

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, February 14, 2024

4:30 p.m. - Closed Session
6:00 p.m. - Open Session

AGENDA

ROLL CALL

CLOSED SESSION

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: Chino Valley Professional Firefighters Local 3522 Safety Unit; Teamsters Local 1932 Non-Safety Unit; and Unrepresented Management, Confidential, and Part-Time employees.

OPEN SESSION

FLAG SALUTE

INVOCATION

Chaplain Henry Aguilar

PRESENTATIONS/ANNOUNCEMENTS

Proclamation – American Heart Month

Firefighter of the Year - Engineer Ethan Sanders

Employee of the Year - Donna Rohrer, Administrative Assistant

Fire District Wellness Program - Therapy Dog

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

Vice President Steven Elie, Inland Empire Utilities Agency

CONSENT CALENDAR

1. MINUTES

January 10, 2024 - Regular Meeting

2. MONTHLY DISTRICT REPORT

Month of December 2023

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report - December 2023

4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report - December 2023

5. WARRANTS

Warrants for January 2024 #58659 through #58790

6. BOARD MEETINGS/TRAVEL - AUTHORIZATION TO ATTEND

CONFERENCE, MEETING OR TRAINING. - None.

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

PC _____ M _____ S _____ RC _____

OLD BUSINESS - None

NEW BUSINESS

7. FIRE STATION 68 PROJECT UPDATE

The purpose of this report is to provide the Board of Directors with an update and report of activities regarding the Fire Station 68 project, in the city of Chino Hills.

Report By: Deputy Chief Jeremy Ault

RECOMMENDATION: It is recommended that the Board of Directors receive and file the Fire Station 68 project update.

8. ORDINANCE NO. 2024-01 INCREASING THE COMPENSATION OF THE BOARD OF DIRECTORS

Purpose is to introduce and solicit public comment on Ordinance No. 2024-01 increasing the compensation of the Board of Directors for first reading by title only and waive further reading.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors solicit public input; approve the introduction of Ordinance No. 2024-01 increasing the compensation of the Board of Directors, to be read by title and number only and waive further reading of the Ordinance; advise the public that a complete copy of Ordinance No. 2024-01 is available for public inspection at Fire District Headquarters; set a Public Hearing for March 13, 2024 for the Second Reading and Adoption of Ordinance No. 2024-01; and direct staff to provide public notice as required by law.

9. RESOLUTION NO. 2024-02 ADOPTING FIRE DISTRICT POLICY AND PROCEDURES

Purpose is for the Board of Directors to review and consider proposed changes to the Board of Directors Policy and Procedures as presented in redlined format and approve

Resolution No. 2024-02 adopting the revised Board Policy and Procedures.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended the Board of Directors review and approve Resolution No. 2024-02 rescinding Resolution No. 2023-03 and adopting the amended Policy and Procedures for Board of Directors.

10. SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) NOTICE OF DIRECTOR VACANCY AND CALL FOR NOMINATIONS FOR BOARD OF DIRECTORS

Purpose is for the Board to review and discuss the SDRMA notice of Director vacancy and call for nominations for the SDRMA Board of Directors and determine Fire District participation.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the Special District Risk Management Authority (SDRMA) call for nominations to fill a vacancy on the SDRMA Board of Directors for a term ending December 31, 2025 and consider approval of Resolution 2024-03 nominating a Fire District Board Member as a candidate or decline to participate.

11. ASSOCIATION OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS (ASBCSD) CALL FOR NOMINATIONS FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to review and discuss the call for nominations for the ASBCSD Board of Directors and determine Fire District participation.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the Association of San Bernardino County Special Districts (ASBCSD) call for nominations for a seat by election on the ASBCSD Board of Directors and nominate Fire District Board Member as candidate and authorize a letter of support or decline to participate.

12. APPOINTMENT OF CVFD REPRESENTATIVE AND ALTERNATE TO CONFIRE BOARD OF DIRECTORS

Discussion to be led by President Luth

FIRE CHIEF'S COMMENTS

BOARD COMMITTEE REPORTS/BOARD COMMENTS

ADJOURNMENT

The meeting will be adjourned to a Special Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Thursday, February 15, 2024, at 8:00 a.m. in the Prado Room at the Chino Hills Ayres Hotel located at 4785 Chino Hills Parkway, 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, February 9, 2024.

Angela Robles

Angela Robles, Clerk of the Board

PRESENTATIONS/ANNOUNCEMENTS

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Proclamation – American Heart Month

ATTACHMENTS:

Proclamation - American Heart Month



CHINO VALLEY FIRE DISTRICT PROCLAMATION

THE CHINO VALLEY FIRE DISTRICT PROCLAIMS The Month of February 2024 as AMERICAN HEART MONTH

WHEREAS, heart disease is responsible for one out of every three deaths in the United States, and while progress has been significant in reducing deaths, it is still the No. 1 killer of both women and men in the nation with direct and indirect costs in the U.S. estimated to be \$407.3 billion; and

WHEREAS, about 928,741 people in the U.S. died from heart disease, stroke, and other cardiovascular diseases in 2020; and

WHEREAS, about 80% of cardiovascular disease may be prevented through everyday healthy living steps, including physical activity, good nutrition, not smoking, maintaining a healthy weight, and controlling blood pressure, cholesterol, and blood glucose levels; and

WHEREAS, the American Heart Association encourages citizens to help save lives by calling 9-1-1 if symptoms occur, become trained in CPR, and promote comprehensive Automated External Defibrillator (AED) programs in their communities; and

WHEREAS, February is nationally proclaimed as American Heart Month, and the American Heart Association is celebrating American Heart Month by promoting education and awareness by encouraging citizens to learn the warning signs of heart attack and stroke; and

WHEREAS, every second counts when someone suffers from out-of-hospital sudden cardiac arrest; and

WHEREAS, sudden cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. Sudden cardiac arrest usually causes death if it is not treated within minutes; and

WHEREAS, the Chino Valley Fire District has developed a Cardiac Care Program and has partnered with the Chino Valley Fire Foundation in an effort to increase survivability from sudden cardiac arrest by making AEDs readily accessible in public places; and

WHEREAS, the Heart Safe Community and Cardiac Care Program are designed to increase survivability from sudden out-of-hospital cardiac arrest. The intent is to strengthen the "chain of survival" as described by the American Heart Association, by recognizing and stimulating efforts by individual communities to improve their system to prevent sudden cardiac arrest from becoming irreversible death; and

WHEREAS, the Chino Valley Fire District, along with local government agencies, are partnering and prepared to assist our communities in reaching Heart Safe status; and

NOW, THEREFORE, BE IT PROCLAIMED that the Chino Valley Fire District Board of Directors proclaims February 2024 as:

"AMERICAN HEART MONTH"

PRESENTED at a Fire District Board Meeting held on the 14th day of February, 2024.

Harvey Luth, President

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

January 10, 2024 - Regular Meeting

ATTACHMENTS:

Minutes - January 10, 2024 Regular Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Regular Meeting of the Board of Directors

Wednesday, January 10, 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 President Luth. President Luth announced that Director Kreeger is participating via teleconference from the location listed on the posted agenda – 5000 CA-75, Coronado, CA 92118.

ROLL CALL

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

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

President Luth announced and read the Closed Session items.

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957
Title: Fire Chief
2. CONFERENCE WITH LABOR NEGOTITATORS
Pursuant to Government Code Section 54957.6
Agency Designated Negotiator: President Harvey Luth
Title: Fire Chief

There were no requests from the public to speak on the items.

ADJOURN TO CLOSED SESSION

President Luth adjourned the Open Session to Closed Session at 5:01 p.m.

REOPEN TO OPEN SESSION

President Luth reopened to Open Session at 6:00 p.m.

ROLL CALL

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

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.

REPORT OUT OF CLOSED SESSION

District Legal Counsel Isaac Rosen announced that the Board will reconvene to Closed Session at the conclusion of tonight's Open Session.

FLAG SALUTE

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

INVOCATION

Adam Houde, 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

30 Years of Service

President Luth accompanied by Fire Chief Williams recognized and congratulated Captain Jeff Brady for 30 years of service with the Fire District.

Retirement Recognition

President Luth accompanied by Fire Chief Williams recognized and congratulated Captain Pete Morales on his retirement.

The Board of Directors took a recess at 6:12 p.m. and reconvened the meeting at 6:19 p.m.

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)

Mayor Pro Tem Karen Comstock from the City of Chino reported on the following community events: Chino City Hall On the Move from 9:00 a.m. to 12:00 p.m. on January 13th at Albertsons on Central and January 20th at Stater Brothers on Riverside Drive; and Chilly Chino Snow Day on January 27th from 10:00 a.m. to 2:00 p.m. at Ayala Park. Mayor Pro Tem Comstock reported on the City of Chino Public Safety, Roads, and Essential Services Measure, Measure V to be voted on at the March 5, 2024 Presidential Primary Election. Also, announced the City is seeking public input on the final draft of the City of Chino Americans with Disability Act Transition Plan, public comments will be accepted through January 27th at 5:00 p.m.

Vice Mayor Art Bennett, City of Chino Hills congratulated Fire Captain Brady and retired Fire Captain Morales for their years of service with the Fire District. Vice Mayor Bennett reported on upcoming and prior events as well as City of Chino Hills City Council approval of the General Plan Amendment and Site Plan for the new Fire Station 68.

President Mark Bozek from the Chino Valley Fire Foundation thanked the Board of Directors, staff, and community for their contributions and support of the holiday events: Make a Child Smile; Stuff the Boot; and Senior Deliveries in Chino and Chino Hills. Fire Foundation President Bozek gave an update on upcoming Fire Foundation events: Beer Fest for St. Patrick's Day on March 9th and Car Show on May 18th.

CONSENT CALENDAR

1. **MINUTES**

Minutes – December 13, 2023 Regular Meeting

2. **MONTHLY DISTRICT REPORT**

Month of November 2023

3. **MONTHLY TREASURER'S REPORT**

Monthly Treasurer's Report – November 2023

4. WARRANTS

Warrants for December 2023 #58526 through #58658

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

Washington DC - Meet with Legislators to discuss items of interest to Chino Valley Fire District (Legislative Ad Hoc Committee - Director Kreeger and Director Haughey)

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 5 as presented.

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

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

OLD BUSINESS

None.

NEW BUSINESS

6. BOARD OF DIRECTORS ANNUAL INDIVIDUAL MEMBERSHIP REVIEW

Purpose is for the Board of Directors to review and approve individual annual memberships for Board Members in compliance with Board Policy 1090.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review and approve memberships in associations for Board Members as presented per Board Policy 1090.

Clerk of the Board Robles reported that Board policy 1090 encourages Board member participation in Association service clubs and fraternal organizations and authorizes the reimbursement of the direct and reasonable costs of said memberships.

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

Moved by Director DeMonaco, seconded by Director Haughey, carried 5-0 voice vote for the Board of Directors to approve memberships in associations for Board Members as presented per Board Policy 1090.

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

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

7. FIRE DISTRICT BOARD MEMBER COMPENSATION

Purpose is for the Board of Directors to review and discuss Board Member compensation.

Report By: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the information provided pertaining to Board Member compensation and provide direction to staff.

Clerk of the Board Robles stated Board policy 1050 calls for the review and consideration of Board compensation at a regular meeting in January of an even numbered year or soon thereafter to determine if any adjustments are appropriate.

Clerk of the Board Robles stated the current compensation is set at \$175 per meeting with a ten day maximum number of compensable meetings/service days in a calendar month. The maximum allowable increase that is permitted by state law is \$192.50 per meeting.

There was discussion by the Board about the economic climate as well as the time and effort devoted to meetings of the Board of Directors, committees, conferences, including various local and regional meetings and events.

Director Kreeger suggested a 2.5% increase per year over two years for a total of 5%, resulting in an approximate amount of \$183.86 per meeting.

Moved by Director Kreeger, seconded by Vice President Ramos-Evinger, carried 4-1 voice vote for the Board of Directors to direct staff to prepare an Ordinance for consideration at the February 14, 2024 regular meeting to adjust the Board Member compensation to \$183.86 per meeting.

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

NOES: BOARD MEMBERS: DeMonaco.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

FIRE CHIEF'S COMMENTS

Personnel Development Activities:

- January 9th, Ambulance RFP Workshop/CONFIRE Admin Committee Meeting.
- January 9th, Chino Hills City Council Meeting was attended by Board members and staff.

Board Activities/Public Relations:

- December 15th, City of Chino Hills Boat Parade.
- December 15th, Chino Neighborhood House Christmas Party Event.
- December 20th, Ontario Fire Chief Gayk Retirement Luncheon.
- January 6th, CVPF Holiday Party.

Human Resources Update:

- Fire Recruit/Firefighter Paramedic, 76 applicants applied.
- Fire Engineer, recruitment closes on Feb. 1, 2024.
- Battalion Chief, 5 applicants applied.
- Fire Apparatus and Fleet Mechanic, interviews on Jan. 11, 2024.
- Fire Inspector, candidate is in background, anticipated starting date is February.
- Office Technician, candidate is in backgrounds, anticipated starting date is February.

Upcoming Meetings/Events:

- January 11th, CONFIRE EMS Sub Committee Meeting.
- January 16th, CONFIRE Board of Director's Meeting.
- January 16th, Chino City Council Meeting.
- January 22nd, Legislative Committee Meeting.
- January 23rd, CONFIRE Administrative Committee Meeting.
- January 23rd, Chino Hills City Council Meeting.
- January 28th through February 1st Washington DC – Meetings with Legislators to discuss items of interest.

CONFIRE Items of Interest:

- During the Ambulance RFP Workshop/CONFIRE discussed the County Ambulance Deployment Plan Overview, and is currently accepting applications for an Executive Director.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

Director DeMonaco

President DeMonaco reported on meetings and events attended since the last meeting that included the CONFIRE meeting; IEUA meeting; San Bernardino County meetings; and monthly meeting with the Fire Chief.

Director Haughey

Director Haughey reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; monthly meeting with the Fire Chief; Chino Hills Boat Parade; and Chino Hills Planning Commission.

Director Kreeger

Director Kreeger reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; Chino Valley Unified School District School Board meeting; monthly meeting with the Fire Chief; and the Chino Hills Boat Parade.

Vice President Ramos-Evinger

Vice President Ramos-Evinger reported on meetings and events attended since the last meeting that included the Chino Hills Boat Parade; Chino Council meetings; Chino Hills Council meeting; Fire Safe Council meetings; CONFIRE Ambulance workshop; monthly meeting with Fire Chief; and Agenda Review meeting.

President Luth

President Luth reported on meetings and events attended since the last meeting that included the Chino Hills Boat Parade; Chino Hills Council meetings; Airport Commission meeting; Agenda Review meeting; CVPF Union Dinner; and CONFIRE Ambulance workshop.

The Board of Directors congratulated Captain Jeff Brady on his service award and Captain Pete Morales for his retirement.

ADJOURN TO CLOSED SESSION

President Luth adjourned the Open Session and reconvened the Closed Session at 6:51 p.m.

REOPEN TO OPEN SESSION

President Luth reopened to Open Session at 7:36 p.m.

REPORT OUT OF CLOSED SESSION

District Legal Counsel Isaac Rosen reported that there was no reportable action was taken on the Closed Session items.

ADJOURNMENT

The meeting was adjourned at 7:37 p.m. The next Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District will be held on Wednesday, February 14, 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 14TH DAY OF FEBRUARY, 2024.

Angela Robles, Clerk of the Board

Harvey Luth, President

MONTHLY DISTRICT REPORT 2.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Month of December 2023

ATTACHMENTS:

Monthly District Report December 2023

CHINO VALLEY FIRE DISTRICT



MONTHLY REPORT DECEMBER 2023

TABLE OF CONTENTS

I. Operations

- Incident Response Data

II. Community Risk Reduction

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

DECEMBER 2023

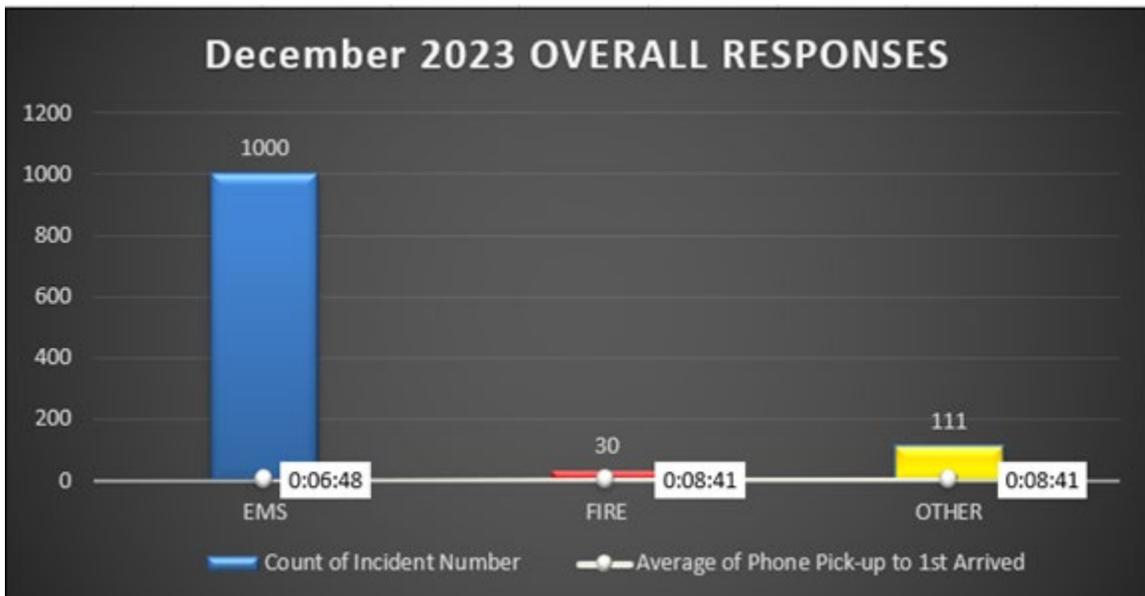
I. Operations:

- Incident Response Data

CHINO VALLEY FIRE DISTRICT

INCIDENT BASED RESPONSE TIME DATA DECEMBER 2023

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



Total number of incident responses for December 2023: 1141

EMS: 1000
FIRE: 30
OTHER: 111

DECEMBER 2023

II Community Risk Reduction:

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



Permit Revenue Summary Report

Payments as of 12/31/2023

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2023	\$104,607.00
February	2023	\$70,723.00
March	2023	\$175,035.00
April	2023	\$154,880.00
May	2023	\$170,552.00
June	2023	\$119,559.00
July	2023	\$121,294.00
August	2023	\$98,867.00
September	2023	\$56,333.00
October	2023	\$80,856.00
November	2023	\$91,981.00
December	2023	\$72,520.00
Year To Date	Total	\$1,317,207.00



License Revenue Summary Report

Payments as of 12/31/2023

Summary Listing

MONTH	YEAR	TOTAL FEES RECEIVED
January	2023	\$27,919.00
February	2023	\$24,813.00
March	2023	\$35,617.00
April	2023	\$23,717.00
May	2023	\$23,897.00
June	2023	\$10,545.00
July	2023	\$8,307.00
August	2023	\$12,894.00
September	2023	\$4,698.00
October	2023	\$11,528.00
November	2023	\$13,336.00
December	2023	\$7,870.00
Year To Date	Total	\$205,141.00

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

PROJECT NAME	PROJECT# TRACT	LOCATION	CITY	DEVELOPER/ CONTRACTOR	DESIGN REVIEW	APPROVED	CONST PERMIT	OCCUP
100,000 sq. ft. Assisted living and memory care facility	Proj. 2019-00004	13225 Serenity Trail	Chino (Co-Area)	Summerland Senior Living	X	X	EXPIRED	
Battery Energy Storage Project	Proj. 2022-00139	3730 Francis Ave	Chino	Tetra Tech	X			
Auction/Vehicle Storage	Proj. 2022-00169	11708 East End Ave	Chino	Allan Hatkins	X			
183 SFD/Vila Borba Montarra & Serena	TR 15989	Butterfield (West of Avenida De Portugal)	C.H.	Lennar	X	X	X	X
Vila Borba Multifamily Sites - 19 Lots	TR 16413	Butterfield (South of Avenida De Portugal)	C.H.	Lennar	X	X		
Vila Borba (PA4) Townhomes/Condos 220 Multifamily Units	19SPR04 TR 16414	NEC Butterfield & Avenida De Portugal	C.H.	Lennar	X	X		
149 SFD/Vila Borba Montarra II	TR 16388	Butterfield/Pine	C.H.	Lennar	X	X	X	X
Subdivide 6.7 acres into 13 lots Existing home will remain	TR 16959 23PAR02	2294 Carbon Canyon Rd.	C.H.	Yuan Yun Fan	X			
Stonefield 25 Lot SFD (23EXT01-24 Mo. Time Ext)	TTM 18393 23EXT01	No. of Carbon Cyn/E. of Fairway Dr	CH	NDM Engineering	X TE06/20/23	X		
The Commons at Chino Hills/Major 3; Shops 6 and 9	06SPR02	4655/4575/4675 Chino Hills Pkwy.	C.H.		X	X		
BIZPARK - 187,000 sq. ft. Business Park (Office/Commercial/Warehouse)	TPM 20201 07SPR02	Pomona Rincon Rd	CH	HG Fenton	X	X		
Coptic Orthodox Church	15CUP04 15SPR04	14715 Peyton Dr.	C.H.	Ramy Awad	X	X	X	

