

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

**MINUTES**  
*December 9, 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.

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

**INVOCATION**

Chaplain Rob DePartee.

**FLAG SALUTE**

Chino Hills Mayor Kruger.

**SELECTION OF 2010 BOARD OFFICERS.** Purpose is to nominate and vote for the 2010 Board Officers for the position of President and Vice President.

President Marquez requested nominations for the Office of President.

Director Gray nominated Vice President DeMonaco to the position of President.

There were no other nominations.

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President Marquez requested a voice vote for the nomination for Vice President DeMonaco to the position of President.

All Board Members were in favor of the nomination of Vice President DeMonaco to the position of President.

**Moved by Director Gray, carried by a 5-0 voice vote, to select Vice President John DeMonaco as President.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

President DeMonaco requested nominations for the Office of Vice President.

Director Marquez nominated Director Espinosa to the position of Vice President.

There were no other nominations.

President DeMonaco requested a voice vote for the nomination for Director Espinosa to the position of Vice President.

All Board Members were in favor of the nomination of Director Espinosa to the position of Vice President.

**Moved by Director Marquez, carried by a 5-0 voice vote, to select Director Espinosa as Vice President.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

### **CHANGES TO THE AGENDA**

None.

### **PRESENTATIONS/ANNOUNCEMENTS**

#### **Presentation to Board President for the Year 2009**

Fire Chief Benson congratulated the new President and the new Vice President.

Fire Chief Benson presented an appreciation plaque to Ray Marquez for serving as the 2009 Board President.

### **Presentation by Fire Chief Benson**

Fire Chief Benson presented plaques to the Board of Directors. The plaques had mounted helmet leathers worn for the groundbreaking ceremony for Station 1, 7, and the Training Center.

### **Employee Service Year Awards**

Fire Chief Benson recognized Engineer Frank Sexton for his 30 years of service with the Fire District, and presented him with his service pin and a 30 year service award.

### **Volunteer Recognition**

Deputy Chief Turner recognized Alex Arredondo for his dedication and numerous hours donated to the District as photographer.

Fire Chief Benson presented Alex with a photographer badge.

### **Annual Donation by Fire Foundation**

Jeff Heringer, Fire Foundation President, presented an annual donation in the amount of \$13,000 to the Fire District on behalf of the Fire Foundation.

### **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)**

Bill Kruger, Chino Hills Mayor, reported on the City Council Meeting. He reported that the Volunteer of the Month was recognized. Four students were also recognized as winners of an essay contest highlighting military personnel. He also reported that three individuals were inducted into the City's Foundation Board of Directors. The City's liaisons to committees will be realigned in January 2010. He also reported that the City of Chino Hills will be closed between Christmas and New Years.

Jeff Heringer, Fire Foundation President, announced that the Fire Foundation will not be meeting in the month of December. The Fire Foundation Installation Breakfast is scheduled for January 19, 2010, at Los Serranos Golf and Country Club.

### **CONSENT CALENDAR**

#### 1. Minutes

November 3, 2009 – Special Board Meeting.

November 4, 2009 – Special Board Meeting.

November 12, 2009 – Special Board Meeting.

2. Monthly District Report

Month of October 2009.

3. Monthly Financial Report

Month of November 2009.

4. Monthly Treasurer's Report

Month of October 2009.

5. Warrants

Expenses as audited, are within budget for warrants #17537 through #17708.

6. Board Meetings/Travel

None.

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

**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 #1 through #6 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**

Director Marquez attended a Fire Safe Council meeting. He also attended a CIW/CAC meeting, and reported that the new Warden is Warden Guillermo Garcia. The main discussion at that meeting was the prison's budget and health care operations at CIW.

Vice President Espinosa attended one Chino City Council meeting, and a Finance Committee Meeting.

Director Gray attended the City of Chino's Tree Lighting Ceremony and City Council meeting. He also attended the CAC/CIM meeting. Warden Poulos has been relocated, and the interim Warden is Warden Fakhoury. Discussion at this meeting was held regarding the prison taking occupancy of the Youth Authority, which is scheduled for the end of 2010. He added that the prison hospital will be located at the Youth Authority. He also reported that the facility that was burned in the Prison riot will be rebuilt, and will house low-risk inmates.

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

**OLD BUSINESS**

None.

**NEW BUSINESS**

7. STATION 64 REMODEL PROJECT CONTRACT CHANGE ORDERS. Purpose is to review and approve the proposed contract change orders for the Station 64 Remodel Project.

