**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, July 12th, 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)]

**A. CALL TO ORDER/OPENING CEREMONIES**

1. Called business meeting to order by Chairman Moore at 6:33 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Harrison, Holmes and White. Also present: Chief Leef via phone, volunteer Stading and Secretary Coe. Director Beck arrived at 6:42 p.m.

**Director Holmes made a motion, seconded by Director White, 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 usually approved by a single vote.

1. Approve July Agenda (*additions and/or deletions*)
2. Approve June Regular Meeting Minutes
3. Approve June Financial Reports and Sage Balance Sheet.

Secretary Coe requested to have item 3 postponed until the County Auditor’s office makes the Financial Reports available.

1. Approve June Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).

Secretary Coe requested to have item 4 postponed until the County Auditor’s office makes the Financial Reports available.

1. Approve July Expenditures

**Director Holmes made a motion, seconded by Director White, to approve Items 1, 2 & 5, and to postpone items 3 & 4 until the County Auditor’s office makes the Financial Reports available.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

For July 12, 2023, Chief’s report attached as addendum.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Staff is working on a new nightlight in the bay.

2. SUBJECT – Personnel (Harrison/Holmes) – No report

3. SUBJECT – Equipment (Moore/Harrison) – No report

4. SUBJECT – Subdivisions (Beck/White) – No report

5.SUBJECT – DMV (Leef) – Chief Leef is setting up process with DMV.

6. SUBJECT - New Engine (Moore/Holmes) – Work Order #1 invoice is to be paid this month.

**G. STAFF REPORT**

1. Nothing to report.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of Fire Chief Leef’s appointment of Rob Stading to Assistant Fire Chief.

**A motion was made by Director Harrison, seconded by Director Holmes, to approve Fire Chief Leef’s appointment of Rob Stading to Assistant Chief.**

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

*Director Beck arrived at 6:42 p.m.*

2. Discussion and possible action regarding approval of a service call for the range hood in the kitchen.

**No action taken. The staff was directed to continue research regarding the cleaning of the kitchen range hood.**

3. Discussion and possible action regarding approval of the engagement letter from PnPCPA, Zach Pehling, for year-ending June 30, 2023, audit services

**A motion was made by Director Harrison, seconded by Director Beck, approve the engagement letter and to authorize Chairman Moore to sign same letter.**

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

4. Discussion and possible action regarding approval of the Special Tax for 2023/2024, $40,707.50.

**A motion was made by Director Harrison, seconded by Director Beck, to approve the Special Tax for 2023/2024, $40,707.50.**

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

5. Discussion and possible action regarding fiscal year 2023/2024 FINAL BUDGET.

**A motion was made by Director Beck, seconded by Director White, to approve the fiscal year 2023/2024 FINAL BUDGET at $283,880.00.**

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

6. Discussion and possible action regarding review of a full-time employee position.

**No action taken. Direction to staff to postpone item 6 until the August Regular meeting. And to email the Directors the DOM section 1.10.11 – FIRE CHIEF EXPECTATION for the directors to review and update as needed in preparation for the August Regular meeting.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

**Chairman Moore stated there are no items for closed session****.**

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

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

**Chairman Moore stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Update regarding posting of the NOTICE OF VACANCY for Special District Board, effective August 1, 2023.

2. Items for Business and Action – Agenda Item C3 & C4 CONSENT CALENDAR - Financial Reports if available form the County Auditor’s Office, estimates for the cleaning of the kitchen range hood, review of a full-time employee position.

**M. ADJOURNMENT**

*Prior to adjournment Director Harrison stated that he is moving out of state and therefore*

*announcing his resignation from the Board of Directors effective, August 1, 2023.*

**Director White made a motion, seconded by Director Holmes, and carried to adjourn the meeting at 7:17 p.m.**

Submitted by Karen Coe, Secretary