

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

MINUTES
June 8, 2011

ROLL CALL

Board Members Present: Espinosa, Gray, DeMonaco, Evinger, and Marquez.
Board Members Absent: None.

OPEN SESSION

President Espinosa called the Open Session to order.

INVOCATION

Adolph Perez, Retired Fire District Chaplain.

FLAG SALUTE

President Espinosa.

CHANGES TO THE AGENDA

None.

PRESENTATIONS/ANNOUNCEMENTS

None.

PUBLIC HEARING

PROPERTIES DECLARED FOR WEED ABATEMENT. Purpose is for the Public to comment on the declaring and noticing of property owner(s) for weed abatement.

President Espinosa opened the Public Hearing.

Deputy Fire Marshal Barnes provided an overview of the weed abatement timeline and reviewed plans for clearing weeds by the Fire District.

President Espinosa requested any Public comment.

There was no Public comment.

President Espinosa closed the Public Hearing.

2011/2012 PRELIMINARY BUDGET. Purpose is to present the 2011/2012 Preliminary Budget to the Board of Directors for adoption and provide an opportunity for Public input.

President Espinosa opened the Public Hearing.

Finance Manager Heide presented a PowerPoint reviewing the proposed 2011/2012 Preliminary Budget, and provided an overview of the Budget development process.

President Espinosa requested any Public comment.

Charlie Blank, resident of Chino Hills, asked about funding and contracts from both cities. Finance Manager Heide provided an overview of the funding the District receives from the cities.

President Espinosa closed the Public Hearing.

RECOMMENDATION: It is recommended that the Board of Directors adopt the 2011/2012 Preliminary Budget.

Moved by Director Marquez, seconded by Vice President Gray, carried by a 5-0 voice vote, that the Board of Directors approve adopt the 2011/2012 Preliminary Budget.

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

PUBLIC COMMUNICATIONS

Peter Patel, Vice President of the Friends of the James S. Thalman Library, announced that the Friends of the James S. Thalman Library has organized a cookbook fundraising project, and are requesting volunteers to submit and donate their favorite recipes. Interested volunteers should complete an application and the recipe will be added to the cookbook.

Peter Patel, BAPS, announced that BAPS is hosting an Open House on Thursday, June 23, 2011, and invited the Board of Directors and staff to attend.

LIASON REPORTS TO FIRE DISTRICT

Charlie Blank, Fire Safe Council Chairman, reported that due to rain, the Arunda Removal Project on Carbon Canyon Road was delayed and will resume in the fall. He also reported that the 2011 Wildfire Awareness Fair was well attended. The Brush Reduction Program will begin in the Summer of 2011. He provided a warning regarding the Oak Bora Beetle that has become a major issue in San Diego County. He reported that if firewood is purchased from San Diego County, it could likely have Oak Bora Beetle in it. He also reported that the Fire Safe Council is going to display the first quarterly safety sign in the Carbon Canyon area, which will display "No Fireworks".

Steve Heide, Fire Foundation, reported that the Chino Valley Professional Firefighters Car Show held on May 14, 2011, was a success and well attended. He also reported that there were 84 vehicles that were entered, and a total of 20 different car show categories. The event raised \$1500 to benefit the Fire Foundation.

CONSENT CALENDAR

President Espinosa asked if anyone would like to pull an item from the Consent Calendar for discussion.

Director Marquez requested Consent Calendar Item #6, New Station Exercise Equipment Purchases be pulled.

1. Minutes

May 11, 2011 – Regular Board Meeting.
May 26, 2011 – Special Board Meeting.

2. Monthly District Report

Month of April 2011.

3. Monthly Financial Report

Month of May 2011.

4. Monthly Treasurer's Report

Month of April 2011.

5. Warrants

Expenses as audited, are within budget for warrants #21224 through #21439.

6. NEW STATION EXERCISE EQUIPMENT PURCHASES. Purpose is to present to the Board of Directors the proposed purchase of exercise equipment for new Stations 61 and 67 in the amount of \$63,842.15 from Tactical Fitness GSA.

7. BOARD MEETINGS/TRAVEL – AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING. Purpose is to authorize attendance in accordance with Board Policy 1100.

None.

RECOMMENDATION: Approve Consent Calendar items #1 through #5 and Item #7 as presented.

Moved by Director Evinger, seconded by Vice President Gray, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar items #1 through #5 and item #7 as presented.

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

Director Marquez asked for clarification on utilizing the current exercise equipment for the new station.

Deputy Chief Parpan reported that the District is adding new exercise equipment to the new station, and a significant amount of the older equipment will also be used.

