



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS REGULAR MEETING MINUTES

February 13, 2023 at 6 pm
Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534

1. OPENING CEREMONIES:
 - a. Call to Order: Meeting called to order at 6:00pm.
 - b. Pledge of Allegiance: Conducted.
 - c. Roll Call: Directors Frische, Giugni, Langstaff and McAlister are present along with Chief Carpenter
2. ADOPTION OF THE AGENDA: Agenda adopted unanimously on motion of Director Giugni, second by Vice Chairman McAlister.
3. APPROVAL OF MINUTES:
 - a. Regular Meeting Minutes of January 3, 2023 reviewed and approved unanimously on motion of Vice Chairman McAlister, second by 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 in order 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.

Chief Herrick and Rochelle Sherlock in attendance.
Discussion of a letter of appreciation by Chief Carpenter.
5. CONSENT AGENDA:
 - a. Review and possible ratification of District accounts payable transmittals for January 2023: Vice Chairman McAlister was asked if 1/23 invoice from FFD was OK. He felt it was fine as written. In addition, the catch-up invoice from late 2022 was paid; approved unanimously on motion of Director McAlister and second by Director Giugni.
6. BOARD COMMITTEE REPORTS:
 - a. Special Tax – Chairman Frische & Director Giugni: Discussion to explain annual process.
 - 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: Alarm system installed and working in Station 31; ADT is working to provide quote for Station 29 pending guidance from County on how we should proceed.
- f. Cal Fire Shaded Fuel Break Program – Director Dittmer and Director Giugni: Rochelle provided an update in place of the committee.
 - i. Delta crew to start in early March and proceed to end of June on ridge in areas already approved for work.
 - ii. Waiting for filing of CAL VTP.
 - iii. Posting on ND: In early March and do not reference Delta crews.
 - iv. Discussion on CalFire Phase II approach, w/ or w/o County participation.
 - v. Add resolution to 3/14 Board meeting agenda to authorize application for CalFire Phase II; Rochelle to send draft to Director's Dittmer and Giugni.
- g. Transition – Stacey to pull transition plan from web site; Director Langstaff to request.

7. OLD BUSINESS:

- a. Green Valley Fire Safe Council Update: April 15th is the Wildfire Safety Expo
- b. Independent Consultant: LAFCO has latest draft and has made recommendations; updated draft ~2/20 – 2/23; after next draft version need OK from LAFCO; once approved by LAFCO the formal package is assembled and submitted to LAFCO. Concurrent are negotiations for a permanent contract for service with FFD; must be approved before submitting package to LAFCO.
- c. Real Property Appraisal: Motion made by Vice Chairman McAlister and second by Director Giugni to hire Joe Cormier-Knopp for appraisal of 31.
- d. Discussion on future of Station 29: County Counsel understands our intent; Director Giugni was asked to speak to GVLA Board to learn if they'd hold the \$25K donation from FF Association until we can use it as intended.

8. NEW BUSINESS:

- a. Update regarding call response from FFD: 40 calls, all looked OK for 1/23 invoice.
- b. Discussion and possible vote on Apparatus and Equipment disposal subcommittee: Suggested that we hold off until agreement with FFD is in place – optics.
- c. California Fire Code, 2022 Edition: 1st reading.
- d. Discussion and possible vote to terminate Independent Contractor agreement with Chief Carpenter as of 1/31/23 and replace with a new Extra Help agreement retroactive to 2/1/23: Director Langstaff made motion to proceed, second by Vice Chairman McAlister; approved unanimously.
- e. Discussion and possible vote to transfer funds from the District Reserve Account to the Fund Balance Account: Director Langstaff made motion, second by Vice Chairman McAlister; approved unanimously.
- f. First reading of board policy 4030 Disposal of District Property and Equipment: Discussion – Director Langstaff proposed creation of a cash flow analysis after 2/23 when costs going forward are clearer; A Sub-Committee consisting of

Director Giugni and Carl Hakenen will be investigated by Chairman Frische; Director Giugni is willing to assist with starting an asset inventory; Vice Chairman McAlister suggested items be placed in lots rather than creating detailed asset lists; met with general agreement.

- g. Independent Auditor Report for Fiscal Year Ended June 30, 2022: Presented by Chairman Frische; discussion.
9. STAFF COMMENTS & REPORTS:
 - Apparatus Update: None.
 - LE100 Inspections: Underway, Survey 123 being updated; County no longer interested in providing any enforcement for property owners who refuse to comply with inspection requests; fortunately, these are rare.
10. CHAIRMAN'S COMMENTS: Discussion held.
11. BOARD MEMBERS COMMENTS: Discussion held.
12. ANNOUNCEMENTS: None.
13. NEXT BOARD MEETING: March 14, 2023, 6:00pm
14. ADJOURNMENT: On motion of Vice Chairman McAlister and second by Director Langstaff, motion passed to adjourn the meeting at approximately 8:33pm.