



Chino Valley Fire District



MASTER PLAN 2006

BOARD OF DIRECTORS

- President James S. Espinosa
- Vice President Tina Revane
- Director Ed Gray
- Director Ronald D. Watson
- Director Winn Williams

FIRE CHIEF
Paul L. Benson

A Tradition of Service

Adopted April 12, 2006

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Chino Valley Fire District

MISSION STATEMENT

The mission of the Chino Valley Independent Fire District is to protect the lives and property of the community from the detrimental effects of fires, medical emergencies and other hazardous conditions.

Message From The Board Of Directors

Timely and dynamic fire protection planning provides the basis for systematic control of current and future fire risks and efficient and effective use of fire protection resources, thereby limiting fire losses and fire protection costs.¹

The Board of Directors of the Chino Valley Independent Fire District (Fire District) has determined the need for a Master Plan. The intent of the Board of Directors is to provide policy-oriented and long-range guidance regarding the services provided to the Chino Valley community. It is not the intent of this Master Plan to provide operational or tactical planning.

This Master Plan is an expansion of the Fire District's Mission Statement. It is intended to guide the future growth and development of the Fire District and is the basic framework for establishing operating and capital budgets, as well as other financial commitments. Evaluation and recognition by accreditation and outside agencies should also be utilized and encouraged to assist in guiding the Fire District.

Fire prevention and hazardous materials planning are the primary methods to be utilized by the Fire District to manage the community's fire and/or contamination problem. However, when a fire or hazardous materials incident does occur, a well-trained suppression force is to be ready to operate.

Of primary fiscal concern is the identification of the most efficient distribution and use of Fire District resources, including fire stations, fire apparatus and fire service personnel. This distribution and use of resources shall be done fairly throughout the Fire District based upon the degree of fire and emergency potential and to assure maximum cost effectiveness.

These fire companies will provide a constant state of emergency response readiness to the community. In addition to fire suppression readiness, these fire companies will also be cross-trained to provide emergency medical/paramedic service, hazardous materials emergency service and urban search and rescue service.

Standards have been established for emergency response time and staffing levels. However, it is emphasized that these standards are established as an optimum level of public service and are used for planning purposes. The actual construction of Fire District facilities and addition of staffing will be dependent upon economic feasibility and growth within the Fire District.

Communication and information is vital to any organization. Accurate data should be readily available for planning and decision-making as well as communication within the Fire District, to the jurisdictions served and throughout the community. The Fire District values communication and information exchange with the public and supports this through an open forum meeting process, involvement in service clubs, schools and general education programs, use of available media, a Fire District website (chinovalleymfire.org), newsletter and customer service surveys.

¹ "Managing Fire Services," International City/County Management Association, Second Edition, pg. 77.

As the Fire District increases in population and the extent of residential, commercial and industrial development increases; this Master Plan will serve as a guide for adapting to the changing circumstances. Additionally, this Master Plan will provide policy guidance regarding which Fire District services are necessary to protect the lives and property of the Chino Valley Community.

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COMMUNITY RISK

Overview

The Fire District is located in the southwest region of San Bernardino County. The jurisdiction of the Fire District is approximately 80 square miles in size and has an estimated current population of 161,828². It is estimated that the Fire District population will be over 200,000 within the next 20 years. The Cities of Chino, Chino Hills, and surrounding unincorporated areas are served by the Fire District. Personnel responded to 8,310 emergency incidents last year.

The Fire District is bordered by Los Angeles County to the northwest; Orange County to the southwest; Riverside County to the southeast; the City of Ontario to the northeast and the City of Montclair to the north.

The Chino Valley community has a wide variety of development, which creates multiple fire problems. Approximately 40,000 residential units, from large single-family dwellings to apartment units, constitute the largest number of structure fires expected. This is due to the large number of residential units and the lack of ability to regulate fire safety practices in these occupancies. The major portion of emergency medical responses is anticipated to be at residential units. Approximately 20,000 additional residential occupancies are planned for, or are being constructed, through the build-out of the community.

Target hazards within the Fire District have been identified. The occupancies are considered to pose an extraordinary risk to lives and/or property. Examples of target hazards within the Fire District are a three-story, non-fire-sprinklered senior housing facility, a four-story office building and a tire manufacturing plant. Fire suppression, emergency medical, rescue and hazardous materials service is expected to be utilized at these incidents.

Over 3,400 commercial and industrial occupancies pose another type of fire problem. Current municipal planning projects the number of these occupancies to significantly increase at community build-out. In addition to the potential for large fires in these occupancies, the Fire District expects spills and airborne releases of hazardous materials. Emergency responses for medical emergencies and rescue situations are also anticipated.

Multi-story occupancies are currently limited to mid-rise structures, three-story senior housing and a four-story office building. Additional mid-rise buildings are included in

² Community population statistic does not include the prison populations. City of Chino –76,070; City of Chino Hills –77,819; Unincorporated – 7,939. Population estimates are based on 2000 Census data for the unincorporated area and on 2005 State Department of Finance data for the cities of Chino and Chino Hills.

community development plans. Multi-story occupancies require an extraordinarily large number of fire ground personnel to control a fire. Mutual aid from neighboring jurisdictions is necessary to control these types of fires. Due to the large number of persons occupying these types of structures, emergency medical responses are expected to be high.

There are thirty-five existing public schools in the Fire District, including two fundamental, twenty-one elementary, five junior high, five high schools, one continuing education high school and one adult school. Four more public schools are planned, including one high school, one junior high school and two elementary schools. There are currently forty-four private and pre-schools in the Fire District. These schools are expected to have fire emergencies, as well as a high incidence of emergency medical and rescue service.

