

**JANESVILLE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING**

MINUTES

Wednesday August 12th, 2020 at 6:30 p.m.

Meeting held at Janesville Fire Station
463-390 Main St Janesville CA 96114
(530) 253-3737

A. CALL TO ORDER/OPENING CEREMONIES

1. Call business meeting to order 6:30 p.m. by Director Moore.
2. Roll Call – Directors Moore, Harrison, Holmes, Beck and Butterbach: Also present: Chief Ehrlich, Volunteers Roderick and Stading, Secretary Coe, guests Chris Cole and Mike and Denise Pickens.

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.

None

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 August Agenda
2. Approve July Meeting Minutes
3. Approve June and July Financial Reports
4. Approve August Expenditures

A motion was made by Director Butterbach to approve the Consent Calendar with the exception of item C3. – Approve June and July Financial Reports be changed to read *“June Financial Reports to be approved and July Financial Reports to be postponed to next Board Meeting, (Sept 9, 2020) or when the July 2020 Special District Financial Reports become available”*.

The motion carried: AYES: 5, NOES 0

D. BOARD AND COMMISSIONS:

None

E. CHIEFS REPORT

Chief's Report 08/12/2020

Drill Nights:

07/7/20 - 18 Volunteers, 4 Explorers, 5 guests - Dinner Night, Run Review, Association Meeting

7/14/20 - 14 Volunteers, 2 Explorers, 0 Guest - Foam Operations

07/28/20- 14 Volunteers, 3 Explorers, 0 Guest – Firefighter skills building, Driving Operations.

July Calls: 15 (corrected from Agenda to accurately read “July” Calls)

Engine 424 water tank developed a leak, engine was taken to a local mechanic and patched. Chief will be looking into possibly relining the tank this winter.

One of the buildings heat pumps start up relay went out, All Seasons Heating and Air, came and repaired.

WT 432 was on the Hog Fire for 77.25 hours, need to get more Water Tender drivers trained so we can stay out for longer periods of time.

F. COMMITTEE REPORTS

1. Maintenance of Buildings (Moore/Beck) –Director Moore asked when the fire extinguishers were to be checked. Chief Ehrlich reported they will be serviced in August. The kitchen range hood will also be checked at the same time.

Director Harrison asked about the progress of placing bollards around the generator. Chief Ehrlich reported he and Volunteer Stading will pick up well casings from Steve's Pumps to use in completing this improvement.

2. Personnel (Harrison/Holmes) - nothing

3. Equipment (Moore/Harrison) – Information about engine 424 included in Chief's report.

4. Subdivisions (Beck/Butterbach) - nothing

5. DMV (Butterbach) - nothing

G. STAFF REPORT – Secretary Coe reported administrative changes to include:

1. Improvements in Agenda & Meeting formats to meet Government Code and Public Records Act.

2. Request Board of Directors to complete Form 700 in compliance with Political Reform Act Disclosure Statements covering any possible conflict of interest.

3. Request Board of Directors to consider options for updating, completing and maintaining JFPD ethics, and sexual harassment training.

4. Request discussion of a 3rd independent party to review in-house financial records and reports.

H. ACTION ITEMS

1. Discussion regarding purchase of vinyl lettering for water tender #432.

ACTION REQUESTED: 1) Approve purchase of vinyl lettering for water tender #432.

A motion was made by Director Butterbach, seconded by Director Beck, that this action item be approved.

The motion carried: AYES: 5, NOES 0

2. Discussion regarding Kindergarten Day, changes from past practice to include plan, to be submitted to Lassen County Public Health Department (LCPHD), with requirements for COFID-19.

ACTION REQUESTED: 1) Approve Chief Ehrlich's request to create a plan to be approved by LCPHD and to continue forward with Kindergarten Day plan in September.

A motion was made by Director Beck, seconded by Director Butterbach that this action item be approved.

The motion carried: AYES: 5, NOES 0

3. Discussion regarding consideration of adding a "Hot Spot" (Internet/WIFI connection that can be utilized during power/phone outages.

FISCAL IMPACT: Reported by Chief Ehrlich to be \$15.00 monthly for 2G of usage with no other monthly fee.

ACTION REQUESTED: 1) Approve the addition of a "Hot Spot".

A motion was made by Director Butterbach, seconded by Director Harrison that this action item be approved.

The motion carried: AYES: 5, NOES 0

4. Discussion regarding Added Station Coverage and Engine Staffing during Fire Weather Watch/Red Flag Warning/Emergency periods.

ACTION REQUESTED: 1) Approve Added Station Coverage and Engine Staffing during Fire Weather Watch/Red Flag Warning/Emergency periods to be added to Department Operating Manual (DOM) as item Subsection 2.18.

A motion was made by Director Harrison, seconded by Director Beck that this action item be approved with the additions of:

- a) Add ***"Emergency Periods"*** to the title of DOM 2.18.
- b) Add ***"The Fire Chief is to have sole discretion to activate this additional staffing and the Fire Chief will assign the Assistant Chief(s) to supervise"*** under Direct Supervision section of DOM 2.18.

- c) **Add a new line-item account be established to differentiate between account 3000100-Salaries and Wages, and this additional staffing expenditure.**

The motion carried: AYES: 5, NOES 0

5. Discussion regarding Lassen County Grand Jury's (GJ) Invitation to Respond to Consolidation "Only" section of Standish-Litchfield Fire Protection District (SLFPD) GJ report with a response required to be submitted no later than 90 days after the GJ's report, October 20, 2020. Director Moore stated JFPD Board response as, "The JFPD has no intention of consolidation with the SLFPD until such time that said District and residents request a consolidation."

ACTION REQUESTED: 1) Approve and respond to Lassen County GJ's invitation.

A motion was made by Director Butterbach, seconded by Director Holmes that this action item be approved and JFPD response to the Grand Jury's invitation to respond be stated as:

"The Janesville Fire Protection District Board of Directors has no intention of consolidation with the Standish-Litchfield Fire Protection District until such time that said District and its residents request a consolidation."

The motion carried: AYES: 5, NOES 0

I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Nothing on agenda to disclose.

J. CLOSED SESSION ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN CLOSED SESSION

Nothing on agenda.

K. RETURN TO OPEN SESSION (Government Code Section 54957.1)

L. FUTURE AGENDA ITEMS

1. Carry over from August agenda consent calendar regarding July Financial reports.
2. Follow-up regarding Target Solutions training in areas of ethics and sexual harassment.

M. ADJOURNMENT It was motioned by Director Harrison, seconded by Director Butterbach and carried to adjourn the meeting at 7:07 p.m.

Submitted by Karen Coe, Secretary