

CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Chairman Jeff Dittmer
Vice Chairman Jim Frische
Secretary Steve Vucurevich
Director Brent Kerlin
Director Carl Hakenen



Regular Meeting Minutes

August 9, 2016 1830 hours

Cordelia Fire Station 31

2155 Cordelia Road Fairfield, California 94534

1. OPENING CEREMONIES

- a. Call to Order at 18:32 hours
- b. Roll Call

Present: Chairman Dittmer, Vice Chairman Frische, Director Hakenen, Director Kerlin, Director Vucurevich and Battalion Chief Kemp.

2. ADOPTION OF THE AGENDA

- a. Motion by Vice Chairman Frische, second by Director Hakenen to adopt agenda. Motion carried.

3. APPROVAL OF MINUTES

- a. Motion by Director Hakenen, second by Director Kerlin to approve the July 12, 2016 Regular Meeting Minutes. Motion carried.

4. PUBLIC FORUM

- a. None

5. SPECIAL TAX/DEVELOPER FEE APPEALS

- a. Special Tax/Developer Fees – No report.

6. FINANCIAL REPORT

- a. Reviewed accounts payable transmittals for July 2016. Motion by Director Hakenen, second Director Vucurevich to ratify district accounts payable transmittals for July 2016. Motion carried.

7. BOARD COMMITTEE REPORTS

- a. Special Tax: County estimates indicate we have 1,234 parcels and \$389,157.64 in gross tax revenue.
- b. Budget – The committee plans to meet soon.
- c. Strategic Plan: No report.
- d. Policies & Administration: Report will be given in Old Business.

- e. Operations and Equipment:
 - 1. Director Vucurevich reported on meetings with Vacaville District to explore opportunities with resource sharing of administrative and support services between the districts. The Board assigned Chairman Dittmer and Director Vucurevich to an ad hoc committee to further explore these opportunities.
- f. Facilities: Director Kerlin reported the Firefighter Association has donated \$700.00 towards the purchase of a new stove and microwave for Station 29. The Station 29's electrical service is operational, the kitchen base cabinets are installed, the desk and T.V. stand are installed, and the new shower is completed.

8. OLD BUSINESS

- a. Living Quarters:
 - 1. Station 29 – Covered in facility report.
- b. CFPD Way: The document is still in the process of being updated.
- c. Board Policies:
 - 1. Fixed Asset Policy: Motion by Director Hakenen, second by Director Kerlin to approve Board Policy 4020 – Fixed Assets, identifying items with a life expectancy of more than 2 years and a value of more \$2,000.00 . Motion carried.
 - 2. Records Management Policy: Motion by Director Hakenen, second by Director Vucurevich to approve Board Policy 6040 – Records Management. Motion carried.
- d. MOU Solano County Auditor-Controller: No action.

9. NEW BUSINESS

- a. GANN Report: Motion by Director Hakenen, second by Vice Chairman Frische to adopt Resolution 2016-04, a resolution to establish appropriations limit. Motion carried

10. COMMUNICATIONS/CORRESPONDENCE

- a. None.

11. DISTRICT CHIEF COMMENTS – Report by Battalion Chief Kemp

- a. Firefighters Association: Derek Marrero reported the Association is planning on hosting a wine mixer event and a CFD Alumni event. They will also be participating in the M.D.A. Boot Drive this fall. The Association will coordinate boot drive activities with the Sheriff's Department. On October 1st the Association is planning on staffing an engine at the Home Depot Safety day. The Association is also working on developing a video based recruiting tool.
- b. Apparatus: All units are in service.
- c. Call Response: A written report was provided to the Board. No action taken.
- d. Personnel: Six new resident firefighters have been hired and four will be starting within the next two weeks.
- e. August Monthly Training: A written report was provided to the Board. No action taken.

- f. LAFCO: The agreement will be approved at the October Board of Supervisors meeting. The Chief has been in contact with Fairfield Fire about revisions to the Automatic Aid Agreement and is waiting for them to make the changes.
- g. Turn Outs: Engineer Smith gave a verbal report and provided a written inventory of our current gear. He will research options for use of our old turnouts.

12. CHAIRMAN'S COMMENTS

- a. Chairman Dittmer suggested adding a history of CFD members that have been hired full time by other agencies to the recruitment video the Firefighters Association is working on. Chairman Dittmer reported he has turned in his paperwork to continue on the Board. He thanked Director Kerlin for all the work he is doing on Station 29 and encouraged him to turn in his paperwork to continue on the Board. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

13. BOARD MEMBER COMMENTS

- a. Vice Chairman Frische asked about taxing businesses that are run out of homes in the District. He thanked Directors Kerlin and Vucurevich for their work on Station 29. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Hakenen encouraged Director Kerlin to continue on the Board and thanked him for all of his efforts on Station 29. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- c. Director Kerlin thanked Engineer Smith for his work on the Turn Out Project and also thanked Director Vucurevich for his help on Station 29. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- d. Director Vucurevich thanked Director Kerlin for all of his work on Station 29 and encouraged him to stay on the Board as well. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

14. ANNOUNCEMENTS

- a. Next Board meeting September 13, 2016 at 18:30 hours.

15. ADJOURNMENT

- a. Motion by Vice Chairman Frische, second by Director Kerlin to adjourn meeting at 19:33 hours. Motion carried.

Respectfully submitted, Steve Vucurevich, Secretary