

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

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

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Wednesday, November 13, 2024

6:00 p.m. - Open Session

**AGENDA**

ROLL CALL

OPEN SESSION

FLAG SALUTE

INVOCATION

Chaplain Henry Aguilar

PRESENTATIONS/ANNOUNCEMENTS

SERVICE AWARDS:

15 Years of Service - Board Vice President Sarah Ramos-Evinger

20 Years of Service - Firefighter Paramedic Cory Freestone

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.

*Report By: Fire Marshal Danielle O'Toole*

RECOMMENDATION: It is recommended that the Board of Directors review public comment on the declaring and noticing of property owner(s) for weed abatement and subsequent actions and charges, as well as make any rulings on any and all objections raised regarding the proposed removal of weeds and said charges.

## PUBLIC COMMUNICATIONS

This is the time and place for the general Public to address the Board of Directors about subjects that do not appear elsewhere on the agenda. The Public may address items on the agenda at the time addressed by the Board.

Due to Board policy and Brown Act requirements, action may not be taken on any issue not on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 3 minutes.

## LIAISON REPORTS TO FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District, Inland Empire Utilities Agency)

Suzette Dang, San Bernardino County 4th District  
Mayor Pro Tem Karen Comstock, City of Chino  
Vice Mayor Art Bennett, City of Chino Hills  
President Mark Bozek, Chino Valley Fire Foundation  
Chair Charlie Blank, Fire Safe Council  
Vice President Jonathan E. Monroe, Chino Valley Unified School District  
Director Steven Elie, Inland Empire Utilities Agency

## CONSENT CALENDAR

1. MINUTES
  - a. October 9, 2024 - Regular Meeting
  - b. October 23, 2024 - Special Meeting
  - c. October 24, 2024 - Special Meeting
2. MONTHLY DISTRICT REPORT

Monthly District Report October 2024
3. MONTHLY FINANCIAL REPORT

Monthly Financial Report - September 2024
4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report - September 2024
5. WARRANTS

Warrants for October 2024 #60182 through #60357

6. BOARD MEETINGS/TRAVEL - AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING. - None.

7. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

Purpose is for the Board of Directors to review and approve the method for computing the Fire District's appropriations limit and to approve Resolution No. 2024-18 for establishing the annual appropriation limit for Fiscal Year 2024-25

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 7 as presented.

PC \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ RC \_\_\_\_\_

OLD BUSINESS - None

NEW BUSINESS

8. CLASSIFICATION AND COMPENSATION FOR ACCOUNTING MANAGER POSITION

The purpose is to review and consider adoption of Resolution No. 2024-19 establishing the classification and compensation for an Accounting Manager position.

*Report By: Finance Director Mark Shaker*

RECOMMENDATION: Approve the recommendation by the Human Resources Committee to establish an Accounting Manager position and adopt Resolution No. 2024-19 approving the classification and compensation for said position.

9. ADDITION OF ONE SHIFT BATTALION CHIEF POSITION

Purpose is for Board of Directors to consider for approval the addition of one Shift Battalion Chief position.

*Report By: Deputy Chief Jeremy Ault*

RECOMMENDATION: Approve the Human Resources Committee's and staff's recommendation for the additional Battalion Chief.

10. PURCHASING POLICY UPDATE

The purpose is for the Board of Directors to review and approve recommended updates to the District Purchasing Policy and provide direction to staff.

*Report By:* Finance Director Mark Shaker

RECOMMENDATION: Staff recommends that the Board of Directors review and approve recommended updates to the District Purchasing Policy.

11. TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENTS

The purpose is for the Board of Directors to approve the award of RFQ No. 2024-01 – Triennial Firefighter Class B Uniform Replacement to 2 Hot Uniforms, Inc. (2 Hot).

*Report By:* Battalion Chief Greg Gabel

RECOMMENDATION: It is recommended that the Board of Directors approve the award of RFQ No. 2024-01 – Triennial Firefighter Class B Uniform Replacement to 2 Hot Uniforms, Inc., in the amount of \$163,631.88 and a contingency not to exceed amount of \$10,000.

12. SB 1205 COMPLIANCE REPORT FOR STATE MANDATED ANNUAL FIRE INSPECTIONS

Purpose is for the Board of Directors to receive information regarding state mandated compliance reporting, relating to Senate Bill 1205.

*Report By:* Fire Marshal Danielle O'Toole

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

13. STATE AND FEDERAL LEGISLATIVE ADVOCACY SERVICES

The purpose is for the Board of Directors to consider the proposals for federal and state legislative advocacy services for Chino Valley Fire District.

*Report By:* Fire Chief Dave Williams

RECOMMENDATION: It is recommended that the Board of Directors approve the proposal submitted by Braude & Associates for Federal Legislative Advocacy Services and Rojas Public Affairs for State Legislative Advocacy Services, each for an amount of \$3,500 per month, and authorize the Fire Chief to execute related contract documents on behalf of the District.

14. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BYLAWS UPDATE

Purpose is for the Board of Directors to discuss casting a vote to adopt the proposed CSDA Bylaws amendments as presented.

*Report By: Clerk of the Board Angela Robles*

RECOMMENDATION: It is recommended that the Board of Directors review the proposed amendments to the CSDA Bylaws and cast a vote to either approve or oppose the proposed amendments.

15. BOARD OF DIRECTORS SELECTION OF OFFICERS

Purpose is for the Board of Directors to nominate and vote for the position of President and Vice President effective December 1, 2024.

*Report By: President Harvey Luth*

RECOMMENDATION: It is recommended that the Board of Directors nominate and elect the Board Officers for the position of President and Vice President effective December 1, 2024.

FIRE CHIEF'S COMMENTS

BOARD COMMITTEE REPORTS/BOARD COMMENTS

ADJOURNMENT

The meeting will be adjourned to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, December 11, 2024, at 6:00 p.m. at the Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda was posted by 6:00 p.m., on Friday, November 8, 2024, at Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

*Angela Robles*

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Angela Robles, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: PROPERTIES DECLARED FOR WEED ABATEMENT**

**PURPOSE:**

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

**DISCUSSION:**

At the April 11, 2024 Board of Directors meeting, Resolution No. 2024-06 was approved and adopted, identifying properties throughout the District to be noticed in accordance with the Ordinance 2022-01 for weed abatement.

Fall inspections were conducted between September 3rd through late October 2024. All property owners in violation of the aforementioned Ordinance received a Notice to Destroy, as prescribed in said Ordinance. As stated in each respective notice, property owners were given a reasonable timeframe to abate the noted hazard. Failure to abate the noted hazard is subject to an Administrative Citation and action by our office to abate the property, utilizing our private contractor. Our office will begin reinspections on November 14, 2024 and will take the noted actions to bring properties into compliance.

In accordance with our resolution, we are to hold a public hearing, allowing property owners to address the Board on this matter.

**RECOMMENDATION:**

It is recommended that the Board of Directors review public comment on the declaring and noticing of property owner(s) for weed abatement and subsequent actions and charges, as well as make any rulings on any and all objections raised regarding the proposed removal of weeds and said charges.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

- a. October 9, 2024 - Regular Meeting

**ATTACHMENTS:**

Minutes - October 9, 2024 Regular Meeting

# **CHINO VALLEY INDEPENDENT FIRE DISTRICT**

## ***Regular Meeting of the Board of Directors***

***Wednesday, October 9, 2024***

***5:00 p.m. Closed Session***

***6:00 p.m. Open Session***

***Fire District Administrative Headquarters***

***14011 City Center Drive***

***Chino Hills, CA 91709***

### **MINUTES**

#### **CALL TO ORDER**

The regular meeting of the Board of Directors was called to order at 5:00 p.m. by Vice President Ramos-Evinger. Vice President Ramos-Evinger announced that President Harvey Luth is participating via teleconference pursuant to Government Code Section 54953(b) from 407 N Virginia Street, Reno, NV 89501.

#### **ROLL CALL**

Present: President Harvey Luth, Vice President Sarah Ramos-Evinger, Director Mike Kreeger, Director John DeMonaco, and Director Tom Haughey.

Absent: None.

Also present: Fire Chief Dave Williams, Deputy Chief Jeremy Ault, Deputy Chief Carlos Skibar, Legal Counsel Isaac Rosen, Clerk of the Board Angela Robles, Finance Director Mark Shaker, and Human Resources Director Anthony Arroyo.

#### **CLOSED SESSION**

Vice President Ramos-Evinger announced and read the Closed Session items.

#### **1. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6 Agency Negotiators: Special Legal Counsel John Bakhit, Atkinson Andelson Loya Ruud & Romo; Fire Chief Dave Williams; Human Resources Director Anthony Arroyo; and Finance Director Mark Shaker.

Employee Organizations: Teamsters Local 1932 Non-Safety Unit; and Unrepresented Management, Confidential, and Part-Time employees.

IT Analyst Chris Roberts spoke in relation to item 8 on the regular agenda.

Chino Valley Fire District Teamsters President Jason Rivera informed the Board of Directors that members of Teamsters will be speaking during the Public Comments portion of the Open Session.

There were no more requests from the public to speak on the Closed Session item.

**ADJOURN TO CLOSED SESSION**

Vice President Ramos-Evinger adjourned the Open Session to Closed Session at 5:06 p.m.

**REOPEN TO OPEN SESSION**

Vice President Ramos-Evinger reopened to Open Session at 6:00 p.m.

**ROLL CALL**

Present: President Harvey Luth, Vice President Sarah Ramos-Evinger, Director Mike Kreeger, Director John DeMonaco, and Director Tom Haughey.

Absent: None.

**REPORT OUT OF CLOSED SESSION**

District Legal Counsel Isaac Rosen stated there was no reportable action taken on the Closed Session item.

**FLAG SALUTE**

Director Kreeger led the assembly in reciting the Pledge of Allegiance.

**INVOCATION**

Chaplain Adam Houde led the invocation.

**CHANGES TO THE AGENDA**

Clerk of the Board Robles reported that agenda item number 7 will be taken out of order and presented to the Board following the Presentations/Announcements section.

**PRESENTATIONS / ANNOUNCEMENTS**

**Presentation**

Director Steve Eli of Inland Empire Utilities Agency presented the Chino Valley Fire District with a certificate of appreciation for keeping the IEUA properties as well as the Inland Empire safe from impending fires. The certificate was accepted by Fire Chief Williams and Vice President Ramos-Evinger.

## **Proclamations**

### **Breast Cancer Awareness Month**

Vice President Ramos-Evinger read a summary of the Proclamation declaring the month of October 2024 as Breast Cancer Awareness Month.

### **Fire Prevention Week**

Vice President Ramos-Evinger read a summary of the Proclamation declaring October 6-12, 2024 as Fire Prevention Week and presented it to Fire Marshal Danielle O'Toole.

## **Employee Service Awards**

### **5 Years of Service:**

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated IT Specialist Natalie Ceballos for 5 years of service with the Fire District.

### **10 Years of Service:**

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Firefighter Paramedic Phil Vasquez for 10 years of service with the Fire District.

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Firefighter Paramedic Casey Viscioni for 10 years of service with the Fire District.

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Engineer Andrew Hubbard for 10 years of service with the Fire District.

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Captain Mark Hughes for 10 years of service with the Fire District.

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Captain Brett Underwood for 10 years of service with the Fire District.

### **15 Years of Service:**

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Human Resources Specialist Angelica De La Torre for 15 years of service with the Fire District.

### **20 Years of Service:**

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Fire Inspector Edmund Quitevis for 20 years of service with the Fire District.

Vice President Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Engineer Kyle Colonna for 20 years of service with the Fire District.

7. AGREEMENT WITH CITYGATE ASSOCIATES TO UPDATE CVFD STANDARDS OF COVER ASSESSMENT AND MASTER PLAN UPDATE

Purpose is to review, discuss and approve a contract with Citygate Associates in an amount not to exceed \$87,193, authorize a project contingency of up to 10% of the contract amount in the event of contract modifications requested by the District, and provide authority to the Fire Chief to execute related contract documents on behalf of the District.

Report By: Fire Chief Dave Williams

RECOMMENDATION: It is recommended that the Board review, discuss and approve the contract with Citygate Associates for an update to the Standards of Cover Assessment and update to the District's Master Plan in an amount not to exceed \$87,193, authorize a project contingency of up to 10% of the contract amount in the event of contract modifications requested by the District, and provide authority to the Fire Chief to execute related contract documents on behalf of the District.

Fire Chief Williams introduced Citygate Associates Chief Stewart Gary, MPA, Public Safety Principal.

Mr. Gary summarized the project scope, timeline, and deliverables for the Standards of Cover Assessment and Master Plan Update.

There were no requests from the public to speak on this item.

**Moved by Director Haughey, seconded by Director Kreeger, carried 5-0 voice vote for the Board of Directors to approve the contract with Citygate Associates for an update to the Standards of Cover Assessment and update to the District's Master Plan in an amount not to exceed \$87,193, authorize a project contingency of up to 10% of the contract amount in the event of contract modifications requested by the District, and provide authority to the Fire Chief to execute related contract documents on behalf of the District**

**AYES: BOARD MEMBERS: Luth, Ramos-Evinger, Haughey, DeMonaco and Kreeger.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

The Board of Directors took a recess at 6:25 p.m. and reconvened the meeting at 6:35 p.m.

**PUBLIC COMMUNICATIONS**

The following individuals spoke regarding the conduct of the candidates in the November 2024 General District Election:

- Andrew Romaine
- Ellen Tytula
- Chino Valley Professional Firefighters President Pete Roebuck

The following individuals spoke regarding the Chino Valley Fire District Teamsters contract negotiations:

- Administrative Assistant Sandy Ortiz
- IT Specialist Natalie Ceballos
- Deputy Fire Marshal Ryan Dacko
- Fire Inspector Tori Jung
- Fire Apparatus and Fleet Mechanic David Diaz
- Fire Inspector Jason Rivera
- Teamsters Representative Abraham Gallegos

**LIAISON REPORTS TO FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District, Inland Empire Utilities Agency)**

Representative Suzette Dang from San Bernardino County 4th District provided information on the upcoming Annual Veteran Claims and Resources event on Saturday, November 2nd, at Supervisor Hagman's district office from 10:00 a.m. to 2:00 p.m.

Vice President Jeff Tytula from the Chino Valley Fire Foundation provided information on the upcoming events:

- State of the Fire District is on Thursday, October 24th, at Station 61 starting at 11:00 a.m.
- Chino Valley Fire Foundation is assisting in the Hops in the Hills event on Saturday, November 9th, from 12:00 p.m. to 4:00 p.m. at the Luchador Brewing Company.
- Stuff the Boot on Sunday, December 8th, from 10:00 a.m. to 4:00 p.m. at the Shoppes in Chino Hills.
- Make a Child Smile on Wednesday, December 11th, from 8:00 a.m. to 12:00 p.m. at Walmart in Chino.

Chair Charlie Blank of the Fire Safe Council reported on the amount of brush and vegetation collected during the brush pickup event.

**CONSENT CALENDAR**

1. MINUTES

Minutes - September 25, 2024 Special Meeting

2. MONTHLY DISTRICT REPORT

Monthly District Report - September 2024

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report – August 2024

4. MONTHLY TREASURER’S REPORT

Monthly Treasurer’s Report – August 2024

5. WARRANTS

Warrants for September 2024 #60011 through #60181

6. BOARD MEETINGS/TRAVEL – AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING

None.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 6 as presented.

**Moved by Director Kreeger, seconded by Director DeMonaco, carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items 1 through 6 as presented.**

**AYES: BOARD MEMBERS: Luth, Ramos-Evinger, Haughey, DeMonaco and Kreeger.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

8. RESOLUTION NO. 2024-16 PERTAINING TO UNREPRESENTED CONFIDENTIAL EMPLOYEES

The purpose is to present for approval changes to compensation and benefits for unrepresented Confidential employees.

Report by: Human Resources Director Anthony Arroyo

RECOMMENDATION: It is recommended that the Board of Directors review, approve and adopt Resolution No. 2024-16 ratifying the compensation and benefit changes for confidential employees subject to any minor, technical, or non-substantive changes as approved by legal counsel.

Human Resources Director Anthony Arroyo gave a summary of his report.

IT Analyst Chris Roberts spoke in regard to the unrepresented confidential employee Resolution No. 2024-16.

Payroll Administrator Vicki Varnes spoke in regard to the unrepresented confidential employee Resolution No. 2024-16.

There were no more requests to speak from the public on this item.

**Moved by Director Kreeger, seconded by Director Haughey, carried by a 5-0 voice vote for the Board of Directors to approve and adopt Resolution No. 2024-16 ratifying the compensation and benefit changes for confidential employees subject to any minor, technical, or non-substantive changes as approved by legal counsel.**

**AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

9. RESOLUTION NO 2024-17 PERTAINING TO UNREPRESENTED MANAGEMENT EMPLOYEE COMPENSATION

The purpose is to present for approval changes to compensation and benefits for unrepresented management employees.

Report by: John Bakhit of Atkinson, Andelson, Loya, Ruud & Romo

RECOMMENDATION: recommended that the Board of Directors review, approve and adopt Resolution No. 2024-17 ratifying the compensation and benefit changes for unrepresented management employees subject to any minor, technical, or non-substantive changes as approved by legal counsel.

Attorney Bakhit summarized the changes as follows:

- A salary increase of five percent (5%) effective the first pay period that includes July 1, 2024; three percent (3%) effective the first pay period that includes July 1, 2025; and three percent (3%) effective the first pay period that includes July 1, 2026.
- Additional District contribution of two hundred fifty dollars (\$250) per month to the cafeteria benefit plan effective the first pay period that includes July 1, 2024 for a total of \$1,815 per month; an additional one hundred thirty-five (\$135) per month to the cafeteria benefit plan effective the first pay period that includes July 1, 2025 for a total of \$1,950; and an additional two hundred fifty dollars (\$250) per month to the cafeteria benefit plan effective the first pay period that includes July 1, 2026 for a total of \$2,200.
- All other recommended compensation and benefits are included within the published materials.”

There were no requests from the public to speak on this item.

**Moved by Director DeMonaco, seconded by Director Kreeger, carried by a 5-0 voice vote for the Board of Directors to approve and adopt Resolution No. 2024-17 ratifying the compensation and benefit changes for unrepresented management employees subject to any minor, technical, or non-substantive changes as approved by legal counsel.**

**AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

**10. AMENDMENT TO AGREEMENT NO. 2011-03 WITH BEST BEST & KRIEGER LLP**

The purpose is for the Board of Directors to review and consider an Amendment to the Legal Services Agreement No. 2011-03 with Best, Best & Krieger (BBK) for General Counsel and Special Counsel Legal Services.

Report by: Fire Chief Dave Williams

**RECOMMENDATION:** It is recommended that the Board of Directors: 1) review and consider the Legal Services Amendment with Best, Best & Krieger (BBK) for Isaac Rosen to serve as District Legal Counsel, which includes new special counsel rates if BBK undertakes specialized work on behalf of the District; and 2) authorize the Fire Chief to execute the Legal Services Amendment subject to any minor, technical or non-substantive changes as approved by the Fire Chief.

Fire Chief Williams explained that District legal counsel is contracted by the District, and accordingly, there are no benefits provided. All compensatory costs are charged at an hourly rate based on billed work. The contract amendment includes an hourly rate for general legal services at \$305 per hour for attorneys and \$185 per hour for non-attorneys. The contract includes a lower blended rate on Public Records Act matters and a higher hourly rate for special counsel or complex legal services as set forth in the agenda report.

There were no requests from the public to speak on this item.

**Moved by Director Haughey, seconded by Director Kreeger, carried by a 5-0 voice vote for the Board of Directors to: 1) review and consider the Legal Services Amendment with Best, Best & Krieger (BBK) for Isaac Rosen to serve as District Legal Counsel, which includes new special counsel rates if BBK undertakes specialized work on behalf of the District; and 2) authorize the Fire Chief to execute the Legal Services Amendment subject to any minor, technical or non-substantive changes as approved by the Fire Chief.**

**AYES: BOARD MEMBERS: Luth, Ramos-Evinger, Haughey, DeMonaco and Kreeger.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

### **FIRE CHIEF'S COMMENTS**

#### Board Activities/Public Relations

- The CVFD Open House Event is on Saturday, October 5th.

#### Human Resources Update

- The Fire Inspector application closed with approximately 18 candidates that will be interviewed for the one vacant position.
- The position of Deputy Clerk of the Board is open for recruitment.

#### Upcoming Meetings/Events

- On October 22nd, CONFIRE is hosting an Administrative Committee meeting.
- On October 24th, CVFD is hosting a State of the Fire District Luncheon.
- On November 6th, Papachino's will host the breakfast for first responders.
- On November 11<sup>th</sup>, the City of Chino is having a Veterans Day Event at the Community Building.

#### CONFIRE Items of Interest

- The court granted the motion for a preliminary injunction on behalf of AMR, and CONFIRE is in the process of determining the next steps.

### **BOARD COMMENTS**

#### Director DeMonaco

Director DeMonaco had no comments.

#### Director Haughey

Director Haughey reported on meetings and events attended since the last meeting that included the Chino Council meetings; monthly meeting with the Fire Chief; San Bernardino County Land Use Services Department Open House; Assemblymember Rodriguez's Farewell event; CVFD Open House; and CIM meeting.

#### Director Kreeger

Director Kreeger reported on meetings and events attended since the last meeting that included the San Bernardino County Land Use Services Department Open House; Assemblymember Rodriguez's Farewell event; and Chino Hills council meetings.

Vice President Ramos-Evinger

Vice President Ramos-Evinger reported on meetings and events attended since the last meeting that included the Agenda Review meeting; Fire Safe Council; CSDA Member Services Committee meeting; CSDA Professional Development Committee meeting; CVFD Open House; Human Resources committee meeting; and Chino Hills Council meeting.

President Luth

President Luth reported on meetings and events attended since the last meeting that included the CVFD Open House.

The Board of Directors congratulated all service award recipients and thanked IEUA Director Steve Eli for the award and recognition. The Board also recognized the public speakers and the various points each speaker made.

**ADJOURNMENT**

The meeting adjourned at 7:51 p.m. in honor of Logan Tao. The next Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, November 13th, 2024, at 6:00 p.m. at the Fire District Administrative Headquarters located at 14011 City Center Drive, Chino Hills, CA, 91710.

APPROVED AND ADOPTED THIS 13TH DAY OF NOVEMBER 2024.

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Angela Robles, Clerk of the Board

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Harvey Luth, President

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

b. October 23, 2024 - Special Meeting

**ATTACHMENTS:**

Minutes - October 23, 2024 Special Meeting

# **CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Special Meeting of the Board of Directors*

*Wednesday, October 23, 2024*

*8:30 a.m. Open Session*

*Closed Session to Follow*

*Fire District Administrative Headquarters*

*14011 City Center Drive*

*Chino Hills, CA 91709*

## **MINUTES**

### **CALL TO ORDER**

The special meeting of the Board of Directors was called to order at 8:30 a.m. by Board President Luth.

### **ROLL CALL**

Present: President Harvey Luth, Vice President Sarah Ramos-Evinger, Director John DeMonaco, Director Mike Kreeger, and Director Tom Haughey.

Absent: None.

Also present: Fire Chief Dave Williams, Deputy Chief Jeremy Ault, Deputy Chief Carlos Skibar, Legal Counsel Isaac Rosen, Clerk of the Board Angela Robles, Finance Director Mark Shaker, and Human Resources Director Anthony Arroyo.

### **FLAG SALUTE**

President Luth led the assembly in reciting the Pledge of Allegiance.

### **INVOCATION**

Chaplain Keith Roby led the invocation.

### **PUBLIC COMMUNICATIONS**

Administrative Assistant Sandy Ortiz addressed the Board regarding the Chino Valley Fire District Teamsters contract negotiations.

### **OLD BUSINESS**

None.

**NEW BUSINESS**

1. **CHINO VALLEY FIRE DISTRICT “STATE OF THE FIRE DISTRICT” EVENT TO BE HELD ON THURSDAY, OCTOBER 24, 2024**

Report By: District Legal Counsel Isaac Rosen

District Legal Counsel Rosen explained that pursuant to state law the Board of Directors is hearing public comments on the State of the Fire District as this special meeting. Additionally, the District is providing a free livestream of the event, available online and at the District Headquarters, which the public is welcome to attend.

There were no requests from the public to speak on this item.

**BOARD COMMENTS**

There were no Board Member comments.

**CLOSED SESSION**

President Luth announced and read the Closed Session items.

**CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code Section 54957.6

Agency Negotiators: Special Legal Counsel John Bakhit, Atkinson Andelson Loya Ruud & Romo; Fire Chief Dave Williams; Human Resources Director Anthony Arroyo; and Finance Director Mark Shaker.

Employee Organizations: Teamsters Local 1932 Non-Safety Unit; and Unrepresented Management, Confidential, and Part-Time employees.

There were no requests from the public to speak on the Closed Session item.

**ADJOURN TO CLOSED SESSION**

President Luth adjourned the Open Session to Closed Session at 8:36 a.m.

**REOPEN TO OPEN SESSION**

President Luth reopened to Open Session at 9:29 a.m.

**REPORT OUT OF CLOSED SESSION**

District Legal Counsel Isaac Rosen stated there was no reportable action taken on the Closed Session item.

**ADJOURNMENT**

President Luth made the following announcement: “Those who have paid for tickets to the “State of the Fire District” are to attend the luncheon at the Chino Valley Fire Station 61 located at 5092 Schaefer Avenue, Chino, CA 91710. The networking portion of the event begins at 11:15 a.m. and the presentation begins at 12:00 p.m.

Pursuant to the requirements set forth by the Brown Act (California Code §54950, et seq.) the District will live stream the “State of the Fire District” presentation on Facebook, available at the following hyperlink and free of charge, on Thursday, October 24, 2024, at 12:00 p.m. at the following link: <https://www.facebook.com/CVIFD>

The live stream will also be shown at District Headquarters located at 14011 City Center Drive, Chino Hills, CA 91709 on Thursday, October 24, 2024, at 12:00 p.m., is presented free of charge, and the public is invited to attend.”

The meeting adjourned at 9:31 a.m. to a Special Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Thursday, October 24, 2024, at 12:00 p.m. at the Chino Valley Fire Station 61 located at 5092 Schaefer Avenue, Chino, CA 91710. The next Regular Meeting of the Board of Directors will be held on November 13, 2024, at 6:00 p.m. at the Fire District Administrative Headquarters located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 13TH DAY OF NOVEMBER, 2024.

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Angela Robles, Clerk of the Board

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Harvey Luth, President

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

c. October 24, 2024 - Special Meeting

**ATTACHMENTS:**

Minutes - October 24, 2024 Special Meeting

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Special Meeting of the Board of Directors*

*Thursday, October 24, 2024*

*12:00 p.m.*

*State of the Fire District*

*Fire Station 61*

*5092 Schaefer Avenue*

*Chino, CA 91710*

**MINUTES**

The Chino Valley Fire District Board of Directors attended the annual Chino Valley Fire District “State of the District” event on Thursday, October 24, 2024.

The program commenced at 12:00 p.m. and concluded at approximately 1:00 p.m.

The District provided a free livestream of the event on Facebook at <https://www.facebook.com/CVIFD> and at the District Headquarters, which the public was welcomed to attend.

