



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

1. **OPENING CEREMONIES: ***Meeting called to order**
 - a. Call to Order ***6:08 pm
 - b. Pledge of Allegiance ***Conducted
 - c. Roll Call ***All Board Members in attendance except for Director Langstaff

2. **ADOPTION OF THE AGENDA:**

***Agenda was approved unanimously on motion of Director Senior and second by Director McAlister

3. **APPROVAL OF MINUTES:**
 - a. Review and approval of Regular Meeting Minutes of August 9th and August 1st Special Board Meeting
*** Motion by Director McAlister and second by Director Senior to approve August 9th meeting minutes. August 1 meeting minutes will be on October agenda for approval.

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.

*** Glen Gartley, residing at 2165 Bridgeport, expressed concerns regarding speeding traffic near his residence and cited a recent incident where a local resident was hit by a car. In his efforts to secure support from the County in the form of possible speed bumps or other deterrents, he asked for specific information from the District regarding response to calls using roads in his neighborhood (number/type of calls) Director McAlister and Chief Carpenter explained specific data he requested is not available but offered other recommendations.

5. **CLOSED SESSION:**
 - a. Pursuant to California Government Code Section 54957
 - i. Personnel Matters – Fire Chief

Entered into closed session at 1818 hours and emerged from closed session at 1828 hours. No reportable action taken.

6. **CONSENT AGENDA:**
 - a. Review and ratification of District accounts payable transmittals for August 2022
***Board reviewed and unanimously approved on motion of Director McAlister, and second by Director Senior

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
 - c. Policies & Admin. – Director Langstaff & Director McAlister
***Nothing to Report
 - d. Operations & Equipment – Chairman Dittmer & Director McAlister
***Nothing to Report

- e. Facilities – Director Senior & Director McAlister
 - ***Director Senior and Chief Carpenter discussed the issue with an offensive odor in Station 31. Chief Carpenter reported that it seems to be coming from open grate in the apparatus bay floor. High powered fans used to dissipate the odor. It seemed to be worse with the hot weather but has lessened with the cooler weather. Previous attempts to identify the source and solution have been unsuccessful.

8. OLD BUSINESS:

- a. Green Valley Fire Safe Council Update (GVFSC)
 - ***Rochelle Sherlock reported that they completed the second of three Green waste events with help from the CVNL group. The group is interested in an ongoing partnership and recruiting volunteers. GVFSC has also partnered with the Pleasants Valley Fire Safe Council to plan a Fire Safety Expo on October 15 at Solano College. Chief Carpenter is planning to have a crew from CFPD at the Expo.
- b. Update on CAL FIRE Fuels Reduction Project grant work
 - ***Rochelle Sherlock reported that they have had a challenge getting an invoice from the vendor for the excavator so they can submit to CAL FIRE to begin the funding process. CAL FIRE Chiefs are also requesting information from vendor.
 - Derek Smith has been hired as subcontractor to help supervise work.
 - Update on the Hold Harmless Agreement for Fuels Reduction Project
 - ***Rochelle created a template from the CAL FIRE form that can be used but will need to be tailored for each property and situation. Require County Counsel to review and approve the form. Director Frische requested the document so they can forward to County Counsel for review. CEQA document expected in October. CAL FIRE filing the CEQA under their umbrella.
- c. Fire District Reorganization Update
 - *** Chief Carpenter reported that at a recent County meeting with most Police and Fire Chiefs in attendance, proposed November sales tax measure was discussed as supporting the fire districts reorganization, fuels reduction, and single point dispatch. Discussion seemed to focus on the single point dispatch, and he believes most of any new tax revenue initially will be directed toward that goal.
- d. Status update regarding hearing process for homeowners prior to abatement action taken upon them by County Code Enforcement ***Tabled until next month
- e. Update on collaboration with Solano RCD on clearing of stream starting at Station 29
 - ***Waiting for decision from SID to complete work from Station 29 to the bridge at no cost to the homeowners.
- f. Update on Consultant Review Progress with Fairfield Fire.
 - ***Director McAlister reported that weekly meetings with the Consultant are underway. It is basically a fact-finding mission to produce a report for LAFCO to determine if contracting for service delivery by Fairfield Fire is fiscally feasible option.

