**JANESVILLE FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS**

**REGULAR MEETING**

 **MEETING MINUTES**

**Wednesday, December 14th, 2022, 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 6:41 p.m. by Director Harrison.

 2. Pledge of Allegiance

 3. Roll Call – Present: Directors Harrison, Holmes, Beck and White. Also present: Chief Ehrlich, Volunteers Mateo, and Secretary Coe.

 4. Swearing in of Director Beck by Chief Ehrlich at 6:45 p.m.

**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 December Agenda
2. Approve November Meeting Minutes
3. Approve November Financial Reports and Sage Balance Sheet.
4. Approve November Directors’ signature page for Sage General Ledger Report, Cash with County – Operations (fund 206) & Developer Fees (fund 229).
5. Approve December Expenditures

 **A motion was made by Director Holmes, seconded by Director Beck, to approve the Consent Calendar.**

 **The motion carried: AYES: 3 NOES: 0**

**D. BOARDS AND COMMISSIONS –** Information only, Capital Improvement Authority Meeting held annually in May.

**E. CHIEF’S REPORT**

**Chief’s Report 12/14/2022**

Drill Nights:

11/01/22 12 Volunteers- Dinner Night/ Run Review

11/08/22 No Drill Elections held at station

11/15/22 10 Volunteers, 6 Guests – Auto Extrication

11/29/22 8 Volunteers Apparatus Familiarization/Equipment check

December Calls: 21 All equipment in service as of 12/14/2022

**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 stopped in Susanville (area of Union & Nevada Streets) and slid into a vehicle due to icy conditions.

4. SUBJECT – Subdivisions (Beck/White) - Nothing

 5.SUBJECT – DMV (Chief Ehrlich) - Everything up to date.

 6. SUBJECT - New Engine (Moore/Holmes/Chief Ehrlich) – Nothing to report

**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 Section 1780, starting December 16th through December 30th. Actual posted locations are
2. Main Street Fire Station bulletin board, 463-390 Main Street, Janesville.
3. U.S. Post Office community bulletin board, 463-495 Main Street, Janesville.
4. Chevron gas station bulletin board, 463-050 Janesville Grade, Janesville.
5. Payless/Valero store and station, 463-770 Main Street, Janesville.
6. Staff reported Zach Pehling CPA conducted our annual audit on Tuesday, December 13, 2022.

**H. BUSINESS AND ACTION ITEMS**

1. Discussion and possible action regarding attorney retainer

**A motion was made by Director Holmes, seconded by Director Beck to direct staff to begin research regarding retention of an attorney.**

 **The motion carried: AYES: 3, NOES: 0**

**I. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA:**

(Government Code Section 54957.7)

Nothing on Agenda

**J. CLOSED SESSION:**

Nothing on Agenda

**K. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

 Nothing on Agenda

**L. FUTURE AGENDA ITEMS**

1. Update regarding retention of an attorney
2. Update for final report on annual audit ending June 30, 2022.
3. Appointment of Board Director.

**M. ADJOURNMENT**

 **It was motioned by Director Beck, seconded by Director Holmes and carried to adjourn the meeting at 7:00 p.m.**

Submitted by Karen Coe, Secretary