The next Regular Meeting of the Board of Directors will be held on November 13, 2024, at 6:00 p.m. at the Fire District Administrative Headquarters located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 13TH DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
Angela Robles, Clerk of the Board

\_\_\_\_\_  
Harvey Luth, President

**MONTHLY DISTRICT REPORT 2.**

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

Monthly District Report October 2024

**ATTACHMENTS:**

Monthly District Report October 2024

# **CHINO VALLEY FIRE DISTRICT**



## **MONTHLY REPORT OCTOBER 2024**

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## I. Operations

- Incident Response Data

## II. Community Risk Reduction

- Permit Revenue Summary Report
- License Revenue Summary Report
- New Construction

# OCTOBER 2024

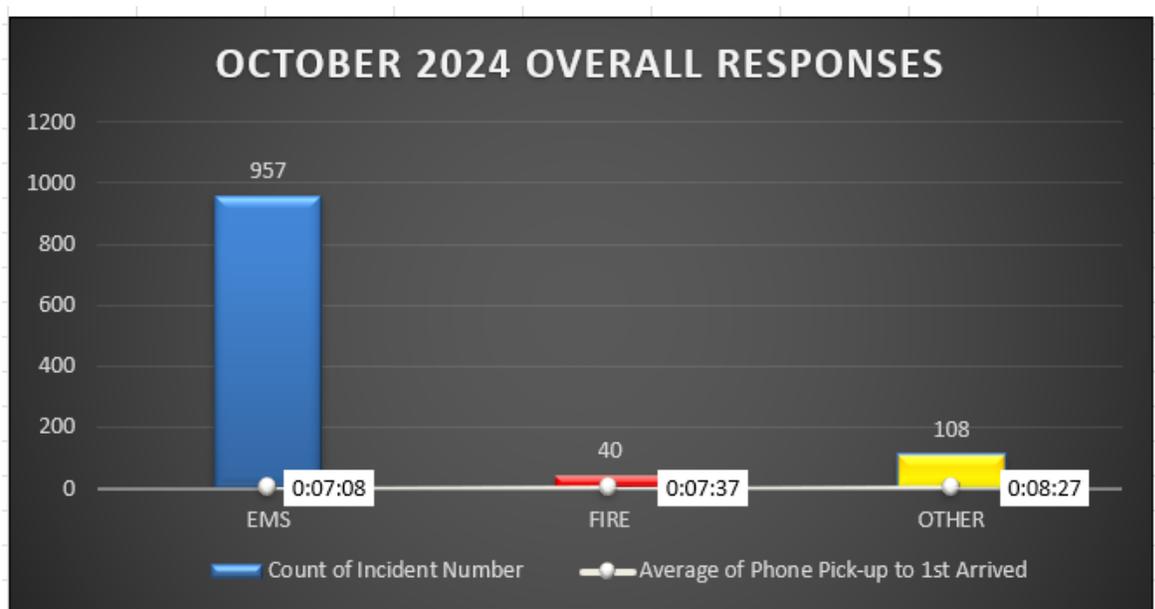
## I. Operations:

- Incident Response Data

# CHINO VALLEY FIRE DISTRICT

## INCIDENT BASED RESPONSE TIME DATA OCTOBER 2024

Response times are calculated as an average from the time dispatch picked up the call to the time of first unit arrival.



Total number of incident responses for October 2024: 1,105

EMS:	957
FIRE:	40
OTHER:	108

# OCTOBER 2024

## II. Community Risk Reduction:

- Permit Revenue Summary Report
- License Revenue Summary Report
- New Construction



## Permit Revenue Summary Report

Payments as of 10/31/2024

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2024	\$70,090.00
February	2024	\$65,810.00
March	2024	\$99,998.00
April	2024	\$87,915.00
May	2024	\$158,776.00
June	2024	\$233,446.00
July	2024	\$127,630.00
August	2024	\$107,396.00
September	2024	\$131,802.00
October	2024	\$70,462.00
<b>Year To Date</b>	<b>Total</b>	<b>\$1,153,325.00</b>



## License Revenue Summary Report

Payments as of 10/31/2024

Summary Listing

<b>MONTH</b>	<b>YEAR</b>	<b>TOTAL FEES RECEIVED</b>
January	2024	\$9,560.00
February	2024	\$13,234.00
March	2024	\$9,348.00
April	2024	\$15,251.00
May	2024	\$13,227.00
June	2024	\$8,909.00
July	2024	\$3,389.00
August	2024	\$11,424.00
September	2024	\$7,213.00
October	2024	\$10,822.00
<b>Year To Date</b>	<b>Total</b>	<b>\$102,377.00</b>

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

PROJECT NAME	PROJECT# TRACT	LOCATION	CITY	DEVELOPER/ CONTRACTOR	DESIGN REVIEW	APPROVED	CONST PERMIT	OCCUP
100,000 sq. ft. Assisted living and memory care facility	<b>Proj. 2019-00004</b>	13225 Serenity Trail	Chino (Co-Area)	Summerland Senior Living	X	X	<b>EXPIRED</b>	
Battery Energy Storage Project	<b>Proj. 2022-00139</b>	3730 Francis Ave	Chino	Tetra Tech	X			
Auction/Vehicle Storage - Carmax 6827 sq. ft. bldg.	<b>Proj. 2022-00169</b>	11708 East End Ave	Chino	Allan Hatkins	X	X	X	
Vila Borba Multifamily Sites - 19 Lots	<b>TR 16413</b>	Butterfield (South of Avenida De Portugal)	C.H.	Lennar	X	X		
Vila Borba (PA4) Townhomes/Condos 220 Multifamily Units	<b>19SPR04 TR 16414</b>	NEC Butterfield & Avenida De Portugal	C.H.	Lennar	X	<b>X TE 2024- 0001</b>		
Subdivide 6.7 acres into 13 lots Existing home will remain	<b>TR 16959 23PAR02</b>	2294 Carbon Canyon Rd.	C.H.	Yuan Yun Fan	X			
Stonefield 25 Lot SFD (23EXT01-24 Mo. Time Ext)	<b>TTM 18393 23EXT01</b>	No. of Carbon Cyn/E. of Fairway Dr	CH	NDM Engineering	X	<b>X TE06/20/23</b>		
The Commons at Chino Hills/Major 3; Shops 6 and 9	<b>06SPR02</b>	4655/4575/4675 Chino Hills Pkwy.	C.H.		X	X		
BIZPARK - 187,000 sq. ft. Business Park (Office/Commercial/Warehouse)	<b>TPM 20201 07SPR02</b>	Pomona Rincon Rd	CH	HG Fenton	X	X		
Rancho Cielito PM 4562/Formerly PM 4562; now PM 20343	<b>17SPR02 PM 20343</b>	15303 Country Club Dr. N/Los Serranos/Valle Vista Dr.; S/Lake Los Serranos (btwn Pipeline/Ramona)	C.H.	Rolling Ridge Ranch Jack Greening Jr.	X	<b>X PH 01/18/22</b>		
Costco Gas Station Expansion/Relocation; Car wash and warehouse expansion	<b>19CUP04</b>	13111 Peyton Dr.	CH	MG2 Architects	X	X	X	
159 SFDs on 130 Acres; Development to include Comm. Rec. Center, private streets & designated open spaces	<b>19CUP06 TTM 20317</b>	Shadyview	CH	Trumark Homes	X	<b>X PH 09/06/22</b>	X	

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

Development & Operation of landscape supply business.	<b>19SPR01</b>	SWC Pomona Rincon Rd/Enslor Ln	CH	Rosario Rios	<b>X</b>			
Chino Hills Condominiums	<b>19SPR02</b>	E. Pomona Rincon Rd/S. of Los Serranos Rd	CH	William Ashley Inc	<b>X</b>			
52 Lot subdivision "Paradise Ranch"	<b>19SPR03 TTM 20286</b>	Canyon Hills Rd. (Gentile Property)	CH	True Life Companies	<b>X</b>	<b>X</b>		
I & I Brewing	<b>20MUP03</b>	4020 Chino Hills Pkwy	C.H.	I & I Brewery	<b>X</b>	<b>X</b>	<b>X</b>	
2 Sites consisting of 6 Planning Areas; Site 1 = 724 units, Site 2 = 52 units	<b>21SPR01</b>	SW Portion of LSGC & vacant lot @ NEC Los Serranos Rd. & CC Drive	CH	Greening Trust	<b>X</b>			
378.65 Acres to include 135 SFD & 163 Townhomes Canyon Estates	<b>21PAR01 TTM20019</b>	3300 Woodview Rd	CH	GGF, LLC	<b>X</b>			
Western Hills Residences 187 unit residential development	<b>22SPR01</b>	So. Portion of WHGC/Fairway Dr./CC Rd.	CH	Lewis Land Developers	<b>X</b>			
Hydrogen Fuel Facility w/2 fuel dispensers	<b>22SPR02 22CUP01</b>	3260 Chino Ave.	CH	Fiedler Group	<b>X</b>	<b>X</b>	<b>X</b>	
Golftec - 3,376 sq. ft. Bldg.	<b>22SPR04</b>	15656 Yorba Ave	CH	Golftec	<b>X</b>	<b>X</b>		
Bliss Carwash Modification of existing carwash to automated	<b>23ZCR01</b>	14694 Pipeline Ave	CH	PM Design Group	<b>X</b>	<b>X</b>		
Primewash Express	<b>23SPR02 23CUP01</b>	SWC Chino Hills Pkwy/Ramona Ave	CH	Elias Bashoura	<b>X</b>	<b>X PH 01/16/24</b>	<b>X UG ONLY</b>	
8,819 sq. ft. 2-story Commercial Bldg.	<b>23SPR03</b>	W of Pomona Rincon Rd/ Adj. to 16258 Prado Rd.	CH	New Song	<b>X</b>			
GoStoreIt - 115,740 sq. ft. 6 story self-storage bldg.	<b>22SPR03 22CUP03</b>	SEC Chino Hills Pkwy/Monte Vista Ave	Chino	Alston Construction	<b>X</b>	<b>X PH 02/07/23</b>		

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

5,357 sq. ft. office retail & restaurant bldg.	<b>PL10-0709</b>	SEC Euclid Ave/Kimball Ave	Chino	Ben McBride	<b>X</b>			
Proposed 3-story (62 units), 49,711 sq.ft. Senior Apartment Building	<b>PL16-0347</b> <b>PL16-0357</b>	11930 Central Ave.	Chino	Komar Investments	<b>X</b>	<b>X</b> <b>(PH 09/20/21)</b> <b>TE#03 -</b> <b>12/20/23</b>		
Altitude Business Centre (Kimabl & Mayhew) Commercial Development - 220,000 sq.ft. Warehouse/Multi-Tenant Bldg. 30,000 sf.ft.	<b>PL16-0456</b> <b>PL16-0457</b> <b>TPM 19756</b>	15865, 15791 Quality Way; 15790, 15825, 15881 Terminal Ct.	Chino	Fullmer Construction	<b>X</b>	<b>X</b>	<b>X</b>	
Altitude Business Centre - Bldg. 6 48,650 sq. ft.	<b>PL16-0456</b> <b>PL16-0457</b> <b>TPM 19756</b>	15771 Terminal Ct	Chino	Fullmer Construction	<b>X</b>	<b>X</b>	<b>X</b>	
Time Extension for TTM 18856 - Rancho Miramonte	<b>PL17-0106</b> <b>TTM 18856</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	<b>X</b>	<b>X</b> <b>(TE#3</b> <b>02/21/24)</b>		
Install Temporary Mobile Office	<b>PL18-0028</b>	7780&7802 Kimball Ave.	Chino	Superior Sod	<b>X</b>	<b>X</b>		
8,854 sq. ft. Industrial Bldg. Warehouse for packaging materials	<b>PL18-0034</b>	5199 F St.	Chino	Moksud Rahman	<b>X</b>	<b>X</b>		
1 Story Medical Office Bldg.; 23,580 sq. ft. Chino Pipeline Cener	<b>PL18-0035</b> <b>PL18-0105</b> <b>TTM 20028</b>	4076 Chino Ave	Chino	Creative Design Assoc. Kenneth Pang	<b>X</b>	<b>X</b> <b>TE#01-</b> <b>10/04/23</b>		
Proposed Addition of 14,265 sq. ft. Wing Lee Poultry	<b>PL18-0038</b>	13625 Yorba Ave.	Chino	Austin Co.	<b>X</b>	<b>PH</b> <b>02/09/22</b>		
3,200 S.F. Conv. Store w/a 1,600 S.F. Rest./1,563 S.F. detached carwash; 3,000 S.F. Gas station island	<b>PL18-0047</b> <b>PL18-0048</b>	15191 Central Ave	Chino	Western States Const.	<b>X</b>	<b>X</b>	<b>X</b>	
Watson Ind. Park - 3 Industrial Bldgs - 267K - 560K sq.ft.; Bldgs. 847, 848, 849; 8975 & 9129 Remington- Complete	<b>PL18-0040</b> <b>PL18-0041</b>	SWC/SEC Remington/Hellman 8841 Remington	Chino	Watson Land Co.	<b>X</b>	<b>X</b>	<b>X</b>	
Assisted living facility - 72 units	<b>PL18-0057</b> <b>PL18-0058</b>	Guardian Way btwn 10th & Vernon Ave	Chino	Source Architecture Inc	<b>X</b>	<b>X</b> <b>(TE #</b> <b>06/08/22)</b>		
SFD attached duplex & triplex development - 106 units Morning Sun	<b>PL18-0059</b> <b>TTM 20231</b>	APN 1055-451-03 LOT 11	Chino	Lennar	<b>X</b>	<b>X</b>	<b>X</b>	<b>100 of 106</b>

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

Subdivide land into 5 parcels for single family homes - Monte Vista Village	<b>PL18-0063 PL18-0064 PL18-0065 TTM 20227</b>	12948 Monte Vista	Chino	Global Wood Solutions	<b>X</b>	<b>X</b>	<b>N/A</b>	<b>N/A</b>
8 Manufacturing/Warehouse bldgs. Ranging btwn 12k sq.ft. - 205k sq.ft.	<b>PL18-0070 PL18-0071 PL18-0072</b>	NEC Bickmore/Euclid Ave.	Chino	Alere Property Group LLC	<b>X</b>	<b>X</b>		
Addition to existing bldg. and construction of 2 shade canopies	<b>PL18-0086 PL18-0087</b>	13677 Yorba Ave.	Chino	Gerald Mele & Associates	<b>X</b>			
Two proposed warehouse bldgs. Totaling 2,080k sq.ft.	<b>PL18-0090 PL18-0091 PL18-0118 PL18-0119 PL18-0120 TPM 20071</b>	16195 Mountain Ave.	Chino	Majestic Realty	<b>X</b>	<b>TE #2 (04/19/23)</b>		
Construct building for light industrial use	<b>PL18-0099 PL18-0100 PL18-0101</b>	SEC Moon /Remington Ave.	Chino	HIP So-Cal Properties LLC	<b>X</b>	<b>X</b>		
Two concrete tilt-up warehouse/office buildings TPM 20058	<b>PL18-0112 PL18-0113</b>	14468 Central Ave.	Chino	OC Engineering	<b>X</b>	<b>X</b>		
Eagles Nest V & VI Aviation Business Park 158,490 sq. ft. Bus. Park - 4 executive hangars	<b>PL18-0114 Prev. SA05-33</b>	7000 Merrill Ave. (NEC) APN 1026-081-10 to12	Chino	Chino Dev. League	<b>X</b>	<b>X</b>		
Relocating existing day spa to a new location	<b>PL18-0125</b>	14516 Pipeline Ave.	Chino	John R. DeWorken	<b>X</b>	<b>X</b>		
16,950 S.F. warehouse/office	<b>PL19-0003</b>	15022 La Palma Dr.	Chino	Homtomi C01 Partners LP	<b>X</b>	<b>Public Hearing 7/20/2020 (TE #1 6/23/21)</b>		
New Garage/storage/porch/patio	<b>PL19-0020</b>	11645 Vernon Ave.	Chino	Javier Hernandez	<b>X</b>	<b>X</b>		
3 Housing products - 68 detached dwelling units and auto courts; 28 attached duplexes and 72 attached triplexes (Lily/Lotus)	<b>PL19-0021 PL19-0022 TTM 20247</b>	NEC Bickmore Ave./Mayhew Ave.	Chino	Richland Ventures LLC	<b>X</b>	<b>X</b>	<b>X</b>	<b>165 of 168</b>
Construction of self-service carwash	<b>PL19-0085 PL19-0084</b>	5526 Philadelphia St	Chino	PM Design Group	<b>X</b>			

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

Proposed 3 acre park with restrooms & shade structure	<b>PL19-0046</b>	NEC Discovery Park Ave/Innovation	Chino	Chino Preserve Dev.	<b>X</b>			
15 Single Family Detached Homes (TTM 20235) "Francis Crossing"	<b>PL19-0055</b>	5084 Francis Ave	Chino	Kevin L Cramer	<b>X</b>			
Storage Units w/Office Space	<b>PL19-0059</b>	13381 11th St.	Chino	Mike/Debbie Boyle	<b>X</b>			
Conversion of residential to office	<b>PL19-0068</b>	13132-13138 9th St.	Chino	Jianyun Wang	<b>X</b>			
Homecoming Phase 5 - 187 Homes incl. 14 live/work units; Main St. Apartments - 172 Units	<b>PL19-0071</b> <b>PL19-0089</b> <b>PL20-0007</b> <b>TTM 20326</b>	16300 E. Preserve Loop	Chino	Chino Preserve Dev	<b>X</b>	<b>X</b>	<b>X</b>	<b>150 of 184</b>
116 Detached Condominium Community (Block 4) Voyage @ Discovery Park	<b>PL19-0072</b> <b>TR 20167</b> <b>TR 20248</b>	Market St./ Discovery Park Ave.	Chino	Lennar	<b>X</b>	<b>X</b>	<b>X</b>	<b>109 of 116</b>
76 Single-Family units (Monarch) (MSA PL 18-0010/ PL 18-0011)	<b>PL19-0074</b> <b>TR 20172</b>	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Pulte Homes	<b>X</b>	<b>X</b>	<b>X</b>	<b>71 of 76</b>
Modify a 3-story assisted living facility to a 2-story building	<b>PL19-0079</b> <b>PL19-0080</b>	5592 Philadelphia St	Chino	Chino Villa LLC	<b>X</b>	<b>X</b> (TE#1 12/08/21)		
Town Center @ The Preserve; 146,648 sq. ft. Commercial Center	<b>PL19-0082</b> <b>PL20-0016</b> (TPM) 20333) <b>PL2017-0017</b> <b>PL20-0018</b>	Pine Ave. & Main St.	Chino	Lewis Retail Centers	<b>X</b>	<b>X</b>	<b>X</b>	
Construction of 3, 500 sq. ft. self-service car wash	<b>PL19-0085</b> <b>PL19-0084</b>	5526 Philadelphia St	Chino	PM Design Group	<b>X</b>	<b>X</b> (TE#1 07/07/21)		
Indoor RC car racetrack & baseball/softfall training and Rec Fac.	<b>PL19-0105</b>	13871 Oaks Ave.	Chino	The Field 3 LLC	<b>X</b>	<b>X</b>		
Convert existing warehouse into medical office	<b>PL19-0090</b>	5143 D Street	Chino	Youkun Nie	<b>X</b>	<b>X</b>	<b>X</b>	
Single Story commercial Bldg.	<b>PL19-0101</b>	6903 Schaefer Ave.	Chino	Architects McDonald, Soutar & Paz, Inc.	<b>X</b>	<b>X</b>	<b>X</b>	

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

Three Tilt-up Bldgs. (Previously PR-PL19-0014); TPM 20174	<b>PL20-0003 PL20-0004 PL20-0005</b>	12040 East End Ave	Chino	Lankershim Industrial Inc.	X	<b>X PC 07/19/23</b>		
Parklin@Discovery Park (Block 4) 68 detached auto courts residential units	<b>PL20-0006 TPM 20168 TTM 20164 Lot 2 &amp; 3</b>	SWC Hellman/Market Mountain Ave/ Satterfield Way	Chino	Richmond American Homes	X	<b>X</b>	<b>X</b>	<b>65 of 68</b>
Proposed Accessory Structure (garage/storage)	<b>PL20-0008</b>	6010 Walnut Ave.	Chino	Water Living Church	X			
Proposed K-8 school, park, community center, and library	<b>PL20-0014 (MSA) PL21-0026</b>	Market St./ Main St./ E. Preserve Loop/ Legacy Park	Chino	Chino Holding Co.	X			
Proposed 28,153 S.F. lot subdivision into 2 residential lots	<b>PL20-0019 TPM 20207</b>	13515 Monte Vista Ave.	Chino	KG Investments LLC	X	<b>TE01 09/19/22 X</b>	<b>N//A</b>	<b>N/A</b>
295,300 sq.ft. one story tilt-up bldg.with 15,000 sq. ft. office/mezzanine	<b>PL20-0026 PL20-0027 PL20-0028 PL20-0029</b>	13402 Yorba Ave 13461 Ramona Ave.	Chino	Brandi Smith	X	<b>X</b>	<b>X</b>	<b>13461 Final</b>
2 Commercial/Retail buildings	<b>PL20-0039 PL20-0040 PL20-0041 PL20-0042</b>	NWC Kimball/Hellman	Chino	Orbis LCG Kimball LLC	X	<b>X TE01 01/24/22</b>		
Multi-Family Condo Dev N1 - Rancho Miramonte; 10 bldgs w/6 dwelling units per bldg.	<b>PL20-0046</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
Detached Condo Dev. - N2 - Rancho Miramonte; 67 detached buildings	<b>PL20-0047</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	<b>PH 7/19/21</b>		
Multi-Family Condo Dev. - N3 Rancho Miramonte; 12 Bldgs w/6 dwelling units	<b>PL20-0048</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
SFD - 110 units N4 - Rancho Miramonte	<b>PL20-0051</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	<b>PH 7/19/21</b>		
76 detached condos; N9 - Rancho Miramonte	<b>PL20-0052</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	<b>PH 8/16/21</b>		
55 Dwelling Units N7 - Rancho Miramonte	<b>PL20-0056</b>	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			

NEW CONSTRUCTION WORKSHEET  
OCTOBER 2024

26,474 sq. ft Parcel division; (1) 9,820 sq. ft.; (2) 8,611 sq. ft.; (3) 8043 sq. ft. TPM 20280	<b>PL20-0058</b> <b>PL20-0059</b>	12308 Fern Ave	Chino	Truong Dong	<b>X</b>			
163 Two-story homes	<b>PL20-0060</b>	Mountain Ave/Merrimack St	Chino	Lennar Homes	<b>X</b>			
Subdivide parcel into single lot tract for condo purposes; total of 209 MFD Independence Apartments	<b>PL20-0062</b> <b>PL21-0021</b> <b>TTM 20380</b>	8400 Legacy Park	Chino	Chino Holding Co.	<b>X</b>	<b>X</b>	<b>X</b>	<b>6 of 209</b>
1,400 sq. ft. Custom Designed Accessory structure	<b>PL20-0065</b>	4231 Walnut Ave.	Chino	Brian Hoogeveen	<b>X</b>			
1,732 sq. ft. detached workshop	<b>PL20-0066</b>	4114 Hacienda Ln.	Chino	Roberto Graciano	<b>X</b>	<b>X</b> <b>PH</b> <b>03/01/21</b>		
68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units; Lilly/Lotus	<b>PL20-0071</b> <b>TR 20247</b>	Bickmore Ave/Mayhew	Chino	KB Homes Costal Inc.	<b>X</b>	<b>X</b>	<b>X</b>	
3.7 acre Rec center & 1.4 acre park "Rancho Miramonte 68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	<b>PL20-0072</b>	Chino Corona Rd /Cucamonga Ave	Chino	The Miramonte Investors	<b>X</b>			
Two story 16,000 sq. ft. Bldg. on 45,000 sq. ft. lot	<b>PL21-0001</b> <b>PL21-0002</b>	13779 Central Ave.	Chino	TZC LLC	<b>X</b>			
3.74 Acres proposed Commercial/Retail/Restaurant "The Campus at College Park"	<b>PL21-0004</b> <b>PL21-0005</b>	14209, 14227, 14253 Oaks Ave & 5974 Eucalyptus Ave.	Chino	United Trust Realty Corp	<b>X</b>	<b>X</b> <b>PH</b> <b>09/06/22</b>		
Commercial Development w/car wash; drive-thru restaurant & retail	<b>PL21-0011</b> <b>PL21-0012</b>	6132 Riverside Dr.	Chino	Pacif Rim Arch.	<b>X</b>			
56 Dwellings Units; Previously approved as part of MSA PL18-0012 (Parklin II)	<b>PL21-0027</b> <b>TR 20249</b>	NWC Discovery Park/Legacy Park	Chino	Richmond America	<b>X</b>	<b>X</b>	<b>X</b>	
Modification of Master Site Approval south of Pine Ave.	<b>PL21-0031</b> <b>PL21-0032</b> <b>TR 16420</b>	Market St/Main St/E. Preserve Loop/Legacy Park	Chino	Chino Holding Co.	<b>X</b>	<b>X</b>	<b>N/A</b>	<b>N/A</b>
Commercial Development consisting of approx. 18 bldgs.; MSA for Altitude	<b>PL21-0036</b> <b>PL21-0037</b> <b>PL21-0038</b>	Kimball Ave/Quality Way	Chino	Richland Ventures LLC	<b>X</b>	<b>X</b>	<b>N/A</b>	<b>N/A</b>
Baseball/Softball Academy "Line Drive Academy"	<b>PL21-0039</b>	15642 Dupont Ave	Chino	Mike Brocki	<b>X</b>	<b>X</b>		

NEW CONSTRUCTION WORKSHEET  
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Proposed amendment of EBPS; land use change from Business Park to Manufacturing	<b>PL21-0042</b>	4331 Eucalyptus Ave	Chino	Eucalyptus LPIV 5 LLC	<b>X</b>			
Renewal of (1) existing modular office trailer for occasional meeting use	<b>PL20-0035 PL21-0044</b>	14005 S. Benson Ave	Chino	Maricela Gutierrez	<b>X</b>			
21.90 Acre MSA - 114 SFD	<b>PL21-0045 PL21-0057 (TTM 20446)</b>	8340 Chino Corona Rd	Chino	Chino Preserve Dev. Corp	<b>X</b>	<b>X PH 09/19/22</b>	<b>N/A</b>	<b>N/A</b>
Proposed Animal Hospital	<b>PL21-0047 PL21-0048</b>	3959 Grand Ave	Chino	Cool Theel	<b>X</b>	<b>X PH 01/19/22</b>		
Design guidelines for Fallon Crest	<b>PL21-0049</b>	8424 Bickmore Ave	Chino	Fallon Crest Farms	<b>X</b>	<b>X PH 10/17/22</b>	<b>N/A</b>	<b>N/A</b>
852 sq. ft. Exterior refrigeration enclosure for existing Ind. Bldg.	<b>PL21-0050</b>	12290 Colony Ave	Chino	The Ziegenfelder Co	<b>X</b>	<b>X</b>	<b>X</b>	
Block 11 - MSA Proposed mix of 4 residential product types, totaling 305 units and Rec Center (Block 11)	<b>PL21-0056 PL21-0057 TTM 20445</b>	SEC Legacy Park/ E Preserve Loop Rd/ Chino Corona Rd	Chino	Chino Preserve Dev. Corp	<b>X</b>	<b>X</b>	<b>N/A</b>	<b>N/A</b>
50,000 sq. ft. Ind. Bldg. (Part of Altitude Business Centre)	<b>PL21-0061</b>	15771 Terminal Ct	Chino	Link Logistics R.E.	<b>X</b>	<b>X</b>	<b>X</b>	
Pine Tree Motel expansion; 13,696 sq. ft. two-story addition with 31 rooms; 320 sq. ft. fitness room/48 parking spaces (Previous PL18-0020/PL18-0021)	<b>PL21-0063 PL21-0064</b>	12018 Central Ave.	Chino	J.C. Mann Arch.	<b>X</b>	<b>X PH 08/15/22</b>		
149 Condo Units; TR 20161 (Zinnia)	<b>PL21-0071 PL21-0072 TTM 20173</b>	Meadow House/ Desert Holly	Chino	Beazer Homes Holding, LLC	<b>X</b>	<b>X</b>	<b>X</b>	<b>5 of 149</b>
Request to subdivide one parcel into two	<b>PL21-0074 TPM 20432</b>	11841 Telephone Ave.	Chino	Frank Borges	<b>X</b>		<b>N/A</b>	<b>N/A</b>
Massage Establishment	<b>PL21-0076</b>	5420 Philadelphia St. Ste. F	Chino	Bao Xin Jin	<b>X</b>	<b>X</b>	<b>X</b>	
188 Condos on 23.60 acres (MSA/SA PL2011/12) Fallconcrest - Sage/Cedar	<b>PL22-0002 PL22-0003 TR 20312</b>	NEC Pine Ave/E. Preserve Loop	Chino	Tri Pointe Homes	<b>X</b>	<b>X</b>	<b>X</b>	<b>0 of 188</b>
Proposed use of RV dealership APN 1025-211-29 "RV READY"	<b>PL22-0014</b>	So. Side of Corporate Center Dr./W of Ramona Ave	Chino	Crystal Cardona/ Andersen Arch	<b>X</b>	<b>X TE01 04/17/24</b>		

