full workload and schedule. Board directed staff to write a thankyou letter to Robert Johnson CPA.

2. Proposals received from 3 CPA firms as follows:

1. 10/12/22 Knott CPA, Reno NV proposal amount $10,000
2. 10/13/22 Zach Pehling CPA, Reno NV proposal amount $5,500
3. 10/24/22 SingletonAuman CPA, Susanville CA proposal amount $9,500

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of contract with Zach Pehling CPA for annual independent audit for fiscal year ending June 30, 2022 in the amount of $5,500.

**A motion was made by Director Harrison, seconded by Director White to approve the contract with Zach Pehling CPA for annual independent audit for fiscal year ending June 30, 2022 in the amount of $5,500.**

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

**I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA:**

(Government Code Section 54957.7)

Nothing on Agenda

**J. CLOSED SESSION:**

Nothing on Agenda

**K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

 Nothing on Agenda

**L. FUTURE AGENDA ITEMS**

1. Staff report to Board re posting for open position of Board Director.
2. Staff report to Board re audit.
3. Place action item for discussion and possible action re attorney retainer.

 **M. ADJOURNMENT**

 **It was motioned by Director Beck, seconded by Director White and carried to adjourn the meeting at 7:15 p.m.**

Submitted by Karen Coe, Secretary