**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

 **MEETING MINUTES**

**Wednesday, August 10th, 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 6:30 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 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 August Agenda
2. Approve July Meeting Minutes
3. Approve June, July & August Financial Reports and Sage Balance sheets.
4. Approve June, July & August Directors’ signature page for Sage General Ledger report, Cash with County – Operations & Developer Fees.
5. Approve August Expenditures

 **A motion was made by Director Beck, seconded by Director Harrison, to approve the Consent Calendar with the adjustment of Agenda Items H-3 & H-4, to be postponed until September 14, 2022 Regular Board Meeting.**

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

**D. BOARDS AND COMMISSIONS –** Information only, Capital Improvement Authority Meeting held annually in May.

**E. CHIEF’S REPORT**

**Chief’s Report 08/10/2022**

Drill Nights: July Calls: 31

07/05/22 Dinner Night, Run Review

07/12/22 10’s and 18’s

07/19/22 No Drill Lassen County Fair 4H Dinner

07/26/22 11 Volunteers, Heat & Cold Related Emergencies

Engine 422 DEF Sensor and level sending unit went bad and lit up the check engine light during the Lassen County Fair parade. Both parts were replaced.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – During power outage, generator transfer switch didn’t work

 2. SUBJECT – Personnel (Harrison/Holmes) - Nothing

 3. SUBJECT – Equipment (Moore/Harrison) - FEPP (Federal Excess Personal Property) engine is being processed.

 4. SUBJECT – Subdivisions (Beck/White) - Nothing

 5.SUBJECT – DMV (Chief Ehrlich) - Nothing

**G. STAFF REPORT**

Board asked Staff to continue research for a different Certified Public Accountant for annual audit. Possible resource is Herlong Fire Department.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding Resolution #2022-002, RESOLUTION ORDERING AN ELECTION, REQUESTING LASSEN COUNTY ELECTIONS OFFICIAL TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION for November 8th, 2022 election.

**A motion was made by Director Beck, seconded by Director White to approve** **Resolution #2022-002, RESOLUTION ORDERING AN ELECTION, REQUESTING LASSEN COUNTY ELECTIONS OFFICIAL TO CONDUCT THE ELECTION AND REQUESTING CONSOLIDATION for November 8th, 2022 election.**

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

1. Discussion and possible action regarding purchase of wet steam pressure washer up to $3,700.

**A motion was made by Director Harrison, seconded by Director Holmes to purchase a steam pressure washer up to $3,700.**

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

1. Discussion and possible action regarding new computer system for the secretary.

**A motion was made by Director Harrison, seconded by Director Beck to purchase new computer system for secretary position.**

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

1. Discussion and possible action regarding Adoption of the 2022/2023 FINAL BUDGET.

**A motion was made by Director Harrison, seconded by Director Beck to adopt the 2022/2023 FINAL BUDGET set as $275,770 for FUND 206, Operations Fund and $13,250 for FUND 229, Developer Fee Fund.**

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

1. Discussion and possible action regarding DOM Section 1.4 Fiscal Operations. Establishing a financial policy to include a budget policy and implementing DOM section 1.0, SECTION II, ITEM J, 1-5 (REVISED AND APPROVED 03/2019), including last page titled BOARD COMMITTEES, to restructure Regular Meeting Agenda, item F. COMMITTEE REPORTS to be consistent with DOM.

**No motion as no action needed.**

1. Discussion and possible action regarding new engine research.

**Board asked Chief Ehrlich to continue research A Pierce Type 1 fire engine. No other action needed at this time.**

**I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA:**

(Government Code Section 54957.7)

Nothing on Agenda

**J. CLOSED SESSION:**

Nothing on Agenda

**K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

 Nothing on Agenda

**L. FUTURE AGENDA ITEMS**

1. Item C 3. & 4. Financial reports.
2. New engine research update.

**M. ADJOURNMENT**

 **It was motioned by Director Holmes, seconded by Director White and carried to adjourn the meeting at 7:37 p.m.**

Submitted by Karen Coe, Secretary