



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

August 9, 2022, at 6:00 p.m.

Cordelia Fire Protection District
2155 Cordelia Road
Fairfield, CA 94534

1. OPENING CEREMONIES:

- a. Call to Order: ***Meeting was called to order at 6:00 p.m.
- b. Pledge of Allegiance: ***Conducted
- c. Roll Call: ***All members present with the exception of Director Senior

2. ADOPTION OF THE AGENDA:

***Approved unanimously on motion of Director McAlister and second by Director Frische.

3. APPROVAL OF MINUTES:

- a. Review and approval of Regular Meeting Minutes of July 12, 2022
***Motion was made by Director McAlister to approve the minutes of July 12 meeting. Motion was seconded 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.

*** Mark Giuni thanked all the board members, staff, and volunteers for their hard work on behalf of the district.

5. CONSENT AGENDA:

- a. Review and ratification of District accounts payable transmittals for July 2022
***Board reviewed and approved on motion of Director Frische and second by Director McAlister

6. BOARD COMMITTEE REPORTS:

- a. Special Tax – Vice Chairman Frische & Director Langstaff
***None
- b. Budget – Vice Chairman Frische and Chairman Dittmer
***Deferred to New Business
- c. Policies & Admin. – Director Langstaff & Director McAlister
***None
- d. Operations & Equipment – Chairman Dittmer & Director McAlister
***None
- e. Facilities – Director Senior & Director McAlister
***Chief Carpenter reported that Director Senior worked with Vallejo Water to get the meter changed which resulted in an improvement in the water pressure.

7. OLD BUSINESS:

a. Green Valley Fire Safe Council Update

***Rochelle Sherlock reported that the Council held a potluck the night prior to give residents an update on progress on the fuel break and LE 100 inspections. She has attended planning sessions for the County-wide Fire Safe Council and several activities are in the works included Green Waste events and potentially a Fire Safe Expo with Pleasants Valley Council. Sherlock added they will need to continue fundraising to cover costs of activities such as chipping programs or assisting those in the community who are unable to complete necessary hazard reduction on their properties.

b. Fire District Reorganization Update

***No news except the tax measure was put on the ballot for November.

c. Discussion and approval of Potentiate LLC contract, Resolution #2022-12

*** After discussion, Director Frische made a motion to accept the contract.

Director Langstaff seconded the motion.

Contract will engage Potentiate to serve as administrator/to oversee the operations/subcontractors. They anticipate beginning work at the start of the rainy season. Director McAlister asked for clarification regarding relationship between CFPD and other entities, ownership of equipment, and liability coverage requirements. Rochelle noted that Potentiate is acting as a consultant to fill the role of general contractor, and the contract has been vetted by County Counsel.

d. Status update regarding hearing process for homeowners prior to abatement action taken upon them by County Code Enforcement

***Director Langstaff and Chief Carpenter reported that considerable progress has been made, but a final document still needs to be completed. While a draft was submitted over a month ago, more information is still needed from the County. Chief Carpenter recommended looking at adopting certain County ordinances. Need to gain clarity on number of ordinances and what the current form does/does not address (e.g., Vacant lots and dead trees not addressed). Currently County has only one contractor for mowing only. Chief Carpenter added there are different standards from district to district and we should be following the same set of standards.

e. Update on the CalFire Form -719 Hold Harmless Agreement

***Form for each property is required to be signed by each property owner. Chief discussed with County Counsel but will revisit and possibly seek clarification from CalFire rep.

f. Discussion of collaboration with Solano RCD on clearing of stream starting at Station 29

***Significant progress has been made as County agreed to take responsibility for doing the work as 1.25 miles of the 3-mile long stretch of the property is County owned. RCD and the Water Board will fund the work. Goal is to complete work with hand tools this year, prior to rainy season.

8. NEW BUSINESS:

- a. Discussion and approval of Fiscal Year 2022/23 Operating Budget, Resolution 2023-02
***Budget for Fiscal Year 2022/23 was approved unanimously with a motion by Director McAlister and second by Director Langstaff.
- b. Update on Consultant Review Progress with Fairfield Fire.
***Director McAlister, Director Frische, and Chief Carpenter had one meeting with the Consultant and will continue to meet on a weekly basis throughout the review process. Consultant requested 3-5 years of run reports. Chief Carpenter added that a manual analysis may be required in order to properly define the demand.

9. COMMUNICATIONS/CORRESPONDENCE:

***None

10. STAFF COMMENTS & REPORTS:

- Firefighters Association
***Resident Firefighter Bill Paganelli reported that Residents have been busy with training. Association has put funds from dues into new equipment for the kitchen and new bedding.
- Apparatus Update
***Water tender still out of service. Mechanic is now available to do work but may not be worth repairing as the apparatus is 30 years old.
- Call Response
- Staffing Update
***Chief Carpenter reported that staffing levels are currently critically low especially Thursdays and Sundays. Adjustments are necessary this month or next with temporary contract with Fairfield Fire Department to cover some shifts. Director Langstaff recommended that community members be notified regarding Fairfield Fire contract so they know FFD may be responding to calls. Director Langstaff will work with Chief Carpenter to draft communication.
- Monthly Training
- Cost Recovery

11. CHAIRMAN'S COMMENTS:

***Chairman Dittmer made comments thanking the crews, board members and Rochelle Sherlock for a great job.

12. BOARD MEMBER COMMENTS:

*** Comments made

13. ANNOUNCEMENTS:

***None

14. NEXT BOARD MEETING:

- a. September 13, 2022, 6:00 pm

15. ADJOURNMENT:

***On motion of Director Frische and seconded by Director Langstaff the meeting was adjourned at 8:10 pm