

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting of the Board of Directors

MINUTES
November 12, 2009

ROLL CALL

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

Board Members Absent: None.

OPEN SESSION

President Marquez called the Open Session to order.

ADJOURN TO CLOSED SESSION

President Marquez read the Closed Session item 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.

RE-OPEN TO OPEN SESSION

President Marquez reconvened the meeting to Open Session, and announced that the Closed Session would continue following the Board Meeting.

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

INVOCATION

Chaplain Rob DePartee.

FLAG SALUTE

Mike Evinger.

CHANGES TO THE AGENDA

None.

SWEARING-IN CEREMONY

Swearing-in of re-elected Board Members Director James Espinosa and Director Ed Gray

President Marquez introduced the Honorable Judge Michael Sachs who performed the swearing-in ceremony for re-elected Board Members Director James Espinosa and Director Ed Gray.

Announcement and swearing-in of newly appointed Board Member, Director Sarah Evinger

The Honorable Judge Sachs performed the swearing-in ceremony for newly appointed Director Sarah Evinger.

President Marquez read Director Evinger's biography.

Chief Benson presented Director Evinger with a Director badge.

PRESENTATIONS/ANNOUNCEMENTS

Firefighter Muster Committee Recognition

President Marquez presented recognition certificates to the Muster Committee members for their role in the planning and success of the Firefighter Muster held on September 27, 2009.

New Employee Introduction – Angelica Alva

President Marquez introduced Angelica Alva as a new part-time receptionist and read her biography.

Employee of the Year – Vicki Varnes

President Marquez congratulated Vicki Varnes for receiving the 2009 Employee of the Year Award, and read her biography.

Fire Chief Benson presented Vicki with an Employee of the Year plaque and a gift basket from Administration.

Employee Recognition – Firefighter/Paramedic Rob Wyatt/Firefighter of the Year – Firefighter/Paramedic Rob Wyatt

President Marquez read Firefighter/Paramedic Rob Wyatt's biography and presented him with a plaque recognizing his accomplishments at the 2009 World Police and Fire Games.

President Marquez also presented Firefighter/Paramedic Wyatt with a certificate on behalf of Assembly Member Hagman recognizing Rob Wyatt for earning the medals.

Fire Chief Benson presented Firefighter/Paramedic Rob Wyatt with the Firefighter of the Year Award.

Annual Employee Service Awards

Fire Chief Benson recognized service award recipients and presented service pins and awards.

<u>5 Years</u>	<u>15 Years</u>	<u>20 Years</u>	<u>25 Years</u>	<u>30 Years</u>	<u>35 Years</u>
Kyle Colonna	Rich Cramton	Chris Cragg	Rick Parpan	Fernando Caldera	Jeff Gaul
Jaramie Duke	Scott Grier	Tyler Johnson		Henry Hernandez	
Cory Freestone	Steve Tevis			Jerry Lopez	
Steve Heide	Jeff Tytula			Don Ross	
Teri Hope Nelson	Mark Vaerini				
Edmund Quitevis					
Joe Sinclair					

City of Chino Centennial Celebration Update – PIO Massiel DeGuevara

PIO DeGuevara provided an overview and update of the upcoming Chino Centennial Celebration.

New Apparatus Display

Deputy Chief Summers provided an overview of the new apparatus.

- One of the new Pierce PUC (Pierce Ultimate Configuration) Type 1 fire engines
- The new Haz-Mat Unit
- The new replacement water tender, which is a Peterbilt 2000 gallon water tender equipped with firefighting foam and gel

PUBLIC COMMUNICATIONS

None.

LIAISON REPORTS TO THE FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District)

Tom Haughey, Chino Council Member, reported that the unemployment rate status for the City of Chino is currently 12%, and the County's rate is 14%. The City of Chino issued 27 new business licenses. The Groundbreaking for the new Fire Station 1, Training Center, and Fire Station 7 is scheduled for November 16, 2009. The City of Chino's Tree Lighting Ceremony is scheduled for December 1, 2009, at 6 p.m. The Chino Youth Christmas Parade is scheduled for Saturday, December 12, 2009.

Bill Kruger, Chino Hills Mayor Pro Tem, reported that the City of Chino Hills location for the new Community Center is currently being determined. He also provided an update on the Tehachapi Communication project. He also reported that the Council Members presented banners that have been displayed in Chino Hills recognizing those who are serving in the military. He also reported that the "Celebrating the Family" Poster contest participants were recognized. A new Chino Hills employee was also recognized.

CONSENT CALENDAR

1. Minutes

October 14, 2009 – Regular Board Meeting.

2. Monthly District Report

Month of September 2009.

3. Monthly Financial Report

Month of October 2009.

4. Monthly Treasurer's Report

Month of September 2009.

5. Warrants

Expenses as audited, are within budget for warrants #17307 through #17536.

6. Board Meetings/Travel

None.

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

Moved by Director Gray, seconded by Vice President DeMonaco, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar Items #1 through #6 as presented.

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

BOARD COMMITTEE REPORTS

Director Espinosa reported that he attended a Finance Committee meeting.

