

# 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

May 8, 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 17:30 hours – Fire Chief Contract.
- b. Return to Open Session 18:03 hours
  1. Closed Session Report: Approved Personal Services Agreement with Chief Martin effective date March 30, 2018 and expiration date of June 30, 2021.
- c. Call to Order at 18:05 hours
- d. Pledge of Allegiance
- e. Roll Call  
Present: Chairman Dittmer, Director Hakenen, Director Vucurevich and Chief Martin.

### 2. ADOPTION OF THE AGENDA

- a. Motion by Director Hakenen, second by Director Vucurevich to adopt the agenda. Motion carried.

### 3. APPROVAL OF MINUTES

- a. Motion by Director Hakenen, second by Director Vucurevich to approve the March 13, 2018 Regular Meeting Minutes. Motion carried.

### 4. PUBLIC FORUM

- a. None

### 5. SPECIAL TAX/DEVELOPER FEE APPEALS

- a. None

### 6. FINANCIAL REPORT

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

### 7. BOARD COMMITTEE REPORTS

- a. Special Tax: Report from the Special Tax Committee submitted to the Board.
- b. Budget: The Budget Committee has been working on a preliminary budget, which does not include personnel costs due to upcoming contract negotiations. The committee will have a proposed budget for next month's meeting.
- c. Strategic Plan: No report.
- d. Policies & Administration: The Chief's Personal Services Agreement has been approved and the committee will be meeting with the labor group to begin contract negotiations.
- e. Operations and Equipment: Two candidates are in the process for the Lieutenant Position and we hope to have the position filled by July 1, 2018.
- f. Facilities: A 50 gallon water heater has been installed at Station 31. The copper lines to the bathrooms have been replaced as well. The women's shower at Station 31 is almost complete. A new turnout dryer will be installed at Station 31.

#### **8. Old Business**

- a. EMS Cost Recovery: Waiting on Medic Ambulance for the contract proposal. The goal is to have the contract in place by July 1, 2018.
- b. EMS/Rescue Truck: A special meeting will be scheduled to vote on the purchase of the vehicle. The Chief will forward the tag on bid information to the County Council for review.
- c. SCBA Grant: There is a delay on equipment delivery, with the expected arrival time to be sometime in July. Our percentage of the purchase will be paid from this year's fiscal budget.
- d. New Employee: Covered in the Operations/Equipment Report.
- e. Falls School: Discussed the current situation and some possible options for the facility repair needs.

#### **9. NEW BUSINESS**

- a. Travis AFB Mutual Aid In Fire Emergency Services Agreement: Motion by Director Hakenen, second by Director Vucurevich to approve the Travis AFB Mutual Aid in Fire Emergency Services Agreement. Motion carried.
- b. Solano County Lawyer Fee Increase: We have received notification of an hourly rate increase for legal services.
- c. Parcel Viewer: We discussed the program, but there is no interest in purchasing the program at this time.

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

- a. None.

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

- a. Fire Fighters Association: No report.

- b. Apparatus: Engine 31 had an exhaust manifold gasket replaced by North Bay Truck Repair. Engine 231 had a door latch replaced with the work done in house. Engine 29 is at High Tech for pump testing and minor repairs. A leak was found coming from the transmission retarder, which resulted in the retarder needing to be rebuilt. The Chief advised he is holding off on some tire replacements and routine apparatus maintenance until next fiscal year.
- c. Personnel: Two Resident Firefighters have been hired full time by other agencies. One new Resident Firefighter is in the hiring process and we currently have 28 total firefighters, including paid personnel.
- d. Call Response: Received written report.
- e. May Monthly Training: Received written report.
- b. Chief Martin reported that there was an extended extrication incident last week and our members did an outstanding job! He also expressed appreciation for our members helping Director Kerlin with station maintenance projects. He also 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 expressed his appreciation to Engineer Smith and Captain Untalan for taking good care of the District while the Chief was gone.
- b. Chairman Dittmer thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

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

- a. Director Hakenen thanked the Chief for keeping us in budget. He reminded the Board of the Association Wine Mixer being held on May 19<sup>th</sup>. He reminded the Board that we need to set the tax rate by resolution at our next monthly meeting. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Vucurevich thanked Engineer Smith for his participation with the Operations/Equipment Committee and also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

#### **13. ANNOUNCEMENTS**

- a. Special Meeting on the purchase of the Light Rescue Vehicle is tentatively scheduled for May 18<sup>th</sup> at 08:30 hours.
- b. Next Board Meeting June 12, 2018.

#### **14. ADJOURNMENT**

- a. Motion by Director Hakenen, second by Director Vucurevich to adjourn meeting at 19:40 hours. Motion carried.

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Respectfully submitted, Steve Vucurevich, Secretary

