**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES *(\* amended 01/08/25 \*)***

**Wednesday, November 13, 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 Vice Chairman Holmes at 6:45 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Holmes, White, Leef and Moore. Also present were Chief Leef via phone, Assistant Chief R. Stading, and Secretary K. Coe.

**Director Moore 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 is usually approved by a single vote.

1. Approve **\* *November* \*** Agenda (*additions* and/or *deletions*).
2. Approve **\* *October* \*** Regular Meeting Minutes.
3. Approve June, July, August, September and October Financial Reports, Sage Balance Sheets if available from the Auditor’s Office and if not available, *postpone until December 11, 2024 Agenda*.
4. Approve June, July, August, September and October Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229) if available from the Auditor’s Office and if not available, *postpone until December 11, 2024 Agenda*.
5. Approve the **\* *November \**** Expenditures

**Director White made a motion, seconded by Director Leef, to approve the Consent Calendar** **with the postponement of items C3 & C4 until 12/11/24.**

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

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** See attached for November 13, 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 - Lease Agreement (Holmes/David Leef & Chief Leef) – Chief Leef has contacted local SEMSA management, and they have provided contact information for contact about a new lease agreement.

**G. STAFF REPORT**

1. Chief – Engine #423 surplus discussion with Board directing Chief Leef to price engine #423 at $500.00 and to continue researching possible buyers. Chief Leef advised the “Push-in” ceremony for new engine #421 will be held at the volunteer meeting on November 26, 23024 at 6:00 p.m.
2. Secretary – Update Semsa Lease agreement has been sent to Margaret Long, Attorney, for review and recommendations. Our insurance company, Gamaty Insurance, has provided necessary requirements from the insurance carrier to establish a Cadet Program, separate from the Boy Scouts of America as an Explorer Post. EDD Unemployment Insurance rate will decrease from 3.30% (paid in 2024) to 2.60%, starting January 1. 2025 and the Board completed a review of the 2024 Christmas party invitation list.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of the Engagement letter from PNPCPA, Zach Pehling, for annual audit FY ending June 30, 2024 and payment of invoice #1485, $3,075, (the deposit amount due with an equal amount due upon completion of the audit, which is scheduled for December 13, 2024).

**Director Moore made a motion, seconded by Director White, to approve the signing of the Engagement Letter and payment in the amount of $3,075.00 to PNPCPA, Zach Pehling for the annual audit FY ending June 30. 2024.**

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

1. Discussion and possible action regarding approval of RESOLUTION #2024-004, Adoption of a Conflict-of-Interest Code, reviewing and updating the date from RESOLUTION #2018-08. The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially.

**Director White made a motion, seconded by Director Leef, to approve RESOLUTION # 2024-004, Adoption of a Conflict-of-Interest Code, reviewing and updating the date from RESOLUTION #2018-08.**

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

1. Discussion and possible action regarding approval of JFPD minimum wage increase from $16.00 per hour to $16.50 per hour, effective January 1, 2025. Per existing California State Law this increase applies to all employers, regardless of size. The adjustment is based on the Consumer Price Index (CPI), which saw a 3.18% increase over the past year.

**Director White made a motion, seconded by Director Leef, to approve the JFPD minimum wage increase from $16.00 per hour to $16.50 per hour, effective January 1, 2025.**

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

1. No closed session items

**J. CLOSED SESSION**

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

1. No closed session items

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Engine #423 update or action item, depending on Chief’s research.

2. Items for Business and Action – Financial reports, nominations and election of 2025 Board Chairman, Vice Chairman and Board Secretary to be effective at Regular Board Meeting on January 8, 2025, Semsa lease agreement, fyi, annual insurance premium will be due.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Leef, and it was carried to adjourn the meeting at 7:23 p.m.**

Submitted by Karen Coe, Secretary