**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, September 11, 2024, 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 Board Chairman Beck at 6:43 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Leef and Moore. Also present were Chief Leef, Assistant Chief R. Stading and Secretary K. Coe.

**Director Leef made a motion, seconded by Director Moore, to approve Call to Order and Opening Ceremonies as completed.**

**The motion carried: AYES: 3, 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 is usually approved by a single vote.

1. Approve September Agenda (*additions* and/or *deletions*).
2. Approve August Regular Meeting Minutes.
3. Approve June, July, and August Financial Reports, Sage Balance Sheets if available from the Auditor’s Office and if not available, *postpone until October 2024 Agenda*.
4. Approve June, July, and August Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229) if available from the Auditor’s Office and if not available, *postpone until October 2024 Agenda*.
5. Approve September Expenditures

**Director Leef made a motion, seconded by Director Moore, to approve the Consent Calendar** **with the postponement of items C3 & C4.**

**The motion carried: AYES: 3, NOES: 0**

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** September 11, 2024, Chief’s report attached.

**F. COMMITTEE REPORTS**

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

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

3. SUBJECT – Equipment (Moore/Leef) – Engine #421 in Sparks for warranty repairs

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

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

6. SUBJECT - Lease Agreement (Holmes/David Leef & Chief Leef) – Nothing to report.

**G. STAFF REPORT**

1. Chief Leef reported –
2. Engine #421 is in Sparks for warranty work on two leaks, cab lift mechanism and the foam tank.

1. Secretary Coe reported –
2. Update regarding a salary study, Board confirmed the intent of a salary study is to examine the payment gaps between fire officers/ranks. It was suggested that Secretary Coe could collect comparable special district information that reflects other special districts operating budgets, and the percentage of those budgets dedicated to salaries.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of Prentice Long Law Firm, on-call legal services agreement.

**Director Moore made a motion, seconded by Director Leef, to amend the on-call legal services agreement correcting the Board Directors’ names to their legal names on file with Lassen County and to approve the amended agreement.**

**The motion carried: AYES: 3, NOES: 0**

1. Discussion and possible action regarding Janesville Fire Protection District Explorer Post No. 4, Pack 78, Boy Scouts of America, Neveda Area Council. The previous Charter Period Ended January 31, 2016 and approval is needed to reinstate the Explorer Post, create a Cadet program or other options.

**No action taken, at this time. The Board directed staff to write and send to parents of the existing Explorers, a letter of temporary suspension and to research our current insurance policy for possible coverage of the Explorers participation at our Main Street station. Further research was suggested regarding possible insurance coverage of a newly created Cadet program.**

1. Discussion and possible action regarding the approval of JFPD Hose Testing Form to be added to DOM, Section 4 – FORMS, Subsection 4.11.

**No action taken by the Board. The Board directed staff to include this new form in the Operational Manual instead of the DOM.**

1. Discussion and possible action regarding the approval of payment to JFPD personnel to assist with hose testing.

**Director Moore made a motion, seconded by Director Leef, to approve payment for 2 persons, at a minimum wage of $16.00, 20 hours each for a total of 40 labor hours to assist with hose testing.**

**The motion carried: AYES: 3 NOES: 0**

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

1. No closed session items

**J. CLOSED SESSION**

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

1. No closed session items

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Updates regarding salary study, creation of a cadet program and Semsa Lease agreement.

2. Items for Business and Action –

**M. ADJOURNMENT**

**Director Moore made a motion, seconded by Director Leef, and carried to adjourn the meeting at 7:33 p.m.**

Submitted by Karen Coe, Secretary