

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

MINUTES
July 8, 2009

ROLL CALL

Board Members Present: Marquez, DeMonaco, Espinosa, and Revane.

Board Members Absent: Gray.

OPEN SESSION

President Marquez called the Open Session to order.

ADJOURN TO CLOSED SESSION

President Marquez read the Closed Session item and adjourned to Closed Session.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Title: Fire Chief, Paul Benson.

RE-OPEN TO OPEN SESSION

President Marquez reconvened the meeting to Open Session.

There was nothing to report from Closed Session and no action was taken.

INVOCATION

Chaplain Rob DePartee.

FLAG SALUTE

Fire Chief Paul Benson.

CHANGES TO THE AGENDA

None.

PRESENTATIONS/ANNOUNCEMENTS

City of Chino Centennial Celebration Update – Tina Cherry, City of Chino

Tina Cherry, City of Chino, provided an overview of the City of Chino Centennial Celebration, which will be a year-long event.

President Marquez, Deputy Chief Turner, and Massiel DeGuevara, from the Fire District, are on the City of Chino Centennial Celebration Committee.

Chino Institute for Women (CIW) Update – Robert Patterson, CIW

Ricardo Johnson, California Institute for Women (CIW) Deputy Warden, provided a brief overview of the history of CIW and the current programs at the facility.

Director Espinosa requested a tour of CIW for the Board of Directors. Ricardo Johnson suggested that Robert Patterson, PIO for CIW, be contacted to organize the tour.

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 Pro Tem, thanked the District for participating in the Chino Hills 17th Annual 4th of July Picnic. He also reported that on June 27 and 28, 2009, Chino Hills hosted the Relay for Life. He reported that the City of Chino Hills furniture and computers from the old facilities were donated to a non-profit organization. A contract has been awarded for cleanup of the weeds in the Los Serranos Channel. An Emergency Evacuation Plan has been completed for 2009. The 2009-2010 budget for the City has been approved. The budget is balanced, and nothing had to be deducted from the Reserves; however, several of the recreation programs were cut. A report has been prepared and will be filed with the School District and presented by the Council Members regarding the closure and the potential future use of the Los Serranos Elementary School. Public Hearings were held regarding the increase in fees for lighting and landscaping and increases were approved.

Roman Nava, County 4th District, reported that the County passed the temporary budget. He added that the County has received an 8% cut and will receive an additional 8% cut next year. The County hosted a foreclosure seminar for the community to assist families with housing issues. He provided an update on the communications tower. The Open House for the new County offices is scheduled for September 17, 2009.

Steve Heide, on behalf of the Fire Foundation, reported that WalMart has donated \$1000 to the Foundation. A representative of the Foundation will be attending the next Lyon's Club meeting to accept a donation for the Foundation. The Muster is scheduled for Sunday, September 27, 2009. The next Muster Planning meeting is scheduled for July 23, 2009, at 8:30 a.m. He added that Bingo may be added to the Muster program of events.

CONSENT CALENDAR

1. Minutes

June 17, 2009 – Special Board Meeting.

June 22, 2009 – Special Board Meeting

2. Monthly District Report

Month of May 2009.

3. Monthly Financial Report

Month of June 2009.

4. Monthly Treasurer's Report

Month of May 2009.

5. Warrants

Expenses as audited, are within budget for warrants #16480 through #16662.

6. Board Meeting/Travel

None.

7. Purchase of Automatic Vehicle Location Equipment (AVL) for District Apparatus.

Approve purchase of automatic vehicle locating equipment for 12 District emergency response vehicles in the amount of \$14,232, from undesignated fund balance. Equipment to include upgraded antenna and modem for each unit. Purchase will enable constant monitoring of the location of all of our units and will provide for dispatch of closest appropriate unit to an emergency. Enhanced capability should decrease response times for our units throughout the District.

8. Purchase of Class A Dress Uniforms for Safety Personnel.

Approve purchase of field dress uniforms for safety personnel in the amount not to exceed \$35,000. This was a budgeted item in the 2008-2009 Budget, and the request is being made to carryover this item to the 2009-2010 Final Budget. In the interim, the expenditure would be

made from undesignated fund balance.

RECOMMENDATION: Approve Consent Calendar items #1 through #8 as presented.

Moved by Director Revane, seconded by Director Espinosa, carried by a 4-0 voice vote, that the Board of Directors approve Consent Calendar items #1 through #8 as presented.

