



**CORDELIA FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
**December 13, 2022 at 6:00 p.m.**  
Cordelia Fire Protection District  
2155 Cordelia Road  
Fairfield, CA 94534

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1. OPENING CEREMONIES:

- a. Call to Order: \*\*\* Meeting called to order at 6:04 p.m.
- b. Pledge of Allegiance: \*\*\*Conducted
- c. Roll Call\*\*\* Directors Dittmer, Frische, Langstaff and McAlister were present

2. ADOPTION OF THE AGENDA \*\*\*Agenda approved unanimously with motion from Director Frische and second from Director Langstaff.

3. ANNUAL ELECTION OF OFFICERS\*\*\*

- Upon nomination and motion by Director Langstaff and seconded by Director McAlister, Director Frische was unanimously elected Chairman.
- Upon nomination and motion made by Director Frische and seconded by Director Dittmer, Director McAlister was unanimously elected Vice-Chairman.
- Upon nomination and motion made by Director McAlister and seconded by Director Dittmer, Director Langstaff was unanimously elected Secretary.

4. APPROVAL OF MINUTES:

- a. Review and approval of Regular Meeting Minutes of November 8th Board Meeting and November 15<sup>th</sup> Special meeting minutes.  
\*\*\*Minutes reviewed and approved unanimously on motion by Director McAlister and second by Director Langstaff.

5. 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.

\*\*\* Director Frische acknowledged and thanked departing Director Senior for his work with the CFPD and presented a memento of his service.

6. CONSENT AGENDA:

- a. Review and ratification of District accounts payable transmittals for November 2022  
\*\*\* Reviewed and ratified unanimously upon motion by Director Dittmer and second by Director Langstaff.

7. BOARD COMMITTEE REPORTS:

- a. Special Tax – Vice Chairman Frische & Director Langstaff \*\*\*Nothing to report
- b. Budget – Vice Chairman Frische and Chairman Dittmer \*\*\*Nothing to report. Meeting to be scheduled.
- c. Policies & Admin. – Director Langstaff & Director McAlister \*\*\*Nothing to report
- d. Operations & Equipment – Chairman Dittmer & Director McAlister \*\*\*Nothing to report

- e. Facilities –Director McAlister \*\*\*Nothing to report

## 8. OLD BUSINESS:

- a. Green Valley Fire Safe Council Update  
\*\*\* Rochelle Sherlock reminded about the April 15<sup>th</sup> Wildfire Expo. She reported on California Wildfire Protection Plan (CWPP) meetings. CalFire’s assessment on our area’s wildfire risk has been noted as moderately high. They will be conducting re-assessment and expanding the areas at risk to include more of the Cities. Chief Carpenter noted that many of the items included in plan were directed to Solano County, making this effort a high priority for the County.
  
- b. Update on CAL FIRE Fuels Reduction Project grant work  
\*\*\*Rochelle Sherlock reported that invoices for excavator and ATV have been received and payment sent. Checks from the State have been received. Excavator is ready to be picked up when payment is received. Discussions regarding moving and storing the excavator. CalFire has reconsidered storing excavator at Gordon Valley Station. Frank Lindeman is willing to store at his property.  
CVNL did not get funds to be able to partner with GVFFC and CFPD, however, CalFire conducted a site visit will be getting Delta inmate hand crews soon who can work on some areas, possibly starting in late December.  
Chief Carpenter presented a map outlining the areas where manual and mechanical work can begin for Phase I and explained the strategy behind the plan.  
Controlled burns will be part of the plan. Communication to local residents will be required as burn days will be conducted. If we can get in front of the burn events with signage and postings, calls from concerned citizens will be minimized. CFPD will post on Nextdoor, website and Director Langstaff will purchase an additional sign for use in the Highlands.
  - i. Review, discussion, and approval of the Hold Harmless Agreement  
\*\*\*Draft version was sent to County Counsel Kim Glover. Kim didn’t want to include detail of treatment, but Rochelle replied that detail is required to give homeowners full disclosure regarding work to be done. We are waiting for response from Kim Glover. No work can be started without an agreement in place.  
Director Frische will follow up with Kim Glover
  
- c. Fire District Reorganization Update  
\*\*\*Rich from LAFCO has not received a complete application. Only received an incomplete application and LAFCO reported back to the County regarding additional details that need to be completed.
  
- d. Status update regarding hearing process for homeowners prior to abatement action  
\*\*\*No action to date. Still waiting for the County to formally adopt their policies. They have no contractors available except for grass cutting contractor.
  
- e. Update on collaboration with Solano RCD on clearing of stream starting at Station 29  
\*\*\*On hold as the County cancelled their LIDAR flight they had scheduled to survey the area due to weather. Rescheduling for later in December. Once that is done we can re-start discussion to schedule contractors and begin work.
  
