

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

September 13, 2016 1830 hours

Cordelia Fire Station 31

2155 Cordelia Road Fairfield, California 94534

1. OPENING CEREMONIES

- a. Call to Order at 18:37 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. Motion by Director Hakenen, second by Director Kerlin to adopt agenda. Motion carried.

3. APPROVAL OF MINUTES

- a. One correction noted in Section 11a (Depo change to Depot).
- b. Motion by Director Hakenen, second by Director Kerlin to approve the August 9, 2016 Regular Meeting Minutes with correction noted above. Motion carried.

4. PUBLIC FORUM

- a. None

5. SPECIAL TAX/DEVELOPER FEE APPEALS

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

6. FINANCIAL REPORT

- a. Chief Martin will research the option of going to one provider for internet and cable T.V.
- b. Reviewed accounts payable transmittals for August 2016. Motion by Director Vucurevich, second Director Kerlin to ratify district accounts payable transmittals for August 2016. Motion carried.

7. BOARD COMMITTEE REPORTS

- a. Special Tax: No report.
- b. Budget – The committee plans to meet soon.

- c. Strategic Plan: No report.
- d. Policies & Administration: No report.
- e. Operations and Equipment:
 - 1. Reviewed draft Standard Operating Guide for Station Staffing. Chief Martin directed to work towards achieving the intent of this draft S.O.G.
- f. Facilities:
 - 1. Station 29: Director Kerlin reported the new Station 29 is open. The speakers and lights are still being worked on. The old living quarters at Station 29 will be used for training during the month of October. It will be demolished prior to the Open House in November.
 - 2. Station 31: Bathroom sewer vent has been repaired. The concrete pad for the electrical service will be poured soon.

8. OLD BUSINESS

- a. Living Quarters:
 - 1. Station 29: There will be an Open House on election day in November. Helmets, badges and coloring books will be ordered for the Friday Night at the Grange event in October and the Open House in November.
- b. CFPD Way: The document is completed. The committee will meet tomorrow to review the document and bring it to the Board in October.
- c. MOU Solano County Auditor-Controller: The Chief explained fees for general accounting and payroll services go up based on our use and the cost for the County to provide service based on their staffing.
- d. MOU Fairfield: Motion by Director Hakenen, second by Director Vucurevich to approve the Automatic Aid Agreement between the City of Fairfield and the Cordelia Fire Protection District. Motion carried.

9. NEW BUSINESS

- a. GANN Report: Written report provided. No action required.
- b. Station Staffing: Covered in Operations and Equipment Committee Report.

10. COMMUNICATIONS/CORRESPONDENCE

- a. None.

11. DISTRICT CHIEF COMMENTS

- a. Firefighters Association: No report.
- b. Engines:
 - 1. Engine 31- Error codes showing up on computer screen when the high idle is engaged. The unit is at Hi-Tech for repair.
 - 2. Engine 29 – The batteries were replaced by Battalion Chief Kemp and starter was replaced by North Bay Truck. The unit needs to be pump tested and have some minor repairs.
 - 3. Engine 231 – The hydraulic ladder rack is out of service and needs to be repaired.
- c. Call Response: A written report was provided to the Board. No action taken.

- d. Personnel: Five new resident firefighters have been hired and five existing resident firefighters will be leaving to work for other agencies.
- e. September Monthly Training: A written report was provided to the Board. No action taken.
- f. Turn Outs: We have an opportunity to send non serviceable surplus turnouts to Mexico. The Chief will research the cost of hiring a grant writer to apply for a grant to replace non serviceable turnouts.
- g. Green Valley Highland Fire: The crews have been invited to a block party in the area where the fire occurred in appreciation for their service.
- h. Solano College Vehicle Accident: The Chief gave a report on the incident where a vehicle lost control and crashed into a classroom. He praised Chief Kemp for doing a great job on commanding the incident. 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 Directors Kerlin and Vucurevich for all the work completed on Station 29. He expressed his appreciation to the crew members for polishing Engine 29 today. 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 Directors Kerlin and Vucurevich for their efforts on Station 29. He thanked the firefighters for a job well done at the Friday Night at the Grange Event, which was a great public relations and education opportunity for the District. Director Hakenen reminded the Board of the importance of pursuing the donation of property for a fire station on Green Valley Road and that we still have short and long term needs at our current facilities. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.
- b. Director Kerlin thanked the Firefighter Association for the donation of the stove and microwave oven at Station 29. He advised the Board of the need to send letters of appreciation to the flooring contractor that donated material and the Home Depot for the kitchen cabinets donated for Station 29 (Chief Martin will send the letters). Director Kerlin was very impressed with the success in reaching the community at the Friday Night at the Grange event. He thanked Chief Kemp for going above and beyond the call in getting Engine 29 in service the night of the Grange event. 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 Kerlin for all of his work on Station 29 and encouraged Board to give him a break from doing physical work so he can address some health issues. He also thanked the Board, CFPD staff, and crews for their continued support and dedication to the district.

14. ANNOUNCEMENTS

- a. Next Board meeting October 18, 2016 at 18:30 hours. The Chief will post the meeting date change

15. ADJOURNMENT

- a. Motion by Director Kerlin, second by Director Hakenen to adjourn meeting at 19:54 hours. Motion carried.

Respectfully submitted, Steve Vucurevich, Secretary