

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
December 13, 2015 1830 hours
Cordelia Fire Station 31
2155 Cordelia Road Fairfield, California 94534

1. OPENING CEREMONIES

- a. Call to Order at 18:28 hours
- b. Pledge of Allegiance
- c. Roll Call

Present: Chairman Dittmer, Director Hakenen, Director Kerlin, Director Vucurevich and Chief Martin.

2. ADOPTION OF THE AGENDA

- a. Add election of officers to section 2.
- b. Motion by Director Hakenen, second by Director Vucurevich to adopt the agenda with addition noted above. Motion carried.
- c. Motion by Director Hakenen, second by Director Kerlin to re-elect by acclamation the current board for the coming year. Motion carried.

3. APPROVAL OF MINUTES

- a. Correction - change "met with" to "spoke with" in section 5A.
- b. Motion by Director Hakenen, second by Director Kerlin to approve the November 8, 2016 Regular Meeting Minutes with correction noted above. Motion carried.

4. PUBLIC FORUM

- a. None

5. SPECIAL TAX/DEVELOPER FEE APPEALS

- a. None

6. FINANCIAL REPORT

- a. Reviewed accounts payable transmittals for November 2016. Motion by Director Hakenen, second Director Vucurevich to ratify district accounts payable transmittals for November 2016. Motion carried.

7. BOARD COMMITTEE REPORTS

- a. Special Tax: No report.
- b. Budget – The committee held a meeting. Adjustments were made to line items reflecting current revenue and spending trends. The committee estimates an approximate \$90,000.00 deficit by the end of the budget year if current revenue and spending continues.
 - 1. Motion by Director Hakenen, second by Director Vucurevich to approve adjustments to the current budget as recommended by the budget committee. Motion carried.
- c. Strategic Plan: A tentative meeting will be held in January.
- d. Policies & Administration: No report.
- e. Operations and Equipment: A recruitment meeting was held. The committee will be meeting with Vacaville Fire Protection District representatives in the coming month to discuss resource sharing/consolidation opportunities.
- f. Facilities: No report.

8. OLD BUSINESS

- a. Standard of Customer Service: Members are to review the proposed document prior to our next meeting.
- b. Fair Labor Standards Act: There is no change to the standard at this time. There has been a lawsuit filed against the proposed changes.

9. NEW BUSINESS

- a. Mission Statement: First reading of the revised Mission Statement.
- b. Budget Adjustment: Completed in Committee Reports.
- c. Adoption of the 2016 Fire Code and amendments:
 - 1. Correction – Page 24 needs to reflect the Daily Republic as the newspaper used.
 - 2. Chief Martin will put a notice in the local paper indicating the adoption of the ordinance at our next meeting.
 - 3. Motion by Director Hakenen, second by Director Kerlin to dispense with the reading of the document. Motion carried.

10. COMMUNICATIONS/CORRESPONDENCE

- a. None.

11. DISTRICT CHIEF COMMENTS

- a. Firefighters Association: Reminder of the Christmas Dinner on December 16th and the Awards Dinner on Saturday February 11.
- b. Engines:
 - 1. Engine 29 – The unit is at High Tech waiting on parts from Pierce for repairs.
 - 2. Utility 31- Replaced battery.
- c. Call Response: A written report was provided to the Board. No action taken.

- d. Personnel: Three members have been hired by other agencies. Three additional members are in the hiring processes with other agencies. Staffing is very low on Sundays. We will be down to 25 members.
- e. December Monthly Training: A written report was provided to the Board. No action taken.
- f. Station 29 Roll Up Door: R&S Erection has submitted a bid to replace the opener and the bottom section of the door at a cost of \$3,100.00. The Chief will get additional bids.
- g. Fairfield Fire: Chief Martin met with Chief Velasquez and discussed contracting out services and consolidation of services. Chief Velasquez is open to the ideas. The Board supports exploring options based on our budget challenges.
- h. Station 29 Electrical Problem: The Chief replaced a breaker in the panel and it seems to have solved the problem.
- i. Station 31 remodel: Doors to dorm rooms are hung, the walls have been painted and trim is being installed.
- j. Chief Martin thanked the members for their work on Station 31's living quarters. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

12. CHAIRMAN'S COMMENTS

- a. Chairman Dittmer thanked members for taking extra shifts to fill vacancies. He also expressed appreciation for the members working with Cordelia Way collaborative process. Chairman Dittmer asked the Chief to post the agenda's on our website. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

13. BOARD MEMBER COMMENTS

- a. Director Hakenen thanked Battalion Chief Kemp and Engineer/Paramedic Brandon Smith for their participation at the last budget committee meeting. He praised the crews that responded to a car fire in Green Valley for a job well done. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Kerlin expressed appreciation that the district is on a path to make needed corrections. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- c. Director Vucurevich expressed his regret of not being able to attend the upcoming Christmas Dinner due to prior commitments. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

14. ANNOUNCEMENTS

- a. Next Board meeting January 10, 2016 at 18:30 hours.

15. ADJOURNMENT

- a. Motion by Director Kerlin, second by Director Vucurevich to adjourn meeting at 19:35 hours. Motion carried.

Respectfully submitted, Steve Vucurevich, Secretary