

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

MINUTES
May 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 item and adjourned to Closed Session.

CONFERENCE WITH LABOR NEGOTIATORS. Government Code Section 54957.6, the Board of Directors will meet with the designated Fire District negotiators, Director Ray Marquez and Director Ed Gray regarding compensation provisions for Management positions (Deputy Chief, Battalion Chief, Clerk of the Board/Administrative Manager, Finance Manager, and Human Resources Manager).

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.

INVOCATION

Chaplain Rob DePartee.

FLAG SALUTE

Vice President Espinosa.

CHANGES TO THE AGENDA

President DeMonaco requested to table Item #9 under New Business, Resolution No. 2010-05 Adopting Fire District Policy and Procedures for Board of Directors.

Moved by President DeMonaco, seconded by Vice President Espinosa, carried by a 5-0 voice vote, that the Board of Directors table Item #9, Resolution No. 2010-05 Adopting Fire District Policy and Procedures for Board of Directors.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

PRESENTATIONS/ANNOUNCEMENTS

Emergency Medical Services (EMS) Week Proclamation

President DeMonaco declared Emergency Medical Services Week, May 16-22, 2010 and read the Proclamation.

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)

Jeff Heringer, Fire Foundation President, reported that the Fire Foundation's Classic Car Show is scheduled for Saturday, May 22, 2010, at the Chino Hills Shoppes from 8:00 a.m. to 4:00 p.m.

CONSENT CALENDAR

1. Minutes

April 14, 2010 – Regular Board Meeting.

April 30, 2010 – Special Board Meeting.

2. Monthly District Report

Month of March 2010.

3. Monthly Financial Report

Month of April 2010.

4. Monthly Treasurer's Report

Month of March 2010.

5. Warrants

Expenses as audited, are within budget for warrants #18499 through #18749.

6. Board Meetings/Travel

None.

7. Expenditure and Surplus Approval – Approve purchase and installation of new generator for Station 65, and surplus of old generator.

Approve expenditure of up to \$17,000 in budgeted funds for purchase and installation of a new generator, to be purchased through Cummins Power Generation on pre-competed basis under a GSA contract. Approve surplus of existing unit, to be removed by installer and consigned to auction company for disposal and sale.

RECOMMENDATION: Approve Consent Calendar items #1 through #7 as presented.

President DeMonaco asked to pull Consent Calendar Item No. 7.

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 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.

President DeMonaco asked for an update on the Expenditure and Surplus Policy.

Finance Manager Heide provided an update on the progress of the policy. He reported that the District has hired Ken Porter Auctions Company to dispose of surplus property and a policy will be presented to the Board following results from using the auction service.

Moved by President DeMonaco, seconded by Director Gray, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar Items #7 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 Evinger reported that she attended a Human Resources Committee meeting.

Director Gray reported that he also attended a Human Resources Committee meeting.

Director Marquez reported that he attended the CSDA Legislative Days, a City of Chino Council Meeting, and a Fire Safe Council Meeting. He reported that a Wild Fire Awareness Fair is scheduled for June 12, 2010.

Vice President Espinosa reported that he attended a Chino Hills Council Meeting.

President DeMonaco reported that he attended a Chino Council Meeting.

OLD BUSINESS

None.

NEW BUSINESS

8. **RESOLUTION NO. 2010-04, MANAGEMENT COMPENSATION.** Purpose is to present for approval changes in compensation provisions for Management positions.

Human Resources Manager Nelson reported that Management positions are not represented by a collective bargaining agreement, and include the positions of Deputy Chief, Battalion Chief, Clerk of the Board/Administrative Manager, Finance Manager and Human Resources Manager.

Human Resources Manager Nelson also reported that in March, the Board appointed Director Gray and Director Marquez to meet with Management representatives, Deputy Chief Kirk Summers and Finance Manager Steve Heide. It was agreed by all parties that additional compensation was not an appropriate focus of these discussions, and that there were a select few areas impacting safety and internal equity that would be discussed.

Human Resources Manager Nelson reported that the result of these discussions was a recommendation to bring the following items forward for approval based on authority given to the Board appointed negotiators.

- Equity for Battalion Chief serving as the Training and Safety Officer (40-hour administrative assignment) with 40-hour administrative Captain positions as described in CVPF MOU Article 7. (A) (1).
- Fitness Achievement program applicable to positions of Deputy Chief and Battalion Chief (including Training & Safety Officer) effective 1/1/10 as outlined in CVPF MOU Article 19, Section 3.

