

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

MEETING MINUTES

Wednesday, March 10, 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 6:30 p.m. by Director Moore.
2. Pledge of Allegiance
3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and Butterbach. Also present: Chief Ehrlich, volunteer R. 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 March Agenda
2. Approve February Meeting Minutes
3. Approve February Financial Reports
4. Approve March Expenditures

A motion was made by Director Butterbach, seconded by Director Beck, to approve the Consent Calendar.

The motion carried: AYES: 5, NOES: 0

D. BOARDS AND COMMISSIONS- Capital Improvement Authority Meeting held annually in May

E. CHIEF'S REPORT

CHIEF'S REPORT 03/10/21

Drill Nights:

2/02/21	22 Volunteers, 2 Explorer, 1 Guest	Dinner Night/Association Meeting, Station Cleanup
2/09/21	23 Volunteers, 1 Explorer, 0 Guests	LARO, Rope Knots Classroom
2/16/21	16 Volunteers, 1 Explorer, 0 Guests	LARO, Rope Knots Practical
2/23/21	18 Volunteers, 2 Explorer, 0 Guests	LARO, Rope Knots Hoisting, Practical Makeup

February Calls: 16

WT431 Battery Charging System rebuilt. Toured New Fuel Break with B2211 Thornton

F. COMMITTEE REPORTS

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Volunteer Association purchased a cell phone booster for the Main St. station and Volunteer Rob Stading completed the installation increasing the reception inside the station by 8X.
2. SUBJECT – Personnel (Harrison/Holmes) - noted Secretary's open position is on Agenda, Item H-3.
3. SUBJECT – Equipment (Moore/Harrison) – nothing
4. SUBJECT – Subdivisions (Beck/Butterbach)- nothing
5. SUBJECT – DMV (Butterbach) - nothing.

G. STAFF REPORT

Secretary Coe reminded Directors and Chief of Form 700 filing deadline, April 1, 2021 and of the May Capital Improvement Authority meeting prompting consideration of improvements.

H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding poplar tree in front of main street station. Research for a "safety trim" in process. Chief asked to have item put on April agenda.

No action.

2. Discussion and possible action regarding engine #422 contract dispute with First Bankers. Director Holmes reported the first complaint filed with the Federal Deposit Insurance Corporation (FDIC) was misplaced/lost on their end. Director Holmes refiled with FDIC but process has been delayed. Reminder, the dispute is over the "transaction fee" of \$3,307.70. Board instructed this item be placed on April agenda.

No action.

3. Discussion and possible action regarding hiring of the permanent part-time, JFPD Board Secretary. Noted in discussion was the information that the job description, job opening announcement and directions for applications were developed and posted on the JFPD Main Street Fire Station bulletin board, the community bulletin board at the Janesville US Post Office, and the community bulletin boards at the Janesville Chevron station, 463-050 Janesville Grade and the Janesville Payless station, 463-770 Main Street, from February 18th through February 28th, 2021. The Board noted that one application was received from interim secretary, Karen Coe. The Board reviewed the cover letter, resume and application.

A motion was made by Director Harrison, seconded by Director Butterbach to appoint Karen Coe from interim to permanent part-time Board Secretary and to revisit potential pay increase closer to the new budget year 2021-2022.

The motion carried: AYES: 5, NOES: 0

4. Discussion and possible action regarding payoff for Command Vehicle. The Full Buyout with Equipment Purchase Quote #14321990, effective Date March 8th, 2021 Contract #500-50096522, Account #1413386 for Chevrolet Tahoe Vin #1GNSKFKC9LR306022 in the amount of \$33,946.57.

Discussion included a savings, in interest payments of \$2,349.28, if the loan is paid in advance of the final payment due date, May 6th, 2023. The total amount of interest financed into the loan is \$3,800.71. The buyout quote (payment due date of April 7, 2021) includes a to-date interest payment of \$1,451.43. When subtracted from the total interest payment of \$3,800.71, the savings is \$2,349.28.

Discussion continued regarding a budget increase to complete the buyout payment. A budget increase of fund 229 Budget Unit 2290, account 3006200 – Fixed Assets, Equipment, in the amount of \$22,314.39 was proposed. Adding this amount, to the previously budgeted amount in this account, for the April 2021 payment of \$11,632.18 creates the buyout amount of \$33,946.57.

A motion was made by Director Butterbach, seconded by Director Harrison

A) To approve the Full Buyout with Equipment Purchase, Quote #14321990 effective Date March 8th, 2021; Contract #500-50096522; Account #1413386 of the Command Vehicle (VIN ending #6022) for the amount of \$33,946.57 and

B) To approve the budget increase of fund 229 Budget Unit 2290, account 3006200 – Fixed Assets, Equipment, in the amount of \$22,314.39.

The motion carried: AYES: 5, NOES: 0

5. Discussion and possible action regarding Budget and Expenditure transfers.

A motion was made by Director Holmes, seconded by Director Beck to approve the following Budget and Expenditure transfers:

A) Increase fund 206, account 3001300 FOOD by \$200.00 to adjust for unanticipated fire meals.

- B) Increase fund 206, account 300100 INSURANCE by \$1,500.00 to adjust for \$943.00 increase in Atwood Vehicle insurance & to adjust for increase in Fasis (worker's compensation 4th quarterly payment.**
- C) Increase fund 206, account 3001100 CLOTHING & PERSONAL by \$4,500.00 to adjust for loss of VFA Cal fire Grant money due to Covid-19 backorder of turnouts and once received, invoices dated past the grant expiration date of fiscal year end June 2020.**
- D) Increase fund 229 account 3006100 FIXED ASSETS-BUILDING & IMPROVEMENTS by \$8,460.00 and decrease fund 229 account 3001800 SERVICES & SUPPLIES-MAINT-BUILDINGS & IMPROVEMENTS by the same amount \$8,460.00 to properly pay for May 13, 2020 expenditure of Main St station parking lot re-pavement project out of correct account of "FIXED ASSETS".**

The motion carried: AYES: 5, NOES: 0

Director Butterbach excused himself from the remainder of the meeting at 7:30 pm.

- 6. Discussion and possible action regarding a new copier. Research with Forest Office Equipment for a Kyocera copier has been completed and a final proposal presented.

A motion was made by Director Harrison, seconded by Director Beck to approve the Forest Office Equipment proposal for a new Kyocera copier and to give Chief Ehrlich authority to sign the contract. Contract term is for 63 months; \$154.22 monthly lease payment; \$1,453.67 buyout to current copier lease, Inland Business Systems; eFax included for life of the lease; maintenance contract set at \$15.00 per month for 1,500 black copies and \$15.00 per month for 200 color copies; overage costs at same rate = .01 for black, .075 for color.

The motion carried: AYES: 4, NOES: 0

I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA: No items
(Government Code Section 54957.7)

J. CLOSED SESSION: No items

K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION
(Government Code Section 54957.1)

L. FUTURE AGENDA ITEMS – Update regarding poplar tree, update regarding engine #422 contract dispute with First Bankers over "transactions fee" of \$3,307.70.

M. ADJOURNMENT

It was motioned by Director Holmes, seconded by Director Harrison and carried to adjourn the meeting at 7:40 p.m.

Submitted by Karen Coe, Secretary