A general aviation airport owned by the County of San Bernardino lies within the Fire District. This airport had nearly 182,338 aircraft operations in 2005 and as many as 250,000 annually in previous years. Although the County is responsible for crash-fire-rescue services at the airport, they have no resources assigned there. The Fire District provides structural fire protection and emergency medical services at the airport. Consistent with the level of training and available resources, and in the absence of County fire resources, the Fire District also provides initial response to aircraft incidents. In addition to airport fire and emergency medical needs, hazardous materials incidents are expected to occur at the airport hangar facilities.

The wildland area of the Chino Hills presents a severe magnitude fire problem. Over 14,000 acres of grass, brush and oak trees pose a seasonal fire threat to the residential interface. Numerous large and damaging fires have occurred in this area. In June 1990, eighteen homes and one business were destroyed by a 6,600-acre wildfire that resulted in more than \$4.8 million dollars in damage. Extensive automatic and mutual aid responses are required for this wildland area. Brush inspections are conducted each year at over 300 residences requiring the clearance of flammable vegetation by May 15th. In addition, it is anticipated that emergency medical and rescue services will be required for incidents occurring in these rural areas.

Many other miscellaneous-type fires are also anticipated to occur, such as vehicle and agricultural fires.

Transportation routes are extensive throughout the Fire District. Railroad routes, two (2) freeways, two (2) highways, congested city streets and rural roads provide a diverse and often over-burdened transportation system throughout the Fire District. These transportation routes are frequently subject to a variety of potentially complex emergency incidents including vehicle accidents, fires, and hazardous materials related incidents, all which require emergency fire, medical and rescue services.

Two large flood control channels, subsidiary channels and creeks, and the Prado Reservoir result in water rescue incidents.

Disasters experienced by Southern California may include earthquakes, flooding, landslides, fire conflagrations, commercial aviation accidents, terrorism and civil unrest.

FIRE PREVENTION

Fire prevention is the most effective strategy for reducing fire losses. Fire prevention through engineering, education, and enforcement is the primary method to safeguard the community.

EDUCATION

The responsibility for protecting lives and property is borne overwhelmingly by the citizens. According to the American Heart Association, the survival rate for victims of cardiac arrest decreases 7 to 10 percent for each one minute that cardio-pulmonary resuscitation (CPR) or Automated External Defibrillation is delayed. Fire safety education is designed to increase knowledge and develop appropriate behaviors in all Fire District constituency, regardless of age. Public safety education efforts will focus on preventable “all-risk” hazards and should reduce the occurrence of serious injury and loss of life and property from accidents and fire. Accident/injury and fire occurrence trends should be identified to enable the Fire District to effectively focus education and prevention efforts. An annual public education calendar has been developed based on fire analysis.

The Fire District actively promotes and teaches “Risk Watch” in our local schools. This is a national program sponsored by the National Fire Protection Association. The program provides public safety education programs including fire and burn prevention, water safety, motor vehicle safety, choking-suffocation-strangulation prevention, poisoning prevention, falls prevention, fire arms injury prevention and bike and pedestrian safety.

The Fire District also promotes and teaches fire extinguisher classes, cardio-pulmonary resuscitation (C.P.R.), first-aid, the Neighborhood Emergency Action Team (N.E.A.T.) program and the Automated External Defibrillator (A.E.D.) program throughout the communities. These programs are all designed to improve awareness and response capabilities of business and the public to day-to-day emergencies and potential disasters.

In controlling fires in their early stage, the fight against time is critical. Each passing second weights the odds more heavily in favor of the fire and against its victims. Education is targeted towards homes, work places and schools. The Fire District alone cannot adequately prevent fires; the community must be educated to begin to voluntarily make fire safety a way of life and a part of doing business.

ENGINEERING

Most fire deaths in America occur in structures. Built-in fire protection measures are critical in reducing deaths and minimizing property damage.

Fire sprinkler systems, non-combustible roofing, area separations, setbacks, access, occupant egress and hydrant specifications are a few of the requirements the Fire Engineering section administers. Protection measures should be ensured in the planning and development stages of construction to build structures that are more resistant to fire and, by design, aid in the egress of occupants. Cooperation and coordination with other governmental agencies and developers in this process will

improve the overall life-safety protection capabilities of the buildings and reduce the negative physical and economic impacts associated with fire.

The Fire District has experienced devastating fires in the wildland/urban interface area. Conditions of development are currently required, such as Class A roofing, non-combustible siding and 100-foot fuel buffer zones, to protect the community from wildland/urban interface fires.

Water supply and distribution is a critical element for fire suppression purposes. Five separate water purveyors provide service to the Fire District. Coordination and communication is critical for planning and emergency operations.

ENFORCEMENT

Inspections

Inspecting and ensuring that businesses comply with fire and life-safety requirements is the principal objective of the Enforcement section. A hazardous condition in a business is a threat to employees, business owners, surrounding occupancies and firefighters.

This self-supporting program requires Fire Inspectors to inspect high-hazard businesses in the Fire District and identify potential fire threats. Once in compliance, a permit is issued to the business. The California Fire Code, as amended by the Fire District, should be the basis for fire and life safety code enforcement.

Engine Company Inspections

Fire suppression companies are currently being utilized for fire prevention inspections in designated occupancies. Through these inspections, pre-fire planning and fire safety education can be accomplished along with the opportunity to enhance public relations.

Hazardous Material Inspections

The storage of hazardous materials in businesses poses a threat to occupants, the public, neighboring occupancies and firefighters.

Hazardous materials disclosure allows for the inspection and notification of all businesses within the Fire District that generate, store and use hazardous materials. The Fire District will take an active role in the inspection of businesses with hazardous materials. The Fire District will monitor the County Certified Unified Program Agency (CUPA) data to ensure that the data is timely and accurate.

