



CORDELIA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
January 3, 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 6:02 p.m.
 - b. Pledge of Allegiance ***Conducted
 - c. Roll Call ***Directors Dittmer, Frische, Langstaff and McAlister were present.

2. ADOPTION OF THE AGENDA
*** Director McAlister moved to take item 7a (Discussion and possible appointment of new board member) out of order to address the issue immediately after the public forum. Director Langstaff seconded the motion. Motion passed unanimously.

3. APPROVAL OF MINUTES:
 - a. Review and approval of Regular Meeting Minutes of December 13, 2022
***Minutes were reviewed and unanimously approved following motion by Director McAlister and second by Director Dittmer.

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 Giugni thanked all the board and staff for the work that they do.

- DISCUSSION AND APPOINTMENT OF NEW BOARD MEMBER
***After a brief discussion, the board voted unanimously to appoint Mark Giugni as the fifth Board Member on motion of Chairman Frische and second by Director Langstaff.

5. CONSENT AGENDA:
 - a. Review and ratification of District accounts payable transmittals for December 2022
*** Financial reports and statement had not been received in time for the meeting.

6. BOARD COMMITTEE REPORTS:
 - a. Special Tax – Chairman Frische & Director Langstaff – ***nothing to report
 - b. Budget – Chairman Frische and Director Dittmer ***Committee will set date for budget review
 - c. Policies & Admin. – Director Langstaff & Vice Chairman McAlister ***nothing to report
 - d. Operations & Equipment – Director Dittmer & Vice Chairman McAlister ***nothing to report
 - e. Facilities –Director McAlister ***nothing to report

7. OLD BUSINESS:

- a. Discussion and possible appointment of new board member to fill open seat
***Moved to new item after Public Forum.
- b. Green Valley Fire Safe Council Update ***Nothing new to report
- c. Update on CAL FIRE Fuels Reduction Project grant work
*** Chairman Frische reported that hand crews are currently available so we need to make sure to get started on the work.
Chief Carpenter reported the Excavator and ATV are ready for pickup. Both items require ATR to transfer grant funds into the proper accounts. Additional funds need to be dispersed properly for general expenditures. Archeological report for CEQA permit should be back earlier than anticipated so we may be able to start on that ground disturbance work sooner than we thought. Frank Lindeman agreed to house the equipment on his property.
Chief Carpenter is also working to make sure the other fire agencies will have the shaded fuel break location noted properly on their tablets.
 - i. Review, discussion, and approval of the Hold Harmless Agreement
***Hold Harmless Agreement is required to be in place before any work begins.
Chairman Frische presented the revised Agreement which was approved by County Counsel. Hold Harmless Agreement was approved unanimously on motion of Director Langstaff and second by Director McAlister.
- d. Update on Consultant Review Progress with Fairfield Fire. *** Nothing to report
- e. Update regarding real property appraisal proposals *** Director McAlister reported he is waiting to hear back from a third appraiser.
- f. Discussion regarding possible future use of Station 29
*** Director Langstaff provided a brief status report of possible uses for 29 that will be covered in greater detail in the next Transition Action Plan revision. It is a work in progress with the County. Tim Senior will follow up with Bernadette regarding an agreement to use the property as a Cordelia Fire District Museum and administrative office.
- g. Discussion and appointment of sub-committee for the Cal Fire Shaded Fuel Break Program oversight
***Sub-committee composed of Directors Giugni and Dittmer was created to oversee the CAL FIRE grant.
Additional committee assignments ensued:
 - An additional committee was formed to oversee the details of the transition. Director Langstaff and Chairman Frische will serve on the Transition committee
 - Director Langstaff requested being removed from the special tax committee. He offered to serve on the facilities committee.
 - Director Giugni volunteered to fill Director Langstaff's position on the special tax committee.
- h. Update regarding Transition Action Plan for CFPD
***Director Langstaff provided a summary of changes in process and reported that Revision 4 of the Plan will be ready for review shortly. It will include a more detailed schedule, greater depth of discussion on Station 29, and clarification of roles and responsibilities of the new independent contractor position District Transition & Prevention Officer (DTPO).
After discussion regarding the DTPO position, the board voted to accept the DTPO position description and contract following motion by Director Langstaff and second by Chairman Frische. (Director Dittmer abstained to avoid possible appearance of a conflict of interest due to family relationship.)
>Ayes: 4 Nays: 0 Abstain: 1

8. NEW BUSINESS

a. Update on Station 31 alarm company proposals

*** Director Langstaff reported on the two quotes received from ADT and Alarmtech Security Systems. After a discussion of quote features, method of system operation, and pricing, Director Langstaff moved to proceed with a 1-year contract with ADT. Director Giugni seconded the motion which was passed unanimously.

9. COMMUNICATIONS/CORRESPONDENCE: ***

- CFPD received positive feedback from Bob Ogan regarding a recent medical call. Mr. Ogan praised the respectful and courteous service provided by the company responding.
- Medical Director Dr. Siu delivered ceremonial flag with 911 certificate. Chief Carpenter presented the shadow box he assembled to display the flag and certificate. It was proposed that it be displayed in the new CFPD museum slated for Station 29.

10. STAFF COMMENTS & REPORTS:

- Firefighters Association ***
 - Challenge coins were ordered by the Association for as many of the past residents and firefighters that can be found, approximately 300. Discussion on that afternoon's meeting at Station 31 by past and present firefighters to pay their respects to the CFPD on the eve of cessation of operations.
 - The Firefighters Association made an incredibly generous donation of \$25,000 for the establishment and support of Station 29 as the new physical location for CFPD and the creation of a small museum inside Station 29 to reflect the 100+ year history of the District. Chairman Frische graciously accepted the donation and agreed to acknowledge the Cordelia Firefighters.
 - The Association will also donate \$1,700 to the GVFS with remaining funds.
- Apparatus Update ***Engine 31 is back at the station. The air trailer is still out for repair and the water tender is now in Arizona with its new owner. Stations 31 and 29 will be re-keyed and re-coded shortly.
- Call Response ***Report provided
- Cost Recovery ***Report provided

CHAIRMAN'S COMMENTS: ***

- Chairman Frische presented a plaque to Chief Carpenter acknowledging his faithful service to CFPD.
- He acknowledged the 450-500 young men and women who have passed through CFPD over the years, and noted that many have gone on to successful careers in firefighting as a result of their experience.
- He thanked the firefighters present at the meeting for their contributions.

11. BOARD MEMBER COMMENTS:

*** The remaining directors expressed their thanks for all who have contributed to the CFPD and a note of sadness at the present changes, but that the District has accomplished many good things over the years.

12. ANNOUNCEMENTS: none

13. NEXT BOARD MEETING:

- a. February 13, 2023, 6:00 p.m.

14. ADJOURNMENT:

***On motion by Director McAlister, and second by Director Langstaff, meeting was adjourned at 8:00 p.m.