**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**NOTICE OF REGULAR MEETING**

**MEETING AGENDA**

**Wednesday, February 8th, 2023, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: [jfpd@frontiernet.net](about:blank)

463-390 Main St. P.O. Box 40 website: [http://janesvillefireca.org](about:blank)

Janesville, Ca. 96114

(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](about:blank) or at the District website, janesvillefireca.org [Government Code Section 54954.2(a) (1)]

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

1. Call business meeting to order

2. Pledge of Allegiance

3. Roll Call

**B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the district’s jurisdiction which is not on the agenda.

**C. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the district to be routine and will be enacted by one motion.

1. Approve February Agenda
2. Approve January Meeting Minutes
3. Approve December and January Financial Reports and Sage Balance Sheet
4. Approve December and January Director’s signature page for Sage General Ledger, Cash with County Operations (fund 206) & Developer Fees (fund 229).

5. Approve February Expenditures

**D. BOARDS AND COMMISSIONS** Information only, Capital Improvement Authority Meeting held annually in May.

**E. CHIEF’S REPORT**

**Chief’s Report 2/8/2023**

Drill nights:

01/03/23 16 Volunteers - Dinner Night / Run Review

01/10/23 17 Volunteers – Operator Training

01/17/23 14 Volunteers – Engine Operations / Ladder Evolutions

01/24/23 14 Volunteers – Structure Evolutions / Don and Doff

01/31/23 10 Volunteers, 6 Guests – Medical Tuesday – Traumatic Brain Injuries

January Calls: 13

Meeting with Tom Traphagen on 2/9/23 to begin the design and engineering phase of the Ranch Water source project. A representative from Cashman Equipment will also be with us.

Rob Stading completed the LED conversion in the equipment bay.

All equipment in service as of 2/3/2023

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Beck)

2. SUBJECT – Personnel (Harrison/Holmes)

3. SUBJECT – Equipment (Moore/Harrison)

4. SUBJECT – Subdivisions (Beck/White)

5.SUBJECT – DMV (Chief Ehrlich)

6. SUBJECT – New Engine (Moore/Holmes/Chief Ehrlich)

**G. STAFF REPORTS**

1. Thank you letter to Sentimental Journey event venue from the Board of Directors presented for review, and or editing and signature.

2. Updated information provided regarding the donation made to Sentimental Journey for Christmas Party.

3. Chief Ehrlich had a meeting with Attorney R. Burns regarding becoming the Attorney of record for Janesville Fire. Mr. Burns proposed several different ways he could provide services.

a. On an on-call basis when needed.

b. On an on-call basis and do a review of the legal needs of the department i.e., Board Meetings, Agendas, Minutes, Transparency, etc. or

c. Attend all Board Meetings and make recommendations regarding legalities at that time.

He stated, “Its whatever the Board wants to do, and he can make something work.” Chief Ehrlich invited him to the March 8, 2023, Board meeting for discussion and possible action.

4. Update regarding Final report for annual audit, ending June 30, 2022.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding nominations/elections of Board Officers (Chairman, Vice-Chairman and Secretary) for a one-year term and completion of the Secretary of State Registry of Public Agencies.
2. Discussion and possible action regarding JPFD - DOM (Department Operating Manual) Operational Organization Chart, approved and dated 6/12/2019 but not assigned a DOM # and Chief asked to provide one copy of current organizational chart with positions only and one chart with current personnel names listed in the positions.

3. Discussion and possible action regarding Cal Fire D2203 Issac Thornton’s proposal for an enclosed trailer to create a cache for the South County area.

4. Discussion and possible action regarding minimum pay increase per Senate Bill (SB) 3, California minimum wage increase for Non-exempt employees with fiscal impact from $15.00 per hour to $15.50 per hour, effective January 1.2023, for all employers. Also, clarification between exempt and non-exempt employees.

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

1. Personnel matters

2. Board Secretary Evaluation

3. Fire Chief Evaluation

**J.** **CLOSED SESSION**

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

1. Personnel matters

2. Board Secretary Evaluation

3. Fire Chief Evaluation

**L. FUTURE AGENDA ITEMS**

1. Staff reports

2. Business and action items

**M. ADJOURNMENT**