**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, July 9, 2025, at 6:30 p.m.**

Meeting held at Janesville Main Fire Station email: [jfpd@frontiernet.net](mailto: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](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 Chairman Beck at 6:36 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Caldwell, Leef and Holmes. Also present Chief Dustin Leef via phone, Asst. Chief R. Stading, and Secretary T. Gard. Randy Roberts from Lake Forest Fire was also present.

**Director Holmes made a motion, seconded by Director Caldwell 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.

**R. Roberts from Lake Forest gave a presentation on starting a Rapid Extrication Module Support team.**

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

**Director Holmes made a motion, seconded by Director** **Leef, to approve the Consent Calendar.**

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

**D. BOARDS AND COMMISSIONS None**

**E. CHIEF’S REPORT -** See attached for July 9, 2025, Chief’s report.

**F. COMMITTEE REPORTS**

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

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

3. SUBJECT – Equipment (Moore/Leef) All Equipment was greased

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

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

**G. STAFF REPORT**

1. Chief – Asst. Chief Stading picked up the second round of SCBA bottles. 25 passed 2 did not and have been taken out of service to be destroyed. Bottles will not have to be hydro tested again until 2030.
2. Secretary –Ethics training class will be offered by LAFCo Aug 12th, 10-12 at Jensen Hall.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the approval of the FY 2025/2026 proposed budget.

**Director Caldwell made a motion, seconded by Director Holmes, to approve the FINAL BUDGET FY 2025/2026**

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

1. Discussion and possible action regarding a credit card limit increase.

**The current cc limit is $2000 for the chief and $1000 for the secretary. Director Caldwell made a motion, seconded by Director Holmes to double the credit card limit to $4000.00 for the chief and $2000.00 for the secretary and to amend the DOM to show this change.**

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

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

**No action at this time. Table until August 13, 2025 meeting. E426 is a reserve engine. Chief Leef will look up what fair market value is and talk with the college about possibly purchasing the engine before replacing the batteries.**

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

**Table until next meeting on August 13, 2025. Director Lane appointed a committee consisting of directors Caldwell, Leef and Moore to manage the Fire Chief job opening.**

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

1. 1. PUBLIC EMPLOYMENT - pursuant to Government Code § 54957

a. Fire Chief Evaluation and possible wage increase

1. Assistant Fire Chief Evaluation and consideration of increase in hourly wage

**J.** **CLOSED SESSION** STARTED at 7:38 p.m. and ENDED at 7:50 p.m.

**Regular meeting adjourned at 7:37 and reopened at 7:51.**

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

The Chief will receive a 5% raise.

Any person that is covering the station will be paid $20 per hour.

The secretary will receive a 2.5% raise now and another 2.5% raise in 6 months

**L. FUTURE AGENDA ITEMS**

1. Staff report- #423 is up for auction. If it goes to another department the light bar and radio will remain on, if sold to a private party emergency equipment will be removed. Minium bid will start at $500.
2. Items for Business and Action-
   1. OES salary survey
   2. Discuss reserve engine #E426
   3. Fire Chief job opening

**M. ADJOURNMENT**

**Director Holmes 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