**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, September 13th, 2023, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: 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 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 Vice Chairman Beck at 6:29 p.m.

 2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes and White. Also present: Chief Leef by phone, Assistant Chief Stading. Guests and Board Director nominees; Tim Howard & David Leef, and Secretary Coe.

 Director Moore arrived at 6:49 p.m. on the agenda Item H. 1.

**Director Holmes made a motion, seconded by Director White, 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.

**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 September Agenda (*additions and/or deletions*)
2. Approve August Regular Meeting Minutes
3. Approve July and August Financial Reports and Sage Balance Sheet.
4. Approve July and August Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve September Expenditures

**Director Holmes made a motion, seconded by Director White, to postpone items C.3. and C.4 until available from the Lassen County Auditor’s Office, placing these items on the October Agenda and to approve items C.1, C.2. and C.5. on this consent calendar.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

For September 13th, 2023, Chief’s report attached.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – Nothing to report

2. SUBJECT – Personnel (Harrison/Holmes) – Nothing to report

3. SUBJECT – Equipment (Moore/Harrison) – Water Tender #431 air dryer was repaired.

4. SUBJECT – Subdivisions (Beck/White) – Nothing to report

5.SUBJECT – DMV (Leef) – Poll notice has been taken care of.

6. SUBJECT - New Engine (Moore/Holmes) – New engine expected to be delivered in late October or November. The inspection trip has not been scheduled.

**G. STAFF REPORT**

1. PnPCPA, Zack Pehling, will be here on Friday, October 6, 2023, to conduct our annual audit.
2. Secretary Coe has organized the JFPD Resolution binder adding a Table of Contents.
3. Secretary Coe has been working on the JFPD, Department Operations Manual, DOM, and will submit updates for Board review at the October 11th, 2023, Regular Meeting.
4. On Wednesday August 16, 2023, Notices for the Vacant Board Director position were removed from their posted positions in the community, refer to the August 9th, 2023, Regular Meeting minutes for those locations. Two applications for the position were received.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the review of applications and appointment of a new Board Director.

*Postponed until 6:49 p.m., when Director Moore was present.*

**A motion was made by Director Holmes, seconded by Director Moore to nominate, and appoint David Leef as Director, for the Janesville Fire Protection District Board.**

**Roll Call Vote:**

**Director Beck - Aye**

 **Director Holmes - Aye**

 **Director Moore - Aye**

 **Director White - Aye**

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

**Vice Chairman Beck, completed the Oath of Office and newly appointed Director Leef was sworn in at 7:05 p.m.**

*Regular order of business was conducted prior to Director Moore’s arrival at 6:49 p.m.*

1. Discussion and possible action regarding approval of a service/cleaning for the kitchen range hood. The first bid was received from Action Duct of Altadena California for the yearly amount of $2,850.00. A second bid was received from Nevada Exhaust Cleaning of Reno Nevada for a yearly amount of $825.00.

**A motion was made by Director White, seconded by Director Holmes, to approve the bid from Nevada Exhaust Cleaning of Reno Nevada not to exceed the bid price of $825.00.**

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

1. Discussion and possible action regarding approval for an upgrade of our Main Street station security camera system.

**No action taken. Direction to staff to complete further research and place this item on the October Regular Meeting agenda.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

 **Vice** **Chairman Beck stated there are no items for closed session****.**

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

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

**Vice Chairman Beck stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – DOM restructure, report from CPA Zack Pehling audit.

2. Items for Business and Action – Financial reports (July and August ), Security system cameras for main street station.

**M. ADJOURNMENT**

**Director Leef made a motion, seconded by Director White, and carried to adjourn the meeting at 7:18 p.m.**

Submitted by Karen Coe, Secretary