- Increase long-term disability maximum monthly benefit to \$8,500.

Human Resources Manager Nelson reported that Resolution No. 2010-04 will implement these changes. She also reported that the cost is approximately \$17,300 for the remainder of this fiscal year. No new additional funding is needed as there are sufficient funds available in the budget to cover these expenses.

President DeMonaco dissolved the Ad Hoc Committee for Management Negotiations.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2010-04, approving and ratifying these terms and conditions of employment for unrepresented Management classifications

Moved by Vice President Espinosa, seconded by Director Marquez, carried by a 5-0 voice vote, that the Board of Directors approve and adopt Resolution No. 2010-04, approving and ratifying these terms and conditions of employment for unrepresented Management classifications.

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

9. RESOLUTION NO. 2010-05 ADOPTING FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS. Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2010-05 rescinding Resolution No. 2009-16, and adopting the proposed Policy and Procedures for Board of Directors as presented with revisions.

Item was tabled.

10. LEGAL SERVICES REQUEST FOR PROPOSAL (RFP). Purpose is to present a Request for Proposal for general District legal services for Board consideration.

Human Resources Manager Nelson reported that the Board of Directors directed staff to develop a Request for Proposal (RFP) for the District's general legal service needs. She also reported that it was the Board's desire to have this draft document reviewed by the Human Resources Committee for input prior to bringing it forward for the full Board to consider.

Human Resources Manager Nelson reported that the RFP was developed with an emphasis on the District's general legal needs. She also reported that as agreed by the Human Resources Committee and the Board, the District will continue to utilize Liebert Cassidy Whitmore for employment and labor related issues, and other firms that specialize in a particular area of law as the need arises.

Human Resources Manager Nelson reported that this document was reviewed and discussed at the Human Resources Committee on April 29, 2010, and it was recommended to be forwarded to the full Board for consideration. She also reported that the RFP has also been reviewed by an attorney from Liebert Cassidy Whitmore, and the insurance section was reviewed and edited by the District's insurance pool Risk Manager.

Human Resources Manager Nelson discussed the time table on the award of contract. She reported that proposed timeline called for submittal of proposals from law firms by June 30, 2010, and reviewing and scoring of the proposals on July 5, 2010. She proposed that the reviewing and scoring of the proposals be done at the staff level or the Committee level, and that the Board interview the top selected firms followed by a notice of award of bid and the presentation of a contract to the Board potentially by July 26, 2010.

Human Resources Manager Nelson reported that it was also requested that the proposals include proof of insurance coverage.

Director Gray asked when the last time was that the District went out to bid for legal services.

Human Resources Manager Nelson reported that it was in 2002.

Director Gray asked about the terms of the contract with the current District legal counsel.

Human Resources Nelson stated that the District could discontinue forwarding legal work to the firm at any time, as the agreement is based upon hourly services and is not a "retainer" agreement.

Director Marquez asked how this would be advertised.

Human Resources Manager Nelson stated that she updated the previously used bidders list, utilized the listing available through the CSDA website, and contacted other agencies for recommendations. Personal contact was made with all of the firms resulting in a list of 14 firms that are interested in receiving a proposal.

Director Gray commented that he appreciated staff's work on the RFP.

Director Evinger suggested that staff be allowed the flexibility to adjust the dates following the deadline for submittal to provide flexibility if needed depending on the number of responses received.

Human Resources Manager Nelson reported that staff can create a scoring sheet and system using the four areas identified within the RFP, and proposals received can be scored and then presented to the Committee, if it was the Board's desire.

Director Gray suggested that staff perform the initial scoring of applicants, and come back to the Board with scoring results for review.

There was a consensus of all the Board Members for staff to perform the initial scoring of the applicants, and then bring the results back to the full Board for review, and to determine the number of firms to be interviewed.

RECOMMENDATION: It is recommended that the Board of Directors review the draft Request for Proposal for the District's general legal service needs, and approve the RFP as presented and/or provide direction to staff.

