



# CORDELIA FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

### REGULAR MEETING MINUTES

June 13, 2023

Cordelia Fire Protection District  
2155 Cordelia Road  
Fairfield, CA 94534

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1. OPENING CEREMONIES: 6:00 pm
  - a. Call to Order \*\*\*Meeting called to order at 6.05 p.m.
  - b. Pledge of Allegiance \*\*\*Conducted
  - c. Roll Call \*\*\* Director Dittmer absent. Chairman Frische and Directors Giugni, Langstaff and McAlister present.
  
2. ADOPTION OF THE AGENDA:  
\*\*\* Agenda adopted unanimously on motion of Director McAlister and second by Director Giugni.
  
3. APPROVAL OF MINUTES:
  - a. Review and approval of Regular Meeting Minutes of May 9, 2023  
\*\*\*Minutes approved unanimously on motion by Director McAlister and second by Director Langstaff.
  
4. PUBLIC FORUM:  
\*\*\* Fairfield Fire Department (FFD) Deputy Chief Sturdee reported on the department's activity and progress in regard to the agreement with CFPD
  - FFD responded to 39 calls in May, with an average response time of just under 9 minutes per call.
  - FFD submitted an agreement with CAL FIRE auto aid agreement
  - FFD is in talks with Benicia regarding the Lake Herman Rd. area.
  - Chief Luckenbach is retiring August 1. Deputy Chief Sturdee will serve as interim during the search for the new chief.
  
5. CONSENT AGENDA:
  - a. Review and ratification of District accounts payable transmittals for May 2023.  
\*\*\* Approved on motion from Director McAlister and second by Director Giugni.
  - b. Review, discuss, and approve the May 2023 Fairfield Fire Invoice for services.  
\*\*\* Approved on motion from Director McAlister and second by Director Giugni
  
6. BOARD COMMITTEE REPORTS:
  - a. Special Tax – Chairman Frische & Director Giugni \*\*\*nothing to report
  - b. Budget – Chairman Frische and Director Dittmer \*\*\*Budget is a work in progress-- Chairman Frische and Director Dittmer are working on a draft budget which will be distributed to the board for review prior to the next board meeting. They are still gathering some information such as property/liability insurance costs.
  - c. Policies & Admin. – Director Langstaff & Vice Chairman McAlister \*\*\*nothing to report

- d. Operations & Equipment – Director Dittmer & Vice Chairman McAlister \*\*\*nothing to report
- e. Facilities – Vice Chairman McAlister & Director Langstaff  
\*\*\*Director Giugni reported they had a clean up day at Station 29 last Saturday. They wish to acknowledge Fr. John and crew for all the work they did to clear brush and tree limbs. Director Langstaff proposed posting acknowledgement on Nextdoor. New flags for the station were provided by Director and Mrs. Giugni.
- f. Cal Fire Shaded Fuel Break Program— Director Dittmer & Director Giugni \*\*\*
  - i. Chief Carpenter reported that Rochelle submitted the grant application requesting \$600,000 for Phase II of the project.
  - ii. He distributed a map showing the areas of the area that have been completed in Phase I and explained which areas they are still working on. The fire break is in place now but there some brush and logs need to be cleared and chipped.
  - iii. The contractor could be working more efficiently, but they are holding Aeri accountable and making sure the work is completed properly. The contractual cost was raised from \$2400/acre to \$5000/acre as they had underestimated the work necessary and underbid the job.
  - iv. Chief reported that out of the 13 property owners in the shaded fuel break area, 12 signed and returned the hold harmless agreement. One property owner was not cooperative, despite explaining that their property would not be defensible in case of a fire.
  - v. The ATV and Excavator will need to be serviced soon.
  - vi. Director Giugni reported that at the Solano County Fire Safe Council Meeting it was announced Phase I was to be completed by this Friday.
- g. Transition — Director Langstaff & Chairman Frische  
\*\*\* Director Langstaff distributed a 5-year cash flow analysis tool that he developed to help analyze various scenarios. It is currently a work in progress. He requested feedback from the board in order to make improvements to validate that it's set up correctly, improve accuracy, and fill in some missing data.