Moved by Director Marquez, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors approve Consent Calendar items #6 as presented.

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

BOARD COMMITTEE REPORTS

Director Evinger reported that she attended a School District meeting and two Chino Hills Council Meetings.

Director DeMonaco reported that he attended the Chino Hills Council Meeting, a Finance Committee meeting, and a CSDA Membership Committee meeting.

Vice President Gray reported that he attended the Chino City Council Meeting, and reported that the purchase of the additional furniture that is required to furnish the two new stations was approved at the Council meeting.

President Espinosa reported that he attended a Finance Committee Meeting.

OLD BUSINESS

None.

NEW BUSINESS

8. **FUND BALANCE RESOLUTION NO. 2011-05.** Purpose is to present the proposed Fund Balance Reporting Resolution No. 2011-05 to the Board of Directors for review, approval and adoption.

Finance Manager Heide reported that in May, the Board approved a Fund Balance Reporting Policy. He also reported that Resolution No. 2011-05 is intended to establish certain commitments of fund balance as well as a minimum fund balance policy, in conjunction with the recent fund balance policy adoption.

Finance Manager Heide reported that this resolution sets forth commitments of fund balance consistent with those funds previously classified as designated fund balance, including:

- Worker’s Compensation Reserve
- Equipment Replacement
- Facilities Acquisition and Maintenance
- Compensated Absences

Finance Manager Heide reported that a fifth classification of committed fund balance is proposed in the resolution: emergency contingency fund. The emergency contingency fund would be established at an amount equal to two (2) months of operating expenditures, with the funds to be utilized in the event of the declaration of a state of emergency; local, state or federal.

Finance Manager Heide reported that an addition to the committed fund balances proposed in the resolution, staff is also proposing that the District adopt a minimum fund balance policy equivalent to three (3) months of operating expenditures, for general contingency purposes. This would provide an additional measure of financial security for the District during this time of economic uncertainty.

Finance Manager Heide reported under the proposed resolution, fund balance at June 30, 2011 might be projected as follows:

Fund Balance Classification	Amount	Description
Nonspendable	\$25,000	Deposits on file with others
Committed	9,310,000	
Worker’s Compensation Reserve	815,000	Projected liability for open/future claims
Equipment Replacement	945,000	As per the replacement schedule
Facility Maintenance	1,050,000	Set aside for future facilities
Compensated Absences	1,500,000	1/3 of accrued employee leave balances
Emergency Contingency Fund	5,000,000	Two months of exp – for disaster use
Assigned Fund Balance	1,490,520	Projected transfer to balance 11/12 budget
Unassigned Fund Balance	13,649,709	
Minimum Fund Balance	7,500,000	Three months set aside for general reserve
All Other Unassigned Fund Balance	6,149,709	Remaining unassigned fund balance
TOTAL FUND BALANCE	\$24,475,229	

Finance Manager Heide reported that actual fund balances would be calculated after closing the books at fiscal year-end, but the table above provides an illustration of how the various components of fund balance might be comprised in this sample calculation at June 30, 2011.

Finance Manager Heide reported that after calculating the nonspendable, committed and assigned portions of fund balance, the remaining unassigned fund balance is about \$13.3 million. However, after taking into account the minimum fund balance policy set forth in the proposed resolution, about \$5.8 million would remain for one-time expenditures, short-term deficit spending, etc.

Finance Manager Heide reported that the Finance Committee reviewed this item and recommended that the resolution be brought forward to the full Board for consideration.

Finance Manager Heide also reported that should the District elect to pay off its PERS side fund obligations at some future date, it would be likely that this resolution would need to be revisited to ensure sufficient unassigned fund balance exists for the general operating needs of the District.

Director DeMonaco asked what the annual payment is to the PERS Side Fund.

Finance Manager Heide reported that staff is projecting approximately \$465,000 this next fiscal year.

Director DeMonaco commented that if the District chose to pay this amount, the District could budget money from another account to pay for this, which would save the District about three years of payments.

President Espinosa requested any public comments on this agenda item.

There was no public comment.

RECOMMENDATION: It is recommended that the Board of Directors review and approve amendments to the District's Purchasing Policy.

Moved by Director Marquez, seconded by Director DeMonaco, carried by a 5-0 voice vote, that the Board of Directors approve amendments to the District's Purchasing Policy.

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

9. RESOLUTION NO. 2011-06, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) BOARD ELECTION PARTICIPATION. Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2011-06 confirming the Fire District's desire to participate in the current SDRMA Board of Directors Election for 2011; and cast a vote for up to three (3) of the seven (7) candidates on the ballot.

