**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, July 10, 2024, 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 Board Chairman Beck at 6:49 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, Leef and Moore. Also present were Chief Leef, Assistant Chief R. Stading, Incident Support Volunteer S. Leef and Secretary K. Coe.

**Director Holmes made a motion, seconded by Director Leef, 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. **No public comments.**

**C**. **CONSENT CALENDAR**

The Board considers all matters listed under the CONSENT CALENDAR to be routine in nature and is usually approved by a single vote.

1. Approve July Agenda (*additions* and/or *deletions*).
2. Approve June Regular Meeting Minutes.
3. Approve June Financial Reports, Sage Balance Sheets.
4. Approve June and Directors’ signature pages for Sage General Ledge, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve July Expenditures

**Director Holmes made a motion, seconded by Director Leef, to approve the Consent Calendar** **with the following additions and postponements:**

**Item H1- add the figure $40,707.50**

**Item H2- add the figure $272,800.00**

**Item H4- add “One-sided transfer in amount of $44,873.00 for USE TAX”**

**Item C3 & C4- postpone and place on agenda when reports are available.**

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

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** July 10, 2024, Chief’s report attached.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Leef) – Nothing to report.

2. SUBJECT – Personnel (Holmes/Beck) – Nothing to report.

3. SUBJECT – Equipment (Moore/Leef) – Nothing to report.

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

5.SUBJECT – DMV (Chief Leef) – Nothing to report.

6. SUBJECT - New Engine (Moore/Holmes) – Chairman Beck removed Item F6 from future agendas and stated going forward the New Engine will be under F3 -Equipment

**G. STAFF REPORT**

1. Chief Leef reported -
2. Water Tender $432 worked 5 hours on the Hobo Fire
3. Cal Fire rented Engine #422 for a day (24 hours)
4. Progress on hose tests – move to August agenda.
5. Secretary Coe reported –
6. Still researching public bidding process to surplus engine #423
7. Sent a letter to Margaret E. Long, attorney with Prentice Law Firm, Redding, California
8. Provided a reminder of the filing dates for the 3 expiring Directors positions

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding approval of the Special Tax for FY24/25, amount determined to be $40,707.50.

**Director Moore made a motion, seconded by Director Leef, to approve the Special Tax for FY 24/25 as $40,707.50.**

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

1. Discussion and possible action regarding the review of proposed budget FY 24/25 as $272,800.

**Director Holmes made a motion, seconded by Director Moore, to approve the proposed budget FY 24/25 as $272,800, creating the FINAL BUDGET, FY 24/25.**

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

1. Discussion and possible action regarding approval of payment to California Department of Tax and Fee Administration in the amount of $44,873.00 for “use/sales” tax on 2023 Pierce Saber Fire Engine (vin#4P1BAAFF1PB026376).

**Director Holmes made a motion, seconded by Director Leef, to approve the payment to California Department of Tax and Fee Administration in the amount of $44,873.00 for “use/sales” tax on 2023 Pierce Saber Fire Engine (vin end #6376).**

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

1. Discussion and possible action regarding approval of a one-sided transfer within FUND 206, to fund the payment of $44,873.00 for the “use/sales” tax on 2023 Pierce Saber fire engine.

**Director Holmes made a motion, seconded by Director Moore, to approve the one-sided transfer within FUND 206 – Operations, to fund the payment of $44,873.00 for the “use/sales” tax on 2023 Pierce Saber fire engine.**

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

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

a. Fire Chief Evaluation and consideration of increase in annual wage.

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

c. Secretary Evaluation and consideration of increase in annual wage

**J. CLOSED SESSION**

**The Board entered CLOSED SESSION at 7:37 p.m. and re-entered into regular session at 8:18 p.m.**

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

1. PUBLIC EMPLOYMENT - pursuant to Government Code §54957

a. Fire Chief Evaluation and consideration of increase in annual wage

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

c. Secretary Evaluation and consideration of increase in annual wage

**5% COLA (Cost of Living Adjustments) were approved by the Directors for the Fire Chief, Assistant Chief and Secretary’s positions. Additionally, the Board directed the Fire Chief and Secretary to create individual development plans listing performance objectives for the Board to review and the Board directed the Assistant Chief to create an individual development plan, listing performance objectives for the Fire Chief to review.**

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports – Hose tests, attorney contact
2. Items for Business and Action – 1. A 5% hourly wage increase for JFPD minimum wage, Semsa Lease and Surplus Engine progress, financial reports for June, July, if available.

**M. ADJOURNMENT**

**Director Holmes made a motion, seconded by Director Leef, and carried to adjourn the meeting at 8:35 p.m.**

Submitted by Karen Coe, Secretary