**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, December 13, 2023, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: [jfpd@frontiernet.net](mailto:jfpd@frontiernet.net) 463-390 Main St. P.O. Box 40 website: <http://janesvillefireca.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](mailto: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 Secretary Holmes at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Holmes, White and Leef. Also present: Assistant Chief R. Stading, Volunteers D. Mateo, and P. Starcevich and Secretary Coe.

**Director White made a motion, seconded by Director Leef, 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.

No public comments.

**C**. **CONSENT CALENDAR**

The Board considers all matters listed under the CONSENT CALENDAR to be routine in nature and usually approved by a single vote.

1. Approve December Agenda with the addition of an insurance policy update in item G1 -Staff reports.
2. Approve November Regular Meeting Minutes
3. Approve October & November Financial Reports and Sage Balance Sheet.
4. Approve October & November Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve December Expenditures

**Director Leef made a motion, seconded by Director White, to approve the Consent Calendar with the addition of Item C1 to include Staff update of 2024 insurance policy on Item G1.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

December 13th, 2023, Chief’s report attached.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Nothing to report.

2. SUBJECT – Personnel (Holmes/Leef) – Nothing to report.

3. SUBJECT – Equipment (Moore/Leef) – Nothing to report.

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

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

6. SUBJECT - New Engine (Moore/Holmes) – Nothing to report.

**G. STAFF REPORT**

1. Secretary Coe has been in contact with VFIS (Volunteer Firemen’s Insurance Services), regarding our insurance policy for 2024. Speaking with Tony Veneris at 717-873-3808, the insurance carrier will be changed, and a new application must be completed. Agent Veneris assures us that, if we are “in the process” we will be fully covered past our current policy’s expiration date of December 22, 2023.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding request from LAFCO, Local Agency Formation Commission of Lassen County for Janesville Fire Protection District to participate on LAFCO.

**No action. Board directed this item be placed on January 10th, 2024, regular meeting agenda.**

1. Discussion and possible action regarding numbering change to DOM section *2.1a – PPE Personal Protective Equipment to Include Rescue Helmets.* Request for approval to change from Section 2.1a to 2.12.

**Director White made a motion, seconded by Director Leef, to approve the change of DOM section 2.1a to 2.12.**

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

1. Discussion and possible action regarding revision of DOM section *2.11 –* *Volunteer Firefighter Uniform –* to either omit item 4 “1 Ball cap type hat” and replace with “a hooded sweatshirt” or add “hooded sweatshirt” (for cold-weather responses).

**Director White made a motion, seconded by Director Leef, to approve the revision of DOM section 2.11 to allow at the Chief’s discretion the purchase of either 1 ball cap type hat or a hooded sweatshirt, based on individual need.**

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

1. Discussion and possible action regarding the purchase of two Epi-Pens.

**Director White made a motion, seconded by Director Leef, to approve the purchase of two Epi-Pens, not to exceed $700.00.**

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

1. Discussion and possible action regarding approval of Zack Pehling Audit Report for fiscal year ending June 30, 2023.

**No action. Board directed this item be placed on January 10th, 2024, regular meeting agenda.**

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

**Board Secretary Holmes stated there are no items for closed session****.**

**J. CLOSED SESSION –** No closed session.

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

**Board Secretary Holmes stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports –

2. Items for Business and Action – Zack Pehling Audit report, LAFCO for review

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Leef, and carried to adjourn the meeting at 7:01 p.m.**

Submitted by Karen Coe, Secretary