Through regular inspections, the Fire District can identify what hazards exist and can obtain compliance through the fire code for the safety of citizens and firefighters alike should a hazardous materials fire or release occur.

The Fire District will also enforce all other areas of the Fire Code such as the use of fireworks.

Fire Investigation

The Fire District promptly investigates the cause, origin and circumstances of every fire occurring in the Fire District involving the loss of life or injury to person or damage to property. Incendiary and suspicious fires are of particular concern because nationally they account for a large share of multiple death fires, as well as being a large cause of overall fire loss.

Thorough investigation of all incendiary fires is used to discourage arsonists and reduce losses. Considering the accelerating rate of incendiary fires, the expertise required and the hazardous nature of criminal investigations, an increased emphasis has been placed on fire investigation.

A specially trained Fire and Arson Investigator coordinates the program and follows up on criminal investigations, including liaison with law enforcement agencies and the District Attorney's office.

Wildland/Urban Interface

Recognizing that the potential for brush and grass fires remains a constant threat within the Fire District, a Weed Abatement program has been implemented to reduce weed and brush fire hazards. It provides for the inspection and enforcement of properties that pose a potential fire hazard due to weeds and brush.

Fuel modification, livestock (horses, cattle and sheep) grazing, prescribed fires, and fuel breaks are utilized to prevent the spread of fire and to protect the ecosystem. The Fire District utilizes contract labor and California Department of Forestry (CDF) fire crews for fire hazard abatement projects.

Although many fire safety regulations are in place for the Carbon Canyon area, a Fire Safe Plan has been developed to document these efforts and recommend further measures. A companion document to the Fire Safe Plan is the Hazard Mitigation Plan. This plan identifies long-term measures for reducing fuel loading in this hazardous fire area and the District continues to pursue funding for full implementation of the plan.

Community planning, awareness and involvement are proven elements for effectively reducing the occurrence and damage associated with wildland fires. Fire Safe Councils are coalitions of public and private sector organizations that share a common, vested interest in reducing losses from wildfire. The Fire Safe Council concept has proven successful in communities throughout California in helping create a more fire-safe environment. A Fire Safe Council to support the community in fire safety planning, education and mitigation was established in 2001 for the Carbon Canyon area.

Through federal grant assistance, the Fire Safe Council manages a brush removal program designed to reduce the accumulation of flammable vegetation adjacent to developed properties.

FIRE SUPPRESSION

Fire suppression forces are to be strategically located across the Fire District and in a constant state of operational readiness.

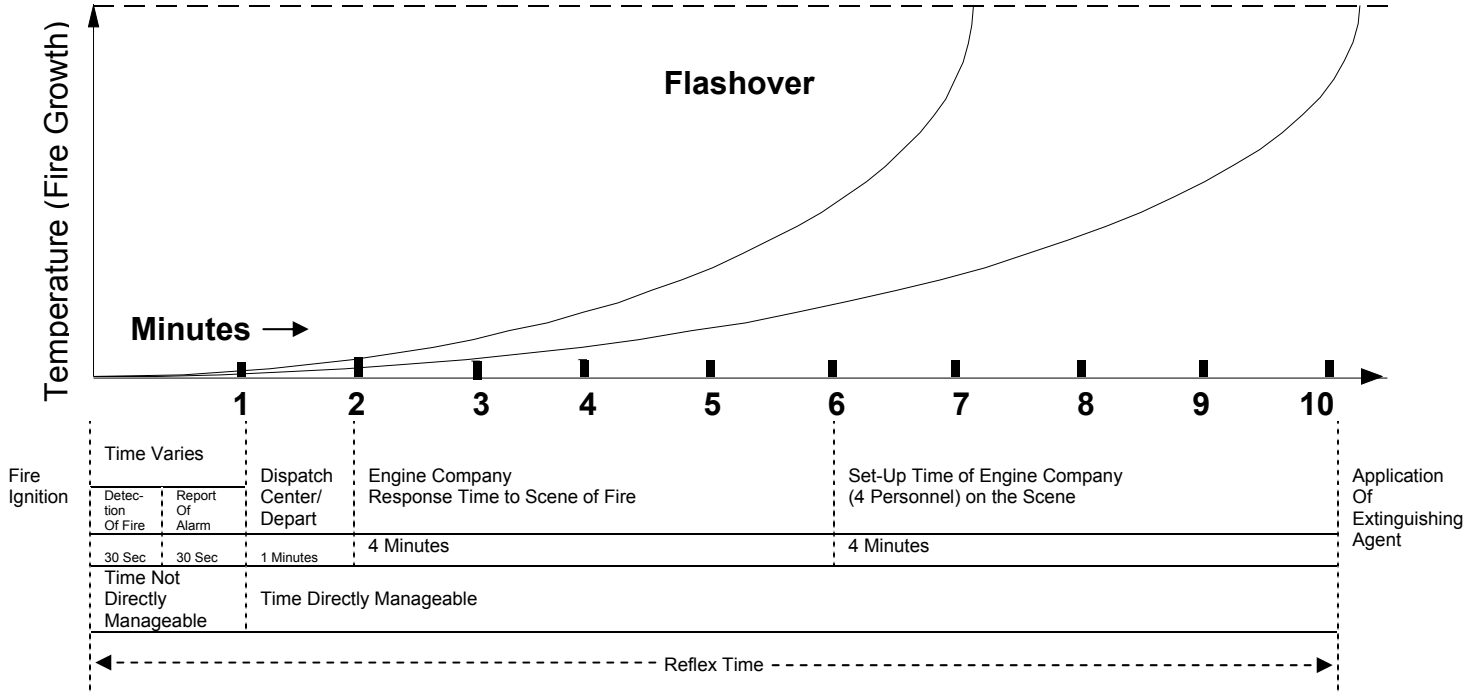
When determining fire station locations and staffing levels, it is typical to identify a point in the development of a fire which marks a significant increase in its threat to lives and property.

