

# 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**  
**March 14, 2017 18:30 hours**  
**Cordelia Fire Station 31**  
**2155 Cordelia Road Fairfield, California 94534**

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## **1. OPENING CEREMONIES**

- a. Call to Order at 18:31 hours
- b. Pledge of Allegiance
- c. 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 Vice Chairman Frische, second by Director Hakenen to adopt the agenda. Motion carried.

## **3. APPROVAL OF MINUTES**

- a. Motion by Director Hakenen, second by Vice Chairman Frische to approve the February 14, 2017 Regular Meeting Minutes. Motion carried.

## **4. PUBLIC FORUM**

- a. None

## **5. SPECIAL TAX/DEVELOPER FEE APPEALS**

- a. None

## **6. FINANCIAL REPORT**

- a. Reviewed accounts payable transmittals for February 2017. Motion by Director Vucurevich, second Director Hakenen to ratify district accounts payable transmittals for February 2017. Motion carried.

## **7. BOARD COMMITTEE REPORTS**

- a. Special Tax: No report.
- b. Budget: The County did not except the proposed budget, because it showed a positive ending balance. The Committee revised the proposed budget to reflect a balanced budget. Motion by Director Hakenen, second by Director Vucurevich to approve the revised budget. Motion carried.

- c. Strategic Plan: A Strategic Planning meeting will be held on April 26th from 13:00 to 17:00 hours at Station 31. All department members are invited.
- d. Policies & Administration: No report.
- e. Operations and Equipment: The committee met with representatives of Vacaville Fire Protection District to discuss possible resource sharing opportunities and is developing a resolution to take to L.A.F.C.O. to formally recognize our efforts. The County Council will be assisting in the drafting of the resolution. Committee members will also be meeting with representatives of Fairfield Fire Department in March to discuss collaborative opportunities.
- f. Facilities: No report.

## **8. OLD BUSINESS**

- a. Trailer Frames: Bids for the purchase of the trailer frames at Station 31 close on Friday at 17:00 hours. We will revisit the item at next month's meeting.

## **9. NEW BUSINESS**

- a. Meeting with Fairfield F.D.: Fairfield Fire Department has been provided with all documentation requested to review. Director Hakenen will provide the updated budget information. Director Hakenen suggested we discuss contracting out of services when the Operations Committee meets with representatives from Fairfield F.D.

## **10. COMMUNICATIONS/CORRESPONDENCE**

- a. None.

## **11. DISTRICT CHIEF COMMENTS**

- a. Wine Mixer: The event put on by the association at Green Valley Cellars was a success.
- b. Call Response: A written report was provided to the Board. No action taken.
- b. Personnel: The District currently has 29 members, which includes full time staff. Four to five members are going through backgrounds to be hired by other agencies. Three new members will be starting in the next couple of weeks.
- c. March Monthly Training: A written report was provided to the Board. No action taken.
- d. Firefighter 1 Certification: The State now requires all certification testing for Firefighter 1 be conducted by community colleges.
- e. Spring Cleaning: The crews have been doing some spring cleaning around the stations. The Board needs to set a date for the review and disposal of outdated documents. A tentative date to accomplish this is the morning of April 26<sup>th</sup>; the Strategic Planning meeting will be held that afternoon.

- f. 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 attended the wine mixer and said it was a very nice event. He thanked the Chief and his wife for their service to the District. He also 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 the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Vucurevich thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- c. Director Hakenen reminded Board Members to file their Form 700 with the county. He shared that all electronic communications has been ruled as public record by the Supreme Court. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- d. Director Kerlin thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

**13. ANNOUCEMENTS**

- a. Next Board meeting April 11, 2017 at 18:30 hours.

**14. ADJOURNMENT**

- a. Motion by Vice Chairman Frische, second by Director Hakenen to adjourn meeting at 19:18 hours. Motion carried.

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Respectfully submitted, Steve Vucurevich, Secretary