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Construct new industrial Bldgs (8,880 sq. ft)	<b>PL22-0016</b>	5437 Chino Ave	Chino	MNM Construction	<b>X</b>			
Proposed one-story Wienerschnitzel	<b>PL22-0019</b>	15713 Euclid Ave	Chino	Andersen Arch.	<b>X</b>			
Exterior T.I. project; 26,032 sq. ft. courtyard space	<b>PL22-0020</b>	4201 Eucalyptus Ave	Chino	Matthew Decker	<b>X</b>			
Old School House Museum and site improvement project	<b>PL22-0025</b>	5493 B Street	Chino	City of Chino	<b>X</b>	<b>X</b>	<b>X</b>	
24,891 sq. ft. Industrial Building	<b>PL22-0027</b>	13787 Oaks Ave	Chino	John Cataldo	<b>X</b>	<b>X</b>	<b>X</b>	
Industrial Bldg. in Preserve Specific Plan area Proposed 925,362 sq. ft. Industrial Bldg.	<b>PL22-0028</b> <b>PL22-0029</b> <b>PL22-0030</b>	8711 Remington Ave	Chino	Majestic Realty	<b>X</b>	<b>X</b>	<b>X</b>	
K-9 Private Christian School	<b>PL22-0032</b>	12765 Oaks Ave.	Chino	Joel Hendley	<b>X</b>			
New Construction of 5 Bldgs; total 42,668 sq. ft. for cultural and educational uses / TPM 20806	<b>PL22-0033</b> <b>PL22-0034</b> <b>PL23-0121</b>	11910 Benson Ave.	Chino	Creative Design Assoc	<b>X</b>			
197 Units- Falloncrest APN 105542161/105561101 - Monet/Rembrandt (Previously PL20-0053/PL20-0054)	<b>PL22-0036</b> <b>TR20369</b>	Pine Ave/ E. Preserve Loop	Chino	KB Homes	<b>X</b>	<b>X</b>	<b>X</b>	<b>0 of 197</b>
10 Acre Public Park (Town Center Park)	<b>PL22-0037</b>	SEC Main St/Market St	Chino	Chino Preserve Dev	<b>X</b>			
Subdivide 2 parcels into 4 parcels for commercial office condo units & office bldgs.	<b>PL22-0040</b> <b>TTM 20570</b>	5578, 5592, 5624, 5632 Philadelphia St.	Chino	Chino Villa LLC	<b>X</b>	<b>X</b> <b>PH</b> <b>08/15/22</b>		
Subdivide one parcel creating two parcels	<b>PL22-0043</b> <b>TPM 20570</b>	13674 San Antonio Ave.	Chino	Gilbert Salazar	<b>X</b>	<b>X</b> <b>PH</b> <b>10/17/22</b>	<b>N/A</b>	<b>NA</b>
Preserve Town Center; Proposed Chipotle	<b>PL22-0048</b>	8363 Pine Ave	Chino	John Dugan Arch	<b>X</b>	<b>X</b>		
1,500 sq. ft. non-habitable ADU/Barn/RV Storage	<b>PL22-0050</b>	6145 Joaquin St	Chino	Shiv Talwar	<b>X</b>	<b>X</b> <b>PH</b> <b>01/18/23</b>		
TPM 20593 to merge 2 existing parcels and subdivide to create 3 parcels	<b>PL22-0070</b> <b>TPM 20539</b>	6699 Riverside Dr.	Chino	MM Development Inc	<b>X</b>			

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Petco full servie veterinary clinic	<b>PL22-0072</b>	3820 Grand Ave	Chino	Michelle Slayden	<b>X</b>			
Orbis Commercial Center; 5 Bldg. MFD w/gym, recreational area, entertainment area	<b>PL23-0111 PL22-0074 PL22-0075 PL24-0080 PL24-0081</b>	NWC Euclid Ave/Schaefer Ave	Chino	Clark Schaefer Parners, LLC	<b>X</b>			
Site Developed into a trailer truck parking lot used for storage of vehicles, trailers & equipment (Osterkamp Dist)	<b>PL22-0081</b>	2220 Mills Ave	Chino	Harry Heady	<b>X</b>	<b>X</b>		
298 Apartment Units in 2 buildings on 9.74 acres Chino Creek Apartments	<b>PL22-0096 PL23-0002 (TPM 20693)</b>	0 Chino Hills Pkwy	Chino	Chino Valley Investments, LP	<b>X</b>	<b>X PH 01/17/24</b>		
Retail Restaurant; trash enclosure, drive-thru; Panera Bread	<b>PL22-0102</b>	8391 Pine Ave	Chino	Gerald Koh	<b>X</b>	<b>X</b>	<b>X</b>	
Change of use from pre-school to church & addition; Existing Bldg. 2,685 sq. ft; addition 833 sq. ft.	<b>PL23-0006 PL23-0005</b>	5135 Walnut Ave.	Chino	Leo D. Cho	<b>X</b>	<b>X PC 07/19/23</b>		
Public Park for Fallon Crest (76.78 acres)	<b>PL23-0029</b>	8424 Bickmore Ave	Chino	Tri Pointe Homes	<b>X</b>			
Parking lot expansion for Calvary Chapel	<b>PL23-0113 PL23-0032</b>	14015 Pipeline Ave	Chino	KPRS	<b>X</b>			
2 speculative shell warehouse buildings w/office space, totaling 305,00 sq. ft.	<b>PL23-0034</b>	13610 Yorba Ave.	Chino	Lovette Industrial, LLC.	<b>X PH 12/20/23</b>			
MSA & Subdivision for 40 acres of land within Block 8	<b>PL23-0043 PL23-0044 TTM 20632</b>	W of Main St (Btwn W Preserve Loop/Market St)	Chino	Chino Preserve Dev. Corp.	<b>X</b>		<b>N/A</b>	<b>N/A</b>
Specifc Plan Amendment (SPA) T.I. to establish a private school - Heights Christian Schools	<b>PL23-0057 PL23-0058</b>	14670 Ramona Ave	Chino	Heights Christian Schools	<b>X</b>	<b>X PH 11/15/23</b>		
2 Speculative tilt-up Bldgs. With 2-story office; 4.66 acres	<b>PL23-0059</b>	13575 Benson Ave	Chino	Doug Franz Arch.	<b>X</b>			
TPM 20739 for commercial condominium purposes	<b>PL23-0060 TPM 20739</b>	5143 D Street	Chino	MKNZ, LLC	<b>X</b>	<b>X</b>	<b>N/A</b>	<b>N/A</b>
SCUP for massage establishment	<b>PL23-0062</b>	5266 Francis Ave	Chino	Serenity Medical Enterprises, LLC	<b>X</b>	<b>X PC 07/19/23</b>		
83 6-pack detached condos - Block 11	<b>PL23-0071</b>	8340 Chino Corona Rd	Chino	Chino Preserve Dev	<b>X</b>			

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42 4-pack detached condos - Block 11	<b>PL23-0072</b>	8340 Chino Corona Rd	Chino	Chino Preserve Dev	<b>X</b>			
1,129 sq. ft. Addition of caretaker's quarters on 2nd floor of Ste. A	<b>PL23-0082 PL10-0709</b>	7231 Kimball Ave	Chino	Heady Design	<b>X</b>	<b>X</b>		
288 SFD lots; Block 1 Preserve	<b>PL23-0083 PL23-0085 TTM 20633</b>	S/O Pine Ave	Chino	Chino Preserve Dev.				
Redevelopment of 6.98 acre property to include warehouse facility	<b>PL23-0061 PL23-0091</b>	13925 Benson Ave	Chino	Rexford Industrial	<b>X</b>			
2,500 sq. ft. RV Garage	<b>PL23-0088 PL23-0089</b>	13241 Pipeline Ave	Chino	Emery Shen	<b>X</b>			
MFD 95 units with gym, recreation center, etc.	<b>PL23-0090 (PR)</b>	NWC Euclid Ave/Schaefer Ave	Chino	Eric Fikse	<b>X</b>			
Proposed Industrial dev. to include 394,042 sq. ft. bldg	<b>PL23-0098</b>	5088 Edison Ave	Chino	Prologis	<b>X</b>			
Proposed battery storage facility	<b>PL23-0100</b>	13951 Magnolia Ave	Chino	AYPA Power Dev., LLC	<b>X</b>			
Franklin Center Redevelopment	<b>PL23-0109(PR)</b>	12400-12490 Central Ave	Chino	Land Eng. Consultants	<b>X</b>			
77 SFD/ Block 11	<b>PL23-0120 PL23-0122</b>	SW of Legacy Park	Chino	Chino Preserve Development	<b>X</b>			
Day care use in a commercial building, requiring tenant improvement.	<b>PL23-0123 PL23-0134</b>	12479 Central Ave	Chino	RS Academy, LLC	<b>X</b>			
Proposed 9,994 sq. ft. auto body shop w/offices on 28,952 sq. ft. lot	<b>PL23-0124</b>	4510 Carter Ct	Chino	Risk Buildings @ Chino, LLC	<b>X</b>			
Proposed residential property subdivided to 4 lots w/private driveway	<b>PL23-0138(PR)</b>	3rd St	Chino	T.J.Build LLC	<b>X</b>			
Private K-9 school on existing church site (PL23-0105 PR) 1 new building	<b>PL23-0140 PL23-0141</b>	4201 Eucalyptus Ave	Chino	Bergman KPRS	<b>X</b>			
New 394,230 sq. ft. Distribution Bldg.	<b>PL24-0008</b>	5088 Edison Ave	Chino	Prologis	<b>X</b>			

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Proposed 516 condos of 4 product types; 156 residential buildings; 1 Rec. building with other amenities (DRC24-0001)	<b>PL24-0013</b> <b>PL24-0014</b>	SWC Pine Ave/W Preserve Loop	Chino	Tri Pointe Homes	<b>X</b>			
Retrofit of existing Speedway Car Wash with new equipment and additional vacuum stations	<b>PL24-0015</b>	4089 Grand Ave	Chino	Sam Sousa	<b>X</b>			
Proposed 1,542 sq. ft. one story office with one or two suites	<b>PL24-0021(AA)</b>	12713 Central Ave	Chino	George Valakantjis	<b>X</b>			
Wine & saki tasting classroom	<b>PL24-0022</b>	12598 Central Ave	Chino	Jiou Jiu Shang Wine & Sake Academy	<b>X</b>			
Expansion of CNG Parking & Time Fill Fueling for Waste Management (Modificatin to existing SA PL	<b>PL13-0629</b> <b>PL24-0025</b>	13793 Redwood Ave	Chino	USA Waste of CA, Inc.	<b>X</b>			
55 SFD on 10.78 acres	<b>PL24-0026</b>	SW Legacy Park/Chino Corona Rd	Chino	Trumark Homes	<b>X</b>			
Proposed foot and body massage spa	<b>PL24-0034</b>	4141 Riverside Dr	Chino	Mei Yang	<b>X</b>			
Construct unmanned telecommunicatin facility consisting of mono-eucalyptus tower	<b>PL24-0040</b>	11436 Central Ave	Chino	John Silverman	<b>X</b>			
Construct 59 SFD/Lot 17 & 20	<b>PL24-0042</b>	TR 16420	Chino	Century Communities	<b>X</b>			
Proposed 2,500 sq. ft. drive-through coffee shop McCalla Center	<b>PL24-0047</b>	Central/Schaefer Ave	Chino	Kaidence Group LLC	<b>X</b>			
Establish a towing yard in M2 Zoning District	<b>PL24-0048</b>	5140 G St	Chino	Pepe's Inc	<b>X</b>			
3.6 acre parking lot with 280 parking stalls to existing distribution center	<b>PL24-0061</b>	SWC Kimball Ave/Quality Way	Chino	Fusco Engineering	<b>X</b>			
Proposed 4-acre residential development consisting of 86 units in 16 buildings	<b>PL24-0075 (PR)</b>	Guardian Way/10th St.	Chino	Warmington Homes	<b>X</b>			
Proposed residential 3-story townhomes consisting of 108 units	<b>PL24-0076 (PR)</b>	14892 Corporate Center Ave	Chino	BCT Dev. Acquisition Co., LLC	<b>X</b>			
600 sq. ft. detached ADU	<b>PL24-0084</b>	6763 Elm Ct	Chino	Wm. Francis Smoyer	<b>X</b>			

NEW CONSTRUCTION WORKSHEET  
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Bldg. expansion to include recycling of excess electronic parts	<b>PL24-0086</b>	13975 Monte Vista Ave	Chino	EDM Recycling	<b>X</b>			
Subdivision of existing lot into 3 SFD with ADU	<b>DRC24-0003 PL24-0087 PL24-0088 PL24-0089</b>	4991 G St	Chino	Michael Tam	<b>X</b>			
20,394 sq. ft. bldg. - Sports facility	<b>PL24-0090</b>	16067 Euclid Ave	Chino	Nikko Erick Reyes	<b>X</b>			
1,328 sq. ft massage parlor on 0.51 acres	<b>PL24-0095</b>	4774 Riverside Dr. Ste. H	Chino	Tieyong Wang	<b>X</b>			
84 Detached 3-story condos (Block 11)	<b>PL24-0096</b>	SW of Legacy Park	Chino	Chino Preserve Dev.	<b>X</b>			
Demolition of existingsh structur to build Industrial Bldg, drive through food and beverage use	<b>PL24-0097 PL24-0098</b>	5835-5885 Schaefer Ave	Chino	Gateway Terminal LLC	<b>X</b>			
Proposed small lot subdivision of 38 lots for SFD detached homes	<b>PL24-0099</b>	7049 Chino Ave	Chino	PLC Communities	<b>X</b>			
5.92 Acre Storage yard with parking, driveways and detention/infiltration basin	<b>PL24-0100</b>	5230 Eucalyptus Ave	Chino	Angel Cesar	<b>X</b>			
60 Detached Condos on 4.40 acre lot	<b>PL24-0103</b>	SWC Market/Main St	Chino	Chino Preserve Dev.	<b>X</b>			
69 Detached Condos on 5.70 acre lot	<b>PL24-0104</b>	SWC Market/Main St	Chino	Chino Preserve Dev.	<b>X</b>			
Proposed 2,262 sq. ft. single story coffee shop w/drive-thru & trash enclosure	<b>DRC24-0004</b>	NEC Central Ave/Schaefer Ave	Chino	Kaidence Group LLC	<b>X</b>			
Proposed development of luxury rental community on Blocks 6 & 8 within The Preserve Specific Plan	<b>PL24-0110</b>	SEC Pine Ave/W. Preserve Loop	Chino	Chino Preserve Dev.	<b>X</b>			

## MONTHLY FINANCIAL REPORT 3.

### CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

**DATE:** NOVEMBER 13, 2024

**TO:** HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD

**FROM:** DAVE WILLIAMS, FIRE CHIEF

**SUBJECT:** MONTHLY FINANCIAL REPORT - SEPTEMBER 2024

#### **PURPOSE:**

The purpose is to present the Chino Valley Fire District's financial activity for the month ended September 30, 2024, and for the fiscal year-to-date in comparison to the Amended budget.

#### **DISCUSSION:**

This report provides revenue and expenditure information for the month of September 2024, and for the fiscal year in comparison to the 2024-25 amended budget and the prior year-to-date actual amounts.

#### **Cyclical Nature of District Revenues and Year-End Adjustments**

As District revenues are largely cyclical, the majority of District property tax revenues are received during the November/December and April/May timeframes. Readers of the District's monthly financial reports should be cautioned when drawing conclusions regarding total revenues minus total expenses in any given month. Generally, over time, a more meaningful comparison may be drawn between the current and prior year-to-date totals, as well as the year-to-date variances between budgeted and actual financial performance. Additionally, there are a number of required adjustments to the District's financial statements after each fiscal year-end which can have a significant impact on the final numbers for the fiscal year. Over the course of the fiscal year, the attached two-year revenue and expenditure comparison graphs are intended to provide a summary comparison of the District's total revenues and expenditures between the current and prior fiscal year-to-date.

#### **RECOMMENDATION:**

It is recommended that the Board of Directors of the Chino Valley Fire District receive and file this financial report.

**ATTACHMENTS:**

September 2024 Financial Report



# Chino Valley Fire District Monthly Financial Report - Summary

As of September 30, 2024

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year-to- date Actual Amount	Variance From Prior Year
<b>Funds 100/500</b>							
<b>REVENUE</b>							
Property tax revenue	\$ -	\$ 829,026	\$ 43,352,458	\$ (42,523,432)	2%	\$ 998,381	\$ (169,355)
Contract revenue	1,395,000	3,355,974	13,351,656	(9,995,682)	25%	2,428,405	927,569
Other revenue	374,352	761,877	3,278,913	(2,517,036)	23%	776,436	(14,558)
<b>REVENUE TOTALS</b>	<b>\$ 1,769,352</b>	<b>\$ 4,946,877</b>	<b>\$ 59,983,027</b>	<b>\$ (55,036,150)</b>	<b>8%</b>	<b>\$ 4,203,222</b>	<b>\$ 743,656</b>
<b>EXPENSE</b>							
Salaries and benefits	\$ 3,390,821	\$ 14,217,933	\$ 47,233,810	\$ 33,015,877	30%	\$ 12,487,039	\$ 1,730,894
Services and supplies	452,339	1,754,964	8,613,794	6,858,830	20%	1,616,885	138,079
Capital outlay	18,731	181,977	5,171,617	4,989,640	4%	-	181,977
<b>EXPENSE TOTALS</b>	<b>\$ 3,861,891</b>	<b>\$ 16,154,875</b>	<b>\$ 61,019,221</b>	<b>\$ 44,864,346</b>	<b>26%</b>	<b>\$ 14,103,925</b>	<b>\$ 2,050,950</b>
<b>Funds 100/500 - Totals</b>							
<b>REVENUE TOTALS</b>	<b>\$ 1,769,352</b>	<b>\$ 4,946,877</b>	<b>\$ 59,983,027</b>	<b>\$ (55,036,150)</b>	<b>8%</b>	<b>\$ 4,203,222</b>	<b>\$ 743,656</b>
<b>EXPENSE TOTALS</b>	<b>3,861,891</b>	<b>16,154,875</b>	<b>61,019,221</b>	<b>44,864,346</b>	<b>26%</b>	<b>14,103,925</b>	<b>2,050,950</b>
<b>Funds 100/500 - Net Gain (Loss)</b>	<b>\$ (2,092,539)</b>	<b>\$ (11,207,997)</b>	<b>\$ (1,036,194)</b>	<b>\$ (10,171,803)</b>	<b>1,082%</b>	<b>\$ (9,900,703)</b>	<b>\$ (1,307,294)</b>
<b>Transfers In - Capital Replacement</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>		
<b>Fund 800 - Restricted Assets</b>							
<b>REVENUE</b>							
Other revenue	207,099	646,598	-	646,598		6,519	640,079
<b>REVENUE TOTALS</b>	<b>\$ 207,099</b>	<b>\$ 646,598</b>	<b>\$ -</b>	<b>\$ 646,598</b>		<b>\$ 6,519</b>	<b>\$ 640,079</b>
<b>EXPENSE</b>							
Services and supplies	750	2,250	-	2,250		1,500	750
<b>EXPENSE TOTALS</b>	<b>\$ 750</b>	<b>\$ 2,250</b>	<b>\$ -</b>	<b>\$ 2,250</b>		<b>\$ 1,500</b>	<b>\$ 750</b>
<b>Fund 800 - Restricted Assets Totals</b>							
<b>REVENUE TOTALS</b>	<b>\$ 207,099</b>	<b>\$ 646,598</b>	<b>\$ -</b>	<b>\$ 646,598</b>		<b>\$ 6,519</b>	<b>\$ 640,079</b>
<b>EXPENSE TOTALS</b>	<b>750</b>	<b>2,250</b>	<b>-</b>	<b>2,250</b>		<b>1,500</b>	<b>750</b>
<b>Fund 800 - Restrictcd Assets Net Gain</b>	<b>\$ 206,349</b>	<b>\$ 644,348</b>	<b>\$ -</b>	<b>\$ 644,348</b>		<b>\$ 5,019</b>	<b>\$ 639,329</b>
<b>Grand Totals, All Funds</b>							
<b>REVENUE TOTALS, INCL.</b>	<b>\$ 1,976,451</b>	<b>\$ 5,593,475</b>	<b>\$ 59,983,027</b>	<b>\$ (54,389,552)</b>		<b>\$ 4,209,741</b>	<b>\$ 1,383,735</b>
<b>EXPENSE TOTALS</b>	<b>3,862,641</b>	<b>16,157,125</b>	<b>61,019,221</b>	<b>44,862,096</b>		<b>14,105,425</b>	<b>2,051,700</b>
<b>Grand Total Net Gain (Loss)</b>	<b>\$ (1,886,190)</b>	<b>\$ (10,563,649)</b>	<b>\$ (1,036,194)</b>	<b>\$ (9,527,455)</b>		<b>\$ (9,895,684)</b>	<b>\$ (667,965)</b>



# Chino Valley Fire District Monthly Financial Report

As of September 30, 2024

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
<b>Funds 100/500</b>							
<b>REVENUE</b>							
Property tax revenue							
Property tax - current secured	\$ -	\$ 829,026	\$ 38,729,129	\$ (37,900,103)	2%	\$ 998,381	\$ (169,355)
Property tax - current unsecured	-	-	1,573,060	(1,573,060)	0%	-	-
Property tax - current utility	-	-	796,089	(796,089)	0%	-	-
Property tax - prior and penalty	-	-	997,808	(997,808)	0%	-	-
Property tax - home owner's exemption	-	-	343,448	(343,448)	0%	-	-
Property tax - supplemental	-	-	867,924	(867,924)	0%	-	-
Property tax - weed abatement	-	-	45,000	(45,000)	0%	-	-
Property tax revenue Totals	-	829,026	43,352,458	(42,523,432)	2%	998,381	(169,355)
Contract revenue							
Current services	1,395,000	3,355,974	13,351,656	(9,995,682)	25%	2,428,405	927,569
Contract revenue Totals	1,395,000	3,355,974	13,351,656	(9,995,682)	25%	2,428,405	927,569
Other revenue							
Permit and inspection fees	153,228	391,208	1,587,900	(1,196,692)	25%	290,371	100,837
Weed abatement	769	15,083	30,000	(14,917)	50%	20,188	(5,106)
Other sales	226	286	3,000	(2,714)	10%	-	286
Other revenue	7,500	30,132	377,013	(346,881)	8%	120,457	(90,325)
Mutual aid recoveries	173,340	226,198	500,000	(273,802)	45%	273,774	(47,576)
Grants	-	-	30,000	(30,000)	0%	12,000	(12,000)
Sale of fixed assets	-	-	-	-	+++	-	-
Donations	-	-	1,000	(1,000)	0%	-	-
Capital acquisitions	-	-	-	-	#DIV/0!	-	-
Interest revenue	39,289	98,971	750,000	(651,029)	13%	59,646	39,325
Other revenue Totals	374,352	761,877	3,278,913	(2,517,036)	23%	776,436	(14,558)
<b>REVENUE TOTALS</b>	<b>\$ 1,769,352</b>	<b>\$ 4,946,877</b>	<b>\$ 59,983,027</b>	<b>\$ (55,036,150)</b>	<b>8%</b>	<b>\$ 4,203,222</b>	<b>\$ 743,656</b>



# Chino Valley Fire District Monthly Financial Report

As of September 30, 2024

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
<b>EXPENSE</b>							
Salaries and benefits							
Salaries regular	\$ 1,585,203	\$ 3,840,499	\$ 21,401,890	\$ 17,561,391	18%	\$ 3,826,041	\$ 14,459
Salaries - part time	5,702	14,279	106,877	92,598	13%	12,211	2,068
Uniform allowance	-	300	48,800	48,500	1%	350	(50)
Coverage - training and support	55,390	257,189	1,076,175	818,986	24%	212,984	44,205
Coverage - emergency response and leave	791,966	2,142,001	4,246,988	2,104,987	50%	1,381,189	760,812
Coverage - worker's compensation	51,845	111,011	1,055,000	943,989	11%	201,637	(90,625)
Call back or standby	930	2,170	11,315	9,145	19%	1,829	341
Separation payments	-	-	434,000	434,000	0%	10,029	(10,029)
Special compensation	68,794	164,973	914,610	749,637	18%	158,886	6,087
Annual leave buyback	-	-	672,000	672,000	0%	-	-
PERS retirement	365,502	6,196,875	9,991,593	3,794,718	62%	5,248,052	948,823
Survivor's benefits	272	660	7,905	7,246	8%	654	6
Long term disability	1,663	4,966	34,412	29,446	14%	4,161	805
Unemployment insurance	11	186	17,136	16,950	1%	39	147
Health and dental insurance	248,029	768,598	3,610,782	2,842,184	21%	734,191	34,407
Social security medicare	36,617	95,862	360,208	264,346	27%	84,686	11,176
State disability insurance	3,281	8,381	43,139	34,758	19%	6,195	2,186
Worker's compensation expense	82,376	383,927	1,800,000	1,416,073	21%	378,094	5,833
Life insurance	6,781	16,367	90,480	74,113	18%	16,294	74
Deferred comp benefit	80,747	195,992	1,082,400	886,408	18%	196,422	(430)
Technology Allowance	5,712	13,698	75,600	61,902	18%	13,097	602
Tuition reimbursement	-	-	152,500	152,500	+++	-	-
Salaries and benefits Totals	3,390,821	14,217,933	47,233,810	33,015,877	30%	12,487,039	1,730,894