The flashover point is the event that dictates fire suppression service-level planning. After flashover the chance of saving lives drops precipitously and the extent of property damage dramatically increases.

THE SIGNIFICANCE OF FLASHOVER³

Pre-Flashover	Post-Flashover
κ Fire limited to one room/area	κ Fire spreads beyond one room/area
κ Requires smaller attack lines	κ Requires larger and more attack lines
κ Search and rescue is easier	κ Compounds search and rescue
κ Initial companies can handle	κ Requires additional companies

FIRE SPREAD V.S. REFLEX TIME



³ "Fire and Emergency Service Self-Assessment Manual," by IAFC, Sixth Ed. 2000, pp. 3-21.

Using the Flashover Model and National Standards as a guide, the Fire District will strive to provide an Engine Company (and four personnel) to arrive at scene within five minutes of notification of a fire incident 90% of the time. The development and allocation of Fire District personnel and resources is in process and should be completed in 2006 as part of the Standard of Cover Assessment.

Six Engine Companies, one aerial Truck Company and a Battalion Chief provide emergency response services to the Fire District. Fire District facilities include six fire stations, one training classroom and an Administrative headquarters as shown on Map "A". The average 2004 response time to structure fires was 6 minutes 11 seconds, plus an average Dispatch processing time of 30 seconds. Five Engine Companies are staffed with four personnel each and operate as full paramedic engines. Four personnel staff the aerial truck, which was upgraded to paramedic status in 2003. One additional engine is staffed with three personnel at the paramedic level. Within 2006/07, one additional Firefighter/Paramedic will be added to Station 4, thus completing the transition to four personnel staffing on all District units. Fire apparatus will be maintained and safety checked to comply with National standards and legislative requirements. Front line and reserve emergency equipment is to be maintained in a constant state of readiness.

In addition to initial attack being provided by Fire District personnel, the use of automatic and mutual aid from other jurisdictions are to be utilized. The Fire District will continue to participate in the State of California Master Mutual Aid System.

Fire District-wide infrastructure must be developed and maintained to facilitate optimum response times. Dispatch services and transportation corridors are key components in reducing overall response times. The Fire District will continue to maintain and improve professional dispatch services and support the completion of the Pine Avenue/Hwy 71 connection and with this year's construction of a roadway extension of Canon Lane to Eucalyptus Avenue, providing faster access into the Gordon Ranch area of Chino Hills.

Future facilities and facility locations at build-out of the Fire District are identified on Map "B". The future personnel allocation, based on build-out, is shown on the Personnel Projection chart. This service level is based on the current planning of the Cities of Chino, Chino Hills and affected areas of the County of San Bernardino.

The Insurance Services Office (ISO) rates fire department staffing and equipment, communications center and water system. The numerical classification rating is utilized to establish the community's commercial/industrial insurance rates. For every increase/decrease in one rating point, the community's insurance costs may increase/decrease by approximately 10 percent. The Fire District's ISO rating was improved in 1995 from a Class 4 to a Class 3 with a corresponding decrease in some commercial/industrial insurance costs. The latest ISO grading became effective December 1, 2004 and the Fire District continues its Class 3 rating.

The Fire District's long-term goal is a Class 1 ISO rating; a mid-term goal of a Class 2 rating is established for the next ISO grading. The next scheduled ISO grading will be in 2014.

The Fire District, consistent with budget and personnel constraints, will monitor and comply to Federal and State regulations, including OSHA regulations.

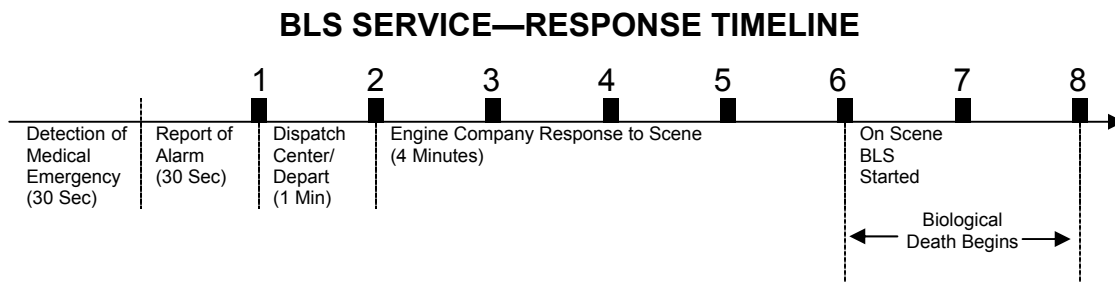
CROSS TRAINING

The current fire suppression forces are to be cross-trained to provide other emergency services to maximize cost-efficiency for the community as follows:

Emergency Medical Service

Although the greatest amount of personnel and equipment is needed for fire responses, the greatest number of emergency responses is for medical emergencies. All fire suppression personnel are trained to the level of Emergency Medical Technician (EMT-D), which includes being certified to operate a semi-automatic defibrillator. Additionally, Firefighters are trained to the level of Paramedic and the Fire District is transitioning to all four-person Paramedic units.

According to the American Medical Association, irreversible brain damage (biological death) begins to occur between six to eight minutes after cardiac arrest. EMT personnel rapidly arriving on scene can initiate Basic Life Support (BLS) techniques prior to biological death of the victim.



The State guideline for Basic Life Support/CPR/Defibrillation response time is five minutes 90% of the time. The San Bernardino County standard for Basic Life Support/CPR response time is five minutes 90% of the time.

