

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Regular Meeting of the Board of Directors

Wednesday, November 13, 2024

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 6:00 p.m. by President Luth.

ROLL CALL

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

Absent: Director John DeMonaco and Human Resources Director Anthony Arroyo.

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

FLAG SALUTE

Director Tom Haughey led the assembly in reciting the Pledge of Allegiance.

INVOCATION

Henry Aguilar, Fire District Chaplain led the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles reported no changes to the agenda.

PRESENTATIONS / ANNOUNCEMENTS

Employee Service Year Awards

15 Years of Service

President Luth accompanied by Fire Chief Williams recognized and congratulated Board Vice President Sarah Ramos-Evinger for 15 years of service with the Fire District.

20 Years of Service

President Luth accompanied by Fire Chief Williams recognized and congratulated Firefighter Paramedic Cory Freestone for 20 years of service with the Fire District.

PUBLIC HEARING

PROPERTIES DECLARED FOR FALL WEED ABATEMENT

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

President Luth opened the Public Hearing.

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.

Fire Marshal O'Toole stated Resolution No. 2024-06 was adopted providing authority for any properties found to be non-compliant with the District's vegetation Ordinance 2022-01, to be sent a notice.

Fire Marshal O'Toole reported that additional properties were noticed in October 2024. Additionally, the Community Risk Reduction Department will begin reinspection November 14th and any property failing to abate the noted violation will be sent an administrative citation as well as subject to abatement by the District's private contractor.

There were no requests to speak on this item.

President Luth closed the Public Hearing.

The Board of Directors received and filed the information presented.

PUBLIC COMMUNICATIONS

There were no requests to speak.

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)

None.

CONSENT CALENDAR

1. MINUTES

Minutes – October 9, 2024 Regular Meeting
Minutes – October 23, 2024 Special Board Meeting
Minutes – October 24, 2024 Special Board 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 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.

Moved by Vice President Ramos-Evinger, seconded by Director Mike Kreeger, carried by a 4-0-1 voice vote for the Board of Directors to approve the Consent Calendar items 1 through 7.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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

Finance Director Shaker reviewed the information outlined in the staff report. He reported on the additional workload in state and federal grants as well as possible projects to increase the efficiency of the Finance department's processes allowing for more flexibility and coverage in the future.

There was discussion regarding the proposed job description.

Moved by Director Haughey, seconded by Director Kreeger, carried by a 4-0-1 voice vote for the Board of Directors to approve and establish an Accounting Manager position and adopt Resolution No. 2024-19 approving the classification and compensation for said position.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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: It is recommended that the Board of Directors approve the Human Resources Committee's and staff's recommendation for the additional Battalion Chief.

Deputy Chief Ault stated the implementation of the second Battalion Chief would not only benefit the District, personnel, and community but also contribute to the following four areas:

- Improved Emergency Response;
- Efficient Distribution of Administrative Duties;
- Leadership Development; and
- Stabilize Second Battalion Operations.

Deputy Chief Ault explained the advantages to beginning the Second Battalion Operations before the recruitment and finalization of Station 68.

Moved by Vice President Ramos-Evinger, seconded by Director Haughey, carried by a 4-0-1 voice vote for the Board of Directors to approve the addition of one Shift Battalion Chief position.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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: It is recommended that the Board of Directors review and approve recommended updates to the District Purchasing Policy.

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.

Finance Director Shaker explained the use of the platform, Planet Bids, on public projects and supplies and equipment that exceeds \$100,000.

Moved by Director Haughey, seconded by Director Kreeger, carried by a 4-0-1 voice vote for the Board of Directors to approve recommended updates to the District Purchasing Policy.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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.

Battalion Chief Gabel detailed the process and steps followed to issue the RFQ No. 2024-01 then explained the bid responses from the vendors bidding to replace Class B Uniforms.

There was general discussion about past purchases for the Class B Uniform replacements.

Moved by Vice President Ramos-Evinger, seconded by Director Kreeger, carried by a 4-0-1 voice vote 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., in the amount of \$163,631.88 and a contingency not to exceed amount of \$10,000.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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.

Fire Marshal O'Toole presented the State mandated inspection reports to the Board of Directors. The mandated inspections are conducted on a calendar year basis and Community Risk Reduction has completed the initial inspection on all said occupancies.

Fire Marshal O'Toole reported a change in the staff report included in the agenda packet. The total occupancies that require an annual fire inspection is 204 occupancies instead of 206 occupancies.

The Board of Directors received and filed 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.

Fire Chief Williams detailed the success the legislative advocates gained for the District including the \$6.25 million funding for Station 68 and the essential resource facility.

Fire Chief Williams stated the two separate entities, Braude & Associates, and Rojas Public Affairs have sent in separate proposals to support the District. Braude & Associates for Federal Legislation and Rojas Public Affairs for State Legislation.

Moved by Vice President Ramos-Evinger, seconded by Director Haughey, carried by a 4-0-1 voice vote for the Board of Directors to 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.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

14. CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BYLAWS UPDATE

The 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.

Clerk of the Board Robles reviewed the redlined amendments listed in the CSDA Bylaws.

Moved by Director Kreeger, seconded by Vice President Ramos-Evinger, carried by a 4-0-1 voice vote for the Board of Directors to approve the amendments to the CSDA Bylaws and cast a vote in support of the proposed amendments.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

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

In compliance with Section 2010.5 of the Board of Directors Policy and Procedures, the Board shall annually elect a President and Vice President in November and terms of office are effective December 1.

