

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE JANESVILLE FIRE PROTECTION DISTRICT
Wednesday March 11, 2020
MEETING 6:30 P.M.**

A. CALL TO ORDER/OPENING CEREMONIES

1. Call business meeting to order 6:30 PM by Director Moore
2. Roll Call – Directors Moore, Butterbach, Beck and Harrison, Chief Ehrlich, Secretary Luther and Interim Secretary Coe.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None.

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 with additional emergency item H6 – Hall usage
2. Approve February financial reports
3. Approve minutes from February meeting and February special meeting.
4. Approve March expenditures

Motion by: Director Harrison to approve the Consent Calendar.

Second by: Director Butterbach

Vote: Motion Carried – AYES: 4, NOES: 0

D. BOARD AND COMMISSIONS: (May)

E. CHIEFS REPORT

Drill Nights:

2/4/2020 – 15 Volunteers, 3 Explorers, 2 Guests Dinner Night/ “Table Top” Australian Fire Fighting techniques.

2/11/2020– 14 Volunteers, 3 Explorers, 0 Guests Mass Casualty Incidents

2/18/2020– 13 Volunteers, 2 Explorers, 0 Guests Wildland Pump and Roll Operations

2/25/2020- 16 Volunteers, 1 Explorers, 0 Guests Fire Shelters, 10's & 18's

February Calls: 31

We will be doing a 30 acre Vegetation Management Burn (LE5) on the Sommerville property March 16, 2020.

The Escape Routes/ Safety Zone mapping is still on going. Myself, and Isaac Thornton (B2211) are meeting on March 23rd to continue with this project.

F. COMMITTEE REPORTS

1. Maintenance of Buildings (Moore/Beck) – dishwasher repaired
2. Personnel (Harrison/Holmes) – hired Karen Coe as Interim Secretary for a term of up to 1 year, Chief Ehrlich to take Friday 3/13/20 off for personal business, Dustin Leef to cover station
3. Equipment (Moore/Harrison) – Chief reported damage to WT in the Doyle Fire due to ash and Schmidt Equipment making repairs, BLM to reimburse
4. Subdivisions (Beck/Butterbach) – nothing
5. DMV (Butterbach) –nothing

G. STAFF REPORT – nothing

H. ACTION ITEMS

1. Discussion and possible action regarding Surplus property policy
Motion by: Director Harrison to approve DOM Section 1.11 surplus property policy with correct DOM formatting and additional changes to Section- Record of Disposition of Property- A.4. To read “disposition of funds under \$500.00 to volunteer fund.”
Second by: Director Beck
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0
2. Discussion and possible action regarding Mechanic Job Description
Motion by: Director Beck to approve the Equipment Mechanic Job Description with correct DOM formatting and remove date. DOM section 1.10.3
Second by: Director Harrison
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0
3. Discussion and possible action regarding Incident Support Volunteer
Motion by: Director Harrison to approve the Incident Support Volunteer Position with correct DOM formatting – Section 1.10.4
Second by: Director Butterbach
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0
4. Discussion and possible action regarding Personnel
Motion by: Director Harrison to approve paying prior Secretary Luther \$20.00 per hour to assist Interim Secretary Coe, as needed, effective April 1 2020
Second by: Director Beck
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0
5. Discussion and possible action regarding Budget Transfers
Motion by: Director Harrison to approve 229 budget transfers increasing accounts 1800 by \$6000.00, 6200 by \$17000.00 and Revenue by \$9000.00. Decrease account 6100 by \$8000. This increases 229 budget overall from \$14000 to \$23000 to account for new command vehicle and lights.
Second by: Director Butterbach
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0
6. Discussion and possible action regarding – JFPD Hall usage and COVID-19 plan of action
Motion by: Director Butterbach to approve restriction of JFPD Hall usage if Lassen County confirms 1st case of COVID-19
Second by: Director Moore
Vote: Motion Carried – AYES: 4, NOES: 0, ABSTAIN: 0

I. CLOSED SESSION AGENDA
J. CLOSED SESSION
K. RETURN TO OPEN SESSION

L.FUTURE AGENDA ITEMS – create District Secretary job description

M. ADJOURNMENT

It was motioned by Director Moore, seconded by Director Harrison and carried to adjourn the meeting at 7:26 p.m.

Submitted by Kristin Luther, Secretary and Karen Coe, Interim Secretary