



CORDELIA FIRE PROTECTION DISTRICT

BOARD OF DIRECTORS

MEETING MINUTES

August 11, 2020 @ 6:00 pm
Cordelia Fire Station
2155 Cordelia Road, Fairfield, CA. 94534

1. OPENING CEREMONIES: 6:00 pm
 - a. Call to Order **Meeting called to order at 6:07 pm.
 - b. Pledge of Allegiance **Led by K. Barlow
 - c. Roll Call **All members of the Board present.

2. ADOPTION OF THE AGENDA: **agenda adopted by consensus without objection.

3. APPROVAL OF MINUTES:
 - a. Regular Meeting Minutes of June 9, 2020, and July 14, 2020. **** The Secretary of the Board misplaced the original handwritten notes of the June 9th meeting. The Board takes a few minutes to review the agenda and reconstruct the minutes using recollection of all board members and some written notes of board members. June 9th was reconstructed during the meeting. ***On motion of McAlister and second by Frische, the minutes of June 9 as articulated and reconstructed in the meeting and the minutes of July 14 were approved unanimously.

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 in order 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.

**Members of the public were present but no persons wished to address the board on non-agenda items.
forum

5. SPECIAL TAX / DEVELOPER FEE APPEAL: **None

6. CONSENT AGENDA:
 - a. Review and possible ratification of District accounts payable transmittals for May and July 2020
***Approved unanimously on motion of Frische and second by Senior

7. BOARD COMMITTEE REPORTS:
 - a. Special Tax – Vice Chairman Frische & Director Langstaff **No report
 - b. Budget – Vice Chairman Frische and Chairman Dittmer **No report
 - c. Policies & Admin. – Director Langstaff & Director McAlister **No report
 - d. Ops. & Equip. – Chairman Dittmer & Director McAlister ** No report
 - e. Facilities – Director Senior & Director McAlister **A successful cleanup day was held at the Green Valley Fire Station. Another work day will be scheduled. **A discussion was held regarding the Fire Safe Council, evacuation planning and the need for involvement and partnership with the Solano County Sheriff’s Department who has the legal authority to conduct evacuations.

8. OLD BUSINESS:

- a. 56 Hour Workweek Schedule & Payroll Vendor Update **A lengthy discussion was held about payroll services to be provided by an outside vendor. The discussion centered around the mechanics of processing payroll and checks and balances.
- b. Medical Director Update **The Fire Chief provides an update on the medical director and the ALS approval process with Solano County. The Chief has encountered significant issues getting an cooperation from Solano EMS. Solano EMS failed to show up to a meeting this morning at Fire Station 31.
- c. LAFCO Fire District Study Update **A meeting was held in Fairfield on Monday hosted by LAFCO. The future of fire districts was discussed. There was a robust discussion but it was lacking firm, concrete direction from elected officials.
- d. Firesafe Council Update to include Grant Agent **There is discussion underway about evacuation planning in Green Valley. There is a committee formed and it involves the Solano County Sheriff's department. There is debate about the use of signs. There are plans to acquire a chipper under a grant. A draft MOU was circulated for possible future adoption. The concept is the Fire District could be a fiscal agent for the GVFSC.
- e. Strategic Communication and Action Plan v15a Update ***The Cordelia Fire page on Nextdoor is up and running. On motion of Langstaff and second by Senior, the Board votes unanimously to-Set date for community presentation at GVCC for presentation of the Strategic Plan. Glen will lead establishing a date and coordinating with various groups.
- f. Vacaville Fire District Contract for Services Update ***The is a new draft that is in final phases. Once approved by County Counsel, it will be presented to the Board for possible approval. Chief Wood and Laura Wood were present at the meeting.

9. NEW BUSINESS:

- a. Acknowledgement and possible discussion regarding Bank of The West account and ADP. **The Board has a lengthy discussion on having an account at Bank of the West for payroll purposes. The Board has a discussion about check and balances and the need for integration with County fiscal in order to have a "full picture" of the account status. There was no opposition to
- b. Solano LAFCO Fire District Discussion **A lengthy discussion was held on the LAFCO meeting hosted amongst all the Districts. While no decisions were made, there was consensus to keep meeting to improve the future of fire services among the four districts.

COMMUNICATIONS/CORRESPONDENCE: **No report

10. STAFF COMMENTS & REPORTS:

- Firefighters Association ***Kenny Barlow gives a report about SCFA and membership. The FF Association is now using a firm called Distinctive Recognition for apparel.
- Apparatus **Some apparatus is out of service and others will require substantial maintenance.
- Call Response **Calls have been steady- a report was included in the Board packets.
- Staffing****The Chief gives a report on staffing. The numbers have been good, some days have had 6 persons on duty. Fire Station 29 has been staffed a few nights a week.
- Monthly Training*** Driver operator training is coming this week. It includes pump operator training.
- Cost Recovery **The cost recovery report is included in the board packet.
- The Chief reports that we are receiving a CALFIRE 50/50 grant for wildland firefighting pants. This will need to be agendized next month for a resolution.

11. CHAIRMAN'S COMMENTS: **The chair thanks Chief Carpenter for all his work. We will also be sending a letter of thanks to Father John for all his work at Fire Station 29.

12. BOARD MEMBER COMMENTS: ***Various board members thank the members of the organization for their services to the community. The cleanup was a success and this organization doesn't work without everyone's participation.

13. ANNOUNCEMENTS: ***None

14. NEXT BOARD MEETING:

a. September 8, 2020 6:00 pm

15. ADJOURNMENT: **Meeting adjourned Motion by Senior, second by Langstaff, approved unanimously.