Clerk of the Board Heney reported that the Fire District is a current member of the Special District Risk Management Authority (SDRMA), which is a Joint Powers Authority formed under California Government Code Section 6500 et seq., for the purpose of providing risk management and risk financing for California special districts and other local government agencies. She also reported that SDRMA is governed by a seven member Board of Directors nominated and elected from members with a current operative agreement. SDRMA policy specifies that member agencies desiring to participate in the balloting and election of candidates to serve on the Board of Directors must adopt a resolution by the member agency's governing body and submit the resolution to SDRMA by the specified deadline.

Clerk of the Board Heney reported that at the Regular Board Meeting held on March 3, 2011, the Fire District Board of Directors adopted Resolution No. 2011-03 designating and nominating Fire District Director Ed Gray as a candidate for election to the SDRMA Board of Directors. Director Ed Gray's nomination was accepted and he is listed as a candidate on the SDRMA election ballot.

Clerk of the Board Heney reported that there are currently three (3) open seats on the SDRMA Board of Director and seven (7) candidates on the ballot. The deadline for submitting the ballot resolution is Friday, September 16, 2011 at 5:00 p.m. The term for the successful candidates will be for four years beginning on January 1, 2012 and terminating on December 31, 2015.

Director Marquez stated that he would like to recommend casting a vote for Vice President Ed Gray.

Vice President Gray recommended casting the second vote for incumbent Ed Sprague for a seat on the SDRMA Board of Directors.

Director DeMonaco recommended that the motion be modified so that the third vote be decided by President Espinosa.

President Espinosa requested any public comments on this agenda item.

There was no public comment.

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2011-06 confirming the Fire District's desire to participate in the current SDRMA Board of Directors Election for 2011 and cast a vote for up to three (3) of the seven (7) candidates on the ballot.

Moved by Director DeMonaco, seconded by Director Evinger, carried by a 5-0 voice vote, that the Board of Directors approve Resolution No. 2011-06 confirming the Fire District's desire to participate in the current SDRMA Board of Directors Election for 2011 and cast a vote for Vice President Ed Gray and Ed Sprague and that the third vote be decided by President Espinosa.

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

NOES: BOARD MEMBERS: None

ABSTAIN: BOARD MEMBERS: None

ABSENT: BOARD MEMBERS: None

CHIEF'S COMMENTS

Fire Chief interviews for Captain's position were held on May 23, 2011.

The annual SOLAR Drill was held May 24, 25, and 26, 2011 in Tonner Canyon. The drill was hosted by Chino Valley Fire District and CAL Fire/San Bernardino unit.

An Engineer's promotional exam was conducted on June 1 and June 2, 2011. The Eligibility List will be finalized on Thursday, June 9, 2011.

In keeping in compliance with the biennial requirement under SB1825, all personnel participated in Sexual Harassment Awareness and Prevention Training.

The Chino Valley Professional Firefighters Association hosted the Second Annual Car Show at the Shoppes in Chino Hills on May 14, 2011. A total of 84 classic cars participated.

The Chino Valley Fire District and Chino Hills Fire Safe Council hosted the Third Annual Wildfire Awareness Fair on Saturday, May 14, 2011 at the Chino Hills State Park Discovery Center in Brea.

Fire Prevention received a grant from FM Global in the sum of \$3,000 to purchase 155 smoke detectors. These detectors will be utilized by staff to replace inoperable and/or inadequate smoke detectors for residents in need of them.

Director Marquez asked if this grant was specifically designated to purchase only smoke detectors, or could it be used to purchase Carbon Monoxide detectors.

Fire Chief Summers stated that it was specifically designated to purchase smoke detectors.

Director Marquez stated that effective July 1, 2011, it is mandatory that every household have a Carbon Monoxide monitor and asked what the District's plans were for this.

Deputy Fire Marshall Barnes reported that the enforcement for the Carbon Monoxide detectors is the Housing and Community Development's responsibility.

Chino Valley Fire District's Softball Team was sponsored by the Chino Valley Professional Firefighter's to participate in the Western States Police and Fire Games, hosted by Ontario Fire Department on June 4, 2011. Chino Valley Fire District's Softball Team won some and lost some, but overall put forth a great team effort.

The Chino Valley Fire District, Chino Valley Fire Foundation and the Chino Fireman's Association donated \$500 each to the non-profit Firefighter's Quest for Burn Survivors. The funds will be used by Quest for a variety of needs, ranging from family and patient visits to providing material and /or monetary donations to the patients and/or immediate family to assist during recovery.