AYES: BOARD MEMBERS: Marquez, DeMonaco, Espinosa, and Revane

NOES: BOARD MEMBERS: None

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: Gray

BOARD COMMITTEE REPORTS

Director Revane reported that she attended a School District Board meeting. She also reported that the School District cut emergency preparedness from the Budget. She suggested that emergency preparedness for the School District be an agenda item for the next CVPAC meeting. She also attended a Planning Committee meeting.

Director Espinosa attended a Chino Council Meeting and a Finance Committee Meeting.

Vice President DeMonaco attended a Finance Committee Meeting and both Chino Hills Council Meetings. He also attended a Chino Council Meeting when the City Council recognized Engineer Dave Flores as Firefighter of the Year. He attended a CSDA Education Committee meeting. He reported that the webinars have been completed for CSDA and that the CSDA Annual Conference is scheduled for September.

President Marquez attended a CSDA Legislative Committee meeting on June 12, 2009. He also attended a CIW Citizens Advisory Committee meeting.

OLD BUSINESS

None.

NEW BUSINESS

9. **H1N1 PANDEMIC UPDATE.** Purpose is to provide the Board of Directors with an update on the status of the H1N1 Pandemic.

Deputy Chief Summers provided a PowerPoint presentation on the H1N1 Pandemic update. He stated that the status of the flu virus has affected all areas of the country. It was categorized as a phase 6 pandemic. The World Health Organization and the Centers for Disease Control are going to redefine that terminology to avoid panic. He reported that the H1N1 flu virus has proven not to be as severe a disease as was first thought, and that it is relatively short in duration. There has been minimal fatalities compared to the seasonal flu. Deputy Chief Summers also stated that what is unique in this flu is that it is resistant to the usual treatment

regimens for flu. It has affected younger age groups, much like the pandemic flu in 1918. This flu settles itself into the lungs and creates a very rapid onset pneumonia. This was also the characteristic of the 1918 flu.

Director Revane asked if the District's firefighters are doing anything different when they ride in the ambulance with a patient.

Deputy Chief Summers stated that the normal patient care precautions have remained in place.

RECOMMENDATION: It is recommended that the Board of Directors receive and file the information provided.

10. DISASTER PREPAREDNESS. Purpose is to provide the Board of Directors with an update on the status of the planning and training for District Preparedness in the Chino Valley.

Deputy Chief Summers provided an overview of Disaster Preparedness for the Fire District. He stated that staff has been working on emergency operations and Department Operations Center (DOC) operations. He reported that the District received a \$34,000 emergency preparedness grant, and that the District is partnering with the cities of Chino and Chino Hills for training and exercises with both cities' emergency management staff. A planning meeting was held and training and exercises are scheduled for November and December. The District will provide training for the exercises, and selected people within the Fire District will staff the DOC and support operations in the field. District staff will also complete some NIMS training, which is online through FEMA.

Deputy Chief Summers reported that the District has also applied for a \$25,000 grant. This grant will be in addition to the one the District previously received to continue the training process.

Director Revane asked if the School District would be included in the exercises.

Deputy Chief Summers stated that the School District could be involved on a very limited basis; however, they are welcome to observe.

RECOMMENDATION: It is recommended that the Board of Directors receive and file the information provided.

11. RESOLUTION NO. 2009-13, ADOPTING FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS. Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2009-13 rescinding Resolution No. 2008-01, and adopting the proposed Policy and Procedures for Board of Directors as presented with revisions.

Human Resources Manager Nelson reported that the Planning Committee met on June 30, 2009, to review Policy and Procedures for the Board of Directors and several revisions were identified and are incorporated in the draft document that was provided to the Board Members. She also reported that the proposed Policy and Procedures have been prepared as a red-lined document highlighting all proposed recommendations. She highlighted the recommended

revisions made in the draft document.

Vice President DeMonaco suggested that under Section 1020.0, the word "limited" be deleted. He asked for clarification on Section 1040.1, Section J, and asked if the Board of Directors needed permission to leave the state and if there is something in writing that states how long the Board Member can be gone.

President Marquez stated that the entire Section 1040.1 reflects Government Code Section 1770.

Fire Chief Benson stated that he thought the original language for Section 1040.1 was taken straight from the Government Code Section, however, he would verify. If this language is direct from the Government Code, then the District does not have the authority to modify the language. However, if it's not straight from the Government Code, then this item will be brought back to the Board for further consideration by the Board.