Finance Manager Heide reported that due to requirements of the building code and Title 24 of the California Code of Regulations, contract change orders have been submitted by the contractor. He also reported that the domestic water line cannot be located under the new slab, requiring the line to be relocated from the original plan, and also resulting in the need to relocate the existing sprinkler riser. Additionally, for purposes of efficiency of the new split-unit HVAC system, there is a need for extensive re-ducting, which was not included in the original plans.

Finance Manager Heide reported that the following change orders are recommended for approval:

Concrete: Additional excavation and coring of block wall will be required to accommodate the relocation of existing water lines and create an additional pad for the HVAC system. Cost: \$1,200.

Electrical: Relocation of the fire sprinkler flow switch. Cost: \$250.

Plumbing: Reroute 1 1/2" domestic water line, move clean out for existing sewer line, run additional gas lines for new HVAC system, install new condensation pump for new HVAC system. Cost: \$5,700.

HVAC: Accommodate second HVAC system in room addition, replace existing ducting to create two separate systems. Cost: \$7,100.

Fire Sprinklers: Relocate existing sprinkler riser to north side of new room. Cost: \$7,000.

HVAC Closet: Construct new heater closet to accommodate HVAC system in new room. Cost: \$3,200.

President DeMonaco confirmed with the Finance Manager that results of this change order were due primarily to miscalculation by the architect.

Finance Manager Heide reported that all costs have been rounded and total proposed change orders are approximately \$24,450. He also reported that if approved, additional funding for change orders would be appropriated from undesignated fund balance. While not anticipated at this time, in the event that additional changes to the contract are required at a later date, the approved project contingency of \$12,750 is proposed to remain unchanged at this time.

**RECOMMENDATION:** It is recommended that the Board of Directors review and approve the

proposed contract change orders to the Station 64 Remodel Project, in an amount not to exceed \$25,000 from undesignated fund balance.

**Moved by Director Gray, seconded by Vice President Espinosa, carried by a 5-0 voice vote, that the Board of Directors approve the proposed contract change orders to the Station 64 Remodel Project, in an amount not to exceed \$25,000 from undesignated fund balance.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

8. DISPOSITION OF SURPLUS PROPERTY. Purpose is to review and approve the disposition of the District's surplus property.

Finance Manager Heide reported that included in the proposed surplus inventory are two fire engines, four automobiles, and a Hazmat Squad vehicle, as follows:

<b>CHO#</b>	<b>Assignment</b>	<b>Year/Make</b>	<b>Mileage</b>
CHO-42	E65A	1990 Pierce Engine	156,979
CHO-43	E66A	1990 Pierce Engine	157,750
CHO-64	Hazmat	1994 Chevy Truck	99,989
CHO-71	Staff Vehicle	1997 Ford Contour	66,044
CHO-72	Staff Vehicle	1997 Ford Contour	76,944
CHO-73	Staff Vehicle	1997 Ford Contour	80,888
CHO-92	Staff Vehicle	2002 Ford Crown Vic	173,936

Finance Manager Heide stated that if approved by the Board, the District's surplus vehicles will be sold to a wholesaler/dealer or at auction, whichever source will generate the most revenue for the District.

Fire Chief Benson reported that the District has received written requests from three departments asking about the availability of the surplus vehicles.

Vice President Espinosa suggested that the District either donate or sell the apparatus. He stated that further discussion needs to be held regarding the disposition of future surplus vehicles.

Director Gray commented that he was in favor of selling the surplus engines to a wholesaler or to another interested agency rather than to auction. However, he would like to see a minimum amount established.

Director Marquez suggested consulting with legal counsel to confirm that the District does not have any liability in the sale or donation of vehicles.

The Board agreed to approve the disposition of the District's surplus property for the two (2) fire

engines at the highest possible price through either a wholesaler or sale to a requesting fire department at a minimum of \$15,000 for each engine; and the disposition of five (5) vehicles through the auction process. Disposition of all authorized surplus vehicles to include a release of liability reviewed by District Legal Counsel.

Director Marquez suggested that a policy be developed for the disposition of surplus property, for the purpose of consistency.

Finance Manager Heide stated that a policy could be developed and brought back to the Board of Directors for future disposition of surplus property.

President DeMonaco agreed with the suggestion to develop a policy in regards to disposing of surplus property.

RECOMMENDATION: It is recommended that the Board of Directors review and approve the disposition of the District's surplus property.