State and the American Medical Association guidelines for Advanced Life Support response time are eight minutes 90% of the time.

Using the above guidelines, the Fire District strives to maintain response times for Basic Life Support/CPR/Defibrillation (EMT-D) and for Advanced Life Support to be equal or better than those standards as adopted by the State and County Emergency Medical Authority.

State guidelines for a Transportation Unit are eight minutes 90% of the time. San Bernardino County standard for a Transportation Unit is ten minutes 90% of the time. The Fire District maintains the position that the County should adopt the State guidelines for medical transportation.

The Fire District currently provides Advanced Life Support services within the Fire District, and patient transportation is by private provider through contract (exclusive operating area) with San Bernardino County. Delays in patient transportation place additional risks on patient outcome and result in additional time commitments of fire Service personnel. It is the Fire District's commitment to continue to review

transportation options to obtain an optimal transportation system for ill and injured patients.

The Fire District strives to provide highly professional delivery of emergency medical services throughout the community. The Fire District utilizes both an EMS Coordinator and Medical Director to maintain and improve the quality of service and ensure compliance with local, State and Federal requirements.

A Public Access Automated External Defibrillator (AED) program was developed in 2003 by the Fire District. AED's have been placed in government facilities and law enforcement vehicles. The Fire District is actively pursuing expansion of the program through presentations to the Chino Valley Unified School District, Service Clubs, and the business community.

Hazardous Materials Service

Cross-trained Firefighters are to be available to respond to hazardous materials releases and spills. These personnel are State-certified Hazardous Materials Specialists and will support emergency forces in responses and training. The Fire District will strive to train adequate numbers of personnel and maintain sufficient specialized equipment to provide hazardous materials response at or above the State designated level of "B". In December, 2001, the Fire District took the first step in implementing a dedicated Hazardous Materials unit by converting one of our reserve Paramedic squads to a unit carrying hazardous materials supplies. This unit is dispatched on all hazardous materials responses within the Fire District.

Urban Search and Rescue

Cross-trained Firefighters are to be available for extraordinary rescue needs. The Fire District will train, equip and provide specialized technical rescue services to the Fire District, consistent with budget and personnel constraints. The Fire District strives to maintain adequate numbers of specialist and general level trained personnel on-duty to promptly respond to and mitigate special rescue events, including confined space rescue, building collapse, and swift water rescue. The Fire District will continue to maintain a mobile cache of specialized rescue equipment, identified as Urban Search and Rescue equipment, to the California Office of Emergency Services designated level of "USAR--Medium".

Airport Operations

The County of San Bernardino owns and operates the Chino Airport, which lies within the boundaries of the Fire District. The Fire District provides basic municipal protection to the airport and the County of San Bernardino is responsible for providing airport crash-fire rescue operations consistent with Federal Aviation Administration requirements. The County presently has no fire protection equipment or personnel assigned to the airport. Recognizing the basic responsibility for aircraft fire-rescue lies with the County, the Fire District will respond to aircraft related incidents and provide emergency services consistent with the level of Fire District personnel training and limitations of Fire District fire apparatus.

Future County approved development and expansion of the airport operations is likely to place an unfunded burden with vicarious responsibility on the Fire District. The Fire District will work closely with County Airports to facilitate communications and Fire District involvement with future airport operations and to pursue appropriate funding of airport fire protection needs.

TRAINING

A professionally trained firefighting force is critical for efficient and safe emergency operations. Firefighting personnel face an unlimited number of emergency scenarios as well as functioning in extremely hazardous conditions during firefighting and rescue operations. Firefighters have a tremendous responsibility and must make instant life and death decisions in the course of their duties.

Given these demanding responsibilities and a rapidly changing technological and physical environment, firefighting personnel must constantly train and practice their skills to perform safely and effectively. Fire and EMS training constitutes a substantial portion of the firefighters' time and is to be a high priority in the Fire District.

Firefighting personnel are to receive all mandated training and all specified personnel are to be cross-trained as required by the services outlined in this Master Plan. The Fire District shall also strive to provide all training recommended by National Standards and the ISO to provide for both the safety of the citizens and firefighters.

Formal training in the classroom environment is held at the Fire District's classroom facility. A site has been acquired for a training facility with a burn tower located at 4th Street and Schaefer Avenue.

EMERGENCY PREPAREDNESS

In addition to day-to-day emergency operations, the Fire District faces the threat of large-scale disaster from a variety of events including earthquake, hazardous materials and biological incidents, flooding, terrorism, civil unrest and fire conflagrations.

Well-developed and coordinated emergency preparedness efforts are necessary to minimize losses and speed recovery from disasters. The Fire District has an active role in emergency preparedness planning and training within the Chino Valley. In addition, planning, training, inoculations, and the acquisition of specialized equipment are occurring for the threat of terrorism i.e. biological and chemical attacks.

Emergency preparedness planning and training for the Fire District, the Cities of Chino and Chino Hills and unincorporated areas will be placed at a priority. Citizens will be trained and prepared to become self-sufficient in an emergency and learn to assist their neighbor when needed. The Neighborhood Emergency Action Team (N.E.A.T.) is one such program that reaches out to the citizens in an effort to accomplish this.

The Fire District will conduct bi-annual District-wide preparedness exercises. Exercises should periodically test the emergency medical system and include mass-casualty simulations. The Fire District will participate in the annual statewide hospital drill.

COMMUNICATIONS

Through contract with the Confire JPA, the Fire District receives dispatch services from the San Bernardino County Communications Center (CommCenter).

On June 28, 2005 the Fire District changed dispatch centers, migrating from San Bernardino County Communications to the Ontario Police/Fire Dispatch Center.

The Ontario Dispatch Center is located at 2500 S. Archibald Avenue, in the City of Ontario. The center is located within the newly relocated Police Department.

