

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

MINUTES
July 22, 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.

FLAG SALUTE

President DeMonaco

CHANGES TO THE AGENDA

Clerk of the Board Heney requested to correct the numbering to Item No. 2 under New Business, Legal Services Request for Proposal Responses, to Item No. 1.

PUBLIC COMMUNICATIONS

None.

OLD BUSINESS

None.

NEW BUSINESS

1. **LEGAL SERVICES REQUEST FOR PROPOSAL RESPONSES.** The purpose of this report is to present the results of the Request for Proposals for general District legal services, and determine the remaining selection process.

Human Resources Manager Nelson reported that the Request for Proposals (RFP) for the District's general legal services was issued in May 2010, and the deadline for responses was June 30, 2010. She also reported that ten responses were received, and these responses have been reviewed and evaluated by staff. The evaluation was based on the firm's experience with similar entities; the experience of those identified to work with the District; the firm's availability; and cost.

Human Resources Manager Nelson reported that staff has made a preliminary recommendation regarding the firms to be considered further. These firms are: Best, Best & Krieger, Burke, Williams & Sorrensen; Meyers Nave; and Woodruff, Spradlin & Smart. She also reported that each of these

firms has a background in legal work for fire agencies and Special Districts, and are within a reasonable cost range based on what the District is currently paying. These firms are large to mid-sized and offer a depth of experience and additional legal support as specialized issues arise.

Human Resources Manager Nelson reported that the Board will interview the firms it determines to be the closest match to the District needs. She stated that it is suggested that the Board consider the bids and staff analysis and determine which firms will be interviewed. She also reported that contact with references for each firm is pending. Staff is prepared to make these reference contacts on behalf of the Board as directed, and this can be done either prior to the interviews or following.

Direction was given to Human Resources Manager Nelson to conduct reference checks for the legal firms presented. Direction was also given to check with Board Members and legal firms' availability and move forward with scheduling a Special Board Meeting for the purpose of conducting interviews.

RECOMMENDATION: It is recommended that the Board of Directors review the Request for Proposals for general legal services and accompanying analysis, determine the firms to be interviewed; and provide direction regarding reference checks.

2. RESOLUTION NO. 2010-09 ADOPTING FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS. Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2010-09 rescinding Resolution No. 2009-16, and adopting the proposed Policy and Procedures for Board of Directors as presented with revisions.

Fire Chief Benson reported that the Board of Directors requested that changes be made to the Board Policies and brought back before the Board with the changes.

President DeMonaco stated that a number of changes were made to the Board Policies by Board Members, and requested that each change be reviewed.

President DeMonaco requested that the changes recommended by Board Members be made to the Board Policies and then have staff send to legal counsel for review, and bring back to the full Board for review and approval consideration at the August 11, 2010, Regular Board Meeting.

The Board of Directors reviewed the proposed changed to the Fire District Policy and Procedures for the Board of Director. The proposed changes included input from all Board Members submitted and complied into one document. At the conclusion of the Workshop, the Board of Directors collectively produced a final red-lined draft. It was the direction of the Board to submit the document to Legal Counsel for review prior to final adoption of the document at the August 11, 2010 Board Meeting.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2010-09 rescinding Resolution No. 2009-16, and adopting the Policy and Procedures for Board of Directors as presented with revisions.

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ADJOURN TO CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT. Government Code Section 54957 – Interim Fire Chief.

RE-OPEN TO OPEN SESSION

President DeMonaco reported that Deputy Chief Kirk Summers has been appointed as Interim Fire Chief, effective September 1, 2010. The vote was 3-2. Vice President Espinosa and Director Gray submitted a “no” vote.

BOARD COMMENTS

None.

ADJOURNMENT

President DeMonaco adjourned the meeting at 12:47 p.m. to a Regular Board Meeting scheduled for Wednesday, August 11, 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 11th DAY OF AUGUST 2010.

Sandra Heney, Clerk of the Board

John DeMonaco, President