

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

**MEETING MINUTES**

**Wednesday, November 10th, 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](mailto:jfpd@frontiernet.net) or at the District website, [janesvillefireca.org](http://janesvillefireca.org) [Government Code Section 54954.2(a) (1)]

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

1. Called business meeting to order at 6:48 p.m. by Director Moore
2. Pledge of Allegiance
3. Roll Call – Present: Directors Moore, Harrison, and Beck. Director White arrived at 7:00 p.m. Also present: Chief Ehrlich, Volunteer Rob 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 November Agenda
2. Approve October Meeting Minutes
3. Approve June, July, August, September & October Financial Reports.
4. Approve November Expenditures

**A motion was made by Director Harrison, seconded by Director Beck, to approve the Consent Calendar with the addition of the October Financial Report to item C3.**

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

**D. BOARDS AND COMMISSIONS-** nothing

## E. CHIEF'S REPORT

### CHIEF'S REPORT 11/10/21

Drill Nights:

10/05/21 11 Volunteers - Dinner Night, Run Review

10/12/21 11 Volunteers – Hose and Pumping Drills

10/19/21 7 Volunteers - Medical Scenarios

10/26/21 11 Volunteers- Ground Ladders

October Calls: **15**

Hosted a Town Hall meeting on 10/28/21 with Supervisor Hemphill for the Dixie Fire cleanup.

## F. COMMITTEE REPORTS

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Chief Ehrlich reported a leak in the roof from ridge screws working loose. Volunteer Stading replaced the damaged ceiling tiles and tightened the exterior screws.

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. Robert Johnson independent audit was completed on November 10, 2021.
2. Research regarding COVID-19 Relief Fund, application deadline was Oct 29<sup>th</sup>, 2021 at 5pm. Eligible Special Districts must be “*independent*” (*we are typed as independent*), “with demonstrated revenue losses or any unanticipated expenditures and were impacted by pandemic response”.

## H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding adoption of Janesville Fire Protection District Resolution #2021-003 – Exemption of Fire Capital Improvement Fees for the 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.

**No action at this time. Board directed staff to add a “24-month sunset date” and place on future agenda.**

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 “Fire Pay Bonus” text as follows:

**Fire Pay Bonus:** Fire Bonus is additional pay, above regular-monthly salary, effective July 1<sup>st</sup> 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 change the title from “Fire Pay Bonus” to “Administrative Processing Stipend” and place on future agenda.**

3. Discussion and possible action regarding EXPENDITURE & BUDGET transfers related to Out-of-District & Emergency Staff/Red Flag Coverage fire wages in July, August, and September & October, 2021.

### **APPROPRIATION TRANSFERS**

- A. From 206 – 3000600, Out-of-District Fire Wages, amount of \$552.64  
To 206 – 3000100, Salaries & Wages, amount of \$552.64.  
(Replacing regular Salaries & Wages and expending Out-of-District Fire Wages for the Round & Bizz fires.)
- B. From 206 – 3002300, Professional & Specialized Services, amount of \$14,402.25  
To 206 - 3000600, Out-of-District Fire Wages, amount of \$14,402.25  
(Replacing, Out-of-District Fire Wages and expending Professional & Specialized Services for Susanville Fire Department Strike Team wages on September 16th, 2021.)

### **BUDGET TRANSFERS**

- C. Increase Budget  
From 206 – 2060 Revenue Cash from fire income, amount of \$14,402.25  
To 206 – 3002300, Professional & Specialized Services, amount \$14,402.25  
(Funding Expenditure item 3. B (above), budgeting for Susanville Fire Department Strike Team wages in September 16<sup>th</sup>, 2021.)
- D. Increase Budget  
From 206 – 2060 Revenue Cash from fire income, amount of \$152,021.07  
To 206 – 2060 Out-of-District Fire wages, amount \$152,021.07  
  
(Funding payment of Out-of-District Fire wages for the period from July1 to October 31, 2021.)
- E. Increase Budget  
From 206 – Revenue Cash from fire income, amount of \$3,960.00  
To 206 - 3000107 Emergency Staff/Red Flag Coverage, amount \$3,960.00  
(Increasing budget to Fund payments for account 3000107, Emergency Staff/Red Flag Coverage for fire wages from July1 to October 31, 2021.)

**A motion was made by Director Harrison and seconded by Director Beck to approve Items 3 A and B, appropriation transfers and to postpone items 3 C, D, and E.**

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

4. Discussion and possible action regarding increase in ISU ATWOOD AGENCY, Insurance policy from last year's annual price of \$10,768.00 to this year's price, \$19,487.60, an overall increased cost of 81%.

**A motion was made by Director Harrison and seconded by Director White to approve payment of the least expensive policy/quote offered by ISU ATWOOD AGENCY which is \$15,966.00 and to continue to research less expensive options.**

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

1. Resolution #2021-003 Exemption of Fire Capital Improvement Fees
2. DOM Subsection 1.10.5 – District Secretary Job Description
3. Purchase a less expensive insurance policy

**M. ADJOURNMENT**

**It was motioned by Director Beck, seconded by Director White and carried to adjourn the meeting at 7:30 p.m.**

Submitted by Karen Coe, Secretary