The Dispatch Center occupies approximately 3,600 square feet with an additional 27,000 square feet set aside for offices, conference rooms and I.T. support.

The Dispatch Center received 123,928 police requests for service and 50,759 fire incidents in the calendar year 2005.

Providing 24 hour, 365 days per year support, the Dispatch Center has a total of 37 full-time employees and between 5 to 10 part-time employees that work approximately 20 hours per week. At any given time, the staffing level of the center will be between 7 and 11 dispatchers.

The Dispatch Center does provide pre-arrival instructions based on protocols developed by ICEMA (Inland Counties Emergency Medical Authority). At this time, Ontario Dispatch does not triage their requests for medical assistance. All calls are treated as a priority 1, emergency response.

800 MHz radio repair, purchase, installation and backbone system management are all coordinated through the San Bernardino Network Services Division. The addition of an antenna site in the Butterfield area was completed in 2003 and has improved communications.

FLEET MAINTENANCE / VEHICLE SUPPORT

The Fire District delivers emergency services to the public through the use of a fleet of safe and reliable emergency vehicles utilizing available modern technology. The Fire District vehicle fleet will be maintained to Federal, State, and fire service-recognized standards to ensure the safety of the public and Fire District personnel.

The Fire District will continue to pursue options for maintaining and improving the efficiency and effectiveness of our fleet maintenance program. This includes the construction of a modern fleet maintenance facility.

ADMINISTRATIVE OVERVIEW

Administration support is provided through the Office of the Fire Chief, which includes the Clerk of the Board, and the Finance and Personnel Sections. A Fire District Administrative headquarters is to be provided to facilitate all support services with the exception of vehicle maintenance.

CLERK OF THE BOARD

The Clerk of the Board/Administrative Coordinator reports to the Fire Chief and supports both the Fire Chief and Board of Directors.

This section also serves as custodian of all official records pertaining to the Fire District, in order to preserve the District's past history with accurate recording and compliance of all public meeting proceedings. This section prepares and posts public meeting agendas, public hearing announcements, ordinances and any public publishing, which requires compliance with the Ralph M. Brown Act; and attests and certifies such documents.

This section also oversees the process for adopting Fire District ordinances, in addition to monitoring access to public records in accordance to the Public Records Act. The Clerk of the Board serves as Filing Officer for campaign statements and conflict of interest statements as required by the Fair Political Practices Commission.

The Clerk of the Board supervises the operations of the Fire District Receptionist and coordinates Administration phone coverage to provide public information during large emergencies.

FINANCE

Revenue and expenditure projections for 20 years have been completed in the Fire District's Long Range Financial Plan.

Limited revenue sources are available to the Fire District to provide for planned service levels, with the majority of Fire District revenues being subject to property valuation. Therefore, a Fire District expenditure priority policy is established as follows:

EXPENDITURE PRIORITIES

1. Fire Protection including Prevention
2. Emergency Medical Services
3. Hazardous Materials Responses
4. Urban Search and Rescue
5. Emergency Preparedness

CURRENT REVENUES

The following outlines the major sources of revenues currently available to the Fire District:

- α Property Tax -- The Fire District receives an average of approximately 15% of the 1% property tax assessed in areas outside the City of Chino. The San Bernardino County Property Tax Division distributes this revenue directly to the Fire District.
- α Property Tax Equivalent -- The Fire District receives the equivalent of approximately 15% of the 1% property tax in areas within the City of Chino. This equivalency within the City of Chino is less a 20% housing set-aside requirement for the Redevelopment Areas. This revenue is received in part from direct property tax distribution, and the balance is a direct payment from the City of Chino.
- α Service Fees -- Fees are assessed for various fire prevention services. Programs such as occupancy permit inspections, weed abatement and hazardous materials inspections are intended to be self-supporting.
- α Interest -- Interest is earned through the investment of idle funds in the State Local Agency Investment Fund (LAIF) and through the investment of proceeds from Tax and Revenue Anticipation Notes (TRAN) issued annually to provide adequate cash flow throughout the year. These funds may be invested either in LAIF or in a Guaranteed Investment Contract (GIC).
- α Cost Recovery/Fines -- The cost of providing service to an incident that is determined to be caused by negligence is billed to the party identified as responsible. Additionally, fines are generated from citations, such as fire lane violations. The Fire District will also research potential reimbursement options for State highway fire and emergency medical response costs.
- α Grants/Contracts -- The Fire District has identified the need to aggressively search for grant funding to either implement new programs or enhance existing service. Additionally, under contract provisions, the City of Chino reimburses the Fire District for the cost of dispatch services.
- α FEMA/Mutual Aid Reimbursements -- When appropriate, the Fire District will be reimbursed for expenses incurred as a result of mutual aid response and disaster response.

CURRENT FACILITY DEVELOPMENT REVENUES

- α Mello-Roos Community Facilities District (CFD) -- Several CFD's are currently in place in the City of Chino Hills. Specific funds are identified for fire facilities. Funding for fire station sites has been provided from this funding source in the past; however, future funds are limited.

- α Development Impact Fees (DIF) -- DIF are fees charged for new development projects to offset the impact each development project has on the service needs of the community. A Fire Facility DIF is in place in the City of Chino and the City of Chino Hills. These fees are limited to use for capital expenditures and may not be used for operating costs.

The Fire District is continually in the process of reviewing facility needs based upon new development along with identifying funding to construct new facilities. This will be coordinated with the Cities of Chino, Chino Hills, and the County to work collectively to ensure the highest level of service to the constituents of the Chino Valley.

