**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, August 9th, 2023, at 6:30 p.m.**

Meeting held at Janesville Fire Protection District Station email: [jfpd@frontiernet.net](mailto: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](mailto: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 Chairman Moore at 6:30p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, Moore and White. Also present: Attorney Burns, Captain Coe, guests, David Leef, Kam Vento from Janesville Firewise, volunteer Mateo and Secretary Coe.

**Director White made a motion, seconded by Director Holmes, to approve Call to Order and Opening Ceremonies as completed.**

**The motion carried: AYES: 4, 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.

David Leef introduced himself to the Board of Directors.

Kam Vento from Janesville Firewise, briefly spoke about new legislation enacted by the State of California that will impact fire insurance ratings and shared handouts related to recruitment of volunteer firefighters.

**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 August Agenda (*additions and/or deletions*)
2. Approve July Regular Meeting Minutes
3. Approve June & July Financial Reports and Sage Balance Sheet.

Secretary Coe requested to have item 3, July Financial Reports and Sage Balance Sheet tabled to the September Regular Meeting Agenda if the County Auditor’s office makes the Financial Reports available.

1. Approve June & July Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).

Secretary Coe requested to have item 4, July Directors’ signature page for Sage General Ledger Report, Cash with County - Operations (fund 206) & Developer Fees (fund 229) tabled to Regular Meeting if the County Auditor’s office makes the Financial Reports available.

1. Approve August Expenditures

**Director Holmes made a motion, seconded by Director White, to approve Items 1, 2 & 5, and to table items C3 & C4 – July Financial Reports to the September Regular Meeting or until the County Auditor’s office makes the Financial Reports available.**

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

**D. BOARDS AND COMMISSIONS -** None

**E. CHIEF’S REPORT**

For August 9, 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) – Nothing to report

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

5.SUBJECT – DMV (Leef) – Chief Leef completed the DMV contact/reporting process.

6. SUBJECT - New Engine (Moore/Holmes) – Waiting on Golden State Apparatus to notify travel dates to inspect engine.

**G. STAFF REPORT**

1. Staff reported Vacancy Notice for Board Director position will be posted for fifteen days in 3 or more conspicuous places within the district, per Government Code §1780, starting August 1st through August 16th. The posted locations are

1. Main Street Fire Station bulletin board, 463-390 Main Street, Janesville.
2. U.S. Post Office central entrance door, 463-495 Main Street, Janesville.
3. Chevron gas station community bulletin board, 463-050 Janesville Grade, Janesville.
4. Payless/Valero gas station community bulletin board, 463-770 Main Street, Janesville.

2. Cal Trans Adopt-A-Highway permit has been issued. JFPD will be responsible for removing litter a minimum of 6 times per year, starting northbound at the truck scales on highway 395 and ending 2/10ths of a mile north of Standing Buntingville Rd/Rd. A3. After showing Cal Trans our commitment to this project, they will replace the Adopt-A-Highway signs with new signs that will read, “In Memory of William Butterbach.”

Direction from the Board Directors to Captain Coe to follow-up regarding a modification on the permit correcting the permit to read, JFPD, Volunteer Association.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of a service cleaning for the range hood in the kitchen.

**No action taken. Direction to staff to complete further research and place it on the September Regular Meeting agenda.**

2. Discussion and possible action regarding approval of a new security camera system for the Main Street Station.

**No action taken. Direction to staff to complete further research and place it on the September Regular Meeting agenda.**

3. Discussion and possible action regarding review of a full-time employee position and review of DOM section 1.10.11 FIRE CHIEF EXPECTATION.

**Director Beck made a motion, seconded by Director Holmes, to approve the spelling and grammatical edits to the amended DOM section 1.10.11 FIRE CHIEF EXPECTATION.**

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

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

**Chairman Moore stated there are no items for closed session****.**

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

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

**Chairman Moore stated there are no items for closed session.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Postponed items regarding July financial reports, update vacancy on the Board of Directors.

2. Items for Business and Action – Cleaning of the kitchen range hood and security camera.

**M. ADJOURNMENT**

**Director White made a motion, seconded by Director Beck, and carried to adjourn the meeting at 7:35 p.m.**

Submitted by Karen Coe, Secretary