**Moved by Vice President Espinosa, seconded by Director Gray, carried by a 5-0 voice vote, that the Board of Directors approve the disposition of the District's surplus property for the two (2) fire engines at the highest possible price through either a wholesaler or sale to a requesting fire department at a minimum of \$15,000 for each engine; and disposition of five (5) vehicles through the auction process. Disposition of all authorized surplus vehicles to include a release of liability reviewed by District Legal Counsel.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

9. AMENDMENT TO DISTRICT INVESTMENT POLICY. Purpose is for the Board to review, approve and adopt Resolution No. 2009-22, amending the District's Investment Policy and Procedures and rescinding Resolution No. 2008-04.

Finance Manager Heide reported that staff is proposing to enter into a Master Repurchase Agreement over overnight sweep account investments with Citizens Business Bank, for purposes of earning a higher rate of return than is currently available through the state Local Agency Investment Fund (LAIF).

Finance Manager Heide also reported that in conjunction with entering into this agreement, the District would establish an additional bank account with Citizens for purposes of sweeping funds in excess of a designated minimum balance from the District's general account at the bank, to the new interest bearing sweep account. He also reported that funds in the sweep account would be used by the bank to purchase investments in an overnight repurchase agreement on behalf of the District, thereby earning the District a higher rate of return than is currently available through LAIF. The bank is guaranteeing a 1% return on these overnight investments, vs. LAIF's current interest rate of approximately 0.6%.

Finance Manager Heide reported that one of the requirements set forth in the California Government Code Section 53601 is that, while repurchase agreements are not FDIC insured, the bank is required to collateralize these investments with securities equal to at least 102% of the value of the investment. Additionally, staff is proposing to limit investments under this arrangement to no more than 25% of the District's investment portfolio.

Finance Manager Heide stated that staff is in process of evaluating other investment options available to the District to earn higher rates of return on investment and anticipates proposing additional changes to the District's investment policy in the near future.

**RECOMMENDATION:** It is recommended that the Board review, approve and adopt Resolution No. 2009-22, amending the District's Investment Policy and Procedures and rescinding Resolution No. 2008-04.

**Moved by Vice President Espinosa, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors approve and adopt Resolution No. 2009-22, amending the District's Investment Policy and Procedures and rescinding Resolution No. 2008-04.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

#### CHIEF'S COMMENTS

Station 1, 7, and the new Training Center Groundbreaking was held Monday, November 16, 2009.

The leather helmet shield prepared for the ground breaking ceremony was mounted on plaques and presented to the City of Chino Council Members at their Council Meeting on December 1, 2009, by Chief Benson.

Director Marquez has been chosen to serve on the 2010 CSDA Fiscal Committee, the CSDA Special District Task Force Committee, and the CSDA Legislative Committee. President DeMonaco has been chosen to serve on the 2010 CSDA Education Committee and the CSDA Planning Committee. Fire District participation, by the Board Members, was approved at the September 9, 2009, Board Meeting.

Director Gray is one of six candidates seeking appointment to a vacant seat on the SDRMA Board of Directors. His interview is scheduled for Friday, December 11, 2009. The term for this appointment is January 1, 2010 through the remaining unexpired term, which ends December 31, 2011.

Captain Dan Winn provided training to all field personnel on how to operate the foam and gel system as well as vehicle operation for the new Water Tender.

Captain Atkinson and Firefighter/Paramedic Freestone attended a training conference in Fresno, which included Safety Officer Operations, Strike Team Strategy & Tactics, Fire Ground Simulations and promotional testing techniques.

Chief Shackelford has been elected President of the County Training Officers Association for 2010 and Chief Summers has been elected as the President of the County Operations Chiefs Association.

The 10<sup>th</sup> Biennial JAC Conference was held November 18-20, 2009, in Palm Springs. Board Members, Fire Chief, and Chino Valley Professional Firefighters Association members attended.

Meetings continue with the Chino Valley Professional Firefighters negotiations team with a mutual goal of coming to an agreement on the terms of a successor MOU by the end of December.

Representatives from both Nationwide and ICMA-RC made presentations to a group of management and employee bargaining group representatives on post retirement health plan options. Further discussions will take place to explore what, if any, plan could be implemented.

Staff attended the annual CalPERS Educational Seminar and California Public Employee Labor Relations Conference in late October.

The Christmas Tree Lighting Ceremony for the City of Chino was held on Tuesday, December 1, 2009. Board Members and staff attended.

The Chamber Holiday Luncheon was held on December 3, 2009, at Western Hills Golf and Country Club. Board Members and staff attended.

The Christmas Tree Lighting Ceremony for the City of Chino Hills was held on Saturday, December 5, 2009.

Beginning in 2010, all agreements and contracts approved by the Board will be tracked by a numbering system similar to the District's current Resolutions tracking system.

