



# CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

May 14, 2019 @ 6:00 pm

Cordelia Fire Station

2155 Cordelia Road, Fairfield, CA 94534

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1. OPENING CEREMONIES: 6:00 pm
  - a. Call to Order \*\*\*Meeting called to order at 6:08 pm
  - b. Pledge of Allegiance
  - c. Roll Call \*\* Director Frische is absent, Director Hakenen will be late
2. ADOPTION OF THE AGENDA:
3. APPROVAL OF MINUTES:
  - a. Regular board meeting of April 9, 2019
  - b. Special board meeting of May 2, 2019
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.
5. SPECIAL TAX / DEVELOPER FEE APPEAL:
6. CONSENT AGENDA: \*\* Following a few questions and discussion, the consent agenda was approved on motion of McAlister and second by Kerlin- approved unanimously.
  - a. Review and possible ratification of District accounts payable transmittals for April 2019
    - i. Expense report
    - ii. Credit card statement
    - iii. Monthly Journal
    - iv. Cost Recovery

\*\*The consent agenda was taken out of order. Director Hakenen arrived at 6:22 and participated in the consent agenda discussion and vote.
7. BOARD COMMITTEE REPORTS:
  - a. Special Tax – Vice Chairman Frische & Director Hakenen \*\* No Report
  - b. Budget – Vice Chairman Frische and Chairman Dittmer. \*\*Meeting coming up
  - c. Policies & Admin. – Director Hakenen & Director McAlister. \*\* No Report
  - d. Ops. & Equip. – Chairman Dittmer & Director McAlister. \*\*No Report
  - e. Facilities – Director Kerlin & Director McAlister. \*\* No Report

8. OLD BUSINESS CONTINUATION:

- a. 48/96 Work Schedule - \*\* No Update- Suisun City evaluating feasibility. Need to approach Rio Vista
- b. EMS/Rescue Truck - \*\*Chief reports it is possible to get out of the purchase agreement. There could be some fees associated with cancellation. Estimated at \$5,000 or less in fees. Some discussion was had about the long term plan related to cancelling the order. \*\* Further discussion was delayed until Director Hakenen was present. This item re-visited at 6:35. On motion of Hakenen and second by McAlister, the motion to cancel the order was approved unanimously.
- c. St 29 & 30 Comments – Falls School \*\*No report.
- d. County Ambulance RFP \*\* Chief Trepanier (FRF) provided a report on the SEMSC meeting. It appears Medic Ambulance may be granted a 5 year extension.

9. OLD BUSINESS: \*\*The Fire Chief provided an update. No action taken.

- a. Nexus Study

10. NEW BUSINESS:

- a. FAIRA – Ballot. \*\*Motion by Hakenen and second by Kerlin to vote for all 7 nominees. Approved unanimously.
- b. Staffing
- c. Availability of remaining candidates
- d. Possible hiring of an additional employee

\*\*b,c&d taken all together. The Fire Chief gives a report on staffing and retention challenges. Staffing is light and personnel are lacking in experience. The Fire Chief reports that we are potentially losing a full time employee within weeks to another agency. Many days are not staffed by a qualified operator. With fire season coming and staffing light, there is much concern about our ability to provide service to our residents. The discussion involved the fact that this hiring action could put the District over budget. The consensus was; coverage is critically important and the use of reserves and “overhiring” is acceptable short term while long term solutions are sought. Motion by McAlister to make a job offer to the one eligible candidate on the list at the position the Fire Chief feels most appropriate and “go out” for Engineer, Lieutenant and Captain to establish new eligibility lists. Second by Hakenen and approved unanimously. This action effectively creates a 4<sup>th</sup> line position.

11. COMMUNICATIONS/CORRESPONDENCE:

12. FIRE CHIEF COMMENTS:

- Fire Fighters Association \*\*Verbal report received. Wine mixer Sunday May 19<sup>th</sup> at Green Valley Cellars from noon to 4 pm.
- SB – 438 \*\* Verbal report given
- LAFCO – Pacific Flyway Boundary Change \*\*Verbal report given.
- Apparatus
  - \*\*Fire Chief provides a verbal report. The air trailer is out of service.
- Call response
  - April / Call Volume comparison prior year/current year \*\*Report given
- Personnel \*\*No Report
- May monthly training \*\* Written report provided.

13. CHAIRMAN’S COMMENTS:

14. BOARD MEMBER COMMENTS:

15. ANNOUNCEMENTS:

16. NEXT BOARD MEETING:

- a. June 11, 2019

17. CLOSED SESSION:

- a. Contract Negotiation
- b. Employee Discipline/Dismissal/Release

\*\*The Board met in closed session- then reconvened in open session, there was no reportable action taken in closed session.

18. ADJOURNMENT:

\*\* By unanimous consent, the meeting was adjourned.

*The Cordelia Fire Protection District (“District”), in complying with the Americans with Disabilities Act (“ADA”), requests individuals who require special accommodations to access, attend and/or participate in District Board meetings due to a disability, to please contact the Chief’s office, (707) 864-0468, at least one business day prior to the scheduled District Board meeting to ensure that we may assist you.*