

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting of the Board of Directors and Joint Workshop

MINUTES
June 17, 2009

ROLL CALL/OPEN SESSION

Fire District Clerk of the Board Heney conducted roll call.

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

Board Members Absent: Revane. Director Revane arrived after roll call.

Chino Mayor Dennis Yates conducted roll call.

Council Members Present: Yates, Duncan, Elrod, Haughey.

Council Members Absent: Ulloa. Council Member Ulloa arrived after roll call.

Chino Hills City Clerk Winslow conducted roll call.

Council Members Present: Rogers, Bennett, Graham, Kruger.

Council Members Absent: Norton-Perry

INVOCATION

Fire District Chaplain Adolph Perez.

FLAG SALUTE

Chino City Clerk Tanner.

PRESENTATION/DISCUSSION/ROUNDTABLE

President Marquez welcomed the City of Chino and the City of Chino Hills, and thanked them for their willingness to participate in a Joint Meeting for the purpose of allowing the Fire District to provide an overview of the Fire District's operations, budget and Master Plan.

President Marquez introduced Fire Chief Benson.

Fire Chief Benson welcomed the City of Chino and the City of Chino Hills and thanked them for being present at the meeting. Fire Chief Benson explained that a PowerPoint presentation would be provided as an overview of the Fire District operations, budget, and Master Plan by Fire District staff. He encouraged the meeting participants to ask questions during the presentation.

Deputy Chief Summers began the presentation by reviewing the Fire District's operations and method of service delivery, which included review of service area maps, current facilities, staffed apparatus, fire resources, emergency medical services, and state of the fleet. He also reviewed the standard response assignments for calls and the statistics for all 2008 incidents.

Chino Hills Council Member Graham asked for clarification on staffing ratios and the role of the Training Officer.

Deputy Chief Summers and Fire Chief Benson reviewed staffing ratios and explained that the National Fire Protection Association (NFPA) guidelines and Occupational Safety and Health Administration (OSHA) mandate requirements that affect staffing. They also explained the role of the Training Officer, which ties into mandates, ensures that staff meets all training requirements. The Training Officer also responds to certain incidents to assist and monitor the safety of the incident.

City of Chino Mayor Yates asked about the disposal of obsolete reserve apparatus and asked if they were all sent to Mexico.

Deputy Chief Summers and Fire Chief Benson explained that in the past, equipment and one apparatus have been donated to Mexico. However, recently an apparatus was donated to the Baldwin Lake Volunteer Fire Department in the San Bernardino County. Selection of the recipient for a donation is based on the need and the condition of the apparatus and usually by the time the apparatus is donated, it has very little value.

Deputy Chief Turner provided an overview of the Master Plan, which included the history and purpose of the plan. He explained that the Master Plan is reviewed and updated annually and was created as a guideline for service delivery. It also guides the Fire District's growth through build-out. Deputy Chief Turner also reviewed the Standard of Cover (SOC), which is a partner document to the Master Plan and serves as a tool to measure performance. Deputy Chief Turner also reviewed the current and projected new future fire facilities.

Vice President DeMonaco asked Deputy Chief Turner to discuss the Automatic Vehicle Locating equipment (AVL). Deputy Chief Turner stated that the AVL will be implemented in the Fire District in the next 30 days. The purpose of the AVL is to allow dispatch to monitor and identify the closest unit to an incident instead of using the first-in unit.

Finance Manager Heide provided an overview of the 2009/10 Preliminary Budget, which reflects \$2 million less in revenue than the 2008/09 Budget. Finance Manager Heide explained that budget planning has been based on conservative assumptions taking into consideration a property growth of negative 3.25% and a potential loss of 8% revenue or \$2.25 million in the event Proposition 1A is suspended. He also reviewed the significant assumptions for revenues and expenditures for the next three years as part of the District's Long Range Financial Plan. Finance Manager Heide discussed that

the Long-Range Financial Plan allows for quantification of potential long-range impact of current fiscal policy decisions. There are significant proposed revisions incorporated into the plan due to anticipated changing economic conditions. The current plan allows for stability of the fund balance over a 10-year period.

City of Chino Mayor Yates asked for clarification on funds received by the Fire District from unincorporated areas.

Finance Manager Heide responded that funds from unincorporated areas are included in the property tax received directly from the County.

City of Chino Mayor ProTem Elrod stated that he would like to see a chart displaying what the Fire District receives in property tax from both cities and the County.

Finance Manager Heide stated that he could provide a chart; however, he explained that the breakdown is approximately 47% for the City of Chino Hills and 48% for the City of Chino with the County being the difference for the unincorporated areas.

City of Chino Mayor Yates asked if the Fire District had implemented a hiring freeze and how the Fire District was planning to prepare for the current turn of the economy.

Chino Council Member Duncan expressed concern over the budget, which reflects an increase in services and supplies over the last few years.

Finance Manager Heide stated that the Fire District currently does not have a hiring freeze in place and that the current state of the economy has been addressed in the preliminary budget through conservative assumptions. The 2009/10 Preliminary Budget reflects \$2 million less in revenue than the 2008/09 budget. However, the Fire District is continuing to budget for essential expenditures, which are needed for compliance with state and federal mandates. The Fire District denied or deferred \$1.6 million in budget requests for operations and capital expenditures for the 2009/10 budget year and has reduced total expenditures by \$500,000 in comparison to 2008/09. The final budget in September will allow another opportunity to make any needed adjustments.

