

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

**MINUTES**  
*October 26, 2011*

**ROLL CALL**

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

**OPEN SESSION**

President Espinosa called the Open Session to order.

**FLAG SALUTE**

Vice President Gray.

**PUBLIC COMMUNICATIONS**

None.

**OLD BUSINESS**

None.

**NEW BUSINESS**

1. **FIRE DISTRICT GOALS FOR FISCAL YEAR 2011/2012.** Purpose is for the Board of Directors to review and discuss the Fire District Goals for fiscal 2011/12.

Fire Chief Summers provided a PowerPoint presentation which overviewed the current and proposed 2011/2013 Fire District Goals.

The Board Members had several questions pertaining to the proposed goals, which were addressed and clarified by Fire Chief Summers.

Discussion was held regarding service at the Chino Airport. Director Marquez stated that he would like the Fire District to review and coordinate with the Department of Airports to create a plan for service.

After some discussion, there was a consensus to add a goal under the Operations section of the goals to address Airport Operations.

Discussion was held regarding the New World Program.

Director Marquez stated that he would like the Fire District to consider a Strategic Plan.

Fire Chief Summers stated that the Strategic Plan is part of the Accreditation Process, so it is on the long-term goals for the District.

President Espinosa asked about Assembly Bill 201.

Fire Chief Summers provided an update on Assembly Bill 201.

The Board recommended that the goals be brought back to the full Board for approval as presented with the addition of adding Airport Operations under the Operations section of the goals.

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the 2011/2012 Goals for the Fire District.

2. LEGAL SERVICES. Purpose is for the Board of Directors to review the status of the District's legal services and provide direction to the Fire Chief.

Human Resources Manager Nelson reported that the District's current agreement with Woodruff, Spradlin & Smart (WS&S) for general legal services has been in place for approximately one (1) year, with David Kendig assigned as general counsel. She also reported that Mr. Kendig recently notified the District that he has been selected as general counsel for another large municipality, and the workload does not allow him to continue to serve Chino Valley Fire; however, he has offered to assist with a service transition.

Human Resources Manager Nelson reported that staff has evaluated the services provided by WS&S over the past year, and has compared and contrasted these services with those provided by Best, Best & Krieger (BB&K), the District's general legal counsel for eight (8) years prior.

Human Resources Manager Nelson reported the overall service delivery under WS&S has been more costly and more time intensive. She also reported that there has been a loss of proactive legal updates that were provided by the larger firm of BB&K.

Human Resources Manager Nelson reported that from a staff perspective BB&K's style of service delivery, and the composition of the firm was a more efficient and cost-effective means of meeting the District's general legal needs on a day-to-day basis. She also reported that when the District conducted an extensive bid process last year, BB&K had been among the top firms under consideration. She stated that it is staff's recommendation that the District pursue an agreement with BB&K or another comparable legal firm under similar terms as those in the current WS&S agreement.

Human Resources Manager Nelson reported that the District has occasional need of legal services in areas of specialty such as tax law and benefit administration outside of the general legal services arena. In these cases, there is need to engage specialized firms on a limited project basis.

President Espinosa stated that he would like to continue having the Fire District's attorney present at Board Meetings, and would like this to be a condition on the agreement.

Vice President Gray asked if legal services need to be part of the bid process.

Finance Manager Heide stated that the Purchasing Policy specifically excludes legal services, because of the specialization involved.

Director DeMonaco stated that he would like to see an Attorney specifically assigned to the Fire District. He also agreed with President Espinosa in regards to having the Fire District Attorney attend the Fire Board meetings.

Vice President Gray stated that he agreed with having the Fire District Attorney attend the Fire Board meetings.

Director DeMonaco suggested that in the interim, the Board should give the Fire Chief the authority to hire an Attorney to protect the Fire District.

Human Resources Manager Nelson stated that the intent of the recommendation was that the Board of Directors would give authority to the Fire Chief to pursue a proposal for general legal services, but also give him authority on a case-by-case, project-by-project basis to engage legal counsel.

Vice President Gray suggested that the Fire District ask BB&K if they would be interested in coming back to the Fire District.

Fire Chief Summers stated that the Fire District would contact BBK, with the stipulation that they provide legal counsel presence at all Board Meetings.

**RECOMMENDATION:** It is recommended that the Board of Directors authorize the Fire Chief to pursue an agreement for ratification by the Board of Directors for general legal services; and, authorize the Fire Chief to engage other legal firms on a limited project basis for specialized issues.

**Moved by Director DeMonaco, seconded by Vice President Gray, carried by a 5-0 voice vote, that the Board of Directors authorize the Fire Chief to pursue an agreement for ratification by the Board of Directors for general legal services; and, authorize the Fire Chief to engage other legal firms on a limited project basis for specialized issues.**

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

**NOES: BOARD MEMBERS: None**

**ABSTAIN: BOARD MEMBERS: None**

**ABSENT: BOARD MEMBERS: None**

**BOARD COMMENTS**

Director Marquez asked about the status of the District acquiring the Automatic Vehicle Location (AVL).

Fire Chief Summers stated that this is currently in process with Ontario Dispatch.

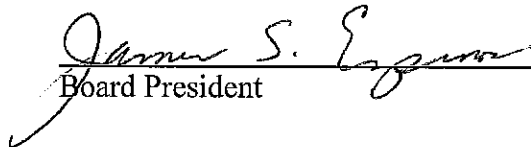
Director Evinger thanked Fire Chief Summers for inviting the Board Members to the raising of the flag ceremony at Station 1.

**ADJOURNMENT**

President Espinosa adjourned the meeting at 6:06 p.m. to a Special Board Meeting scheduled for Thursday, November 17, 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 17th DAY OF NOVEMBER 2011.

  
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Sandra Heney, Clerk of the Board

  
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Board President