

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
*Regular Meeting of the Board of Directors*

**MINUTES**  
*January 13, 2010*

**ROLL CALL**

Board Members Present: DeMonaco, Espinosa, Evinger, Gray and Marquez.

Board Members Absent: None.

**OPEN SESSION**

President DeMonaco called the Open Session to order.

**ADJOURN TO CLOSED SESSION**

President DeMonaco read the Closed Session items and adjourned to Closed Session.

**CONFERENCE WITH LABOR NEGOTIATORS.** Meet with Board appointed negotiators (Fire Chief Paul Benson and Human Resources Manager Nelson) regarding negotiations between the Chino Valley Professional Firefighters, Local 3522 (CVPF) Safety Unit and the Chino Valley Independent Fire District.

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION.** Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9. (One potential case).

**RE-OPEN TO OPEN SESSION**

President DeMonaco reconvened the meeting to Open Session.

President DeMonaco reported that there was no reportable action from Closed Session. The Closed Session will reconvene at the end of the Regular Board Meeting on the item pertaining to Labor Negotiations.

**INVOCATION**

Chaplain Rob DePartee.

**FLAG SALUTE**

Retiree Henry Hernandez.

**CHANGES TO THE AGENDA**

None.

## **PRESENTATIONS/ANNOUNCEMENTS**

### **Retirement Recognition, Engineer Henry Hernandez**

President DeMonaco read Engineer Hernandez's biography.

Fire Chief Benson presented Engineer Hernandez with a retirement badge; a retirement recognition plaque; and a certificate from Assembly Member Curt Hagman recognizing him for his 30 years of service.

### **Promotion Recognition, Engineer Pete Morales**

President DeMonaco read Engineer Pete Morales' biography, and Fire Chief Benson presented him with his Engineer badge.

### **Service Award Recognition, Firefighter/Paramedic Mark Bozek**

Fire Chief Benson recognized Firefighter/Paramedic Mark Bozek for his five years of service with the Fire District, and presented him with a service award pin, and a certificate from Assembly Member Curt Hagman recognizing him for his five years of service.

### **Employee Recognition, Captain Jeremy Ault**

Deputy Chief Summers recognized Captain Jeremy Ault for his dedication and commitment during his assignment as EMS Coordinator for the past two years. He also presented him with a recognition plaque.

### **Employee Introduction, Captain Tom Lemoine**

Deputy Chief Summers introduced Captain Tom Lemoine and announced that he had been assigned to the position of EMS Coordinator in Administration.

### **Employee Commendation, Firefighter/Paramedic Joe DeSoto**

Fire Chief Benson recognized Firefighter/Paramedic Joe DeSoto for his actions, while off-duty, in contributing to saving the life of a civilian who had suffered a cardiac arrest, and presented Firefighter/Paramedic Joe DeSoto with a commendation.

### **Fire District New Apparatus Seal/Emblem Presentation**

Fire Chief Benson provided a PowerPoint presentation, which displayed the new Fire District Apparatus Seal and Emblem.

President DeMonaco requested that the seal/emblem be added to the February 10, 2010, Regular Board Meeting agenda to discuss the seal/emblem becoming the District's new official logo.

## **PUBLIC COMMUNICATIONS**

None.

## **LIAISON REPORTS TO THE FIRE DISTRICT ( County 4<sup>th</sup> District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District)**

Tom Haughey, Chino Council Member, reported on the City of Chino's Centennial celebration. The official Centennial Kick-Off is scheduled for February 16, 2010, from 5:00 p.m. to 6:30 p.m. at the Neighborhood Activity Center. He added that interested sponsors should call Tina Cherry at (909) 464-0770. He also reported that the City's unemployment is currently 12.4%. There will be a seminar on "How to Start Your Small Business" at the Business Resource Center, on January 19, 2010, from 9:00 a.m. to 11:00 a.m. This seminar is also scheduled for February 16, 2010. A blood drive is scheduled for January 21, 2010, from 9:00 a.m. to 3:00 p.m. at Chino's University Hall. The Run for Russ is scheduled for Saturday, February 6, 2010. City Hall will be closed February 15, 2010, in recognition of President's Day.

