

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

**MEETING MINUTES**

**Wednesday, October 13th, 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](mailto:jfpd@frontiernet.net) or at the District website, [janesvillefireca.org](http://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, Beck and White. Also present: Chief Ehrlich, Volunteer Rob 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 October Agenda
2. Approve September Meeting Minutes
3. Approve June, July, August & September Financial Reports.
4. Approve October Expenditures

**A motion was made by Director Holmes, seconded by Director White, to approve the Consent Calendar, items 1,2 & 4, and to postpone item 3 to the November 10<sup>th</sup> Board Meeting.**

**The motion carried: AYES: 5, NOES: 0**

**D. BOARDS AND COMMISSIONS- nothing**

**E. CHIEF'S REPORT**

**CHIEF'S REPORT 10/13/21**

## Drill Nights:

9/07/21 16 Volunteers - Dinner Night, Run Review

9/14/21 7 Volunteers - SCBA & PPE Familiarization

9/21/21 14 Volunteers- Structure Fire Exposure Protection

9/28/21 9 Volunteers- CPR Recertification

September Calls: 21

All Equipment demobilized from the Dixie Fire September 8, 2021 except Chief 400 (C400).

C400 -48 Days

Engine 422- 449 Hours

Engine 424- 288 Hours

Water Tender 432- 440 Hours

(See attached break down)

New tires were installed on W432.

## 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) – Direction to staff to create a Resolution for an Automatic Exemption of developer fees for any building, any structure damaged due to the Dixie Fire.
5. SUBJECT – DMV (Chief Ehrlich) – Chief Ehrlich reported accessing DMV on-line program for continued maintenance of DMV files at JFPD.

## G. STAFF REPORT

1. Robert W. Johnson, Certified Public Accountant, has changed its name to Robert W. Johnson, an accountancy corporation. They will be at JFPD on Wednesday, November 10<sup>th</sup> for our annual audit.
2. Subject of annual Christmas party was discussed. The first Friday, December 3<sup>rd</sup> was selected for the date of party and the Christmas party address list was reviewed.

## H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding payoff of engine #422.

**No action at this time. Staff directed to reintroduce this item after revenue from Cal Fire is received.**

2. Discussion and possible adoption of Resolution # 2021-002, acknowledging William Butterbach's service as a Director of the Janesville Fire Protection District Board from January 2019 through July, 2021.

**A motion was made by Director Harrison and seconded by Director Holmes to adopt Resolution #2021-002, acknowledging William Butterbach's service as a Director of the Janesville Fire Protection District Board from January 2019 through July, 2021.**

**The motion carried: AYES: 5, NOES: 0**

3. Discussion and possible action regarding fire pay bonus for the District Secretary.

**A motion was made by Director Harrison and seconded by Director Holmes to approve a Fire Pay Bonus for the District Secretary to be added to the DOM subsection 1.10.5 - District Secretary Job Description in a new paragraph titled "Fire Pay Bonus". Fire bonus 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 Wages.**

**The motion carried: AYES: 5, NOES: 0**

4. Discussion and possible action regarding 2021/2022 Capital Improvement Plan items.

**No action at this time. Staff directed to do more research for projects.**

**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**

1. Resolution for an Automatic Exemption of developer fees for any building, any structure within the Janesville Fire Special District jurisdiction damaged due to the Dixie Fire.
2. Update and edit of DOM subsection 1.10.5 – District Secretary Job Description.
3. Staff asked to research COVID funding related to disassociated Special Districts.

**M. ADJOURNMENT**

**It was motioned by Director Beck, seconded by Director Homes and carried to adjourn the meeting at 7:28 p.m.**

Submitted by Karen Coe, Secretary