

# CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS

Chairman Jeff Dittmer  
Vice Chairman Jim Frische  
Secretary Steve Vucurevich  
Director Brent Kerlin  
Director Carl Hakenen



## Regular Meeting Minutes

July 12, 2016 1830 hours

Cordelia Fire Station 31

2155 Cordelia Road Fairfield, California 94534

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### 1. OPENING CEREMONIES

- a. Call to Order at 18:33 hours
- b. Roll Call

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

### 2. ADOPTION OF THE AGENDA

- a. Motion by Director Hakenen, second by Director Kerlin to adopt agenda. Motion carried.

### 3. APPROVAL OF MINUTES

- a. Correct the adjournment time.
- b. Motion by Director Kerlin, second by Director Hakenen to approve the June 14, 2016 Regular Meeting Minutes with correction noted above. Motion carried.

### 4. PUBLIC FORUM

- a. Dave Mariano from Denverton had some questions from the Grand Jury Report about consolidation. Chairman Dittmer answered his questions.

### 5. SPECIAL TAX/DEVELOPER FEE APPEALS

- a. Special Tax/Developer Fees – No report.

### 6. FINANCIAL REPORT

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

### 7. BOARD COMMITTEE REPORTS

- a. Special Tax: The request to the County to increase the Special Tax by 2% has been submitted and we are waiting for their response.
- b. Budget – The committee will be meeting to close out the fiscal year.
- c. Strategic Plan: No report.

- d. Policies & Administration: No report.
- e. Operations and Equipment:
  - 1. The committee will develop a draft policy on station staffing priorities and bring it to the Board for approval.
  - 2. The committee and the Chief have decided to contract with a fire prevention consultant to determine code compliance alternatives to change the Russo Barn into a commercial event center.
- f. Facilities: Director Kerlin reported the kitchen cabinets are being prepped for painting. Also, the electrical, gas and sewer services have been installed.

## **8. OLD BUSINESS**

- a. Living Quarters:
  - 1. Station 29 – Covered in facility report.
- b. Crew Quarters: Item to be dropped from the next agenda.
- c. CFPD Way: Two meetings have taken place and progress is being made. The committee hopes to have the written document ready for the next Board Meeting.
- d. Board Policies:
  - 1. Second reading of Board Policies.
  - 2. Motion by Director Hakenen, second by Director Kerlin to approve the Board Policies. Motion carried.
- e. MOU Solano County Auditor-Controller: The Chief is still working on setting up a meeting.

## **9. NEW BUSINESS**

- a. Policy 6040 Records Management:
  - 1. First reading of Policy 6040 Records Management to be added to Board Policies.
  - 2. Motion by Director Hakenen, second by Director Vucurevich to approve Policy 6040 Records Management. Motion carried.
- b. Grand Jury Response:
  - 1. Motion by Director Hakenen, second by Director Kerlin to approve the CFPD Response to the Grand Jury Report. Motion carried.
  - 2. A copy of the response will be sent to the Board of Supervisors and LAFCO.

## **10. COMMUNICATIONS/CORRESPONDENCE**

- a. None.

## **11. DISTRICT CHIEF COMMENTS**

- a. Firefighters Association: President Josh Sauberman has resigned. The association will be appointing a new president.
- b. Engine 31: Brake repairs have been completed at North Bay Truck. Engine 31 is back in service.
- c. Vehicles for Sale: All surplus vehicles have been sold and documentation has been taken to the D.M.V.
- d. Call Response: A written report was provided to the Board. No action taken.

- e. Personnel: Three Resident Firefighters have resigned. Seven new Resident Firefighters are in the hiring process.
- f. July Monthly Training: A written report was provided to the Board. No action taken.
- g. LAFCO: The agreement has been signed by the County. The agreement will be approved at the August L.A.F.C.O. Meeting.
- h. Turn Outs: Engineer Smith is still in the process of inventorying the gear. Based on preliminary findings, the district will need to replace approximately 40% of existing turnouts based on age.
- i. S.C.B.A. Bottles: 13 new bottles have been placed in service to replace existing non compliant bottles. We are still waiting for the determination on the county grant request for S.C.B.A.'s.
- j. Jamison Canyon Fires: The District responded to multiple fires in the Red Top Rd. area. Cal Fire is conducting the fire investigation of the incidents.
- k. I 680 and Parish Fires: The District responded to multiple intentionally set fires in this area as well.
- l. Liability Insurance: A new provider has saved the District \$2,000.00 in annual cost.

The Chief thanked the Firefighters for their efforts in response to the fires identified above. The Chief thanked Brent and Steve for their efforts on Station 29. 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 welcomed to CFPD members. He also thanked Directors Kerlin and Vucurevich for their work on Station 29. 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 suggested a news letter be sent out to residents informing them about the budget, I.S.O. Report and station upgrades. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Kerlin thanked Director Vucurevich for his work as secretary. He also acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- c. Director Vucurevich thanked Director Hakenen for all of his work on the preparation of the budget and updating policies and procedures. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

## **14. ANNOUNCEMENTS**

- a. Next Board meeting August 9, 2016 at 18:30 hours.

## **15. ADJOURNMENT**

- a. Motion by Director Hakenen, second by Director Kerlin to adjourn meeting at 19:26 hours. Motion carried.

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Respectfully submitted, Steve Vucurevich, Secretary