



**CORDELIA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

October 11, 2023 at 6:00 p.m - Station 29

Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534

&

Director Aaron McAlister participating remotely from:
Bolger Center, Fireplace Room, Main Lobby – Open to the public
9600 Newbridge Dr., Potomac, MD 20854

1. **OPENING CEREMONIES: 6:00 pm PDT**
 - a. Call to Order: Meeting called to order at 6:11pm
 - b. Pledge of Allegiance
 - c. Roll Call: Directors Dittmer (arrived 6:30pm), Frische, Giugni, Langstaff and McAlister in attendance, Director McAlister remotely.

2. **ADOPTION OF THE AGENDA:** Approved unanimously by all in attendance on motion of Director Giugni and second by Director Langstaff

3. **APPROVAL OF MINUTES:**
 - a. Review and approval of Meeting Minutes of September 12, 2023: Approved unanimously by all in attendance on motion of Director Giugni and second by Director Langstaff.

4. **PUBLIC FORUM:**

Public comment on any item not otherwise appearing on the agenda is invited during the Public Forum. If the matter brought before the Board requires a collective decision by a majority of the members of the Board, the matter may be received and then forwarded to staff, or a Director for recommendation and report at a subsequent meeting. This procedure is necessary to comply with the Ralph M. Brown Act (Open Meeting Law). Items brought under this category may be limited to five (5) minutes per subject and speaker. Please state your name and address for the record.

Report from FFD regarding September calls with example of praise from service recipient.

5. **CONSENT AGENDA:**
 - a. Review and ratification of District accounts payable transmittals for September 2023: Approved unanimously by all in attendance on motion of Director McAlister and second by Director Langstaff.
 - b. Review, discuss, and approve the September 2023 Fairfield Fire invoice for services; (61) responses, \$30,622.00: Approved unanimously by all in attendance on motion of Director McAlister and second by Director Langstaff.

6. **BOARD COMMITTEE REPORTS:**
 - a. Special Tax – Chairman Frische & Director Giugni: No report
 - b. Budget – Chairman Frische and Director Dittmer: No report
 - c. Policies & Admin. – Director Langstaff & Vice Chairman McAlister: No report
 - d. Operations & Equipment – Director Dittmer & Vice Chairman McAlister: No report

- e. Facilities – Vice Chairman McAlister & Director Langstaff: Had storage container break in at Station 31. Police investigating. No theft was noted, but all HR files will be moved into Station 31.
- f. Cal Fire Shaded Fuel Break Program— Director Dittmer & Director Giugni: No report
- g. Transition — Director Langstaff & Chairman Frische: No report

7. OLD BUSINESS:

- a. Green Valley Fire Safe Council update: Next meeting by Zoom on 10/30/23 and in person.
- b. Independent Fiscal Analysis with Fairfield Fire update: Discussion. Piece for LAFCO will be completed week of 10/9.
- c. District property and equipment inventory and disposal update: No report
- d. Disposition of radios to VFPD with them assuming our share of \$18K.: All letters of understanding have been exchanged with Montezuma and matter is closed.

8. NEW BUSINESS:

- a. Discuss next steps to prepare FY 23-24 Signing Authorities for Solano Auditor Controller's Office: Director Frische to prepare and socialize for signatures during next special board meeting on 10/21.
- b. Final review, approval, and signing of the long-term contract with FFD to permit filing with LAFCO: This matter was pushed to the special board meeting on 10/21. Director Langstaff to send to Directors Frische and McAlister his comments with Track Changes for response and consideration.
- c. Review, discussion, and approval of contract with Potentiate for 23/24 second year CalFire grant: Discussion by Rochelle Sherlock in attendance.
 - i. Phase 1 – spent 20 hours/week during treatment of fuel reduction.
 - ii. Derek Smith will not return for Phase 2.
 - iii. Strategy for completion of Phase 1 funds and start of Phase 2 funds.
 - iv. Anticipates completion of Phase 2 by end of 2024 or 1st half of 2025.
 - v. Contract for 23/24:
 - Motion to accept contract with understanding to make minor language changes with motion by Director Dittmer and second by Director Giugni, unanimously approved.
- d. Review and adoption of Resolution 2023-09 for Cordelia Fire Protection District (CFPD) Board authorizing CFPD to enter into a grant agreement with the California Department of Forestry and Fire Protection (CAL FIRE) for the Community Shaded Fuel Break and Defensible Space Collaborative Project Phase 2, Grant #: 5GG22120; Revised resolution sent by Rochelle on 9/26/23. OK except for date, correction of Director Frische's name and completing resolution number. Motion to accept by Director Langstaff and second by Director Giugni, passed unanimously. Director Frische to sign a clean copy and distribute.
- e. Review and adoption of Resolution 2023-07 for CFPD FY 22-23 Annual Impact Fee Report: This matter was pushed to the special board meeting on 10/21.
- f. Review and adoption of Resolution 2023-08 for CFPD Inflationary Adjusted fire Impact Fees: This matter was pushed to the special board meeting on 10/21.

9. CHAIRMAN'S COMMENTS: Director Frische made general comments.

10. BOARD MEMBER COMMENTS: Director Dittmer made general comments.

11. ANNOUNCEMENTS: Special board meeting set for Saturday 10/21/23 at Station 29 at 9am.

12. NEXT BOARD MEETING:

a. Next regular board meeting on November 14, 2023, 6:00 pm

13. ADJOURNMENT: On motion of Director Giugni and second by Director Langstaff, passed unanimously to adjourn meeting at 7:15pm.