**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, June 14th, 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)]

**A. CALL TO ORDER/OPENING CEREMONIES**

1. Called business meeting to order by Chairman Moore at 6:31 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and White. Also present: Volunteer Dawn Mateo. Assistant Chief Dustin Leef and Incident Support Volunteer, Sarah Leef arrived at 6:45 p.m. and Volunteers Stading and Schuster arrived at 6:50 p.m. Also present, Secretary Coe.

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

**The motion carried: AYES: 5, 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.

Volunteer Mateo spoke about NOR CAL employee, Krista Howard, providing Continuing Education Units to staff for attendance at Medical Tuesday trainings. One credit will be earned per 1 hour attendance and will be available to all attending the training.

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

**Director Harrison made a motion, seconded by Director Holmes, to approve the Consent Calendar.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT June 14, 2023**

Drill Nights:

05/02/23 11 Volunteers – Dinner Night/Run Review

05/09/23 9 Volunteers – Mayday/LUNAR

05/16/23 10 Volunteers, 5 visitors – Medical Tuesday/ Immobilization

05/23/23

05/30/23 13 Volunteers – Engine #422 Drafting/ Air 1 Ops

All equipment is in service as of June 5, 2023. Engine #422 has passed inspection for Cal Fire usage.

May Calls: 14

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Access to building-monitoring cameras is being revised.

2. SUBJECT – Personnel (Harrison/Holmes) – No report

3. SUBJECT – Equipment (Moore/Harrison) – No report

4. SUBJECT – Subdivisions (Beck/White) – No report

5.SUBJECT – DMV - No report

6. SUBJECT - New Engine (Moore/Holmes) –

**G. STAFF REPORT**

1. FRMS/FASIS (workers compensation carrier), asked for a validation of our estimated 2023/24 payroll. FASIS estimated our 23/24 payroll to be $316,328 based on actual payroll from 21/22 (Dixie Fire included) which they calculate inflated by 1% then 1% again.

Their estimated 23/24 payroll established our annual contribution at $32,956 plus an annual adjustment at the fiscal year end, estimated to be more than an additional $10,000.

Staff contacted FASIS financial analysts and *corrected* our estimated 23/24 payroll at $100,000. Reducing this estimate by one-third should also reduce our quarterly and annual payroll adjustment contributions. Staff will provide updates when available.

For comparison:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Proposed* | *Proposed Quarterly* | *% over Quart. =adjustment* | *Annual adjustment* | *Total contribution* |
| 23/24 | 8,239 x4 = 32,956 | unknown | unknown | $32,956 + ^ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Fiscal year | Paid quarterly | % over Quart. | Annual adjustment | Total contribution |
| 22/23 | 4,772 x4 = 19,088 | 73.72% | 14,071 | $33,159 |
| 21/22 | 3,781 x4 = 15,124 | 29.96% | 4,531 | $19,655 |
| 20/21 | 3,109 x4 = 12,436 | 22.04% | 2,741 | $15,177 |

Secretary Coe provide updated information regarding 2023-24 Budget Payroll Validation Process with FASIS/FRMS. FASIS/FRMS has changed the 23-24 payroll to $162,010 which will decrease JFPD’s preliminary 2023-24 contributions to $17,035. Which is a savings of $15,921 from the proposed $32,956.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding purchase of a “smart projector” and screen.

**A motion was made by Director Harrison, seconded by Director Beck, to purchase 1 large, flat screen television and mounting hardware not to exceed $1,200.00.**

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

2. Discussion and possible action regarding DOM section 1.0 Board of Directors Manual and Rules of Procedures.

**No action taken. No changes made at this time DOM section 1.0 Board of Directors Manual and Rules of Procedures to be amended as needed in the future.**

3. Discussion and possible action regarding Prop 4 Limits FY 23/24 –Resolution #2023-002, $360,736.

**A motion was made by Director Harrison, seconded by Director Beck, to adopt Resolution #2023-002, Ordering the limit of spending of Tax Monies received for the 2023-2024 Fiscal Year be limited to $360,736.**

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

4. Discussion and possible action regarding end of FY 2022/2023 transfers.

**A motion was made by Director Harrison, seconded by Director Holmes, to approve the end of FY 2022/2023 transfers listed below.**

**Expenditure transfer:**

**2023-1 – Increase fund 229, account 3001800 Maintenance Buildings in the amount of $1,250.00 and**

**decrease fund 206, account 3001800 Maintenance Buildings in the amount of $1,250.00. This transfer is to correct the error on March 16, 2023, claim for payment to SLINGSHOT SNOW REMOVAL, check#1001656. Payment was requested out of the Developer Fees Fund (229) and should have been requested out of Operations Fund (206).**

(H-4 continued, next page)

**Budget Transfers:**

**2023-2 – Increase fund 206, account 3000100 Salaries and Wages in the amount of $18,743.00 and**

**Decrease fund 206, account3010000 Appropriations for Contingencies in the amount of $18,743.00 as an end of year 2023, Budget adjusted appropriation to fund the unbudgeted portion of salaries.**

**2023-3 – Increase fund 206, account 3006200 Equipment in the amount of $394,305.07 as an end of year 2023, Budget adjusted appropriation to fund the down payment on the new engine.**

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

5. Discussion and possible action regarding 2023/2024 proposed Budget.

**No action taken at this time. Staff directed to continue preparing the 2023/24 budget and place in July regular meeting agenda. Additional direction was given to staff to research the Budget “reserve” amounts for the last 4 years to determine if the changes in the amounts has been increasing.**

6. Discussion and possible action regarding temporary scheduling, staffing and compensation.

**A motion was made by Director Harrison, seconded by Director Beck, to continue covering the Fire District with staff at a rate of $15.50 per hour for 8-hour shifts when the newly appointed interim-Chief, Dustin Leef is unable to be at the station. Further, Director Harrison included in his motion, seconded by Director Beck, to approve a stipend pay to Interim-Chief Leef in the amount of $2,500.00 monthly, effective June 1, 2023, to continue until the hire of a permanent Fire Chief or full-time employee.**

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

7. Discussion and possible action regarding recruitment of FTE (full-time employee).

**No action taken. Discussion included whether to hire a full-time employee/Chief or a part-time employee/Chief. Direction to staff to place this item on the next agenda.**

8. Discussion and possible action regarding adjusted costs of change orders for new engine.

**A motion was made by Director Beck, seconded by Director White to approve the changes made to the new engine, to approve the adjusted costs in the amount of $5,867.28 and authorize Chairman Moore to sign the Change Order-1.**

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

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

**Chairman Moore stated there are no items for closed session.**

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

**Chairman Moore stated there are no items for closed session.**

**J. CLOSED SESSION**

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

**Chairman Moore stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports –

2. Items for Business and Action – Special Taxes, Final Budget, Full time employee review

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Holmes, and carried to adjourn the meeting at 8:15 p.m.**

Submitted by Karen Coe, Secretary