



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

November 8, 2022 at 6:00 p.m.

Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534

1. OPENING CEREMONIES:

- a. Call to Order ***Meeting called to order at 6:05 p.m.
- b. Pledge of Allegiance ***Conducted
- c. Roll Call ***Directors Frische and Senior were absent. Directors Dittmer, Langstaff and McAlister were present.

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

3. APPROVAL OF MINUTES:

- a. Review and approval of Regular Meeting Minutes of October 11th Board Meeting
*** Minutes reviewed and approved unanimously on motion by Director McAlister and second by Director Langstaff.

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.
***Mark Guigni addressed the board briefly to thank them for their work.

5. CONSENT AGENDA:

- a. Review and ratification of District accounts payable transmittals for October 2022
*** Approved unanimously with motion by Director Langstaff and second by Director McAlister

6. BOARD COMMITTEE REPORTS:

- a. Special Tax – Vice Chairman Frische & Director Langstaff ***Nothing to report
- b. Budget – Vice Chairman Frische and Chairman Dittmer ***Board will schedule budget meeting to review and update budget.
- 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 ***Nothing to report

7. OLD BUSINESS:

- a. Green Valley Fire Safe Council Update
***Rochelle Sherlock reported on the progress of the group. Next meeting is Nov. 14. They're planning a county-wide wildfire safety expo on April 15. She has also been attending planning meetings for the countywide Firesafe group, Progress is being made. Solano Resource Conservation District (RCD) is leading the effort, and has been

primarily focused on flushing out by-laws. She is recommending to not have the County be the fiscal agent so that the Firesafe group can act on issues more quickly.

- b. Update on CAL FIRE Fuels Reduction Project grant work
 - ***Rochelle Sherlock presented timeline and project status report. (Report handout included as attachment.)
 - Excavator was delivered to Peterson CAT in Ukiah for assembly. Trailer was not included in budget as it was cost prohibitive. CAL FIRE will make arrangements to pick up and store excavator. Need to have discussions about storage and accessibility moving forward.
 - UTV and trailer are ordered and expected to be delivered in December.
 - Rochelle explained the two invoices that have been submitted. (outlined in attached report). Nothing has been received to date, and nothing has been paid to vendors.
 - We are expecting payment by end of November or early December.
 - Also waiting for CEQA approval and that process has been delayed.
 - Chief Carpenter brought up that we already have CEQA approval for certain areas where we may want to consider using hand crews sooner in those areas while we're waiting for the CEQA approval on other areas and waiting for the excavator.
 - Rochelle added that CVNL AmeriCorps CCC Crews may be available soon that could be put to work on the approved areas.
 - i. Hold Harmless agreement status
 - ***Generic Hold Harmless agreement with property owners has been reviewed by County Counsel. A specific Hold Harmless needs to be completed for use of equipment. Rochelle suggested having City of Vallejo (property owner) review the form draft in advance to get their input.
- c. Fire District Reorganization Update ***No update
- d. Status update regarding hearing process for homeowners prior to abatement action taken upon them by County Code Enforcement ***In a holding pattern currently, waiting for the County to determine enforcement capabilities.
- e. Update on collaboration with Solano RCD on clearing of stream starting at Station 29
*** Director Langstaff reported that Solano RCD is planning to have an airplane survey and map the area first.
- f. Update on Consultant Review Progress with Fairfield Fire. *** Director McAlister reported that Consultant has taken a pause to review and revise report after first draft was circulated.
- g. Discussion/Update on LE100 Property Inspections for late 2022 to early 2023. ***Chief Carpenter reported that Ken Campo reviewed and approved potential plan for hire Chief Carpenter as a contractor to complete the inspections. Board need to consult with County Counsel Kim Glover to draw up agreement and consider any liability issues. Board would need to start this process by consulting with County Counsel. Inspections need to start by January. Director Dittmer will contact Kim Glover to start the process.
- h. Discussion and possible action regarding real property appraisal ***Director McAlister reported that he has three possible appraiser names and board agreed that he should move forward in soliciting at least two written proposals.
- i. Discussion regarding possible future use of Station 29 ***No report from Director Senior

8. NEW BUSINESS:

- a. Burn Permit process discussion ***Chief Carpenter reported that because personnel will not be available at the station we have looked at revising the burn permit process. Residents can start the process online at cordeliafire.org, and/or make an appointment to come to the station to complete the process and receive their permit. Fairfield Fire may be interested in eventually taking on the burn permit process.
- b. Discussion and possible action- Short Term Agreement with City of Fairfield for services. *** Work in progress--it is being reviewed by County Council

9. COMMUNICATIONS/CORRESPONDENCE:

*** None

10. STAFF COMMENTS & REPORTS:

- Firefighters Association ***No report
- Apparatus Update ***
 - Urgent repairs needed on Engine 31. Some work was completed by North Bay Truck Repair but it now needs to go to apparatus repair shop for additional work on the electrical system.
 - Utility truck has been repaired
 - Sold the Water Tender for \$15,000 to a contractor in Washington
 - Waiting for parts on air trailer
 - Parking space will be tight if the AmeriCorp volunteer group uses Station 29. There will not be space to park all vehicles inside and will need to park one outside. Director Langstaff offered to check with a couple businesses about potential for parking in another secure location.
- Call Response ***Reports are in board packets. Chief reported that he highlighted just calls that Fairfield took for Cordelia. There were a total of 39 calls. Fairfield took 12 of those calls. Cost of the calls Fairfield is taking should be offset partially by the equipment they will have on loan from CFPD: Two Lifepak 15 monitors and new radios CFPD will receive due to a FEMA grant.
- Staffing Update ***Billy Untalan has submitted a resignation letter as he has job offers. Lt. Barlow has a conditional job offer to possibly start in early January. Two new Residents will be starting soon.
- Monthly Training *** Focusing on preparing resident firefighters for interviewing
- Cost Recovery

11. CHAIRMAN'S COMMENTS: ***Acknowledged and thanked Captain Untalan and Lt. Barlow for their loyal service and congratulated them as they pursue new opportunities. Thanked Chief for his efforts to help prepare Resident firefighters for their career search.

12. BOARD MEMBER COMMENTS: *** Board members echoed Director Dittmer's comments and thanked staff for their service and support.

13. ANNOUNCEMENTS: ***no announcements

14. NEXT BOARD MEETING:

December 13, 2022, 6:00 p.m.

15. ADJOURNMENT:***On motion by Director McAlister and second by Director Langstaff, meeting was adjourned at 7:28 p.m.