

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

MINUTES
February 10, 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.

INVOCATION

Chaplain Rob DePartee.

FLAG SALUTE

Vice President Espinosa.

CHANGES TO THE AGENDA

Clerk of the Board Heney requested to pull item #10 under New Business from the agenda.

PRESENTATIONS/ANNOUNCEMENTS

Recognition of Chaplain Adolph Perez

Chaplain DePartee read Chaplain Perez's biography and thanked him for his five years of service to the Fire District, and presented him with a retirement plaque.

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)

Bill Kruger, Chino Hills Mayor, reported that the City of Chino Hills received five more registrations for the Military Banner Program. He also reported that the City of Chino Hills has appointed Mr. Hamamoto as the new Parks and Recreation Commissioner. The City of Chino Hills has been funded to improve the channel, roadway, and bridge at Eucalyptus and Peyton Drive. This project has been delayed due to the rains. Once the project begins, that area will be closed for approximately six months. A flood channel project began in

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Los Serranos in early January and approximately 900 feet of pipe has been installed to aid the flooding conditions.

Jeff Heringer, Fire Foundation President, reported that the current Fire Foundation Executive Board was sworn in for another year at the Installation Breakfast held in January. The only change in the Executive Board was the Secretary, who is now Sandy Magallanez for 2010. The outgoing Secretary, Gloria Connors, was recognized for her service in 2009. He also reported that the Foundation is planning a new fundraiser, which is a car show and possibly a pancake breakfast. The date is tentatively set for the end of May.

CONSENT CALENDAR

1. Minutes

January 13, 2010 – Regular Board Meeting.

January 21, 2010 – Special Board Meeting.

February 2, 2010 – Special Board Meeting.

2. Monthly District Report

Month of December 2009.

3. Monthly Financial Report

Month of January 2010.

4. Monthly Treasurer's Report

Month of December 2009.

5. Warrants

Expenses as audited, are within budget for warrants #17915 through #18122.

6. Board Meetings/Travel

CSDA Legislative Day

Sacramento, CA

May 11-12, 2010

7. INVESTMENT POLICY. Review and approve changes to the District's investment policy, and adopt Resolution No. 2010-01, rescinding Resolution No. 2009-22.

8. AGREEMENT NO. 2010-03 – FINANCE SYSTEMS CONSULTANT. Review and approve Agreement No. 2010-03, an agreement for finance systems consulting services with NexLevel Information Technology, Inc., and authorize the Fire Chief to execute the agreement on behalf of the Fire District.

9. EMERGENCY ROOF REPLACEMENT FOR DISTRICT TRAINING CENTER. Approve emergency roof replacement for District Training Center in an amount not to exceed \$16,000 from the undesignated fund balance, and waive the competitive sealed bidding requirements.

A significant leak has developed in the roof at the District Training Center as a result of recent heavy rains. Due to the age and overall condition of the roof, complete replacement will be necessary. Given the potential for additional heavy rains this winter season, authorization for emergency roof replacement at the District Training Center is requested at this time. Bid to be awarded in an amount not to exceed \$16,000 from undesignated fund balance, in accordance with Section 3.12.270 of District purchasing policy, which allows for waiving of sealed bid requirements when an emergency is deemed to exist involving health, safety or welfare which would be interrupted if the normal purchasing procedure were followed.

Director Marquez requested to pull Consent Calendar item #3.

RECOMMENDATION: Approve Consent Calendar items #1, 2, 4, 5, 6, 7, 8, and 9 as presented.

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, 2, 4, 5, 6, 7, 8, and 9 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 requested clarification on Consent Calendar item #3, on page 2 of the Financial Report. He wanted to clarify that the revenue adjustment in Supplemental Revenue was pertaining to Prop 1A. Finance Manager Heide provided clarification and confirmed that it was pertaining to Prop 1A.

Moved by Director Marquez, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar Items #3 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 CSDA Legislative Committee Meeting on February 5, 2010. He reported that the State has a seven billion dollar shortfall. He reported that in an attempt to collect other revenues, the State would like to collect 3% from all independent contractors that the District does business with.

Director Marquez discussed the pending legislation. He would like to know how much the District is spending on independent contractors and what the estimated cost for the District would be to implement a system to withhold, track and remit a 3% withhold.

Director Marquez attended an Airport Commission meeting. He reported that an automated fuel dispenser is going to be installed at the Chino Airport. He also attended a Fire Safe Council meeting and announced that the District is now considered a FIREWISE Community.

Vice President Espinosa attended a Finance Committee Meeting.

Director Evinger attended a City of Chino Council Meeting on behalf of President DeMonaco. She also attended a School District meeting. She reported that the School Board approved the opening of a Virtual High School and development center, which will be located at the Los Serranos old school site. A petition was approved for Oxford Preparatory Academy, which will be the first Charter School in the District. The School District adopted a joint use agreement for the library at Cal Aero Preserve. The employment contract for Superintendent Wayne Joseph was approved for a term of four years. Director Evinger also attended a Fire Safe Council Meeting.