Engineer Steve Vargo has retired from the Fire District effective November 19, 2009. Engineer Henry Hernandez will retire from the Fire District effective December 29, 2009. A luncheon will be planned in January to honor both retirees.

#### Upcoming Events

The Senior Delivery is scheduled for December 10, 2009, at the Chino Senior Citizens Center.

Assemblyman Hagman's Office has scheduled a District Office Christmas Open House on December 10, 2009, from 4:30 to 6:00 p.m.

The Chino Youth Parade is scheduled for Saturday, December 12, 2009. Board Members and Chief Benson will be riding in the parade in a horse-drawn carriage.

The Chino Youth Museum has scheduled a 10<sup>th</sup> anniversary celebratory reception on Tuesday, December 15, 2009, at 6:00 p.m.

The Make A Child Smile Program is scheduled for Wednesday, December 16, 2009, at 8:30 a.m. at Wal-Mart.

BAPS Open House is scheduled for Wednesday, December 16, 2009, from 5:00-7:00 p.m.

The Gas Company Annual Holiday Breakfast is scheduled for Thursday, December 17, 2009, at 6:00 a.m. at the Chino Base.

Assembly Member Norma Torres' District Office has scheduled a Holiday Open House and Toy Drive on Thursday, December 17, 2009, from 4-7 p.m.

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

The Administration office will be closed on December 24 and 25, 2009, in recognition of Christmas Eve and Christmas, and also will close at noon on December 31, 2009, in recognition of New Year's Eve, and all day on January 1, 2010, for New Year's Day.

#### BOARD COMMENTS

Director Evinger attended the groundbreaking for Station 1, 7, and the Training Center. She also attended the Chino Valley Fire Foundation meeting, the Make A Child Smile Meeting, and the Administration Thanksgiving Holiday Luncheon. She attended the City of Chino and City of Chino Hills Council Meetings where she was introduced to the City Council. She attended the JAC Annual Conference in Palm Springs, and participated in four of the five workshops. She attended the Chino Hills Shoppes Tree Lighting Ceremony, the Chamber's Holiday Luncheon, the Chino Valley Professional Firefighters Annual Christmas Party, and the City of Chino Hills Tree Lighting ceremony. She congratulated Engineer Frank Sexton for his 30 years of service with the Fire District. She also congratulated Mayor Kruger for his recent appointment as Mayor, and congratulated President DeMonaco and Vice President on their new appointment. She thanked the Board of Directors, Clerk of the Board Heney, and Mary Scott for their support in her new position as Fire Board Member.

Director Gray attended the Chino Valley Professional Firefighter's Christmas party. He also attended the groundbreaking for Station 1, 7, and the Training Center. He congratulated Engineer Sexton for his 30 years of service with the Fire District. He thanked all personnel for their support for Randy Rudolph and his family during his time of recovery. He congratulated Steve Vargo and Henry Hernandez on their retirement.

Director Marquez attended the JAC Annual Conference, the groundbreaking for Station 1, 7, and the Training Center, the Chino Christmas Tree Lighting, the Chamber Holiday Luncheon, a Habitat for Humanity fundraiser, the Administration's Thanksgiving Holiday luncheon, YMCA monthly meeting, and Airport Commission meeting. He reported that Shaun Arena is the new Chino Airport Manager. He congratulated Engineer Sexton for his 30 years of service. He also thanked all personnel for their support for Randy Rudolph and his family during his time of recovery.

Vice President Espinosa congratulated President DeMonaco on being nominated President. He commented

that he was honored to be nominated Vice President. He thanked Captain Rich Higgins for coordinating the remodel project at Station 64, and coordinating support for Randy Rudolph. He attended Administration's Thanksgiving Holiday, the groundbreaking for Station 1, 7, and the Training Center, and the JAC Annual Conference. He also congratulated Engineer Frank Sexton for his 30 years of service with the District, and congratulated Bill Kruger for his recent appointment as Chino Hills Mayor.

President DeMonaco wished Randy Rudolph a speedy recovery, and thanked Engineer Sexton for his 30 years of service. He also attended Administration's Thanksgiving Holiday, the groundbreaking for Station 1, 7, and the Training Center, and the JAC Annual Conference. He thanked all fire personnel for their hard work in 2009.

### ADJOURNMENT

President DeMonaco adjourned the meeting in memory of all the fallen soldiers who have made this country safe, at 7:16 p.m. to a Regular Board Meeting scheduled for Wednesday, January 13, 2010, 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 13th DAY OF JANUARY 2010.

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Sandra Heney, Clerk of the Board

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John DeMonaco, President