# Chino Valley Fire District Monthly Financial Report

As of September 30, 2024

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Services and supplies							
Clothing	15,354	21,276	446,125	424,849	5%	1,743	19,533
Telephone	22,298	35,293	254,160	218,867	14%	33,459	1,833
Cellular phones	13,712	19,879	71,100	51,221	28%	11,243	8,636
Electronic equipment maintenance	65,750	162,631	611,276	448,645	27%	120,593	42,038
Food	134	239	13,750	13,511	2%	383	(144)
Memberships	766	3,061	48,335	45,274	6%	3,275	(214)
Publications	520	520	17,020	16,500	3%	767	(247)
Legal postings	928	1,740	13,700	11,960	13%	1,276	464
Small tools and equipment	13,803	20,022	283,240	263,218	7%	46,574	(26,551)
Inventory equipment	-	-	52,500	52,500	0%	38,156	(38,156)
Non-inventory equipment	1,123	1,858	447,765	445,907	0%	49,072	(47,214)
Special department expenses	7,086	8,199	89,675	81,476	9%	5,415	2,785
Training	42,291	98,185	512,925	414,740	19%	71,513	26,672
Utilities	44,325	90,725	388,080	297,355	23%	86,835	3,890
General liability insurance	-	665,656	667,667	2,011	100%	581,470	84,186
Office supplies	2,477	5,122	52,800	47,678	10%	3,031	2,090
Postage	3,741	3,943	10,000	6,057	39%	2,790	1,153
Printing	-	496	17,200	16,704	3%	1,905	(1,409)
Services - auditing	-	-	26,000	26,000	0%	-	-
County services	-	-	255,000	255,000	0%	-	-
Services - legal	24,386	30,892	300,000	269,108	10%	27,302	3,590
Services - dispatch	-	208,320	947,360	739,040	22%	196,490	11,830
Services - other	55,152	115,259	1,850,867	1,735,608	6%	145,590	(30,331)
General household expense	3,405	8,172	42,000	33,828	19%	6,742	1,431
Medical supplies	17,879	46,816	187,571	140,755	25%	17,611	29,206
Vehicle maintenance	51,788	89,577	293,200	203,623	31%	33,126	56,451
Equipment maintenance	6,294	10,040	127,103	117,063	8%	6,105	3,935
Fuel	18,934	49,294	250,000	200,706	20%	55,831	(6,538)
Structure maintenance	40,193	57,749	337,375	279,626	17%	68,588	(10,840)
Structure rent/lease	-	-	-	-	+++	-	-
<b>Services and supplies Totals</b>	<b>452,339</b>	<b>1,754,964</b>	<b>8,613,794</b>	<b>6,858,830</b>	<b>20%</b>	<b>1,616,885</b>	<b>138,079</b>



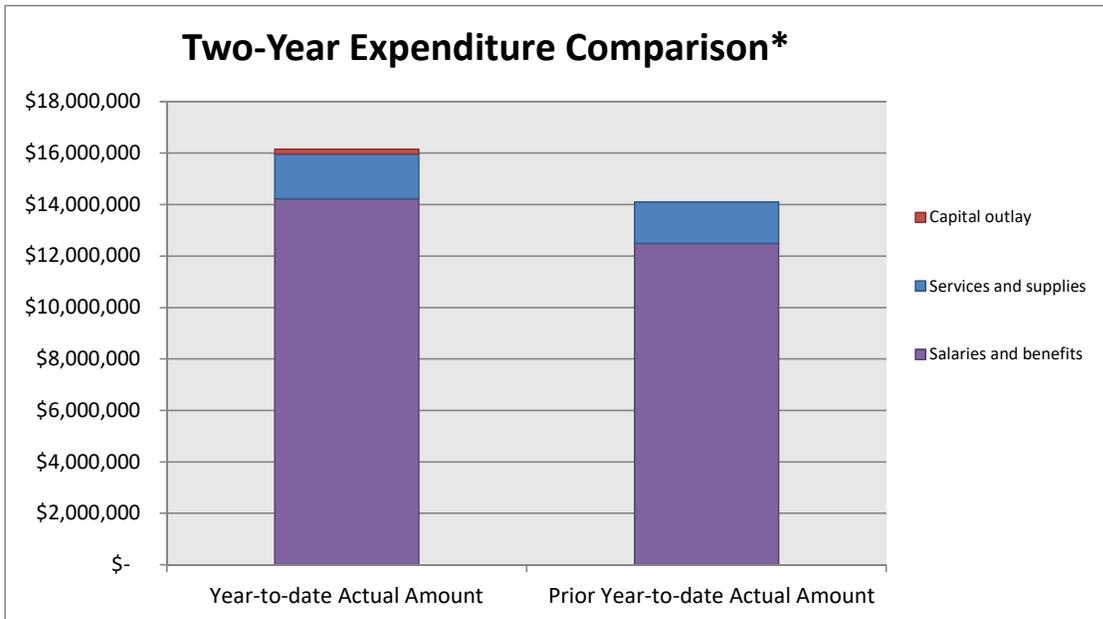
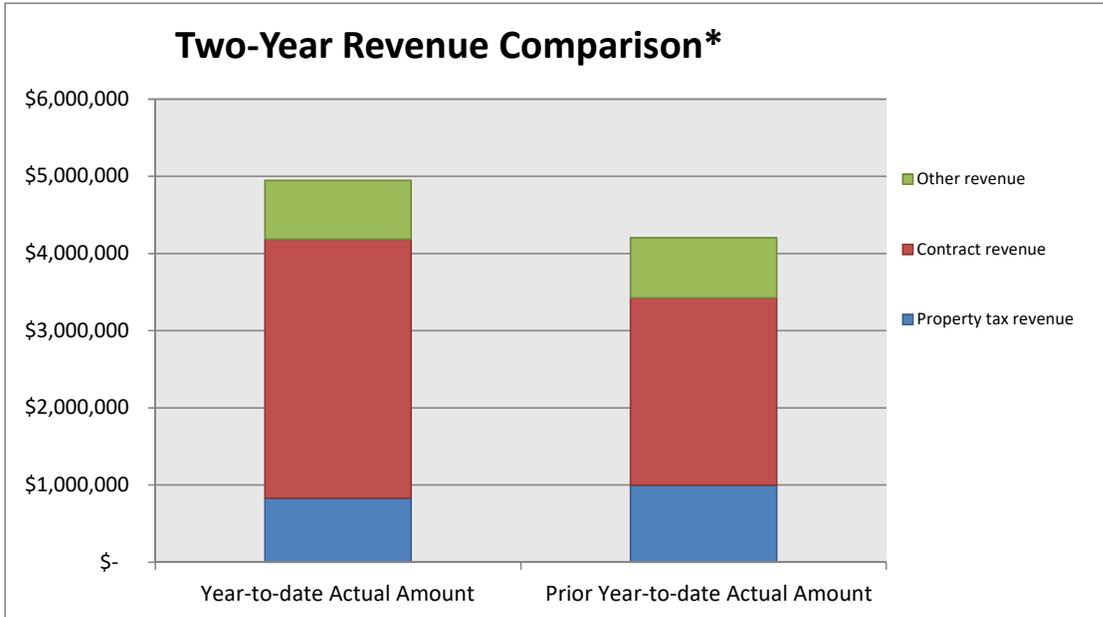
# Chino Valley Fire District Monthly Financial Report

As of September 30, 2024

Account Description	Monthly Actual Amount	Year-to-date Actual Amount	Annual Budget Amount	Variance From Budget	% of Budget	Prior Year Year-to-date Actual Amount	Variance From Prior Year
Capital outlay							
Capital - land	-	-	-	-	+++	-	-
Capital - structure improvements	9,985	9,985	400,000	390,015	2%	-	9,985
Capital - equipment	8,746	154,008	497,113	343,105	31%	-	154,008
Capital - vehicles	-	17,984	4,274,504	4,256,520	0%	-	17,984
Capital - lease purchase equipment	-	-	-	-	+++	-	-
Capital outlay Totals	<u>18,731</u>	<u>181,977</u>	<u>5,171,617</u>	<u>4,989,640</u>	<u>4%</u>	<u>-</u>	<u>181,977</u>
<b>EXPENSE TOTALS</b>	<u>\$ 3,861,891</u>	<u>\$ 16,154,875</u>	<u>\$ 61,019,221</u>	<u>\$ 44,864,346</u>	<u>26%</u>	<u>\$ 14,103,925</u>	<u>\$ 2,050,950</u>
Funds <b>100/500</b> - Totals							
REVENUE TOTALS	\$ 1,769,352	\$ 4,946,877	\$ 59,983,027	\$ (55,036,150)	8%	\$ 4,203,222	\$ 743,656
EXPENSE TOTALS	3,861,891	16,154,875	61,019,221	44,864,346	26%	14,103,925	2,050,950
Fund <b>100/500</b> - Net Gain (Loss)	<u>\$ (2,092,539)</u>	<u>\$ (11,207,997)</u>	<u>\$ (1,036,194)</u>	<u>\$ (10,171,803)</u>	<u>1,082%</u>	<u>\$ (9,900,703)</u>	<u>\$ (1,307,294)</u>
<b>Transfers In - Capital Replacement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>		
<b>Fund 800 - Restricted Assets</b>							
REVENUE							
Other revenue							
Restricted - Sec115 Trust Interest	207,099	646,598				6,519	640,079
REVENUE TOTALS	<u>\$ 207,099</u>	<u>\$ 646,598</u>				<u>\$ 6,519</u>	<u>\$ 640,079</u>
EXPENSE							
Services and supplies							
Restricted - Sec115 Trust Admin Expense	750	2,250				1,500	750
EXPENSE TOTALS	<u>\$ 750</u>	<u>\$ 2,250</u>				<u>\$ 1,500</u>	<u>\$ 750</u>
<b>Fund 800 - Restricted Assets Totals</b>							
REVENUE TOTALS	\$ 207,099	\$ 646,598				\$ 6,519	\$ 640,079
EXPENSE TOTALS	750	2,250				1,500	750
Fund <b>800 - Restrictd Assets Net Gain (Loss)</b>	<u>\$ 206,349</u>	<u>\$ 644,348</u>				<u>\$ 5,019</u>	<u>\$ 639,329</u>
<b>Grand Totals, All Funds</b>							
REVENUE TOTALS, INCL. TRANSFERS IN	\$ 1,976,451	\$ 5,593,475	\$ 59,983,027	\$ (54,389,552)		\$ 4,209,741	\$ 1,383,735
EXPENSE TOTALS	3,862,641	16,157,125	61,019,221	44,862,096		14,105,425	(2,051,700)
Grand Total Net Gain (Loss)	<u>\$ (1,886,190)</u>	<u>\$ (10,563,649)</u>	<u>\$ (1,036,194)</u>	<u>\$ (9,527,455)</u>		<u>\$ (9,895,684)</u>	<u>\$ (667,965)</u>



# Chino Valley Fire District Monthly Financial Report - Graphs As of September 30, 2024



\*Excludes restricted 115 Trust activity

## MONTHLY TREASURER'S REPORT 4.

### CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

**DATE:** NOVEMBER 13, 2024

**TO:** HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD

**FROM:** DAVE WILLIAMS, FIRE CHIEF

**SUBJECT:** MONTHLY TREASURER'S REPORT - SEPTEMBER 2024

#### **PURPOSE:**

The purpose of this report is to inform the Board of Directors of current investment activities of the Chino Valley Fire District.

#### **DISCUSSION:**

Attached is a summary of the cash in bank and District investments. The information is displayed graphically as follows:

Chart 1: Presents a Two Year Overview of Cash Deposits and Unrestricted Investment Funds.

Chart 1A: Presents a One Year Overview of Restricted Investment Funds.

Chart 2: Presents an Overview of Total Cash and Unrestricted Investments beginning January 1996 to date.

Chart 3: Presents an Overview of the Rate of Return from the LAIF account beginning January 1996 to date.

As the District generally observes a "buy and hold" strategy, the District typically holds investments until maturity, unless called by the issuing agency, if applicable. Accordingly, fluctuating market values of the District's fixed instrument investments, while noted in this report, are only realized if these investments are liquidated prior to maturity. Government accounting standards require that the District account for market values below cost, if applicable.

In FY17, the District deposited \$5 million into a Section 115 Retirement Trust and another \$2.45 million after inception. Funds accumulated in the Trust are legally restricted for use in paying down pension obligations. Accordingly, 115 Trust funds are reported in the Treasurer's Report as restricted investments. Chart 1A also includes funds received in February 2022 from the City of Chino Hills under an agreement for construction of Fire Station 68 in Chino Hills. By agreement, these funds are

restricted for construction of the new fire station.

The Sweep earned a posted rate of return of 0.10% as of September 30.

The monthly average rate of return on the LAIF account was 4.575% for the month of September 2024.

**RECOMMENDATION:**

It is recommended that the Board of Directors receive and file this Treasurer's Report for the period.

**ATTACHMENTS:**

Treasurer's Report September 2024

**Chino Valley Independent Fire District**  
**Cash & Investment Statement**  
**TREASURER'S REPORT FOR THE PERIOD ENDING:**  
**September 2024**

	CASH ACCOUNTS		DISTRICT INVESTMENT PORTFOLIO - UNRESTRICTED					RESTRICTED			
	Citizens Business Bank	US Bank	Overnight Sweep	Other Investments	LAIF	Total Unrestricted Cash & Investments	Principal 115 Trust Investment*	Return on 115 Trust Investment (Cummulative)^	115 Trust Balance	Construction Funds Account (Fire Stn 68)	
<i>Percent of Portfolio</i>			5.5%	17.0%	77.5%	100%					
<b>September 2024</b>	\$ 1,588,611	\$ 210,937	\$ 1,972,299	\$ 6,052,668	\$ 27,569,155	\$ 37,393,670	\$ 7,454,287	\$ 5,306,205	\$ 12,760,492	\$ 3,159,178	
<b>August 2024</b>	\$ 1,813,657	\$ 178,623	\$ 2,006,009	\$ 6,028,724	\$ 29,569,155	\$ 39,596,168	\$ 7,454,287	\$ 5,099,856	\$ 12,554,143	\$ 3,158,910	
<b>July 2024</b>	\$ 1,348,636	\$ 154,623	\$ 863,783	\$ 5,979,319	\$ 33,819,155	\$ 42,165,516	\$ 7,454,287	\$ 4,874,632	\$ 12,328,919	\$ 3,158,650	
<b>June 2024</b>	\$ 1,707,813	\$ 140,965	\$ 1,574,495	\$ 5,937,138	\$ 40,367,898	\$ 49,728,309	\$ 7,454,287	\$ 4,642,510	\$ 12,096,797	\$ 3,158,365	
<b>May 2024</b>	\$ 1,278,562	\$ 135,628	\$ 2,426,122	\$ 5,918,369	\$ 41,867,898	\$ 51,626,579	\$ 7,454,287	\$ 4,464,374	\$ 11,918,661	\$ 3,450,362	
<b>April 2024</b>	\$ 1,669,993	\$ 130,466	\$ 1,574,746	\$ 5,910,493	\$ 44,367,897	\$ 53,653,595	\$ 7,454,287	\$ 4,084,558	\$ 11,538,845	\$ 3,450,068	
<b>March 2024</b>	\$ 1,678,400	\$ 123,595	\$ 4,230,087	\$ 5,923,136	\$ 32,018,709	\$ 43,973,927	\$ 7,454,287	\$ 3,051,120	\$ 10,505,407	\$ 3,449,766	
<b>February 2024</b>	\$ 1,580,074	\$ 97,159	\$ 708,321	\$ 5,929,035	\$ 35,268,709	\$ 43,583,298	\$ 7,454,287	\$ 2,826,617	\$ 10,280,904	\$ 3,449,492	
<b>January 2024</b>	\$ 1,862,611	\$ 73,072	\$ 959,625	\$ 5,937,565	\$ 31,268,709	\$ 40,101,582	\$ 7,454,287	\$ 2,573,408	\$ 10,027,695	\$ 3,449,218	
<b>December 2023</b>	\$ 1,393,268	\$ 66,315	\$ 3,357,516	\$ 5,894,198	\$ 30,104,395	\$ 40,815,692	\$ 7,454,287	\$ 2,561,319	\$ 10,015,606	\$ 3,448,906	
<b>November 2023</b>	\$ 1,354,361	\$ 570,011	\$ 2,572,698	\$ 5,335,628	\$ 17,104,395	\$ 26,937,093	\$ 7,454,287	\$ 2,105,773	\$ 9,560,060	\$ 3,448,632	
<b>October 2023</b>	\$ 1,770,515	\$ 63,425	\$ 2,411,387	\$ 5,796,095	\$ 12,104,395	\$ 22,145,817	\$ 7,454,287	\$ 1,464,246	\$ 8,918,533	\$ 3,448,349	
<b>September 2023</b>	\$ 1,769,785	\$ 38,464	\$ 1,592,273	\$ 5,784,671	\$ 14,428,150	\$ 23,613,343	\$ 7,454,287	\$ 1,690,508	\$ 9,144,795	\$ 3,556,207	
<b>August 2023</b>	\$ 1,571,447	\$ 38,464	\$ 1,592,273	\$ 5,788,123	\$ 15,928,150	\$ 24,918,457	\$ 7,454,287	\$ 2,043,139	\$ 9,497,426	\$ 3,555,924	
<b>July 2023</b>	\$ 1,357,338	\$ 36,309	\$ 1,884,602	\$ 5,771,912	\$ 19,928,150	\$ 28,978,311	\$ 7,454,287	\$ 2,240,535	\$ 9,694,822	\$ 3,555,623	
<b>June 2023</b>	\$ 1,617,842	\$ 32,731	\$ 1,804,632	\$ 5,749,297	\$ 26,965,324	\$ 36,169,826	\$ 7,454,287	\$ 2,038,119	\$ 9,492,406	\$ 3,555,320	
<b>May 2023</b>	\$ 1,828,748	\$ 29,751	\$ 1,003,446	\$ 5,754,898	\$ 29,465,324	\$ 38,082,167	\$ 7,454,287	\$ 1,732,717	\$ 9,187,004	\$ 3,958,778	
<b>April 2023</b>	\$ 1,549,518	\$ 26,113	\$ 1,536,572	\$ 5,765,123	\$ 31,465,324	\$ 40,342,650	\$ 7,454,287	\$ 1,829,788	\$ 9,284,075	\$ 3,958,420	
<b>March 2023</b>	\$ 1,819,044	\$ 23,687	\$ 2,775,282	\$ 5,748,647	\$ 20,812,282	\$ 31,178,942	\$ 6,417,137	\$ 1,762,345	\$ 8,179,482	\$ 3,958,116	
<b>February 2023</b>	\$ 1,779,879	\$ 16,854	\$ 701,032	\$ 5,714,910	\$ 22,812,282	\$ 31,024,957	\$ 6,417,137	\$ 1,594,905	\$ 8,012,042	\$ 3,957,780	
<b>January 2023</b>	\$ 1,727,287	\$ 16,803	\$ 759,864	\$ 5,722,350	\$ 25,312,282	\$ 33,538,586	\$ 6,417,137	\$ 1,810,836	\$ 8,227,973	\$ 3,957,476	
<b>December 2022</b>	\$ 1,839,548	\$ 15,246	\$ 14,941,934	\$ 5,697,380	\$ 11,954,987	\$ 34,449,095	\$ 6,417,137	\$ 1,373,327	\$ 7,790,464	\$ 3,957,129	
<b>November 2022</b>	\$ 1,718,771	\$ 14,371	\$ 2,187,912	\$ 5,668,242	\$ 11,954,987	\$ 21,544,283	\$ 6,417,137	\$ 1,587,088	\$ 8,004,225	\$ 3,956,804	
<b>October 2022</b>	\$ 1,786,759	\$ 13,067	\$ 1,828,877	\$ 5,650,255	\$ 8,954,986	\$ 18,233,944	\$ 6,417,137	\$ 1,172,538	\$ 7,589,675	\$ 3,956,479	

**Chino Valley Independent Fire District**  
**OTHER INVESTMENTS**  
**TREASURER'S REPORT FOR THE PERIOD ENDING:**  
**September 2024**

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
12/31/2012	\$ 1,000,000	CalTRUST Investment Trust of CA	Pooled	\$ 1,000,000	\$ 1,218,082	\$ 1,228,547	\$ (15,864)	4.00%	n/a	N/A	N/A			Funds available for withdrawal only after providing five days notice.
	Shares: 103,944.369	Medium Term Fund Local Agency Pool	Investment Funds	\$ 10.08	\$ 9.89	\$ 9.94								
4/13/2021	\$ 249,000	<b>BMO Harris Bank</b> <b>5 year Certificate of Deposit - 1.00%</b> CUSIP #: 05600XCP3 FDIC Insured up to \$250,000 Interest payable quarterly	Certificate of Deposit	\$ 249,000	\$ 236,688	\$ 238,327	\$ (10,673)	1.00%	4/13/2026	628 628	10/10/2024 1/10/2025			Callable quarterly
7/19/2024	\$ 249,000	<b>Altaone Federal Credit Union</b> <b>5 year Certificate of Deposit - 4.45%</b> CUSIP #: 02157RAA5 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 249,000	\$ 256,165	\$ 257,790	\$ 8,790	4.65%	7/19/2029	923	Monthly			
7/19/2024	\$ 244,000	<b>Toyota Financial Savings Bank</b> <b>3 year Certificate of Deposit - 4.65%</b> CUSIP #: 89235MPS4 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 244,000	\$ 248,777	\$ 249,381	\$ 5,381	4.65%	7/19/2027	5,720 5,626	1/19/2025 7/19/2025			
9/23/2021	\$ 249,000	<b>UBS Bank USA</b> <b>3 year Certificate of Deposit - 0.65%</b> CUSIP #: 90348JT42 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 249,000	\$ 248,265	\$ -	\$ (249,000)	0.65%	9/23/2024	135	Monthly			
9/28/2024	\$ 245,000	<b>First Business Bank Milwaukee</b> <b>5 year Certificate of Deposit - 3.45%</b> CUSIP #: 31938Q2J2 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 245,000	\$ -	\$ 244,874	\$ (126)	3.45%	9/28/2029	4,192 4,261	3/28/2025 9/28/2025			
9/23/2021	\$ 248,000	<b>Sallie Mae Bank</b> <b>5 year Certificate of Deposit - 1.05%</b> CUSIP #: 795451AV5 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 233,574	\$ 235,037	\$ (12,963)	1.05%	9/22/2026	1,313 1,291	9/22/2024 3/22/2025			
12/8/2021	\$ 250,000	<b>Federal Home Loan Bank</b> <b>Bond - 1.0% Coupon, Purchased at 99.191</b> Term: 3 Years CUSIP #: 3130APK46 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 247,978	\$ 246,597	\$ 247,618	\$ (360)	1.00%	12/27/2024	913 250,913	10/27/2024 12/27/2024			Callable quarterly

**Chino Valley Independent Fire District**  
**OTHER INVESTMENTS**  
**TREASURER'S REPORT FOR THE PERIOD ENDING:**  
**September 2024**

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
12/13/2023	\$ 750,000	<b>Federal Home Loan Bank Bond - 4.9% Coupon</b> Term: 2 Years CUSIP #: 313AV7L0 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 750,000	\$ 750,467	\$ 751,648	\$ 1,648	4.90%	2/28/2025	18,750	8/13/2024		Callable quarterly	
12/19/2023	\$ 340,000	<b>Federal Home Loan Bank Bond - 4.65% Coupon</b> Term: 2 Years CUSIP #: 3130A4CH3 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 340,000	\$ 335,658	\$ 336,770	\$ (3,230)	4.65%	3/14/2025	4,038 344,038	9/14/2024 3/14/2025		Callable anytime	
3/4/2022	\$ 250,000	<b>BMW Bank 3 year Certificate of Deposit - 1.80%</b> CUSIP #: 05580AK37 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 243,401	\$ 243,944	\$ (3,056)	1.80%	3/4/2025	2,241 249,205	9/4/2024 9/4/2024			
3/9/2022	\$ 250,000	<b>American Express National Bank 3 year Certificate of Deposit - 1.80%</b> CUSIP #: 02589ABP6 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 243,305	\$ 243,858	\$ (3,142)	1.80%	3/10/2025	2,241 249,205	9/10/2024 3/10/2025			
3/16/2023	\$ 248,000	<b>Affinity Plus Federal Credit Union 3 year Certificate of Deposit - 5.05%</b> CUSIP #: 00833AAC4 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 248,000	\$ 251,204	\$ 252,173	\$ 4,173	5.05%	9/23/2024	\$ 1,044	Monthly			
3/16/2023	\$ 248,000	<b>Technology Credit Union CA 3 year Certificate of Deposit - 5.00%</b> CUSIP #: 87868YAL7 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 248,000	\$ 251,065	\$ 252,040	\$ 4,040	5.00%	9/23/2024	\$ 1,325	Monthly			
3/16/2023	\$ 244,000	<b>Morgan Stanley Bank NA 5 year Certificate of Deposit - 4.80%</b> CUSIP #: 61690U3C2 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 244,000	\$ 251,303	\$ 252,396	\$ 8,396	4.80%	9/23/2024	\$ 5,904 \$ 5,808	9/16/2024 3/16/2025			
3/16/2023	\$ 244,000	<b>Morgan Stanley Private Bank 5 year Certificate of Deposit - 4.80%</b> CUSIP #: 61768EQQ9 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 244,000	\$ 251,303	\$ 252,396	\$ 8,396	4.80%	9/23/2024	\$ 5,904 \$ 5,808	9/16/2024 3/16/2025			

**Chino Valley Independent Fire District**  
**OTHER INVESTMENTS**  
**TREASURER'S REPORT FOR THE PERIOD ENDING:**  
**September 2024**

Purchase Date	Par Value/ Shares	Asset Description	Investment Type	Purchase Price/ Initial Share Price	Prior Month Market Value/ Share Price	Current Month Market Value/ Share Price	Unrealized Gain/ (Loss)	Current Market Yield	Maturity Date	Accrued Interest/ Est. Interest	Coupon Date(s) Next Year	Sale/ Redemption Date	Proceeds	Comments
9/21/2023	\$ 248,000	<b>Merrick Bank</b> <b>4 year Certificate of Deposit - 4.65%</b> CUSIP #: 59013KWW2 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 253,354	\$ 253,936	\$ 5,936	4.65%	9/21/2027	\$ 963	Monthly			
9/21/2023	\$ 248,000	<b>CME Federal Credit Union</b> <b>3 year Certificate of Deposit - 5.50%</b> CUSIP #: 12574EAC4 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 250,765	\$ 251,498	\$ 3,498	5.50%	9/12/2025	\$ 1,137	Monthly			
9/26/2023	\$ 248,000	<b>Greenstate Credit Union North Liberty</b> <b>5 year Certificate of Deposit - 5.00%</b> CUSIP #: 39573LEM6 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 258,751	\$ 260,435	\$ 12,435	5.00%	9/26/2028	\$ 965	Monthly			