Director Gray attended a CIM meeting. He reported that CIM is going to completely take over the Youth Authority in March. CIM is in the process of reconstructing the area where the riot took place. He also attended a Chino Hills Council meeting and reported that a traffic signal has been installed in Olinda Village, which is apparently creating a traffic problem with commuters.

President DeMonaco reported that he attended a CSDA Education Committee meeting, a Chino Council Meeting, and a Fire Safe Council meeting.

OLD BUSINESS

None.

NEW BUSINESS

10. RESOLUTION NO. 2010-02, MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE FIRE DISTRICT AND THE CHINO VALLEY PROFESSIONAL FIREFIGHTERS (CVPF), LOCAL 3522. Purpose is to present for approval a Memorandum of Understanding between the Fire District and the Chino Valley Professional Firefighters (CVPF), Local 3522.

This item was pulled from the agenda.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2010-22, approving and ratifying the MOU between the Fire District and the CVPF for January 1, 2010, through December 31, 2011, and appropriate \$163,300 from the Undesignated Fund Balance.

11. ASSIGNMENT OF 2010 DISTRICT GOALS TO BOARD COMMITTEES. Purpose is for the President of the Board of Directors to assign the 2010 District Goals to specific Board Committees.

President DeMonaco requested to add an additional goal to the (7) seven goals approved at the January 13, 2010, Regular Board Meeting for a total of (8) eight goals. The goal added was to develop a Surplus Property Disposition Policy.

President DeMonaco assigned the 2010 District Goals to the following Board Committees:

<u>GOAL</u>	<u>Committee Assignment</u>
1. Complete construction and take occupancy of new Fire Station 1, 7 and the Training Center.	Planning
2. Conduct recruitment, test, hire and conduct Training Academy for approximately 15-20 Firefighter/Paramedics.	Human Resources
3. Prepare promotional tests for Engineer and Captain, recruit and test to establish lists by November 2010.	Human Resources
4. Design and implement a leadership development program for the District.	Human Resources
5. Complete a review of the Districts IT systems; identify enterprise resource planning systems to meet our long-term needs and prepare funding and implementation plans.	Finance Planning
6. Complete review of the Fire District fee structure and prepare recommendations to capture unfunded liabilities associated with non-resident emergency response demands.	Finance Planning
7. With the assistance of professional grant writers, research and pursue grant opportunities available to the Fire District.	Finance Planning
8. Develop a Surplus Property Disposition Policy.	Human Resources Finance

The Board of Directors unanimously agreed to add Goal #8, Develop a Surplus Property Disposition Policy, to the 2010 goals.

RECOMMENDATION: It is recommended that the President of the Board of Directors assign the 2010 District Goals to specific Board Committees.

Moved by Director Evinger, seconded by Director Gray, carried by a 5-0 voice vote, that the Board of Directors add Goal #8, Develop a Surplus Property Disposition Policy, to the 2010 goals.

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

12. FIRE DISTRICT LOGO. Purpose is to discuss the logo approved for use on Fire District apparatus and to adopt that logo as the official District logo.

Fire Chief Benson reported that the Fire District approved a newly designed seal for use on apparatus doors. This seal was developed with input and review from all levels within the District and it appropriately recognizes our commitment and dedication to those we serve.

Fire Chief Benson reported that following the presentation of the new door seal at the District's January 2010 meeting, the Board of Directors asked staff to bring this item back to the Board for consideration as the official logo for the Fire District.

Director Gray commented that he really was pleased with the logo and appreciated all the hard work that was put into it.

Fire Chief Benson stated that the logo represents the citizens in the unincorporated areas, as well as the citizens of the cities of Chino and Chino Hills.

Director Marquez stated that he would like to know the acreage and population of the unincorporated area of the District.

Vice President Espinosa suggested that the Committee consider reviewing the possibilities of using this new logo for the uniform patches.

Director Evinger stated that she thought that the logo was very well done.

Fire Chief Benson reported that staff is looking at securing the logo as a trademark to protect the design.

RECOMMENDATION: It is recommended that the Board of Directors adopt the logo as the District's official logo.

Moved by Director Gray, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors adopt the logo as the District official logo.

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

13. LAFCO VOTE ON ALTERNATIVE APPORTIONAMENT FORMULA FOR SPECIAL DISTRICTS FOR FISCAL YEAR 2010-11 AND THEREAFTER. Purpose is for the Board of Directors to review and cast a vote on the LAFCO proposed Alternative Apportionment Formula for Special Districts for Fiscal Year 2010-2011 and thereafter.

Finance Manager Heide reported that Government Code § 56381 provides for the sharing of LAFCO's annual operating costs by dividing those costs equally between the cities, county, and special districts within the county (1/3 to cities, 1/3 to the county, 1/3 to special districts). While Government Code § 56381 provides a funding formula for use in determining an individual special district's share of the combined special district allocation, it also allows special districts to create an alternative funding formula. He also reported that the special district representatives on LAFCO have proposed a new alternative method of dividing the allocation among special districts. The new alternative method would double Chino Valley Fire District's obligation, increasing it from the \$10,000 to \$20,000 annually.

