**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, November 8, 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 Vice Chairman Beck at 6:33 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, White and Leef. Also present: Chief D. Leef, Assistant Chief R. Stading, Volunteer S. Leef and Secretary Coe.

**Director White made a motion, seconded by Director Holmes, 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.

No public comments.

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

**Director Holmes made a motion, seconded by Director White, to approve Consent Calendar Items C1, C2 and C3 and to postpone October financial, Sage Balance Sheet and October Director’s signature pages on items C.3 and C.4 until the October financial reports are available from the Lassen County Auditor’s Office, and to include them on the December Regular Meeting Agenda.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

December 13th, 2023, Chief’s report attached.

**F. COMMITTEE REPORTS**

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

2. SUBJECT – Personnel (Holmes/Leef) – Nothing to report.

3. SUBJECT – Equipment (Moore/Leef) – Nothing to report.

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

5.SUBJECT – DMV (Chief Leef) – Nothing to report.

6. SUBJECT - New Engine (Moore/Holmes) – Nothing to report.

**G. STAFF REPORT**

1. Audit update, Zack Pehling Audit Report has not been received.

1. Pregill Insurance is working on our 2024 insurance policy/premium with a change from the underwriters, VFIS (Volunteer Firemen’s Insurance Services), from one program to another, which might affect our premiums. That premium will be included in the December claim forms.
2. On January 1, 2024, the minimum wage will increase from $15.50 per hour to $16.00 per hour. Additionally, the EDD, Employment Development Department, has notified us that starting January 1, 2024, our UI, Unemployment Insurance, contribution rate will increase from 2.40% to 3.30%. Our ETT, Employment Training Tax rate will remain at .10%.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding medical supplies.

**No action needed.**

1. Discussion and possible action regarding pump on engine #425 needs repair.

**No action needed. The Board directed Chief Leef to continue research for repair costs.**

***Item H.3. amended by Secretary Coe to read as follows:***

1. Discussion and possible action regarding Chief Leef to apply to be an Administrator for Janesville Fire Protection District to be able to request Live Scan/background checks including fingerprinting for all employees. Reference to JFPD Resolution # 08-10-00 – A Resolution allowing the Janesville Fire Protection District to conduct background fingerprint checks on employees.

**No action taken. The Board directed Chief Leef to continue the necessary research to begin implementation of background fingerprint checks.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

**Vice** **Chairman Beck stated there are no items for closed session****.**

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

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

**Vice Chairman Beck stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports –

2. Items for Business and Action – Zack Pehling Audit report, LAFCO for review, Medicine purchase for medical bags.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Holmes, and carried to adjourn the meeting at 7:00 p.m.**

Submitted by Karen Coe, Secretary