



# CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

**June 18, 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 6:14 pm
  - a. Call to Order
  - b. Pledge of Allegiance
  - c. Roll Call \* All members of the Board are present
2. ADOPTION OF THE AGENDA: \*\*Motion by Hakenen, second by Kerlin, approved unanimously
3. APPROVAL OF MINUTES:
  - a. Regular board meeting of May 14, 2019. \*\*Motion by Hakenen, second by Kerlin, approved unanimously.
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.

\*\*From the audience, a member of the full time staff asked about the FLSA impacts now that the District has 5 full time employees. Director Dittmer indicates it is difficult to give an immediate answer to that question. It will be looked into further.

5. SPECIAL TAX / DEVELOPER FEE APPEAL: \*\*Director Hakenen gave a verbal report on a few minor communications he had with the County regarding the special tax.
6. CONSENT AGENDA:
  - a. Review and possible ratification of District accounts payable transmittals for May 2019
    - i. Expense report
    - ii. Credit card statement
    - iii. Monthly Journal
    - iv. Cost Recovery

\*\*After some discussion, Motion by Frische, second by Hakenen, approved unanimously.

7. BOARD COMMITTEE REPORTS:
  - a. Special Tax – Vice Chairman Frische & Director Hakenen \*\*Covered above in Item #5.
  - b. Budget – Vice Chairman Frische and Chairman Dittmer \*\*No Report

- c. Policies & Admin. – Director Hakenen & Director McAlister. \*\*No Report
- d. Ops. & Equip. – Chairman Dittmer & Director McAlister. \*\*No Report
- e. Facilities – Director Kerlin & Director McAlister. \*\*Director Kerlin gave a verbal report on a few station maintenance items. Some discussion if the District should invest some money in facility maintenance at Fire Station 29. There has been no communication from FFSUSD as of late. Consensus was to do some minor maintenance.

\*\*\*The Board had a lengthy discussion about the future of the Fire District, the City of Fairfield contracting issue and the LAFCO fire district study. The board had consensus to continue discussions with the City of Fairfield about the option of contracting for service. The Board requested, Dittmer and McAlister to continue the discussion and report back to the Board. \*\*\*To be on the agenda next month.

8. OLD BUSINESS CONTINUATION:

- a. 48/96 Work Schedule - \*\*The Fire Chief has an inquiry in to the City of Rio Vista-sainting to hear from Suisun City as well.
- b. EMS/Rescue Truck - \*\* Can be removed from agenda.
- c. St 29 & 30 Comments – Falls School \*\*Covered above under facility maintenance.
- d. County Ambulance RFP \*\*To be removed for now.

9. OLD BUSINESS:

10. NEW BUSINESS:

- a. Resolution No. 2019-02 – GANN appropriations limit.  
\*\*Motion by Hakenen, Second by McAlister, Approved unanimously
- b. Approval of the 2019-20 budget.  
\*\*Director Frische gave a presentation about the proposed budget and some of the options for next year. Director Frische has spent tremendous time and effort making the budget document workable as we consider multiple scenarios.  
\*\*On motion of Hakenen and second by McAlister, the budget including 5 full time employees was approved unanimously. This budget includes a structural deficit and relies on fund balance to cover the difference. This is required to increase career staffing due to multiple reasons this board has previously discussed.
- c. Web site exemption – Jim Frische (paperwork in packets)  
\*\*Following some discussion, the Fire Chief is directed to bring back a resolution for the boards consideration. The Board finds that a hardship exists for the Cordelia Fire District to establish and maintain a website with all of the information required by SB 929. The Fire District does not have staff sufficient to comply with the SB929 requirements. Furthermore, the Board finds the District does not have the financial resources to maintain a website.
- d. Surplus of old equipment – turnouts, SCBA’s.  
\*\*On motion of Hakenen, second by Frische, the Board unanimously approves and directs the Fire Chief to dispose of the equipment in the most appropriate manner.
- e. Surplus Utility 31  
\*\*Following some discussion, on motion of Hakenen and second of Frische, the Board votes to declare Utility 31 surplus. Fire Chief will return to the Board next month with a tentative value and recommendation of the process to sell.

- f. Fire House reporting software  
 \*\*The Fire Chief gives a report on the fire incident reporting software and the current status. Some additional options will be investigated and evaluated. Director McAlister, will work with the Chief for a few options. The Chief will return next month with additional information and a recommendation.
- g. Staff boot replacement?  
 \*\*Following some discussion, the Board gives direction to the Fire Chief to replace boots of members who lost items during a recent incident. The Board further directs the Fire Chief to update the policy for personal PPE replacement.

11. COMMUNICATIONS/CORRESPONDENCE:

- a. Nelson Brothers.  
 \*\*The Fire Chief reports on a donation received from the Nelson Brothers related to the recent Fire on Nelson Hill.  
 The Chief also reports on an additional thank you card and donation from another recent medical emergency.

12. FIRE CHIEF COMMENTS:

- Fire Fighters Association \*\* The President of the Association was present and gave a verbal report on the Association activities. The revenue from the recent wine mixer was \$730.60. There are future events planned including MDA event and a pancake breakfast.
- Apparatus
  - Air Trailer \*\*Back in service
  - Engine 231\*\*At Les Schwab getting some work done. \*\*Engine 31 will require some future work on a light mast.
  - Apparatus numbering. \*\*The Solano County Fire Chiefs have decided to renumber the County apparatus numbering system. We should expect to see some changes with apparatus numbering.
- Call response
  - May / Call Volume comparison prior year/current year  
 \*\*The Chief gave a report on dispatch call data.
- Personnel
- June monthly training

\*\*The Fire Chief gave a report on staffing and the ongoing challenges of staffing. We are anticipating the departure of one paid staff member. Examples include 2 people assigned to Tuesdays. There are many times when only 2 persons are on duty.

\*\*The Fire Chief distributed a copy of the Final Mutual Aid agreement.

\*\*The Chief thanks the Board for some bereavement time off. Chief is expecting a grandchild in a matter of days.

13. CHAIRMAN'S COMMENTS:

\*\*Comments made, recognizing the wine event and staff members.

\*\*Chairman Dittmer mentions that this month marks a 50 year affiliation with Cordelia Fire, starting at the age of 14.

14. BOARD MEMBER COMMENTS:

\*\*Board members thank the members and Board for participation on various District initiatives.

\*\*Director Frische requests the Medical Director be listed on the agenda next month for an update on the status of the Paramedic Program.

15. ANNOUNCEMENTS:

16. NEXT BOARD MEETING:

- a. July 9, 2019

17. CLOSED SESSION:

- a. Chief's evaluation
- b. Employee Discipline/Dismissal/Release

\*\*Following the closed session, the Board returned to open session. There was no reportable action taken during closed session.

18. ADJOURNMENT:

\*\*On motion of Hakenen and second by Kerlin, the meeting was adjourned unanimously.

*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.*

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Aaron J. McAlister, Secretary of the Board