



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

July 11, 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 6:08pm
 - b. Pledge of Allegiance: Conducted
 - c. Roll Call: Chairman Frische, Directors Dittmer, Giugni and Langstaff present; Director McAlister and Chief Carpenter absent.

2. ADOPTION OF THE AGENDA: Approved unanimously on motion of Director Langstaff and second by Director Giugni.

3. APPROVAL OF MINUTES:
 - a. Review and approval of Special Meeting Minutes of June 15, 2023. Approved unanimously on motion of Director Giugni and second by Chairman Frische.

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.

No public comments.

5. CONSENT AGENDA:
 - a. Review and possible ratification of District accounts payable transmittals for June 2023: No comments; approved unanimously on motion of Director Langstaff and second by Director Giugni.
 - b. Review and possible ratification of June 2023 Fairfield Fire invoice for services: No comments; approved unanimously on motion of Director Langstaff and second by Director Giugni.

6. BOARD COMMITTEE REPORTS:
 - a. Special Tax – Chairman Frische & Director Giugni: No report.
 - b. Budget – Chairman Frische and Director Dittmer: See New Business 8a.
 - c. Policies & Admin. –Vice Chairman McAlister and Director Langstaff: No report.
 - d. Operations & Equipment –Vice Chairman McAlister and Director Dittmer: No report.
 - e. Facilities – Vice Chairman McAlister & Director Langstaff: No report.
 - f. Cal Fire Shaded Fuel Break Program – Director Dittmer & Director Giugni: GVFSC asked to produce a summary report for first grant along with balance sheet and is due 8/1/23. It will be used in the 9/23 audit. Also need a draft budget for FY 23/24 for grant.

- g. Transition – Chairman Frische & Director Langstaff: Cash flow analysis workbook being updated monthly for future use.
7. OLD BUSINESS:
- a. Green Valley Fire Safe Council Update: No discussion.
 - b. Independent Fiscal Analysis with Fairfield Fire update: Draft fiscal analysis is complete. Waiting for a date to meet with LAFCO to introduce the plan, analysis, and contract, all in draft.
 - c. District property and equipment inventory and disposal update: Inventory list be added to Google Drive for Board access.
 - d. Discussion regarding securing extra help to work on the disposal of equipment: See New Business 8b.
8. NEW BUSINESS:
- a. Review, discussion, and adoption of Fiscal Year 2023/24 CFPD Operating Budget: Discussion and Director Langstaff moved to approve, second by Director Giugni. Approved by Chairman Frische, Director Giugni and Director Langstaff. Director Dittmer abstained.
 - b. Review, discussion, and vote to terminate current Extra Help agreement with Chief Carpenter as of 6/30/23 and replace with a revised hourly Extra Help agreement as of 7/1/23. Discussion. The Chief will be working less hours until equipment disposal work picks back up. The Chief doesn't have enough work to fill a week. When activity picks up, he will continue hourly. Also, when the Chief returns to longer hours he will need assistance for heavier tasks. Director Giugni moved to accept, Director Langstaff seconded, and approved.
9. CHAIRMAN'S COMMENTS: Chairman Frische thanked everyone for their ongoing efforts.
10. BOARD MEMBER COMMENTS: Various comments by other Directors.
11. ANNOUNCEMENTS: None
12. NEXT BOARD MEETING:
- a. August 8, 2023, 6:00 pm
13. ADJOURNMENT: Meeting adjourned at 7:15pm