Fire Chief Benson stated that the Fire District does not anticipate any takeaways and/or position reductions and will focus on cost containment and conservative assumptions. Fire Chief Benson reiterated that services, supplies and the training budget include state and federal mandates and back-fill for some of the positions attending mandated training. Emergency Medical staff is regulated and must meet and maintain certain mandated training and certifications. In addition, the Fire District must comply with labor laws for individuals covering or back-filling.

Chino Council Member Duncan asked a question regarding funding for post retirement medical benefits.

Finance Manager Heide explained that the Fire District has been funding the post retirement healthcare trust through CalPERS for the past two years.

There was discussion regarding the funding for the new facilities in the City of Chino. Finance Manager Heide reviewed the plan for staffing, which is outlined in the Long-Range Financial Plan.

Chino Council Member Ulloa asked about the status of the Fire District employee salary increases, since most city employees are passing on increases.

Fire Chief Benson stated that the Fire District is currently in negotiations with the safety bargaining unit.

Chino Hills Council Member Graham asked what percentage of the budget is overtime.

Finance Manager Heide stated that overtime is approximately 25% of salary costs. However, overtime is used to cover time off and back-fill for safety employees and open positions, and is more cost efficient than hiring additional staff with benefits for this purpose.

Chino Council Member Elrod asked why the Fire District does not bill insurance agencies for traffic accident responses.

Fire Chief Benson explained that the Fire District does bill for responses to certain incidents, such as those involving negligence, hazardous materials clean up, and drunk driving accidents. Fire Chief Benson noted that the District has and will continue to review options for billing for services. However, there is currently a bill in the legislature to disallow those fees for service. The Fire District has gone on record as opposing the bill. The Fire District will continue to look at the feasibility of this option and the actual revenue potential.

Chino Council Member Ulloa asked for information on calls to the prison facilities.

Discussion was held regarding the Fire District responding to the prison facilities. Fire Chief Benson stated that staff has been working directly with the prisons and the State Department of Corrections, to reduce the amount of calls that the District responds to within the prison facilities. He added that the District has the responsibility to respond to all calls; however, the prison facilities are taking more responsibility in following internal protocol in an effort to reduce outside calls for service. He added that the calls within the prisons have decreased significantly as a result of the increase in Fire District communication with the prison facilities. Also, the prison facilities are enforcing their internal protocols. Last year, the Fire District responded to 1,000 calls to California Institute for Men (CIM), which is 10% of the Fire District's call volume.

Chino Council Member Ulloa stated that she would like the Fire District to consider looking at options for additional medical responders into the senior communities. She would like to see the Fire District explore ways to decrease response times, with minimal cost, to areas with a large number of seniors.

Fire Chief Benson explained that in 1999, the Board made a policy decision to move away from paramedic squads in an effort to provide an increase in the level of EMS service to the District. At that time, only two, two person squads provided paramedic service to the entire Fire District. With the change in policy and by adding paramedics to the engines, there are now seven paramedic engines in

the Fire District. This has contributed to a much higher level of EMS service delivery throughout the Fire District for a more efficient distribution of service. Fire Chief Benson also stated that as part of the Fire District Standard of Cover (SOC) process, in addition to serving as a tool to measure performance, it provides recommendations for service delivery options.

PUBLIC COMMUNICATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

None.

BOARD COMMENTS/COUNCIL MEMBERS COMMENTS

Fire Board President Marquez thanked the Deputy Chiefs and Finance Manager Heide for the presentation and also thanked both cities for their participation.

City of Chino Mayor Pro Tem Elrod thanked the Fire District and the Board of Directors for organizing this meeting.

Chino Council Member Ulloa thanked the Fire District for this meeting, and commented there should be more of them.

City of Chino Mayor Yates also expressed his appreciation for the meeting.

Chino Council Member Haughey commented that he learned a lot about the Fire District at this meeting.

Chino Council Member Duncan stated it was a good meeting.

City of Chino Hills Mayor Pro Tem Graham thanked the Fire District.

City of Chino Hills Mayor Rogers thanked the Fire District for organizing this meeting.

Fire Board Director Revane thanked everyone for attending the meeting.

Fire Board Vice President DeMonaco thanked everyone for attending.

Fire Board Director Espinosa thanked everyone for attending the meeting. He stated that he thought it

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was very valuable for everyone to meet and to understand how the Fire District operates.

Fire Board Director Gray thanked everyone for attending the meeting. He stated that if any Council Members would like a tour of the Fire District Administration or would like to participate in a ride-along, they should call Fire District staff to make arrangements.

Fire Board President Marquez thanked everyone for attending the meeting.

ADJOURNMENT

Fire Board President Marquez adjourned the meeting at 7:47 p.m. to a Regular Board Meeting scheduled for Wednesday, July 8, 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.

Chino Mayor Yates adjourned the City of Chino meeting at 7:47 p.m.

Chino Hills Mayor Rogers adjourned the City of Chino Hills meeting at 7:47 p.m.

APPROVED AND ADOPTED THIS 8th DAY OF JULY 2009.

Sandra Heney, Clerk of the Board

Ray Marquez, President