A replacement Chief Officer vehicle was purchased through MK Smith Chevrolet in Chino, allowing the District to support a local business and keep the sales tax within the community, while at the same time ensuring that the District received pricing equivalent to that available through the State vehicle contract.

Implementation of the District's new ERP computer system continues to progress on schedule, with the first phase of the new system, the Financial Management module, scheduled for go-live on July 5, 2011. This will involve the District's purchasing, budgeting, accounts payable and general ledger functions.

As requested by the Board, a new page has been added to the Warrant Report to reflect those purchases in amounts between \$10,000 and \$25,000. The report will be included with the warrants on a monthly basis.

The American Red Cross conducted a free Disaster Preparedness Academy the week of May 16-22, 2011, with a Government component of training workshops. The District Chaplains and the Community Liaison Officers participated in this training and took classes on ICS 100, 200, 700 & 800, as well as Partner Agency Sheltering, Children in Disaster and Psychological First Aid. Alma Nielsen, Rob DePartee, and Sandy Magallanez were re-certified in CPR and First Aid.

The City of Chino's Annual Freedom Festival is scheduled for July 2, 2011, at Ayala Park beginning at 9:00 p.m.

Fire District Administration will be closed on July 4, 2011, in observance of Independence Day.

City of Chino Hills' Annual Old Fashioned 4th of July Picnic is scheduled for July 4, 2011, at Big League Dreams from 11:00 a.m. to 3:00 p.m.

Chino Hills Concerts in the Park will begin their summer long concerts beginning on Wednesday, July 6, 2011 beginning at 6:45 p.m.

City of Chino's Concerts in the Park begin Thursday, July 7, 2011 on the lawn at City of Chino's City Hall lawn.

BOARD COMMENTS

Director Evinger reported that she attended Chino's Memorial Day Tribute, the City of Chino's Mayor's State of the City Address and Luncheon, the 20th Annual Honorary Service Awards and the Volunteer Recognition for the PTSA, the Foundation meeting, Chino Air Show, and the Quest Run. She thanked everyone who represented the District in the Corporate Challenge.

Director DeMonaco reported that he also attended the Chino Memorial Day Tribute, Chino State of the City, Fire Foundation Car Show, Quest Run and the Chino Air Show. He wished everyone a very Happy Fourth of July.

Director Marquez reported that he also attended Chino's State of the City, Fire Foundation Car Show, the Fire Safe Council's Wildfire Awareness Fair, Chino Air Show, and the Fire Foundation Car Show. He stated that he would like the Board of Directors to be a monetary sponsor for the Chino's Day at the Fair and he'd like to have District presence there.

Fire Chief Summers stated that he attended last year and there was great representation from the District.

Director Marquez commented that the Fire District's Administration sign is behind the shrubs and there isn't a clear view. He suggested moving the sign. He asked about the GPS and order of engine responses.

Fire Chief Summers reported that Ontario Dispatch is in the process of working on the AVL system, in addition to making adjustments in the mapping and fire station response order with the addition of Station 7.

Director Marquez asked if Fire Prevention personnel were trained in first aid and CPR.

Deputy Fire Marshal Barnes reported that the majority of the Fire Prevention staff is CPR trained, but to her knowledge Fire Prevention staff has not attended a first aid class.

Director Marquez stated he would like first aid training and CPR training be made available to the Fire Prevention staff.

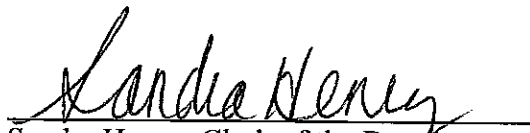
Vice President Gray reported that he attended the City of Chino's State of the City, Fire Foundation Car Show, and the Quest for Burn Survivors Run.

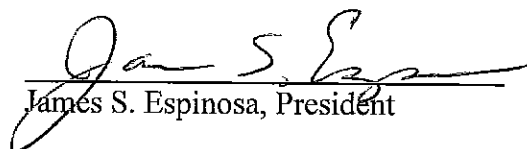
President Espinosa reported that he attended most of the events previously listed, and congratulated Mary Scott on her new grandchild.

ADJOURNMENT

President Espinosa adjourned the meeting at 7:00 p.m. in memory of the fallen San Francisco firefighters, Anthony (Tony) Valerio and Lieutenant Vincent Perez, to a Regular Board Meeting scheduled for Wednesday, July 13, 2011, 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 13th DAY OF JULY 2011.


Sandra Heney, Clerk of the Board


James S. Espinosa, President