**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, May 10th, 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 6:31 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Moore, Harrison, Holmes, Beck and White. Also present: Chief Ehrlich, Attorney Robert Burns, volunteers Butterbach, Mateo, Stading, guest Leslie Lilly and Secretary Coe.

**Director Beck made a motion, seconded by Director Harrison to approve Call to Order and Opening Ceremonies as completed.**

**The motion carried: AYES: 5, 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 May Agenda (*additions and/or deletions*)
2. Approve April Meeting Minutes
3. Approve April Financial Reports and Sage Balance Sheet.
4. Approve April Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve May Expenditures

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

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

**D. BOARDS AND COMMISSIONS - Capital Improvement Authority Meeting**

1. Chairman Moore recessed the regular meeting at 6:37 p.m. to begin the Capital Improvement Authority Meeting.

2. Capital Improvement Authority Meeting was held, minutes available when approved on May 8, 2024.

3. Chairman Moore reconvened the Regular Meeting at 6:45 p.m.

**E. CHIEF’S REPORT May 10, 2023**

Drill Nights:

04/04/23 15 Volunteers - Dinner Night / Run Review

04/11/23 10 Volunteers - SCBA Quarterly’s / Wildland Hose

04/18/23 13 Volunteers - ER/ESO/Radios

04/25/23 8 Volunteers, 10 Guests- Medical Tuesday Airways/O2/Ambulance

April Calls: 9 All equipment in service as of 5/8/2

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – No report.

2. SUBJECT – Personnel (Harrison/Holmes) – Chairman Moore forwarded Chief Ehrlich’s retirement letter to Agenda Item I. (See below)

3. SUBJECT – Equipment (Moore/Harrison) – Volunteers Butterbach and Stading plan to paint USFS engine, the newly assigned #424.

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

5.SUBJECT – DMV (Chief Ehrlich) – Everyone is current.

6. SUBJECT - New Engine (Moore/Holmes/Chief Ehrlich) – Chief Ehrlich reported the preconstruction meeting will be at 10:00 a.m. on June 1, 2023, at the Susanville Fire Department.

**G. STAFF REPORT**

1. Secretary Coe reported she is unavailable Tuesday, May 16 through Tuesday, May 23, 2023. This includes processing of the vendor checks on Friday May 19. Secretary Coe arranged for the Auditor’s Office to mail the vendor checks on Friday May 19.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and action regarding purchase of a “smart projector” and screen.

**No action. The Board directed staff to place this item on a future agenda.**

2. Discussion and possible action regarding DOM section 1.0 Board of Directors Manual and Rules of Procedures.

**No action. The Board asked Attorney Burns to review DOM section 1.0 – Board of Directors Manual, make a comparison to Rosenberg’s Rules of Order and propose any changes on a future agenda.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

a. Fire Chief Evaluation.

**Chairman Moore stated, in agreement with Attorney Burns’ recommendation, Chief Ehrlich’s letter of retirement was not a performance related issue and therefore not a matter for a closed session. Chairman Moore directed the discussion of Chief Ehrlich’s letter back to ITEM F. COMMITTEE REPORTS – 2. SUBJECT – Personnel.**

*Return to agenda item F.2.*

**F.2. COMMITTEE REPORTS – Personnel.**

**Director Harrison made a motion to accept Chief Ehrlich’s retirement letter.**

**No second motion.**

**Chairman Moore stated the basic motion failed for lack of a second.**

**Chairman Moore stated with no Board action taken on Director Harrison’s motion, Chief Ehrlich’s retirement letter remains the active document before the Board.**

**Further, Chairman Moore stated Chief’s Ehrlich’s letter notifies that his last day of employment would be Friday May 12, 2023.**

*Item F.2. business concluded.*

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

**Chairman Moore announced the following closed session item.**

1**.** Significant exposure to liability conference with legal counsel.

**J. CLOSED SESSION**

Started at 7:25 p.m.

End of closed session and return to regular meeting at 7:46 p.m.

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

1**.** Significant exposure to liability conference with legal counsel.

**Chairman Moore stated no reportable action taken in closed session. The Board asked Attorney Burns to meet with Chief Ehrlich.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Secretary to email Directors to arrange a Special Meeting.

2. Items for Business and Action – End of Fiscal Year 2022-2023 transfers, preliminary budget, Prop 4 resolution, Special Taxes, purchase of a “smart projector”, DOM section 1.0 -Board of Directors Manual comparison to Rosenburg’s rules of Order.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Beck, and carried to adjourn the meeting at 7:50 p.m.**

Submitted by Karen Coe, Secretary