Bill Kruger, Chino Hills Mayor, reported that the City of Chino Hills is hosting a Snow Day on Saturday, January 16, 2010, at Crossroads Park. At the recent City Council meeting, three military personnel were honored for their service. Also, at the City Council meeting, three homeowners were recognized for the best decorated houses during Christmas. Also recognized was the Volunteer of the Month. He reported that the Ayala Band and Color Guard placed second and third place in the State competition, and the City of Chino Hills recognized and awarded the band leader with a certificate of recognition. The Boy Scouts of America celebrated their 100<sup>th</sup> anniversary and six troops were presented a proclamation recognizing the 100<sup>th</sup> Anniversary. The City of Chino Hills approved a contract to demolish four buildings at the old Civic Center. He also reported that the City of Chino Hills received \$121,000 in grant money for the Sheriff's Department to purchase additional equipment. He reported that the Christmas Boat Parade had 68 entries, with 3,000-5,000 people attending. He thanked the Fire District for the fire engines that participated in the parade.

Steve Heide, on behalf of the Fire Foundation, reported that the Foundation's Installation Breakfast is scheduled for January 19, 2010, at 8:30 a.m. at Los Serranos Golf and Country Club. He stated that the Foundation is looking for opportunities for raising additional funds, and that the Chino Valley Professional Firefighters Association is planning to host a car show possibly in March at The Shoppes. He also reported that the Foundation is looking for new members. He added that the Foundation is in the process of developing a new Budget.

## **CONSENT CALENDAR**

### 1. Minutes

December 9, 2009 – Regular Board Meeting.  
December 21, 2009 – Special Board Meeting.

### 2. Monthly District Report

Month of November 2009.

3. Monthly Financial Report

Month of December 2009.

4. Monthly Treasurer's Report

Month of November 2009.

5. Warrants

Expenses as audited, are within budget for warrants #17709 through #17914.

6. Board Meetings/Travel

FDAC Annual Conference, South Lake Tahoe  
April 22-24, 2010

Fire Rescue Med, Las Vegas  
May 3-5, 2010

RECOMMENDATION: Approve Consent Calendar items #1 through #6 as presented.

Director Marquez requested to pull Consent Item #2.

**Moved by Director Marquez, seconded by Director Gray, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar Items #1, #3, #4, #5 and #6 as presented.**

**AYES: BOARD MEMBERS: DeMonaco, Espinosa, Evinger, Gray, and Marquez.  
NOES: BOARD MEMBERS: None.  
ABSTAIN: BOARD MEMBERS: None.  
ABSENT: BOARD MEMBERS: None.**

Director Marquez commended Suppression on their great response times.

**Moved by Director Marquez, seconded by Vice President Espinosa, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar Items #2 as presented.**

**AYES: BOARD MEMBERS: DeMonaco, Espinosa, Evinger, Gray, and Marquez.  
NOES: BOARD MEMBERS: None.  
ABSTAIN: BOARD MEMBERS: None.  
ABSENT: BOARD MEMBERS: None.**

**BOARD COMMITTEE REPORTS**

Vice President Espinosa attended a Finance Committee Meeting, and a City of Chino Council meeting. He reported that Council Member Duncan complimented the Chino Valley Professional Firefighters Association for the gifts that they collected for the Neighborhood House at Christmas. Vice President Espinosa also reported that Council Member Elrod stated that Fire District personnel responded to a call, which involved his mother, and complimented the Firefighters for an excellent job.

Director Gray attended a Human Resources Committee Meeting.

President DeMonaco attended a Finance Committee Meeting, and a Chino Hills Council meeting.

**OLD BUSINESS**

7. REVIEW OF 2009 FIRE DISTRICT GOALS, ACTIVITIES AND ACCOMPLISHMENTS. Purpose is to update the Board of Directors on the status of the 2009 Fire District Goals, activities and accomplishments.

