



CORDELIA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MINUTES

July 14, 2020 @ 6:00 pm
Cordelia Fire Station
2155 Cordelia Road, Fairfield, CA. 94534

1. OPENING CEREMONIES: 6:00 pm
 - a. Call to Order at 1812 hours
 - b. Pledge of Allegiance – Engineer Barlow
 - c. Roll Call – All Present except Director McAlilster
2. ADOPTION OF THE AGENDA
 - a. Motion by Director Senior, second by Director Langstaff. Motion carried.
3. APPROVAL OF MINUTES:
 - a. Regular Meeting Minutes of June 9, 2020, and Special Meeting Minutes of June 29, 2020.
 - a. Regular Meeting Minutes from June 9, 2020 to be on August Agenda for approval.
 - b. Motion by Vice Chairman Frische, second by Director Senior to approve Special Meeting Minutes from June 29, 2020 with spelling corrections. Motion carried.
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:
 - a. Nothing to Report
6. CONSENT AGENDA:
 - a. Review and possible ratification of District accounts payable transmittals for May and June 2020
 - i. May transmittals to be approved at August Board Meeting.
 - ii. Motion by Vice Chairman Frische, second by Director Senior to approve June 2020 transmittals. Motion carried.
7. BOARD COMMITTEE REPORTS:
 - a. Special Tax – Vice Chairman Frische & Director Langstaff
 - i. Nothing to Report.
 - b. Budget – Vice Chairman Frische and Chairman Dittmer
 - i. FY2020/21 Budget approved and submitted to the County Auditor.
 - c. Policies & Admin. – Director Langstaff & Director McAlister
 - i. Nothing to Report
 - d. Ops. & Equip. – Chairman Dittmer & Director McAlister
 - i. Nothing to Report
 - e. Facilities – Director Senior & Director McAlister
 - i. Station 29 Clean up and beautification 7/18 from 8-1pm. Public invited to help.

8. OLD BUSINESS:

- a. 56 Hour Workweek Schedule & Payroll Vendor Update
 - i. ADP selected as Payroll Vendor, replacing the County Auditor office. CFPD will continue to contract with County Auditor for AR/AP and other services.
 - ii. 56 hour workweek schedule complete with aspirations to implement by 1 August.
- b. Medical Director Update
 - i. CFPD awaiting Solano County EMS to announce site visit date and time.
- c. LAFCO Fire District Study Update
 - i. Citygate Draft Report received by LAFCo. Next step is to schedule meeting with the 4 Fire District Board of Directors and LAFCo Ad Hoc Committee before Final-Final Citygate Report released.
- d. Firesafe Council Update
 - i. Meeting held 7/10 with Director Langstaff in attendance. GVFSC in collaboration with CFPD and other local agencies endeavor to implement a portion of the Disaster Preparedness/Evacuation Plan by late August to early September 2020.
- e. Strategic Communication and Action Plan v15a Update
 - i. Director Langstaff updated the financial information to reflect FY2020/21 budget and Disaster Preparedness Plan.
- f. Vacaville Fire District Contract for Services Update
 - i. Draft contract to be sent to County Council for review before VFD and CFPD Board approvals and execution.
- g. FSUSD Water Contract - Station 29 Update
 - i. Contract executed and water is on at Station 29.

9. NEW BUSINESS:

- a. Notice of Election or Resolution for November 2020
 - i. Motion by Director Langstaff, second by Vice Chairman Frische to approve the Notice of Election or Resolution for November 2020 with appropriate modifications. Motion carried.
- b. Fire Safe Council agent
 - i. Informational only at this time; item remains work in progress.

10. COMMUNICATIONS/CORRESPONDENCE:

- a. Nothing to Report

11. STAFF COMMENTS & REPORTS:

- a. Firefighters Association
 - i. Nothing to Report
- b. Apparatus
 - i. Engine 231 is Out Of Service, and Brush Unit #529 in need of high pressure fuel pump. Will nurse 529 into the Fall and replace at that time.
- c. Call Response
 - i. Log provided by Solano County Sheriff Dispatch
- d. Staffing
 - i. Very pleased to report 12-15 new hires. Excellent work by Chief Carpenter and Engineer Barlow on their recruiting efforts at Solano Community College. Brings total Department Staffing to ~30 at this time!
- e. Monthly Training
 - i. Chief Carpenter teaching Driver/Operator 1A & B beginning 7/18 at CFPD Station 31.
- f. Cost Recovery
 - i. Fire Recovery USA continues to submit claims on behalf of CFPD.

12. CHAIRMAN'S COMMENTS:

- a. Thank you to Chief Carpenter, staff, and crews for all your hard work and dedication to the District. Thank you for tireless efforts on the Nelson Hill Fire.
- b. Thank you to fellow Board members for your hard work and continued support of the District.

13. BOARD MEMBER COMMENTS:

- a. Vice Chairman Frische acknowledged and thanked Chief Wood and Laura Wood for attending, as well as Rich Seithel with LAFCo.
- b. Vice Chairman Frische thanked Chief Carpenter, staff, and crews for their hard work and dedication. He thanked Captain Untalan and crew for the professional care for his direct neighbor. He thanked Director Senior for his tireless efforts as Facilities Subcommittee Chair to improve Station 31 and Station 29. Lastly, he thanked Director Langstaff for his efforts on the Strategic Plan, Fire Safe Council, and work with NextDoor.
- c. Director Senior and Director Langstaff reiterated comments shared by Chairman Dittmer and Vice Chairman Frische. They thanked Chief Carpenter, staff, and crews for their hard work and dedication to the District.

14. ANNOUNCEMENTS:

15. CLOSED SESSION:

- a. Pursuant to Government Code 5496.8 Conference with Real Property Negotiators
 - i. RE: 1624 Rockville Road, Fairfield, CA 94534
- b. Labor Negotiation Discussion
- c. Entered Closed Session at 1740 hours and emerged at 2033 hours. No reportable action at this time.

16. NEXT BOARD MEETING:

- a. August 11, 2020 6:00 pm

17. ADJOURNMENT:

- a. Motion by Director Langstaff, second by Director Senior to adjourn at 2034 hours. Motion carried.

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.

I hereby certify that this agenda in its entirety was posted on July 11, 2020 at the Cordelia Fire Protection District Administration office.

Dave Carpenter, Fire Chief
Cordelia Fire Protection District