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

The Rincon (Imaging Center; Holiday Inn; Wendy's)	15SPR03 Amendment TPM 19846	15855/15851/15931 Soquel Cyn. Rd	C.H.	Philip Lee	X	X	X	X
Rancho Cielito PM 4562/Formerly PM 4562; now PM 20343	17SPR02 PM 20343	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	PH 01/18/22 X		
Costco Gas Station Expansion/Relocation; Car wash and warehouse expansion	19CUP04	13111 Peyton Dr.	CH	MG2 Architects	X	X		
159 SFDs on 130 Acres; Development to include Comm. Rec. Center, private streets & designated open spaces	19CUP06 TTM 20317	Shadyview	CH	Trumark Homes	X	PH 09/06/22 X		
Development & Operation of landscape supply business.	19SPR01	SWC Pomona Rincon Rd/Enslor Ln	CH	Rosario Rios	X			
Chino Hills Condominiums	19SPR02	E. Pomona Rincon Rd/S. of Los Serranos Rd	CH	William Ashley Inc	X			
52 Lot subdivision "Paradise Ranch"	19SPR03 TTM 20286	Canyon Hills Rd. (Gentile Property)	CH	True Life Companies	X	X		
I & I Brewing	20MUP03	4020 Chino Hills Pkwy	C.H.	I & I Brewery	X	X	X	
2 Sites consisting of 6 Planning Areas; Site 1 = 724 units, Site 2 = 52 units	21SPR01	SW Portion of LSGC & vacant lot @ NEC Los Serranos Rd. & CC Drive	CH	Greening Trust	X			
378.65 Acres to include 135 SFD & 163 Townhomes Canyon Estates	21PAR01 TTM20019	3300 Woodview Rd	CH	GGF, LLC	X			
Western Hills Residences 187 unit residential development	22SPR01	So. Portion of WHGC/Fairway Dr./CC Rd.	CH	Lewis Land Developers	X			
Hydrogen Fuel Facility w/2 fuel dispensers	22SPR02 22CUP01	3260 Chino Ave.	CH	Fiedler Group	X	X	X	
Golftec - 3,376 sq. ft. Bldg.	22SPR04	15656 Yorba Ave	CH	Golftec	X	X		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

Bliss Carwash Modification of existing carwash to automated	23ZCR01	14694 Pipeline Ave	CH	PM Design Group	X	X		
Primewash Express	23SPR02 23CUP01	SWC Chino Hills Pkwy/Ramona Ave	CH	Elias Bashoura	X	X		
8,819 sq. ft. 2-story Commercial Bldg.	23SPR03	W of Pomona Rincon Rd/ Adj. to 16258 Prado Rd.	CH	New Song	X			
GoStoreIt - 115,740 sq. ft. 6 story self-storage bldg.	22SPR03 22CUP03	SEC Chino Hills Pkwy/Monte Vista Ave	Chino	Alston Construction	X	PH 02/07/23 X		
U.S. Bowling Corp.: Phase IV McCalla Center	SA 96-09 (R1)	13609, 13613, 13619, 13625 Central Ave.	Chino	Alston Construction	X	X	X	X
5,357 sq. ft. office retail & restaurant bldg.	PL10-0709	SEC Euclid Ave/Kimball Ave	Chino	Ben McBride	X			
2 Story warehouse bldg. & office; 46,560 s.f	PL 14-1133 (SA) APN 102136113	5240/5280 Eucalyptus Ave.	Chino	Ever Sun Investments LLC	X	X	X	X
Kimball Business Park (Kimball Street 12 Bldgs. remaining - 10 bldgs. now completed 8522 - 8778 Kimball)	PL15-0527 PL15-0528 PL15-0529 PL15-0530	8522/8544/8576/8614/ 8624/8652/8688 8716/8746/8778/8820 Kimball Ave; 15666 Hellman Ave.	Chino	SRG Acquisition	X	X	X	X
Proposed 3-story (62 units), 49,711 sq.ft. Senior Apartment Building	PL16-0347 PL16-0357	11930 Central Ave.	Chino	Komar Investments	X	X (PH 09/20/21) TE#03 - 12/20/23		
Andy's Burgers 5,800 sq.ft. drive through restaurant	PL16-0671	4616 Riverside Dr.	Chino	John Wyka	X	X	X	
Euclid Commerce Center - 6 Industrial Bldgs.	PL16-0701 PL16-0702 PL16-0703 PL17-0048	15801; 15841; 15881; 15921; 15893; 15915 Euclid Ave.	Chino	Euclid/Kimball Partners LLP	X	X	X	X
Utilize existing 14,720 sq.ft. facility for Islamic Center	PL16-0704 TPM 18903	4711 Chino Ave.	Chino	Chino Valley Islamic	X	X	X	X

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

Altitude Business Centre (Kimabll & Mayhew) Commercial Development - 220,000 sq.ft. Warehouse/Multi-Tenant Bldg. 30,000 sf.ft.	PL16-0456 PL16-0457 TPM 19756	15865, 15791 Quality Way; 15790, 15825, 15881 Terminal Ct.	Chino	Fullmer Construction	X	X	X	
Altitude Business Centre - Bldg. 6 48,650 sq. ft.	PL16-0456 PL16-0457 TPM 19756	15771 Terminal Ct	Chino	Fullmer Construction	X	X	X	
Distribution Facility for In-N-Out	PL17-0042 PL17-0044 PL19-0048 PL19-0049 PL19-0091 PL19-0092	16000 Quality Way	Chino	In-N-Out Burger	X	X	X	X
Fairfield Inn & Suites 4-story Hotel 58,940 sq. ft.	PL17-0060 PL17-0061	14705 Ramona Ave. (Rancho Del Chino)	Chino	JS Hotel Dev.	X	X	X	
Time Extension for TTM 18856 - Rancho Miramonte	PL17-0106 TTM 18856	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	X (TE#2 11/16/22)		
Install Temporary Mobile Office	PL18-0028	7780&7802 Kimball Ave.	Chino	Superior Sod	X	X		
8,854 sq. ft. Industrial Bldg. Warehouse for packaging materials	PL18-0034	5199 F St.	Chino	Moksud Rahman	X	X	X	
1 Story Medical Office Bldg.; 23,580 sq. ft. Chino Pipeline Cener	PL18-0035 PL18-0105 TTM 20028	4076 Chino Ave	Chino	Creative Design Assoc. Kenneth Pang	X	X TE#01- 10/04/23		
Proposed Addition of 14,265 sq. ft. Wing Lee Poultry	PL18-0038	13625 Yorba Ave.	Chino	Austin Co.	X	PH 02/09/22		
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	PL18-0047 PL18-0048	15191 Central Ave	Chino	Western States Const.	X	X	X	
Watson Ind. Park - 3 Industrial Bldgs - 267K - 560K sq.ft.; Bldgs. 847, 848, 849; 8975 & 9129 Remington- Complete	PL18-0040 PL18-0041	SWC/SEC Remington/Hellman 8841 Remington	Chino	Watson Land Co.	X	X	X	
Assisted living facility - 72 units	PL18-0057 PL18-0058	Guardian Way btwn 10th & Vernon Ave	Chino	Source Architecture Inc	X	X (TE # 06/08/22)		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

SFD attached duplex & triplex development - 106 units Morning Sun	PL18-0059 TTM 20231	APN 1055-451-03 LOT 11	Chino	Lennar	X	X	X	100 OF 106
Subdivide land into 5 parcels for single family homes - Monte Vista Village	PL18-0063 PL18-0064 PL18-0065 TTM 20227	12948 Monte Vista	Chino	Global Wood Solutions	X	X	N/A	N/A
8 Manufacturing/Warehouse bldgs. Ranging btwn 12k sq.ft. - 205k sq.ft.	PL18-0070 PL18-0071 PL18-0072	NEC Bickmore/Euclid Ave.	Chino	Alere Property Group LLC	X	X		
The Landings - 200 homesites w/SFD & Townhomes (Waypoint & Crossings)	PL18-0073 TR 20008	N/o Bickmore; w/o Rincon Meadows	Chino	Lennar Homes	X	X	X	X
Addition to existing bldg. and construction of 2 shade canopies	PL18-0086 PL18-0087	13677 Yorba Ave.	Chino	Gerald Mele & Associates	X			
Two proposed warehouse bldgs. Totaling 2,080k sq.ft.	PL18-0090 PL18-0091 PL18-0118 PL18-0119 PL18-0120 TPM 20071	16195 Mountain Ave.	Chino	Majestic Realty	X	TE #2 (04/19/23)		
Construct building for light industrial use	PL18-0099 PL18-0100 PL18-0101	SEC Moon /Remington Ave.	Chino	HIP So-Cal Properties LLC	X	X		
Proposed Industrial project	PL18-0102	12438 East End Ave.	Chino	Overton Moore Properties	X	X	X	X
Warehouse Bldg. 61,023 sq.ft.	PL18-0103 PL18-0099 PL20-0010	9261 Remington Ave.	Chino	Steve Hong	X	X	X	X
Expansion of Existing Veterinary Bldg. 2,999 sq. ft.	PL18-0106	3415 Chino Ave.	Chino	Steven Dunbar	X	X	X	X
Two concrete tilt-up warehouse/office buildings TPM 20058	PL18-0112 PL18-0113	14468 Central Ave.	Chino	OC Engineering	X	X		
Eagles Nest V & VI Aviation Business Park 158,490 sq. ft. Bus. Park - 4 executive hangars	PL18-0114 Prev. SA05-33	7000 Merrill Ave. (NEC) APN 1026-081-10 to12	Chino	Chino Dev. League	X	X		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

Relocating existing day spa to a new location	PL18-0125	14516 Pipeline Ave.	Chino	John R. DeWorken	X	X		
16,950 S.F. warehouse/office	PL19-0003	15022 La Palma Dr.	Chino	Homtomi C01 Partners LP	X	Public Hearing 7/20/2020 (TE #1 6/23/21)		
New Garage/storage/porch/patio	PL19-0020	11645 Vernon Ave.	Chino	Javier Hernandez	X	X		
3 Housing products - 68 detached dwelling units and auto courts; 28 attached duplexes and 72 attached triplexes (Lily/Lotus)	PL19-0021 PL19-0022 TTM 20247	NEC Bickmore Ave./Mayhew Ave.	Chino	Richland Ventures LLC	X	X	X	126 of 165
Construction of self-service carwash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X			
Proposed 3 acre park with restrooms & shade structure	PL19-0046	NEC Discovery Park Ave/Innovation	Chino	Chino Preserve Dev.	X			
15 Single Family Detached Homes (TTM 20235) "Francis Crossing"	PL19-0055	5084 Francis Ave	Chino	Kevin L Cramer	X			
Storage Units w/Office Space	PL19-0059	13381 11th St.	Chino	Mike/Debbie Boyle	X			
Conversion of residential to office	PL19-0068	13132-13138 9th St.	Chino	Jianyun Wang	X			
Homecoming Phase 5 - 187 Homes incl. 14 live/work units; Main St. Apartments - 172 Units	PL19-0071 PL19-0089 PL20-0007 TTM 20326	16300 E. Preserve Loop	Chino	Chino Preserve Dev	X	X	X	
116 Detached Condominium Community (Block 4) Voyage @ Discovery Park	PL19-0072 TR 20167 TR 20248	Market St./ Discovery Park Ave.	Chino	Lennar	X	X	X	56 of 116
123 Condominiums "Bungalows"; Delia @ The Preserve (MSA PL 18-0010/ PL 18-0011)	PL19-0073 TR 20171	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Tri Pointe Homes	X	X	X	X
76 Single-Family units (Monarch) (MSA PL 18-0010/ PL 18-0011)	PL19-0074 TR 20172	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Pulte Homes	X	X	X	71 of 76

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

116 Detached Condos - Gardenside (Liberty Deluxe) (MSA PL 18-0010/ PL 18-0011)	PL19-0075 TR 20170 TR 20270	N/O Pine, S/O Bickmore, at Meadowhouse	Chino	Richmond America	X	X	X	108 of 116
123-unit living/memory care facility; 2 Office Bldgs. And 2 Rest. Pads (PH 12.07.20)	PL19-0079 PL19-0080	Btwn Central Ave/ Benson Ave	Chino	Clover Estates	X	X (TE#1 12/08/21)		
Town Center @ The Preserve; 146,648 sq. ft. Commercial Center	PL19-0082 PL20-0016 (TPM) 20333 PL2017-0017 PL20-0018	Pine Ave. & Main St.	Chino	Lewis Retail Centers	X	X	X	
Construction of 3, 500 sq. ft. self-service car wash	PL19-0085 PL19-0084	5526 Philadelphia St	Chino	PM Design Group	X	X (TE#1 07/07/21)		
4 Warehouse/Comm. Bldgs	PL19-0086 PL19-0103	NWC East End/ County Rd	Chino	Clark Neuhoff	X	X	X	X
Indoor RC car racetrack & baseball/softfall training and Rec Fac.	PL19-0105	13871 Oaks Ave.	Chino	The Field 3 LLC	X	X		
Convert existing warehouse into medical office	PL19-0090	5143 D Street	Chino	Youkun Nie	X	X	X	
Single Story commercial Bldg.	PL19-0101	6903 Schaefer Ave.	Chino	Architects McDonald, Soutar & Paz, Inc.	X	X	X	
Three Tilt-up Bldgs. (Previously PR-PL19-0014); TPM 20	PL20-0003 PL20-0004 PL20-0005	12040 East End Ave	Chino	Lankershim Industrial Inc.	X	X PC 07/19/23		
Parklin@Discovery Park (Block 4) 68 detached auto courts residential units	PL20-0006 TPM 20168 TTM 20164 Lot 2 & 3	SWC Hellman/Market Mountain Ave/ Satterfield Way	Chino	Richmond American Homes	X	X	X	65 of 68
Proposed Accessory Structure (garage/storage)	PL20-0008	6010 Walnut Ave.	Chino	Water Living Church	X			
Proposed K-8 school, park, community center, and library	PL20-0014 (MSA) PL21-0026	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	PL20-0019 TPM 20207	13515 Monte Vista Ave.	Chino	KG Investments LLC	X	TE01 09/19/22 X	N/A	N/A

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

295,300 sq.ft. one story tilt-up bldg.with 15,000 sq. ft. office/mezzanine	PL20-0026 PL20-0027 PL20-0028 PL20-0029	13402 Yorba Ave 13461 Ramona Ave.	Chino	Brandi Smith	X	X	X	
2 Commercial/Retail buildings	PL20-0039 PL20-0040 PL20-0041 PL20-0042	NWC Kimball/Hellman	Chino	Orbis LCG Kimball LLC	X	X TE01 01/24/22		
Multi-Family Condo Dev N1 - Rancho Miramonte;1 10 bldgs w/6 dwelling units per bldg.	PL20-0046	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
Detached Condo Dev. - N2 - Rancho Miramonte; 67 detached buildings	PL20-0047	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
Multi-Family Condo Dev. - N3 Rancho Miramonte; 12 Bldgs w/6 dwelling units	PL20-0048	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
SFD - 110 units N4 - Rancho Miramonte	PL20-0051	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 7/19/21		
76 detached condos; N9 - Rancho Miramonte	PL20-0052	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X	PH 8/16/21		
55 Dwelling Units N7 - Rancho Miramonte	PL20-0056	Chino Corona Rd/Cucamonga Ave	Chino	Trumark Homes	X			
26,474 sq. ft Parcel division; (1) 9,820 sq. ft.; (2) 8,611 sq. ft.; (3) 8043 sq. ft. TPM 20280	PL20-0058 PL20-0059	12308 Fern Ave	Chino	Truong Dong	X			
163 Two-story homes	PL20-0060	Mountain Ave/Merrimack St	Chino	Lennar Homes	X			
Subdivide parcel into single lot tract for condo purposes; total of 209 MFD	PL20-0062 PL21-0021 TTM 20380	Academy/Legacy	Chino	Chino Holding Co.	X	PH 03/21/22		
1,400 sq. ft. Custom Designed Accessory structure	PL20-0065	4231 Walnut Ave.	Chino	Brian Hoogeveen	X			
1,732 sq. ft. detached workshop	PL20-0066	4114 Hacienda Ln.	Chino	Roberto Graciano	X	X PH 03/01/21		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units; Lilly/Lotus	PL20-0071 TR 20247	Bickmore Ave/Mayhew	Chino	KB Homes Costal Inc.	X	X	X	
3.7 acre Rec center & 1.4 acre park "Rancho Miramonte 68 SFD detached auto-court; 28 duplex condo unites; 72 triplex condo units	PL20-0072	Chino Corona Rd /Cucamonga Ave	Chino	The Miramonte Investors	X			
Two story 16,000 sq. ft. Bldg. on 45,000 sq. ft. lot	PL21-0001 PL21-0002	13779 Central Ave.	Chino	TZC LLC	X			
3.74 Acres proposed Commercial/Retail/Restaurant "The Campus at College Park"	PL21-0004 PL21-0005	14209, 14227, 14253 Oaks Ave & 5974 Eucalyptus Ave.	Chino	United Trust Realty Corp	X	PH 09/06/22 X		
Commercial Development w/car wash; drive-thru restaurant & retail	PL21-0011 PL21-0012	6132 Riverside Dr.	Chino	Pacif Rim Arch.	X			
79 Single Family Detached Units - Block 4 (Greenway)	PL21-0013 TR 20165	N/O Legacy Park St. E/O Discovery Park Ave.	Chino	Century Communities	X	X	X	78 of 79
69 detached homes (Driftstone)	PL21-0023 TR 20166	NEC Hellman/ Legacy Park St	Chino	KB Homes	X	X	X	48 of 69
56 Dwellings Units; Previously approved as part of MSA PL18-0012 (Parklin II)	PL21-0027 TR 20249	NWC Discovery Park/Legacy Park	Chino	Richmond America	X	X	X	
Modification of Master Site Approval south of Pine Ave.	PL21-0031 PL21-0032 TR 16420	Market St/Main St/E. Preserve Loop/Legacy Park	Chino	Chino Holding Co.	X	X	N/A	N/A
Commercial Development consisting of approx. 18 bldgs.; MSA for Altitude	PL21-0036 PL21-0037 PL21-0038	Kimball Ave/Quality Way	Chino	Richland Ventures LLC	X	X	N/A	N/A
Baseball/Softball Academy "Line Drive Academy"	PL21-0039	15642 Dupont Ave	Chino	Mike Brocki	X	X		
Proposed amendment of EBPS; land use change from Business Park to Manufacturing	PL21-0042	4331 Eucalyptus Ave	Chino	Eucalyptus LPIV 5 LLC	X			
Renewal of (1) existing modular office trailer for occasional meeting use	PL20-0035 PL21-0044	14005 S. Benson Ave	Chino	Maricela Gutierrez	X			
21.90 Acre MSA - 114 SFD	PL21-0045 PL21-0057 (TTM 20446)	8340 Chino Corona Rd	Chino	Chino Preserve Dev. Corp	X	PH 09/19/22 X	N/A	N/A

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

Proposed Animal Hospital	PL21-0047 PL21-0048	3959 Grand Ave	Chino	Cool Theel	X	PH 01/19/22 X		
Design guidelines for Fallon Crest	PL21-0049	8424 Bickmore Ave	Chino	Fallon Crest Farms	X	PH 10/17/22	N/A	N/A
852 sq. ft. Exterior refrigeration enclosure for existing Ind. Bldg.	PL21-0050	12290 Colony Ave	Chino	The Ziegenfelder Co	X	X	X	
Block 11 - MSA Proposed mix of 4 residential product types, totaling 305 units and Rec Center (Block 11)	PL21-0056 PL21-0057 TTM 20445	SEC Legacy Park/ E Preserve Loop Rd/ Chino Corona Rd	Chino	Chino Preserve Dev. Corp	X	X		
50,000 sq. ft. Ind. Bldg. (Part of Altitude Business Centre)	PL21-0061	15771 Terminal Ct	Chino	Link Logistics R.E.	X	X	X	
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)	PL21-0063 PL21-0064	12018 Central Ave.	Chino	J.C. Mann Arch.	X	PH 08/15/22 X		
149 Condo Units; TR 20161 (Zinnia)	PL21-0071 PL21-0072 TTM 20173	Meadow House/ Desert Holly	Chino	Beazer Homes Holding, LLC	X	X		
Request to subdivide one parcel into two	PL21-0074 TPM 20432	11841 Telephone Ave.	Chino	Frank Borges	X		N/A	N/A
Massage Establishment	PL21-0076	5420 Philadelphia St. Ste. F	Chino	Bao Xin Jin	X	X	X	
188 Condos on 23.60 acres (MSA/SA PL2011/12) Fallconcrest - Sage/Cedar	PL22-0002 PL22-0003 TR 20312	NEC Pine Ave/E. Preserve Loop	Chino	Tri Pointe Homes	X	X	X	
Proposed use of RV dealership APN 1025-211-29 "RV READY"	PL22-0014	So. Side of Corporate Center Dr./W of Ramona Ave	Chino	Crystal Cardona/ Andersen Arch	X	PH 04/17/23 X		
Construct new industrial Bldgs (8,880 sq. ft)	PL22-0016	5437 Chino Ave	Chino	MNM Construction	X			
Proposed one-story Wienerschnitzel	PL22-0019	15713 Euclid Ave	Chino	Andersen Arch.	X			
Exterior T.I. project; 26,032 sq. ft. courtyard space	PL22-0020	4201 Eucalyptus Ave	Chino	Matthew Decker	X			
Old School House Museum and site improvement project	PL22-0025	5493 B Street	Chino	City of Chino	X	X	X	

