

# 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

June 13, 2017 18:00 hours

Cordelia Fire Station 31

2155 Cordelia Road Fairfield, California 94534

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### 1. OPENING CEREMONIES

- a. Report given on closed session
- b. Call to Order at 19:08 hours
- c. Pledge of Allegiance
- d. Roll Call

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

### 2. ADOPTION OF THE AGENDA

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

### 3. APPROVAL OF MINUTES

- a. Correction – add “and final” after “draft” in section 7b.
- b. Motion by Vice Chairman Frische, second by Director Hakenen to approve the May 9, 2017 Regular Meeting Minutes with correction identified 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 May 2017. Chief Martin will look into billing for E.M.S. calls. Motion by Director Vucurevich, second Director Kerlin to ratify district accounts payable transmittals for May 2017. Motion carried.

## **7. BOARD COMMITTEE REPORTS**

- a.** Special Tax: The committee met and finalized an analysis of the parcels as well as the anticipated revenue from the parcel tax for the next fiscal year. This information has been sent to the County. The County will finalize the parcel tax projections by late July.
- b.** Budget: No report.
- c.** Strategic Plan: The following Association Members have been assigned to the standing committees:
  - 1.** Policies and Administration – Billy Untalan
  - 2.** Operations and Equipment – Allyn Kemp
  - 3.** Facilities – Allyn Kemp
- d.** Policies & Administration: No report.
- e.** Operations and Equipment: No report.
- f.** Facilities: The Facilities Committee recommended to the Board that the Board needs to finalize long term facilities plans, such as a single new station verses maintaining the current two station model. This information is needed in order for the committee to develop goals, objectives and action plans for the Strategic Plan. This discussion will be agenzized for the next meeting.

## **8. Old Business**

- a.** LAFCO reorganization resolution for Cordelia and Vacaville Fire Districts (Resolution 2017-02): The resolution was approved. Supervisor Spering is very supportive of addressing the financial challenges of the fire districts. A standing committee was created to look at the issue, with Supervisors Spering and Thompson assigned. Director Hakenen will forward the Grand Jury Reports on consolidation to Supervisors Spering and Vasquez.

## **9. NEW BUSINESS**

- a.** Preliminary and Final Budget FY2017-2018: Motion by Director Hakenen, second by Director Kerlin to approve the Final Budget for Fiscal Year 2017-2018. Motion carried.
- b.** Resolution No. 2017-03 to approve Gann Limit: Motion by Director Hakenen, second by Director Vucurevich to approve Resolution 2017-03 (Gann Limit). Motion carried.
- c.** Resolutions 2017-4 to approve Solano County Mutual Aid Agreement: Motion by Director Hakenen, second by Vice Chairman Frische to approve Resolution 2017-04 (Solano County Mutual Aid Agreement). Motion carried.
- d.** Dispatch Service Agreement: Motion by Director Hakenen, second by Director Kerlin to approve the Solano County Dispatch Service Agreement. Motion carried.
- e.** Larry Baine CPA: Motion by Vice Chairman Frische, second by Director Kerlin to approve the continuation of services with Larry Baine CPA through 2019. Motion carried.

- f. Bid for cleaning A/C duct systems: The Facilities Committee will do some more analysis of the problem.

## **10. COMMUNICATIONS/CORRESPONDENCE**

- a. None

## **11. DISTRICT CHIEF COMMENTS**

- a. Fire Fighters Association: Battalion Chief Kemp provided information on the reflective address marker program. Applications for the address signs are available on the District Website. Chief Kemp will look at providing the information and signs at the next Friday Night Green Valley Event.
- b. Apparatus: Engine 31 is back in service, but still needs some repairs to the light tower system. The Sprint Contract has been re-negotiated. The new contract now includes I Pads for emergency apparatus that will be used for mapping, fire reports, vehicle checkouts, etc.
- c. Call Response: A written report was provided to the Board.
- b. Personnel: One member has resigned due to being hired by another agency. This has created a problem with staffing on Wednesdays. Overtime will be used for meeting the staffing shortage in the short term. The District currently has 25 members. Three new members are in the hiring process. They are a result of reaching out to the latest Solano College Fire Academy. Two additional new members have submitted applications.
- c. June Monthly Training: A written report was provided to the Board. One of our members has been able to acquire several salvaged vehicles for extrication training. No action taken.
- d. Chief Martin advised the on duty crew was out on a four alarm grass fire with Vallejo at the time of the meeting.
- e. Chief Martin acknowledged and thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

## **11. CHAIRMAN'S COMMENTS**

- a. Chairman Dittmer thanked Director Hakenen for his excellent work in managing the parcel tax process.
- b. Chairman Dittmer thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

## **12. BOARD MEMBER COMMENTS**

- a. Vice Chairman Frische thanked Chief Martin for leading by example. He also reminded the Board of the Station 35 Open House on June 22<sup>nd</sup> and thanked Fairfield Fire Department Deputy Chief Trepagnier for his attendance at our board meetings. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Hakenen thanked the firefighters for their efforts in cleaning up Station 31. He also encouraged the Board and those in attendance to be patient with the LAFCO process, because it will take some time. He

thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

- c. Director Kerlin thanked the firefighters for their help with the removal of the trailer frames at Station 31. He also shared that Battalion Chief Kemp and our members did a great job at the recent Friday Night Green Valley Event. He encouraged all Board Members attend the next event. He also advised that we need to purchase more public information materials for the next event. Director Kerlin thanked Chief Martin for his help with repairing his truck during the transport of extrication training vehicles. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- d. Director Vucurevich thanked Chairman Dittmer for his presentation to the LAFCO Board and his highlighting the need for additional funding for the Solano County Fire Districts. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

### **13. ANNOUNCEMENTS**

- a. Next Board meeting July 11, 2017. The start time of the Board Meetings will now be 18:00 hours.

### **14. ADJOURNMENT**

- a. Motion by Vice Chairman Frische, second by Director Vucurevich to adjourn meeting at 20:27 hours. Motion carried.

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Respectfully submitted, Steve Vucurevich, Secretary