- f. Update on Consultant Review Progress with Fairfield Fire.  
\*\*\* Team had to regroup after the first draft of the fiscal analysis, but now back on track. Moving away from the per call analysis, toward using a percentage of available revenues to determine what would be committed and required. Waiting on revised draft reports from consultant. This fiscal analysis is just part one of the process. Next step will be determining scope of service and contract negotiation.  
\*\*\*If/when we enter into a long-term contract with Fairfield Fire, we will have no employees, but will still have an unfunded liability with CalPERS to address. Ken Campo presented and explained potential options for the board to consider regarding the CalPERS contract.

- g. Discussion/Update on LE100 Property Inspections for late 2022 to early 2023
- h. Status regarding real property appraisal proposals
  - \*\*\*Director McAlister solicited estimates on appraisals from three firms. One came in at \$5,500, another at \$6,500 and we're still waiting for one more. Once ordered, an appraisal will take up to 60 days.
- i. Discussion regarding possible future use of Station 29
  - \*\*\* Discussion deferred to item 9.f - Transition Plan in new business

## 9. NEW BUSINESS:

- a. Discussion and possible appointment of new board member to fill open seat
  - \*\*\* Received one application from one community member to date. Application deadline is December 31. Board will plan to appoint new board member at January board meeting.
- b. Status update of CFPD draft response to independent auditor
  - \*\*\* Auditor identified five findings we are working on responding to. Response is a work in progress, about 75% complete. Waiting for clarifying comments from County Counsel but plan to have it complete within 30 days.
- c. Discussion and approval of the MOU for interim Contract for Services with Fairfield Fire Department
  - \*\*\*MOU was drafted between CFPD and Fairfield Fire Department for contract for services. After making minor changes from the original, City and County are now in agreement with the MOU. It will be forwarded to the City for signatures, and once all parties have signed we will "True-up"/ pay the City for incidents responded to at rate of \$475. Contract is in effect through end of June 2023 with a 1 year extension possible if needed. Board voted unanimously to accept the agreement with motion by Director Langstaff and second by Director McAlister.
- d. Status update on Middle Green Valley Specific Plan Mitigation Letter
  - \*\*\*Ken Campo engaged to work to represent CFPD in discussions with property owner/developer. Ken recommended CFPD go on record to defer the decision regarding the need for a station considering the pending contract with Fairfield Fire. After consideration, Board decided to table the decision on how to proceed.
- e. Discussion and appointment of sub-committee for the CalFire Shaded Fuel Break Program oversight
  - \*\*\* Board discussed appointing a sub-committee to work with Rochelle and report to the Board. Board agreed to wait until a fifth board member was in place prior to appointment of the sub-committee.
- f. Status of Transition Action Plan for CFPD
  - \*\*\* Director Langstaff presented a draft of a Transition Plan to take CFPD through the end of next year. Plan includes proposal for creating a transition committee and for creating a paid position for District Prevention & Administrative Officer to support continuation of fire inspection activity as well as grant/management/transition/administrative oversight. Plan also includes proposal for continued use of Station 29 as a base of operation for the District for meetings, offices, document storage and historic item storage.
- g. No discussion.
- h. Updated signing authority for the County Auditor's office.
  - \*\*\*Form needs to be updated every year. County provided the form which will be completed and submitted. Director Frische to update with appropriate signatures.

## 10. COMMUNICATIONS/CORRESPONDENCE:

- \*\*\*Received letter and donation from district resident in appreciation of support provided by CFPD

## 11. STAFF COMMENTS & REPORTS:

- Firefighters Association \*\*\* Association is working on providing a departing gift for members of CFPD and alumni. They are also considering funding a dinner or other event, and making a donation to a charity yet to be determined.
- Apparatus Update \*\*\*E31 is still in for repairs on the generator.

- Call Response\*\*\*Report has not been received
- Staffing Update \*\*\*Down to staffing 2 1/3 days per week until January 4, 4pm, which will be the last operational day. January 4 will also be the last operational day for the Chief.
- Monthly Training \*\*\*Focusing on training on interview process to support firefighters in the job search. Chief noted that Fairfield Fire is working on training their crews on driveway lays and preparing them other rural firefighting tactics.
- Cost Recovery \*\*\*Report provided.

12. CHAIRMAN'S COMMENTS:

\*\*\*Director Frische acknowledged and thanked Director Dittmer for his dedication, also Chief Carpenter and all who have supported CFPD.

13. BOARD MEMBER COMMENTS:

\*\*\*Additional comments made by all acknowledging Chief Carpenter and others who have supported CFPD.

14. ANNOUNCEMENTS: \*\*\*none

15. NEXT BOARD MEETING:

- a. January 3, 2023, 6 p.m.

16. ADJOURNMENT: \*\*\* Meeting adjourned at 8:10 p.m. on motion by Director McAlister and second by Director Langstaff.