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

24,891 sq. ft. industrial building	PL22-0027	13787 Oaks Ave	Chino	John Cataldo	X	X	X	
Industrial Bldg. in Preserve Specific Plan area Proposed 925,362 sq. ft. Industrial Bldg.	PL22-0028 PL22-0029 PL22-0030	8711 Remington Ave	Chino	Majestic Realty	X	X		
K-9 Private Christian School	PL22-0032	12765 Oaks Ave.	Chino	Joel Hendley	X			
New Construction of 5 Bldgs; total 42,668 sq. ft. for cultural and educational uses / TPM 20806	PL22-0033 PL22-0034 PL23-0121	11910 Benson Ave.	Chino	Creative Design Assoc	X			
197 Units- Falloncrest APN 105542161/105561101 - Monet/Rembrandt (Previously PL20-0053/PL20-0054)	PL22-0036 TR20369	Pine Ave/ E. Preserve Loop	Chino	KB Homes	X	X	X	
9.75 Acre Public Park (Town Center Park)	PL22-0037	SEC Main St/Market St	Chino	Chino Preserve Dev	X			
Subdivide 2 parcels into 4 parcels for commercial office condo units & office bldgs.	PL22-0040 TTM 20570	5578, 5592, 5624, 5632 Philadelphia St.	Chino	Chino Villa LLC	X	PH 08/15/22 X		
Subdivide one parcel creating two parcels	PL22-0043 TPM 20570	13674 San Antonio Ave.	Chino	Gilbert Salazar	X	PH 10/17/22 X	N/A	NA
Preserve Town Center; Proposed Chipotle	PL22-0048	8363 Pine Ave	Chino	John Dugan Arch	X	X		
1,500 sq. ft. non-habitable ADU/Barn/RV Storage	PL22-0050	6145 Joaquin St	Chino	Shiv Talwar	X	PH 01/18/23		
TPM 20593 to merge 2 existing parcels and subdivide to create 3 parcels	PL22-0070 TPM 20539	6699 Riverside Dr.	Chino	MM Development Inc	X			
Petco full servie veterinary clinic	PL22-0072	3820 Grand Ave	Chino	Michelle Slayden	X			
Orbis Commercial Center; 5 Bldg. MFD w/gym, recreational area, entertainment area	PL23-0111 PL22-0074 PL22-0075	NWC Euclid Ave/Schaefer Ave	Chino	Clark Schaefer Parners, LLC	X			
Site Developed into a trailer truck parking lot used for storage of vehicles, trailers & equipment (Osterkamp Dist)	PL22-0081	2220 Mills Ave	Chino	Harry Heady	X	X		
300 Apartment Units in 2 buildings on 9.74 acres	PL22-0096 PL23-0002 (TPM 20693)	0 Chino Hills Pkwy	Chino	Chino Valley Investments, LP	X	X		

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

Retail Restaurant; trash enclosure, drive-thru; Panera Bread	PL22-0102	8391 Pine Ave	Chino	Gerald Koh	X	X	X	
Change of use from pre-school to church & addition; Existing Bldg. 2,685 sq. ft; addition 833 sq. ft.	PL23-0006 PL23-0005	5135 Walnut Ave.	Chino	Leo D. Cho	X	X PC 07/19/23		
Public Park for Fallon Crest (76.78 acres)	PL23-0029	8424 Bickmore Ave	Chino	Tri Pointe Homes	X			
Parking lot expansion for Calvary Chapel	PL23-0113 PL23-0032	14015 Pipeline Ave	Chino	KPRS	X			
2 speculative shell warehouse buildings w/office space, totaling 305,00 sq. ft.	PL23-0034	13610 Yorba Ave.	Chino	Lovette Industrial, LLC.	X PH 12/20/23			
MSA & Subdivision for 40 acres of land within Block 8	PL23-0043 PL23-0044 TTM 20632	W of Main St (Btwn W Preserve Loop/Market St)	Chino	Chino Preserve Dev. Corp.	X		N/A	N/A
Specific Plan Amendment (SPA) T.I. to establish a private school - Heights Christian Schools	PL23-0057 PL23-0058	14670 Ramona Ave	Chino	Heights Christian Schools	X	X PH 11/15/23		
2 Speculative tilt-up Bldgs. With 2-story office; 4.66 acres	PL23-0059	13575 Benson Ave	Chino	Doug Franz Arch.	X			
TPM 20739 for commercial condominium purposes	PL23-0060 TPM 20739	5143 D Street	Chino	MKNZ, LLC	X	X	N/A	N/A
SCUP for massage establishment	PL23-0062	5266 Francis Ave	Chino	Serenity Medical Enterprises, LLC	X	X PC 07/19/23		
83 6-pack detached condos - Block 11	PL23-0071	8340 Chino Corona Rd	Chino	Chino Preserve Dev	X			
42 4-pack detached condos - Block 11	PL23-0072	8340 Chino Corona Rd	Chino	Chino Preserve Dev	X			
1,129 sq. ft. Addition of caretaker's quarters on 2nd floor of Ste. A	PL23-0082 PL10-0709	7231 Kimball Ave	Chino	Heady Design	X	X		
288 SFD lots; Block 1 Preserve	PL23-0083 PL23-0085 TTM 20633	S/O Pine Ave	Chino	Chino Preserve Dev.	X			
Redevelopment of 6.98 acre property to include warehouse facility	PL23-0061 PL23-0091	13925 Benson Ave	Chino	Rexford Industrial	X			

NEW CONSTRUCTION WORKSHEET
DECEMBER 2023

2,500 sq. ft. RV Garage	PL23-0088 PL23-0089	13241 Pipeline Ave	Chino	Emery Shen	X			
MFD 95 units with gym, recreation center, etc.	PL23-0090 (PR)	VC Euclid Ave/Schaefer /	Chino	Eric Fikse	X			
Proposed Industrial dev. to include 394,042 sq. ft. bldg	PL23-0098	5088 Edison Ave	Chino	Prologis	X			
Proposed battery storage facility	PL23-0100	13951 Magnolia Ave	Chino	AYPA Power Dev., LLC	X			
2 Bldgs for private K-9 school on existing church site (PL23-0105 PR) 1 new building	PL23-0140 PL23-0141	4201 Eucalyptus Ave	Chino	Bergman KPRS	X			
Franklin Center Redevelopment	PL23-0109(PR)	12400-12490 Central Ave	Chino	Land Eng. Consultants	X			
77 SFD/ Block 11	PL23-0120 PL23-0122	SW of Legacy Park	Chino	Chino Preserve Development	X			
Proposed 9,994 sq. ft. auto body shop w/offices on 28,952 sq. ft. lot	PL23-0124	4510 Carter Ct	Chino	Risk Buildings @ Chino, LLC	X			
Proposed residential property subdivided to 4 lots w/private driveway	PL23-0138(PR)	3rd St	Chino	T.J.Build LLC	X			

MONTHLY FINANCIAL REPORT 3.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY FINANCIAL REPORT - DECEMBER 2023

PURPOSE:

The purpose is to present the Chino Valley Fire District's financial activity for the month ended December 31, 2023, 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 December 2023, and for the fiscal year in comparison to the 2023-24 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:

Monthly Financial Attachment December 2023



Chino Valley Fire District Monthly Financial Report - Summary

As of December 31, 2023

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
Funds 100/500							
REVENUE							
Property tax revenue	\$ 14,780,952	\$ 22,704,590	\$ 40,101,420	\$ (17,396,830)	57%	\$ 20,677,028	\$ 2,027,562
Contract revenue	1,142,262	5,855,190	12,604,408	(6,749,218)	46%	6,258,222	(403,032)
Other revenue	233,487	2,620,839	2,567,164	53,675	102%	2,008,696	612,143
REVENUE TOTALS	\$ 16,156,701	\$ 31,180,619	\$ 55,272,992	\$ (24,092,373)	56%	\$ 28,943,946	\$ 2,236,673
EXPENSE							
Salaries and benefits	\$ 2,910,460	\$ 22,914,522	\$ 46,461,904	\$ 23,547,382	49%	\$ 22,675,157	\$ 239,364
Services and supplies	488,137	3,082,013	8,039,819	4,957,806	38%	2,638,946	443,067
Capital outlay	6,626	7,043	677,000	669,957	1%	614,487	(607,444)
EXPENSE TOTALS	\$ 3,405,223	\$ 26,003,578	\$ 55,178,723	\$ 29,175,145	47%	\$ 25,928,590	\$ 74,988
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 16,156,701	\$ 31,180,619	\$ 55,272,992	\$ (24,092,373)	56%	\$ 28,943,946	\$ 2,236,673
EXPENSE TOTALS	\$ 3,405,223	\$ 26,003,578	\$ 55,178,723	\$ 29,175,145	47%	\$ 25,928,590	\$ 74,988
Funds 100/500 - Net Gain (Loss)	\$ 12,751,478	\$ 5,177,041	\$ 94,269	\$ 5,082,772	5,492%	\$ 3,015,356	\$ 2,161,685
Transfers In - Capital Replacement	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue	1,098,572	527,699	-	527,699		190,891	336,808
REVENUE TOTALS	\$ 1,098,572	\$ 527,699	\$ -	\$ 527,699		\$ 190,891	\$ 336,808
EXPENSE							
Services and supplies	1,500	4,500	-	4,500		3,750	750
EXPENSE TOTALS	\$ 1,500	\$ 4,500	\$ -	\$ 4,500		\$ 3,750	\$ 750
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ 1,098,572	\$ 527,699	\$ -	\$ 527,699		\$ 190,891	\$ 336,808
EXPENSE TOTALS	\$ 1,500	\$ 4,500	\$ -	\$ 4,500		\$ 3,750	\$ 750
Fund 800 - Restricted Assets Net Gain	\$ 1,097,072	\$ 523,199	\$ -	\$ 523,199		\$ 187,141	\$ 336,058
Grand Totals, All Funds							
REVENUE TOTALS, INCL.	\$ 17,255,273	\$ 31,708,318	\$ 55,272,992	\$ (23,564,674)		\$ 29,134,837	\$ 2,573,481
EXPENSE TOTALS	\$ 3,406,723	\$ 26,008,078	\$ 55,178,723	\$ 29,170,645		\$ 25,932,340	\$ 75,738
Grand Total Net Gain (Loss)	\$ 13,848,550	\$ 5,700,240	\$ 94,269	\$ 5,605,971		\$ 3,202,497	\$ 2,497,743



Chino Valley Fire District Monthly Financial Report

As of December 31, 2023

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
Funds 100/500							
REVENUE							
Property tax revenue							
Property tax - current secured	\$ 14,231,764	\$ 19,719,926	\$ 36,079,723	\$ (16,359,797)	55%	\$ 18,700,342	\$ 1,019,584
Property tax - current unsecured	199,914	1,593,097	1,407,812	185,285	113%	1,225,378	367,719
Property tax - current utility	100,871	101,616	697,018	(595,402)	15%	-	101,616
Property tax - prior and penalty	93,907	1,017,979	905,202	112,777	112%	626,214	391,765
Property tax - home owner's exemption	33,038	33,038	328,658	(295,620)	10%	33,906	(868)
Property tax - supplemental	98,204	203,576	638,007	(434,431)	32%	88,431	115,145
Property tax - weed abatement	23,254	35,358	45,000	(9,642)	79%	2,757	32,601
Property tax revenue Totals	<u>14,780,952</u>	<u>22,704,590</u>	<u>40,101,420</u>	<u>(17,396,830)</u>	57%	<u>20,677,028</u>	<u>2,027,562</u>
Contract revenue							
Current services	1,142,262	5,855,190	12,604,408	(6,749,218)	46%	6,258,222	(403,032)
Contract revenue Totals	<u>1,142,262</u>	<u>5,855,190</u>	<u>12,604,408</u>	<u>(6,749,218)</u>	46%	<u>6,258,222</u>	<u>(403,032)</u>
Other revenue							
Permit and inspection fees	95,770	573,470	1,663,164	(1,089,694)	34%	622,088	(48,618)
Weed abatement	328	29,842	30,000	(158)	99%	34,956	(5,114)
Other sales	64	64	3,000	(2,936)	2%	530	(466)
Other revenue	4,595	134,631	90,000	44,631	150%	36,390	98,240
Mutual aid recoveries	120,023	1,137,791	500,000	637,791	228%	1,247,133	(109,342)
Grants	-	313,483	30,000	283,483	1045%	-	313,483
Donations	-	-	1,000	(1,000)	0%	-	-
Capital acquisitions	-	-	-	-	#DIV/0!	-	-
Interest revenue	12,707	292,402	250,000	42,402	117%	67,600	224,802
Other revenue Totals	<u>233,487</u>	<u>2,620,839</u>	<u>2,567,164</u>	<u>53,675</u>	102%	<u>2,008,696</u>	<u>612,143</u>
REVENUE TOTALS	<u>\$ 16,156,701</u>	<u>\$ 31,180,619</u>	<u>\$ 55,272,992</u>	<u>\$ (24,092,373)</u>	56%	<u>\$ 28,943,946</u>	<u>\$ 2,236,673</u>



Chino Valley Fire District Monthly Financial Report

As of December 31, 2023

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
EXPENSE							
Salaries and benefits							
Salaries regular	\$ 1,516,362	\$ 9,204,329	\$ 21,547,244	\$ 12,342,915	43%	\$ 9,171,717	\$ 32,611
Salaries - part time	5,241	29,866	80,849	50,983	37%	76,485	(46,619)
Uniform allowance	-	500	48,850	48,350	1%	3,464	(2,964)
Coverage - training and support	96,126	586,690	1,111,207	524,517	53%	917,454	(330,764)
Coverage - emergency response and leave	421,690	2,892,066	4,975,477	2,083,411	58%	2,507,495	384,571
Coverage - worker's compensation	101,893	448,111	1,000,000	551,889	45%	349,109	99,003
Call back or standby	775	4,557	11,315	6,758	40%	5,239	(682)
Separation payments	-	75,368	278,000	202,632	27%	120,537	(45,169)
Special compensation	63,400	383,873	894,620	510,747	43%	364,323	19,551
Annual leave buyback	13,763	13,763	650,000	636,237	2%	-	13,763
PERS retirement	354,206	6,415,380	9,040,849	2,625,469	71%	6,277,473	137,906
Survivor's benefits	260	1,567	11,640	10,073	13%	1,622	(55)
Long term disability	1,832	9,624	33,940	24,316	28%	9,697	(73)
Unemployment insurance	13	224	17,024	16,800	1%	1,384	(1,160)
Health and dental insurance	248,178	1,469,136	3,607,282	2,138,146	41%	1,476,668	(7,532)
Social security medicare	31,858	196,531	355,398	158,867	55%	196,211	321
State disability insurance	1,628	12,503	32,596	20,093	38%	15,811	(3,308)
Worker's compensation expense	(36,880)	629,009	1,350,000	720,991	47%	671,058	(42,049)
Life insurance	6,509	39,075	89,427	50,352	44%	40,154	(1,079)
Deferred comp benefit	78,163	470,499	1,102,283	631,784	43%	440,022	30,476
Technology Allowance	5,445	31,849	71,403	39,554	45%	29,233	2,616
Tuition reimbursement	-	-	152,500	152,500	+++	-	-
Salaries and benefits Totals	2,910,460	22,914,522	46,461,904	23,547,382	49%	22,675,157	239,364



Chino Valley Fire District Monthly Financial Report

As of December 31, 2023

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	10,066	13,326	540,900	527,574	2%	19,394	(6,067)
Telephone	21,076	95,819	256,800	160,981	37%	102,819	(7,000)
Cellular phones	5,092	27,621	71,100	43,479	39%	28,318	(697)
Electronic equipment maintenance	75,519	387,254	595,373	208,119	65%	309,341	77,913
Food	804	1,580	13,750	12,170	11%	978	603
Memberships	-	15,328	46,090	30,762	33%	16,588	(1,261)
Publications	290	1,619	16,990	15,371	10%	2,774	(1,155)
Legal postings	-	2,320	12,400	10,080	19%	2,844	(524)
Small tools and equipment	31,423	94,829	307,582	212,753	31%	83,703	11,125
Inventory equipment	-	43,044	89,000	45,956	48%	77,415	(34,371)
Non-inventory equipment	129,233	187,635	303,683	116,048	62%	16,312	171,323
Special department expenses	3,648	25,661	80,955	55,294	32%	18,021	7,640
Training	51,351	180,705	423,924	243,219	43%	102,970	77,734
Utilities	22,449	166,929	333,000	166,071	50%	151,392	15,537
General liability insurance	-	581,470	604,101	22,631	96%	502,392	79,078
Office supplies	6,925	12,017	54,800	42,783	22%	15,356	(3,339)
Postage	1,371	5,646	15,000	9,354	38%	8,023	(2,377)
Printing	941	3,957	16,200	12,243	24%	927	3,030
Services - auditing	-	-	26,000	26,000	0%	20,500	(20,500)
County services	-	-	230,000	230,000	0%	-	-
Services - legal	-	71,983	300,000	228,017	24%	29,419	42,564
Services - dispatch	-	395,630	823,796	428,166	48%	363,779	31,851
Services - other	53,184	320,281	1,593,126	1,272,845	20%	272,135	48,145
General household expense	1,159	14,915	34,200	19,285	44%	13,681	1,235
Medical supplies	12,331	55,400	252,571	197,171	22%	106,740	(51,339)
Vehicle maintenance	36,634	115,736	238,400	122,664	49%	102,938	12,798
Equipment maintenance	566	12,490	141,803	129,313	9%	19,938	(7,448)
Fuel	9,816	105,488	250,000	144,512	42%	113,475	(7,987)
Structure maintenance	14,257	143,330	368,275	224,945	39%	136,798	6,532
Structure rent/lease	-	-	-	-	+++	(25)	25
Services and supplies Totals	488,137	3,082,013	8,039,819	4,957,806	38%	2,638,946	443,067



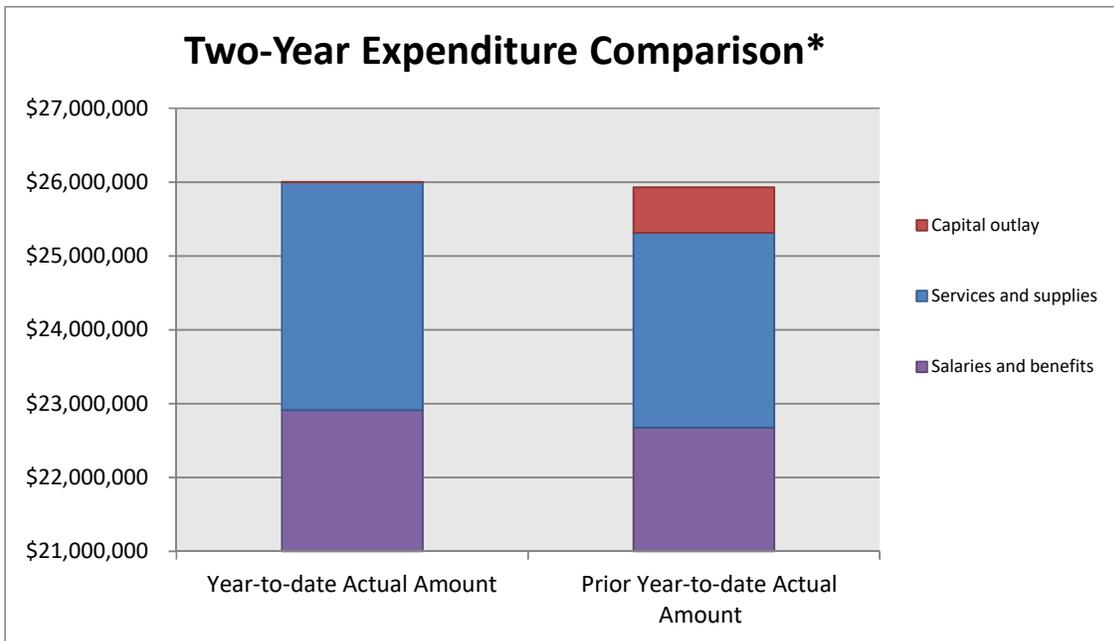
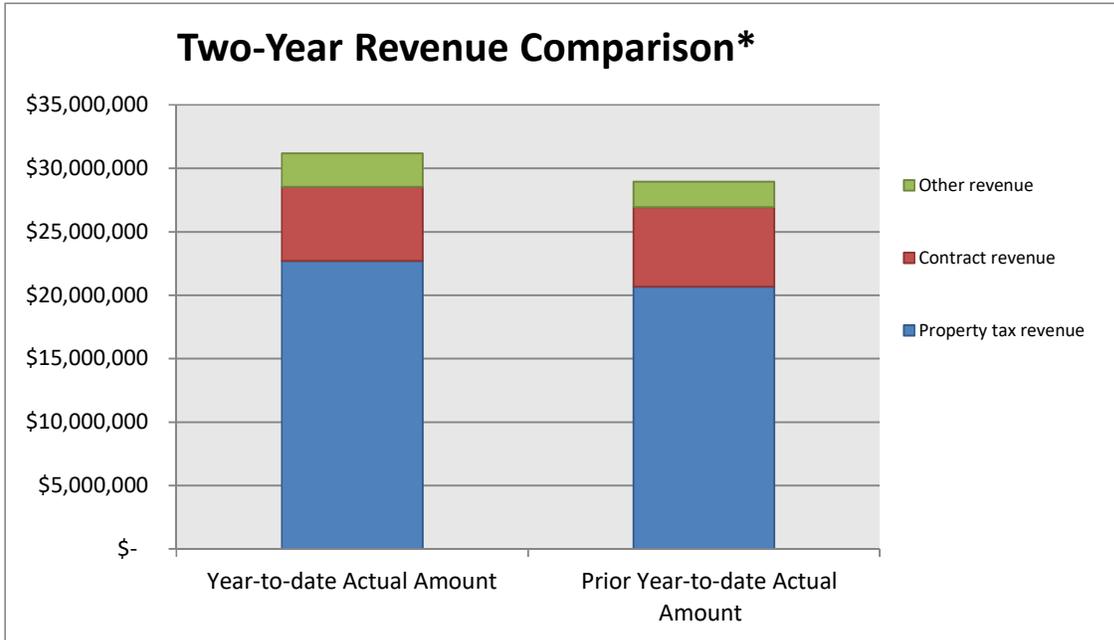
Chino Valley Fire District Monthly Financial Report

