

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

MEETING MINUTES

Wednesday, January 12th, 2022 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 6:32 p.m. by Director Moore
2. Pledge of Allegiance
3. Roll Call – Present: Directors Moore, Harrison, Holmes, and White. Also present: Chief Ehrlich, Volunteer 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 January Agenda
2. Approve December Meeting Minutes
3. Approve December Financial Reports, & signatures on Sage General Ledgers 206/229.
4. Approve January Expenditures

A motion was made by Director Harrison, seconded by Director White, to approve the Consent Calendar as listed

The motion carried: AYES: 4, NOES: 0

D. BOARDS AND COMMISSIONS- nothing

E. CHIEF'S REPORT

CHIEF'S REPORT 1/12/2022

Drill Nights:

12/07/21 15 Volunteers - Dinner Night, Run Review

12/14/21 14 Volunteers – Winter Driving

12/21/21 10 Volunteers – SCBA Confidence

12/28/21 9 Volunteers – Traffic Accident Scene Safety

November Calls: **32**

All Equipment in service!

New Batteries installed #425, one battery 2015 and one was 2017.

One New Volunteer, ISV Jenny Holmes is going through her orientation now.

Lost one Volunteer, Gavin Beck is moving to Reno.

F. COMMITTEE REPORTS

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – nothing
2. SUBJECT – Personnel (Harrison/Holmes) – nothing
3. SUBJECT – Equipment (Moore/Harrison) - nothing
4. SUBJECT – Subdivisions (Beck/White). – Chief Ehrlich met with Thomas Traphagan regarding the initial steps of an Agri-Fire Protection System.
5. SUBJECT – DMV (Chief Ehrlich) - everything is up to date.

G. STAFF REPORT

1. Staff reported ISU Atwood Agency Insurance Policy has been cancelled and the anticipated refund should be approximately \$13,060.06 and reminded Directors the cost of the newly purchased policy through Pregill – VFIS – Volunteer Firemen's Insurance Services, Inc., is \$14,005.00.
2. Cal Fire- OES checks have been received for Dixie Fire invoices totaling \$420,160.65, (\$66,059.22 +\$72,576.15 +\$281,525.28).

H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the approval to train a second/backup secretarial position, not to exceed 20 hours of training time.

A motion was made by Director Harrison, seconded by Director Holmes to approve a 20-hour training period for a backup secretary. Once 20 hours of training has been completed, the position will be a "stand-in" position and will pay a rate of \$15.00 per hour with no benefits, similar to the department's use of volunteer firefighters, filling in behind the Chief's position as needed.

The motion carried: AYES: 4, NOES: 0

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 “**Administrative Processing Stipend**” with the text as follows:

Administrative Processing Stipend: This stipend is additional pay, above regular-monthly salary, effective July 1st 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 Reimbursements.

A motion was made by Director Harrison, seconded by Director Holmes to approve this final edit to DOM Subsection 1.10.5 – District Secretary Job Description- edits include additional details of job duties and a new paragraph, PAGE 3, titled: Administrative Processing Stipend with the removal of *Out-of-District, Fire Reimbursements* and the addition of the exact wording, “*as invoiced on all Reimbursable Fires*” as listed below:

“Administrative Processing Stipend: This stipend is additional pay, above regular, monthly salary, effective July 1st each year. The amount is to be calculated based on 20% of the total sum of Administrative Fees, as invoiced on all Reimbursable Fires.”

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

Payoff of engine #422.

M. ADJOURNMENT

It was motioned by Director White, seconded by Director Holmes and carried to adjourn the meeting at 7:04 p.m.