Fire Chief Benson provided a PowerPoint presentation highlighting the 2009 Fire District Goals and accomplishments and other staff activities and projects. He commended staff for the tremendous amount of work that was accomplished in 2009.

RECOMMENDATION: It is recommended that the Board of Directors review the 2009 Fire District Goals, activities and accomplishments and receive and file.

**NEW BUSINESS**

8. 2010 COMMUNITY LIAISONS AND STANDING COMMITTEE MEMBER ASSIGNMENTS. Purpose is to appoint community liaisons for San Bernardino County, City of Chino, City of Chino Hills, CVPAC, Fire Safe Council, Chino Valley School District, CIM Citizen's Advisory Council, and CIW Citizen's Advisory Council; and appoint the Standing Committee Members for the 2010 Fire District's Finance, Planning, and Human Resources Committees.

President DeMonaco opened the discussion for community liaisons and standing committee member assignments for 2010, and appointed representatives as follows:

- |                           |   |   |
|---------------------------|---|---|
| Finance Committee         | - | Vice President Espinosa<br>Director Marquez |
| Human Resources Committee | - | Director Evinger<br>Director Gray           |
| Planning Committee        | - | President DeMonaco<br>Director Evinger      |

CVPAC	-	President DeMonaco Vice President Espinosa
City of Chino	-	President DeMonaco Director Marquez
City of Chino Hills	-	Vice President Espinosa Director Gray
Chino Valley Unified School District	-	Director Evinger
Fire Safe Council	-	Director Marquez Director Evinger
County Board of Supervisors	-	Vice President Espinosa Director Evinger
CIM Citizen's Advisory Council	-	Director Gray
CIW Citizen's Advisory Council	-	Director Marquez
FDAC At Large Board Member	-	Vice President Espinosa
CSDA Legislative	-	Director Marquez
CSDA Fiscal	-	Director Marquez
CSDA Special Task Force	-	Director Marquez
CSDA Education	-	President DeMonaco
CSDA Planning Committee	-	President DeMonaco

President DeMonaco appointed Director Evinger and Director Marquez to an Ad Hoc Committee, to create a new evaluation form for the Fire Chief. He requested that recommendations be brought back to the March Board meeting for review and discussion.

Director Marquez reported that he has been attending the San Bernardino County Airports Commission meetings, and discussed at the last meeting was on a specific plan for the Chino Airport. He suggested that these meetings be attended by a Fire District representative to become familiar with the direction the airport is going and what they are doing.

President DeMonaco asked Director Marquez to attend the San Bernardino County Airports Commission meetings.

Fire Chief Benson asked if this position was going to be a Standing Liaison assignment position. He recommended that this position be brought before the Board as part of the Board Policy for review and consideration, and make it a President appointment in the meantime.

President DeMonaco appointed Director Marquez to attend the Airport Commission Committee meetings until review as part of the Board Policies.

RECOMMENDATION: It is recommended that the President appoint community liaisons for the San Bernardino County, City of Chino, City of Chino Hills, CVPAC, Fire Safe Council, Chino Valley School District, CIM Citizen’s Advisory Council, and CIW Citizen’s Advisory Council; and appoint the Standing Committee Members for the 2010 Fire District’s Finance, Planning, and Human Resources Committees.

9. 2009-2010 MID-YEAR BUDGET AMENDMENTS. Purpose is to review and recommend approval by the Board of Directors of the proposed mid-year amendments to the 2009-2010 Budget.

Finance Manager Heide reported that recommended budget amendments are reflected in the Fund Balance, Budget Summary, Revenue History and Expenditure History, respectively. He also reported that both the current 2009-2010 budget (designated as “Final Budget”) and proposed budget revisions (reflected in the “Final Budget at Mid-Year”) are included in the Budget Summary, Revenue History and Expenditure History reports.

Finance Manager Heide reported that the total proposed mid-year budget adjustments are summarized as follows:

Revenue increase	\$ 1,527,789
Expenditure (increase)	<u>(822,663)*</u>
Net decrease in expenditures	<u>\$ 705,126</u>

\*\$710,263 of this amount has been previously approved from undesignated fund balance by the Board.