As of December 31, 2023

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	-	-	429,000	429,000	0%	-	-
Capital - equipment	6,626	7,043	48,000	40,957	15%	323,466	(316,423)
Capital - vehicles	-	-	200,000	200,000	0%	291,021	(291,021)
Capital - lease purchase equipment	-	-	-	-	+++	-	-
Capital outlay Totals	<u>6,626</u>	<u>7,043</u>	<u>677,000</u>	<u>669,957</u>	<u>1%</u>	<u>614,487</u>	<u>(607,444)</u>
EXPENSE TOTALS	<u>\$ 3,405,223</u>	<u>\$ 26,003,578</u>	<u>\$ 55,178,723</u>	<u>\$ 29,175,145</u>	<u>47%</u>	<u>\$ 25,928,590</u>	<u>\$ 74,988</u>
Funds 100/500 - Totals							
REVENUE TOTALS	\$ 16,156,701	\$ 31,180,619	\$ 55,272,992	\$ (24,092,373)	56%	\$ 28,943,946	\$ 2,236,673
EXPENSE TOTALS	3,405,223	26,003,578	55,178,723	29,175,145	47%	25,928,590	74,988
Fund 100/500 - Net Gain (Loss)	<u>\$ 12,751,478</u>	<u>\$ 5,177,041</u>	<u>\$ 94,269</u>	<u>\$ 5,082,772</u>	<u>5,492%</u>	<u>\$ 3,015,356</u>	<u>\$ 2,161,685</u>
Transfers In - Capital Replacement	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>#DIV/0!</u>		
Fund 800 - Restricted Assets							
REVENUE							
Other revenue							
Restricted - Sec115 Trust Interest	1,098,572	527,699				190,891	336,808
REVENUE TOTALS	<u>\$ 1,098,572</u>	<u>\$ 527,699</u>				<u>\$ 190,891</u>	<u>\$ 336,808</u>
EXPENSE							
Services and supplies							
Restricted - Sec115 Trust Admin Expense	1,500	4,500				3,750	750
EXPENSE TOTALS	<u>\$ 1,500</u>	<u>\$ 4,500</u>				<u>\$ 3,750</u>	<u>\$ 750</u>
Fund 800 - Restricted Assets Totals							
REVENUE TOTALS	\$ 1,098,572	\$ 527,699				\$ 190,891	\$ 336,808
EXPENSE TOTALS	1,500	4,500				3,750	750
Fund 800 - Restrcted Assets Net Gain (Loss)	<u>\$ 1,097,072</u>	<u>\$ 523,199</u>				<u>\$ 187,141</u>	<u>\$ 336,058</u>
Grand Totals, All Funds							
REVENUE TOTALS, INCL. TRANSFERS IN	\$ 17,255,273	\$ 31,708,318	\$ 55,272,992	\$ (23,564,674)		\$ 29,134,837	\$ 2,573,481
EXPENSE TOTALS	3,406,723	26,008,078	55,178,723	29,170,645		25,932,340	(75,738)
Grand Total Net Gain (Loss)	<u>\$ 13,848,550</u>	<u>\$ 5,700,240</u>	<u>\$ 94,269</u>	<u>\$ 5,605,971</u>		<u>\$ 3,202,497</u>	<u>\$ 2,497,743</u>



Chino Valley Fire District Monthly Financial Report - Graphs As of December 31, 2023



*Excludes restricted 115 Trust activity

MONTHLY TREASURER'S REPORT 4.

CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: MONTHLY TREASURER'S REPORT - DECEMBER 2023

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 June 30.

The monthly average rate of return on the LAIF account was 4.03% as of January 30

RECOMMENDATION:

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

ATTACHMENTS:

Treasurer's Report December 2023

Chino Valley Independent Fire District
Cash & Investment Statement
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2023

	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>			8.5%	15.0%	76.5%	100%				
December 2023	\$ 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
November 2023	\$ 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
October 2023	\$ 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
September 2023	\$ 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
August 2023	\$ 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
July 2023	\$ 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
June 2023	\$ 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
May 2023	\$ 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
April 2023	\$ 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
March 2023	\$ 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
February 2023	\$ 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
January 2023	\$ 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
December 2022	\$ 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
November 2022	\$ 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
October 2022	\$ 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
September 2022	\$ 1,748,565	\$ 11,531	\$ 718,330	\$ 5,665,974	\$ 12,393,298	\$ 20,537,698	\$ 6,417,137	\$ 915,438	\$ 7,332,575	\$ 3,956,143
August 2022	\$ 1,559,973	\$ 5,699	\$ 894,990	\$ 3,236,491	\$ 16,393,298	\$ 22,090,451	\$ 6,417,137	\$ 1,488,946	\$ 7,906,083	\$ 3,955,818
July 2022	\$ 1,614,948	\$ 5,663	\$ 746,126	\$ 3,253,474	\$ 18,893,298	\$ 24,513,509	\$ 6,417,137	\$ 1,762,683	\$ 8,179,820	\$ 3,955,460
June 2022	\$ 1,593,232	\$ 4,135	\$ 637,584	\$ 3,243,223	\$ 26,842,137	\$ 32,320,311	\$ 6,417,137	\$ 1,399,947	\$ 7,817,084	\$ 3,955,146
May 2022	\$ 1,775,043	\$ 3,274	\$ 271,834	\$ 3,267,588	\$ 29,592,137	\$ 34,909,876	\$ 6,417,137	\$ 1,989,739	\$ 8,406,876	\$ 3,954,821
April 2022	\$ 1,885,033	\$ 1,992	\$ 1,577,739	\$ 3,260,529	\$ 30,342,137	\$ 37,067,430	\$ 6,417,137	\$ 2,047,340	\$ 8,464,477	\$ 3,954,474
March 2022	\$ 1,829,618	\$ 572	\$ 2,494,572	\$ 3,287,639	\$ 20,323,821	\$ 27,936,222	\$ 6,103,369	\$ 2,343,114	\$ 7,893,114	\$ 4,000,405
February 2022	\$ 1,723,025	\$ 3,151	\$ 1,426,473	\$ 2,846,127	\$ 23,523,821	\$ 29,522,597	\$ 5,550,000	\$ 2,468,218	\$ 8,018,218	\$ 4,000,066
January 2022	\$ 1,706,170	\$ 3,106	\$ 1,312,415	\$ 2,899,825	\$ 24,523,821	\$ 30,445,337	\$ 5,550,000	\$ 2,296,178	\$ 7,846,178	\$ -

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2023

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 Shares: 103,944.369	CalTRUST Investment Trust of CA Medium Term Fund Local Agency Pool	Pooled Investment Funds	\$ 1,000,000 \$ 10.08	\$ 1,162,524 \$ 9.73	\$ 1,176,866 \$ 9.82	\$ (30,802)	1.36%	n/a	N/A	N/A		Funds available for withdrawal only after providing five days notice.	
4/13/2021	\$ 249,000	BMO Harris Bank 5 year Certificate of Deposit - 1.00% CUSIP #: 05600XCP3 FDIC Insured up to \$250,000 Interest payable quarterly	Certificate of Deposit	\$ 249,000	\$ 225,753	\$ 228,459	\$ (20,541)	1.00%	4/13/2026	628 621 621	10/10/2023 1/10/2024 4/10/2024		Callable quarterly	
7/12/2021	\$ 500,000	Federal Home Loan Bank Bond - 0.35% Coupon, Purchased at 99.851 Term: 3 Years CUSIP #: 3130AMV82 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 499,255	\$ 485,009	\$ 487,043	\$ (12,212)	0.40%	7/12/2024	875 500,875	1/12/2024 7/12/2024		Callable Quarterly	
9/23/2021	\$ 249,000	UBS Bank USA 3 year Certificate of Deposit - 0.65% CUSIP #: 90348JT42 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 249,000	\$ 239,381	\$ 240,982	\$ (8,018)	0.65%	9/23/2024	135	Monthly			
9/23/2021	\$ 248,000	Sallie Mae Bank 5 year Certificate of Deposit - 1.05% CUSIP #: 795451AV5 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 221,673	\$ 223,992	\$ (24,008)	1.05%	9/22/2026	1,298	3/22/2024			
12/8/2021	\$ 250,000	Federal Home Loan Bank Bond - 1.0% Coupon, Purchased at 99.191 Term: 3 Years CUSIP #: 3130APK46 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 247,978	\$ 238,326	\$ 239,746	\$ (8,232)	1.00%	12/27/2024	913 913	10/27/2023 4/27/2024		Callable quarterly	
12/13/2023	\$ 750,000	Federal Home Loan Bank Bond - 4.9% Coupon Term: 2 Years CUSIP #: 313AV7L0 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 750,000	\$ -	\$ 752,010	\$ 2,010	4.90%	2/28/2025	18,750 18,750	2/13/2024 8/13/2024		Callable quarterly	
12/19/2023	\$ 340,000	Federal Home Loan Bank Bond - 4.65% Coupon Term: 2 Years CUSIP #: 3130A4CH3 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 340,000	\$ -	\$ 330,728	\$ (9,272)	4.65%	3/14/2025	4,038 4,038	3/14/2024 9/14/2024		Callable anytime	

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2023

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
3/4/2022	\$ 250,000	BMW Bank 3 year Certificate of Deposit - 1.80% CUSIP #: 05580AK37 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 235,975	\$ 237,749	\$ (9,251)	1.80%	3/4/2025	2,217 2,241	3/4/2024 9/4/2024			
3/9/2022	\$ 250,000	American Express National Bank 3 year Certificate of Deposit - 1.80% CUSIP #: 02589ABP6 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 247,000	\$ 235,863	\$ 237,653	\$ (9,347)	1.80%	3/10/2025	2,217 2,241	3/10/2024 9/10/2024			
12/13/2021	\$ 250,000	Federal Farm Credit Bureau Bond - 0.66% Coupon, Purchased at par Term: 2 Years CUSIP #: 3133ENGW4 Rating S&P AA+ Interest Payable Semi-Annually	Fixed Income/ Government Agency Bond	\$ 250,000	\$ 249,482	\$ -	Matured	0.66%	12/13/2023					Callable anytime
9/7/2023	330,076	United States Treasury 3 Month U.S. Treasury Bill - 5.13% CUSIP #: 912797HV2	Treasury Bill	\$ 330,077	\$ 334,067	\$ -	Matured	5.13%	12/19/2023					
3/16/2023	\$ 248,000	Affinity Plus Federal Credit Union 3 year Certificate of Deposit - 5.05% CUSIP #: 00833AAC4 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 248,000	\$ 247,138	\$ 249,227	\$ 1,227	5.05%	9/23/2024	\$ 1,044	Monthly			
3/16/2023	\$ 248,000	Technology Credit Union CA 3 year Certificate of Deposit - 5.00% CUSIP #: 87868YAL7 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 248,000	\$ 246,894	\$ 248,986	\$ 986	5.00%	9/23/2024	\$ 1,325	Monthly			
3/16/2023	\$ 244,000	Morgan Stanley Bank NA 5 year Certificate of Deposit - 4.80% CUSIP #: 61690U3C2 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 244,000	\$ 238,904	\$ 245,249	\$ 1,249	4.80%	9/23/2024	\$ 5,840 \$ 5,904	3/16/2024 9/16/2024			
3/16/2023	\$ 244,000	Morgan Stanley Private Bank 5 year Certificate of Deposit - 4.80% CUSIP #: 61768EQQ9 FDIC Insured up to \$250,000 Interest payable semi-annually	Certificate of Deposit	\$ 244,000	\$ 238,904	\$ 245,249	\$ 1,249	4.80%	9/23/2024	\$ 5,840 \$ 5,904	3/16/2024 9/16/2024			
9/21/2023	\$ 248,000	Merrick Bank 4 year Certificate of Deposit - 4.65% CUSIP #: 59013KWW2 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 242,388	\$ 247,094	\$ (906)	4.65%	9/21/2027	\$ 963	Monthly			

Chino Valley Independent Fire District
OTHER INVESTMENTS
TREASURER'S REPORT FOR THE PERIOD ENDING:
December 2023

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	CME Federal Credit Union 3 year Certificate of Deposit - 5.50% CUSIP #: 12574EAC4 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 248,771	\$ 250,441	\$ 2,441	5.50%	9/12/2025	\$ 1,137	Monthly			
9/26/2023	\$ 248,000	Greenstate Credit Union North Liberty 5 year Certificate of Deposit - 5.00% CUSIP #: 39573LEM6 FDIC Insured up to \$250,000 Interest payable monthly	Certificate of Deposit	\$ 248,000	\$ 244,576	\$ 252,724	\$ 4,724	5.00%	9/26/2028	\$ 965	Monthly			

Current Month Investment Trading Activity:

NONE

	% of Portfolio ²	% Allowed per Policy	Investments At Cost ¹	Prior Month Market Value	Current Month Market Value
Pooled Investment Funds (JPA) ¹	3%	No limit	\$ 1,176,866	\$ 1,162,524	\$ 1,176,866
Certificates of Deposit ²	8%	30%	2,968,000	2,866,220	2,907,805
Federal Agency Obligations	3%	No limit	1,087,233	972,817	1,809,527
Treasury Bills	1%	No limit	330,077	334,067	-
Treasury Notes	0%	No limit	-	-	-
			\$ 5,562,176	\$ 5,335,628	\$ 5,894,198