**Current Month Investment Trading Activity:**

NONE

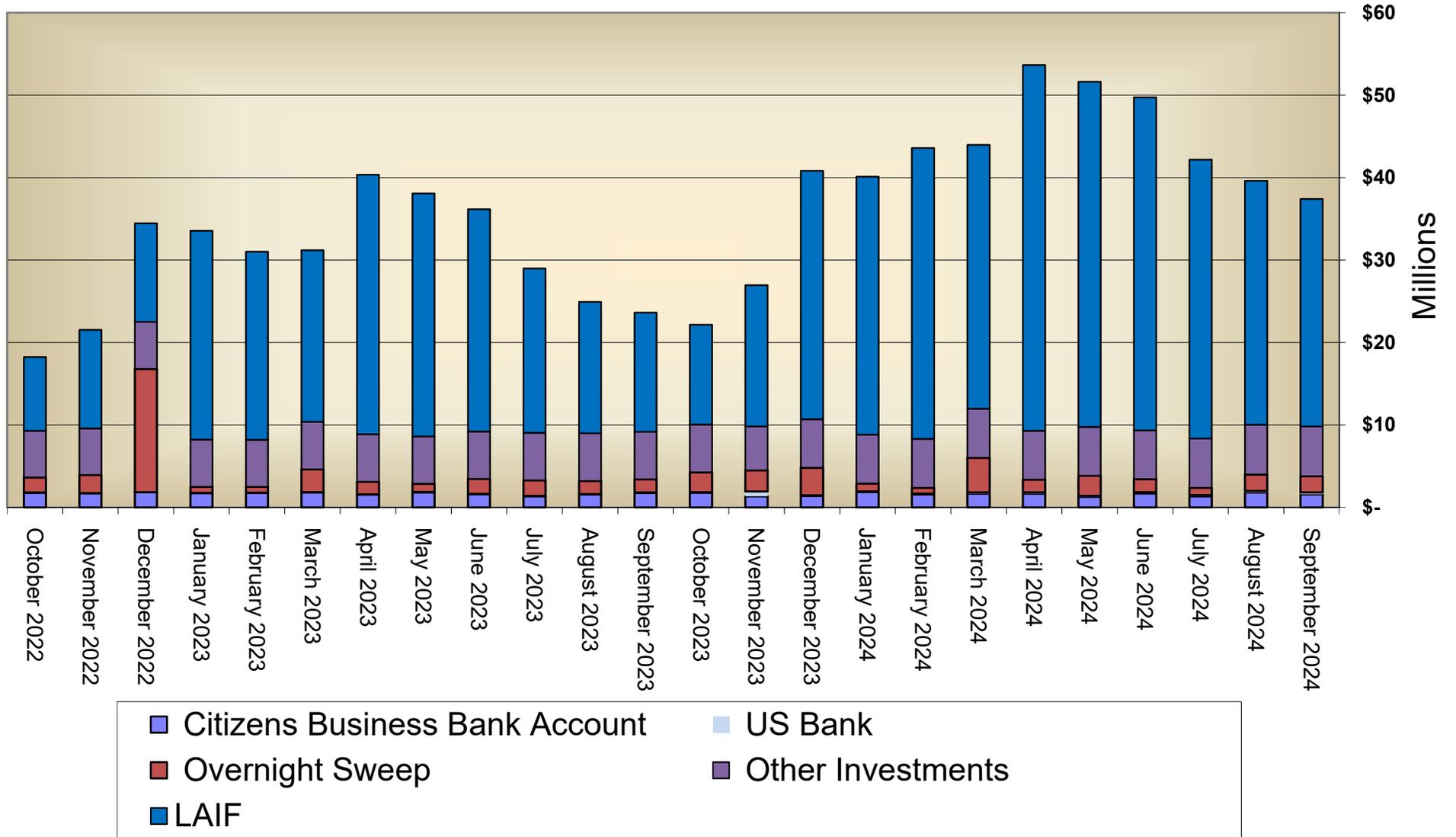
	% of Portfolio <sup>2</sup>	% Allowed per Policy	Investments At Cost <sup>1</sup>	Prior Month Market Value	Current Month Market Value
Pooled Investment Funds (JPA) <sup>1</sup>	3%	No limit	\$ 1,228,547	\$ 1,218,082	\$ 1,228,547
Certificates of Deposit <sup>2</sup>	10%	30%	3,706,000	3,477,920	3,488,085
Federal Agency Obligations	4%	No limit	1,337,978	1,332,722	1,336,036
			<b>\$ 6,272,525</b>	<b>\$ 6,028,724</b>	<b>\$ 6,052,668</b>

<sup>1</sup>Investment at cost value, plus unrealized losses (if any), and accrued interest

<sup>2</sup>Of total investment portfolio, including Sweep & LAIF Investments

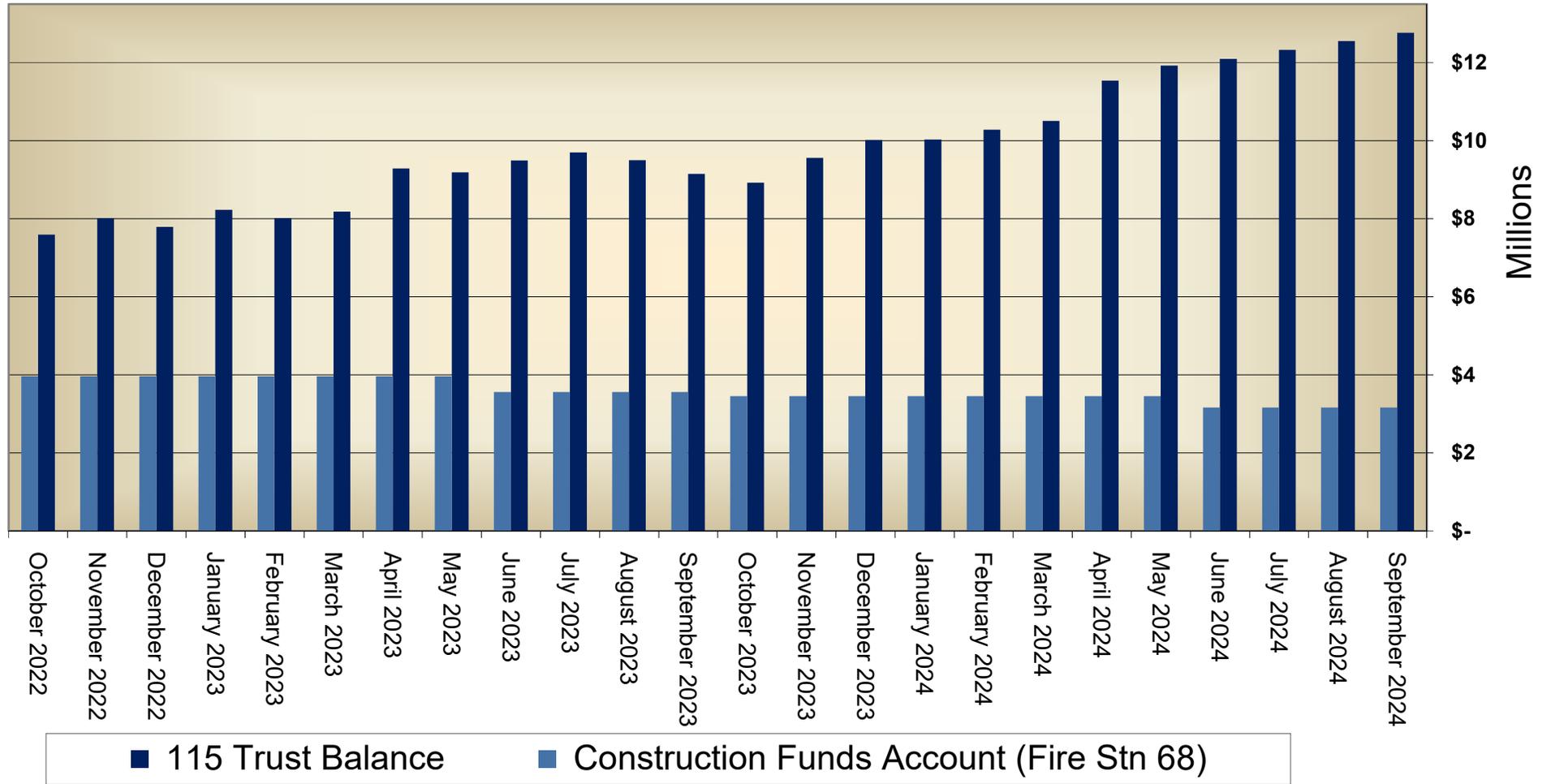


# Chart 1: Cash & Unrestricted Investment Balances Two Year Perspective



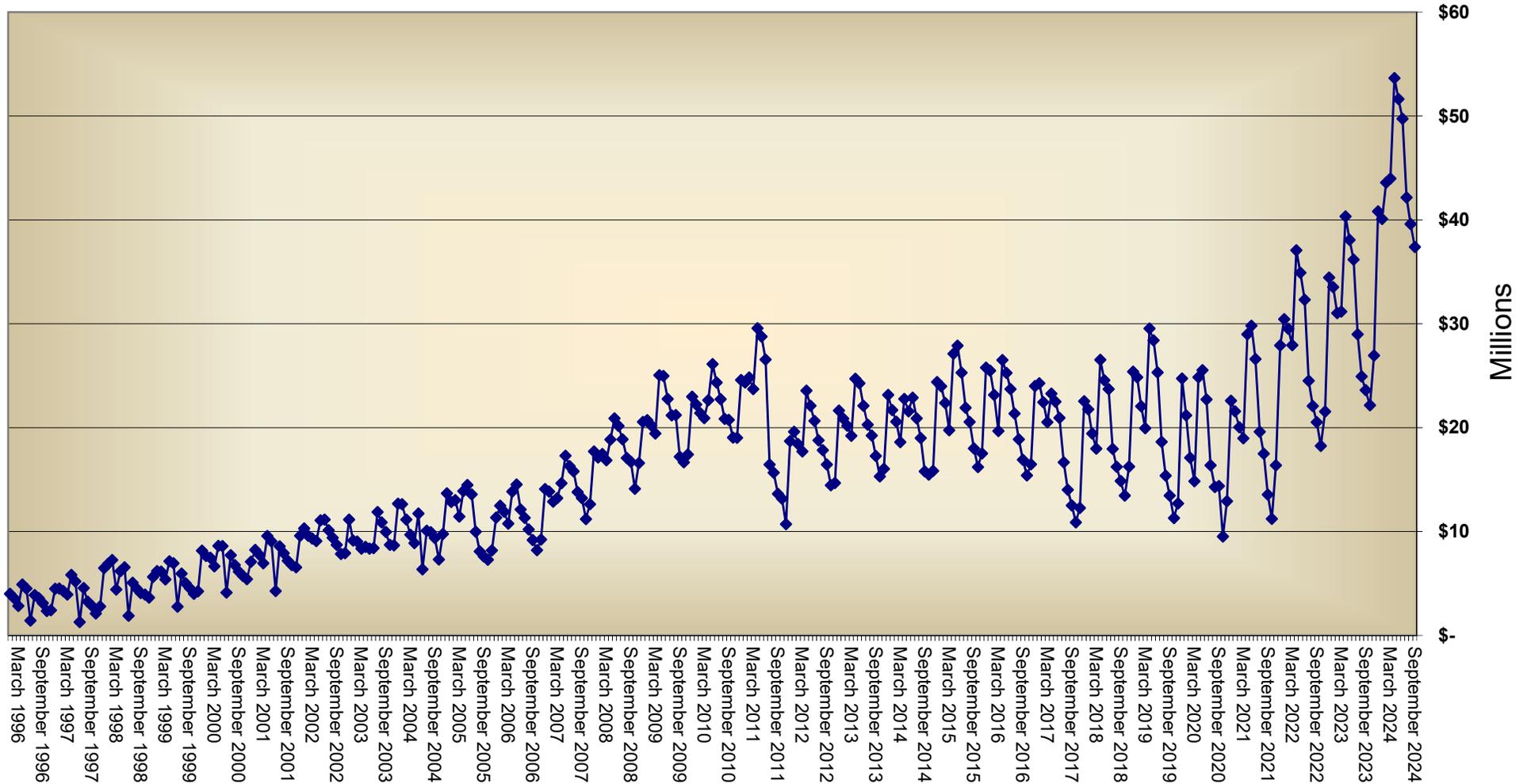


# Chart 1A: Restricted Investment Balances Two Year Perspective





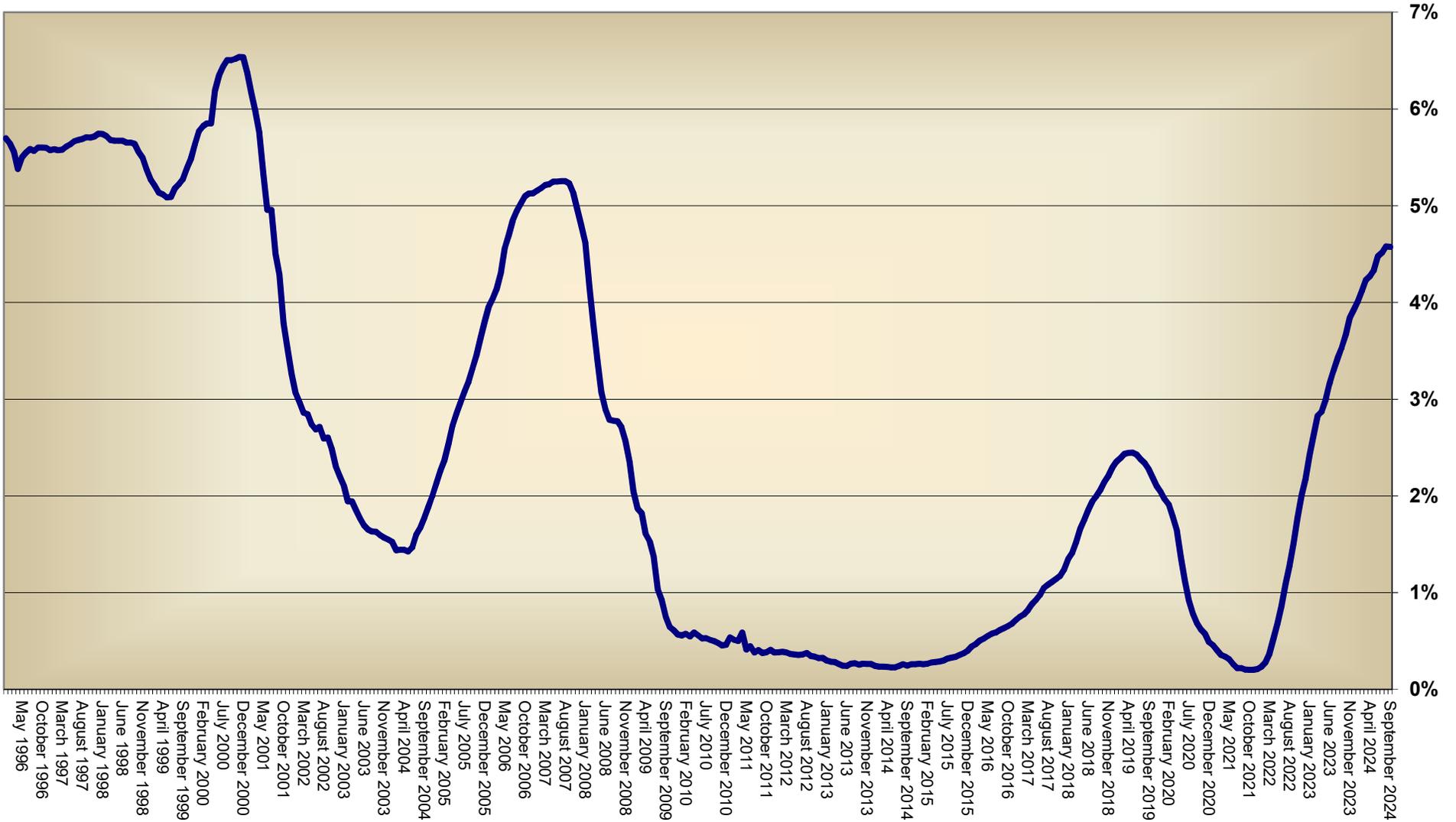
# Chart 2: Total Cash & Unrestricted Investments January 1996 to date\*



\*Note: The District paid off pension side-fund obligations totaling approximately \$4.75 million in July, 2011 & deposited \$5 million into a IRS Section 115 Retirement Trust in April 2017. Funds in the 115 Trust are legally restricted to fund pension obligations.



# Chart 3: LAIF Historical Rate of Return January 1996 to date



**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: WARRANTS FOR OCTOBER 2024 #60182 THROUGH #60357**

**PURPOSE:**

**I have reviewed the warrants below and recommend approval.**

<b><u>NUMBER</u></b>	<b><u>WARRANTS</u></b>	<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
2025-195	60182 – 60225	10/02/2024	\$87,359.06
2025-209	60226 – 60262	10/09/2024	291,951.36
2025-220	60263 – 60296	10/16/2024	108,278.60
2025-234	60297 – 60327	10/23/2024	181,009.91
2025-249	60328 -60357	10/30/2024	145,092.88
<b>VOIDS:</b>		<b>TOTAL</b>	<b>\$813,691.81</b>

**RECOMMENDATION:**

**Expenses as audited are within budget for warrants 60182 through 60357 and are hereby submitted for approval.**

**ATTACHMENTS:**

Warrants for October 2024

**Chino Valley Fire District**  
**October 2, 2024 Warrants**  
 Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/02/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	10/02/2024	60182 Accounts Payable	ALL STAR FIRE EQUIPMENT INC		283.90
Check	10/02/2024	60183 Accounts Payable	AMAZON CAPITAL SERVICES		2,396.57
Check	10/02/2024	60184 Accounts Payable	AMERICAN HEART ASSOC INC		170.00
Check	10/02/2024	60185 Accounts Payable	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		7,507.50
Check	10/02/2024	60186 Accounts Payable	BOSSLER, JOSEPH		320.00
Check	10/02/2024	60187 Accounts Payable	CHAMPION NEWSPAPERS		464.00
Check	10/02/2024	60188 Accounts Payable	CHARTER COMMUNICATIONS INC		454.46
Check	10/02/2024	60189 Accounts Payable	CHINO MOWER AND EQUIPMENT INC		136.31
Check	10/02/2024	60190 Accounts Payable	CHINO TIRE & MUFFLER		3,797.18
Check	10/02/2024	60191 Accounts Payable	CHINO VALLEY PROFESSIONAL FIREFIGHTERS		210.00
Check	10/02/2024	60192 Accounts Payable	CITY OF CHINO		680.73
Check	10/02/2024	60193 Accounts Payable	CITY OF CHINO HILLS		2,205.33
Check	10/02/2024	60194 Accounts Payable	COLONNA, KYLE		70.00
Check	10/02/2024	60195 Accounts Payable	COUNSELING TEAM INC		220.00
Check	10/02/2024	60196 Accounts Payable	DANIELS TIRE SERVICE, INC.		4,492.48
Check	10/02/2024	60197 Accounts Payable	EAN SERVICES LLC (ENTERPRISE)		6,720.08
Check	10/02/2024	60198 Accounts Payable	FARNSWORTH, JASON		225.00
Check	10/02/2024	60199 Accounts Payable	FLYERS ENERGY, LLC		6,312.52
Check	10/02/2024	60200 Accounts Payable	GABEL, GREG		320.00
Check	10/02/2024	60201 Accounts Payable	HAUGHEY, TOM		129.98
Check	10/02/2024	60202 Accounts Payable	HdL COREN & CONE INC		450.00
Check	10/02/2024	60203 Accounts Payable	HECKMANN, MATT		100.00
Check	10/02/2024	60204 Accounts Payable	INTERSTATE ALL BATTERY CENTER		3,669.93
Check	10/02/2024	60205 Accounts Payable	KC'S SWEETS & SUNSHINE LLC		2,850.00
Check	10/02/2024	60206 Accounts Payable	KIDD, NANCY		593.76
Check	10/02/2024	60207 Accounts Payable	KIMCO STAFFING SERVICES INC.		2,697.64
Check	10/02/2024	60208 Accounts Payable	KINGDOM CALIBRATIONS, INC		180.83
Check	10/02/2024	60209 Accounts Payable	L N CURTIS & SONS INC		4,215.61
Check	10/02/2024	60210 Accounts Payable	LIFE ASSIST		1,949.63
Check	10/02/2024	60211 Accounts Payable	METLIFE		300.00
Check	10/02/2024	60212 Accounts Payable	PYRO-COMM SYSTEMS, INC		1,169.41
Check	10/02/2024	60213 Accounts Payable	RUFFIAN SPECIALTIES		4,143.64

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Chino Valley Fire District  
**October 2, 2024 Warrants**  
 Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/02/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	10/02/2024	60214 Accounts Payable	SAM'S CLUB DIRECT		2,160.37
Check	10/02/2024	60215 Accounts Payable	SB COUNTY-DEP'T OF INNOVATION AND TECHNOLOGY		12,322.96
Check	10/02/2024	60216 Accounts Payable	SEDGWICK CMS INC		2,693.82
Check	10/02/2024	60217 Accounts Payable	STAPLES BUSINESS ADVANTAGE		152.84
Check	10/02/2024	60218 Accounts Payable	T.E.D.S. SERVICES INC.		5,256.73
Check	10/02/2024	60219 Accounts Payable	TEAMSTERS LOCAL 1932		857.62
Check	10/02/2024	60220 Accounts Payable	THE SPRINKLER REPAIR COMPANY		416.56
Check	10/02/2024	60221 Accounts Payable	THOMPSON'S TEXAS BAR-B-QUE		1,000.00
Check	10/02/2024	60222 Accounts Payable	VEOLIA WTS SERVICES USA, INC.		173.90
Check	10/02/2024	60223 Accounts Payable	VERIZON WIRELESS		800.22
Check	10/02/2024	60224 Accounts Payable	VISIONI, CASEY		1,387.55
Check	10/02/2024	60225 Accounts Payable	WRAPROS INC.		700.00
A/P Accounts Payable Checking Totals:					\$87,359.06
Checks: 44			\$87,359.06	Transactions: 44	

*MD 9/24 10-24-24*

**Chino Valley Fire District**  
**October 9, 2024 Warrants**  
 Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/09/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	10/09/2024	60226 Accounts Payable	10-8RETROFIT.COM INC		1,288.35
Check	10/09/2024	60227 Accounts Payable	AGE, MICHAEL		320.00
Check	10/09/2024	60228 Accounts Payable	CALIFORNIA TOOL & WELDING SUPPLY		712.50
Check	10/09/2024	60229 Accounts Payable	CEBALLOS, NATALIE		1,290.81
Check	10/09/2024	60230 Accounts Payable	CINTAS CORPORATION #150		568.43
Check	10/09/2024	60231 Accounts Payable	CITY OF CHINO HILLS		597.30
Check	10/09/2024	60232 Accounts Payable	CONFIRE JPA		208,054.50
Check	10/09/2024	60233 Accounts Payable	CORKY'S PRO PACIFIC PEST CONTROL INC		953.00
Check	10/09/2024	60234 Accounts Payable	DAILY BULLETIN		104.01
Check	10/09/2024	60235 Accounts Payable	DATA TICKET INC		350.00
Check	10/09/2024	60236 Accounts Payable	DEMONACO, JOHN		142.44
Check	10/09/2024	60237 Accounts Payable	ENTERPRISE TOLLS		6.95
Check	10/09/2024	60238 Accounts Payable	FLYERS ENERGY, LLC		2,350.25
Check	10/09/2024	60239 Accounts Payable	FRONTIER COMMUNICATIONS		145.80
Check	10/09/2024	60240 Accounts Payable	FRY, DANIEL		207.83
Check	10/09/2024	60241 Accounts Payable	IMS REFRIGERATION INC		2,922.96
Check	10/09/2024	60242 Accounts Payable	KIMCO STAFFING SERVICES INC.		2,942.88
Check	10/09/2024	60243 Accounts Payable	KIRTON'S LANDSCAPE MAINTENANCE INC.		2,765.00
Check	10/09/2024	60244 Accounts Payable	L N CURTIS & SONS INC		561.35
Check	10/09/2024	60245 Accounts Payable	MCKESSON MEDICAL SURGICAL		251.52
Check	10/09/2024	60246 Accounts Payable	McMASTER-CARR		594.60
Check	10/09/2024	60247 Accounts Payable	MESSAGE MEDIA USA INC		270.09
Check	10/09/2024	60248 Accounts Payable	MUNICIPAL EMERGENCY SERVICES INC		3,851.94
Check	10/09/2024	60249 Accounts Payable	PBK ARCHITECTS INC		50,747.70
Check	10/09/2024	60250 Accounts Payable	RAMOS-EVINGER, SARAH		150.48
Check	10/09/2024	60251 Accounts Payable	READYREFRESH BY NESTLE INC		447.48
Check	10/09/2024	60252 Accounts Payable	SB COUNTY FIRE PREVENTION OFFICERS ASSOC		80.00
Check	10/09/2024	60253 Accounts Payable	SOCAL GAS		979.59
Check	10/09/2024	60254 Accounts Payable	SOUTHERN CALIFORNIA DAIRY EQUIPMENT, INC.		196.00
Check	10/09/2024	60255 Accounts Payable	STAPLES BUSINESS ADVANTAGE		25.62

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Chino Valley Fire District  
**October 9, 2024 Warrants**  
 Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/09/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	10/09/2024	60256 Accounts Payable	STATE INDUSTRIAL PRODUCTS INC		926.48
Check	10/09/2024	60257 Accounts Payable	TELEPHONETICS		87.50
Check	10/09/2024	60258 Accounts Payable	U.S. PRINTING INC		51.71
Check	10/09/2024	60259 Accounts Payable	VALLEY POWER SYSTEMS INC		86.63
Check	10/09/2024	60260 Accounts Payable	WASTE MANAGEMENT OF THE INLAND EMPIRE INC		1,127.74
Check	10/09/2024	60261 Accounts Payable	WESTERN HILLS GOLF & COUNTRY CLUB		149.82
Check	10/09/2024	60262 Accounts Payable	ZOLL MEDICAL CORPORATION		5,642.10
A/P Accounts Payable Checking Totals:			Transactions: 37		\$291,951.36
Checks:		37	\$291,951.36		

*me thru 10-27-24*

**Chino Valley Fire District**  
**October 16, 2024 Warrants**

Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/16/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	10/16/2024	60263 Accounts Payable	ARCHIVE SOCIAL LLC		3,137.40
Check	10/16/2024	60264 Accounts Payable	ARNETT, JACOB		250.00
Check	10/16/2024	60265 Accounts Payable	BEST BEST & KRIEGER LLP		14,902.30
Check	10/16/2024	60266 Accounts Payable	CHARTER COMMUNICATIONS INC		180.18
Check	10/16/2024	60267 Accounts Payable	CHINO HILLS FORD		49.57
Check	10/16/2024	60268 Accounts Payable	CHINO MOWER AND EQUIPMENT INC		301.33
Check	10/16/2024	60269 Accounts Payable	CITY OF CHINO		574.48
Check	10/16/2024	60270 Accounts Payable	CITY OF CHINO HILLS		804.62
Check	10/16/2024	60271 Accounts Payable	CPAC INC		8,819.40
Check	10/16/2024	60272 Accounts Payable	CUMMINS CAL PACIFIC LLC		231.43
Check	10/16/2024	60273 Accounts Payable	ENTERPRISE TOLLS		10.20
Check	10/16/2024	60274 Accounts Payable	FIREFIGHTERS SAFETY CENTER		927.34
Check	10/16/2024	60275 Accounts Payable	FLYERS ENERGY, LLC		1,089.96
Check	10/16/2024	60276 Accounts Payable	INTERSTATE ALL BATTERY CENTER		2,676.24
Check	10/16/2024	60277 Accounts Payable	KIMCO STAFFING SERVICES INC.		3,678.60
Check	10/16/2024	60278 Accounts Payable	KOESTER, STEVEN		250.00
Check	10/16/2024	60279 Accounts Payable	KREEGER, MIKE		126.76
Check	10/16/2024	60280 Accounts Payable	KRONOS INCORPORATED		61.78
Check	10/16/2024	60281 Accounts Payable	LASERZONE 1 INC.		1,801.82
Check	10/16/2024	60282 Accounts Payable	LIFE ASSIST		3,417.98
Check	10/16/2024	60283 Accounts Payable	LOGICALIS, INC		3,211.50
Check	10/16/2024	60284 Accounts Payable	McMASTER-CARR		108.64
Check	10/16/2024	60285 Accounts Payable	METLIFE		300.00
Check	10/16/2024	60286 Accounts Payable	MOUNTAIN VIEW URGENT CARE		1,070.00
Check	10/16/2024	60287 Accounts Payable	NAPA AUTO PARTS		4,266.84
Check	10/16/2024	60288 Accounts Payable	ORANGE COUNTY FIRE AUTHORITY		1,324.54
Check	10/16/2024	60289 Accounts Payable	QUADIENT LEASING USA, INC.		5,064.07
Check	10/16/2024	60290 Accounts Payable	SEDGWICK CMS INC		137.47
Check	10/16/2024	60291 Accounts Payable	STAPLES BUSINESS ADVANTAGE		18.63
Check	10/16/2024	60292 Accounts Payable	TEAMSTERS LOCAL 1932		861.31
Check	10/16/2024	60293 Accounts Payable	TRACTION		830.64
Check	10/16/2024	60294 Accounts Payable	U.S. BANK CORPORATE PAYMENT SYSTEM		42,338.93
Check	10/16/2024	60295 Accounts Payable	ULINE		5,215.10

