



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

August 8, 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 at 6:09 pm
 - b. Pledge of Allegiance
 - c. Roll Call: Vice Chair McAlister, Directors Dittmer, Giugni and Langstaff present; Chair Frische absent.

2. **ADOPTION OF THE AGENDA:** Approved unanimously on motion by Director Langstaff and second by Director Giugni. It was noted that for the convenience of visiting speakers, we would take the meeting out of order. However, the minutes are presented in order.

3. **APPROVAL OF MINUTES:**
 - a. Review and approval of Meeting Minutes of July 11, 2023: Approved unanimously on motion of Director Langstaff and second of Director Giugni.

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.

No public comments.

5. **CONSENT AGENDA:**
 - a. Review and ratification of District accounts payable transmittals for July 2023: Approved unanimously on motion of Director Langstaff and second by Director Giugni.
 - b. Review, discuss, and approve the July 2023 Fairfield Fire invoice for services: Approved, with deletions of (2) items not in the District, unanimously on motion of Director Langstaff and second by Director Giugni.

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: No report
 - f. Cal Fire Shaded Fuel Break Program— Director Dittmer & Director Giugni: Covered in discussion by Rochelle Sherlock of GVFSC. Presented report dated 6/30/23 on 1st year grant results plus budget for 2023/2024. ~\$339K remaining 1st year balance for future

shaded fuel break activities. Phase II awarded for ~\$600K. Recommended shifting \$65-70K from 1st year budget for 2nd year environmental reviews and leave balance to add to 2nd year grant for mitigation efforts.

g. Transition — Director Langstaff & Chairman Frische: No report

7. OLD BUSINESS:

- a. Green Valley Fire Safe Council update: Request review of CWPP for 8/14 Zoom meeting. Discussion of Cal Insurance Commission Staff for training on 9/11/23 by Zoom.
- b. Independent Fiscal Analysis with Fairfield Fire update: No report
- c. District property and equipment inventory and disposal update: Director Giugni report he has made some contacts for the sale of small lots.

8. NEW BUSINESS:

- a. Impact fee discussion as it relates to the long-term contract with FFD: Discussion on impact fees; City Counsel Bernadette Curry assured CFPD should have the City collect fees and CFPD can transfer to FFD for expenditures for capital equipment for use in the District where they are providing services for CFPD. She also explained that if annexations occur to reduce the District's base, the long-term agreement payments to FFD should be negotiated down proportionally.
- b. Review of draft long-term contract with FFD: Went through draft with Director Langstaff asking a number of questions and making some comments for Vice Chair McAlister to note for future negotiations with FFD.
- c. Discussion and approval to hire an hourly Extra Help employee: Some account clean up required for past fund moves. There was agreement to hire Stacey under Extra Help with a target of 5 hours per week but at the discretion of her supervisor Chair Frische. Rate will start at \$32.00/hour (mid-range of current County pay scale for Admin). Approved unanimously on motion of Director Langstaff and second by Director Giugni.
- d. Review, discussion, and approval to move \$20,000 unrestricted funds from budget unit 9806 to budget unit 9807 sub object 1121 Extra Help: Discussion and agreement to automatically move the District's 12% unrestricted retainer from CalFire grants to 9807 each year. Agreement to move \$20,000 as proposed to fund Extra Help approved unanimously on motion of Director Giugni and second by Director Dittmer.

9. CHAIRMAN'S COMMENTS: None

10. BOARD MEMBER COMMENTS: None

11. ANNOUNCEMENTS: None

12. NEXT BOARD MEETING:

- a. September 12, 2023, 6:00 pm

13. ADJOURNMENT: Director Langstaff moved to adjourn meeting, second by Director Giugni and unanimously approved. Meeting adjourned around 7:45pm.