

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

MEETING MINUTES

Wednesday, July 14th, 2021 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. Called business meeting to order at 6:32 p.m. by Director Harrison
2. Pledge of Allegiance
3. Roll Call – Present: Directors Harrison, Holmes, Beck and Butterbach. Also present: Chief Ehrlich, Volunteer 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 July Agenda
2. Approve June Meeting Minutes
3. Approve May Financial Reports. June Financial reports was removed from the consent calendar and postponed to August 11th, 2021 Board Meeting.
4. Approve July Expenditures

A motion was made by Director Holmes, seconded by Director Beck, to approve the Consent Calendar with the removal of "Approve June Financial Reports" from item C3 from this consent calendar and postponed to the August 11th, 2021 Board Meeting.

The motion carried: AYES: 4, NOES: 0

D. BOARDS AND COMMISSIONS- nothing

E. CHIEF'S REPORT

CHIEF'S REPORT 07/14/21

Drill Nights:

06/01/21	14 Volunteers, 1 Explorers, 2 Guests	Dinner Night/Association Meeting, Station Cleanup, Run Review
06/08/21	14 Volunteers, 0 Explorers, 0 Guests	S-212 Refresher
06/15/21	11 Volunteers, 0 Explorers, 0 Guests	Radios, LZ Prep and Safety
06/22/21	9 Volunteers, 0 Explorers, 0 Guests	Driving Operations
06/29/21	12 Volunteers, 1 Explorer, 0 Guests	Area Familiarization

June Calls: 26

Engine 422 back in service all pump seals have been repaired. Lassen National Forest has not declared the Fire Engine excess yet, I spoke with the fleet manager, and it should be soon. Water Tender 431 has been out twice for a total of 22 hours. Water Tender 432 went out on the Beckwourth Complex on a Task Force July 10th and was released July 11th.

F. COMMITTEE REPORTS

1. SUBJECT – Maintenance of Buildings (Moore/Beck) – nothing
2. SUBJECT – Personnel (Harrison/Holmes) – nothing
3. SUBJECT – Equipment (Moore/Harrison) – Engine 422 was fixed, Water tender blinker fixed by Volunteer Stading.
4. SUBJECT – Subdivisions (Beck/Butterbach) - nothing
5. SUBJECT – DMV (Butterbach) - nothing.

G. STAFF REPORT

Kristin worked a total of 14 hours in further training regarding Fiscal Year End process Secretary Coe reported Lassen County Auditor's Office June 2021 Special District Reports were not available to balance SAGE in-house books. Asked to have last portion of item C3- Approve of June Financial Reports, postponed to August 11th, 2021 Board meeting.

H. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding FEPP engine #LNF81 acquisition. No action at this time. Place item on August 11th, 2021 Board meeting.
2. Discussion and possible action regarding Special Tax for 2021/2022, addition of one new single, family, residence 129-610-046 (add \$30.00) and deletion of 129-240019 (subtract \$30.00) and add 129-240-2211 (add \$30.00). Net addition of \$30.00 to \$41,282.38, new total is \$41,312.38.

A motion was made by Director Holmes and seconded by Director Butterbach to approve the Special Tax for 2021/2022, addition of one new single, family, residence 129-610-046 (add \$30.00) and deletion of 129-240019 (subtract \$30.00) and add 129-240-2211 (add \$30.00). Net addition of \$30.00 to \$41,282.38, new total is \$41,312.38.