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

²Of total investment portfolio, including Sweep & LAIF Investments



Chart 1: Cash & Unrestricted Investment Balances Two Year Perspective

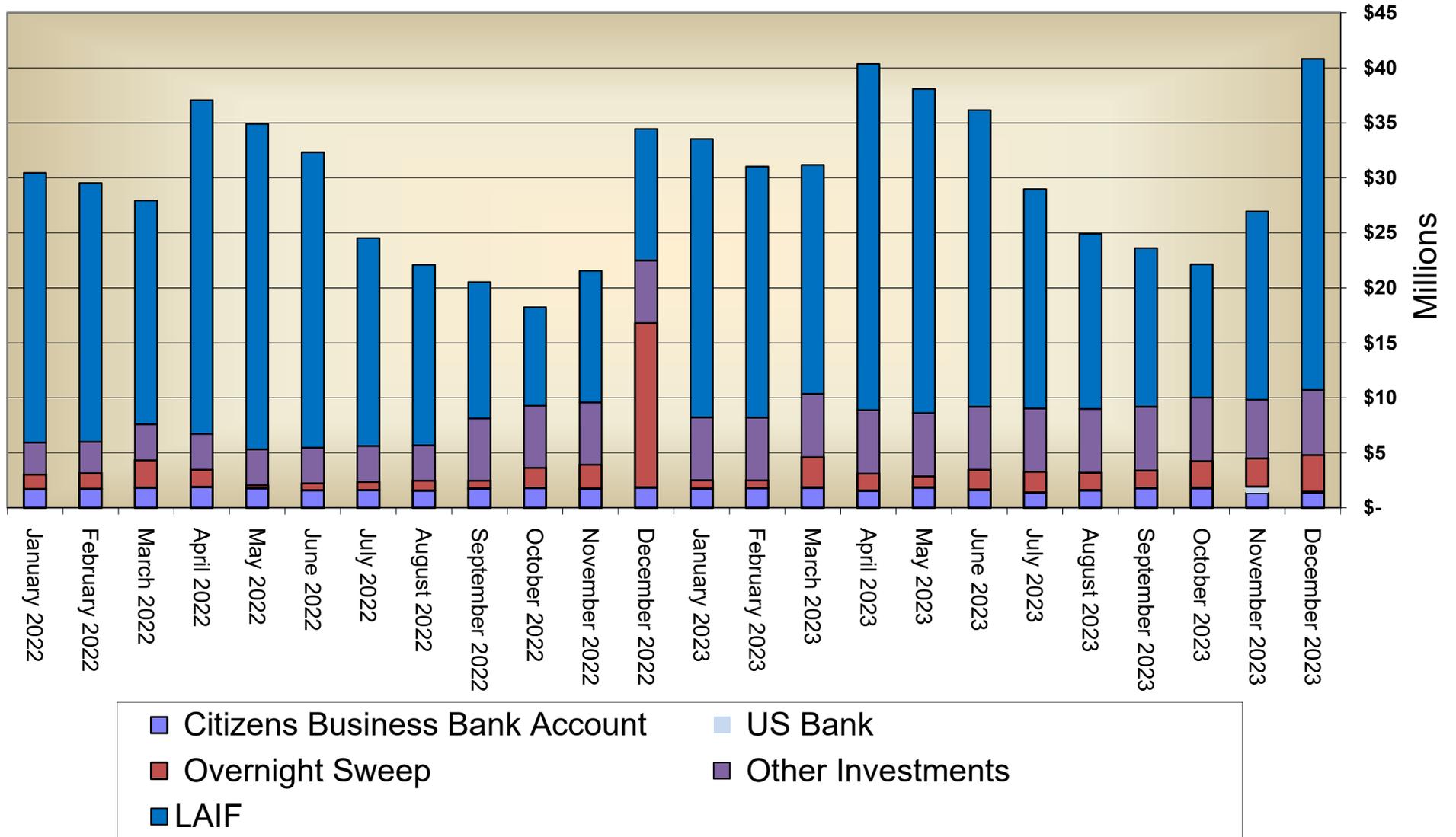




Chart 1A: Restricted Investment Balances Two Year Perspective

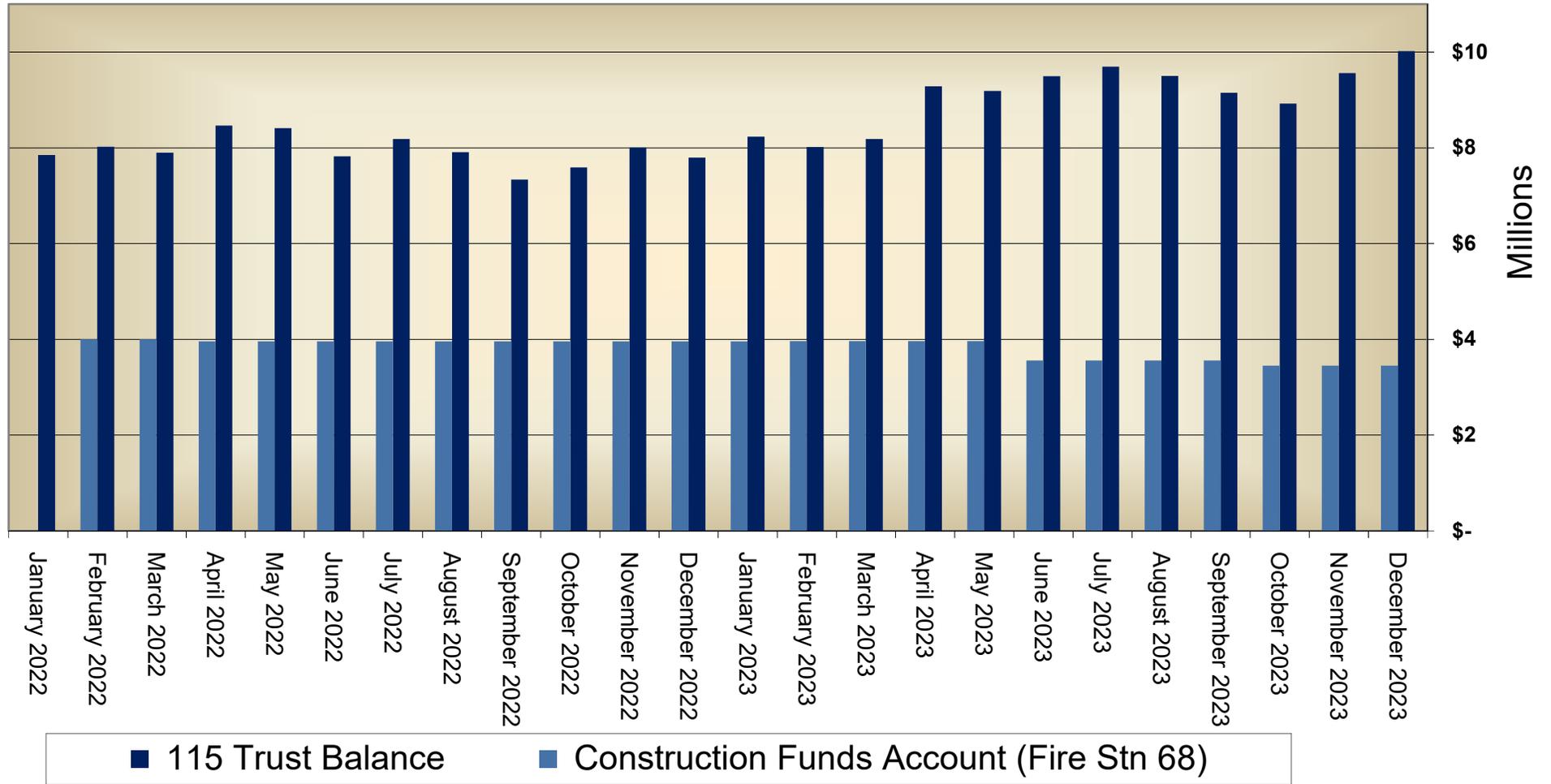
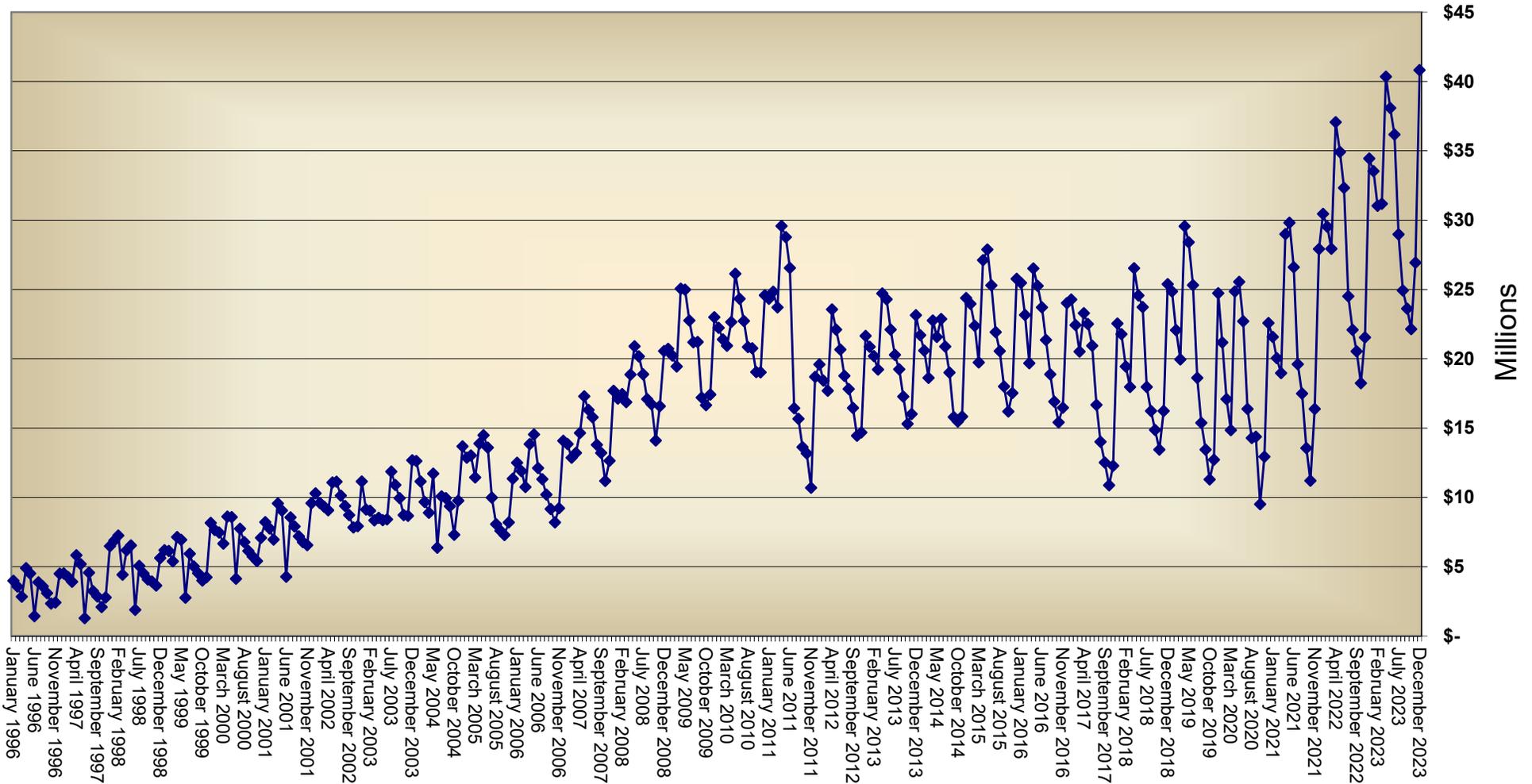




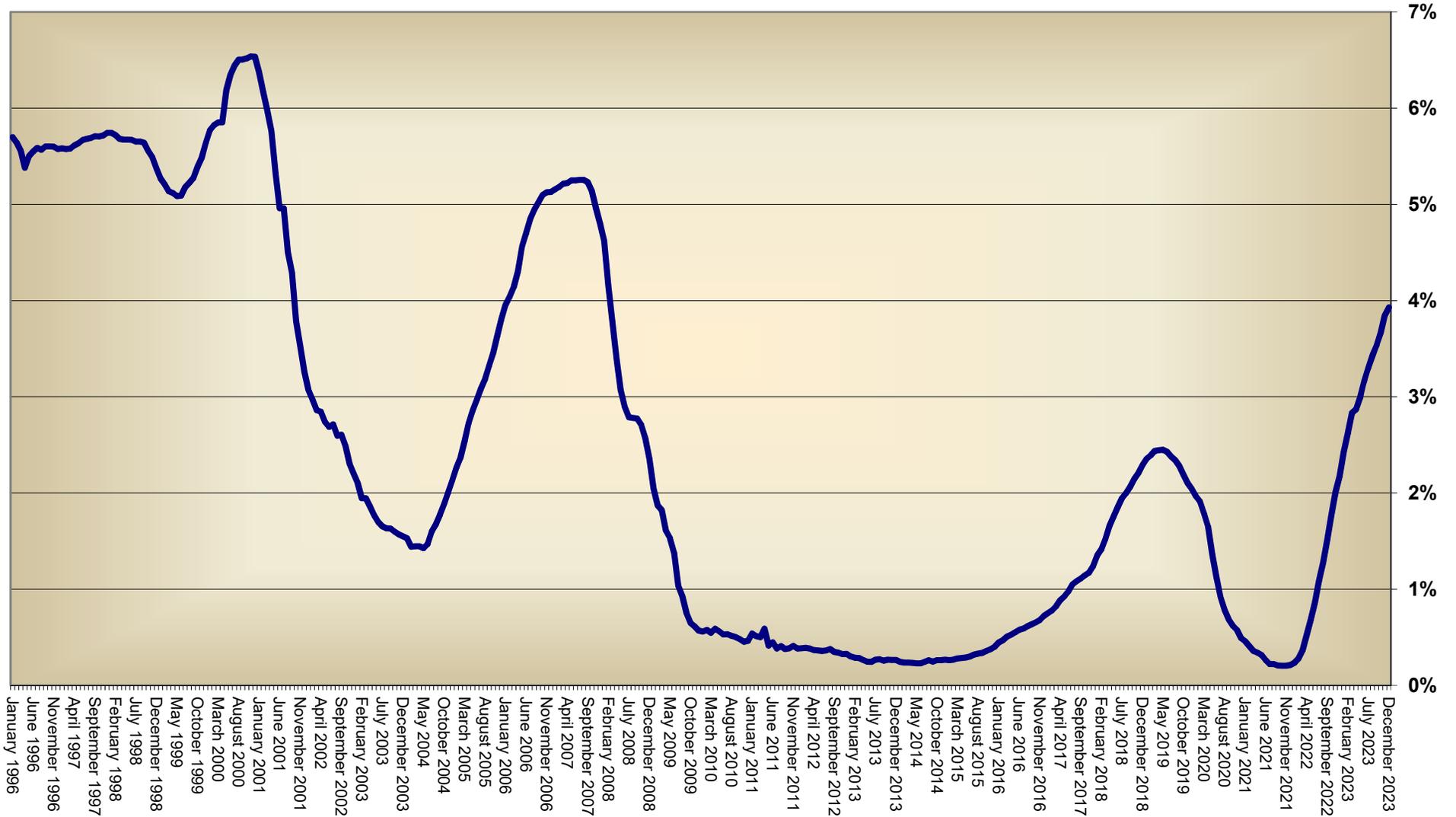
Chart 2: Total Cash & Unrestricted Investments January 1996 to date*



*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: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: WARRANTS FOR JANUARY 2024 #58659 THROUGH #58790

PURPOSE:

I have reviewed the warrants below and recommend approval.

<u>NUMBER</u>	<u>WARRANTS</u>	<u>DATE</u>	<u>AMOUNT</u>
2024-385	58659 – 58696	01/03/2024	\$261,605.88
2024-408	58697 – 58730	01/10/2024	78,132.53
2024-419	58731 – 58752	01/17/2024	48,423.18
2024-434	58753 – 58790	01/24/2024	125,489.98
VOIDS:		TOTAL	\$513,651.57

RECOMMENDATION:

Expenses as audited are within budget for warrants 58659 through 58790 and are hereby submitted for approval.

ATTACHMENTS:

Warrants for January 2024

Chino Valley Fire District
January 3, 2024 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/03/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/03/2024	58659 Accounts Payable	2 HOT UNIFORMS INC		161.63
Check	01/03/2024	58660 Accounts Payable	AMERICAN PRINTING & PROMOTIONS		902.00
Check	01/03/2024	58661 Accounts Payable	BCN FINANCIAL INC		120.00
Check	01/03/2024	58662 Accounts Payable	CANON FINANCIAL SERVICES INC		892.43
Check	01/03/2024	58663 Accounts Payable	CHARTER COMMUNICATIONS INC		119.97
Check	01/03/2024	58664 Accounts Payable	CITY OF CHINO		450.50
Check	01/03/2024	58665 Accounts Payable	CITY OF CHINO HILLS		2,507.53
Check	01/03/2024	58666 Accounts Payable	CODE R DECALS & GRAPHICS		892.00
Check	01/03/2024	58667 Accounts Payable	DAILY BULLETIN		173.04
Check	01/03/2024	58668 Accounts Payable	DAVID WILSON'S VILLA FORD		79,288.92
Check	01/03/2024	58669 Accounts Payable	DELUXE BUSINESS CHECKS & SOLUTIONS		2,288.28
Check	01/03/2024	58670 Accounts Payable	DOMESTIC DIESEL AND AUTO SERVICE INC		4,381.72
Check	01/03/2024	58671 Accounts Payable	EIDE BAILLY LLP		71.25
Check	01/03/2024	58672 Accounts Payable	FLYERS ENERGY, LLC		12,669.77
Check	01/03/2024	58673 Accounts Payable	FRONTIER COMMUNICATIONS		328.64
Check	01/03/2024	58674 Accounts Payable	HUNTER'S HEATING & AIR CONDITIONING INC		1,135.00
Check	01/03/2024	58675 Accounts Payable	LIFE ASSIST		4,707.66
Check	01/03/2024	58676 Accounts Payable	MCKINLEY ELEVATOR CORPORATION		250.00
Check	01/03/2024	58677 Accounts Payable	MESSAGE MEDIA USA INC		150.00
Check	01/03/2024	58678 Accounts Payable	MOTOROLA- INC		130.63
Check	01/03/2024	58679 Accounts Payable	MUNICIPAL EMERGENCY SERVICES INC		1,298.29
Check	01/03/2024	58680 Accounts Payable	PAPER RECYCLING & SHREDDING SPCLTS INC		88.00
Check	01/03/2024	58681 Accounts Payable	PATTY, AARON		353.30
Check	01/03/2024	58682 Accounts Payable	PBK ARCHITECTS INC		49,100.00
Check	01/03/2024	58683 Accounts Payable	PYRO-COMM SYSTEMS, INC		1,755.00
Check	01/03/2024	58684 Accounts Payable	SAM'S CLUB DIRECT		2,393.21
Check	01/03/2024	58685 Accounts Payable	SB COUNTY FIRE PROTECTION DISTRICT		2,314.00
Check	01/03/2024	58686 Accounts Payable	SB COUNTY-DEPT OF INNOVATION AND TECHNOLOGY		11,787.60
Check	01/03/2024	58687 Accounts Payable	SPECTRUM GAS PRODUCTS INC		567.75

User: Dawn Burns

Pages: 1 of 2

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Chino Valley Fire District
January 3, 2024 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/03/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/03/2024	58688 Accounts Payable	STEELCLAD, INC		35,445.03
Check	01/03/2024	58689 Accounts Payable	TELEPHONETICS		87.50
Check	01/03/2024	58690 Accounts Payable	TERAN, DANIEL		113.25
Check	01/03/2024	58691 Accounts Payable	THE SPRINKLER REPAIR COMPANY		475.50
Check	01/03/2024	58692 Accounts Payable	U.S. BANK CORPORATE PAYMENT SYSTEM		39,419.21
Check	01/03/2024	58693 Accounts Payable	VEOLIA WTS SERVICES USA, INC.		480.42
Check	01/03/2024	58694 Accounts Payable	VERIZON WIRELESS		854.18
Check	01/03/2024	58695 Accounts Payable	VERIZON WIRELESS		3,324.71
Check	01/03/2024	58696 Accounts Payable	WINZER		127.96
A/P Accounts Payable Checking Totals:			Transactions: 38		\$261,605.88
	Checks:	38	\$261,605.88		

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Chino Valley Fire District
January 10, 2024 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/10/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/10/2024	58697 Accounts Payable	360 DEEP CLEANING LLC		2,900.00
Check	01/10/2024	58698 Accounts Payable	AFSS NORTHERN DIVISION		399.00
Check	01/10/2024	58699 Accounts Payable	ALL STAR FIRE EQUIPMENT INC		79.14
Check	01/10/2024	58700 Accounts Payable	AMAZON CAPITAL SERVICES		73.22
Check	01/10/2024	58701 Accounts Payable	BRAVO BURGERS		23.94
Check	01/10/2024	58702 Accounts Payable	CHARTER COMMUNICATIONS INC		5,468.74
Check	01/10/2024	58703 Accounts Payable	CHARTER COMMUNICATIONS INC		510.00
Check	01/10/2024	58704 Accounts Payable	CHINO VALLEY FIRE EXPLORERS		1,288.05
Check	01/10/2024	58705 Accounts Payable	CINTAS CORPORATION #150		582.67
Check	01/10/2024	58706 Accounts Payable	CITY OF CHINO		449.08
Check	01/10/2024	58707 Accounts Payable	CORKY'S PRO PACIFIC PEST CONTROL INC		1,603.00
Check	01/10/2024	58708 Accounts Payable	COUNSELING TEAM INC		380.00
Check	01/10/2024	58709 Accounts Payable	CRIFE, JONATHAN		320.00
Check	01/10/2024	58710 Accounts Payable	D&W CONSULTING INC		2,890.00
Check	01/10/2024	58711 Accounts Payable	FLYERS ENERGY, LLC		6,282.53
Check	01/10/2024	58712 Accounts Payable	GONSALVES, MATT		320.00
Check	01/10/2024	58713 Accounts Payable	GoTO TECHNOLOGIES USA INC		1,059.00
Check	01/10/2024	58714 Accounts Payable	GUARDIAN - APPLETON		3,585.62
Check	01/10/2024	58715 Accounts Payable	METLIFE		300.00
Check	01/10/2024	58716 Accounts Payable	MOORE FLOORING INC.		677.00
Check	01/10/2024	58717 Accounts Payable	NAPA AUTO PARTS		3,863.03
Check	01/10/2024	58718 Accounts Payable	READYREFRESH BY NESTLE INC		444.88
Check	01/10/2024	58719 Accounts Payable	ROBERTSON, MATTHEW		400.00
Check	01/10/2024	58720 Accounts Payable	SB COUNTY FIRE-ARSON INVESTIGATORS TASKFORCE		135.00
Check	01/10/2024	58721 Accounts Payable	SEDGWICK CMS INC		4,414.23
Check	01/10/2024	58722 Accounts Payable	SOCAL GAS		1,612.09
Check	01/10/2024	58723 Accounts Payable	STANDARD DENTAL		19,340.88
Check	01/10/2024	58724 Accounts Payable	STANDARD LIFE		7,161.18
Check	01/10/2024	58725 Accounts Payable	STATE INDUSTRIAL PRODUCTS		2,795.48
Check	01/10/2024	58726 Accounts Payable	TEAMSTERS LOCAL 1932		819.88
Check	01/10/2024	58727 Accounts Payable	TRACTION		1,610.83
Check	01/10/2024	58728 Accounts Payable	VISION SERVICE PLAN - (CA)		2,727.66

User: Dawn Burns

Pages: 1 of 2

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Chino Valley Fire District
January 10, 2024 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/10/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/10/2024	58729 Accounts Payable	WASTE MANAGEMENT OF THE INLAND EMPIRE INC		931.67
Check	01/10/2024	58730 Accounts Payable	WESTERN HILLS GOLF & COUNTRY CLUB		684.71
A/P Accounts Payable Checking Totals:			Transactions: 34		\$78,132.53
Checks:		34	\$78,132.53		

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Chino Valley Fire District
January 17, 2024 Warrants
 Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/17/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/17/2024	58731 Accounts Payable	2 HOT UNIFORMS INC		2,648.61
Check	01/17/2024	58732 Accounts Payable	ASSN. OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS		375.00
Check	01/17/2024	58733 Accounts Payable	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS		55.00
Check	01/17/2024	58734 Accounts Payable	CALIFORNIA TOOL & WELDING SUPPLY		547.40
Check	01/17/2024	58735 Accounts Payable	CITY OF CHINO		1,274.77
Check	01/17/2024	58736 Accounts Payable	CITY OF CHINO HILLS		724.92
Check	01/17/2024	58737 Accounts Payable	ESRI- INC		2,970.00
Check	01/17/2024	58738 Accounts Payable	GONSALVES, MATT		294.21
Check	01/17/2024	58739 Accounts Payable	HdL COREN & CONE INC		4,625.00
Check	01/17/2024	58740 Accounts Payable	INLAND OVERHEAD DOOR COMPANY INC		3,825.00
Check	01/17/2024	58741 Accounts Payable	KAVANAUGH, TOMMY		320.00
Check	01/17/2024	58742 Accounts Payable	KIRTON'S LANDSCAPE MAINTENANCE INC.		2,690.00
Check	01/17/2024	58743 Accounts Payable	L N CURTIS & SONS INC		146.03
Check	01/17/2024	58744 Accounts Payable	PFM ASSET MANAGEMENT INC		1,967.26
Check	01/17/2024	58745 Accounts Payable	REP FITNESS LLC		1,551.60
Check	01/17/2024	58746 Accounts Payable	ROJAS COMMUNICATIONS GROUP INC		4,800.00
Check	01/17/2024	58747 Accounts Payable	STAPLES BUSINESS ADVANTAGE		26.27
Check	01/17/2024	58748 Accounts Payable	STEELCLAD, INC		6,558.00
Check	01/17/2024	58749 Accounts Payable	SUNSET GRAPHICS INC		7,061.14
Check	01/17/2024	58750 Accounts Payable	TELEFLEX LLC		2,963.13
Check	01/17/2024	58751 Accounts Payable	THE SPRINKLER REPAIR COMPANY		510.81
Check	01/17/2024	58752 Accounts Payable	TURNOUT MAINTENANCE COMPANY-LLC		2,489.03
A/P Accounts Payable Checking Totals:			Transactions: 22		\$48,423.18
Checks:	22		\$48,423.18		