FUND BALANCE

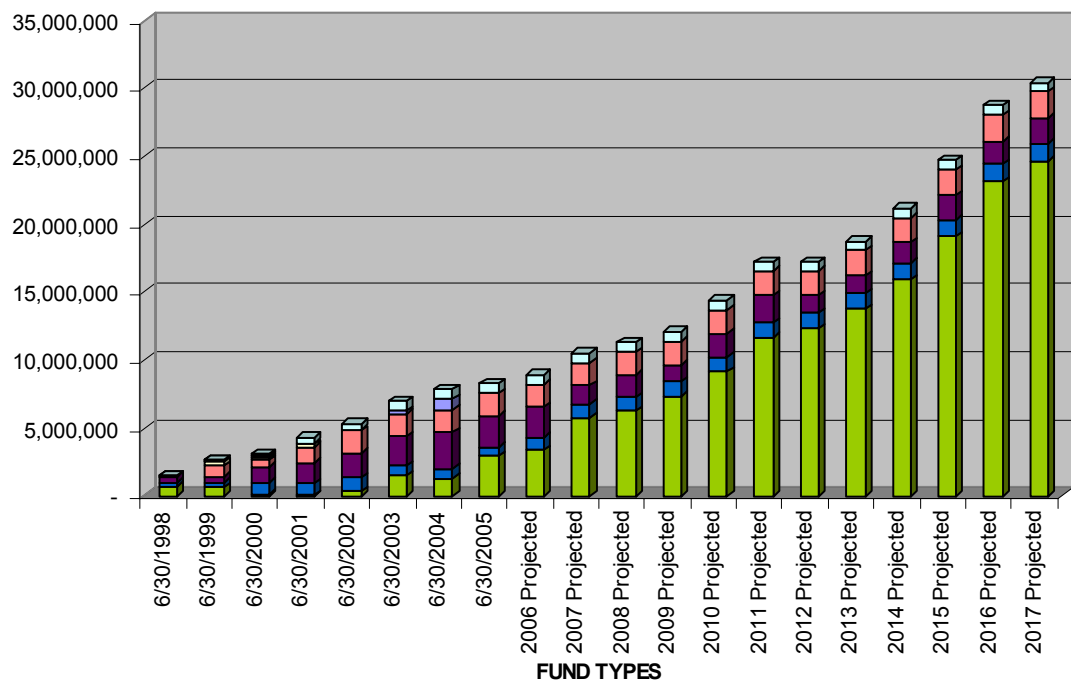
The Fire District has six established funds, which are to be used as follows:

1. Worker's Comp Deposit Fund: The District participates in a self-insurance JPA for worker's compensation insurance. The Worker's Comp Deposit fund represents the funds on deposit with the JPA.
2. Equipment Deposit Fund: This fund represents monies the District has on deposit for equipment orders.
3. Worker's Compensation Fund: The District has a self-insured retention level of \$350,000 per claim. Stop-loss insurance has been purchased to limit the District's financial liability of an individual claim to \$350,000. The goal of the Fire District is to have a reserve in the amount of two times the stop loss threshold and is currently funded at the established level of \$700,000.
4. Equipment Replacement Fund: This fund provides for vehicle, apparatus and equipment replacement. The amounts in this fund reflect accumulated depreciation for capitalized equipment. Equipment is depreciated using the straight- line method, 15 years for Fire Suppression vehicles and 5 years for support vehicles and other equipment. This account is funded at established levels.
5. Facilities Maintenance Fund: This fund represents proceeds from the sale of District property. The funds have been designated, by the Board, for future facility maintenance and repairs.
6. Compensated Absences Fund: This fund represents funding for uncompensated absences. The fund is established at a level of 33% of total compensated balances, including sick leave and vacation accruals. This fund is revised annually to reflect the change in compensated absence accrual balances and is funded at established levels.
7. Undesignated Contingencies and Reserve: This fund represents funds that are considered undesignated, but held in reserve.

These funds were established in fiscal year 1997-98. The Board of Directors is committed to ensuring the adequacy of the Fire District's established funds.

The following graph depicts a historical representation of the balances of each fund:

FUND BALANCE SUMMARY 1998-2017



POTENTIAL REVENUE SOURCES

- α Mello-Roos Community Facilities District (CFD) -- A CFD can be formed within the Fire District to help support capital needs such as station development and apparatus needs, and to pay for the provision of ongoing services. The formation of a CFD is subject to a special vote.
- α Special Tax -- A special tax may be levied, which could be utilized to support the cost of service provision. Levy of such a tax is subject to a special vote.
- α Fire Suppression Services Assessment -- A benefit assessment may be enacted and may be used for operating and capital expenses. The establishment of this assessment is subject to hearing and protest procedures and a special vote.

- α General Obligation Bond -- A general obligation bond can be presented to the voters to provide for the development of facilities and purchase of apparatus. This bond issue is subject to a special vote.
- α EMS Response Fee/EMS Subscription Fee -- A system could be established whereby persons who utilize emergency medical services could pay for the cost of the service. In conjunction with this, a subscription service could be instituted whereby no additional cost is charged to a subscriber when emergency medical services are utilized.

DISTRICT FINANCIAL EVALUATION

Due to the Fire District's limited fiscal resources, the Fire District will continually evaluate costs relative to mission requirements. Each contract, service or other expenditure will be closely monitored and adjusted as necessary to provide the best and most efficient service to the community.

Fire District finances are audited annually by an independent auditing firm to ensure sound fiscal practices.

In 1999, Branin Finance was engaged to develop a ten-year financial plan to identify funding sources and uses for the Fire District. The financial plan has been updated and expanded to a twenty-five year plan, and includes capital maintenance and staffing. This financial plan has been adopted by the Board of Directors and is to be updated on an ongoing basis.