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

3. Discussion and possible action regarding End of FY 2020/21 Expenditure/Revenue/Appropriation and Budget transfers.

- a. Transfer \$20,000 cash from Operations Fund - 206 to Developer Fees Fund - 229 for funds previously spent for the payoff of the Command Vehicle.
- b. Increase Developer Fees Fund – 229, account 3001800, Maintenance Building by \$14,360 and decrease Operations Fund – 206, account 3006100, Building & Improvements by \$14,360 to clean up check #1166238, for the replacement windows.

c. Move funds between line items in Operations Fund – 206 to clean up accounts:

Increases	3000100	Wages	\$499.34
	3000211	Benefits	550.22
	3000211	Benefits	128.68
	3000211	Benefits	295.00
	3000211	Benefits	955.05
		<u>INCREASE TOTAL</u>	<u>\$2,428.30</u>

Decreases	3000211	Benefits	\$499.34
	3000100	Wages	550.22
	3000100	Wages	128.68
	3000100	Wages	295.00
	3000100	Wages	955.06
		<u>DECREASE TOTAL</u>	<u>\$2,428.30</u>

d. Increase **BUGET** Developer Fees Fund – 229,

	3001800	Maint. Bldg	8,460
	3006100	Capital Bldg	13,110
		<u>229 BUDGET INCREASE TOTAL</u>	<u>\$21,570</u>

e. Move funds between line items in Operations Fund – 206 for **BUDGET TRANSFERS & INCREASES** for END OF YEAR:

Increases	3000100	Wages	\$30,500
	3000211	Benefits	6,000
	3001500	Insurance	1,400
	3002500	Rents/leases	150
	3002900	Transportation	75
	3006200	Capital Equip	36,000
		<u>INCREASE TOTAL</u>	<u>\$74,125</u>

Decreases	3001200	Communica	1,500
	3001700	Maint Equip	1,400
	3001701	Maint Vehicle	4,000
	3001800	Maint Building	6,000

3002000	Memberships	400
3002200	Office Expense	1,000
3002300	Prof & Spec Svs	800
3002400	Publications	150
3002700	Minor Equip	75
3002700	Spec Dept Exp	1,500
3006100	Capital Bldg	9,000
<u>DECREASE TOTAL</u>		<u>\$25,825</u>

A motion was made by Director Holmes and seconded by Director Butterbach to approve the End of FY 2020/21 Expenditure/Revenue/Appropriation and Budget transfers as listed above in item H.3. a - e, Business and Action Items.

The motion carried: AYES: 4, NOES: 0

4. Discussion and possible action regarding proposed 2021/2022 Tentative Budget of Operating Fund 206 – budget amount of \$265,100 and the Developer Fee Fund 229 – budget amount of \$13,250.

A motion was made by Director Butterbach and seconded by Director Beck to approve the proposed 2021/2022 Tentative Budget of Operating Fund 206 – budget amount of \$265,100 and the Developer Fee Fund 229 – budget amount of \$13,250 and to include in the August 11th meeting agenda a “Closed Session” agenda item to discuss a personnel issue related to the budget.

The motion carried: AYES: 4, NOES: 0

5. Discussion and possible action regarding an addition of a line item account in our Operations Fund- 206 described similar to “*Out of Jurisdiction Fire Wages*” to accurately track fire payroll expenses from our station salaries and wages expenses.

A motion was made by Director Butterbach and seconded by Director Beck to approve the addition of a line item account in our Operations Fund- 206, described similar to “*Out of Jurisdiction Fire Wages*” to accurately track fire payroll expenses from our station salaries and wages expenses.

The motion carried: AYES: 4, NOES: 0

6. Discussion and possible action regarding approval to purchase an Emergency Reporting, web-based computer program.

A motion was made by Director Beck and seconded by Director Holmes to approve the purchase of an Emergency Reporting, web-based, computer program with the first year cost in the amount of \$3,170 which includes fees for training, with the following annual costs to be \$2,545, Chief Ehrlich is to be the contact person and the administrator of the program.

The motion carried: AYES: 4, NOES: 0

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 June Financial Reports, FEPP engine #LNF81 acquisition, closed session for personnel discussion. Approval of 2021/22 Final Budget.

M. ADJOURNMENT

It was motioned by Director Beck, seconded by Director Butterbach and carried to adjourn the meeting at 7:13 p.m.

Submitted by Karen Coe, Secretary