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Chino Valley Fire District
January 24, 2024 Warrants

Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/24/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Bank Account: A/P - Accounts Payable Checking					
Check	01/24/2024	58753 Accounts Payable	AIRDATA UAV INC		300.00
Check	01/24/2024	58754 Accounts Payable	ALLIED NETWORK SOLUTIONS, INC		7,000.00
Check	01/24/2024	58755 Accounts Payable	AT&T MOBILITY		849.16
Check	01/24/2024	58756 Accounts Payable	ATKINSON, ANDELSON, LOYA, RUUD & ROMO		385.00
Check	01/24/2024	58757 Accounts Payable	BEST BEST & KRIEGER LLP		7,559.00
Check	01/24/2024	58758 Accounts Payable	BORDERLAN INC		15,674.20
Check	01/24/2024	58759 Accounts Payable	BW PRINTWORKS INC		1,279.38
Check	01/24/2024	58760 Accounts Payable	CFPI		650.00
Check	01/24/2024	58761 Accounts Payable	CHAMPION NEWSPAPERS		614.50
Check	01/24/2024	58762 Accounts Payable	CHARTER COMMUNICATIONS INC		167.81
Check	01/24/2024	58763 Accounts Payable	CHINO VALLEY UNIFIED SCHOOL DSTRCT		1,790.59
Check	01/24/2024	58764 Accounts Payable	CITY OF CHINO		391.43
Check	01/24/2024	58765 Accounts Payable	DANIELS TIRE SERVICE, INC.		7,487.20
Check	01/24/2024	58766 Accounts Payable	DATA TICKET INC		692.00
Check	01/24/2024	58767 Accounts Payable	FELDMAN, FRANKIE		360.86
Check	01/24/2024	58768 Accounts Payable	FRONTIER COMMUNICATIONS		150.75
Check	01/24/2024	58769 Accounts Payable	GALLS INC.		154.06
Check	01/24/2024	58770 Accounts Payable	HOLROYD, CLARK		192.33
Check	01/24/2024	58771 Accounts Payable	INTERSTATE ALL BATTERY CENTER		57.60
Check	01/24/2024	58772 Accounts Payable	KIWANIS CLUB OF CHINO INC		740.00
Check	01/24/2024	58773 Accounts Payable	KIWANIS CLUB OF CHINO INC		140.00
Check	01/24/2024	58774 Accounts Payable	L N CURTIS & SONS INC		2,659.93
Check	01/24/2024	58775 Accounts Payable	LASERZONE 1 INC.		102.23
Check	01/24/2024	58776 Accounts Payable	LAW OFFICE OF KATHY M. GANDARA		12,698.25
Check	01/24/2024	58777 Accounts Payable	LIFE ASSIST		5,620.25
Check	01/24/2024	58778 Accounts Payable	LOGICALIS, INC		12,507.50
Check	01/24/2024	58779 Accounts Payable	METLIFE		300.00
Check	01/24/2024	58780 Accounts Payable	NORTH NET FIRE TRAINING CENTER		2,700.00
Check	01/24/2024	58781 Accounts Payable	ORANGE COUNTY FIRE AUTHORITY		662.27
Check	01/24/2024	58782 Accounts Payable	SOUTHERN CALIFORNIA EDISON		13,542.94
Check	01/24/2024	58783 Accounts Payable	STEWART, GLEN		360.86
Check	01/24/2024	58784 Accounts Payable	TEAMSTERS LOCAL 1932		819.88

User: Dawn Burns

Pages: 1 of 2

1/24/2024 1:53:32 PM

Chino Valley Fire District
January 24, 2024 Warrants

Bank Account: A/P - Accounts Payable Checking
 Batch Date: 01/24/2024

Type	Date	Number Source	Payee Name	EFT Bank/Account	Transaction Amount
Check	01/24/2024	58785 Accounts Payable	THOMSON REUTERS - WEST		249.23
Check	01/24/2024	58786 Accounts Payable	VAN LANT & FANKHANEL LLP		25,425.00
Check	01/24/2024	58787 Accounts Payable	VEOLIA ES TECH SOLUTIONS-NORTH AMERICA INC		137.79
Check	01/24/2024	58788 Accounts Payable	VEOLIA WTS SERVICES USA, INC.		449.07
Check	01/24/2024	58789 Accounts Payable	VERIZON BUSINESS		118.91
Check	01/24/2024	58790 Accounts Payable	WILLIAMS, WINN		500.00
A/P Accounts Payable Checking Totals:			Transactions: 38		<u>\$125,489.98</u>
Checks:		38	\$125,489.98		

*Met 9/16
1-24-24*

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: FIRE STATION 68 PROJECT UPDATE

PURPOSE:

The purpose of this report is to provide the Board of Directors with an update and report of activities regarding the Fire Station 68 project, in the city of Chino Hills.

DISCUSSION:

The recent completion of several significant milestones and transition of personnel has provided an opportunity to update the Board of Directors on the progress of Fire Station 68. For purposes of this discussion, the project will be reviewed according to past milestones, present activities, and next steps.

Past milestones:

Inception—December 2023

- All entitlements and property transfers completed
- Geotechnical and other site evaluations completed
- CEQA development completed and Mitigated Negative Declaration adopted by the CVFD Board of Directors
- Project plans submitted to Chino Hills Building and Safety for review and approval
- Chino Hills Planning Commission approved project

Recent past milestones:

January 2024

- City of Chino Hills adopted a resolution approving the general plan amendment
- City of Chino Hills adopted an ordinance re-zoning the property for a fire station
- Completed addendum to PBK contract extending to completion of project

Present activities: January 2024—present

- Personnel transition
 - Deputy Chief Ault now the CVFD project lead
 - PBK Principal Architect, Lisa Cox, AIA now the lead architect
- Finalizing construction documents
- Prequalification of Bidders process

Next steps and projected target dates:

- | | |
|--|-------------------|
| • Complete the prequalification of bidders | March—April 2024 |
| • Final Building Department Review | March--May 2024 |
| • Finalize RFP and publish/begin bid process | May—June 2024 |
| • BOD to award bid to contractor | July--August 2024 |
| • Construction anticipated to begin | Fall 2024 |

RECOMMENDATION:

It is recommended that the Board of Directors receive and file the Fire Station 68 project update.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: ORDINANCE NO. 2024-01 INCREASING THE COMPENSATION OF THE
BOARD OF DIRECTORS**

PURPOSE:

Purpose is to introduce and solicit public comment on Ordinance No. 2024-01 increasing the compensation of the Board of Directors for first reading by title only and waive further reading.

DISCUSSION:

Health and Safety Code section 13857, as part of the Fire Protection District Law of 1987, sets forth the provisions controlling compensation for members of the District's Board of Directors pursuant to Chapter 2 of Division 10 of the California Water Code, section 20202 et seq., or its successor statutes. The Fire District Policy and Procedures for Board of Directors calls for review and consideration of Board Member compensation, at the beginning of each even year, to determine if any adjustments are appropriate.

Board Member compensation is currently set at \$175.00 per meeting, as adopted by Ordinance No. 2022-02. As currently permitted by State law and the Fire District Board Policy and Procedures, the maximum allowable current increase per meeting could be \$17.50 (based on the 5% statutory limit on increases per year x the current \$175.00 compensation per meeting x 2 calendar year following the last adjustment), which would amount to a total maximum allowable compensation of \$192.50 per meeting.

During the Board of Directors' January 10, 2024 regular Board meeting, the majority of the Board voted and directed staff to prepare an ordinance for further consideration to increase Board compensation by 2.5% annually, resulting in a total increase of 5% over two calendar years. The proposed new per meeting amount of \$183.86 stated on the record by District staff and incorporated into the formal motion by the Board, includes a slight escalation to reflect that 2.5% compounding between calendar year 1 and calendar year 2. That escalation is only a matter of cent and remains lower than the maximum allowed per meeting amount of \$192.50. With the escalation, the increase per

meeting is \$8.86, whereas without it, the increase would have been \$8.75. The attached Ordinance No. 2024-01 reflects the \$8.86 increase, bringing the total per meeting amount to \$183.86. Should the Board of Directors decide to change the compensation amount at the regular meeting on February 14, 2024, an amendment to the ordinance and vote would be required.

It should be noted that the total compensable meetings/service days in a calendar month shall not exceed ten (10) days, and only one per diem per day will be paid regardless of how many meetings are attended. The proposed schedule for adoption of Ordinance No. 2024-01 is as follows:

1. First Reading (Introduction) of Ordinance – February 14, 2024.
2. Public Hearing and Second Reading (Adoption) of Ordinance – March 13, 2024.
3. Ordinance effective July 1, 2024 in compliance with Fire District Policy and Procedures for Board of Directors.

RECOMMENDATION:

It is recommended that the Board of Directors solicit public input; approve the introduction of Ordinance No. 2024-01 increasing the compensation of the Board of Directors, to be read by title and number only and waive further reading of the Ordinance; advise the public that a complete copy of Ordinance No. 2024-01 is available for public inspection at Fire District Headquarters; set a Public Hearing for March 13, 2024 for the Second Reading and Adoption of Ordinance No. 2024-01; and direct staff to provide public notice as required by law.

ATTACHMENTS:

Ordinance No. 2024-01

ORDINANCE NO. 2024-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT, COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA, INCREASING THE COMPENSATION OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT BOARD OF DIRECTORS

WHEREAS, California Health and Safety Code section 13857(b) authorizes the Board of Directors ("Board") of the Chino Valley Independent Fire District to increase the compensation of the Board pursuant to an ordinance adopted pursuant to Chapter 2 of Division 10 of the California Water Code (Wat. Code, §§ 20200 et seq.); and

WHEREAS, Health and Safety Code section 13861(h) authorizes the Board to adopt ordinances following the procedures of Article 7 of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code (Gov. Code, §§ 25120 et seq.); and

WHEREAS, on March 9, 2022 the Board adopted Ordinance No. 2022-02 that established Board Member compensation of one hundred and seventy-five dollars (\$175.00) per meeting; and

WHEREAS, the Board now desires, through the adoption of this Ordinance, to increase the compensation of Board Members by \$8.86 per meeting following the effective date of the last adjustment as contained in Ordinance No. 2022-02, thus increasing pay from \$175.00 to a total amount to \$183.86 per day, for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board as approved by the Board, which is within the allowable limit of a five percent (5%) increase per calendar year; and

WHEREAS, pursuant to Water Code section 20203, at least one public hearing was held before the Board concerning this Ordinance; and

WHEREAS, pursuant to Water Code section 20203, notice of the hearing was given by publication in a newspaper of general circulation pursuant to Government Code section 6066 at least once a week for two successive weeks prior to the hearing; and

WHEREAS, all other prerequisites to the adoption of this Ordinance have occurred.

THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT ORDAINS AS FOLLOWS:

SECTION 1. Purpose.

This Ordinance is enacted pursuant to Health and Safety Code section 13857(b) and Water Code section 20202 and increases compensation for members of the Board of Directors of the Chino Valley Independent Fire District.

SECTION 2. Board Member Compensation.

Compensation for each Member of the District's Board of Directors shall be one hundred and eighty-three dollars and eighty-six cents (\$183.86) per day for each day's attendance at meetings of the Board, or for each day's service rendered as a Member of the Board as approved by the Board. No Member shall receive compensation for more than a total of ten (10) days in any calendar month. Any such future increase in compensation received by Members of the Board shall be authorized by an ordinance adopted pursuant to Chapter 2 of Division 10 of the California Water Code (Wat. Code, §§ 20200 et seq.) or its successor statute(s) in compliance with Policy 1050.0 ("Remuneration and Reimbursement") of the Policies and Procedures for the Board of Directors, or any successor policy thereto. Only one per diem per day will be paid, regardless of how many meetings are attended. When a Member is authorized to attend a conference, seminar or other function on behalf of the District a day consisting solely of travel may be interpreted as a day of service rendered as a Member of the Board.

SECTION 3. Effective Date.

This Ordinance shall become effective July 1, 2024.

SECTION 4. Publication.

The Clerk of the Board shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published within fifteen (15) days after its passage at least once in a newspaper of general circulation printed and published within the Chino Valley Independent Fire District.

SECTION 5. CEQA.

Pursuant to the California Environmental Quality Act (Pub Resources Code, §§ 21000 et seq.) ("CEQA") and the CEQA Guidelines (Title 14, Cal. Code Regs., §§ 15000 et seq.) ("Guidelines"), the Board has determined that the adoption of this Ordinance is not a "project" within the meaning of CEQA because pursuant to Guidelines 15378(b)(4) it involves only a government fiscal activity that does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment (see also CEQA Guidelines sections 15060(c)(3), 15061(b)(3).)

SECTION 6. Severability.

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable. The Board of Directors hereby declares that it would have adopted this ordinance irrespective of the invalidity of any particular portion thereof.

REVIEWED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors on this 13th day of March, 2024, by the following vote:

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

Harvey Luth, President

I, Angela Robles, Clerk of the Board of the Chino Valley Independent Fire District, hereby certify that foregoing Ordinance No. 2024-01 was duly introduced and placed upon its first reading at a regular meeting of the Board of Directors of the Chino Valley Independent Fire District on the 14th day of February 2024, and that thereafter, said Ordinance was duly reviewed, approved and adopted, at a regular meeting of the Board of Directors of the Chino Valley Independent Fire District on the 13th day of March, 2024.

ATTEST:

Angela Robles, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: RESOLUTION NO. 2024-02 ADOPTING FIRE DISTRICT POLICY AND
PROCEDURES**

PURPOSE:

Purpose is for the Board of Directors to review and consider proposed changes to the Board of Directors Policy and Procedures as presented in redlined format and approve Resolution No. 2024-02 adopting the revised Board Policy and Procedures.

BACKGROUND:

The Fire District holds several accreditations that require the Board of Directors to update their policies within a year of submitting for reaccreditation. Additionally, review of the documents provides an opportunity for the Board to make recommendations for modifications and for District Legal Counsel to review and ensure all statutory references are current.

DISCUSSION:

At the December 13, 2023 regular meeting, President Luth and Vice President Ramos-Evinger were appointed to the Board Policy Ad Hoc Committee. Following the meeting, the Board Members submitted recommended changes to Board Policy and Procedures through the Clerk of the Board and submissions were incorporated in redlined format.

The following is a summary of the suggested modifications, excluding any adjustments to formatting and typographical corrections:

- Section 1050.0 (C) and Section 1050.0 (I), added the word President to clarify the President's authority to authorize compensable meetings, conferences, seminars, trainings, and events or activities.
- Section 1050.0 (K), revised section to give the President and Vice President the option to have

additional meetings with the Fire Chief per month, provided the total compensable meetings/service days in a calendar month does not exceed 10 days.

- Section 1050.1, removed the reference to the Board Member Benefits Attachment.
- Section 1050.4, removed the reference to the Board Office Access Keys.
- Section 1060.7 and 1060.8, revised section to give the President and Vice President the option to have additional meetings for evaluation and workshop preparation and meetings with the Fire Chief per month, provided the total compensable meetings/service days in a calendar month does not exceed 10 days.
- Section 1080.1, removed the reference to remote meeting attendance and clarified that watching a video of a meeting after it has occurred is not eligible for compensation.
- Section 1120.00, removed the second paragraph regarding the use of District clothing.

Presented for Board consideration and approval is Resolution No. 2024-02 adopting the revised Policy and Procedures for Board of Directors and as reviewed by District Legal Counsel for compliance with state law, rules and regulations.

RECOMMENDATION:

It is recommended the Board of Directors review and approve Resolution No. 2024-02 rescinding Resolution No. 2023-03 and adopting the amended Policy and Procedures for Board of Directors.

ATTACHMENTS:

Resolution No. 2024-02
Board of Directors Policy and Procedures Redlined

RESOLUTION NO. 2024-02
RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CHINO VALLEY INDEPENDENT FIRE DISTRICT
ADOPTING POLICY AND PROCEDURES FOR BOARD OF DIRECTORS
AND RESCINDING RESOLUTION NO. 2023-03

WHEREAS, the Board of Directors of the Chino Valley Independent Fire District has reviewed the Board Policy and Procedures for the Board of Directors as adopted by Resolution 2023-03 and wishes to make revisions; and

WHEREAS, District Legal Counsel has reviewed the Board Policy and Procedures and has concluded that the document attached hereto as Exhibit A follows all statutes and regulations under State Law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chino Valley Independent Fire District that Policy and Procedures for the Board of Directors attached hereto as Exhibit A are hereby adopted. Resolution No. 2023-03 is hereby rescinded and Resolution No. 2024-02 is adopted. This Resolution shall become effective immediately upon its adoption. Nothing contained in this Resolution 2024-02 shall affect the validity of any action taken under prior versions of the Board Policy and Procedures for the Board of Directors.

REVIEWED, APPROVED AND ADOPTED this 14th day of February, 2024.

AYES: BOARD MEMBERS:

NOES: BOARD MEMBERS:

ABSTAIN: BOARD MEMBERS:

ABSENT: BOARD MEMBERS:

BY: _____
HARVEY LUTH, PRESIDENT

ATTEST:

BY: _____
ANGELA ROBLES
CLERK OF THE BOARD

CHINO VALLEY INDEPENDENT FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Resolution No. ~~2023-03~~2024-02 Revised and Adopted ~~March 8, 2023~~ February 14, 2024

<u>POLICY #</u>	<u>POLICY TITLE</u>	<u>PAGE #</u>
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SERIES 1000 - BOARD OF DIRECTORS

	Mission, Vision and Values	2
1010	Code of Ethics	3
1020	Board Policy	5
1025	Staff Support and Assistance	7
1030	Basis of Authority	10
1040	Attendance at Meetings	11
1050	Remuneration and Reimbursement	12
1060	Board President	23
1070	Members of the Board of Directors	<u>2526</u>
1080	Committees of the Board of Directors, Community Liaison Assignments, Adhoc Committees and Boards of Joint Powers Authorities	<u>2627</u>
1085	Ceremonial Certificates and Presentations	<u>3031</u>
1090	Membership in Associations	<u>3233</u>
1100	Training, Education and Conferences	<u>3334</u>
1110	Board Member Safety	<u>3536</u>
1120	Board Member District Clothing Use	<u>3637</u>

SERIES 2000 - BOARD MEETINGS

2010	Board Meetings	<u>3738</u>
2015	Swearing-in of Newly Appointed or Elected Board Members	<u>4243</u>
2020	Board Meeting Agenda	<u>4344</u>
2030	Board Meeting Conduct	<u>4647</u>
2040	Board Actions and Decisions	<u>4849</u>
2050	Review of Administrative Decisions	<u>5051</u>
2060	Minutes of Board Meetings	<u>5152</u>
2070	Rules of Order for Board and Committee Meetings	<u>5354</u>
2080	Procedure for Adopting a Resolution	<u>5960</u>
2090	Procedure for Adopting an Ordinance	<u>6061</u>

MISSION, VISION AND VALUES

OUR MISSION

The mission of the Chino Valley Fire District is to provide exceptional service and safeguard the community.

VISION

As an organization, we...

...seek excellence in everything we do; with innovative practices, training, and equipment.

...remain transparent; open, honest, and accountable to each other and those we serve.

...appreciate our members; we attract, retain, and develop future leaders.

...value the public trust above all else; we are good stewards of our financial resources.

...endeavor to learn and grow; continuously seeking improvement and embracing change.

VALUES

• FAITHFULNESS

We are fully committed, invested and engaged in the communities we serve.

• INTEGRITY

We lead by example, according to the highest ethical and professional standards.

• RESPECT

We treat each other, and those we serve with compassion, dignity, and value.

• EXCELLENCE

We are relentless in our pursuit of the highest possible standard of quality.

POLICY TITLE: Code of Ethics
POLICY NUMBER: 1010

- 1010.0** The Board of Directors of the Chino Valley Independent Fire District is committed to providing excellence in legislative leadership which results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.
- 1010.1** The dignity, style, values and opinions of each Director shall be respected.
- 1010.2** Responsiveness and attentive listening in communication are encouraged.
- 1010.3** The needs of the District's constituents are the priority of the Board of Directors.
- 1010.4** The primary responsibility of the Board of Directors is the formulation and evaluation of policy for, and financial oversight of, the District. Routine matters concerning the operational aspects of the District shall be the responsibility of the Fire Chief.
- 1010.5** Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action.
- 1010.6** Board Members should make clear, to other parties with whom the Board Member is dealing, those viewpoints that are the Board Member's personal viewpoints as opposed to those viewpoints held in their official, Board of Directors capacity.
- 1010.7** Board Members shall avoid conducting District business or discussions while conducting personal or employment business with any third parties.
- 1010.8** Board Members shall not use District resources for personal or political purposes. "District resources" include any property, personnel or asset of the District including, but not limited to, land, buildings, facilities, funds, equipment, supplies, copy machines, office equipment, telephones, computers, vehicles, travel and District compensated time. Examples of prohibited activities include: using District offices to prepare campaign mailers, asking District staff to appear in campaign materials in uniform, or using District offices for non-District related work.

Board Members or employees who wear a uniform that has become associated with a specific position at the District, may not appear at any political function or in a campaign photo in that uniform even when off duty. This includes civilian clothing with District name or logo.