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Chino Valley Fire District  
**October 16, 2024 Warrants**  
 Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/16/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	10/16/2024	60296 Accounts Payable	VEOLIA WTS SERVICES USA, INC.		239.54
A/P Accounts Payable Checking Totals:			Transactions: 34		\$108,278.60
Checks:		34	\$108,278.60		

MLB  
10-21-24

**Chino Valley Fire District**  
**October 23, 2024 Warrants**  
**Bank Account: A/P - Accounts Payable Checking**  
**Batch Date: 10/23/2024**

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
<b>Bank Account: A/P - Accounts Payable Checking</b>					
Check	10/23/2024	60297 Accounts Payable	10-8RETROFIT.COM INC		3,591.32
Check	10/23/2024	60298 Accounts Payable	360 DEEP CLEANING LLC		2,900.00
Check	10/23/2024	60299 Accounts Payable	AT&T MOBILITY		849.16
Check	10/23/2024	60300 Accounts Payable	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		2,695.00
Check	10/23/2024	60301 Accounts Payable	CHARTER COMMUNICATIONS INC		6,000.33
Check	10/23/2024	60302 Accounts Payable	CITY OF CHINO		1,477.50
Check	10/23/2024	60303 Accounts Payable	COLONNA, KYLE		2,101.74
Check	10/23/2024	60304 Accounts Payable	DOMESTIC DIESEL AND AUTO SERVICE INC		9,504.09
Check	10/23/2024	60305 Accounts Payable	FARIAS, DANIEL		960.00
Check	10/23/2024	60306 Accounts Payable	FELDMAN, FRANKIE		360.86
Check	10/23/2024	60307 Accounts Payable	FRILLZ EVENT RENTALS		1,659.00
Check	10/23/2024	60308 Accounts Payable	FRONTIER COMMUNICATIONS		168.76
Check	10/23/2024	60309 Accounts Payable	GROUP 1 PRODUCTIONS 2.0 INC		37,300.00
Check	10/23/2024	60310 Accounts Payable	GUARDIAN - APPLETON		3,699.20
Check	10/23/2024	60311 Accounts Payable	HCI ENVIRONMENTAL & ENGINEERING SVC INC		461.71
Check	10/23/2024	60312 Accounts Payable	HOLROYD, CLARK		192.33
Check	10/23/2024	60313 Accounts Payable	KIMCO STAFFING SERVICES INC.		2,881.57
Check	10/23/2024	60314 Accounts Payable	POSITIVE PROMOTIONS- INC		4,973.66
Check	10/23/2024	60315 Accounts Payable	ROJAS COMMUNICATIONS GROUP INC		4,800.00
Check	10/23/2024	60316 Accounts Payable	SB COUNTY-DEPT OF INNOVATION AND TECHNOLOGY		12,445.66
Check	10/23/2024	60317 Accounts Payable	SOUTHERN CALIFORNIA EDISON		25,872.68
Check	10/23/2024	60318 Accounts Payable	STANDARD DENTAL		20,329.56
Check	10/23/2024	60319 Accounts Payable	STANDARD LIFE		6,696.18
Check	10/23/2024	60320 Accounts Payable	STAR WAY PRODUCTIONS INC		20,612.10
Check	10/23/2024	60321 Accounts Payable	STEWART, GLEN		360.86
Check	10/23/2024	60322 Accounts Payable	SUN BADGE COMPANY INC		955.27
Check	10/23/2024	60323 Accounts Payable	TASK FORCE TIPS		951.38
Check	10/23/2024	60324 Accounts Payable	VALLEY POWER SYSTEMS INC		2,626.36
Check	10/23/2024	60325 Accounts Payable	VERIZON BUSINESS		60.36
Check	10/23/2024	60326 Accounts Payable	VISION SERVICE PLAN - (CA)		3,023.27
Check	10/23/2024	60327 Accounts Payable	WILLIAMS, WINN		500.00

User: Dawn Burns

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10/23/2024 4:11:47 PM

Chino Valley Fire District  
**October 23, 2024 Warrants**  
Bank Account: A/P - Accounts Payable Checking  
Batch Date: 10/23/2024

Type	Date	Number	Source	Payee Name	EFT Bank/Account	Transaction Amount
A/P Accounts Payable Checking Totals:				Transactions: 31		\$181,009.91
Checks:		31		\$181,009.91		

*Mal Shu*  
*10-24-24*

**Chino Valley Fire District**  
**OCTOBER 30, 2024 WARRANTS**

Bank Account: A/P - Accounts Payable Checking  
 Batch Date: 10/30/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	10/30/2024	60328 Accounts Payable	2 HOT UNIFORMS INC		661.72
Check	10/30/2024	60329 Accounts Payable	AIR EXCHANGE, INC		860.18
Check	10/30/2024	60330 Accounts Payable	ANDY GUMP INC		700.38
Check	10/30/2024	60331 Accounts Payable	BUNAGUEN, CHRISTINE		656.25
Check	10/30/2024	60332 Accounts Payable	CANON FINANCIAL SERVICES INC		906.16
Check	10/30/2024	60333 Accounts Payable	CHARTER COMMUNICATIONS INC		119.97
Check	10/30/2024	60334 Accounts Payable	CHARTER COMMUNICATIONS INC		455.89
Check	10/30/2024	60335 Accounts Payable	CHINO HILLS FORD		132.64
Check	10/30/2024	60336 Accounts Payable	CHRONISTER, JOSHUA		1,743.65
Check	10/30/2024	60337 Accounts Payable	CITY OF CHINO		336.38
Check	10/30/2024	60338 Accounts Payable	CUMMINS CAL PACIFIC LLC		633.65
Check	10/30/2024	60339 Accounts Payable	DATA TICKET INC		350.00
Check	10/30/2024	60340 Accounts Payable	FARIAS, DANIEL		1,760.00
Check	10/30/2024	60341 Accounts Payable	FLYERS ENERGY, LLC		5,011.52
Check	10/30/2024	60342 Accounts Payable	FRONTIER COMMUNICATIONS		2,582.97
Check	10/30/2024	60343 Accounts Payable	GROUP 1 PRODUCTIONS 2.0 INC		2,500.00
Check	10/30/2024	60344 Accounts Payable	HUBBARD, ANDREW		2,600.00
Check	10/30/2024	60345 Accounts Payable	HUNTER'S HEATING & AIR CONDITIONING INC		9,785.00
Check	10/30/2024	60346 Accounts Payable	INSIGHT PUBLIC SECTOR INC		92,767.31
Check	10/30/2024	60347 Accounts Payable	JASPER WELLER LLC		2,067.65
Check	10/30/2024	60348 Accounts Payable	KIMCO STAFFING SERVICES INC,		3,678.60
Check	10/30/2024	60349 Accounts Payable	METLIFE		300.00
Check	10/30/2024	60350 Accounts Payable	NORTH NET FIRE TRAINING CENTER		4,800.00
Check	10/30/2024	60351 Accounts Payable	RYAN, EDWIN		1,098.18
Check	10/30/2024	60352 Accounts Payable	STAPLES BUSINESS ADVANTAGE		46.75
Check	10/30/2024	60353 Accounts Payable	TEAMSTERS LOCAL 1932		863.24
Check	10/30/2024	60354 Accounts Payable	VEOLIA ES TECH SOLUTIONS-NORTH AMERICA INC		138.95
Check	10/30/2024	60355 Accounts Payable	VERIZON WIRELESS		804.42
Check	10/30/2024	60356 Accounts Payable	VERIZON WIRELESS		5,124.57
Check	10/30/2024	60357 Accounts Payable	ZOLL MEDICAL CORPORATION		1,566.85
A/P Accounts Payable Checking Totals:				Transactions: 30	\$145,092.88

User: Dawn Burns

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Chino Valley Fire District  
**OCTOBER 30, 2024 WARRANTS**  
Bank Account: A/P - Accounts Payable Checking  
Batch Date: 10/30/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Checks:		30	\$145,092.88	<i>M. J. 10-30-24</i>	

**BOARD MEETINGS/TRAVEL 6.**

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

None.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25**

**PURPOSE:**

Purpose is for the Board of Directors to review and approve the method for computing the Fire District’s appropriations limit and to approve Resolution No. 2024-18 for establishing the annual appropriation limit for Fiscal Year 2024-25

**DISCUSSION:**

Pursuant to Article XIII B of the California State Constitution, the Fire Board must choose a method for the computation of the District's annual appropriations limit and adopt the limit by resolution.

As detailed on the attached worksheet, it is recommended that the Fire Board select that method of computation which uses a factor comprised of the annual change in population for Chino/Chino Hills, combined with the change in the local assessment roll due to the addition of local non-residential new construction. This method results in the highest increase in the Fire District's appropriations limit.

**RECOMMENDATION:**

It is recommended that the Board review and approve the method for computing the Fire District’s appropriations limit and approve Resolution No. 2024-18 for establishing the annual appropriations limit for Fiscal 2024-25.

**ATTACHMENTS:**

Resolution 2024-18 and Calculations

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
FISCAL YEAR 2024-25 CALCULATION OF APPROPRIATIONS LIMIT**

**A. Price Factor:**

- 1.) Percent change in California Personal Income for use in 2024-25 calculation is 3.62%.
- 2.) Percent change in local assessment roll due to the addition of local non-residential new construction is 14.7650%.

The District has the option of using the higher price factor rate of change, which is 14.7650% for fiscal year 2024-25.

**B. Population Change:**

- 1.) Annual percent change in population from January 2023 to January 2024 for the County of San Bernardino is 0.42%.
- 2.) Annual percent change in population from January 2023 to January 2024 for the weighted average of the change in the City of Chino and City of Chino Hills is 0.23%.

The District has the option of using the higher percentage change in population which is 0.42% for fiscal year 2024-25.

**C. Appropriation Limit Calculation:**

- 1.) Blending of Price Factor and Population Change:  $1.147655 \times 1.0042 = 1.15$ .
- 2.) Adopted appropriations limit from last year increased by the blended rate of change in the Price Factor and Population Change results in the Appropriation Limit for 2024-25.

$$\$527,156,934 \times 1.15 = \$607,532,620.$$

**D. Appropriations subject to the Limit:**

- 1.) Total budgeted appropriations less “non-tax” proceeds (see note below) equals appropriations subject to the limit:

$$\$59,983,027 - \$2,371,900 = \$57,611,127 \text{ (Appropriations Subject to Limit)}$$

Note: Non-tax proceeds include revenue sources that are not considered tax sources such as permits & inspections, charges for weed abatement, interest earnings, other revenue and donations.

**RESOLUTION NO. 2024-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT  
SETTING THE ANNUAL APPROPRIATIONS LIMIT  
FOR THE FISCAL YEAR 2024-25**

**WHEREAS**, Article XIII B of the California Constitution requires the Legislative Body to establish its annual appropriations limit at a Board Meeting; and

**WHEREAS**, Section 7901 of the Government Code requires the governing body of each local jurisdiction to make certain determinations and thereafter establish its appropriations limit by resolution; and

**WHEREAS**, for fiscal year 2024-25, the appropriation limit has been computed using the percentage change in population for Chino/Chino Hills and the percent change in the local assessment roll due to the addition of local non-residential new construction.

**NOW, THEREFORE**, the Board of Directors of the Chino Valley Independent Fire District does resolve as follows:

SECTION 1. The appropriations limit for fiscal year 2024-25 is established at \$607,532,620; and

SECTION 2. That the Clerk shall certify to the adoption of this resolution and the same shall be in full force in effect immediately upon adoption.

**REVIEWED, APPROVED AND ADOPTED** at a Board Meeting held on the 13th day of November 2024, by the following vote, to wit:

<b>AYES:</b>	<b>BOARD MEMBERS:</b>
<b>NOES:</b>	<b>BOARD MEMBERS:</b>
<b>ABSENT:</b>	<b>BOARD MEMBERS:</b>
<b>ABSTAIN:</b>	<b>BOARD MEMBERS:</b>

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HARVEY LUTH, PRESIDENT

ATTEST:

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ANGELA ROBLES, CLERK OF THE BOARD

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: CLASSIFICATION AND COMPENSATION FOR ACCOUNTING  
MANAGER POSITION**

**PURPOSE:**

The purpose is to review and consider adoption of Resolution No. 2024-19 establishing the classification and compensation for an Accounting Manager position.

**DISCUSSION:**

Given the additional duties that have been assigned recently to the Finance Department coupled with the need for continuity of operations, there is a need for a higher-level technical position to assist the Finance Director. As a result, staff is recommending the establishment of the classification of Accounting Manager. The attached job description is provided for more specific details of what will be required of the position.

Recently, the Finance Department, specifically, the Finance Director, has been assisting the Fire District in securing grant funding. When grants are secured, regular monitoring of expenses must be provided to assure the grant monies are being properly spent. Should there be a lapse in any reporting, this could result in the grant money being repaid. Additionally, recent and future grant funding success may subject the District to new annual audit requirements. Federal grants in excess of \$750,000 annually will require the District to undergo a Single Audit. Single Audit is a grant compliance audit which focuses on grant compliance rather than the normal Annual Comprehensive Financial Report audit.

The proposed position of Accounting Manager will also allow for the continuity of operations should there be vacancies that occur through attrition. Currently, there is no back up to either the Accountant or Payroll Administrator. Both positions must schedule time off when there aren't any regular duties or assignments associated with each position such as audits, budget review, payroll, etc. The attached job description provides in great detail the level of expertise that will be required. Lastly, the person hired

to fill the Accounting Manager position will serve as back up to the Finance Director in his absence.

The proposed and recommended monthly salary range will be \$10,704.70 -- \$13,011.63. The estimated fully burdened fiscal impact of the Accounting Manager is \$190,000 which includes the benefits that are outlined in the Management resolution. It is anticipated the hiring of the Accounting Manager will not occur until mid- to late-January. Any needed appropriations can be made during the mid-year budget amendment. It is anticipated that the 2024-25 Fiscal Year impact will be absorbed in the 2024-25 budget due to the timing of the anticipated recruitment and hiring date.

This item was presented to the Human Resources Committee on October 7, 2024 where it was recommended that this item be presented to the Board of Directors for approval.

**RECOMMENDATION:**

Approve the recommendation by the Human Resources Committee to establish an Accounting Manager position and adopt Resolution No. 2024-19 approving the classification and compensation for said position.

**ATTACHMENTS:**

Resolution No. 2024-19

Accounting Manager Job Description

**RESOLUTION NO. 2024-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT, COUNTY OF SAN BERNARDINO, CALIFORNIA, APPROVING THE CLASSIFICATION AND COMPENSATION OF THE ACCOUNTING MANAGER POSITION AND AMENDING CERTAIN PROVISIONS OF RESOLUTION NO. 2024-17**

**WHEREAS**, the Chino Valley Fire District has determined the need for enhanced financial oversight, organizational operations, and reporting to ensure the integrity and accuracy of its financial operations; and

**WHEREAS**, it is recognized that the complexity and scale of the organization’s recent financial activities require a designated professional to oversee various financial practices, implement financial controls, and provide continuity of operations in both the accounting and payroll functions of the Finance Department; and

**WHEREAS**, the creation of an Accounting Manager position will support the organization’s mission by providing additional oversight over financial records, compliance with regulatory standards, accurate financial reporting to stakeholders and modernization of accounting systems.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT** does hereby resolve, declare, determine, and order as follows:

Section 1. Resolution No. 2024-17 is hereby amended to include the Accounting Manager position in the unrepresented management group with the following compensation and benefits:

- The established salary range for the Accounting Manager is as follows:

Step 1	Step 2	Step 3	Step 4	Step 5
\$10,704.70	\$11,239.94	\$11,801.94	\$11,801.94	\$13,011.63
- Salary increases of three percent (3%) effective the first pay period that includes July 1, 2025; and three percent (3%) effective the first pay period that includes July 1, 2026.
- The Accounting Manager position will qualify for the balance of the benefits outlined in Resolution No. 2024-17 that are available to non-safety unrepresented management positions.
- Pursuant to Article 4, Section 571.1 of Chapter 2 of Division 1 of Title 2 of the California Code of Regulations, education pay qualifies as special compensation and shall be reported as such in accordance with the aforementioned section.

Section 2. The Clerk of the Board shall certify to the passage and adoption of this Resolution.

Section 3. This Resolution shall become effective immediately upon its passage and adoption.

**PASSED, APPROVED AND ADOPTED** by the Chino Valley Independent Fire District Board of Directors at a regular meeting held on the 13<sup>th</sup> day of November, 2024, by the following vote:

**AYES: BOARD MEMBERS:**  
**NOES: BOARD MEMBERS:**  
**ABSTAIN: BOARD MEMBERS:**  
**ABSENT: BOARD MEMBERS:**

---

**HARVEY LUTH, PRESIDENT**

ATTEST:

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**ANGELA ROBLES, CLERK OF THE BOARD**

## Accounting Manager Position Classification



### Chino Valley Fire District Position Classification

### Accounting Manager

#### Position Summary

The Accounting Manager is an advanced-level professional classification in which the incumbent is expected to perform the full scope of accounting duties with minimum supervision. The Accounting Manager coordinates assigned accounting operations and activities and performs a variety of professional accounting duties in the preparation and maintenance of the District's financial accounting system and payroll records. The incumbent in this class reports to the Finance Director and directs the work of professional and administrative Finance staff.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job, and should not be considered all-inclusive.*

- Participate in the development and administration of the District annual budget; consult and advise staff on financial policies; monitor budgetary activities; ensure adherence to appropriate accounting and control procedures and documentation.
- Coordinate with the District's audit firm for the interim and year end audits; compile, prepares, and analyzes a variety of statistical and financial reports as required; participates in the preparation of the Annual Comprehensive Financial Report.
- Assist with the preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and justification.
- Assists the Finance Director in the analysis of grant information to determine present and future funding sources.
- Plans and conducts project analyses relating to grant-funded projects; ensures all regulatory and contractual compliance requirements are met in a timely manner.
- Researches and interprets grant terms, audit requirements, and federal, state, and local funding guidelines.
- Coordinates Federal Single Audits, and grant closeout audits.
- Assists in monitoring various accounts, verifying availability of funds, and classification of expenditures; researches and analyzes transactions to resolve concerns.
- Develop and monitor internal controls for accounting and financial operations; review and recommend improved accounting procedures and implements appropriate procedures to minimize vulnerability to fraud, waste, or abuse.
- Assists in developing, revising and implementing new or revised procedures, forms and office systems; coordinates clerical services with other departmental operations; implements fiscal controls as recommended by annual audits or as directed.
- Assist in monitoring and evaluating legislative, regulatory and other governing body rulemaking changes that may have financial impact on the District; Maintains and analyzes financial records for special projects and reports
- Act as lead on computerized accounting system revisions, upgrades and conversions.
- Provides technical assistance to professional and technical staff.
- Monitors compliance with contracts and budgets
- Continuously monitors and evaluates the efficiency and effectiveness of service

## Accounting Manager Position Classification

delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with the Finance Director

- Prepares monthly financial reports and staff memos
- Researches and analyzes general ledger revenue, expenditure and balance sheet accounts, and answers questions regarding account status and the proper coding of transactions.
- Prepares journal entries and monthly bank reconciliations as needed.
- General oversight over the processing and reconciliation of payroll and payroll deductions and the payment of payroll taxes and health and benefits providers.
- General oversight over the preparation, reconciliation and submission of required payroll reports to federal and state governmental agencies
- Cross trains with and provides back-up support to payroll, including the ability to complete routine payroll processing, quarterly and annual reporting on an as-needed basis.
- Provide back-up coverage in Accountant's absence
- Cross train with the Accountant and Payroll Administrator to ensure adequate coverage in the case of planned or unplanned absences
- Performs related duties as assigned.
- Provides highly complex staff assistance to the Finance Director

### Qualifications

#### ***Knowledge of:***

- Financial and accounting theory.
- Government accounting standards and principles.
- Principles and practices of financial record keeping, payroll administration and regulations.
- Grants and Compliance
- Accounts payable and receivable practices.
- Computerized office software and accounting systems.
- General accounting practices and procedures.
- English grammar, vocabulary, spelling and punctuation.
- Federal and state laws pertaining to government accounting procedures.

#### ***Ability to:***

- Work and act independently.
- Review, analyze and reconcile complex financial data.
- Prepare and maintain accurate reports and records.
- Communicate with management, staff and elected officials on complex issues.
- Maintain strict confidentiality regarding sensitive, non-public District business matters.
- Operate a variety of office equipment, computers and software, including the Microsoft Office suite of programs as well as specialized accounting programs.
- Analyze problems to identify solutions.
- Understand and apply general accounting practices.
- Understand, implement and apply accounting theories, principles and standards in a government environment.
- Make arithmetic computations rapidly and accurately.
- Accurately compare, post and transfer numbers.
- Establish and maintain accurate accounting records.
- Communicate effectively both orally and in writing.
- Ability to attend after hours Board and other community meetings and events, as requested
- Ability to attend off site training, seminars and other meetings which may involve overnight travel on occasion.
- Understand and follow written and oral instructions.
- Establish and maintain effective working relationships with others.

## Accounting Manager Position Classification

### Education and Experience Requirements:

#### **Education:**

- Bachelor's degree in Accounting, Finance, Business or Public Administration, or a closely related field.
- Possession and maintenance of a valid California Class C driver's license and satisfactory driving record.

#### **Experience:**

- Five years increasingly responsible experience in governmental accounting work, including at least one year in a lead or supervisory role.

### Physical Profile

Work is performed in a typical office environment with the following characteristics:

- Mobility – frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting – frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; frequent writing; frequent grasping, holding and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; frequent public and/or co-worker contact; occasional working alone.
- Environmental – frequent exposure to computer screens and noise.

FLSA Status: Exempt

Date Approved:

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: ADDITION OF ONE SHIFT BATTALION CHIEF POSITION**

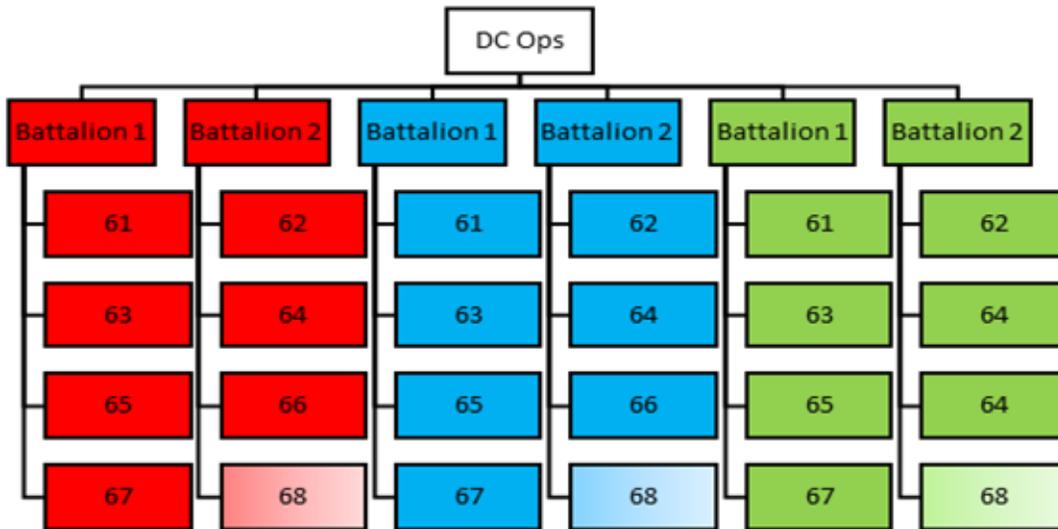
**PURPOSE:**

Purpose is for Board of Directors to consider for approval the addition of one Shift Battalion Chief position.

**DISCUSSION:**

This proposal is to implement the second Shift Battalion, which is anticipated to begin no earlier than January 2025.

Implementation of the second battalion would drastically improve emergency response capabilities, provide for increased administrative effectiveness and succession development, as well as establish and stabilize operational policies and procedures prior to opening and onboarding Fire Station 68. The implementation would be accomplished by transitioning the two existing Administrative Battalion Chief positions to Shift Battalion Chief, and promoting one additional employee to the position. There is a current an eligibility list with candidates who successfully passed the interview process. This action would result in two Shift Battalion Chief positions per day, for a total of six positions across the three shifts. The resultant organizational chart is as follows:



The implementation of the second Shift Battalion has been planned for several years. A second Shift Battalion Chief on duty every day of the year will position the District well to meet the upcoming changes associated with increased service delivery demand as well as administrative demand. These improvements include, but are not limited to the following areas:

#### Emergency Response

- Improved response times—closest BC dispatched via AVL (Automatic Vehicle Location).
- Improved incident management span of control.
- Additional incident support of Firefighter Safety and Accountability.
- Greater Chief Officer depth for multiple alarms or significant incidents.
- Ability for improved District coverage and incident PIO coverage.

#### Administrative Duties

- Daytime office hours at District’s Administrative office—management cohesion and succession development of new Battalion Chiefs by Deputy Chiefs.
- More efficient distribution of administrative duties.
- Increased command presence with city partners for EOC operations.
- Co-location of Chief Officers at Administration for continuity.

#### Leadership Development

Greater BC exposure to management perspective and responsibility.

- Increased opportunity for BCs to mentor Captains due to decreased ratios and span of control.
- Greater peer support between BCs and increased accountability
- Pathway for succession development for Chief Officer ranks due to increased exposure and interaction with the entire management team and processes.

#### Stabilize Second Battalion Operations

- Second BC will require modifications to operational practices and procedures.

- Early adoption allows for incremental change management.
- Provide the opportunity to modify and adapt prior to any pending Ambulance Program changes and/or Fire Station 68 implementation.
- Increased opportunity for leadership development and accountability of crews due to improved span of control.

The expenses associated with the hiring and implementation of the second Battalion Chief will be incurred out of the 24-25 Budget. The estimated fiscal impact for the remainder of the fiscal year 24-25 is \$127,000. Staff's recommendation is to include the costs of the second BC as part of the mid-year budget amendment, which will be presented to the Board in March/April 2025.

This item was presented to the Human Resources Committee on October 7, 2024 where it was recommended that this item be presented to the Board of Directors for approval.

**RECOMMENDATION:**

Approve the Human Resources Committee's and staff's recommendation for the additional Battalion Chief.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: PURCHASING POLICY UPDATE**

**PURPOSE:**

The purpose is for the Board of Directors to review and approve recommended updates to the District Purchasing Policy and provide direction to staff.

**DISCUSSION:**

Staff has recently worked with Legal Counsel to update the District's purchasing policy to incorporate language specific to using a web-based bid management platform. The District currently utilizes Planet Bids and the intent of the update is to modify existing language to reflect the more modern processes that the District currently practices. A summary of the changes is provided below:

**Introduction of PlanetBids System:**

The updated policy incorporates the use of the PlanetBids System, a web-based vendor and bid management platform. This platform will be used for:

Public projects valued over \$10,000.