## 7. OLD BUSINESS:

- a. Green Valley Fire Safe Council update  
\*\*\*Director Giugni reported that he attended the Solano Fire Safety Council meeting and they announced a new programs for chipping, signage and green waste event. City of Vallejo is starting to maintain the fire hydrants. He noted that GVLA was helpful in getting them to take action.
- b. Independent Consultant Review with Fairfield Fire update  
\*\*\*Director Frische reported on status:
  - i. The draft Independent Fiscal Analysis and draft service plan have been received and distributed with the board for review. The consultant is on standby in case changes are needed. Framework for the legal contract is underway. The deal points must be refined to develop the legal contract. An executed agreement with FFD must be part of the application package that will go to LAFCO. Expect to have the contract/agreement finalized in August so that application to LAFCO can be completed.
  - i. Board will need to discuss and approve an extension of the temporary contract with FFD.
  - ii. Additional hours billed by the Consulting firm to refine the draft fiscal analysis.

- c. Real property appraisal review and discussion  
 \*\*\*Director McAlister reported that the Station 31 appraisal came in at approximately \$840k.
- d. District property and equipment inventory and disposal update.  
 \*\*\* Nothing to report on the inventory, but it was noted that the Native Sons may be interested in tables, chairs, and cookware.
- e. Update Community Wildfire Prevention Plan (CWPP) progress \*\*\*No update
- f. Discussion regarding opening new account for Firefighters Association donation  
 \*\*\*Chief Carpenter suggested the Board consider opening a new account to deposit the \$25,000 donation and opening a CD as it could accrue interest and it will not be needed in the near future. After discussion, the board directed the Chief to deposit the funds into the CFPD operating budget account under donations - subobject 9704.

8. NEW BUSINESS:

- a. Discussion and approval of the Memorandum of Understanding between the City of Fairfield and the Cordelia Fire Protection District for Extension of Fire Protection Services and Medical Emergency Response Services interim contract.  
 \*\*\*The MOU was distributed electronically. There is a nominal increase in the fee. The MOU was approved with a motion from Director McAlister, seconded by Director Giugni. Director Langstaff abstained due to not receiving the document to review.  
 Aye: 3 No: 0 Abstain: 1 Absent: 1
- b. Discussion around Auto Aid agreement between Fairfield Fire and Napa County Fire Department.  
 \*\*\* Director McAlister noted that Fairfield Fire is clearly leaning in and working diligently with neighbors and partners in the best interests of the community. Agreement approved unanimously on motion by Director McAlister, seconded by Director Giugni  
 Aye: 4 No: 0 Absent: 1
- c. Discussion and approval of Resolution 2023-05 to authorize participation in and approve the amended and restated joint exercise of powers agreement of the Fire Risk Management Services Joint Powers Authority.  
 \*\*\* Resolution approved unanimously on motion by Director Giugni, seconded by Director Langstaff.  
 Aye: 4 No: 0 Absent: 1
- d. Discussion and possible approval to bring back several past volunteer firefighters with increased stipends to work on the disposal of equipment.  
 \*\*\* Chief Carpenter requested support in the disposal of equipment by bringing back some resident firefighters. He noted this will take time and heavy lifting which he is not able to do. After discussion, the Board agreed he needed assistance but did not come to an agreement regarding how to bring in the extra help.
- e. Discussion and approval to transfer Extra Help employee Chief Carpenter from the Cordelia Fire Operating Budget (9807) to the Cal Fire Shaded Fuel Break Operating Budget (9806).  
 \*\*\* Approved unanimously on motion from Director Giugni, second by Director Langstaff.  
 Aye: 4 No: 0 Absent: 1

9. STAFF COMMENTS & REPORTS:

- Apparatus Update \*\*\*
  - Chief Carpenter reported he is able to start all the apparatus but needs to get new batteries for one.
  - The air trailer was repaired and is now running and able to compress air. He listed it for sale on the FireTec site.
  - He received a higher offer for the Utility Truck of \$12,500 which he accepted.
- LE 100 Inspection and other progress updates  
\*\*\*Chief Carpenter completed the primary and secondary inspections on all properties. 22-23% failed on first inspection, many corrected the issues, but 8-10% still have work to do.

10. CHAIRMAN'S COMMENTS: \*\*\*Chairman Frische thanked everyone for the support and hard work.

11. BOARD MEMBER COMMENTS: \*\*\*no comments

12. ANNOUNCEMENTS: \*\*\*no announcements

13. NEXT BOARD MEETING:

- a. July 11, 2023, 6:00 pm

14. ADJOURNMENT: \*\*\*Meeting was adjourned at 7:32 p.m. on motion by Director McAlister and second by Director Giugni.