Vice President DeMonaco referred to Section 1080.2, Committee Meetings. He suggested that if a Committee does not meet, then the Committee should be eliminated. He suggested combining the EMS and Planning Committees.

Director Revane agreed and suggested eliminating quarterly meetings with the Committees if not needed. She also suggested that the Board of Directors evaluate once a year if the Committees have been effective.

Fire Chief Benson stated that before the Board takes action to eliminate or combine a Committee, he would like the opportunity for staff to review the formation documents for the District. He added that recommended changes by the Board to the Policies will be brought back to the full Board after staff research.

President Marquez stated that the Board will approve this item as presented with the direction that staff review items discussed and bring back to the Board for further review and discussion.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2009-13 rescinding Resolution No. 2008-01, and adopting the Policy and Procedures for Board of Directors as presented with revisions.

Moved by Director Revane, seconded by Director Espinosa, carried by a 4-0 voice vote, that the Board of Directors approve and adopt Resolution No. 2009-13 rescinding Resolution No. 2008-01, and adopting the Policy and Procedures for Board of Directors s presented with revisions.

AYES: BOARD MEMBERS: Marquez, Espinosa, and Revane

NOES: BOARD MEMBERS: DeMonaco

ABSTAIN: BOARD MEMBERS: None

ABSENT: BOARD MEMBERS: Gray

CHIEF'S COMMENTS

A Fire District newsletter has been completed and will be distributed this month. The newsletter highlights the Fire District's designation as a District of Distinction; the new fire stations and training center; the employee/firefighter of the year recipients for 2008; the Freeway Complex Fire; the Risk Watch Program; new employees; the Make a Child Smile Program, and the Fire Prevention Department.

The County has released the '09-10 property tax assessment roll. Assessed property values in Chino and Chino Hills dropped by 2.1% and 2.2%, respectively, while the county-wide decrease was 6.2%. This compares favorably to the 3.25% decrease in property tax revenues assumed in the District's Preliminary Budget. However, since our revenues are based on payments received, Prop 8 reassessments and delinquencies could also have some additional negative impact on the overall numbers.

The City of Chino recognized Dave Flores as Firefighter of the Year at the Council Meeting on Tuesday, June 16.

The Chamber of Commerce Recognition and Installation Breakfast was held on Wednesday, June 24, 2009, at Los Serranos Golf and Country Club. Board Members and staff attended.

Fire Prevention personnel were assigned throughout the District on the 4th of July to coordinate fireworks enforcement, patrol the District, issue citations as needed, cover fire investigations and collect and store confiscated fireworks. Fire Inspectors also conducted booth inspections.

In February 2010, the City of Chino will be kicking off a yearlong Centennial Celebration. The Fire District is taking an active role in the City's celebration by incorporating the Centennial Celebration theme in already planned events, such as the Firefighter's Fun Muster & Chili Cook-Off. The District PIO has been appointed as committee chairperson for the public relations committee in charge of publicity, press releases, agency coordination and media contacts.

The full-time Receptionist position has been offered to Rosie Yotti following a very competitive recruitment process. Rosie did an outstanding job throughout the testing process and has earned this move into a full-time position. She will assume the full-time role on July 18, 2009.

A second candidate has been offered the part-time position contingent upon successful completion of the background process.

The District has completed and submitted a Federal grant request for the remodel project at Station 4. As directed by the Board, staff will be releasing a Request for Bid on the project next week. The closing date for bids on the project will be August 24. Staff anticipates making a recommendation regarding project funding for the remodel in conjunction with Final Budget presentation in September.

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Upcoming Events

None.

BOARD COMMENTS

Director Espinosa attended the Chino Hills 4th of July Picnic, and the firework show at Ayala Park.

Vice President DeMonaco also attended the Chino Hills 4th of July Picnic.

Director Revane attended the Chino Hills 4th of July Picnic. She also commented that closing of the city parks has resulted in lower number in fireworks confiscations.

President Marquez thanked staff for hosting the Fire District Joint Workshop with both the City of Chino Hills and the City of Chino. He commended staff for doing a great job. He attended the Chamber Installation Breakfast and the Chino Hills 4th of July Picnic. He also attended two meetings for City of Chino's Centennial Celebration.

ADJOURNMENT

President Marquez adjourned the meeting at 7:22 p.m. to a Regular Board Meeting scheduled for Wednesday, August 12, 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

APPROVED AND ADOPTED THIS 12th DAY OF AUGUST 2009.

Sandra Heney, Clerk of the Board

Ray Marquez, President