Purchases of supplies and equipment exceeding \$100,000.

Bidders must register, download bid documents, and submit bids electronically via the system. Bid opening will take place via video teleconference, and results will be posted online.

**Enhanced Notice Requirements:**

Formal bid notices will now be posted on both the Fire District's website and PlanetBids. Additionally, bid documents and results will be accessible via PlanetBids for public transparency.

A redlined copy of the amended purchasing policy is attached.

**RECOMMENDATION:**

Staff recommends that the Board of Directors review and approve recommended updates to the District Purchasing Policy.

**ATTACHMENTS:**

Amended Purchasing Policy

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
**PURCHASES – Chapter 3.12**  
**Amended ~~August~~ November 11 13, ~~2021~~ 2024**

**SECTIONS:**

- 3.12.010 Adoption of a purchasing system.
- 3.12.020 Centralized purchasing system.
- 3.12.030 Purchasing Agent.
- 3.12.040 Purchasing Regulations
- 3.12.050 Exemptions from centralized purchasing.
- 3.12.060 Estimates of requirements.
- 3.12.070 Requisitions.
- 3.12.080 Purchase orders.
- 3.12.090 Encumbrance of funds
- 3.12.100 Inspection and testing.
- 3.12.110 Bidding.
- 3.12.120 Formal (~~sealed~~) bid procedures.
- 3.12.125 PlanetBids.
- 3.12.130 Notice inviting formal bids.
- 3.12.140 Published notice for formal bids.
- 3.12.150 Approved vendors list.
- 3.12.160 Bulletin board notice.
- 3.12.165 PlanetBids notice.
- 3.12.170 Bidder’s security.
- 3.12.175 Other formal bond requirements.
- 3.12.180 Formal bid opening procedure.
- 3.12.190 Rejection of formal bids.
- 3.12.200 Award of formal bid contracts.
- 3.12.210 Tie formal bids.
- 3.12.215 No formal bids.
- 3.12.230 Open market or informal bids.
- 3.12.240 Minimum number of informal bids.
- 3.12.250 Notice inviting informal bids.
- 3.12.260 Record of informal bids.
- 3.12.270 Exceptions to competitive bidding requirement.
- 3.12.275 Staff purchasing authority levels.
- 3.12.280 Regulation re: selection of contract services.
- 3.12.290 Applicability of Conflict of Interest Code

**3.12.010 Adoption of purchasing system.** In order to establish efficient procedures for the purchase of supplies and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.

**3.12.020 Centralized purchasing division.** There is created a centralized purchasing division in which is vested authority to purchase or contract for supplies, equipment, and services.

**3.12.030 Purchasing agent.** There is created the position of purchasing agent, who may also be known as the “purchasing officer”. This person shall be appointed by the Fire Chief. The purchasing agent shall be the head and have general supervision of the purchasing division. The duties of purchasing agent may be combined with those of any other office or position. The purchasing agent shall have authority to:

(1) Purchase or contract for supplies, equipment and services required by any using agency in accordance with purchasing procedures prescribed in this chapter, such administrative regulations as the purchasing agent shall adopt for the internal management and operation of the purchasing division, and such other rules and regulations as prescribed by the Fire Board or the Fire Chief;

(2) Negotiate and recommend execution of contracts for the purchase of supplies, equipment and services;

(3) Act to procure for the Fire District the needed quality in supplies, equipment and services in a cost-effective manner;

(4) Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;

(5) Prepare and recommend to the Fire Board rules governing the purchase of supplies and equipment for the Fire District;

(6) Prepare and recommend revisions and amendments to the purchasing rules;

(7) Keep informed of current developments in the field of purchasing, prices, market conditions and new products;

(8) Prescribe and maintain such forms as are reasonably necessary for the operation of this chapter and other rules and regulations;

(9) Supervise inspection of all supplies and equipment purchased to insure conformance with specifications;

(10) Recommend the transfer of surplus or used supplies and equipment between divisions as needed;

(11) Maintain an approved vendor list, vendors’ catalogue file and records needed for the efficient operation of the purchasing division.

**3.12.040 Purchasing regulations.** The purchasing agent shall be responsible for determining that the regulations and procedures ~~herein section 3.12.050 through 3.12.110~~ are carried out.

**3.12.050 Exemptions from centralized purchasing.** The Fire Chief may authorize, in writing, any division to purchase specified supplies, equipment and services independently of the purchasing division; but the Fire Chief shall require that such purchases shall be made in conformity with the procedures established by this Chapter and shall further require periodic reports from the division on the purchases made under such written authorization.

**3.12.060 Estimates of requirements.** All using divisions shall file detailed estimates of their requirements in supplies, equipment and services in such manner, at such time, and for such future periods as the purchasing agent shall prescribe.

**3.12.070 Requisitions.** Using divisions shall submit request for supplies to the purchasing agent by standard requisition forms, or by other means as may be established by the purchasing rules and regulations.

**3.12.080 Purchase Orders.** Consistent with informal bidding requirements in Section 3.12.230, purchases of supplies and equipment in a dollar amount exceeding ten thousand dollars (\$10,000) shall be made only by purchase orders. Except as otherwise provided herein, no purchase order shall be issued unless prior approval of the purchasing agent or the purchasing agent's designated representative has been obtained.

**3.12.090 Encumbrance of funds.** Except in cases of emergency, the purchasing agent shall not issue any purchase order for supplies or equipment unless there exists an unencumbered appropriation in the fund account against which said purchase is to be charged.

**3.12.100 Inspection and testing.** The purchasing agent shall, at his/her discretion, inspect supplies and equipment delivered to determine their conformance with the specifications set forth in the order. The purchasing agent shall have authority to require chemical and physical test of samples submitted with bids and samples of deliveries, which are necessary to determine their quality and conformance with specifications.

**3.12.110 Bidding.** Purchases of supplies and equipment of an estimated value of more than one hundred thousand dollars (\$100,000) shall be by formal bid procedures pursuant to Sections 3.12.120 through 3.12.215. Bidding may be dispensed with only under provisions stated in Section 3.12.270.

**3.12.120 Formal ~~(sealed)~~ bid procedures.** Except as otherwise provided herein, public projects, as defined in Section 37901-53069.85 of the California Government Code, of an estimated value greater than ten thousand dollars (\$10,000) and purchases of supplies and equipment of an estimated value greater than one hundred thousand dollars (\$100,000) shall be awarded to the lowest responsible bidder pursuant to the formal bid procedure as hereinafter prescribed.

3.12.125 PlanetBids. For public projects valued over \$10,000 and for purchases of supplies and equipment exceeding \$100,000, the District utilizes the PlanetBids System™, an automated web-based vendor and bid management platform. Prospective bidders must register, download bid documents, and submit their bids electronically through PlanetBids. Bidders will receive an email with conference call details for the bid opening, which will

take place via video teleconference. Additionally, the bid results will be posted in the PlanetBids System after they are publicly announced.

**3.12.130 Notice inviting formal bids.** Notices inviting formal bids shall include a general description of the article or service desired, shall state where the bid documents and specifications may be secured, and time and place for opening bids.

**3.12.140 Published notice of formal bids.** Notices inviting formal bids shall be published at least ten days prior to the date of the opening of bids. Notices shall be published at least once for non-public projects and at least twice, not less than five days apart, for public projects, in a newspaper of general circulation in the Fire District and also on the Fire District's website as well as the District's PlanetBids website.-

**3.12.150 Approved vendors list.** The purchasing agent shall also solicit formal ~~sealed~~-bids from responsible suppliers whose names are on the approved vendors list, or who have made written request that their names be added thereto.

**3.12.160 Bulletin board notice.** The purchasing agent shall advertise the pending formal purchases by posting a notice on the public bulletin board at the Fire District's Administrative Headquarters.

3.12.165 PlanetBids Notice. Notice will also be posted via PlanetBids.

**3.12.170 Bidder's security.** When a public project is involved, and in other cases when deemed necessary by the purchasing agent, formal bids shall be accompanied by security, either cash, cashier's check, certified check or surety bond, in a sum equal to ten percent (10%) of the total aggregate of the bid, and shall be designated in the notice inviting bids. Bidders shall be entitled to return of bid security; provided, however, that the successful bidder shall forfeit their bid security upon their refusal or failure to execute the contract within ten days after the notice of award of contract has been mailed, unless the Fire District is solely responsible for the delay in executing the contract. The Fire Board may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder who is willing to execute the contract, or may reject all bids and re-advertise.

**3.12.175 Other formal bond requirements.** A faithful performance bond and labor and material bond shall be required for all public projects, unless waived by the Fire Board, in an amount reasonably necessary to protect the best interest of the Fire District. In addition, the Fire Board shall have authority to require a faithful performance bond or other bonds before entering into a contract other than a public project contract. If bonds are required, the form and amount thereof shall be designated in the notice inviting bids.

**3.12.180 Formal bid opening procedure.** ~~Sealed—All bids shall—must be submitted via the PlanetBids system. be submitted to the purchasing agent and shall be identified as “bids” on the envelope.—~~The purchasing officer, or designee, shall publicly

open all bids at the time and place stated in the public notices. A tabulation of all bids received shall be available for public inspection in the purchasing office during regular business hours and shall be posted on the Fire District’s website, for a period of not less than thirty calendar days after the bid opening. Additionally, the bid results will be posted in the PlanetBids System after they are publicly announced.

**3.12.190 Rejection of formal bids.** In its discretion, the Fire Board may reject any and all bids presented and may cause re-advertising for bids pursuant to the procedure herein above prescribed. However, when all bids exceed the authorized budgeted amount, the Fire Chief may authorize rejection of all bids and authorize re-bidding based upon the original specifications or as they may be modified, in accordance with procedures prescribed herein.

**3.12.200 Award of formal bid contracts.** Except as otherwise provided herein, formal bid contracts shall be awarded by the Fire Board to the lowest responsible bidder. The determination of “lowest responsible bidder” shall be at the discretion of the Fire Board pursuant to the findings and recommendations presented by the Fire Chief or his designee, at the time of award of contract.

**3.12.210 Tie formal bids.** If two or more formal bids received are for the same amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the Fire Board may at its discretion accept the one it chooses or accept the lowest bid made by and after negotiation with the tie bidders at the time of the bid opening or award of contract.

**3.12.215 No formal bids.** When no formal bids or no responsive bids are received, the purchasing agent is authorized to negotiate for written proposals, and his/her recommendation shall be presented to the Fire Chief and award, if any, shall be made in accordance with applicable provisions prescribed herein.

**3.12.230 Open market or informal bids.** Purchases of supplies and equipment of an estimated value in the amount of one hundred thousand dollars (\$100,000) or less, subject to the appropriate approvals required in this policy, may be made by the purchasing agent in the open market pursuant to the procedure prescribed in Sections 3.12.240 through 3.12.260 and without observing the procedure prescribed in Sections 3.12.120 through 3.12.215; provided, however, all bidding may be dispensed with for purchases of supplies and equipment having a total estimated value of less than ten thousand dollars (\$10,000).

**3.12.240 Minimum number of informal bids.** Open market purchases shall, whenever possible, be based on at least three informal bids, and shall be awarded to the bidder offering the most advantageous bid to the Fire District after consideration of price, quality, durability, servicing, delivery time, standardization, and other factors.

**3.12.250 Notice inviting informal bids.** The purchasing agent shall solicit informal bids by written request to prospective vendors, by telephone, by posting on the

Fire District’s website, or by public notice posted on a public bulletin board at the Fire District’s Administrative Headquarters.

**3.12.260 Record of informal bids.** The purchasing agent shall keep a written record of all open market purchases and informal bids for a period of one year. This record, while so kept, shall be open to public inspection.

**3.12.270 Exceptions to competitive bidding requirements.** Notwithstanding any provision of this Chapter to the contrary, the competitive bidding procedures and requirements may be dispensed with in any of the following instances:

- (1) When the estimated value of the supplies or equipment to be purchased is less than ten thousand dollars (\$10,000);
- (2) When the commodity can be obtained from only one vendor;
- (3) The Fire Chief may authorize the purchase of materials, supplies equipment and services where an emergency is deemed to exist and it is determined that service involving the public health, safety or welfare would be interrupted if the normal procedure were followed. All emergency purchases, which would otherwise require formal bidding procedures, made pursuant to this Section shall be submitted to the Fire Board for ratification at the next regular Fire Board meeting after the purchase is authorized;
- (4) The Fire Chief is authorized to enter into contracts for personal services, for professional and consulting services, and for other contractual services without observing the bidding procedure provided herein where the amount of the contract is one hundred thousand dollars (\$100,000) or less, provided there exists an unencumbered appropriation in the fund account against which said expense is to be charged;
- (5) The Fire District may obtain the goods or a commodity from a vendor selected in a competitive bidding procedure at least equivalent to that required by this Chapter at the same prices as the entity which conducted the bidding;
- (6) When the Fire Board finds that the adherence to the procedures in this Chapter would be insufficient, impractical and unnecessary;
- (7) The Fire Board may authorize the execution of a lease or leases for office space for the Fire District without observing the bidding procedures provided herein, irrespective of the term of the lease or leases or the amount of the rent and other charges to be paid by the Fire District under the lease or leases.

**3.12.275 Staff Purchasing Authority Levels.** The Fire Chief shall be responsible for designating staff level purchasing authority up to the Fire Chief’s purchasing authority limits set forth in this policy, which amounts and designations shall be in writing. Purchases authorized by designated staff shall be procured in the manner otherwise required by this Policy.

**3.12.280 Selection of contract services in excess of \$100,000.**

Contract services, including the furnishing of personal services or professional or consulting services or other contractual services, in an amount exceeding one hundred thousand dollars (\$100,000), shall be awarded by the Fire Board and procured through a formal bid or RFP process.

**3.12.290 Applicability of Conflict of Interest Code.** All District employees shall comply with the applicable requirements of the District's Conflict of Interest Code while making, participating in making, or attempting to influence the District's purchasing processes. Nothing herein limits the applicability of the Conflict of Interest Code.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENTS**

**PURPOSE:**

The purpose is for the Board of Directors to approve the award of RFQ No. 2024-01 – Triennial Firefighter Class B Uniform Replacement to 2 Hot Uniforms, Inc. (2 Hot).

**DISCUSSION:**

Uniform specifications were developed and a Request for Quote (RFQ) was issued to purchase replacement Class B uniforms for all uniformed personnel. Notice of RFQ No. 2024-01 was published in a local newspaper of general circulation in the District, and the RFQ was posted on PlanetBids for interested vendors. The deadline for submitting quotes in response to this RFQ was October 7, 2024 at 3:00 pm, in which the two quotes were received as noted in Table 1. District policies specify that the award should be made to the lowest responsible bidder. Therefore, it is recommended to award the bid to 2 Hot.

The Fiscal Year 24/25 approved budget allocation for Triennial Uniform Replacement is \$205,000 (100-60-62-000-7025). The quote received by 2 Hot totals \$163,631.88 which accounts for safety and non-safety personnel uniforms. Staff is also requesting a contingency amount, in a not to exceed amount of \$10,000 which may be utilized for onboarding new staff and/or replacement uniforms.

Table 1

Vendor	Vendor Location *	Bid Amount
Sinatra Uniforms, LLC	Los Angeles, CA	\$226,857.92
2 Hot Uniforms, Inc.	Murrieta, CA.	\$163,631.88

This item was presented to the Finance Committee on October 28, 2024 where it was recommended that this item be presented to the Board of Directors for approval.

**RECOMMENDATION:**

It is recommended that the Board of Directors approve the award of RFQ No. 2024-01 – Triennial Firefighter Class B Uniform Replacement to 2 Hot Uniforms, Inc., in the amount of \$163,631.88 and a contingency not to exceed amount of \$10,000.

**ATTACHMENTS:**

Bid Results

Chino Valley Fire District  
 Bid Results for Project TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT (2024-01)  
 Issued on 09/09/2024  
 Bid Due on October 07, 2024 2:00 PM (PDT)  
 Exported on 10/23/2024

Vendor Name	Address	City	State	Zip	Country	Bid Amount	Format	Bid Submit Date
2 Hot Activewear, Inc	26205 Jefferson Ave #100	Murrieta	CA	92562	United States	\$163,638.38	Electronic	10/07/2024 1:50:46 PM
Sinatra Uniforms, Inc.	4318 E Olympic Blvd	Los Angeles	CA	90023	United States	\$226,857.92	Electronic	09/25/2024 1:07:53 PM

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: SB 1205 COMPLIANCE REPORT FOR STATE MANDATED ANNUAL FIRE  
INSPECTIONS**

**PURPOSE:**

Purpose is for the Board of Directors to receive information regarding state mandated compliance reporting, relating to Senate Bill 1205.

**DISCUSSION:**

The Health and Safety Code mandates fire agencies to inspect every public and private school within its jurisdiction, as well as specific residential occupancies. Fire agencies are required to inspect the aforementioned facilities on an annual basis to ensure a reasonable degree of fire and life safety.

With the approval of Senate Bill 1205, fire agencies are required to annually report back to its governing body on the compliance of its mandated fire inspections.

The Fire District currently has a total of 206 occupancies that require an annual fire inspection. All state mandated fire inspections are assigned to Community Risk Reduction and are performed on a calendar year cycle. Community Risk Reduction has completed the initial inspection on 204 occupancies, with the remaining two occupancies receiving their inspection prior to year end.

**RECOMMENDATION:**

It is recommended that the Board of Directors receive and file the information presented.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: STATE AND FEDERAL LEGISLATIVE ADVOCACY SERVICES**

**PURPOSE:**

The purpose is for the Board of Directors to consider the proposals for federal and state legislative advocacy services for Chino Valley Fire District.

**DISCUSSION:**

The Chino Valley Fire District (“District”) contracted with Rojas Communications Group beginning in Fiscal Year 2022-2023 for state and federal legislative advocacy services. During this time, the Rojas Communications Group provided a wide range of government relations consulting services to the District. A notable accomplishment included working with the District to secure funding of \$6.25M for the construction of a new fire station and essential resource facility.

The District believes that the legislative advocacy services deliver significant benefits. Beyond securing funds, the legislative advocates facilitate connections with state and federal officials as well as key staff members. This service enables the District to connect with essential stakeholders and build relationships that could benefit the District in the future.

Rojas Communications Group notified the District that they reorganized and changed their name to Rojas Public Affairs continuing to offer both state and federal legislative advocacy services. Additionally, Mr. Jayson Braude recently parted ways with Rojas Public Affairs and is providing federal legislative advocacy services through the firm of Braude & Associates.

In light of these developments, the Legislative Committee met on November 4, 2024, to discuss and consider the proposals submitted by Rojas Public Affairs and Braude & Associates for legislative advocacy services. The Legislative Committee wants to maintain relationships with both firms and is in support of continuing with Rojas Public Affairs for state legislative advocacy services and with Braude & Associates for federal legislative advocacy services.

At the District's request, both firms submitted proposals for services as noted in the table below.

<u>Firm Name</u>	<u>Service</u>	<u>Cost</u>
Braude & Associates	Federal Legislative Advocacy Services	\$3,500 per month
Rojas Public Affairs	State Legislative Advocacy Services	\$3,500 per month

The Legislative Committee recommended the item be presented to the Board of Directors for consideration of approval.

**RECOMMENDATION:**

It is recommended that the Board of Directors approve the proposal submitted by Braude & Associates for Federal Legislative Advocacy Services and Rojas Public Affairs for State Legislative Advocacy Services, each for an amount of \$3,500 per month, and authorize the Fire Chief to execute related contract documents on behalf of the District.

**ATTACHMENTS:**

Braude & Associates  
Rojas Public Affairs

# Braude & Associates

October 31, 2024

Chief Dave Williams  
Fire Chief  
Chino Valley Fire District  
14011 City Center Drive  
Chino Hills, CA 91709

Dear Chief Williams,

It has been a pleasure working with the Chino Valley Fire District over the past year. Our great work together at the federal level has been very productive on many fronts and I look forward continuing our strong efforts together.

I am writing today to let you know that Braude & Associates has recently parted ways with Rojas Public Affairs (RPA). In addition to having partnered with RPA, I have also been a Principal and General Counsel of a separate federal lobbying and consulting firm based in Washington, DC. My current firm has over fifteen local governments that we provide government affairs and advocacy at the federal level. Our firm is also bolstered with my long-standing partnership of Mr. Greg Kiley and Ms. Kim VanWyhe, who both work and live in Washington, DC and are part of a bipartisan team. Greg and Kim have dozens of years of experience in federal relations, and like me, both worked in Congress prior to their work in the private sector.

Under my firm, Braude & Associates, (for contractual, insurance and back-office support, DBA Kiley & Associates, LLC) we would be honored to continue to work on behalf of the Chino Valley Fire District at the federal level. We would propose working with the District at a rate of \$3,500 per month, focused on providing government affairs at the federal level for the District. All terms and conditions, and scope of work for Federal Advocacy Services would remain intact with an effective start date of November 2024.

Thank you for taking the time to review this proposal. If this is amenable to you, please send us an updated contract and we will work to make the transition as seamless as possible. Please do not hesitate to contact me directly with any questions.

Very Respectfully,



Jayson Braude  
Braude & Associates

Attachments:

1. Team Biographies
2. Braude & Associates Background

# Braude & Associates

## **Attachment I: Team Biographies**

### Jayson J. Braude - Founder, Braude & Associates; Principal and Chief Counsel, Kiley & Associates

Jayson Braude is the Founder of Braude & Associates. He also serves as a Principal and Chief Counsel to Kiley & Associates. Jayson Braude grew up in the Los Angeles area and is the Grandson of former United States Congressman Glenn Anderson. Jayson worked for United States Senators Kent Conrad and Sherrod Brown in Washington, DC. After law school, he worked as Legislative Counsel for United States Congresswoman Janice Hahn, where he staffed the Congresswoman on the House Transportation and Infrastructure Committee. He then became the District Director for Congresswoman Nannette Diaz Barragan in her San Pedro office. Jayson has over ten years of experience in government affairs and maintains contacts all over Capitol Hill and throughout federal, state and local agencies. Jayson is a graduate of UC Santa Barbara and received his law degree from Southwestern Law School in Los Angeles. Jayson is a member of the Washington Bar and resides in Washington, DC.

### Gregory T. Kiley - President, Kiley & Associates

Gregory Kiley is President of Kiley & Associates, LLC. Since retiring from federal service, he has consulted with federal, state and local governments, and industry and non-profit entities on national security policy and processes. He has written for the Center for Strategic and International Studies among others.

Prior to working in the private sector, Mr. Kiley served 25 years in the federal government, concentrating on local governments, defense and national security. He spent six years as a senior professional staff member for the Senate Armed Services Committee. As lead staff for two subcommittees, his oversight portfolio included all military air and ground systems, military logistics and readiness, and the defense budget. His responsibilities included coordinating and conducting congressional hearings, developing and drafting legislation, and negotiating and staffing passage of annual National Defense Authorization Acts and supplemental spending bills.

Mr. Kiley began his professional career in the U.S. Air Force, culminating as a senior pilot, flying C-130 aircraft and deploying throughout the world. Greg also held positions as a wing plans officer, maintenance officer, and information management officer. Greg lives in Washington, DC with his wife and daughters.

### Kimberly J. VanWyhe - Vice President, Kiley & Associates

Kimberly is currently Vice President of Kiley & Associates, focusing on business development and policy and strategy development. Kimberly received her BA in Political Science from St. John's University in 2004 and received her MBA in International Business with a concentration in consulting and holds a certification in Global Oil and Gas Management from the Thunderbird School of Global Management. Kimberly's previous professional experience includes working on multiple political campaigns on both the state and federal level, working for the Alaska State Legislature as well as working for the Cohen Group, a defense-oriented consulting firm founded by former Secretary of Defense William Cohen. She then served as the Director of Energy Policy at the American Action

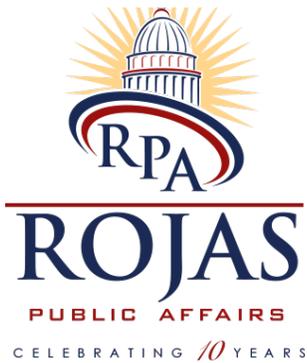
# Braude & Associates

Forum, a DC think tank focusing on economic, domestic, and fiscal policy issues. Kimberly was raised in Fairbanks, Alaska and currently resides in Washington, DC.

## **Attachment II: Braude & Associates Background**

Braude & Associates has offered a wide range of services to a variety of organizations across many industry sectors. These include local governments, states, businesses, corporations, nonprofits and trade associations. We have provided government relations services in Washington, DC to some of the largest and most complex governmental entities in the country; helped clients successfully achieve policy, regulatory, and funding goals; and assisted others to envision and then implement multi-year, multi-million-dollar development projects. Our in-depth substantive knowledge combined with our creativity, hard work and reputation for integrity has earned us the trust of longstanding clients. We're proud that clients think of us as an integral part of their operations, capable of delivering the services they need when they need them.

With Braude & Associates' established Washington, DC presence and deep California connections, our focused methodology, and extensive experience in representing governmental entities makes us uniquely qualified to partner with the Chino Valley Fire District.



October 21, 2024

Chief Dave Williams  
Chino Valley Fire District  
14011 City Center Drive  
Chino Hills, CA 91709

Dear Chief Williams:

I am writing to provide you with an overview of our firm and the scope of services we discussed to provide Chino Valley Fire District (CVFD). Rojas Public Affairs (RPA) was established ten years ago with deep California connections and a locally focused methodology. We also have extensive experience in representing governmental entities and are uniquely qualified to partner with CVFD. In addition, the RPA team has a great presence in Sacramento with an office just blocks from the State Capitol and state agencies offices.

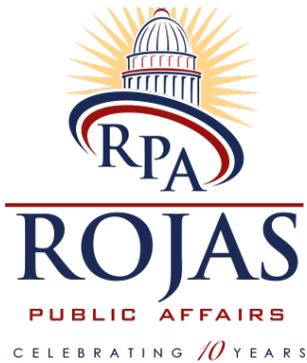
#### RPA Background

For almost a decade, RPA has offered a wide range of services to a variety of organizations across many industry sectors. These include local governments, Fortune 500 companies, and trade associations. We have provided government relations services throughout California and Washington, D.C. to some of the largest and most complex governmental & business entities in the country; helped clients successfully achieve policy, regulatory, and funding goals; and assisted others to envision and implement multi-year, multi-million-dollar development projects. Our in-depth substantive knowledge combined with our creativity, hard work and reputation for integrity has earned us the trust of longstanding clients. We are proud that clients think of us as an integral part of their operations, capable of delivering the services they need when they need them.

#### Scope of Services

RPA will collaborate with CVFD to open doors in Sacramento and the County to assist finding additional funds to various needs like capital improvement projects, roads, fire stations, equipment, etc.... Our partnership would include:

- Working with the District to raise their profile with the California State Senate and Assembly, state agencies and Governor Newsom's Office; and other local agencies.



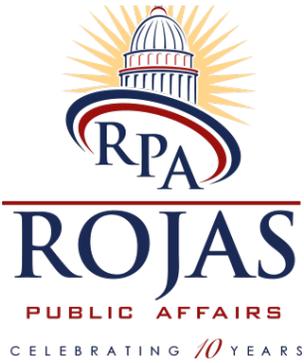
- Building support for CVFD’s objectives and resource needs within State Legislatures and Board of Supervisors and target key allies and influential lawmakers, committees and Executive branch policy makers.
- Coordinating trips to Sacramento and County to meet with the State & local delegation and key staff in the federal, state and local agencies.
- Helping CVFD with any issues that have a state or local nexus, which may include providing comments on federal and state regulations, securing letters of support for grant applications, connecting local officials to state agency professionals to maximize opportunities for success.