Board Members shall not solicit individual employees for campaign support, such as: placing signs on their personal property or wearing campaign pins on clothing. Board Members soliciting campaign support should work directly with the employee associations.

Board Members, employees or candidates for elected office may not use or operate District vehicles or equipment for personal political activities. Logos, patches, or any item that identifies the District must be blurred in photos as to not be identified with the District.

POLICY TITLE: Board Policy
POLICY NUMBER: 1020

- 1020.0** In seeking clarification on information on agenda items, Board Members shall work through the Fire Chief and/or Clerk of the Board.
- 1020.1** Complaints received from residents and property owners regarding District operational issues are to be referred directly to the Fire Chief or designee, if the Fire Chief is not available. In the event the Fire Chief or designee cannot be contacted, the Board Member shall use the same process as any member of the public would use for a complaint. The Board Member shall thereafter notify the Fire Chief or designee of the complaint and who was contacted.
- 1020.2** Safety concerns or hazards are to be reported to the Fire Chief or his or her designee. Community emergency situations requiring an emergency response should be dealt with immediately by dialing 911.
- 1020.3** Develop a working relationship with the Fire Chief. Concerns with District projects or issues should be addressed directly with the Fire Chief or through the Board President.
- 1020.4** Enforce the chain of command when approached by District personnel concerning specific District policy or operational issues, and direct inquiries to the Fire Chief. Make the Fire Chief aware of personnel concerns.
- 1020.5** The work of the District is a team effort. All Board Members should work together in the collaborative process, assisting each other in conducting the affairs of the District and bringing policy issues to the attention of the Board as a whole, rather than to individual Board Members selectively.
- 1020.6** Be courteous when responding to constituent requests and concerns, responding to individuals in a positive manner and routing their questions through appropriate channels to the Fire Chief or his/her designee. Board Members shall inform constituent that the Fire Chief or his/her designee will respond directly to the constituents if appropriate.
- 1020.8** Board Members are responsible for understanding and adhering to the Fire District Policy and Procedures and applicable State and federal laws, including the Brown Act. This includes adhering to the following best practices when Board Members utilize social media:
1. A Board Member may communicate on social media sites to answer questions, provide information to the public or to solicit

information from the public regarding a matter within the subject matter jurisdiction of the Board.

2. However, a Board Member is prohibited from using a social media site to discuss District business with a majority of other Board Members.
3. A Board Member is prohibited from responding directly to any communication posted or shared by another Board Member regarding District business on a social media site.

When Board Members use social media in their personal capacities, they acknowledge that posts related to District business may be deemed public records under the California Public Records Act. When a Board Member publishes a social media post, or engages in an exchange about District business via their personal social media account, they may transform that otherwise personal social media account into an account subject to federal and state law; including but not limited to the California Public Records Act, record retention requirements, and First Amendment principles, among others. This conduct may also limit the ability of Board Members to legally “block” third parties from viewing or posting on that purportedly personal social media site. Board Members may avoid transforming their personal social media accounts into accounts subject to this Policy, and federal and state open government laws, by, among other things, not engaging in discussions of District business on that social media account.

1020.9 Any request or proposed changes or amendments to any section in these policies and procedures shall go to the full Board for review, discussion and possible adoption. Any requested or proposed changes or amendments would need to go through the agenda process set forth in this policy and procedures.

POLICY TITLE: Staff Support and Assistance
POLICY NUMBER: 1025

1025.0 The purpose of this policy is to provide guidelines and standards regarding the staff support and assistance routinely provided to the Board of Directors. This policy does not apply to relations with or communications between the Board and Board appointees; i.e. the Fire Chief, District Legal Counsel/Attorney, or auditor, except as specified.

Any inquiry of the Board into the administration, policy or procedures will be done through the Fire Chief. A Board Member shall not give orders to any subordinates of the Fire Chief.

1025.1 The Board of Directors through the approval of the annual budget, allocates staff and other resources to support its legislative and intergovernmental activities. The Fire Chief is responsible for appointing, disciplining, and terminating such employees. Such employees shall provide support to the Board in accordance with this policy, and with Fire Chief approval. District Staff and resources shall not be used for personal business.

1025.2 In order to effectively discharge their responsibilities as elected officials, the President and Board Members are entitled to receive clerical and administrative support services from assigned staff so long as it pertains to District business. Staff support is to be approved and assigned by the Fire Chief.

Preparation of correspondence relating to official District business: Preparation of correspondence by District staff on behalf of Board Members shall be limited to official District business only.

1. Staff will assist in the scheduling of District related business meetings, but not meetings related to political campaigns or other personal business.
2. The Clerk of the Board shall ensure the preparation and maintenance of an event calendar for Board Members, to track upcoming District related events and meetings. Calendars shall be distributed to Board Members and Executive Staff on a monthly basis and as changes occur.
3. All Board Members' mail shall be placed in the appropriate Board Member's incoming mailbox or may be scanned and sent via email when appropriate.

4. Routine administrative and clerical support will be facilitated on an on-going basis by the Clerk of the Board. Non-routine administrative and clerical support, requests for research, policy work, or studies shall be directed to the Fire Chief who shall designate staff in operating departments.
5. Board Member questions specific to an agenda item for clarification or requests for additional information or support should be directed to the Fire Chief in a timely manner.

1025.3 Reasonable staff assistance shall be provided to Board Members serving on intergovernmental bodies when the District has recognized participation in that body. Use of staff shall be consistent with the following guidelines:

1. Staff assignments shall be made by the Fire Chief.
2. If the intergovernmental body has its own professional staff, such staff should be utilized to the greatest extent possible, rather than District staff.
3. Assigned District staff need not attend the intergovernmental meeting unless requested by the Board Member and directed by the Fire Chief. The primary responsibilities of assigned staff are to review issues, gather information and attend as requested, and to advise a specific Board Member and/or Fire Chief who is presenting issues before the full Board or intergovernmental entity.

1025.4 At times, it may be appropriate to provide staff support to a Board Member who is attending a District related meeting or other function. Such requests for staff support shall be made to the Fire Chief. Except for routine follow-up on comments, assignments arising from these meetings must be approved by the Fire Chief.

1025.5 Staff assistance for speech/comment preparation for District business is available to Board Members. Such assistance shall be requested through the Fire Chief.

1025.6 Documentation intended for distribution to Board Members from staff, shall be forwarded to the Fire Chief for review prior to distribution by the Clerk of the Board.

The original and five copies, bearing the last name of each Board Member, of all District documentation shall be provided to the Clerk of the Board for

distribution to Board Members. A final copy of approved documentation shall be given to the Fire Chief.

1025.7 A Board Member making a Public Records Act request shall not fall under this policy and will be treated the same as any member of the public who makes a Public Records Act request. Additionally, Board Member public record requests shall not be considered Board business and the Board Member shall be responsible for any costs that arise from such requests.

1025.8 A Board Member request for support or assistance must clearly state and define the reason. Consideration should be given to staff time and responsibilities.

Board Members will not receive staff support or assistance for the following:

- a. Assistance to perform official duties, except as noted in the Fire District Policy and Procedures.
- b. Training or assistance within a Board Member's personal responsibility such as basic training for use of computers, iPad, telephones, email etc.
- c. Assistance with completing or filing forms required as an elected official.
- d. Assistance with completing Fire District required forms beyond basic instruction for completing.

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1030

1030.0 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

The District operates according to the Board-Manager (Chief) form of government, which vests policy-making authority in an elected Board of Directors, which, in turn, hires an appointed executive (the Chief). Beginning with the November 2022 election and adoption of Resolution Number 2022-02, the Chino Valley Fire District transitioned into five geographically divided voting areas and established a by-division area election system. The Board is composed of five (5) members: elected by-division, on a non-partisan basis, serving overlapping four-year terms. The Board President is elected by the Board Members annually. The Board President is the presiding officer at Board meetings and acts as the official head of the District for legislative and ceremonial purposes. The Fire Chief and Legal Counsel are appointed by the Board and serve at the pleasure of the Board.

The Board is the District's legislative and policy-making body. Acting as a whole, the Board is responsible for passing ordinances, resolutions and other orders necessary for governing the District, as well as setting the direction of District policy. The Fire Chief is responsible for administering and executing the general policies set by the Board, in addition to the day-to-day operation of all District functions. The Fire Chief, with the help of the staff and Legal Counsel, provides the Board with the information needed to fulfill its policy-making role.

The Board-Manager (Chief) form of government separates legislative and executive responsibilities in a manner similar to state and federal governments. This system provides "checks and balances" of both policy and administrative branches of government by limiting the power of each. As the issues involved in local government have grown more complex, professional managers provide the cohesion necessary in the day-to-day operations.

1030.1 Directors do not represent any fractional segment of the community comprising the District, but are, rather, a part of the body, which represents and acts for such community as a whole.

POLICY TITLE: Attendance at Meetings
POLICY NUMBER: 1040

1040.0 Members of the Board of Directors shall attend all regular and special meetings of the Board.

1040.1 Any Board Member who misses Board meetings for the period of three consecutive months (except when prevented by sickness, excused or when absent from the state), shall be deemed by the Board to have abandoned his/her office, subject to any controlling State law.

POLICY TITLE: Remuneration and Reimbursement
POLICY NUMBER: 1050

1050.0 Members of the Board of Directors shall receive compensation as follows:

At the Regular Board meeting in January of every even year or as soon thereafter as practical, the Board of Directors shall review and consider, as a standing agenda item, Board Member compensation to determine if any adjustments are appropriate.

Any adjustments to compensation shall be effective July 1 and shall comply with this policy as set forth below:

Increase in compensation for each Member of the District's Board of Directors shall be authorized by an ordinance adopted pursuant to Health & Safety Code section 13857 and Chapter 2 of Division 10 of the California Water Code (Wat. Code, section 20200 et seq.) or its successor statute(s).

Board Members may be compensated up to 10-days total during any calendar month, for each day's attendance at meetings of the board, or for each day's service otherwise rendered as a Board Member. Those activities that are compensable, including various meetings, are set forth herein, pursuant to these adopted Policies.

Compensable Board Member activities, including the meetings described herein, are necessary for the effective operation of the District. Specifically, this degree of Board Member engagement is necessary for the following non-exhaustive District matters, including but not limited to, the significant amount of real property at risk of fire hazard within the District's jurisdiction, the District's significant call volume for emergency medical services, and the large fleet of equipment and employees necessary to carry out the District's fire safety measures, for which the Board provides policy direction.

Annually, the Board will consider re-affirming the need for the various compensable meetings, and other services rendered by Board Members, set forth within this Section that are necessary for the successful operation of the District.

When necessary and approved by the Board, a day consisting solely of travel to attend a conference, seminar or other function on behalf of the District, will be interpreted as a day of service. A travel day may consist of the day before and the day after the conference, seminar or other function of the District but limited to a total of 2 travel days per each occurrence.

Only one per diem per day will be paid regardless of how many meetings are attended, with a cap on 10 total days of service or meetings per month that are compensable.

A Board Invoice shall be completed monthly by each Board Member and submitted to the Clerk of the Board by the payroll calendar due date for Board Invoices. Board Invoices shall be signed by individual Board Members confirming compliance with Section 1050.0. The President and Vice President shall review Board invoices quarterly to ensure compliance with this policy.

Board Members must provide brief reports (verbally or in writing) on meetings, conferences, seminars, training, education, and other events listed below and attended at the expense of the Fire District at the next regular Board Meeting.

Compensated Meetings, conferences, seminars, training and education shall include:

- A. Regular and Special Meetings of the Board of Directors.
- B. Regular and Special Meetings of any standing committee, ad hoc committee, liaison assignment and alternate assignment (when the assigned liaison is not able to attend), as appointed by the President or the Board.
- C. Meetings or official public events with local state, or federal legislators or their representative(s) for District business, or consultants/contractors retained by the District for official District business, with prior approval by the Board President, or meetings as representatives of the Fire District Legislative Committee.
- D. Meetings with District Leadership Development consultant for consulting directly related to District business.
- E. Quarterly meetings with partner cities, community, special district or fire district association liaisons.
- F. Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts. Webinars as stated in Section 1100.6 are also included in this section. The following agencies, associations and/or providers are approved by this section:

ASBCSD - Association of San Bernardino County Special Districts

BB&K - Best, Best and Krieger

CALAFCO - California Local Agency Formation Commission

CFCA - California Fire Chiefs Associations

CFFJAC - California Fire Fighters Joint Apprenticeship Committee

CSDA - California Special Districts Association

CCFSC – Carbon Canyon Fire Safe Council

FDAC - Fire Districts Association of California

FEMA - Federal Emergency Management Association

EMI - Emergency Management Institute (Branch of FEMA)

NFA - National Fire Academy (Branch of FEMA)

FW - Firehouse World

IAFC - International Association of Fire Chiefs

LAFCO - Local Agency Formation Commission

LCW - Liebert, Cassidy and Whitmore

OES - Office of Emergency Services

SCAG - Southern California Association of Governments

SDLF - Special District Leadership Foundation

SDRMA - Special Districts Risk Management Association

Conferences and educational workshops open to the public or public agencies and individual professional development sessions, which concern fire, emergency services or special districts not listed will require approval by the Board prior to attendance.

G. Legally mandated training courses.

- H. President and Vice President monthly Regular Board Meeting Agenda review meetings with the Fire Chief, per Section 2020.1.
- I. Any other meeting, event, or activity related to District business or District interest where a Board Member is representing the District and approved in advance by the Board President.
- J. With approval and assignment by the President or Board, any meetings to review documents as required by the Policy and Procedures of the Board of Directors.
- K. Individual Board Member meetings with the Fire Chief or his designee, limited to one meeting per month per Board Member. One additional meeting can be scheduled on an as needed basis as approved by the Board President. The Board President and Vice President are permitted to have additional meetings with the Fire Chief each month ~~may have up to 4 compensable meetings per month~~ as outlined in Board Policy 1060.78, provided those additional compensable meetings with the Fire Chief are consistent with the cap of 10 total days of service or meetings per month that are compensable within this section.
- L. Attendance at meetings for District-related agencies or associations, such as FDAC or CSDA, where a Board Member has been appointed by the Board or elected by such agency/association following Board approval/nomination.
- M. Attendance at District sponsored or hosted events as outlined below in this Policy or as approved by the Board.
 - 1. District or Fire Foundation sponsored events, employee recognition events, retirements and promotional ceremonies.
 - 2. District Fire Prevention Week Open House.
 - 3. State of the Fire District.
 - 4. Fire District facilities grand openings, dedications and ceremonial events.
 - 5. Salute to Public Safety.
 - 6. Filming for District sponsored productions.

- N. Attendance at service club meetings where a Director is making a presentation related to District business (not political in nature) and not merely as a member of the service club.
- O. Meetings with Fire District legal counsel on District related business, per Board Policy.
- P. Community, local service group, partner agency, and intergovernmental sponsored events within the District related to District business or District interest in which the President or his designee makes a presentation on behalf of the Fire Board or officially representing the Fire District.
- Q. Annual State of the City, County and School District events within the boundaries of the Fire District.
- R. Fred L. Burns Committee Meetings for the Board Member assigned to Committee.
- S. Community Parades in which a Board Member is representing the Fire District in an official capacity to include Chino and Chino Hills Day at the Fair.
- T. Ad Hoc Committee meetings or individual assignment-related meetings pertaining to Ad Hoc Committee service.

Directors will not receive compensation or expense reimbursement for any of the following:

- a. District sponsored employee luncheons.
- b. Festivals, funerals, picnics, weddings or holiday events.
- c. Meetings of partisan or political organizations.
- d. Basic skills training such as basic computer training or writing courses.
- e. Re-taking training or certifications except to the extent such training/certifications are legally required to be re-taken (i.e., AB 1234 ethics training, Prevention of Sexual Harassment training, etc.)

1050.1 Benefits Policy.

Under state law (Health & Safety Code § 13968), members of the Board of Directors may receive the same benefits as employees, although no greater. For Board Members first elected or appointed after January 1, 1995, the allowance amount shall be limited to the maximum amount for non-safety members as required by a change in state law. This allowance may be used to purchase “health and welfare benefits,” as defined by Government Code Section 53200(d), as authorized by the District and as allowed by state and/or federal law.

The balance of any allowance shall not be paid in cash. Board Members electing health, or optical coverage must make these selections within 60-days of taking office; for dental coverage within 30-days of taking office; and for other permissible benefit options within 90-days of taking office. Any changes to these selections will be subject to the same open enrollment periods, waiting periods, and qualifying event limitations applicable to employees. There will be no retroactive benefit provision beyond the maximum 90-day selection period.

Any Board Member that fails to allocate the portion of allowance to Health Coverage shall forfeit the remaining allowance.

Board of Directors will not receive a pension based on their service on the Board as stated in State Law.

Board of Directors will not receive District paid health care benefits after their service on the Board has concluded as stated in State Law.

A list of Board Member benefits will be maintained by Human Resources. ~~and attached to this document by reference.~~

1050.2 Reimbursement Policy – Travel and Expenses.

Pursuant to applicable State and Federal law, including AB 1234, District Board Members will be reimbursed, or the District may directly pay, for expenses incurred to attend Board approved professional or vocational meetings, actual and necessary travel, and incidental expenses while on official Board authorized business. Such expenses include, but are not limited to, mileage, meals, actual costs and expenses of travel, lodging (while on District business) and educational seminars or conferences necessary to serve as a Board Member.

District Board Members will be reimbursed in accordance with the

provisions of the District's Travel and Reimbursable Expense Policy with the following exceptions/additions:

1) Itemized receipts verifying appropriate claimed expenditures will be required, without exception;

2) Per diem for meals and meal allowances will not apply, and only reasonable and necessary meal expenses accompanied by a receipt will be reimbursed;

3) A full day of business for the purpose of lodging shall also include:

i) one additional day before the first day of the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event (including, travelling, pre-conference gatherings, checking in to hotel and/or the event, etc.); and

ii) one additional day following the last day of the event if the Board Member spends in excess of four (4) hours in the performance of his/her official duties for such event, or one additional day after the last day of the event.

4) Requests for reimbursement for expenses associated with family members, spouses, etc. will not be considered by the Board;

5) Conference lodging arrangements will utilize published group discount rates whenever available (when published group rates are not available, expenses must be administered in accordance with IRS guidelines); and;

6) Airfare shall be of the coach level travel. All air travel may be at the refundable coach travel level. .

7) Mileage reimbursement for Board travel shall be based on actual miles driven and total mileage reimbursement shall not exceed the applicable coach airfare amount as specified in 1050.2 (6) above.

8) Mileage reimbursement for Board travel to functions, meetings and/or other local events lasting one day or less may file for mileage monthly by summiting a mileage log identifying event, time and round trip mileage.

9) All other mileage reimbursement for events lasting two days or longer must be submitted on the District travel form. Mileage reimbursement may include round trip travel and any additional mileage acquired during the trip.

In addition to the specific requirements of this Policy and the District's Travel and Reimbursable Expense Policy, reimbursement to Board Members shall be governed by the over-arching principle that such reimbursements are made from the taxpayers' dollars. As such, Board Members shall refrain from any activity that seeks to "maximize" his/her reimbursement, including, but not limited to, obtaining extravagant or unnecessary meals. Notwithstanding any technical compliance with this Policy or the Travel and Reimbursable Expense Policy, the Board reserves the right to withhold or recoup any reimbursement that the Board determines to be not consistent with this over-arching principle.

In addition, Board Members must provide a brief written or verbal report at the next Regular Board meeting describing any seminars, workshops conferences or meetings for which reimbursements were made or for which the District paid. Such reports will be deemed made if supplied in the agenda packets distributed to the Board and requesting parties.

In order to be reimbursed, the Board Member shall present itemized receipts (or a record of mileage) to the Clerk of the Board on an expense report, provided by the District, on a monthly basis, and at no time more than 30 days after incurring the expense.

District Board Members will submit a District Travel and Expense Reimbursement Forms, no more than 30 days after incurring an expense, for all expenses incurred and paid for by the District even if there is no reimbursement due the District Board Member. This includes all pre-paid events by the Fire District and purchasing card expenses. Board Members need not submit a Travel and Reimbursement Statement for any events for which a stipend is requested or events where the District purchases a table for both staff and Board Members.

The Board President and/ Vice President shall also review Travel and Expense Reimbursement Forms quarterly to ensure compliance with Board Policies. It is recognized that periodically Board Members are requested to represent the Fire District at community assigned or approved meetings other than those listed in Section 1050.0. In these instances, the Board President may authorize Board Members attendance; however, expenses may only be reimbursed after ratification at the next regular Board meeting.

Any and all expenses that do not fall within the adopted reimbursement policy or IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expense being incurred. Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive approval from the Board of Directors in a public meeting, shall not be eligible for reimbursement.

Individual Board Members will sign their Board Travel and Reimbursement Expense Forms to confirm compliance with Board Policy.

