

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

**MINUTES**  
*June 29, 2010*

**ROLL CALL/OPEN SESSION**

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

Chino Mayor Dennis Yates conducted roll call.

Council Members Present: Yates, Duncan, Elrod, Haughey, and Ulloa.  
Council Members Absent: None.

Chino Hills Mayor Bill Kruger conducted roll call.

Council Members Present: Kruger, Bennett, Graham, Rogers.  
Council Members Absent: Norton-Perry

**INVOCATION**

Fire District Chaplain Rob DePartee.

**FLAG SALUTE**

Fire Board President John DeMonaco.

**PUBLIC COMMUNICATIONS**

John Kane announced that the Four H Club was hosting a Blood Drive at the Chino Fairgrounds on July 8, 2010, from 2-7 p.m.

**PRESENTATION/DISCUSSION/ROUNDTABLE**

President DeMonaco 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 Fiscal Year 2009/2010.

President DeMonaco introduced Fire Chief Benson.

Fire Chief Benson also welcomed the City of Chino and the City of Chino Hills and thanked them for being present at the second annual Joint meeting and Workshop. 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 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 to identify current resources, projected future staffing, equipment and station needs, up to and through the build out of both cities. Deputy Chief Turner also explained that the Master Plan is used in conjunction with our Standard of Cover document to match the District's service and infrastructure development to the community's needs. He reviewed significant changes, and current and future fire station configurations.

Deputy Chief Summers provided an overview of the Fire District's operations, which included Chino and Chino Hills emergency activity, and state of the fleet. He provided an overview of the CIM Incident, which included unified support with Chino Police Department, support from San Bernardino Sheriff's, support from Cal Fire, resources from West End cities, response from AMR. He reported that there were no responder injuries.

Fire Chief Benson introduced Danielle Barnes, Sandy Magallanez, and Alma Nielsen as the new Community Liaison Officers.

Danielle Barnes, Sandy Magallanez, and Alma Nielsen provided a PowerPoint presentation, which provided an overview of the new Community Liaison Officer program (CLO).

Danielle Barnes reported that the purpose of the CLO program is to provide customer service by appointing a single point-of-contact representative from the Chino Valley Fire District for information, coordination, comfort and follow-up to an incident.

Finance Manager Heide provided an overview of the 2010/11 Preliminary Budget. Finance Manager Heide reported that there was a 3% reduction from the 2009/2010 Budget. He provided an overview of the significant highlights of the budget and expenditures. He also reported that there were no salary increases for Safety personnel or Management personnel in 2010 or 2011. He added that \$300,000 of requests were cut from the Preliminary Budget. He also reported that the District is in the process of evaluating a cost recovery Ordinance for billing insurances for responses for non-residents.

Finance Manager Heide provided an overview of the District's Long-Range Financial Plan thru 2015. He also reported that there will be slow growth in revenues for the next 3-5 years, and this will continue to provide budgetary challenges for the District. He also reported that it is likely that there will be continuing increases in PERS rates in the future.

Finance Manager Heide reported that the anticipated date for the opening of Station 7 is scheduled for January 1, 2011.

City of Chino Mayor ProTem Elrod asked Finance Manager Heide to provide overall property tax numbers for both cities that are received by the District.

Finance Manager Heide stated that he would provide the requested information.

Fire Chief Benson introduced Mike Messina of Messina and Associates.

Mike Messina provided a PowerPoint presentation, which included an overview of succession planning, which is currently being implemented at the Fire District. He explained how succession planning prepares for promoting within the organization. He discussed workshops and training provided thus far to the Fire District. He also reviewed a workforce analysis and discussed the importance of succession and leadership development planning, which includes identifying the Fire District's challenges, current and future, and the importance of identifying expectations, skills, talents and abilities of employees.

City Manager Glover provided an update on the construction of Stations 1, 7, and the Training Center. He reported on the issue the City has had with Gamut Construction, which has caused the construction delay. He also reported that the City of Chino will continue to work diligently to get the project back on schedule.

Fire Chief Benson commented that the City of Chino has been very conscientious in getting this project back on track.

Mayor Yates asked how the Fire District is handling Mutual Aid calls in the California Institute for Men (CIM).

Fire Chief Benson reported that the District does not have a written agreement with CIM as of yet. He also reported that CIM is in the District's jurisdiction, and the District has the responsibility to provide the level of service that would be provided to anyone else in the District.

Fire Chief Benson reported that the Fire Board of Directors are in the process of developing a fee schedule for cost recovery for non-residents, and there is a possibility that this non-resident fee structure can also be applied to CIM inmates as being non-residents.

Fire Chief Benson thanked the City of Chino for donating their credit to the Fire District to use the Chaffey Community Building for tonight's meeting.

Fire District staff distributed Challenge Coins to the Council Members and the City Managers of both the City of Chino and the City of Chino Hills. Deputy Chief Summers provided the history of the Challenge Coins.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**BOARD COMMENTS/COUNCIL MEMBERS COMMENTS**

City of Chino Mayor Yates also expressed his appreciation for the District's hard work in developing this presentation. On behalf of the Chino City Council he thanked the District and staff for organizing this meeting.

Council Member Ulloa also thanked the Fire District for implementing the new Community Liaison Officer Program. She stated she feels this will be a great assistance to the residents, especially in times of tragedy.

City of Chino Hills Mayor Kruger expressed his appreciation for the presentation from the Fire District, as well as the daily support from the Fire District.

City of Chino Mayor Pro Tem Elrod stated that he had a medical emergency in April, and thanked the District staff for their professionalism and for treating him well.

Fire Board President DeMonaco thanked both the City of Chino and the City of Chino Hills for their partnership with the Fire District. He thanked everyone for attending the meeting.

**ADJOURNMENT**

Fire Board President DeMonaco adjourned the meeting at 7:00 p.m. to a Regular Board Meeting scheduled for Wednesday, July 14, 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.

Chino Mayor Yates adjourned the City of Chino meeting at 7:00 p.m.

Chino Hills Mayor Kruger adjourned the City of Chino Hills meeting at 7:00 p.m.

APPROVED AND ADOPTED THIS 11th DAY OF AUGUST 2010.

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Sandra Heney, Clerk of the Board

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John DeMonaco, President