**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

 **MEETING MINUTES**

**Wednesday, April 13th, 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 6:38 p.m. by Director Moore.

 2. Pledge of Allegiance

 3. Roll Call – Present: Directors Moore, Harrison, Beck and White. Also present: Chief Ehrlich, Volunteer Stading, Resident Holly Stading and Secretary Coe. Volunteer Coe joined the meeting at 6:57pm.

**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 April Agenda with addition of the List of Budget & Expenditure Transfers, Item H1.
2. Approve March Meeting Minutes

 3. Approve March Financial Reports and Directors’ signature page for March Sage General Ledgers accounts 206 & 229.

 4. Approve April Expenditures

 **A motion was made by Director Harrison, seconded by Director White, to approve the Consent Calendar adding the List of Budget & Expenditure Transfers, Item H1.**

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

**D. BOARDS AND COMMISSIONS –** None, Capital Improvement meeting held in May.

**E. CHIEF’S REPORT CHIEF’S REPORT 4/13/22**

Drill Nights:

3/01/22 15 Volunteers - Dinner Night, Run review

3/08/22 8 Volunteers - Structure Fire Confidence Course

3/15/22 12 Volunteers – Med Bag/Ambulance Review and Orientation

3/22/22 12 Volunteers – Ladders

March Calls: 17

All Equipment in service!

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) - Main hall floors buffed & waxed

 2. SUBJECT – Personnel (Harrison/Holmes) - First & 3rd week May Chief vacation

 3. SUBJECT – Equipment (Moore/Harrison) - Engine #422 passed DOT inspection

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

 5.SUBJECT – DMV (Chief Ehrlich) - Everything is good

**G. STAFF REPORT**

1. Received Certificate of Title for engine #422, VIN# 3HAWETAR9KL308442, 2019 International Type 3.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding Budget Transfers and Line item transfers as listed below;

 LIST OF **BUDGET & EXPENDITURE TRANSFERS** -

1. **BUDGET TRANSFERS**: All budget transfers are made to clean up overages in original estimated budget.
2. Increase account # 206-3000107 – Emergency/Red Flag Coverage-

$3,960.00 to pay for red flag coverage from July 1 through October 31, 2021.

1. Increase account # 206-30023600 – Professional & specialized services-

$14,402.25 to pay for Susanville Fire Department Strike Team wages on 9/16/21.

1. Increase account # 206-3001500 - Insurance- $4,000.00 to pay for increases in ISU/ATWOOD Insurance policies and FASIS increases.
2. Increase account # 206-3001700 – Maintenance/Equipment- $ 1000.00 to pay for increase in maintenance costs.
3. Increase account # 206-3002500 – Rents& Leases - $1,000.00 to pay for increases in rents and leases due to new Kyocera copier.
4. Increase account # 206-3003000- Utilities- $2,000.00- to pay for increase in utility costs for remainder of fiscal year, (April, May & June utility costs).
5. Increase account # 206-3006200 – Equipment- $37,154.48 to pay for scheduled 2022 payment to First Bankers for engine #422 and to make additional payoff payment in amount of $37,154.48.
6. **EXPENDITURE TRANSFERS:** All expenditure transfers are made to pay for unexpected costs on line items in specific accounts.
7. Increase account # 206-3000107 – Emergency/Red Flag Coverage - $3,960.00 to pay for red flag coverage. Transfer money from revenue, cash from fire income.
8. Increase account # 206-3000600 – Out of District Fire wages - $14,402.25 to pay/replace money drawn for Susanville Fire Department Staff/engine coverage on Strike team 9/16/21. Exact amount taken from 3000600 needs to be funded from revenue/cash from fire income.

Decrease account # 206-3002300 – Professional & Specialized Services – $14,402.25 which is the correct account from which the funds should have been taken.

1. Increase account # 206- 3001500 – Insurance – $4,000.00 to pay for increase in annual costs from ISU/ATWOOD policies (prior to refund) and FASIS increases. Take funding from cash fire income.
2. Increase account # 206-3001700 – Maintenance/Equipment- $1,000.00 to pay for costs for remainder of fiscal year. Take funding from cash fire income.
3. Increase account # 206-3002500 – Rents & leases - $1,000.00 to pay for increase in costs of new Kyocera copier lease. Take funding from cash fire income.
4. Increase account # 206-3003000 – Utilities - $2,000.00 to pay for increase in Utility costs for remainder of fiscal year (April, May & June). Take funding from cash fire income.
5. Increase account # 206-3006200 – Equipment - $37,154.48 to complete scheduled 2022 payment to First Internet Bank of Indiana for engine #422 and to make additional payoff payment in exact amount $37,154.48. Take funding from cash fire income.

 **A motion was made by Director Beck, seconded by Director White to approve the Budget and Line Item transfers as listed above.**

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

1. Discussion and possible action regarding purchase of rescue helmets.

 **A motion was made by Director Harrison, seconded by Director Beck to approve the purchase of 7 rescue helmets at a cost of $219.00 each. The Chief was directed to create a written policy for the helmets to be submitted to the Board of Directors for approval when completed.**

 **The motion carried: AYES: 4, 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. Budget and Line-item Transfers

**M. ADJOURNMENT**

 **It was motioned by Director Beck, seconded by Director Harrison and carried to adjourn the meeting at 7:06 p.m.**

Submitted by Karen Coe, Secretary