**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

**MEETING MINUTES**

**Wednesday, March 12, 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 Section 54954.2(a) (1)]

6:

**A. CALL TO ORDER/OPENING CEREMONIES**

1. Called business meeting to order by Board Chairman Beck at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call – Present: Directors Beck, Holmes, Leef and Moore. Also present were Chief Leef via phone, Assistant Chief R. Stading, 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.

**Matt Hillar, Operations Manager, for SEMSA ambulance company spoke, requesting the Board of Directors consider a request for a change to the Lease Agreement, ITEM #13 PETS. His request is to allow pets at the station with specific conditions. The Board of Directors asked to have this item placed on the April 9, 2025 Regular Meeting agenda.**

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

**Director Homes made a motion, seconded by Director Leef, to approve the Consent Calendar** **with the postponement of item C3 & C4, to be placed on April 9, 2025 Regular Meeting agenda.**

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

**D. BOARDS AND COMMISSIONS** None

**E. CHIEF’S REPORT -** See attached for March 12, 2025, Chief’s report.

**F. COMMITTEE REPORTS**

1. SUBJECT – Maintenance of Buildings (Moore/Leef) – Generac generator repaired. Bay door relays repaired by Assistant Chief Stading.

2. SUBJECT – Personnel (Holmes/Beck) – Personnel issue to be handled in closed session.

3. SUBJECT – Equipment (Moore/Leef) – Engine #426 needs repairs to the pump primer and power steering filter.

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

5.SUBJECT – DMV (Chief Leef) – Everything is good.

6. SUBJECT - Lease Agreement (Holmes/David Leef & Chief Leef) – SEMSA has made a request for an amendment to the current lease agreement to amend paragraph 13. PETS: to state, “Animals need to be crated while on calls.”

**G. STAFF REPORT**

1. Chief – Surplus status of engine #423, item H4, Resolution# 2025-002, A Resolution on Declaring as Surplus Engine #423, an International Pumper. Progress on Cadet program documents continues. Down-staffing on Fridays was discussed. Ed Staub replaced 3 propane regulators, only one of which JFPD owns. It cost $261.05 to replace the regulator we own.

2. Secretary – SPECIAL VACANCY NOTICE for Board Director position was posted for fifteen days in 3 or more conspicuous places within the district, per Government Code §1780, starting February 19, 2025 through March 5, 2025. The following is a list of the posted positions.

1. Main Street Fire Station bulletin board, 463-390 Main Street, Janesville
2. U.S. Post Office central, front 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.

Four candidates have applied.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding the review of applications and appointment of a new Board Director.

**No action taken at this time, this matter was postponed and added to the April 9, 2025 agenda. The Board directed staff to send invitation letters to 3 of the four applicants.**

1. Discussion and possible action to approve the dedication of engine #421 to Director Raymond White, adding a memorial decal/sticker, “In Memory of Director Raymond White”, to the driver and passenger side rear doors.

**Director Holmes made a motion, seconded by Director Leef, to approve the dedication of engine #421 to the service of Director Raymond White and to add decal/stickers to the driver and passenger side, middle, rear windows to read, “In Honor and Memory of Director Raymond White”.**

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

1. Discussion and possible adoption of Resolution #2025-001, acknowledging Raymond White’s service as a Director on the Janesville Fire Protection District Board from January 2002 through January 2025.

**Director Leef made a motion, seconded by Director Holmes to adopt Resolution #2025-001, acknowledging Raymond White’s service as a Director on the Janesville Fire Protection District Board from January 2002 through January 2025.**

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

1. Discussion and possible adoption of Resolution #2025-002, A Resolution on Declaring as Surplus, Engine #423, an International Pumper.

**Director Moore made a motion, seconded by Director Holmes to adopt Resolution #2025-002, A Resolution on Declaring as Surplus, Engine #423, an International Pumper.**

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

1. Discussion and possible action to approve the Final Audit Report, year ending June 30, 2024, from Zack Pehling CPA.

**Director Holmes made a motion, seconded by Director Moore to approve the Final Audit Report, year ending June 30, 2024, from Zack Pehling CPA.**

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

1. Discussion and possible action to approve the addition of page 6, DOM section 4.20 – Janesville Fire Protection District Station Use Agreement, deposit amounts and guidelines.

**Director Holmes made a motion, seconded by Director Leef, to approve the addition of page 6, DOM Subsection 4.20 – Janesville Fire Protection District Station Use Agreement, deposit amounts and guidelines.**

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

1. Discussion and possible action to approve the maintenance work on the Generac building generator. Multiple bids are provided (see attached worksheet and bids).

**Director Moore made a motion, seconded by Director Leef to approve GENERAC GENERATOR WORKSHEET BID #2, from Advanced Comfort 470-755 County Road A3, Standish Ca 96128 in the amount of $1,995.87.**

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

1. Discussion and possible action to approve the replacement of the JFPD flagpole. Multiple bids are provided (see attached worksheet and bids).

**Director Moore made a motion, seconded by Director Holmes to approve FLAGPOLE WORKSHEET COMMERCIAL GRADE BID #1, from on-line vendor, FlagAndBanner.com for a Ground Set Flagpole with Stationary Pulley SKU P20ESTA4125 Satin Aluminum, 20 ft x 4 in x .125 in., single sectioned, priced at $1,692.06.**

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

1. Discussion and possible action to approve hydro testing to SCBA bottles (60 in total, Chief Leef suggests doing 30 at a time, all companies would require us to bring cylinders to Reno). Summit Fire bid $55 per cylinder and can have them done in one day (30 at a time). NorCo bid $35 pr cylinder, 2–3-week turnaround because they need to be shipped. State Fire, waiting on a call back for their quote (this company would have to ship the cylinders, charging a hazmat fee). See attached HYDROSTATIC TESTING -SCBA TANKS WORKSHEET.

**Director Holmes made a motion, seconded by Director Moore to approve HYDROSTATIC TESTING – SCBA TANKS WORKSHEET BID #3 from NORCO for a cost of $35 per cylinder totaling, $2,100.00. Additionally, the Board directed Chief Leef to verify there are no shipping costs and that the cylinders will have a 5-year Life after hydrostatic testing.**

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

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

1. Personnel matter

**J. CLOSED SESSION**

The Board of Directors remained in the meeting hall and started a closed session at 8:15 p.m.

End of closed session and return to regular meeting at 8:33 p.m.

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

1. The Board of Directors directed a certified mailed, cease and desist letter be sent to past personnel requesting social media posts be removed.

**L. FUTURE AGENDA ITEMS**

1. Items for Staff reports - Chief -

- Secretary-

2. Items for Business and Action – **1.** Appointment of new Director. **2**. Semsa Request to amend the Lease Agreement regarding paragraph/section #13, PETS. **3.** Engine #426, maintenance of the pump.

**M. ADJOURNMENT**

**Director Holmes made a motion, seconded by Director Leef, and it was carried to adjourn the meeting at 8:34 p.m.**

Submitted by Karen Coe, Secretary