Vice President DeMonaco also attended a Finance Committee meeting, two Chino Hills Council meetings, and a CSDA Education Meeting.

OLD BUSINESS

None.

NEW BUSINESS

7. **JUNE 30, 2009, AUDIT REPORTS.** Purpose is to present the Fiscal Year 2008/2009 audit report and related disclosure letters to the Board of Directors for review, acceptance and filing.

Finance Manager Heide reported the financial audit for the fiscal year ended June 30, 2009, has been completed. He provided copies of the audit report, and three standard form letters from the auditors, Vavrinek, Trine, Day & Co., LLP (VTD) to the Board of Directors. He reported that the auditors issued an unqualified opinion on the District's financial statements, which is also commonly referred to as a "clean" opinion. Professional audit standards require that certain standard disclosures related to the audit be made to the Board as well.

Finance Manager Heide introduced Roger Alfaro, audit partner with Vavrinek, Trine, Day & Co.

Vice President DeMonaco asked if the component of the inventory systems related to the financial package was deferred from the last budget and will it be presented in next year's budget. He asked that if this item does not come forth in the next year's budget, will the District perform a manual inventory.

Finance Manager Heide stated that there are two options; one would be to potentially make a recommendation for an electronic component that would be significantly less in cost than the overall finance system, which the District would acquire with the desire to integrate this into the finance system at a later date. The second option would be to manually perform the inventory.

Fire Chief Benson reported that a significant portion of that inventory was completed, and that's relative to those items that were purchased under the Terrorism Grants that were made available to the District in cooperation with the County of San Bernardino. He added that this inventory was performed in 2008, and that the District would prioritize the highly sensitive and higher valued items and complete a target manual inventory, rather than convert the time and the effort into a complete

inventory until the District receives an approved electronic inventory system in place.

President Marquez asked about the protocol on how often an inventory is performed.

Finance Manager Heide stated that from an electronic standpoint, once the system is in place it's easy to update on an annual basis.

President Marquez asked about the District's computer backup program.

Deputy Chief Turner reported that there is a file server dedicated to the network, which backs up the computers on the hard drive, and then onto a disk. The disks are kept off-site.

RECOMMENDATION: It is recommended that the Board of Directors review, accept and file the Fiscal Year 2008/2009 audit report and related disclosure letter, as presented.

Moved by Director Gray, seconded by Vice President DeMonaco carried by a 5-0 voice vote, that the Board of Directors accept and file the Fiscal Year 2008/2009 audit report and related disclosure letter, as presented.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

CHIEF'S COMMENTS

Board Candidate interviews were held November 3 and 4, 2009.

Fire Prevention Staff met with CALFIRE on Tuesday to develop a "Scope of Work" for the Grant Mitigation project. CALFIRE will be getting back to the District soon to get the Carbon Canyon Hazard Mitigation project started.

Chaplain DePartee participated in the National Fallen Fire Fighters Foundation L.A.S.T. (Local Assistance State Teams) training in St. Paul, Minnesota last week. The primary objective of the L.A.S.T. team is to provide assistance and comfort to the family and department after a line-of-duty death and to help with filing for Federal, State and local benefits. Using FEMAS's 10 regions as a guideline, Chaplain DePartee will become a member of the California team.

District appointed negotiators met with the Chino Valley Professional Firefighters negotiations team on November 10, 2009, to resume work on a successor MOU. The current MOU expires December 31, 2009.

EMS Captain Ault coordinated the administration of the seasonal flu and H1N1 vaccinations for personnel. Sharon Lemoine, Captain Lemoine's wife, was generous in helping to administer the vaccination. The Fire District was one of the first San Bernardino County Fire Departments to receive the vaccine. This early arrival of the vaccine is credited to B.C. Shackelford's efforts.

The Fire District took delivery of three Pierce PUC Type 1 engines, and also the Haz-Mat unit, which was put into service. The Fire District also took delivery of the replacement water tender. Great work by the Apparatus Committee on all of the vehicles!

Captain Scott Atkinson continues his Officer Development Program by offering candidates the opportunity to be evaluated in the handling of personnel issues and presentations.

Captain Tim Stewart and Captain Scott Atkinson recently conducted an outstanding hands-on Roof Operations Class utilizing the new roof prop at the training center.

Captain Ault provided Paramedic and EMT skills training.

Operations personnel (A-Shift) did an outstanding job, as always, on the Diamond Springs Fire on November 3, 2009.

Operations personnel (B-Shift) also did an outstanding job of making a good stop of a strip center fire on November 5, 2009.

Four of the District's Arson Investigators have each spent two weeks working with Los Angeles Fire Department. The program was established to expose the District's investigators to an agency where arson is a daily experience. Our investigators have networked with LAFD personnel, The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and special insurance company investigators. This program, initiated by Deputy Chief Turner, has allowed our personnel to get a great deal of arson investigation experience in a very short period of time.

The target date for launching the District's new and greatly improved website is January 1, 2010. Deputy Chief Turner has led this endeavor over the past six months. Assisted by several very talented in-house staff and our web manager, the new website promises to be much more informative, easier to navigate, and it will provide easy public access to important District information.

