

# CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

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



**Regular Meeting Minutes**  
**February 13, 2017 15:30 hours**  
**Cordelia Fire Station 31**  
**2155 Cordelia Road Fairfield, California 94534**

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## **1. OPENING CEREMONIES**

- a. Call to Order Closed Session 17:28 hours – Personnel matter and Fire Chief Contract Negotiations.
- b. Return to Open Session 18:03 hours – No action to report from closed session.
- c. Call to Order at 18:09 hours
- d. Pledge of Allegiance
- e. Roll Call

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

## **2. ADOPTION OF THE AGENDA**

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

## **3. APPROVAL OF MINUTES**

- a. Change date in the Header to January 16, 2018.
- b. Motion by Vice Chairman Frische, second by Director Hakenen to approve the January 16, 2018 Regular Meeting Minutes with correction noted above. Motion carried.

## **4. PUBLIC FORUM**

- a. None

## **5. SPECIAL TAX/DEVELOPER FEE APPEALS**

- a. None

## **6. FINANCIAL REPORT**

- a. Reviewed accounts payable transmittals for January 2018. Motion by Director Vucurevich, second Director Hakenen to ratify district accounts payable transmittals for January 2018. Motion carried.

## **7. BOARD COMMITTEE REPORTS**

- a. The agenda needs to be updated to reflect current committee structure.
- b. Special Tax: No report.
- c. Budget: The committee met and reviewed the current budget.
- d. Strategic Plan: The next meeting is scheduled for March 13<sup>th</sup>.
- e. Policies & Administration: The committee is reviewing existing and as well as other samples of job descriptions.
- f. Operations and Equipment: The committee went to look at one of Contra Costa County's light rescue units built by Ferrara Fire Apparatus. The committee also met with a sales representative from Ferrara Fire Apparatus. The committee is continuing the process of designing and looking at options for the purchase of a light rescue vehicle.
- g. Facilities: No report.

## 8. Old Business

- a. EMS Cost Recovery: Operations Manager for Medic Ambulance Company, Jimmy Pearson, gave a verbal presentation on the possibility of Medic Ambulance handling the billing for Emergency Medical Services. The County Council will review the contract currently used by Fairfield, and Benicia and findings will be brought to the next Board Meeting.
- b. EMS/Rescue Truck: Chief Martin gave a presentation on the justification for the purchase of a light rescue vehicle that will be assigned as the primary response vehicle for Station 29. The Board supports moving forward with the concept. Chief Martin will contact Hi Tech to see what they have to offer.
- c. SCBA Grant: \$17,865.00 is our portion of the cost for the purchase of the equipment. M.S.A. is the vendor selected for the SCBA's. The equipment should be delivered by the end of May.

## 9. NEW BUSINESS

- a. New Employee: Motion by Director Vucurevich, second by Director Hakenen for the Chief to initiate the hiring of a Fire Captain to fill the vacant Battalion Chief position. Motion carried.
- b. Station 29 Lease: The Marriani Partnership is asking for a 90 day extension of escrow. We reviewed a draft lease agreement in preparation for discussion with the Marriani Partnership when escrow closes.
- c. Review of audit: Vice Chairman Frische will talk to our Auditor about renewing our contract. Based on the Auditors findings, the Chief will contact County Finance about creating a separate tracking system for Administrative Leave. The Auditor also noted there was a discrepancy in the number of I Pads. The Chief has documentation that we received five I Pads and one was returned. He will provide this documentation to Vice Chairman Frische.
- d. PSTrax: Chief Martin gave a presentation on the system. The Chief will send Board Members a link to a product video. All comments and questions should be directed to the Chief.
- e. Surplus: The Board reviewed a list of surplus equipment. Motion by Director Hakenen, second by Director Kerlin giving Chief Martin

authority to surplus and dispose of unneeded equipment appropriately.  
Motion carried.

- f. Turn Out Dryer and Tester: Chief Martin directed to move forward with the purchase of this equipment. The turnout dryer and tester will be funded by purchasing four fewer sets of turnouts that were previously approved for purchase.

#### **10. COMMUNICATIONS/CORRESPONDENCE**

- a. Disney Corporation has donated two tickets for each firefighter that responded last year on strike teams to the Southern California Fire Incidents .

#### **11. DISTRICT CHIEF COMMENTS**

- a. Fire Fighters Association: No report.
- b. The Chief thanked the members for construction work and painting at Station 31.
- b. Chief Martin acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

#### **11. CHAIRMAN'S COMMENTS**

- a. Chairman Dittmer advised that he and Vice Chairman Frische met with Central Green Valley property owners about a possible station in the area. A special meeting will be held to discuss the Board providing a letter in support of sewer services in Central Green Valley. These services will be beneficial if a future station is built in the area. The meeting will be held on February 16<sup>th</sup> at 15:00 hours.
- b. Chairman Dittmer thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

#### **12. BOARD MEMBER COMMENTS**

- a. Vice Chairman Frische thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Hakenen thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- c. Director Kerlin thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- d. Director Vucurevich thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

#### **13. ANNOUNCEMENTS**

- a. Next Strategic Planning meeting is scheduled for March 13, 2018 at 16:00 hours.
- b. Next Board meeting March 13, 2018 at 18:00 hrs.

#### **14. ADJOURNMENT**

- a. Motion by Vice Chairman Frische, second by Director Hakenen to adjourn meeting at 20:55 hours. Motion carried.

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Respectfully submitted, Steve Vucurevich, Secretary