**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, August 13, 2025, at 6:30 p.m.**

Meeting held at Janesville Main Fire Station email: jfpd@frontiernet.net

463-390 Main St. P.O. Box 40 website: https://janesvillefire.specialdistrict.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 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 Holmes at 6:31 p.m.

 2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Caldwell, and Holmes. Asst. Chief R. Stading, and Secretary T. Gard. Kam Vento from Lassen Fire Safe Council.

**Director Caldwell 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.

Kam Vento from the Fire Safe Council expressed concern about Chief Leef's resignation and assured us of the fire safe council's support. He left his number with Tara.

**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 the August Agenda (*additions* and/or *deletions*).
2. Approve July Regular Meeting Minutes.
3. Approve May Financial Reports and Sage Balance Sheets.
4. Approve May Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve the August Expenditures

**Director Caldwell made a motion, seconded by Director** **Moore, to approve the Consent Calendar.**

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

**D. BOARDS AND COMMISSIONS None**

**E. CHIEF’S REPORT -** See attached for August 1, 2025, Chief’s report.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Leef) – Generator parts were ordered

2. SUBJECT – Personnel (Holmes/Beck) - Chief Leef resigned

3. SUBJECT – Equipment (Moore/Leef) - WT 431 is fixed

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

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

**G. STAFF REPORT**

1. Chief – Asst. Chief Stading is coordinating with E423's new owners for a smooth pickup and transfer. WT #431 is done. Asst. Chief will deliver the check to them when he picks it up in Reno.
2. Secretary – We received a records request for J. Ehrlich from Macro-Pro. Before providing any records, Tara will speak with our lawyer Margret Long to confirm that we can send all the records they requested.

Leaf capital funding will be added to our insurance for the leased copier in the amount of $7921.00

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding replacing the batteries on E426.

**No action at this time. Table until September 10, 2025 meeting. E426 is a reserve engine. Chief Leef was unable to locate an exact match for fair market value but did identify several comparable examples. Their values range from $20,000 to $25,000.**

1. Discussion and possible action to announce an opening for the position of Fire Chief.

With the resignation of Chief Leef, Asst. Chief Rob Stading will step into the role of acting Fire Chief, taking on all responsibilities associated with the position. Tara will provide support by managing administrative duties. With this transition Rob will make $25 per hour for station coverage and Tara does not need to get board permission for overtime. Rob and Tara are to meet with Dustin on his scheduled shifts to facilitate this transition, before his last day on August 29th.

During this interim period, it is imperative to initiate a recruitment process for the Fire Chief position to facilitate an effective leadership transition and uphold seamless operational continuity within both the department and the community.

**Director Caldwell made a motion, seconded by Director Moore, to approve Assistant Chief Stading, assuming the role of Acting Chief, with Tara taking on administrative responsibilities at the above indicated pay rate. The motion also included initiating the process to announce the search for a new Fire Chief.**

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

1. Discussion and possible action regarding approval of Engagement letter from PNP CPA Zach Pehling, for annual audit FY ending June 30, 2025 and payment on invoice #1563 initial deposit of $3,300.

**Director Moore made a motion, seconded by Director Caldwell, to approve the engagement letter for the annual audit FY ending June 30, 2025 and pay invoice #1563 in the amount of $3,300.**

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

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

**None**

**J.** **CLOSED SESSION** STARTED at\_\_\_\_ p.m. and ENDED at \_\_\_\_ p.m.

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

**L. FUTURE AGENDA ITEMS**

1. Staff report-
2. Items for Business and Action-
3. Discussion regarding position of Fire Chief
4. Sunnyside Well
5. IAMResponding app
6. Payrate Letter for Cal-fire
7. OES Letter Salary Survey

**M. ADJOURNMENT**

**Director Moore made a motion, seconded by Director Caldwell and it was carried to adjourn the meeting at 8:00 p.m.**

Submitted by Tara Gard, Secretary