RPA will collaborate with CVFD to create a federal and state government funding and outreach program. The focus will be on developing a plan to apply for earmarks and targeted funding within specific government agencies and developing crucial relationships with program managers responsible for administering target grants.

#### Rojas Public Affairs Leadership

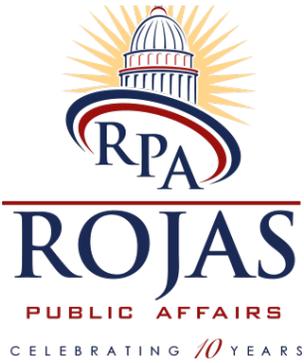
#### **Jaime Rojas, Jr. - President, Rojas Public Affairs**

Jaime Rojas is President of RPA and has over 25 years of local, state & federal experience in public affairs, public relations & community outreach, including working as a staffer in the Clinton White House. Jaime has also worked for companies like UPS, Lucent Technologies and was the President of the California Hispanic Chambers of Commerce. He has received his undergrad and graduate school degrees from USC. Jaime has taught at USC’s Sol Price School of Public Administration. He grew up in Los Angeles and is based in Rancho Cucamonga, California.



Rojas Public Affairs would very much welcome the opportunity to partner with the Chino Valley Fire District. Should you decide to hire our team we are prepared to begin November 1<sup>st</sup>, 2024, and would recommend a strategy session be scheduled as soon as possible so that we can begin our collaboration. **The monthly retainer for our services is \$3,500 per month.**

DESCRIPTION OF SERVICES	MONTHLY FEE
<b>State Legislative Advocacy Services</b>	<b>\$3,500</b>
• Conduct Detailed Orientation/Kick-Off Meeting	Included
• Develop Legislative Strategy	Included
• Implement the Legislative Strategy	Included
• Build and Strengthen Relevant Relationships (Sacramento)	Included
• Leverage Relationships for Strategic Advocacy Plan	Included
• Coordinate Advocacy Trips (Sacramento)	Included
• Track State Legislation	Included
• Craft State Testimony and Position Letters	Included
• Draft Bill Language	Included
• Member Requests Opportunities	Included
• Work with Fire District Team for Seamless Strategy	Included
• Advocate Agency/Department Submitted Grant Applications	Included
• Provide Progress Reports	Included
• Prepare and File Lobbying Disclosure Reports	Included
<i>*The monthly fee includes all reasonable business and travel expenses</i>	



Thank you for taking the time to review this proposal. Please do not hesitate to contact us with any questions.

Very respectfully,

*Jaime Rojas Jr*

Jaime Rojas, Jr.  
President

Rojas Public Affairs  
1808 Foothill Blvd., Suite 160-  
516 Rancho Cucamonga, CA  
91730  
(213) 400-8664  
[jaime@rojaspublicaffairs.com](mailto:jaime@rojaspublicaffairs.com)

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BYLAWS  
UPDATE**

**PURPOSE:**

Purpose is for the Board of Directors to discuss casting a vote to adopt the proposed CSDA Bylaws amendments as presented.

**DISCUSSION:**

The Fire District has received an official ballot from CSDA requesting participation by the Fire District Board of Directors in the adoption of the proposed amendments to the CSDA Bylaws. The deadline to submit a ballot to CSDA is November 20, 2024 at 5:00 p.m.

There are numerous wording and grammar updates as well as more significant proposed updates that include:

- Clarification that Retired Members as non-voting members
- Clarification related to termination of membership
- New Section under Article III, Section 2: Early Assumption of Office
- New Section under Article III, Section 2: Change in Regular Voting Member Affiliation
- Update noticing, balloting and election timeframes to allow some additional flexibility in the Board election process
- New Section under Article III, Section 7: A CSDA director shall be disqualified from serving on the CSDA Board if they are no longer a board member or managerial employee of a Regular Member district in the Network they were elected or appointed from
- Committee structure: amend to allow that Committee Vice-Chairs, with the exception of the CSDA Finance Corporation Committee, may be individuals from Regular Members districts in good standing

A copy of the proposed changes to the CSDA Bylaws is attached to the staff report.

**RECOMMENDATION:**

It is recommended that the Board of Directors review the proposed amendments to the CSDA Bylaws and cast a vote to either approve or oppose the proposed amendments.

**ATTACHMENTS:**

CSDA 2024 Bylaws Ballot

CSDA 2024 Bylaws Amendments



- Home
- How It Works
- Logout **David Williams**

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### CSDA Bylaws Updates

[Click here to review a copy of the 2024 CSDA Bylaws Updates.](#)

This question is **required**. You may select **one** of the following.

Yes

---

No

**Continue** **Cancel**



# BYLAWS

## California Special Districts Association

### Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

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## ARTICLE I – GENERAL

### **Section 1. Purpose:**

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (hereinafter referred to as “CSDA”), CSDA will provide outreach, advocacy, professional development, information, and other various services to member districts. CSDA will interact and collaborate, where appropriate, with the associations and groups that support or oppose its membership’s interests. The control and governance of CSDA shall be the responsibility of CSDA’s Board of Directors (the “Board of Directors”).

### **Section 2. CSDA Networks:**

The state of California shall be divided ~~along county boundaries~~ into six voting networks, using county boundaries to shape the respective networks. The areas of the networks are determined by the Board of Directors of CSDA. A map of the six (6) networks of CSDA is attached as Exhibit A.

### **Section 3. Principal Office:**

The principal business office of CSDA is located at 1112 I Street, Suite 200, Sacramento, California 95814. The Board of Directors shall have authority to change the principal office from one location to another.

## ARTICLE II – MEMBERSHIP

### **Section 1. Qualification of Membership:**

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

#### **A. Regular Voting Members:**

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body comprised entirely of elected members, or which members are appointed to fixed terms; or
2. The following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control or water conservation districts; (g) sanitation agencies.

Regular voting members shall not include any state, cities, counties, school districts, community college districts, local agency formation commissions (LAFCOs), dependent districts, or joint powers authorities (JPAs) except as may be specifically referenced above.

Rights of Regular Membership: Regular voting members have voting privileges and may [have a member of the Board of Directors or a managerial employee](#) hold a seats on the Board of Directors. All Regular Members shall have the right to vote, as set forth in these bylaws, on the election of directors, on the disposition of all or substantially all of the corporation’s assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. In addition, Regular Members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

#### **B. Associate Non-Voting Members:**

Associate members shall be public agencies such as dependent districts composed of appointees from a single public agency, cities, counties, joint powers authorities, and other public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

**C. Business Affiliate Non-Voting Members:**

Business Affiliate members shall be those businesses or organizations that provide [products or services](#) to special districts and have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

**D. Retired Non-Voting Member (Individual Membership):**

Retired Individual members shall be those persons that are retired from service as a staff or board member at a special district and have at least 1 year of previous service.

Retired members shall not be affiliated with or serve as a consultant to any agency eligible for regular, associate, or business affiliate membership in CSDA. Retired members cannot be employed by a company that provides services or products to special districts.

Retired members have no voting privileges and may not hold a seat on the CSDA Board of Directors or any CSDA committees.

CSDA benefits available to retired members shall be determined by the CSDA Board of Directors.

**Section 2. Membership Application:**

Application for membership to CSDA will be directed to staff, who will determine if the applicant’s interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board [at the next regularly scheduled Board meeting](#). Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws. The Board shall retain the authority to deny membership in CSDA at its discretion.

**Section 3. Membership Dues:**

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

**Section 4. Membership Voting:**

Matters to be voted upon by the authorized voting membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which notice has been given to voting members by CSDA may be voted upon.

**A. Voting Designee:**

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board ~~member~~[Member](#) or managerial employee of the regular voting member.

**B. Voting Authorization:**

Regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or by ballot.

**C. Non-Voting Members:**

CSDA may refer to Associate Members, [Retired Members](#) and Business Affiliate Members or other persons or entities associated with it, as “members”, even though those persons or entities are not voting Regular Members as set forth in Article II Section I A ~~hereof~~. No such reference as “members” shall constitute anyone as a voting member of this corporation unless that person or entity has qualified for voting Regular Membership pursuant to Article II Section I A of these Bylaws. The Board of Directors may adopt policies which grant some or all of the rights of a Regular Member, other than voting rights, to an Associate Member, [Retired Member](#) or Business Affiliate Member, but no such person or entity shall be a Regular Member by virtue of such grant of rights.

**Section 5. Membership Quorum:**

**A. Meeting Quorum:**

Twenty-five voting designees, as defined in Article II, Section 4, present at any annual or special meeting of the CSDA shall constitute a quorum. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

**B. Mailed or Electronic Ballot Quorum:**

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

**Section 6. Membership Meetings:**

**A. Annual Business Meeting:**

The annual business meeting of the members shall be held at the [CSDA Annual CSDA Conference](#) at such time and place as determined by the Board of [Directors or Staff](#). Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members [if such a vote is required](#).

**B. Special Meetings:**

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or at least a quorum of the members (25 members). Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive

Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

**C. Notice of Meetings:**

~~Whenever members are permitted~~In any case that members are requested to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be ~~given sent~~ to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of communication to be utilized by and between CSDA and its members, if any, through which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or ~~network website~~ community that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to ~~each~~ each member which has ~~provided to CSDA an unrevoked~~ not revoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

**D. Electronic Meetings:**

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by ~~electronic video screen communication~~ use of web-based video communication software by and between such members and CSDA. Any eligible member participating in a meeting

electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by use of web-based video communication software ~~electronic video screen communication~~ by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

**E. Majority Vote:**

Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 ~~registered voters~~ regular voting members; and (2) the number of votes approving the action or proposal equals or exceeds a majority (i.e., 50% plus one) of the regular voting members present and casting votes on the issue.

**F. Solicitation of Written Ballots from Members:**

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

**G. Return of Ballots:**

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic

communication from regular voting members after the specified date shall be invalid and shall not be counted.

**H. Number of Votes Required for Approval of Action on Written Ballot:**

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of ~~approvals~~ votes in favor of the action equals or exceeds the number of votes that would be required for approval at a meeting of members, (i.e. 50% plus one) of those participating members casting written ballots either electronically or by first class mail.

**Section 7. Termination of Membership:**

~~A member shall not be in good standing, and membership may be terminated,~~ On occurrence of any of the following events, a member shall no longer be in good standing, and membership may be terminated:

- A. Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary including with those districts that may be members of the Special District Risk Management Authority (SDRMA).
- B. Determination by the Board of Directors that a member has failed in a material and serious degree to observe the rules of conduct or operational policies of CSDA, including but not limited to the Corporation's Anti-Trust Policies, or has engaged in conduct materially and seriously prejudicial to ~~this~~ CSDA's purposes and interests.

**Section 8. Procedure for Termination of Membership:**

If grounds exist for terminating the membership of a member under Section 7 ~~hereof~~ these bylaws, the following procedures shall be followed:

- A. The Board of Directors shall give the member at least 15 days prior written notice of the proposed termination and the reasons for the proposed termination of membership. Notice ~~shall~~ may be given by any method reasonably calculated to provide actual notice. Notice given by mail shall be sent by first-class mail to the member's last address as shown on CSDA records.
- B. The member shall be ~~given an opportunity to be heard~~ provided an opportunity to contest the termination, either orally or in writing, at least 5 days before the effective date of the proposed termination of \_\_\_\_\_ membership. ~~The A hearing meeting~~ shall be held in a time and manner determined by the Chief Executive Officer, or the written statement considered, by the Board of Directors which is responsible for determining in its sole discretion whether the termination of membership should occur.

- C. The Board of Directors shall determine whether the membership shall be terminated. The decision of the Board of Directors shall be final.

## ARTICLE III – DIRECTORS

### **Section 1. Number of Directors:**

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member shall be limited to one seat on the Board.

There shall be three directors elected from three different regular voting members in each of the six CSDA networks. Directors elected from each of the six networks shall hold staggered three-year terms.

### **Section 2 Term of Office:**

Directors elected from each of the six networks shall hold staggered three-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall automatically terminate three years thereafter unless a newly elected or appointed Director is completing the remaining balance of an incomplete term due to a vacancy in a respective Director seat.

Early Assumption of Office.: In such cases, if there is a candidate-elect who has won the election and is willing to assume office early to fill a vacant seat, the Board of Directors may allow the candidate-elect to assume office prior to the regular January 1 start date.

Conditions: The candidate-elect assuming office early shall meet all eligibility requirements for Board membership.

Ratification: The early assumption of office by the candidate-elect shall be subject to ratification by the Board of Directors at its next regularly scheduled meeting following the completion of the election.

Change in Regular Voting Member Affiliation.: Any Director that is a board member or managerial employee of a member district and subsequently transitions to a board member or managerial employee position at another regular voting member district in the same Network, shall retain their seat and term.

Conditions: In order to retain voting rights on the CSDA Board of Directors, the Director shall provide a resolution or minute action from their new district within two months of the change affirming the individual Directors continued service on the CSDA Board of Directors.

### **Section 3. Nomination of Directors:**

Nomination of Directors seeking to serve on the Board shall be by network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The CSDA director nominee shall be a member of the board of directors of the district or a managerial employee as defined by that district's board of directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's

Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election.

CSDA staff will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each network's qualified nominees will be transmitted by mail or electronic ballot to that network's regular voting membership for election pursuant to Article III, Section 4

#### **Section 4. Election of Directors:**

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections for the Board of Directors. The Committee may enforce any regulation to facilitate the conduct of said elections. Directors shall be voted upon and elected by the regular voting members from the network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with [CSDA](#) staff, the networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

##### **A. Written Notice:**

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least ~~420~~[100](#) days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid. In the event an incumbent does not re-run for their seat, the nomination period for that network shall be extended by ten days.

##### **B. Balloting and Election:**

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via authorized third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a written ballot specifying the certified nominees in each network shall be distributed by first class mail or electronically to each regular voting member in that network. Each such regular member in good standing in each network shall be entitled to cast one vote for each of that network's open seats on the Board. In the event there is more than one seat available for election, regular members shall be entitled to a number of votes equal to the seats available for election in their network.

The ballot for each network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each network were sent a ballot, either by first class

mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6(F-H) of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or ~~first-class~~first-class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action ; and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each respective Board position subject to election, ~~as would be required for an election of a nominee at a meeting of the members.~~

Written ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~45-30~~ days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or their designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential. Election documents will be retained as outlined in CSDA's Board approved records retention policy.

### **Section 5. Event of Tie:**

In the event of a tie vote, a supplemental written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically to each regular voting member in the network where the tie vote occurred.

Those written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental written ballots received after the designated date whether by first class mail or electronically shall be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws.

In the event the supplemental written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

## **Section 6. Director Vacancy:**

In the event of a director vacating their seat on the Board of Directors, an individual who meets the qualifications as specified in [these Article III Section 3 of these Bylaws](#) may be appointed or elected to complete the director's unexpired term.

### **A. Two or Three Vacant Seats in the Same Network:**

In the event more than one seat on the CSDA Board of Directors in any one network is vacant at the same time, such vacancies shall be filled by election. A written ballot shall be prepared; listing all nominees for that network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each network shall be entitled to cast one vote for each open seat in that network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

### **B. Vacancy Outside of Nomination Period**

In the event of a vacancy occurring outside of the nomination period timeframe, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election. The CSDA Board at its discretion may leave a vacancy that occurs outside of the nomination period unfilled until the next regularly scheduled election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

### **C. Vacancy During Nomination Period:**

In the event of a vacancy occurring during the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the network

in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B ~~hereof~~[of these bylaws](#).

### **Section 7. Director Disqualification:**

- A. A director shall be ~~come~~ disqualified from further service on the Board of Directors or any committee upon the occurrence of any of the following:
1. A director's district is no longer a member of CSDA;
  2. A director is no longer a board member or an employee of a member district;
  - 2-3. ~~A director is no longer a board member or an managerial employee of a~~ [regular member district in the Network they were elected or appointed from;](#)
  - 3-4. A director is elected or appointed to the Board of Directors of the Special District Risk Management Authority (SDRMA) or
  - 4-5. A director's resignation [from CSDA](#).

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board or has not completed the Board Member requirements and expectations as outlined in policy.

### **Section 8. Powers of Directors:**

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

Directors shall serve without compensation. However, they shall be allowed reasonable reimbursement for pre-approved expenses incurred in the performance of their duties as Directors.

**Annual Report:** The Board of Directors shall cause an annual report to be sent to the members within 120 days after the end CSDA's fiscal year. That report shall contain the following information, in appropriate detail:

- The assets and liabilities of CSDA as of the end of the fiscal year;
- The principal changes in assets and liabilities;
- CSDA's revenue or receipts, both unrestricted and restricted to particular purposes;
- CSDA's expenses or disbursements for both general and restricted purposes.

The CSDA Annual Financial Audit shall serve as the Annual Report of CSDA.

### **Section 9. No Dual Directorships:**

During any period that CSDA is a participant in the Alliance Executive Council Memorandum of Understanding (MOU), the Board of Directors of CSDA shall appoint three (3) members of its board to serve as members of the Alliance Executive Council. No member of the Board of Directors of CSDA shall serve as a director on the board of SDRMA during the term of the MOU. In the event a director is elected to SDRMA, that director shall immediately be disqualified from further service on the Board of Directors of CSDA.

## **ARTICLE IV – DIRECTOR MEETINGS**

### **Section 1. Place of Meetings:**

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine. Directors may participate and have voting privileges remotely from other states and countries.

### **Section 2. Ratification Meeting:**

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

### **Section 3. Organization Meeting:**

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

### **Section 4. Planning Session:**

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review, evaluate, and update the plans, policies and activities related to the business interests of CSDA. Timing and intervals of the Strategic Planning Meeting shall be determined by the Board of Directors.

### **Section 5. Regular Meetings:**

The dates of the regular meetings of the Board of Directors [on an annual basis](#) shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

### **Section 6. Special Meetings:**

A special meeting of the Board of Directors may be called for any purpose at any time by the President or by any group of 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the ~~directors,~~ [directors](#), ~~or~~ [directors](#) or sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

**Section 7. Board of Directors Meeting Quorum:**

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

**Section 8. Board Meetings by Telephone and Electronic Communications:**

Any Board meeting may be held by conference telephone, [use of web-based video communication software](#) ~~video screen communication~~ or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

**Section 9. Official Records:**

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA or on official CSDA electronic file server(s).

## **ARTICLE V – OFFICERS**

### **Section 1. Number and Selection:**

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the members of the Board of Directors without reference to networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each officer shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

### **Section 2. Duties of the President:**

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

### **Section 3. Duties of the Vice President:**

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

### **Section 4. Duties of the Secretary:**

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 5. Duties of the Treasurer:**

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

**Section 6. Disbursement of Funds:**

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

**Section 7. Removal of Officers:**

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

## ARTICLE VI – COMMITTEES

### **Section 1. Committee Structure:**

Each committee shall have a chair and a vice-chair. Committee chairs shall be a member of the Board of Directors, except for the CSDA Finance Corporation Committee. Committee Vice-Chairs may be individuals from Regular Member districts in good standing upon appointment by the CSDA Board President and ratification by the CSDA Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

### **Section 2. Committee Actions:**

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept maintained and each committee shall present a report to the Board of Directors at each regularly scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law:

- No committee may fill vacancies on the Board of Directors or on any committee that has authority of the Board, establish any other committees of the Board, or appoint the members of the committees of the Board.
- No committee may fix compensation of the directors for serving on the Board or on any committee, expend corporate funds to support a nominee for director, or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.
- No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

### **Section 3. Committee Meetings:**

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, [use of web-based video communication software](#)~~web conference~~ or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

#### **Section 4. Standing Committees:**

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

##### **A. Executive Committee:**

The Executive Committee shall consist of all officers of CSDA: the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served previously as President, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

##### **B. Professional Development Committee:**

The Professional Development Committee shall provide advice, feedback and general guidance for CSDA professional development programs and events.

##### **C. Election and Bylaws Committee:**

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

##### **D. Finance Corporation Committee:**

The Finance Corporation Committee shall serve as ex officio members of the Board of Directors of the CSDA Finance Corporation, a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but rather has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

**E. Fiscal Committee:**

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

**F. Legislative Committee:**

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda and advocacy priorities. The Legislative Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

**G. Member Services Committee:**

The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

**H. Audit Committee:**

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

**Section 5. Ad Hoc Committees:**

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

**Section 6. Special Committee of the Board:**

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

**ARTICLE VII – INDEMNIFICATION**

**Section 1. Right of Indemnity:**

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

**Section 2. Approval of Indemnity:**

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

**Section 3. Insurance:**

CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

**Section 4. Liability:**

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

**ARTICLE VIII – AFFILIATED CHAPTERS**

**Section 1. Purpose:**

The purpose of affiliated chapters is to provide local forums of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

**Section 2. Organization:**

The regular voting members of CSDA are encouraged to create and establish affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011 must have at least one CSDA member in their membership at all times, including but not limited to the following chapters: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members: local organizations and businesses, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as current members of CSDA in order to be a chapter affiliate of CSDA. Such chapters may include as members: local organizations/businesses and professionals who are not members of CSDA.

Affiliated chapters shall be determined upon approval and execution of the Chapter Affiliation Agreement by the chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually or upon request by the President or CEO.

No partnership or joint venture shall be established between CSDA and its affiliated chapters by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

**Section 3. Rules, Regulations and Meetings:**

Each affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such affiliated chapter may decide by majority vote. Rules and regulations of the affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

**Section 4. Financing of Affiliated Chapters:**

No part of CSDA's funds shall be used for the operation of the affiliate chapters. CSDA is not responsible for the debts, obligations, acts or omissions of the affiliate chapters.

**Section 5. Legislative Program Participation:**

Affiliate chapters may function as a forum regarding federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

## **ARTICLE IX – AMENDMENTS TO THE BYLAWS**

### **Section 1. Amendment Proposals:**

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon approval by the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by mail or electronic ballot.

### **Section 2. Amendment Membership Meeting:**

Prior notice in writing of the proposed amendments to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendments shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

### **Section 3. Written Bylaw Amendment Ballot:**

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a written ballot is used to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments the Board of Directors intends to present for vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be distributed to regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid.

**Section 4. Bylaw Amendment Ratification:**

**A. Membership Meeting:**

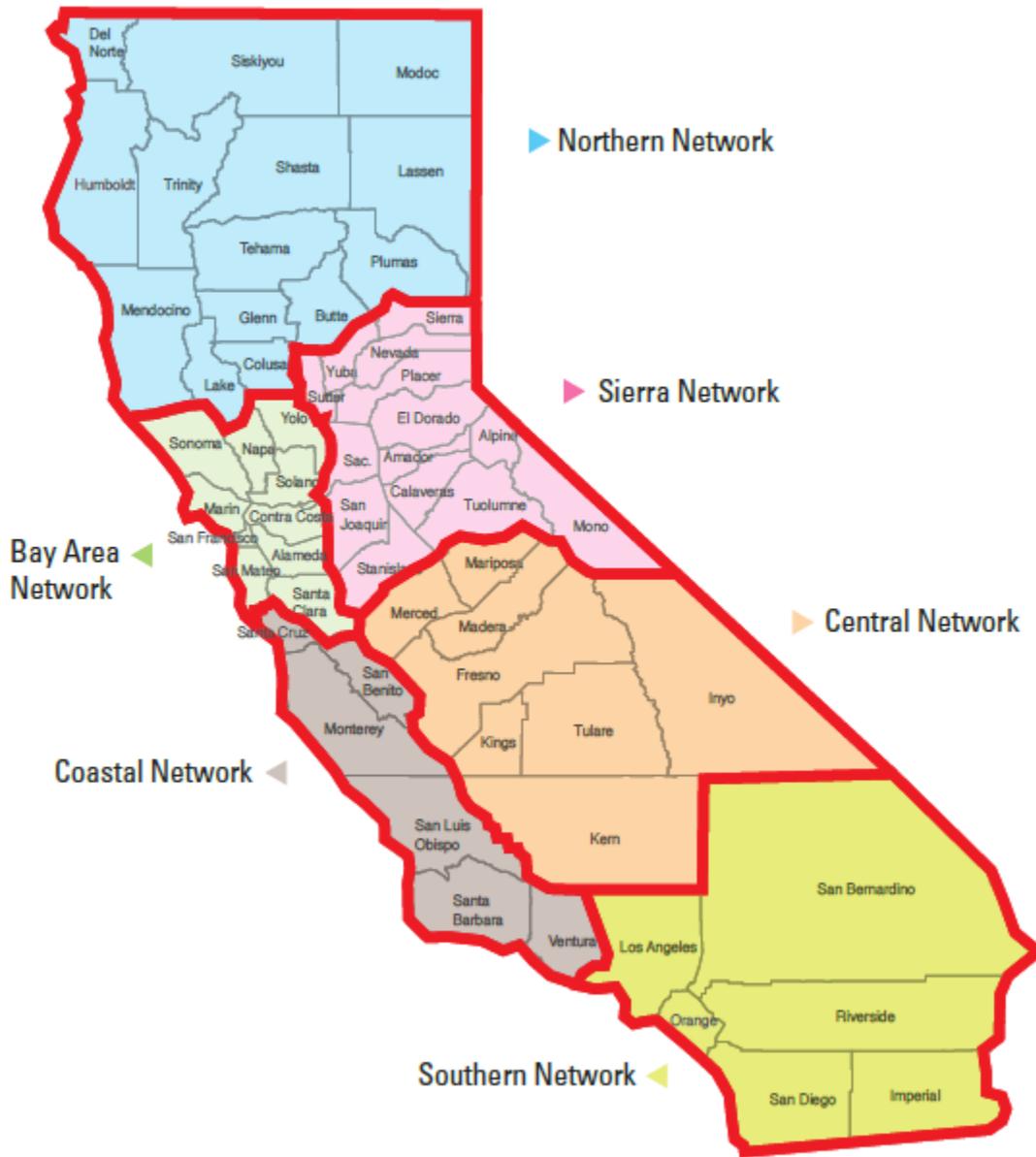
The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by regular voting members present at such membership meeting meets or exceeds the required quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting.

**B. Mail or Electronic Ballot:**

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied.



California Special Districts Association  
**DISTRICT NETWORKS**



**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: NOVEMBER 13, 2024**

**TO: HARVEY LUTH, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: BOARD OF DIRECTORS SELECTION OF OFFICERS**

**PURPOSE:**

Purpose is for the Board of Directors to nominate and vote for the position of President and Vice President effective December 1, 2024.

**DISCUSSION:**

In compliance with Section 2010.5 of the Fire District Policy and Procedures, the Board shall annually elect a President and Vice President in November.

The procedure as set forth in the Board Policy and Procedures for election of its President and Vice President is outlined as follows:

- The current President shall call and receive nominations from the Board Members for each office. Each position shall be addressed separately.
- Board Members may not nominate more than one person for a given office until every Board Member who desires to submit a nomination has an opportunity to nominate a person.
- The President will close nominations after all nominations are received for an individual position.
- The President will request a voice vote for each nomination in the order that it was received until a majority vote is reached. A second is not required. If a majority vote is not reached, there is no election for that office.
- The President will repeat the process for the position of Vice President.

The election of the President and Vice President will be effective on December 1, 2024.

**RECOMMENDATION:**

It is recommended that the Board of Directors nominate and elect the Board Officers for the position of President and Vice President effective December 1, 2024.