



CORDELIA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
March 14, 2023 at 6:00 p.m.
Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534

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 ***All directors present

2. ADOPTION OF THE AGENDA

***Director McAlister moved to add an item to the agenda: *Discussion and approval of a resolution to apply for Cal Fire grant for Phase 2 of the Shaded Fuel Break project. The item was proposed to be added due to the urgent nature of the issue (application deadline 3/15) and as it just came to the board's attention. Director Langstaff seconded the motion. Approved unanimously.

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

3. APPROVAL OF MINUTES:
 - a. Review and approval of Regular Meeting Minutes of February 13, 2023 *** Minutes approved unanimously on motion of Director Giugni and second by Director McAlister.

4. PUBLIC FORUM:

*** Fairfield Fire Deputy Chief Sturdee addressed the board

 - i. Call response for February: 42 calls, the majority were vehicle accidents.
 - ii. Reported on the status on the reviving auto aid agreement draft with Napa County Fire Dept. to cover the ares on Jameson Canyon from Red Top Road to Kirkland Ranch/Chardonnay Golf Course intersection.. Draft is currently being reviewed by Cal Fire
 - iii. Fairfield Fire will have a presence at the Wildfire Expo on April 15.
 - iv. FFD received new apparatus and expecting others including a Type 5 and Water Tender that will be housed at Station 36. Also received grant for UTV to be housed in Cordelia

5. CONSENT AGENDA:
 - a. Review and ratification of District accounts payable transmittals for February 2023.
***AP Transmittals unanimously approved on motion of Director Giugni, seconded by Director Langstaff.
 - b. Review, discuss, and approve the February 2023 Fairfield Fire Dept. Invoice for services.
***Fairfield Fire Dept Deputy Chief Sturdee explained the nature of call responses. Director McAlister noted one incident on Feb.14 at 777 Overture is not in the Cordelia District and a charge of \$475 should be deducted from the invoice. With that correction, invoice was approved unanimously on motion of Director McAlister with second by Director Giugni.

6. BOARD COMMITTEE REPORTS:

- a. Special Tax – Chairman Frische & Director Giugni: nothing to report. Resolution on fee increase deferred to new business item 6(a)
- b. Budget – Chairman Frische and Director Dittmer: nothing to report
- 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: nothing to report
- f. Cal Fire Shaded Fuel Break Program— Director Dittmer & Director Giugni: Distributed copy of article that appeared in the Daily Republic. Hand crews have started work. Looking toward submitting an application for another grant for Phase 2 of the project which will allow the fuel break to be extended.
- g. Transition — Director Langstaff & Chairman Frische: Director Langstaff will start working on a cash flow analysis.

7. OLD BUSINESS:

- a. Green Valley Fire Safe Council update: Rochelle Sherlock ***
 - i. Provided status on shaded fuel break. Work has started with the Delta crews, but the crews were diverted to respond to flooding issues. Davis crew heavy equipment operator brought large excavator and tracked chipper. Derek Smith has been working with them, preparing debris for burning. Soil is too wet for some heavy equipment work, waiting for it to dry out. Received proposals from contractors to complete work that CalFire is unable to address. Pre-work environmental survey on some areas also in process. Working closely with individual property owners and City of Vallejo on their property.
 - ii. CalFire Grant/Phase 2: Rochelle reported that resolution approval is needed to authorize application submission for Cal Fire grant for Phase 2.
* Added: Discussion and approval of Resolution #2023-04 to apply for Cal Fire grant to pursue funds for Phase 2 of the Shaded Fuel Break. Approved unanimously on motion by Director Giugni, second by Director Langstaff.
Rochelle has been working with Cal Fire reps and Rockville park ranger Teri Lucchini to determine appropriate Phase 2 project scope/priority areas. She presented draft budget and plan for the CalFire grant application. Discussion followed regarding the objectives of Phase 2, feasibility of completing tasks, and appropriate language for grant application.
 - iii. Wildfire Safety Expo is April 15th.
- b. Independent Consultant Review with Fairfield Fire update: *** Director McAlister reported that the final rough draft is expected soon. They will send to Rich Seithel at LAFCO to get his feedback on the process. Also expected within the month is a term sheet to clarify scope of service, cost, etc.
- c. Real property appraisal proposals update: ***Director McAlister reported that the first MacLane & Co. has been engaged and appraiser will begin by the end of the month.
- d. The California Fire Code, 2022 Edition, Together with Various Modifications, Deletions and Additions to Said Code: Second reading: ***Code revision was approved unanimously on motion of Director McAlister with second by Director Giugni.
- e. District property and equipment inventory and disposal plan update *** Director Giugni reported they are starting to develop a process and spreadsheet to record all assets.

8. NEW BUSINESS:

- a. Discussion and approval of Resolution #2023-03 to set the Special Tax Rate for FY 2023/24
*** Board approved Resolution to set a the 2023/23 tax rate at a 2 percent increase over the current fiscal year. Approved unanimously on motion of Director Giugni and second by Director McAlister.
- b. Discussion regarding Solano OES going live with Zonehaven, an evacuation management tool.
***Director McAlister reported on the new tool, which identifies evacuation status for all the areas/zones in the district, and identifies escape routes. It allows instant visibility for public as well as first responders. This is meant to complement the Alert Solano communication tool.
- c. Discussion and approval of Resolution #2023-04 to apply for Cal Fire grant to pursue funds for Phase 2 of the Shaded Fuel Break. Approved unanimously on motion by Director Giugni, second by Director Langstaff.

9. STAFF COMMENTS & REPORTS:

- Apparatus Update ***Chief Carpenter reported on progress with apparatus testing/maintenance. Able to start up all apparatus except for one Type 5. It needs battery charge. Two units need smog testing/more mileage on them. New solenoid switch ordered for air trailer. Once it is operational he will attempt to sell it.
- LE 100 Inspection and other progress updates *** Chief Carpenter has completed about 220-230 primary inspections out of the 400. If no issues are found during an inspection, he will not issue an LE 100 form to the property owner. Showing progress as last year about 60% of properties didn't pass, and this year so far 25-30% have not passed. For commercial properties he has brought in inspector Rick Ryan. Also met with Fairfield Fire Marshall Steven Conti to review new commercial property inspection plans as well as discuss annual inspections, burn permits, and continuing outreach to public regarding fuel reduction/home hardening and other fire prevention measures.

10. CHAIRMAN'S COMMENTS: ***Director Frische thanked all involved for the work and support.

11. BOARD MEMBER COMMENTS: ***no comments

12. ANNOUNCEMENTS: ***no announcements.

13. NEXT BOARD MEETING:

- a. April 18, 2023, 6:00 pm

14. ADJOURNMENT: *** Meeting adjourned at 8:12 p.m. on motion by Director Langstaff and second by Director Giugni.