



# CORDELIA FIRE PROTECTION DISTRICT

## BOARD OF DIRECTORS

### REGULAR MEETING

### MINUTES

July 15, 2019 @ 6:00 pm

Cordelia Fire Station

2155 Cordelia Road, Fairfield, CA. 94534

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1. OPENING CEREMONIES: 6:00 pm. \*\*Meeting called to order at 6:07 pm
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call
2. ADOPTION OF THE AGENDA: \*\*Motion by Hakenen, second by McAlister to approve the agenda, approved unanimously.
3. APPROVAL OF MINUTES:
  - a. Regular Board meeting of June 18, 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.  
  
\*\*Cody Schaake addressed the Board and the group thanking the organization for his success while he was with Cordelia.  
\*\*Roger Merrill, President of GVLA addressed the group with general concerns about the future of fire protection
5. SPECIAL TAX / DEVELOPER FEE APPEAL: Director Hakenen gave an oral report about the County accepting the tax roles as offered by the District.
6. CONSENT AGENDA:
  - a. Review and possible ratification of District accounts payable transmittals for June, 2019  
\*\*Consent agenda approved unanimously, Motion by Hakenen, second by Frische
7. BOARD COMMITTEE REPORTS:
  - a. Special Tax – Vice Chairman Frische & Director Hakenen \*\* Oral presentation given
  - b. Budget – Vice Chairman Frische and Chairman Dittmer \*\*Oral Report given
  - c. Policies & Admin. – Director Hakenen & Director McAlister \*\* No Report
  - d. Ops. & Equip. – Chairman Dittmer & Director McAlister \*\* No Report
  - e. Facilities – Director Kerlin & Director McAlister \*\*Some work done at Fire Station 29, building is not in good condition.
8. OLD BUSINESS:
  - a. 48/96 Work Schedule. \*\*No Update
  - b. Medical Director Update. \*\* Dr. Siu is on board and DEA number has been obtained. Dr. Siu will be involved in restoring the paramedic services.
  - c. County Ambulance RFP. \*\* Medic Ambulance getting 5 year extension
  - d. Approval of the 2019-20 budget \*\* Pending- no report
  - e. Website Exemption Resolution \*\* Pending- for future meeting
  - f. Staff boot replacement. \*\*No action taken.

- g. Fire House reporting software \*\* No action taken
- h. Surplus of old equipment – turnouts, SCBA's. \*\*No action taken
- i. Surplus Utility 31

9. NEW BUSINESS:

- a. Formation of a Committee to explore a contract for services with the City of Fairfield
- b. Review of 2019\_2020 Pay Scale for posting. \*\*This report will be available at the station for public viewing at anytime upon request.
- c. Fire Chief Selection Process- Public & Staff Input \*\*The Board received verbal input from the public about some of the desired qualifications of a Fire Chief. There was some discussion about the future direction of the District as it relates to the Fire Chief's position.

10. COMMUNICATIONS/CORRESPONDENCE: \*\* The Chairman announces for the public and for the record that the Board received the resignation of Chief Martin.

11. STAFF COMMENTS & REPORTS:

- Firefighters Association \*\* The Association gave a report on some options for posting resident volunteer positions.
- Apparatus
  - Engine 231. \*\*Engine 231 will be back at Station 31 July 15
  - Apparatus numbering. \*\*Unauthorized decals will be removed.
- Call response. \*\*Not available
- Staffing. \*\* Spencer Schilling and Jesus Garcia have completed probation and were presented with helmets and badges from Captain Untalan.
- July monthly training

12. CHAIRMAN'S COMMENTS: \*\*The Chairman thanks board members and staff for their contributions over the last few weeks.

13. BOARD MEMBER COMMENTS: All Board members gave thanks to the staff and other board members for recent extraordinary contributions.

14. ANNOUNCEMENTS:

15. NEXT BOARD MEETING:

- a. August 13, 2019 6pm

16. CLOSED SESSION: \*\*\*The Board breaks at 7:20

- a. Selection / Interview /Potential Appointment of Interim Fire Chief
- b. Personnel Issues

\*\* The Board returned to open session at 8:15 pm. The Chair reports that Jim Nolan has been selected as the Interim Fire Chief. This action will be pending required new hire documentation with County Human Resources.

\*\*The Board returned back into closed session at 8:25 pm.

\*\*The Board returned to open session at 8:50pm. The Chair reports that the Board has accepted the letter of resignation from Chief Keith Martin.

17. ADJOURNMENT:

\*\*On motion of Hakenen and second by Frische, the Board votes unanimously to adjourn the meeting.

*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.*