9. NEW BUSINESS:

- a. Review and possible action regarding the Contract For Services with Vacaville Fire Protection District
 - ***Director Frische acknowledged and thanked Chris Calvert, Board Chairman, Chief Wood, and VFPD for their support, while indicating that CFPD cannot enter into any contract with Fairfield Fire while there is a current contract with VFPD in place.
 - Motion was made by Director McAlister second by Director Senior to cancel the current contract effective immediately with VFPD. Board approved unanimously with 4Ayes; 0 Noes; 1 Absent; 0 Abstain.
- b. Annual Independent Audit Update
 - ***CFPD is prepared for audit fieldwork to commence September 15 and 16.
- c. 2022 Biennial Notice for Conflict of Interest Codes Update
 - ***District response to the Conflict of Interest Policy is due this year and completed online.

- d. Discussion on LE100 Property Inspections for late 2022 to early 2023
*** Chief Carpenter and Rochelle Sherlock discussed a plan to use funds from the Cal FIRE grant to pay for Derek Smith and Dave Carpenter to conduct at least 400 inspections that need to be completed with fewer volunteers available this year. Chief Carpenter estimated 500 to 600 hours of work.
- e. Discussion and possible action- real property appraisal- 2155 Cordelia Road
***Director McAlister proposed that the Board consider obtaining an independent appraisal of the property at 2155 Cordelia Road. He will bring a proposal for an appraisal to the board next month.
- f. Request Board Approval for Solano County Auditor/Controller to utilize vacation accruals from Brandon Smith to pay off his Social Security balance
***Motion was made by Director Senior second by Director McAlister to use vacation accruals from Brandon Smith to pay off his Social Security balance. Board approved unanimously with 4 AYES; 0 Noes; 1 Absent; 0 Abstain

10. COMMUNICATIONS/CORRESPONDENCE:

***Chief Carpenter reported that a citizen stopped by the station to express appreciation for the District's response to an incident involving his wife at the Lynch Canyon area.

11. STAFF COMMENTS & REPORTS:

- Firefighters Association ***No report
- Apparatus Update
***Same apparatus still out for service as was reported last month. Engine 31, 329, both Type 5's and Command Vehicle have been upgraded with new radios. Fairfield Fire now dispatching, and responses have been excellent with overall improvement to service level.
- Call Response
***Board provided with Call response reports. Chief Carpenter reported an increase in vegetation fires. While these fires were not overwhelming, he reported that they had potential to be devastating, but due to the quick response by the crews, fires were suppressed quickly.
- Staffing Update
*** Chief Carpenter reported that they are down to just 13 Residents. Captain Smith and Captain Untalan both have accepted conditional job offers, so they will be leaving soon.
- Monthly Training
***Chief Carpenter reported that with the staffing challenges there have been no new trainings scheduled other than the regular task book training to support the Residents.
- Cost Recovery

12. CHAIRMAN'S COMMENTS:

***Director Dittmer thanked the staff for their service and loyalty and wished them well in future endeavors.

13. BOARD MEMBER COMMENTS:

*** Director McAlister thanked Fairfield Fire and CFPD for work in suppressing the fire at Oakwood Circle. He expressed his confidence in Fairfield Fire's abilities to serve the District residents. Directors Senior and Frische also expressed their appreciation and reiterated comments made by Directors Dittmer and McAlister.

14. ANNOUNCEMENTS:

*** None

15. NEXT BOARD MEETING:

- a. October 11, 2022, 6:00 pm

16. ADJOURNMENT:

***On motion of Director McAlister and second by Director Senior, meeting was adjourned at 1925 hours