Finance Manager Heide reported that LAFCO is conducting a mail ballot of all independent special districts for this matter. In order to modify the current alternative method, a quorum of the independent special districts must vote (26 of 51). Those voting affirmatively to change the formula must represent a majority of the special district registered voter population in the county (50% plus 1).

Finance Manager Heide reported that ballots cast must be received either by mail or fax in the LAFCO office no later than 5:00 p.m. on March 1, 2010.

President DeMonaco stated that if the Board votes in favor of this matter, it would cost the District more money. If the Board votes no, then the District becomes part of the quorum of the Districts that vote. If the District does nothing, then the District is not part of the quorum.

Director Evinger recommended that the District take no action by not voting.

Director Gray agreed with Director Evinger to take no action by not voting.

Vice President Espinosa stated that he thought that the District should either vote no, or not vote at all.

Director Marquez recommended that the District participate in the vote and vote no. He felt it was the District's responsibility to vote for this matter or against it.

Director Gray had his concerns about whether the voting structure was legal.

Fire Chief Benson stated that this process was set up by State statute, which guides the voting process.

Director Gray suggested that the District send a letter to LAFCO expressing dissatisfaction with the process for the alternative funding formula.

RECOMMENDATION: It is recommended that the Board of Directors discuss this matter and vote to do one of the following: a) take no action by not voting, b) vote affirmatively for the proposed alternative apportionment formula, or c) vote against the alternative apportionment formula.

Moved by Vice President Espinosa, seconded by Director Evinger, carried by a 4-1 voice vote, that the Board of Directors vote to take no action by not voting.

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

NOES: BOARD MEMBERS: Marquez.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

CHIEF'S COMMENTS

On February 3, 2010, the District hosted an Open House for Therma-Gel, showcasing a gel-capable patrol and water tender.

Also February 3, 2010, the Carbon Canyon Fire Safe Council received recognition as a FIREWISE community for its advocacy work in wildfire prevention and mitigation. Doug McCain, Cal Fire's Chief for the San Bernardino Unit, was on hand to personally present the award, which has been earned by only 35 communities in California and 595 communities nationwide.

National Burn Awareness Week begins February 7, 2010. This national event presents the opportunity to remind residents of the simple safety measures they can take to prevent burn injuries. The focus of this year's Burn Awareness Week campaign is *Preventing Scalding* and *Gasoline-Related Burns*.

A kick-off meeting for the Financial Systems Project Team will be held Tuesday, February 15, 2010. This initial meeting will serve as an opportunity to discuss project timelines and objectives, and begin the process of identifying system requirements for the new financial computer system.

Fire District medical exams are scheduled to begin February 22, 2010, through February 26, 2010.

Captain Atkinson began training personnel on the use of the West End's new driving simulator.

215 applications were received for the Firefighter/Paramedic recruitment. 120 applicants have been invited to the testing process, which is scheduled for March 1 through March 5, 2010.

The Fire Foundation Recognition and Installation Breakfast was held January 19, 2010, at Los Serranos Golf and Country Club. Fire District Board Members and staff attended.

The Salute to Public Safety Luncheon was held January 21, 2010, at Los Serranos Golf and Country Club. Fire District Board Members and staff attended.

Four Corners Transportation and Economic Summit was held January 28, 2010, at the Diamond Bar Community Center. District staff and Board Members attended.

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The Fire Chief has been asked to sit on the Airport Planning Advisory Committee to provide input into the Master Plan Update for the Chino Airport. The Committee will hold its first meeting on Wednesday, February 17, 2010, and is expected to meet approximately six times over the next several months.

Upcoming Events

The City of Chino's "Happy Birthday Chino 100 Years of Progress" Centennial event is scheduled for Tuesday, February 16, 2010, from 5:00 to 6:00 p.m. at the Neighborhood Activity Center.

The Fire District is participating in this year's Festival of Books in Chino on February, 28, 2010.

BOARD COMMENTS

Director Evinger attended the Fire Foundation Installation Breakfast; several CSDA Leadership Training classes; Four Corners Transportation and Economic Summit; and an ADHOC Committee meeting to discuss the Fire Chief's evaluation. She thanked B.C. Gaul and Captain Scott Atkinson for their assistance on the day of her car accident, and also thanked the Fire District Board of Directors and Management for their support.

Director Gray attended the Fire Foundation Installation Breakfast and the Salute to Public Safety luncheon.

Director Marquez attended the Salute to Public Safety luncheon; the Fire Foundation Installation breakfast; and the Run for Russ event, which was postponed due to heavy rainfall. He thanked Human Resources Manager Nelson and Director Evinger for working on the Fire Chief's evaluation form.

Vice President Espinosa attended the Fire Foundation Installation Breakfast and the Salute to Public Safety luncheon.

President DeMonaco attended the Fire Foundation Installation Breakfast; the Salute to Public Safety luncheon; the Fire Safe Council Meeting; and the Four Corners Transportation and Economic Summit.

ADJOURNMENT

President DeMonaco adjourned the meeting at 7:10 p.m. to a Special Board Meeting scheduled to begin at 7:00 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 MARCH 2010.

Sandra Heney, Clerk of the Board

John DeMonaco, President