President Luth opened nominations for the office of President.

Director Kreeger nominated Vice President Ramos-Evinger for the office of President.

There were no other nominations for President.

President Luth closed the nominations for the office of President.

Carried 4-0-1 voice vote for the Board of Directors to nominate and elect Vice President Ramos-Evinger to the position of President effective December 1, 2024.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

President Luth opened nominations for the office of Vice President.

Vice President Ramos-Evinger nominated Director Kreeger for the office of Vice President.

There were no other nominations for Vice President.

President Luth closed the nominations for the office of Vice President.

Carried 4-0-1 voice vote for the Board of Directors to nominate and elect Director Kreeger to the position of Vice President effective December 1, 2024.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: DeMonaco.

FIRE CHIEF'S COMMENTS

Special Acknowledgments:

- Engineer Kyle Colonna for his commitment as a member of the honor guard, served our Barstow partners by sitting overnight at the hospital to serve Captain Millers Family.
- Recognize Mt. SAC for their assistance and support during our State of the Fire District Luncheon.

Personnel Development Activities:

- On October 21-23, Clerk of the Board staff members Melania Arredondo and Kelly O'Toole attended the annual CSDA Clerk's Conference in San Diego.
- Clerk of the Board Angela Robles received the International Institute of Municipal Clerks' designation of Master Municipal Clerk.
- HR Specialist Boris Ruivivar attended the Neogov conference, which provides information and educational seminars on the recruitment and performance evaluation programs used by the district.
- On October 14-17, Deputy and Battalion Chiefs attended the Cal Chiefs Annual Conference in Costa Mesa.

Board Activities/Public Relations:

- On October 24th, the State of the Fire District Luncheon was held.
- On November 1-2, the Chino Valley Fire District partnered with other local agencies for the 1st Annual Women Empowerment Camp.
- Board and Staff attended Veteran's Day activities in the cities of Chino and Chino Hills
- On November 6th, personnel attended the First Responders Breakfast hosted by Papachino's Grill & Greens.

Organizational Items of Interest:

- The GFOA notified the District that it was successful in receiving the GFOA Distinguished Budget award for the 2024-2025 Annual Budget.
- On November 14th, the RFP application process will close for the Construction/Project Management for the Station 68 project.

Human Resources Update:

- Currently in the process for recruitment of a Deputy Clerk of the Board.

Emergency Response & Support:

- Single Resource assignments assigned personnel to the Shoe Incident in Northern California state in support of mutual aid.

Upcoming Meetings/Events:

- On November 28-29, Administration will be closed for Thanksgiving.
- On December 3rd, the City of Chino Hills Senior Delivery will be at the Chino Hills Community Center.

- On December 4th, Supervisor Curt Hagman's hosting a Christmas Open House.
- On December 5th, the City of Chino Senior Delivery will be at the Chino Senior Center.
- On December 7th, the Chino Santa's Workshop and Annual Tree Lighting Ceremony.
- On December 7th, the Chino Hills Tree Lighting Ceremony.
- On December 8th, the CVFF is organizing Stuff the Boot & Toy Drive.
- On December 11th, the MACS Make A Child Smile.
- On December 13th, the Chino Hills Boat Parade.
- On December 14th, the Chino Youth Christmas Parade Event.
- On December 20th, the Chino Neighborhood House Annual Toy/Bike Giveaway.
- On December 24-25, Administration will be closed for Christmas Eve and Christmas
- On December 31st, Administration will be closed for New Years Eve
- On January 1st, Administration will be closed for New Years Day

BOARD COMMITTEE REPORTS/BOARD COMMENTS

Director DeMonaco

Director DeMonaco was absent.

Director Haughey

Director Haughey reported on meetings and events attended since the last meeting that included the State of the Fire District; Diwali Festival; Legislative Meeting; Chino Council meetings; Ribbon Cutting Ceremony at Visionworks; Chino Veterans Day ceremony; and monthly meeting with the Fire Chief.

Director Kreeger

Director Kreeger reported on meetings and events attended since the last meeting that included the State of the Fire District; as well as many of the meetings and events previously mentioned.

Vice President Ramos-Evinger

Vice President Ramos-Evinger reported on meetings and events attended since the last meeting that included the State of the Fire District; Finance Committee meeting; Human Resources Committee meeting; Chino Hills Council meetings; Fire Safe Council meetings/Trunk or Treat event; monthly meeting with Fire Chief; First Responder Breakfast; Chino Hills Veteran Day ceremony; and Chino Veterans Day ceremony.

President Luth

President Luth reported on meetings and events attended since the last meeting that included the State of the Fire District; Chino Council meetings; Finance Committee meeting; AED SaveStation Installation at Ayala Park; Airport Commission meeting; Agenda Review meeting; Chino Hills Veteran Day ceremony; and Chino Veterans Day ceremony.

The Board of Directors congratulated the service award recipients and Finance staff for earning the GFOA award. Also, they recognized the Community Risk Reduction staff for their service and dedication to the Fire District. The Board thanked all veterans for their service and wished everyone a Happy Thanksgiving.

ADJOURNMENT

The meeting was adjourned at 7:01 p.m. The next Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District will 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.

APPROVED AND ADOPTED THIS 11th DAY OF DECEMBER, 2024.

Angela Robles, Clerk of the Board

Sarah Ramos-Evinger, President