Finance Manager Heide reported that the the proposed mid-year budget revisions are detailed as follows:

*Revenue - \$1,527,789*

- ❖ **Property Tax Revenue – \$1,249,741.** Final budget included an 8% reduction in property tax revenue for the Proposition 1A takeaway by the State. As a result of the District’s participation in the Prop 1A Securitization Program, the takeaway will be budget neutral. In addition to adding back the 8% takeaway, a 2.6% reduction in property tax revenue over prior year has been factored into the mid-year budget.
- ❖ **Contract: City of Chino – \$554,208.** The contract amount has been updated for 2009-2010 changes in assessed value on property within Chino.

- ❖ ***Interest Revenue – (\$216,160).*** Decrease to reflect projected returns on investable funds over the balance of fiscal year.
- ❖ ***Permit and Inspection Fee – (\$60,000).*** Decrease based on trend for first half of fiscal year.

**Budget Requests - \$112,400**

- ❖ ***Succession Planning – \$20,000.*** Professional services agreement for organizational succession planning.
- ❖ ***Sprinkler System Upgrades & Repairs: Sta. 2, 4 & 6 – \$48,500.*** Costs to perform required upgrades and repairs to station fire sprinkler systems.
- ❖ ***Finance System Consultation - \$30,000.*** Engage consultant to assist in business process requirements, developing a Request for Information (RFI), as well as providing support for procurement and proposal evaluation, demonstration, and contract negotiations for a new finance, personnel and permit processing system. *Note: This request is predicated on the assumption that funds will be approved in the 2010/11 budget for procurement of a new system.*
- ❖ ***Other Requests - \$13,900.***
  - *Phone System Maintenance Contract - \$3,400*
  - *Replace Bluetooth Keyboards - \$2,000*
  - *Weight Vests/Liners (16) for Physical Assessment Standard Test - \$4,000*
  - *Actuarial Consulting for Negotiations Support - \$4,500*

**Previously Approved Budget Items - \$710,263**

- ❖ ***New Fire Engine (fully equipped) - \$660,065.***
- ❖ ***Station 64 Remodel Contract Bid Award - \$20,198.***
- ❖ ***Station 64 Remodel Change Orders - \$25,000.***
- ❖ ***City of Chino Centennial Celebration - \$5,000.***

Director Marquez commended Finance Manager Heide on a great job done on the Budget.

RECOMMENDATION: It is recommended that the Board of Directors review and approve the proposed mid-year amendments to the 2009-2010 Budget.

**Moved by Vice President Espinosa, seconded by Director Marquez, carried by a 5-0 voice vote, that the Board of Directors approve the proposed mid-year amendments to the 2009-2010 Budget.**

**AYES: BOARD MEMBERS: DeMonaco, Espinosa, Evinger, Gray, and Marquez.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

10. AGREEMENT NO. 2010-01 – CONTRACT FOR SERVICE WITH CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL-FIRE). Purpose is to review the contract for service with the California Department of Forestry and Fire Protection (Cal Fire) from July 1, 2009 through June 30, 2010.

Finance Manager Heide reported that since FY 97-98, the Fire District has maintained a contract with Cal Fire for supplemental wildland fire protection of designated Hazardous Fire Areas in Chino Hills, including the Carbon Canyon area. Through this contract, Cal Fire assumes the primary financial responsibility for preventing and suppressing wildland fires within, or threatening, the contract area.

Finance Manager Heide reported that Contract #3CA01075 between Cal Fire and the District is proposed to cover 12,257 acres at a total cost of \$261,088, a 5.9% increase over the prior year contract. He also reported that this expenditure is not anticipated to be made until next fiscal year, the budgetary impact of the contract should not be realized until '10-11.

Finance Manager Heide reported that under contract with the City of Chino Hills, coverage of wildland acreage in the Chino Hills State Park is reimbursable by the City at a total cost of \$85,775, bringing the District's net cost to \$175,313. He also reported that as per the requirements of the contract with the City, the District has forwarded cost information to the City for review and approval of the City's portion of the contract.

