

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

MEETING MINUTES

Wednesday, December 8th, 2021 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 6:32 p.m. by Director Moore
2. Pledge of Allegiance
3. Roll Call – Present: Directors Moore, Holmes, and White. Also present: Chief Ehrlich, Volunteer Stading 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 December Agenda
2. Approve November Meeting Minutes
3. Approve November Financial Reports, & signatures on Sage General Ledgers 206/229.
4. Approve December Expenditures

A motion was made by Director Holmes, seconded by Director White, to approve the Consent Calendar with the removal from the agenda of item "I" – OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA: Personnel matter.

The motion carried: AYES: 3, NOES: 0

D. BOARDS AND COMMISSIONS- nothing

E. CHIEF'S REPORT

CHIEF'S REPORT 12/8/21

Drill Nights:

11/02/21 14 Volunteers - Dinner Night, Run Review

11/09/21 7 Volunteers – EMS Splinting

11/16/21 15 Volunteers – Structure Drill

11/30/21 14 Volunteers – Station Preparation

November Calls: **34**

All Equipment in service! End of year party was successful with approximately 85 in attendance.

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) - everything is up to date.

G. STAFF REPORT

1. Discussion regarding possibly training a second person in the secretary's position, not to exceed 20 hours.

H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding adoption of Janesville Fire Protection District Resolution #2021-003 - A RESOLUTION EXEMPTING COLLECTION OF CAPITAL IMPROVEMENT DEVELOPER FEES FOR REPLACEMENT CONSTRUCTION DUE TO THE DIXIE FIRE OF 2021.

The resolution states in part, "The Janesville Fire Protection District Board of Directors agree to adopt a resolution Exempting the Collection of Capital Improvement Fees for the replacement construction of any building, any structure, "like-for-like", based on a loss due to the Dixie Fire of 2021, within Janesville Fire Protection District. This resolution shall have a sunset date of December 8th, 2023, 24 months from the date of signatures, after which, the collection of Capital Improvement Developer Fees will revert to the previously existing process."

A motion was made by Director White, seconded by Director Holmes to approve of Janesville Fire Protection District Resolution # 2021-003.

The motion carried: AYES: 3, NOES: 0

2. Discussion and possible action regarding approval of edits to DOM Subsection 1.10.5 - District Secretary Job Description- edits include additional details of job duties and a new paragraph, page 3, titled “**Administrative Processing Stipend**” with the text as follows:

Administrative Processing Stipend: This stipend is additional pay, above regular-monthly salary, effective July 1st each year. The amount is to be calculated based on 20% of the total sum of Administrative Fees, as invoiced on all Out-of-District, Fire Wages.

No action at this time. Board directed staff to omit word, “Wages” in last sentence and replace with, “Reimbursements”.

3. Discussion and possible action to approve purchase of insurance policy through, VFIS, Volunteer Firemen’s Insurance Services, Inc., in the amount of \$14,005.00 and cancel previously purchased ISU ATWOOD AGENCY insurance policy in the amount of \$15,966.00, saving \$1,961.00.

A motion was made by Director Holmes and seconded by Director White to approve the purchase of an insurance policy through, Pregill Insurance Broker, VFIS, Volunteer Firemen’s Insurance Services, Inc., with further research to determine the final amount of the annual policy premium. Also to give Chief Ehrlich the authority to sign any necessary documents for the purchase of this VFIS policy and to cancel the previously purchased ISU ATWOOD AGENCY insurance policy.

The motion carried: AYES: 3, NOES: 0

I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA:

(Government Code Section 54957.7)

J. CLOSED SESSION:

K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

L. FUTURE AGENDA ITEMS

Discussion regarding possibly training a second person in the secretary’s position, not to exceed 20 hours, & Item H-2, change wording in last sentence from, “Wages” to “reimbursements”.

M. ADJOURNMENT

It was motioned by Director White, seconded by Director Holmes and carried to adjourn the meeting at 6:58 p.m.

Submitted by Karen Coe, Secretary