**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, May 8th, 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 Secretary White at 6:34 p.m.

2. Pledge of Allegiance

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

**Director Moore made a motion, seconded by Director Leef, 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. **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 May Agenda (*additions* and/or *deletions*).

Secretary Coe asked for the ***addition*** of “March and” on C3, & C4; the ***postponement*** of “April Financial Reports and Sage Balance Sheet on C3” and “April Director’s signature page for Sage General Ledger, Cash with County Operations (fund 206) & Developer Fees (fund 229) on C4, until the Lassen County Auditor’s Office financial reports are available.

Also, the following ***corrections*.**

G2 – ***Correct*** 8.25% x $624,395.01 = $51,512.59 **to read**, “7.25% x $624,395.01 = $45,268.64”.

H3 – ***Correct*** (saving $2545.00, **to read** saving $750).

1. Approve April Regular Meeting Minutes.
2. Approve March and April Financial Reports, Sage Balance Sheet and postpone April to June 19th regular meeting if Lassen County Auditor’s financial reports are available.
3. Approve March and April Directors’ signature pages for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229) and postpone April to June 19th regular meeting if Lassen County Auditor’s financial reports are available.
4. Approve May Expenditures

**Director Leef made a motion, seconded by Director Moore, to approve the Consent Calendar with the** **additions, postponements and corrections listed above.**

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

**D. BOARDS AND COMMISSIONS**

**Capital Improvement Authority Meeting**

1. Recess the Regular meeting at 6:36.
2. Reconvene the Regular meeting at 7:31.

**E. CHIEF’S REPORT -** May 8th, 2024, Chief’s report attached.

**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) – 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.

(Committee assignments repositioned by Secretary White, as acting Chairman, moving Director Beck from Maintenance of Buildings to Personnel and moving Director Leef from Personnel to Maintenance of Buildings.)

**G. STAFF REPORT**

1. Chief Leef reported -
2. Engine 421 is complete
3. All personnel have been “fit-tested” for current SCBAs
4. Update about new SCBA GRANT status, should hear something around June
5. Currently evaluating the IamResponding app to replace CAD texts because the CAD texts will no longer be available. If adopted the costs will be billed to agencies through the annual Fire Net Lassen fees at approximately $860.00 for the first year.
6. Secretary –
7. Pierce engine sales tax payment will be 7.25% x $624,395.01= $45,268.64, if calculated differently, future Regular Meeting Minutes will document the difference.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding retroactive approval of travel expenditures for Fire Fighter Dawn Mateo, to attend a Fire Control III (Structural Firefighting class) held at Shasta College, 11555 Old Oregon Trail, Redding California on May 3, 4 & 5, 2024.

* Expenditures to include mileage (at .67 per mile), from Janesville Main Street Fire station to lodging facility, mileage to classroom and return trip to JFPD, lodging (per US GSA rate for Redding Ca. at $107.00), and per diem rate (per US GSA rate totaling $147.75).

**Director Moore made a motion, seconded by Director Leef, to approve this retroactive travel expense report in the amount of $544.01.**

**Additionally, Director Moore stated this is a one-time-only exception to DOM section 1.5 - TravelExpense Reimbursement and all future requests for travel expense reimbursements must follow DOM section 1.5.**

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

1. Discussion and possible action regarding approval of travel expenditures for Chief Leef, Assistant Chief Stading and Captain Butterbach to travel to Bradenton, Florida on Thursday, May 9th, 2024, and the return trip on Saturday, May 10th, 2024.

* Expenditures will include per diem rates for first and last days of travel (per US GSA rate for Bradenton, Florida at $48.00 per employee, per each day, totaling, $288.00).

**Director Leef made a motion, seconded by Director Moore, to approve the travel expenses, as listed above.**

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

1. Discussion and possible action regarding approval to begin using Image Trend for PCRs (patient care reports) and to let ESO Solutions expire on July 31, 2024, (saving $750.00).

**Director Moore made a motion, seconded by Director Leef, to approve the usage of Image Trend for PCRs (patent care reports) and to let the ER-Lite Volunteer Package – NEMSIS Addon for PCRs expire on July 31, 2024, (saving $750.00, annually). Additionally, ESO Solutions ER-Lite Volunteer Package for all other response reports will remain in effect.**

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

1. Discussion and possible action regarding approval of new Semsa Lease Agreement.

**No action was taken at this time; the Board directed staff to continue research.**

1. Discussion and possible action regarding designation of the June Regular Meeting to be held on June 19th, 2024.

**Director Moore made a motion, seconded by Director Leef, to designate the June Regular Meeting to be held on June 19th, 2024, and to thereafter to resume Regular Meetings on the second Wednesday of every month.**

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

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

a. Fire Chief Evaluation

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

c. Secretary Evaluation

**No action was taken at this time; the Board directed these items to be placed on the June 19th Regular Meeting Agenda.**

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

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

No Closed session.

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Semsa Lease agreement update.

2. Items for Business and Action – Graphics for engine #424, Prop 4 Limits FY 24/25 Resolution #2024-002, End of FY 2023/2024 transfers, 2024/2025 Proposed Budget, Closed Session – Fire Chief, Asst. Chief and Secretary evaluations and consideration of pay increases.

**M. ADJOURNMENT**

**Director Leef made a motion, seconded by Director Moore, and carried to adjourn the meeting at 8:41 p.m.**

Submitted by Karen Coe, Secretary