**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**NOTICE OF REGULAR MEETING**

**MEETING AGENDA**

**Wednesday, May 14, 2025, at 6:30 p.m.**

Meeting held at Janesville Main Fire Station email: [jfpd@frontiernet.net](mailto:jfpd@frontiernet.net)

463-390 Main St. P.O. Box 40 website: https://janesvillefire.specialdistrict.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 §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**

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 Commentsare 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. Approval of May Agenda (*additions and/or deletions*)
2. Approval of April Regular Meeting Minutes.
3. Approval of Corrected October, November, December, January Financial reports and Sage Balance Sheets AND approval of February, March and April Financial Reports and Sage Balance Sheets
4. Approval of corrected October, November, December & January Director’s signature pages AND approval of February, March and April Director’s signature pages for Sage General Ledger, Cash with County Operations (fund 206) & Developer Fees (fund 229).
5. Approval of May Expenditures

**D. BOARDS AND COMMISSIONS**

2025/2026 CAPITAL IMPROVEMENT AUTHORITY and 2025/2026 FIRE CAPITAL FACILITIES and EQUIPMENT IMPROVEMENT PLAN MEETING.

Regular meeting adjourned at \_\_:\_\_\_\_ and reopened at \_\_:\_\_\_\_.

**E. CHIEF’S REPORT** See attachedfor May 14, 2025 Chief’s report

**F. COMMITTEE REPORTS**

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

2. SUBJECT - Personnel (Holmes/Beck)

3. SUBJECT - Equipment (Moore/Leef)

4. SUBJECT - Subdivisions (Beck)

5. SUBJECT – DMV (Chief Leef)

**G. STAFF REPORT**

1. Chief – Update regarding surplus property (reference Chief’s report)
2. Secretary –
3. Update regarding open Secretary position – The Personnel committee has offered Tara Gard, the Janesville Fire Protection District Board Secretary position and she has accepted the offer, pending full Board approval.
4. Developer Fees Report –

Balance, as of March 31, 2025, in Developer Fee Fund #229 = $33.571.96

Per the FIRE CAPITAL FACILITIES MITIGATION ANALYSIS REPORT dated August, 1990, page #5, paragraph 3, refers to AB 1600 enacting Government Code § 66000 -66003, states, **“…every 5 years…, and refund to the then current owner or owners of the development project any *unexpended* *portion* of the fee for which need cannot be demonstrated at the time of this review…”**

and

GOVERNMENT CODE § 66001 specifies conditions in which the *unexpended portions* of the collected fees must be refunded. The ANNUAL, Janesville Fire Protection District CAPITAL IMPROVEMENT AUTHORITY and FIRE CAPTIAL FACILITIES AND EQUIPMENT IMPROVEMENT PLAN (our WISH LIST) in conjunction with the Janesville Fire Protection District Developer Fee Cumulative Sum Report fulfills the requirements of Government Code § 66001.

The following table shows the past five years of our collected Developer Fee Funds.

FISCAL YEAR FUNDS COLLECTED PORTION SPENT

2024/2025 $ 6,361.38 (as of 3/31/25)

2023/2024 $ 9,893.71

2022/2023 $12,641.93

2021/2022 $12,615.12 67%

2020/2021 $ 7,711.89 100%

TOTAL $49,224.03

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the approval of the Personnel Committee’s recommendation to hire Tara Gard as the Janesville Fire Protection District Board Secretary and to approve an increase in the Secretary’s monthly salary to $1300 and payment for mileage at the 2025 U.S. General Services Administration (GSA) government reimbursement rate for use of privately owned automobile of .70 per mile.
2. Discussion and possible action to approve the revised JFPD Organizational Chart to include the Board of Directors, the Board Secretary and update the Explorer Post to Cadet Program.
3. Discussion and possible action regarding placing engine #423 and other surplus materials on *PUBLIC SURPLUS* auction site.
4. Discussion and possible action regarding maintenance on engine #426 pump.
5. Discussion and possible action to announce an opening for the position of Fire Chief.
6. **ANNOUNCEMENT OF THE ITEMS TO BE DISCUSSED IN THE CLOSED SESSION**

1. PUBLIC EMPLOYMENT - pursuant to Government Code § 54957

a. Fire Chief Evaluation and possible wage increase

1. Assistant Fire Chief Evaluation and consideration of increase in hourly wage

FYI, Current California State minimum wage is $16.50 per hour and will increase to $17.00 per hour on January 1, 2026.

SB 525 provides an increase in wage for “covered health care employees to be $21.00 per hour, effective June 1, 2024”.

c. Secretary Evaluation - **N/A**

**J.** **CLOSED SESSION** STARTED at \_:\_\_ p.m. and ENDED at \_:\_\_ p.m.

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code § 54957

a. Fire Chief Evaluation and possible wage increase

b. Assistant Fire Chief Evaluation and consideration of increase in hourly wage

c. Secretary Evaluation – **N/A**

**L. FUTURE AGENDA ITEMS**

1. Staff report –
2. Action Items -

**M. ADJOURNMENT**

Time**:**