**RECOMMENDATION:** It is recommended that the Board of Directors review and approve Agreement No. 2010-01, a contract with Cal Fire for service from July 1, 2009 through June 30, 2010, and authorize the Fire Chief to execute the agreement on behalf of the Fire District.

**Moved by Director Evinger, seconded by Vice President Espinosa, carried by a 5-0 voice vote, that the Board of Directors approve Agreement No. 2010-01, a contract with Cal Fire for service from July 1, 2009 through June 30, 2010, and authorize the Fire Chief to execute the agreement on behalf of the Fire District.**

**AYES: BOARD MEMBERS: DeMonaco, Espinosa, Evinger, Gray, and Marquez.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

11. AGREEMENT NO. 2010-02 – PROFESSIONAL SERVICES AGREEMENT FOR SUCCESSION PLANNING AND LEADERSHIP DEVELOPMENT. Purpose is to present a Professional Services Agreement for succession planning and leadership development.

Human Resources Manager Nelson reported that staff has completed a needs assessment study relative to anticipated staffing vacancies over the next five (5) years. The study focused on the potential for vacancies within the ranks of Engineer through Fire Chief based on retirement eligibility, and retirement plan provisions.

Human Resources Manager Nelson reported that the results of this review demonstrate that the District has significant potential for loss of leaders in the organization due to retirement. She also reported that within the existing management ranks of Fire Chief, Deputy Chief and Battalion Chief, 57% (4 out of 7 positions) are currently eligible to retire, and an additional 29% (2 positions) will be eligible to retire within 1 – 5 years. Further, in reviewing the front line supervisory role, 35% of our current Captains will also be eligible to retire within five (5) years.

Human Resources Manager Nelson reported that this level of potential turn-over requires immediate and concentrated attention to prepare the organization for these upcoming changes, and for the promotional opportunities they create. Staff is recommending the use of a professional in the field of succession planning and teambuilding whose role would be to provide assistance and guidance through activities such as planning for change, identification and development of leaders within the organization, and assistance with developing the profile and recruitment strategies associated with any necessary outside recruitment efforts.

Human Resources Manager Nelson reported that Michael Messina of Messina & Associates has been identified as an ideal match for the District's needs in these areas. Mr. Messina has significant expertise in the areas of public safety, and leadership development and succession planning. Human Resources Manager Nelson reported that Mr. Messina has a solid understanding of the District and its management personnel as a result of other teambuilding activities he has been conducting with various management personnel over the past few months.

Human Resources Manager Nelson reported that the draft of the professional services agreement includes the continuation of teambuilding activities along with leadership development and succession planning activities. She also reported that the agreement is drafted for a one-year period with a minimum of 16 hours of service each month. The agreement also includes a not-to-exceed figure of \$36,000 for a one-year period; however, only \$20,000 would be needed in this fiscal year budget.

Human Resources Manager Nelson highlighted a few of Mr. Messina qualifications: Masters degree in management from Claremont Colleges Peter F. Drucker School of Management; 34 years experience in public safety nearly seven (7) of which were as Chief of Police; teacher at Stanford University, and adjunct profession of public sector management, leadership and ethics at several colleges and universities in Southern California.

Human Resources Manager Nelson reported that the Human Resources Committee met on January 7, 2010, and reviewed this agreement and supported forwarding it to the full Board.

Director Gray stated he was very pleased with the Professional Services Agreement with Messina & Associates. He added that he thought this was a very valuable program.

Director Marquez stated that he was very impressed with Mr. Messina's interview, and he thanked Mr. Messina for working with the Fire District.

Vice President Espinosa commented that he also was impressed with the interview that Mr. Messina had with the Fire District. He also commented how impressed he was with Mr. Messina for attending the Make A Child Smile event.

President DeMonaco thanked Mr. Messina for his commitment to the Fire District and for attending the Make A Child Smile event.

RECOMMENDATION: It is recommended that the Board of Directors review and approve Agreement No. 2010-02, a Professional Services Agreement with Messina & Associates for succession planning and leadership development, and authorize the Fire Chief to execute this agreement.

