

**JANESVILLE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING**

MEETING MINUTES

Wednesday, December 9, 2020 at 6:30 p.m.

Meeting held at Janesville Fire Protection District Station
463-390 Main St.
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 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 6:30 p.m. by Director Moore.
2. Pledge of Allegiance
3. Roll Call – Present: Directors Moore, Harrison and Holmes. Also present: Chief Ehrlich, Volunteer Stading, visitor Holly Stading and Secretary Coe.

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.

No public comments

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 December Agenda
2. Approve November Meeting Minutes
3. Approve November Financial Reports
4. Approve December Expenditures

A motion was made by Director Holmes, seconded by Director Harrison, to approve the Consent Calendar.

The motion carried: AYES: 3, NOES 0

D. BOARDS AND COMMISSIONS- Capital Improvement Authority Meeting held annually in May

E. CHIEF'S REPORT

Chief's Report 12/9/2020

Drill Nights:

11/3/20 - No Drill due to elections

11/10/20 - 17 Volunteers, 1 Explorer, 2 Guests -Dinner Night, Vol. Meeting, Round Table

11/17/20 – No Drill due to Doyle Fire

11/24/20 – 13 Volunteers, 1 Explorer, 0 Guests – JNV School Structure Fire Drills

November Calls: 19

U454 Oil Pump replaced and back in service. Generator Bollards have been installed.

F. COMMITTEE REPORTS

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – windows on back order, bathroom paper towel holders replaced
2. SUBJECT – Personnel (Harrison/Holmes) – nothing
3. SUBJECT – Equipment (Moore/Harrison) – mentioned above, U454 fixed
4. SUBJECT – Subdivisions (Beck/Butterbach) - nothing
5. SUBJECT – DMV (Butterbach) - nothing

G. STAFF REPORTS

1. Audit with Bob Johnson went well. Completion of the 2019/2020 Audit report will be distributed when available. During the course of the audit, Bob made the following recommendations.
 - a. Our engine #422 contract with First Bankers is found to be \$3,307.70 more than the agreed price of \$175,000.00. The current amortization schedule is based on the total amount of \$178,307.70. A reply to our inquiry to First Bankers about this difference, is in part, *“The difference you are seeing in the balance right now was the amount that First Bankers got for putting the transaction together.”* Bob recommends First Bankers remove this “transaction fee” of \$3,307.70 and reissue a new amortization schedule based on the agreed amount of \$175,000.00. Update from Director Holmes may be available.

Director Holmes and Chief Ehrlich explained Consumer Financial Protection Bureau (CFPB) complaint has been filed and a response is not expected before 15 days.

- b. In the October 9, 2019 Board Meeting minutes, item H.3, documents the approval *“for the purchase of a command vehicle for approximately \$40,000 with a down payment of \$10,000, paying taxes, and financing for 3 years”*. Bob searched for a \$10,000 down payment which was not made. He found the command vehicle was 100% financed. He suggested this discrepancy should be documented in the December 2020 minutes correcting the record, as *“the command vehicle was 100% financed”*. The first payment of \$11,632.18 was paid on 4/16/20 (check# 1152016) with 3 equal payments remaining.

- c. He recommends we keep our current accounting software with SAGE and not switch over to a less expensive program (Quick books). Bob believes SAGE serves our needs better and will maintain continuity of our books..
 - d. Currently, all grant money received is deposited into SAGE Misc. Income (acct# 2011200) for Lassen County Auditor's purposes. Instead, it should be deposited into a specific account to accurately track grant income. SAGE has an account designated for Grant Income- 2011300 that will be used going forward.
 - e. "Prior Years Reserves" is a more specific name for our Budget "Reserve" funds and more accurately describes this account for future use.
 - f. Continue to keep everyone as an "employee" versus an "independent contractor" due to California controls and regulations.
2. Xerox machine needs an upgrade. Per the technician, our copier is 3-4 generations behind newer models which translates to at least 6 years out of date. However, we are in Xerox contract with this copier through October 24, 2021. Contact has been made with representative from Xerox asking about an upgrade to a Xerox "Alta Link C8045 or C8035" which is recommended by the service technician (here on Thursday, December 3rd). A YouTube Xerox video is available for more detailed info about this (& other) copiers. Our average monthly cost for last 17 months has been \$103.95 with a total "overage" cost of \$58.05 (allowance is 1500 copies per month).
 3. November we received two Cal Fire reimbursement checks totaling \$18,240. We have an outstanding amount of \$127,778.54 still owed (\$110,218.54 from OES, Sheep fire & \$17,560.00 from Cal Fire, Equipment for LMU Sept Move Up). (FYI income earned/reimbursed this year totaled, \$146,018.54.)

H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding relocation of OES HM32, Hazardous Materials response team vehicle, at the Janesville Fire District Main Street Station. Determined that NO contract change is needed. OES HM32 is currently in the JFPD main station bay.

No action required on this item.

2. Discussion and possible action regarding new California Penal Code section 647.9. Photographing of a deceased person by first responder for any purpose other than an official law enforcement purpose or a genuine public interest [Effective January 1, 2021].

A motion was made by Director Holmes, seconded by Director Harrison, to accept and approve JFPD DOM/Policy titled Photographing Deceased Persons with proper DOM format.

The motion carried: AYES: 3, NOES 0

3. Discussion and possible action regarding options for disposition of First Bankers engine #442 loan contract.

No action required on this item.

I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA: No items
(Government Code Section 54957.7)

J. CLOSED SESSION: No items

K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION
(Government Code Section 54957.1)

L. FUTURE AGENDA ITEMS

Disposition of First Banker's contract for engine #422.

M. ADJOURNMENT

It was motioned by Director Holmes, seconded by Director Harrison and carried to adjourn the meeting at 6:55 p.m.

Submitted by Karen Coe, Secretary