**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, April 10th, 2024, 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 Chairman Beck at 6:35 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, White and Leef. Also present were Chief Leef, Assistant Chief R. Stading, Incident Support Volunteer S. Leef and Secretary Coe.

**Director Holmes made a motion, seconded by Director Leef, to approve Call to Order**

**and Opening Ceremonies as completed.**

**The motion carried: AYES: 4, 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 is usually approved by a single vote.

1. Approve April Agenda (*additions* and/or *deletions*).

Secretary Coe asked for the ***addition*** of Item G7. – STAFF REPORT – Receipt of Law Office of Robert M. Burns, contract termination letter dated March 25, 2024, and the ***deletion*** of Items C3. & C4. - CONSENT CALENDAR – Financial reports from County Auditor’s Office not available. The Board directed these deletions to be placed on the May 8th, 2024, Regular Meeting Agenda, and the ***correction*** of Item D – BOARDS AND COMMISSIONS – Capital Improvement Authority meeting from the wrong date of May 10th to the correct date of May 8th, 2024.

1. Approve March Regular Meeting Minutes
2. Approve March Financial Reports, Sage Balance Sheet.
3. Approve March Directors’ signature pages for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
4. Approve April Expenditures

**Director White made a motion, seconded by Director Holmes, to approve the Consent Calendar with the** ***addition*** **of Item G7. – STAFF REPORT – Receipt of Law Office of Robert M. Burns, contract termination letter dated March 25, 2024. Additionally, the *deletion* of Items C3. & C4. -CONSENT CALENDAR – Financial** **reports from County Auditor’s Office not available. The Board directed these deletions to be placed on the May 8th, 2024, Regular Meeting Agenda, and the *correction* of Item D – BOARDS AND COMMISSIONS – Capital Improvement Authority meeting from the wrong date of May 10th to the correct date of May 8th, 2024.**

**The motion carried: AYES: 4, NOES: 0**

**D. BOARDS AND COMMISSIONS**

Capital Improvement Authority meeting will be held on May 8th, 2024, at the Regular Meeting.

**E. CHIEF’S REPORT -** April 10th, 2024, 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) – Photos of engine progress shared in staff report.

**G. STAFF REPORT**

1. Chief Leef explained the cancellation of Target/Vector Solutions Learning (training program) and that we are not auto renewing on August 30, 2024.
2. Chief Leef suggested we replace ESO ($750 annually for approximately 20 reports) with NorCal image Trend ($1.50 per PCR, Patient Care Report, with no startup fee).
3. Chief Leef and Secretary Coe updated the research being done for a new Semsa Lease agreement.
4. Chief Leef provided an update about the purchase of decals for Engine #424 (Forest Service green engine).
5. Secretary Coe provided a reminder that 8.25% California State Sales Tax of approximately $51,512.59, was deferred in the purchase contract of the Pierce engine and will be due when registering the engine in California (at time of the purchase the sales tax rate was 7.25% which would have been approximately $45,268.64).
6. Chief Leef showed a picture of the progress of the Pierce engine.
7. Receipt of Law Office of Robert M. Burns, contract termination letter dated March 25, 2024.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of DOM Section 4.20 – Janesville Fire Protection District Station Use Agreement, revised from the old form.

**Director Holmes made a motion, seconded by Director White to approve the revised DOM Section 4.20 - Janesville Fire Protection District Station Use Agreement.**

**The motion carried: AYES: 4, NOES: 0**

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

**Chairman Beck stated there were no items for closed session****.**

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

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

**Chairman Beck stated there were no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Pierce engine update

2. Items for Business and Action – Semsa Lease agreement update, #424 decals update and action item for cancellation of regular June meeting and schedule of a Special Meeting 3rd Wednesday of June.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Leef, and carried to adjourn the meeting at 7:14 p.m.**

Submitted by Karen Coe, Secretary