Moved by Director Gray, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors approve the draft Request for Proposal for the District's general legal service needs as presented.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

CHIEF'S COMMENTS

Staff has initiated the process required to obtain a trademark for the District's newly approved logo. The first step was a search to determine if an identical mark/logo is already registered and in use within the State, and the search revealed there is not. The next step is the application process, which can take six months or longer depending upon the State's processing time.

Requests for Bids have been released for Bid No. 10-02, ERP Software & Implementation Services, and Bid No. 10-03, Fire Station 64 Sprinkler Project. Bid documents have been posted on the District website.

The Training and Safety Committee and Human Resources completed the Live Scan (fingerprinting) of all Operations personnel for State EMT compliance.

An Engineers promotional exam was conducted and an eligibility list was established on May 11, 2010.

Seven candidates remain in the background process for Firefighter/Paramedic. It is expected that four of those candidates will fill existing vacancies and start with the District on June 14, 2010. They will have a 2-3 week orientation/training program.

An initial meeting of the Leadership Development Team took place on April 20, 2010, with 24 members present. This kick-off meeting was to discuss the District's succession planning needs in general, and how the team will approach addressing those needs. The next meeting will take place later this month.

The FDAC Annual Conference was held April 22 thru April 24, 2010, at South Lake Tahoe. Staff and Board Members attended.

Chino's May Day Celebration was held May 1, 2010, at the Aguiar Square. Staff and Board Members attended.

Special Board Meeting Minutes

May 13, 2010

Page 8

The National Day of Prayer was held on May 6, 2010, at the City of Chino City Hall and City of Chino Hills City Hall.

The City of Chino's Annual Volunteer Dinner was held on May 6, 2010, at the Chaffey College Chino Community Center. Staff and Board Members attended.

The CSDA Legislative Days were held May 11 and 12, 2010, in Sacramento. Fire Chief and Board Members attended.

Upcoming Events

The Chino Air Show is this weekend, May 15 and 16, 2010, from 8:00 a.m. to 5:00 p.m.

The Chino Valley Professional Firefighters are hosting their Inaugural Classic Car Show on May 22, 2010, at the Shoppes in Chino Hills. Proceeds will benefit the Chino Valley Fire Foundation, a non-profit organization dedicated to serving the community.

The City of Chino's State of the City is scheduled for June 3, 2010, at Chaffey College Community Center, beginning at 11:30 a.m.

BOARD COMMENTS

Director Marquez reported that he attended the FDAC Annual Conference, the City of Chino's May Day Celebration, the Chino Hills Volunteer Dinner, the Habitat for Humanity Event, and the Fire Rescue Med Conference.

Vice President Espinosa attended the Fire Rescue Med Conference, CSDA Legislative Days, the Chino Hills Volunteer Dinner, and the FDAC Annual Conference.

Director Evinger attended the FDAC Annual Conference, the Fire Rescue Med Conference, CSDA Legislative Days, and the National Day of Prayer.

Director Gray attended the City of Chino's May Day Celebration, and an Emergency Medical Services Agency Roundtable in Sacramento regarding the Health and Safety 1797.201 rights, which pertain to pre-hospital care for local agencies. He also attended the Chino Hills National Day of Prayer, and the CSDA Legislative Days. He reported that on May 14, 2010, CIM has scheduled a Medal of Valor Awards event for personnel involved in the 2009 Riot.

President DeMonaco attended the City of Chino's May Day Celebration, the Chino Hills Volunteer Dinner, the FDAC Annual Conference, and the Fire Rescue Med Conference.

President DeMonaco requested that the District of Distinction logo be added to the District's letterhead. He also requested that staff order more lapel pins with the new District logo.

President DeMonaco asked staff to prepare letters to the Legislators thanking them for meeting with Fire Chief and the Board of Directors at the CSDA Legislative Days.

Director Marquez asked about the status of ordering District tiles.

Fire Chief Benson stated that staff has been waiting for the official change-over of the District seal before moving forward with ordering a District tile. He added that staff has received several estimates for District tiles and progress is being made.

Director Marquez expressed his disappointment with the delay in ordering the tiles.

Fire Chief Benson reiterated that staff was waiting to order a District tile until the new logo was approved, before moving forward.

ADJOURNMENT

President DeMonaco adjourned the meeting at 6:50 p.m. to a Regular Board Meeting scheduled for Wednesday, June 9, 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 9th DAY OF JUNE 2010.

Sandra Heney, Clerk of the Board

John DeMonaco, President