SALARY AND BENEFITS ADMINISTRATION

Benefit packages are coordinated with employees and the Fire District's benefit programs including vacation and sick leave, comprehensive medical, dental, vision, life and disability insurance, and PERS retirement are administered.

PURCHASING

The Fire District strives for efficient procedures and controls to be in place for the purchase of supplies and equipment needed at the lowest possible cost commensurate with quality needed, exercising positive financial control over purchases, and clearly defining authority for the purchasing function.

A purchasing policy has been adopted for the Fire District outlining the procedures to be used in encumbering goods or services for the Fire District to ensure that sufficient appropriations are available together with securing the most competitive pricing.

A periodic review of all professional/contract services takes place to ensure that the Fire District will receive the highest level of service from its contractor's at the most competitive price.

AUTOMATED INFORMATION SYSTEMS

The Fire District implemented a Wide-Area Network (WAN) in 2000. This allows communication with the Administrative Office and the Fire Stations as well as e-mail, file sharing and Internet access. The Fire District will regularly evaluate opportunities to incorporate advances in computer technology.

In addition, the web site for the Fire District is developed and available to the public. The web site address is www.chinovalleyfire.org. It profiles the Fire District and will allow public access to hazardous materials information, emergency preparedness information, as well as other current fire and life safety educational information.

PERSONNEL

Personnel are the Fire District's most valuable resource. The contribution of each and every employee is critical for success. The Personnel Section administers the following programs under the direction of the Personnel Manager:

EMPLOYEE RELATIONS

The Fire District's employee relations activities are focused on ensuring that employment practices are handled in a consistent and fair manner, and in keeping with all legal requirements. This includes activities such as classification and compensation studies, labor contracts negotiation and administration for represented and un-represented employee groups, and oversight of disciplinary matters.

Development and administration of a revised set of Fire District Personnel Rules and Regulations is a major area of emphasis this year

RECRUITMENT AND HIRING

Administration of the recruitment and hiring process for all Fire District staff positions is administered with an emphasis on recruiting and appointing the most highly qualified candidates possible. This holds true for promotional examination processes, as well as open recruitment efforts, all of which are conducted in accordance with Fire District Personnel Rules and Regulations and legal requirements.

A Long Range Personnel Plan focusing on the staffing needs of administrative and support positions was approved in 2003. Volunteer programs are also utilized to augment administrative functions.

RISK MANAGEMENT

The protection of all Fire District resources is a priority. These resources include our personnel, property, equipment and capital. Toward that end, the Fire District focuses on identifying and analyzing areas of exposure to potential loss; examining alternative risk management techniques, and implementing and monitoring the most effective risk management solutions.

Practices and policies already in place are also evaluated regularly to ensure the Fire District remains current and enhances safety and risk exposure efforts on a continuous basis.

ANNUAL GOALS – 2006

Fire District goals for 2006 have been developed and approved by the Board of Directors. In addition to the overall direction provided by the Board of Directors through the Master Plan, the following goals provide direction for this year:

1. Complete the Standard of Cover and Deployment study to analyze existing and proposed fire district facilities, staffing, and deployment strategies.
2. Finalize the updated Personnel Rules and Regulations and present to the Board of Directors for adoption.
3. Continue working with the City of Chino Hills to finalize plans and secure funding for the new Fire Administration building.
4. Continue working with the City of Chino to identify funding, finalize plans, and establish a construction schedule for Station 67 and the Training Center.
5. Continue working with the State of California, Department of Corrections, to secure property at CIM for the construction of a fire station, training center, and fleet maintenance facility.
6. Work with the City of Chino, Lewis Development Corporation, and the contractor to complete construction of Station 63 and transition operations into the new fire station.
7. With the assistance of a financial consultant, update the revenue projections in the Fire District's Long-Range Financial Plan.

EXISTING AND FUTURE FACILITIES

Existing Facilities	Future Facilities	Community Name
Fire Administration 2005 Grand Avenue Chino Hills	Fire Administration (Relocated) Peyton Drive, South of Grand Avenue Chino Hills	Fire Headquarters
Classroom 4040 Eucalyptus Avenue Chino Hills	Classroom (Remodel) 4040 Eucalyptus Avenue Chino Hills	
	Training Center (New) 4th Street and Schaefer Avenue Chino	Fire Training Center
Fire Station 1 13251 Central Avenue Chino	Fire Station 1 (Relocated) Riverside Drive and Ross Avenue Chino (Single Company)	Ross Station
Fire Station 2 5551 Butterfield Ranch Road Chino Hills	Fire Station 2 (Current) 5551 Butterfield Ranch Road Chino Hills (Single Company)	Butterfield Station
Fire Station 3 7000 Merrill Avenue Chino	Fire Station 3 (Relocated) South side of Chino Airport Chino (Single Company)	Preserve/Airport Station
Fire Station 4 16231 Canon Lane Chino Hills	Fire Station 4 (Current) 16231 Canon Lane Chino Hills (Single Company)	Carbon Canyon Station
Fire Station 5 12220 Ramona Avenue Chino	Fire Station 5 (Current) 12220 Ramona Avenue Chino (Single Company)	Ramona Station
Fire Station 6 13707 Peyton Drive Chino Hills	Fire Station 6 (Current) 13707 Peyton Drive Chino Hills (Dual Company)	Peyton Station
	Fire Station 7 (New) Chino Hills Parkway, west of Central Chino (Dual Company)	Central Station
	Fire Station 8 (New) Woodview Ave. and Pipeline Ave. Chino Hills (Single Company)	Woodview Station
	Fire Station 9 (New) 4th Street and Schaefer Ave. Chino (Single Company)	Schaefer Station
	Fire Station 10 (New) Eucalyptus, west of Chino Hills Pkwy.Chino (Single Company)	Gordon Ranch Station