**Moved by Vice President Espinosa, seconded by Director Gray, carried by a 5-0 voice vote, that the Board of Directors approve Agreement No. 2010-02, a Professional Services Agreement with Messina & Associates for succession planning and leadership development, and authorize the Fire Chief to execute this agreement.**

**AYES: BOARD MEMBERS: DeMonaco, Espinosa, Evinger, Gray, and Marquez.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

#### CHIEF'S COMMENTS

The District is scheduled to receive the first 50% of the Proposition 1A Securitization monies, approximately \$831,000, on Friday, January 15, 2010.

Applications for Firefighter/Paramedic are being accepted until January 20, 2010, for the upcoming testing cycle. Approximately 100 applications have been received, and the testing is planned for late February or early March.

Captain Ault provided a CIM Prison Riot presentation to the County Operations Chiefs.

Administering of the H1N1 vaccinations have been completed.

Medical exams for District personnel have begun. Blood draws began on Monday, January 11, 2010.

Retiree Henry Hernandez's Last Ride Home took place on December 29, 2009, and a retirement lunch was held at Administration earlier in the day.

The Senior Delivery Luncheon was held December 10, 2009, at the Chino Senior Citizens Center.

The Chino Youth Parade was held on December 12, 2009. Fire Chief and Board Members participated and rode in a horse-drawn carriage.

The Make a Child Smile Program was held December 16, 2009, at Wal-Mart. It was very well attended.

The Special Delivery for Hillview Acres was held December 20, 2009.

#### Upcoming Events

The Fire Foundation Recognition and Installation Breakfast is scheduled for Tuesday, January 19, 2010, at 8:30 a.m. at Los Serranos Golf and Country Club.

The Salute to Public Safety Luncheon is scheduled for Thursday, January 21, 2010, at 11:30 a.m. at Los Serranos Golf and Country Club.

Four Corners Transportation and Economic Summit is scheduled for January 28, 2010, at the Diamond Bar Center. District staff and Board Members will be attending.

#### BOARD COMMENTS

Director Evinger attended the Christmas Senior Delivery Luncheon, the Chino Youth Parade, the Make a Child Event, Hillview Acres Special Delivery, and Chino Hills Boat Parade. She thanked Fire personnel for their compassion and professionalism when they responded to a call, which involved her daughter, for a second degree burn.

Director Gray attended the Chino Youth Parade and the Make a Child Smile event. He commented that he was very pleased to see the participation from Assembly Members.

Director Marquez commended the entire Fire District for making the Make a Child Smile program so successful. He also commended Chief Benson and Firefighter/Paramedic Pete Roebuck for their leadership role in the Make a Child Smile event.

Vice President Espinosa attended the Make a Child Smile event, and the Chino Youth Parade.

President DeMonaco attended the Make a Child Smile event, and reiterated what a wonderful event it is.

#### ADJOURN TO CLOSED SESSION

President DeMonaco read the Closed Session item continued from earlier in the meeting pertaining to Labor Negotiations, and adjourned to Closed Session.

**CONFERENCE WITH LABOR NEGOTIATORS.** Meet with Board appointed negotiators (Fire Chief Paul Benson and Human Resources Manager Nelson) regarding negotiations between the Chino Valley Professional Firefighters, Local 3522 (CVPF) Safety Unit and the Chino Valley Independent Fire District.

Regular Board Meeting

January 13, 2010

Page 13

**RE-OPEN TO OPEN SESSION**

President DeMonaco reconvened the meeting to Open Session.

President DeMonaco reported that there was no reportable action from Closed Session.

**ADJOURNMENT**

President DeMonaco adjourned the meeting at 9:05 p.m. to a Special Board Meeting scheduled for Tuesday, February 2, 2010, at 4:00 p.m. The meeting will be held at the District Headquarters Office located at 14011 City Center Drive, Chino Hills, CA.

APPROVED AND ADOPTED THIS 10th DAY OF FEBRUARY 2010.

---

Sandra Heney, Clerk of the Board

---

John DeMonaco, President