

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Finance Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 28, 2024
8:00 a.m. Committee Meeting

MINUTES

CALLED TO ORDER

President Luth called to order the meeting at 8:00 a.m. He explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

President Harvey Luth
Vice President Sarah Ramos-Evinger
Fire Chief Dave Williams
Finance Director Mark Shaker
Clerk of the Board Angela Robles
Accountant Dawn Burns

FLAG SALUTE

Board President Luth led the flag salute.

INVOCATION

Ted Wong, Fire District Chaplain led the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated there were no changes to the agenda.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – August 26, 2024 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT

The purpose is for the Finance Committee to review the quotes received for RFQ No.2024-01 Triennial Firefighter Class B Uniform Replacement.

Report by: Deputy Chief Carlos Skibar

Recommendation: It is recommended that the Finance Committee review the quotes received in response to RFQ No. 2024-01 and provide direction to staff.

Deputy Chief Skibar reported that the MOU states the Class B Uniforms are replaced every three years (triennially) and the 24/25 Budget allocation for Triennial Uniform Replacement is \$205,000, which keeps the 2 Hot company bid under budget.

Deputy Chief Skibar discussed the two bids that were received from PlanetBids which included pricing for safety and non-safety personnel uniforms.

Finance Committee discussed the two bid companies under consideration and the possible quality of the order compared to the pricing.

There was no request from the public to speak on this item.

The Finance Committee agreed to place this item on New Business for consideration of approval by the Board of Directors to award the bid to 2 Hot Company at the next regular meeting.

3. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

The purpose is for the Finance Committee to review the method for computing the Fire District's appropriations limit and to review the proposed Board Resolution No. 2024-18 for establishing the annual appropriation limit for Fiscal Year 2024-25.

Report by: Finance Director Mark Shaker

Recommendation: It is recommended that the Finance Committee review the method for computing the Fire District's appropriations limit and the proposed Board Resolution No. 2024-18 for establishing the annual appropriations limit for Fiscal Year 2024-25 and provide direction to staff.

Finance Director Shaker stated the purpose of establishing the Fire District's appropriations limit annually and the reason for the increase in the calculation for Fiscal Year 2024-25.

There was no request from the public to speak on this item.

The Finance Committee agreed to place this item on Consent for approval by the Board of Directors at the next regular meeting.

4. PURCHASING POLICY UPDATE

The purpose is for the Finance Committee to review recommended updates to the District Purchasing Policy and provide direction to staff.

Report by: Finance Director Mark Shaker

Recommendation: It is recommended that the Finance Committee review recommended updates to the District Purchasing Policy and provide direction to staff.

Finance Director Shaker stated August 2021 was the last time the Purchasing policy was updated and with upcoming projects like Station 68, the Purchasing policy needs to be changed to reflect updated procedures and technology.

The Finance Committee clarified language on the requirements needed to be a public project and how projects or items under \$100,000 do not qualify as formal bidding. However, they discussed that other platforms including Sourcewell can be used for large purchases that are still under \$100,000.

The Finance Committee agreed to place this item on New Business for consideration of approval by the Board of Directors at the next regular meeting.

ADJOURNMENT

The meeting was adjourned at 8:20 a.m.