In cooperation with the Chino Valley Professional Firefighters Association, the Fire District is now working on a Community Liaison Program. The program will make available trained District personnel to assist victims of significant incidents by providing on-scene and post incident support for the property owners. The program will complement our Chaplains Program and streamline access to the victim's critical needs, including the Red Cross, food, shelter, clothing, etc.

The District Automatic Vehicle Location (AVL) installation is near completion, and is expected to begin tracking by December 1, 2009. When on-line, the system should help ensure the closest available fire apparatus is dispatched to the emergency call.

The Proposition 1A Securitization Bonds were sold on Tuesday, November 10, 2009, at a yield of 4%. A total of 1,270 local agencies participated in the program, including the District. Our Prop 1A receivable is slightly less than \$1.7 million and the District will receive half of this amount through the program in January and the remaining fifty percent in May.

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Fire Chief Benson participated in the Chino Hills Poster Contest on October 15, 2009.

Board Members and staff attended the State of the School District, which was held on October 28, 2009, at Chino Hills High School.

PIO Massiel DeGuevara participated in a reading program on October 30, 2009, with the City of Chino. She read to young children and discussed fire safety with them.

On November 2, 2009, District staff attended a California Department of Corrections and Rehabilitation (CDCR) briefing regarding the conversion of the Heman G. Stark facility from a youth facility to an adult facility.

On November 6, 2009, Board Members and the Fire Chief attended the retirement dinner for Chino Police Chief, Stan Stewart.

The swearing-in of new Police Chief, Miles Pruitt, was held on November 9, 2009. Board Members, Fire Chief, and staff attended.

Upcoming Events

Station 1, 7, and the new Training Center Groundbreaking is scheduled for Monday, November 16, 2009, at 3:00 p.m. at 4th and Schaefer.

The 10th Biennial JAC Conference is scheduled for November 18-20, 2009, in Palm Springs. Board Members, Fire Chief, and Chino Valley Professional Firefighters Association members will be attending.

Thanksgiving observance is November 26 and 27, 2009. The Fire Administration office will be closed.

The City of Chino's Christmas Tree Lighting Ceremony is scheduled for December 1, 2009, in front of City Hall on the lawn.

The Chino Valley Professional Firefighters Christmas Party is scheduled for Friday, December 4, 2009, at Newport Beach Harbor at 6:30 p.m.

The City of Chino Hills Christmas Tree Lighting is scheduled for Saturday, December 5, 2009, at 6:00 p.m. at the City Government Center.

The Senior Delivery is scheduled for December 10, 2009, at 11:00 a.m. at the Chino Senior Center.

The Chino Youth Parade is scheduled for Saturday, December 12, 2009. Board Members and the Chief will ride in the parade.

The Make A Child Smile – Code 3 event is scheduled for Wednesday, December 16, 2009, at Wal Mart.

The Special Delivery for Hillview Acres is scheduled for Sunday, December 20, 2009, at 1:00 p.m.

Fire Chief Benson congratulated and welcomed Director Evinger to the District family.

President Marquez announced that SDRMA has an opening on their Board, and stated that SDRMA has informed the Fire District that if the Board Member that ran in September 2009 SDRMA Election, was interested in applying, which was Director Gray, a new Resolution would not be needed. SDRMA will honor the Fire District Resolution No. 2009-12, which was adopted at the Regular Board Meeting held on August 12, 2009. He added that if Director Gray was interested in participating, a letter of interest and resume is due to SDRMA by November 30, 2009.

Director Gray stated he was interested in applying for the seat on SDRMA Board.

BOARD COMMENTS

Director Evinger thanked the Board of Directors and the Fire District for the support in her appointment to the Fire Board.

Director Gray attended the State of the School District. He welcomed Director Evinger to the Fire Board.

Director Espinosa also attended the State of the School District, BAPS Open House, Muslim Mosque Grand Opening, Retiring Chino Police Chief Stan Stewart's retirement dinner, and the swearing-in of new Chino Police Chief Miles Pruitt. He welcomed Sarah Evinger to the Fire Board.

Vice President DeMonaco congratulated Director Evinger on her appointment to the Fire Board. He attended the BAPS Open House, Chaffey College dedication, State of the School District, and Chino Police Chief Miles Pruitt's swearing-in ceremony.

President Marquez asked Fire Chief Benson to provide an update on the communication tower.

Fire Chief Benson stated that it was beautiful facility. The equipment is installed and there is testing currently being performed.

President Marquez thanked staff and Board Members for their support and well wishes during his stay in the hospital.

President Marquez congratulated Director Evinger on her appointment to the Fire Board.

ADJOURN TO CLOSED SESSION

President Marquez read the Closed Session items continued from earlier in the meeting 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.

RE-OPEN TO OPEN SESSION

President Marquez reconvened the meeting to Open Session.

There was nothing to report from Closed Session and no action was taken.

ADJOURNMENT

President Marquez adjourned the meeting at 9:00 p.m. to a Regular Board Meeting scheduled for Wednesday, December 9, 2009, at 6:00 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 9th DAY OF DECEMBER 2009.

Sandra Heney, Clerk of the Board

John DeMonaco, President