



**CORDELIA FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
REGULAR MEETING  
MINUTES**

**December 10, 2019 @ 6:00 pm**

Cordelia Fire Station

2155 Cordelia Road, Fairfield, CA 94534

---

1. OPENING CEREMONIES: 6:12 pm
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call: Directors Dittmer, Frische and Hakenen present. Director McAlister arrived at 6:30 pm.
2. ADOPTION OF AGENDA: Motion Hakenen, Second Frische– Passed
3. APPROVAL OF MINUTES: Motion by Hakenen, Second by Frische - Passed
  - a. Regular Meeting November 12, 2019.
  - b. Regular meeting November 19, 2019
4. PUBLIC FORUM: - no comments
5. SPECIAL TAX / DEVELOPER FEE APPEAL – None
6. CONSENT AGENDA: - Motion to approve accounts payable for September, October, November and December 2019 by Director Hakenen, seconded by Director Frische - Passed
7. BOARD COMMITTEE REPORTS:
  - a. Special Tax – no report
  - b. Budget – Completed both annual and 5-year Impact Fee Report which was approved by Solano County Board of Directors.
  - c. Policies & Admin. – no report
  - d. Ops. & Equipment. – continued discussions with county concerning payroll issues .
  - e. Facilities – no report
8. OLD BUSINESS:
  - a. 48/96 WORK SCHEDULE – Payroll vender meeting scheduled
  - b. Medical Director Update – Continued communication with Solano County EMS to determine what district needs to do to reach all compliance aspects
  - c. Fire Chief Recruitment – Have received 3 applications and will review in a closed session on January 7, 2020 @ 6 pm.
  - d. Contract for services with Vacaville Fire Protection District – Ongoing discussions to determine non-operational type of functions that may be contracted for.
  - e. LAFCO Fire District Study – over to next regular meeting
  - f. Firesafe Council Update – continuing to develop organizational requirements.
  - g. Annual Audit – Late entry of Old Business – received final report.

9. NEW BUSINESS:
  - a. Board Position Vacancy – will be posted this week and Board Meeting on January 14, 2019 @ 6 pm to consider any applications for appointment to position.
  - b. Late entry – Fire district Web Site – ongoing investigation to reestablish.
  
10. COMMUNICATIONS/CORRESPONDENCE:
  - a. Letter to Supervisor Monica Brown related to funding for emergency equipment for fire district.
  - b. Modification to FAIRA agreement. Scheduled for consideration at Special Meeting on December 17, 2019 @ 6 pm.
  
11. STAFF COMMENTS & REPORTS:
  - a. Firefighters Association – Annual awards dinner held, visiting various Firefighter Academy graduations and presentation of Firefighter helmet logo to Board members in appreciation of their service to district by the association.
  - b. Apparatus – Brush 531 has electrical issue but can be used if necessary. Engine 31 has radio issue but can be used if necessary.
  - c. Call response – unavailable from Solano County
  - d. Staffing – Still have some issues with staffing issues but do have 7 possible new residents in the hiring process.
  - e. Monthly training – on email sent to directors to review
  
12. CHAIRMAN’S COMMENTS: General thanks to everyone for assistance in operating district in this transition time.
  
13. BOARD MEMBER COMMENTS: - General thanks
  
14. ANNOUNCEMENTS: None
  
15. NEXT BOARD MEETING:
  - a. Special Meeting December 17, 2019 @ 6 pm for FAIRA review
  - b. Special Meeting January 7, 2020 (Closed Session) Personnel
  - c. Regular Meeting January 14, 2020 @ 6 pm.
  
16. ADJOURNMENT: Motion by Frische seconded by McAlister Passed at 7:34 pm.

Respectfully Submitted

Carl Hakenen, acting Secretary.