



# CORDELIA FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

### REGULAR MEETING MINUTES

**April 18, 2023 at 6:00 p.m.**  
Cordelia Fire Protection District  
2155 Cordelia Road  
Fairfield, CA 94534

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1. OPENING CEREMONIES: 6:00 pm
  - a. Call to Order: \*\*\*Meeting called to order at 6:00 p.m.
  - b. Pledge of Allegiance \*\*\*Conducted
  - c. Roll Call \*\*\* All directors present
  
2. ADOPTION OF THE AGENDA  
\*\*\*Approved unanimously on motion of Director Giugni and second by Director McAlister
  
3. APPROVAL OF MINUTES:
  - a. Review and approval of Regular Meeting Minutes of March 14, 2023  
\*\*\*Approved unanimously on motion of Director McAlister and second by Director Giugni
  
4. PUBLIC FORUM:  
\*\*\*Chief Carpenter introduced inspector Rick Ryan to the board. Chief Carpenter recruited him to manage plan reviews and fire inspections for new construction and renovations in our District. Chief reported Ryan has been a great asset who works well with our constituents as he explains regulations and why requirements are in place. Chief offered examples.  
\*\*\*Chief brought many archive items to the attention of the board. These are historical items he has discovered while going through the storage containers.
  
5. CONSENT AGENDA:
  - a. Review and ratification of District accounts payable transmittals for March 2023.  
\*\*\*AP Transactions unanimously approved on motion of Director Giugni and second by Director Langstaff.
  - b. Review, discuss, and approve the March 2023 Fairfield Fire Invoice for services.  
\*\*\* March 2023 City of Fairfield FFD invoice unanimously approved on motion of Director McAlister and second by Director Giugni
  
6. BOARD COMMITTEE REPORTS:
  - a. Special Tax – Chairman Frische & Director Giugni \*\*\* The approved resolution to set the tax rate is in Carl’s hands and has been sent to the County.
  - b. Budget – Chairman Frische and Director Dittmer \*\*\* Nothing to report. Director Giugni questioned how to handle the Firefighters Association donation. Options discussed were 1) Have Green Valley Landowners Association hold the funds in a separate Green Valley preservation fund, 2) open new separate CFPD account, 3) deposit in general account through County, earmark as donation for Station 29 and move the funds at a later date. Director Giugni will revisit with GVLA. Board discussed depositing in operating account for now as check is made out to CFPD and Association members have moved on.

- c. Policies & Admin. – Director Langstaff & Vice Chairman McAlister \*\*\*nothing to report. Director Giugni questioned whether a surplus disposal policy should be developed. Director McAlister answered that CFPD may dispose of surplus in any way the board decides, but developing a policy is generally best practice.
- 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 \*\*\*report deferred to item 7a.
- g. Transition — Director Langstaff & Chairman Frische \*\*\*Director Langstaff distributed a template he developed for a cash flow analysis to forecast where we will be at the end of the year and to project cash flow for the next five years.

## 7. OLD BUSINESS:

- a. Green Valley Fire Safe Council update
  - i. \*\*\*Rochelle Sherlock provided update:  
1<sup>st</sup> Wildfire Safety Expo on April 15<sup>th</sup> was a success. Received positive feedback from attendees and exhibitors. Exhibitors expressed interest in making it an annual event. Many lessons learned to apply for future events.
  - ii. Looking into having Meter Me present their water tank metering service to GVFS.
  - iii. Rochelle presented the door hangers that were produced with added information regarding fire safety. 3,000 were ordered.
  - iv. Work continues on Phase I of the Shaded fuel break. Contractor Aeri was hired and started work. As of April 11, they had completed 7 acres. They are experiencing some challenges and may have underestimated the amount of work to be done. Supervisors seem to need more direction. Chief Carpenter noted that there is a constant daily adjustment regarding how fuels should be treated. Cal Fire crews have often been re-directed to other situations. Delta crew was called to respond to emergency situations with flooding. Striving for a balance between cost and timely completion of the work. Rochelle noted there is enough in the budget for Aeri to do the entire project if necessary. They anticipate the work can be completed by the end of June. Chief also noted that the excavator was used for 8 days but is now out of service due to bearings that require replacement. Aeri mechanic is making the repair. ATV has been a tremendous asset. Chief Carpenter added that the treated area already looks much better from a fire perspective. Property owners in the area seem pleased with the work being done.
  - v. Phase II grant request has been submitted, anticipating it will be several months before we are notified.
- b. Independent Consultant Review with Fairfield Fire update  
\*\*\*Director McAlister reported that he believes we are close to the final Independent Fiscal Analysis report. Waiting for comments from Rich at LAFCO. Group has a call scheduled for April 24<sup>th</sup> to review options on how to proceed.
- c. Real property appraisal update  
\*\*\*Director McAlister reported the appraiser did a walk-through but we haven't yet received a report. He will follow up with appraiser.

- d. District property and equipment inventory and disposal plan update  
\*\*\*Director Giugni distributed a rough draft of a spreadsheet he is working on to capture inventory. Values on apparatus are estimates based on used apparatus sales/auction companies. Inventory is a work in progress with much more to add.
- e. Update Community Wildfire Prevention Plan (CWPP) progress  
\*\*\*This is a plan led by Solano County OES. They received a grant and hired a consultant to prepare the CWPP. Chief Carpenter has forwarded his recommendations to the planning group. Single point dispatch was determined to be first priority. Second was having a county-wide Fire Marshall. All funding sources noted were grants.

8. NEW BUSINESS:

- a. Discussion and possible vote to surplus utility truck  
\*\*\*Chief Carpenter tried to get utility truck smogged but there are repairs required, and spending the money on repairs may not be a good use of funds. Discussion followed regarding how to sell the truck. Chief Carpenter recommended listing the vehicle on a nationwide online site for used apparatus sales. Director Langstaff moved to allow Chief Carpenter to sell the utility truck. Director McAlister seconded the motion. Motion passed with 4 in favor, Director Dittmer abstained due to a personal interest in the vehicle.

9. STAFF COMMENTS & REPORTS:

- Apparatus Update: \*\*\*Chief Carpenter is trying to keep vehicles maintained and has been able to start up all the vehicles, although difficult with battery chargers. He is still working on the air trailer, replaced the solenoid switch but still does not build air. There is only one mechanic he is aware of who can repair it and he's booked until June 6<sup>th</sup>. -- Chief Carpenter also has been working on disposing of wood by filling up the dumpster each week. He also has taken a load of scrap metal in for recycling. Discussed other items such as metal folding chairs and cookware that could be sold or donated.
- LE 100 Inspection and other progress updates: \*\*\* Chief Carpenter reported on progress with 339 primary inspections completed to date. Last year he had 401 completed by May 12. He has not had time to do inspections over the last few weeks as he's been needed at the shaded fuel break site. He is waiting to hear back from the County regarding code enforcement. There is a new person working on code enforcement. No one from the County is currently issuing notices to residents now. Last year letters were sent from the County that caused people to take action.

10. CHAIRMAN'S COMMENTS: \*\*\*Chairman Frische thanked everyone for their support and hard work.

11. BOARD MEMBER COMMENTS:\*\*\*No additional comments.

12. ANNOUNCEMENTS:\*\*\*No announcements.

13. NEXT BOARD MEETING:

- a. May 9, 2023, 6:00 pm

14. ADJOURNMENT: \*\*\*Meeting adjourned at 7:50p.m. on motion from Director McAlister, seconded by Director Langstaff.