**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, January 11th, 2023, at 6:30 p.m.**

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

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](about:blank) 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 6:29 p.m. by Director Moore.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and White.

Also present: Volunteers Mateo, Stading, and Secretary Coe.

4. Oath of Office for Director Moore completed by Secretary Coe.

5. Discussion, possible action, and Oath of Office for Appointment in lieu of election of new director.

**A motion was made by Director Beck, seconded by Director Holmes, to appoint Raymond White as Director of the Board and the Oath of Office for Appointment in lieu of election was completed by Secretary Coe.**

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

**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 January 2023 Agenda
2. Approve December Meeting Minutes
3. Approve December Financial Reports and Sage Balance Sheet.
4. Approve December Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve January Expenditures

**A motion was made by Director White, seconded by Director Holmes, to approve the Consent Calendar items 1, 2 & 5 and to postpone to the February 8th, 2023 Board Meeting items 3 & 4 due to unavailability of County Auditor’s financial reports.**

**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 1/11/2023**

Drill Nights:

12/06/22 7 Volunteers- Dinner Night/ Run Review

12/13/22 10 Volunteers- Quarterly SCBA Familiarization

12/20/22 No Drill

12/27/22 8 Volunteers, Winter Weather Driving Safety, Powerline Safety

December Calls: 6 All equipment in service as of 1/6/2023

**F. COMMITTEE REPORTS**

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

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

3. SUBJECT – Equipment (Moore/Harrison) - Nothing

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

5.SUBJECT – DMV (Chief Ehrlich) – No report

6. SUBJECT - New Engine (Moore/Holmes/Chief Ehrlich) – Nothing

**G. STAFF REPORT**

1. Staff reported no update regarding the retention of an attorney. Staff was directed to continue with research.
2. Staff reported the annual audit final report, year ending June 30, 2022, will be available at the February Board meeting, February 8th, 2023.
3. Staff reported 2 checks received from Cal Fire, for September move-up, totaling $15,320.
4. Staff reported the thankyou letter to the Robert W. Johnson, An Accountancy Corporation, was completed, signed, and will be sent.

**H. BUSINESS AND ACTION ITEMS**

No action items.

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

Board Chairman Moore announced the following closed session item:

1. Personnel item

CLOSED SESSION

Closed session was held from 6:46 p.m. – 7:25 p.m.

Present: Directors Moore, Harrison, Holmes, Beck, and White

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

Board Chairman Moore announced the following closed session item:

1. Personnel item

No reportable action. Direction was given among Directors.

**K. FUTURE AGENDA ITEMS**

1. Staff report regarding Thank you letter to be sent to Sentimental Journey event venue from the Board of Directors.
2. Staff report regarding the donation made to Sentimental Journey for Christmas Party.
3. Staff report regarding contact with attorney, Bob Burns.
4. Staff report regarding the Final report for annual audit, ending June 30, 2022.
5. Action item, regarding Organizational meeting to nominate and elect Board Officers (Chairman, Vice-Chairman and Secretary) for one-year terms which will update the Board organization and allow for completion of Secretary of State Registry of Public Agencies form.
6. Action item, JFPD DOM - Operational Organizational Chart, Chief asked to provide one copy of current organizational chart with positions only and one chart with current personnel names listed in the positions.

**L. ADJOURNMENT**

**It was motioned by Director Holmes, seconded by Director Beck, and carried to adjourn the meeting at 7:35 p.m.**

Submitted by Karen Coe, Secretary