Any Board Member may file for mileage reimbursement for attending Board approved meetings as referenced in Section 1050.0 located out of the boundaries of the District, including mileage to and from the airport from the District or home, whichever is less. Board Members may file a monthly expense report to the District for reimbursement. The mileage reimbursement shall comply with the IRS rules for mileage. In accordance with the District's Travel and Reimbursable Expense Policy (E)(2)(d), documentation reflecting mileage with the most efficient route must be included as reference. The Travel and expense Reimbursement Form must be filed by the fifth day of the following month.

When Board members travel, it is recommended that travel arrangements be made as far out from the travel date as reasonable to maximize the opportunity to obtain the best fare.

Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

1050.3 Reimbursement for Technology and Related Expenses

Board Members may receive reimbursement for substantiated technology expenses or use of District owned devices in accordance with the District's Technology Use Policy. A Technology Allowance Election form must be submitted to commence the reimbursement process. Reimbursement may be retroactive to the 1st of the month in which the required substantiating documentation was submitted. From time to time, the Fire District will request substantiating documentation that must be submitted within 30 days of a written request to continue monthly reimbursement.

Board Members are discouraged from using personally owned devices for purposes such as making and receiving telephone calls, text messages or other electronic correspondence during public meetings for information concerning District business.

1050.4 Board Issued Equipment.

Board Members may be issued the following District equipment:

- A. Brush Jacket identified with Chino Valley Fire District lettering and name identification complying with District's specifications. This equipment is to be used for identification purposes only.
- B. White fire helmet with Director designation
- C. Wallet badge and wallet
- D. Identification card
- E. District credit or Purchasing Card
- F. Emergency Priority Phone Access Card
- G. Administration Access Key or FOB

Board Members are responsible for the care and security of District issued equipment, including replacing the equipment and/or reimbursing the District for the cost of any lost or damaged equipment. Upon termination and/or request of the President of the Board, a Board Member must return District issued equipment within seven (7) calendar days of the request. If the equipment is not returned within the seven-day period, if appropriate, the Fire Board is authorized to initiate appropriate action for recovery.

~~Administration Board Office Access Keys will be programmed to operate Monday through Friday between the hours of 7:00 a.m. to 8:00 p.m.~~
Administration Building Office Access Keys will be programmed to operate during normal business hours Monday through Friday between 7:00 a.m. to 6:00 p.m. while the building alarm is off.

Fire District Electronic Equipment Use Policy, Social Media Use Policy and Purchasing Card Use Policy will apply to Board Members.

The District provided credit or purchasing card shall not be used for any personal expense, regardless of whether the Board Member ultimately reimburses the District for such expense.

The President and/or Vice President shall review purchasing card statement quarterly to ensure compliance with Board Policies.

Board Members, in good standing as determined by the Board of Directors in its discretion, retiring after eight consecutive years of service as a Board Member, may be issued a “Retired Director” badge and a “Retired Director” helmet shield plaque. The Board may, in its discretion, approve issuing these items for less than 8 years of service, with Board approval.

Board Members having served six (6) consecutive years in office and in good standing as determined by the Board of Directors in its discretion, may be allowed to keep the District issued and personalized Brush Jacket and white fire helmet, and will complete all required reporting obligations under State law, if any.

1050.5 Electronic Communications Accounts Use

Board Members shall comply with the Fire District’s Electronic Communications Accounts Use Policy, which establishes guidelines for Board Members for use of electronic communications accounts for District Business.

1050.6 Board Members may use Fire District issued purchasing cards for qualifying expenses as outlined in the Policy and Procedures for Board of Directors or as approved by the Board. Board Members are to reconcile their monthly purchasing card statement and submit itemized receipts and approved statements to the Clerk of the Board for processing prior to submitting to accounts payable. Board Members shall submit all itemized purchasing card receipts to the Clerk of the Board within 15 days following the incurring of each expense.

POLICY TITLE: Board President
POLICY NUMBER: 1060

- 1060.0** The President of the Board of Directors shall serve as chair at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion or questions that follow said actions. The election of the Board President and Vice President are outlined in section 2010.5.
- 1060.1** In the absence of the President, the Vice President of the Board of Directors shall serve as chair over all meetings of the Board. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chair of the meeting.
- 1060.2** Board Policy grants limited authority to the President to appoint Board Members to standing committees and liaison assignments, as set forth in Policy 1080. The Board President is also responsible, specified in Policy 2020.1, for coordinating individual Board Member requests for agenda items, including agenda items that may require staff work for the Fire Chief, District personnel or legal counsel.
- 1060.3** The President will be the primary Board contact with District Legal Counsel unless the Board directs otherwise or unless a matter involves the President, then the contact may be through the Vice President.
- 1060.4** It is the President's assigned responsibility to correspond with persons or organizations when it is appropriate to represent adopted District policy. Correspondence expressing a District position on legislative, political or policy issues shall require Board action. On occasion, support or opposition letters on legislative issues of direct concern to the Fire District may require timely submission. In certain circumstances, such as letters requested by CSDA, FDAC, CalChiefs or partner agencies on issues directly related to Fire District concern or where such a letter would be consistent with a previously taken policy position of the Board, the President of the Board shall have the authority to prepare correspondence expressing a Fire District position on legislative issues requiring timely submission and report to the Board at the next Board Meeting. Such correspondence shall receive high priority for timely preparation and distribution.

1060.5 It is the President's assigned responsibility to initiate, coordinate and schedule the annual Performance Evaluation of the Fire Chief. The President shall obtain all required Performance Evaluation forms and other necessary printed material to be distributed to the Board. The President shall call for a closed session of the Board for the purpose of distributing the paperwork and deliberation that includes the process for the Fire Chief Performance Evaluation.

The President shall decide on the format and/or procedures of the evaluation. The President shall have the authority to schedule additional evaluations throughout his/her presidency if he/she deems appropriate.

The evaluations shall be closed session meetings and adhere to the Brown Act.

1060.6 It is the President's assigned responsibility to initiate, coordinate and schedule an annual Board workshop for team building and setting District goals.

The President shall decide on the format of the workshop length and content. The President shall have the authority to schedule additional workshops throughout his/her presidency.

The workshops shall be open meetings unless portions of the workshop demands closed session consistent with the Brown Act.

1060.7 The President ~~is permitted additional compensable meetings shall be authorized up to 2 days compensation~~ for each evaluation and workshop preparation. The Vice President shall be entitled to the same compensation if assisting the President in said preparations, provided those additional compensable meetings are consistent with the cap of 10 total days of service or meetings per month. The President may hire the consultant and/or facilitator of his/her choice for the evaluations and workshop.

1060.8 The President ~~is permitted additional compensable meetings shall be authorized up to 4 days compensation per month for meetings~~ with the Fire Chief and/or District Personnel to conduct District business. The Vice President may be included and subject to the same compensation as set above if the President deems necessary, provided those additional compensable meetings are consistent with the cap of 10 total days of service or meetings per month.

1060.9 The President shall work in conjunction with the Fire Chief, the Assistant to the Fire Chief, or the District staff person designated by the Fire Chief on the annual State of the Fire District.

1060.10 The President has the authority to approve additional Board Member compensated events such as Ad Hoc, Conferences, Seminars, Education, Training, Travel or other events not listed in Board Policy 1050.0. For information purposes only, such action shall be placed on the consent calendar of the next available Board meeting.

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 1070

- 1070.0** Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be provided to Directors before meetings provided all Board Members receive the same information and do not attempt to discuss or develop a collective concurrence as to action to be taken prior to such meeting. Board Members shall comply with the Ralph M. Brown Act, California Government Code 54950 et seq.
- 1070.1** Written information that is exchanged before meetings shall be distributed through the Clerk of the Board and all Directors will receive all information being distributed.
- 1070.2** Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.
- 1070.3** Directors shall defer to the President for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda in an orderly manner. All comments should be brief and confined to the matter being discussed by the Board. Board Members should not interrupt the Board President or other Board Members, while speaking.
- 1070.4** Directors may request that brief comments pertinent to an agenda item be included in the minutes; however, such requests may only be made at the meeting at which that particular item is discussed.

POLICY TITLE: **Committees of the Board of Directors, Community Liaison Assignments, AdHoc Committees and Boards of Joint Power Authorities**

POLICY NUMBER: **1080**

1080.0 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and the Board. Ad hoc committee appointments by the Board President should be announced by the Board of Directors at the next Board Meeting following appointment. The President should appoint a Chair, and the duties of the ad hoc committees shall be outlined at the time of appointment. The committee shall be considered dissolved when its final report has been made and reported to the Clerk of the Board for recording purposes.

1080.1 The Board President shall appoint and publicly announce appointments to Board standing committees, liaison assignments and Boards of JPAs for the ensuing year no later than the Board's first Regular Meeting in December with an effective date of January 1. A list of appointments should be made available at the Board Meeting prior to being announced. The role of the liaison is to attend meetings and represent the Board, gather information and concerns, develop contacts and relationships with local agencies within the Fire District, and report back to the Board in an effort to best serve the community.

Board Members are not to represent Board or Fire District positions without the prior approval of the Board. Board Members are not to express personal opinions or make personal comments when doing so could be construed as representing an official position of the Board (i.e., when representing the Fire District in any capacity or while wearing Fire District attire).

Board Members assigned as representatives or liaisons to other agencies must attend the meeting in person unless the meeting is occurring out of the District. In the event the meeting is out of the District, the meeting can be attended online by a Board Member only if the meeting is viewed live ~~and remote attendance is permitted pursuant to an executive order issued by the California Governor, or the agency's meetings are only provided online.~~ Reviewing video of meetings after they have occurred ~~is not permitted~~ is not eligible for compensation. The Board Member must attend the meeting until reasonably certain that there is no need to attend the entire meeting, meaning that there is nothing on the agenda that affects the District.

1080.2 The role of the Board's standing committees is to review policy issues pertaining to the committee's area of responsibility. Committee recommendations shall be referred to the full Board of Directors.

Committee Meetings shall be held as needed to fulfill their roles and responsibilities. The Board of Directors shall periodically review the functional application of such committees and evaluate the need to add, merge, or eliminate committees.

1080.3 The following shall be committees of the Board:

A. Planning Committee

The Planning Committee shall be tasked with reviewing policies relating to plans for the development of the Fire District and the delivery of emergency services.

B. Human Resources Committee

The Human Resources Committee shall be tasked with reviewing policies affecting the welfare of District personnel, as well as changes to classification structure and staffing levels.

C. Finance Committee

The Finance Committee shall be tasked with reviewing policies related to financial management of the District, including review of proposed budgets, major expenditures, long-range financial plans and other significant financial matters of the District.

D. Legislative Committee

The Legislative Committee shall be tasked with reviewing proposed and enacted legislation of interest to the District, including attending outside meetings of legislative interest to the Fire District, as individual representatives of the Fire District, and report any recommendations or matters of concern to the Board of Directors. The Legislative Committee has the authority to sign letters of support or opposed to any legislation. For information purposes only, such action shall be placed on the consent calendar of the next available Board meeting.

1080.4 Community Liaisons

Community Liaisons may be appointed by the President to represent the District as needed in accordance with Section 1080.1. Standing liaison assignments include:

1. County of San Bernardino Meetings (one Board Member and one alternate)
2. City Mayor/Manager Quarterly Meetings (Board President and Vice President)
3. City of Chino (Two Board Members, one primary, one secondary)
4. City of Chino Hills (Two Board Members, one primary, one secondary)
5. Chino Valley Unified School District Board Meetings (one Board Member and one alternate)
6. Fire Safe Council Meetings (one Board Member and one alternate)
7. Citizen Advisory Committee Chino Institute for Men (one Board Member and one alternate)
8. Citizen Advisory Committee Chino Institute for Women (one Board Member and one alternate)
9. San Bernardino County Airport Commission (one Board Member and one alternate)
10. Fire Foundation (one Board Member and one alternate)
11. IEUA (One Board Member and one alternate)

A Board Member attending a community liaison assignment may give the District report, limited to public relations, to the governing body or group to which he/she is assigned. In the event that the primary liaison is unavailable to attend, then the secondary Board Member may give the District report. The primary and secondary Board Member may receive compensation for attendance as assigned. The alternate Board Member will receive compensation only when attending on behalf of the primary.

1080.5 Other Meetings

The Board President, Vice President and Fire Chief may meet as necessary with the Fire District's stakeholders (City of Chino, City of Chino Hills, San Bernardino County, and other legislators) to discuss matters of District concern. Board Members may attend such meeting as assigned by the Board President.

1080.6 Boards of Joint Power Authorities

Board Members may be appointed by the Board President to represent the Fire District in accordance with Section 1080.0 and 1080.1 on Boards of Joint Power Authorities with full voting authority on behalf of the Fire Board. The President shall appoint a primary and alternate member, when called for by the JPA governing documents. The appointed Board Members are expected to report to the full Fire District Board of Directors after attendance at every JPA Board Meeting, including any significant votes or discussions.

1080.7 Board Members assigned to Liaisons to the Cities of Chino and Chino Hills, San Bernardino County Board of Supervisors, Chino Valley Unified School District, Inland Empire Utilities District and CONFIRE shall have the additional responsibility to meet with respective assignment stakeholders on behalf of the Board, to discuss facilities, Development Impact Fees, and any other matters that may directly affect the District.

POLICY TITLE: CEREMONIAL CERTIFICATES AND PRESENTATIONS
POLICY NUMBER: 1085

1085.0 As a first responder governmental agency, the Fire District may be represented at community events by local area elected representatives such as a legislators, County Supervisor or City Council members as area representatives. However, at times, it may be appropriate for the Board Members or Fire Chief to present certificates directly representing the Fire District when the relevance is specific to the Fire District.

The President of the Board shall sign and present all Fire District ceremonial certificates presented at community events within the Fire District. The President may designate a Board Member to sign and/or present on his/her behalf if unavailable. At times, it may be appropriate for the Fire Chief to present the certificate on behalf of the President. The President will ensure that all certificates are in compliance with this policy as set forth below.

Fire District ceremonial certificates will be reserved for written or formal requests from governmental partner agencies within the District. A request for a certificate shall be relevant to the Fire District and representative of the Fire District's support for the recipient of the certificate as outlined in this policy.

Ceremonial certificates when formally requested by the recipient may be presented as follows:

- A. Civic celebrations within the Fire District; events in support of partner cities and legislators and non-profit organization with a direct relevance to the service provided by the Fire District and directly promoting the Fire District.
- B. Retirements for government officials within the Fire District and Fire Service Chief Officers.
- C. Heroism specifically related to the Fire District.
- D. Eagle Scout or similar significant Chino Valley community accomplishments or achievements as requested.
- E. Non-profit corporations specific to promoting and supporting the Fire District.

Requests for certificates of generic nature and/or not specific to the Fire District's role or support, or requests that are commercial or political in nature shall not be qualified for presentation without Board pre-approval at a Board Meeting. Certificates for governmental events or activities outside of the Fire District boundaries may be presented if a formal request is submitted by the requestor and the local event or activity demonstrates Fire District relevance and support of the receiving organization. Such presentations must obtain prior approval by the Board President and shall be announced at the next Regular Board Meeting during Board Comments.

POLICY TITLE: Membership in Associations
POLICY NUMBER: 1090

1090.0 The Board of Directors recognizes that individual Directors memberships and participation in certain associations, service clubs, and fraternal organizations may have inherent value to the District and therefore encourages such participation. Directors in good standing as determined by the Board of Directors may receive reimbursement of the direct and reasonable cost of said membership. Board Members are limited to no more than two such memberships paid for by the Fire District. Authorization for membership and participation shall be reviewed annually by the Board in January.

Individual Board memberships in other professional organizations must be approved by the Board annually.

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 1100

1100.0 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purpose of such activities is to improve Board Member performance and/or District operation. With prior approval from the Board of Directors or Board Policy and Procedures appropriate budgeted expenditures associated with these conferences and meetings can be reimbursed as outlined in Section 1050.2.

1100.1 It is the intent of the Board to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, mandated and educational courses, approved and required webinars or conference call meetings, participation with professional organizations, and attendance at local, state and national conferences as approved by the Board or the Board Policy and Procedures. It is the policy of the Board of Directors that Directors receive Board approval prior to attending these events, if not in the Board Policy and Procedure Manual, or incurring any expenses on behalf of the District. In the absence of time, the Board President may approve attendance for which the Board Member may be eligible for remuneration and/or reimbursement pursuant to Sections 1050.0 and 1050.2. Such remuneration and reimbursement will subsequently be presented to the entire Board for ratification.

1100.2 When Board Members are authorized by the Board to attend conferences and/or seminars, Board Members are responsible for confirming in writing (which may include an email), with the Clerk of the Board their intent to attend authorized conferences/seminars and this confirmation shall take place with sufficient time allowed to comply with registration deadlines and cancellation policies for the conference/seminar. The Clerk of the Board or designee is responsible for coordinating the necessary travel and lodging arrangements for Board Members. The Board Members may make some or all of his/her arrangements, however, the Board Member must coordinate his/her arrangements with the Clerk of the Board or his/her designee to specify what components of the travel will be handled by the Board Member. Board Members shall notify Clerk of the Board of any changes to original requests and/or reservations or registrations in writing (which may include email) to avoid any unnecessary cancellation or change fees. Board Members shall not be reimbursed for travel agents or third-party companies for travel reservations, since such services are unnecessary costs to the Fire District.

- 1100.3** Expenses to the District for Board of Directors' training, education and conferences will be governed by Section 1050.2 of this policy document and the District's Travel and Reimbursable Expense Policy and should be kept to a minimum by:
- A. Utilizing published group discount lodging rates whenever available.
 - B. Directors traveling together whenever feasible and economically beneficial.
 - C. Requesting reservations sufficiently in advance, when possible, to obtain discounted rates.
- 1100.4** A Director shall not attend a conference, training event or liaison committee assignment for which there is an expense to the District if it occurs after the Director announced his or her pending resignation or unsuccessful reelection.
- 1100.5** Board Members are expected to complete the Special District Leadership Foundation (SDLF) Special District Leadership Academy, within 12 months of becoming a Board Member, which has been identified as the core special district governance training in California and covers the essentials of good governance. It is also highly recommended that the FEMA sponsored Introduction to the Incident Command System (IS100) Course be completed within 12 months of becoming a Board Member. Board Members are also encouraged to complete any courses required by Fire District Board Members to maintain the California Special Districts (CSDA) District of Distinction Certification and the Fire District Transparency Certification.
- 1100.6** Members of the Board of Directors are encouraged to attend webinars that are Board related training and education. Any webinar taken by a Board Member that results in a stipend must provide a copy of webinar completion. Any non-certificated course is not eligible for a stipend. Webinars are limited to two (2) per month. The two (2) per month limit is in addition to any other required or mandated training as outlined in these policies. These webinars are limited to any Board level training offered by the California Special Districts Association (CSDA), Fire Districts Association of California (FDAC), Liebert, Cassidy and Whitmore (LCW) and Best, Best and Krieger (BB&K), Stipend pay is included in Section 1050.0.

POLICY TITLE: Board Member Safety
POLICY NUMBER: 1110

1110.00 Board Members Safety

The scene of a major emergency is often a chaotic and dangerous environment. If a Board Member determines that it is necessary for them to personally visit the scene it is requested that they make contact with the Fire Chief in advance of traveling to the incident. If the Fire Chief is unavailable the Board Member should contact the Back-Up Duty Chief or the Incident Commander prior to traveling to the scene. Making contact in advance of arriving at the scene will allow staff an opportunity to provide for the safety of the Board Member upon their arrival at the incident.

In these situations, Board Members should also be aware that our Command Staff will be focused on providing for the safety of the public and our personnel; with that in mind there may not be a staff member immediately available to brief them or escort them around the scene.

POLICY TITLE: Board Member Fire District Clothing Use
POLICY NUMBER: 1120

1120.00 Board Members District Clothing Use

Board Member approved clothing will be ordered through the Clerk of the Board. Clothing allowance will be approved by the Board through the annual budget process. ~~Board Members may wear approved clothing only to events where Board Members are representing the Fire District and shall not be used for personal gain.~~

Upon leaving office, Board Members shall cease wearing clothing representing the Fire District and shall either return the clothing to the Fire District for appropriate disposal or dispose of all Fire District clothing in a manner in which the clothing cannot be identified as Fire District clothing and used to represent the Fire District.

POLICY TITLE: Board Meetings
POLICY NUMBER: 2010

2010.0 Regular meetings of the Board of Directors shall be held on the *second Wednesday* of each month, with the open session beginning at *6:00 p.m.* (closed sessions may begin at any posted time prior to or after the open session) at the Chino Valley Independent Fire District Headquarters Office located at 14011 City Center Drive, Chino Hills, California. The Board of Directors hereby reaffirms its commitment to complying with the Ralph M. Brown Act (California Government Code §54950 through §54963).

2010.1 Special Meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

- A. All Directors, the Fire Chief and desired staff shall be notified of the Special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered personally, by mail, facsimile, electronically or otherwise at least twenty-four (24) hours prior to the meeting. Written notice may be dispensed for any Director, who at or prior to the time the meeting convenes, files with the Clerk of the Board a written waiver of notice, or for any Director who is actually present at the meeting when it convenes.
- B. Newspapers of general circulation in the District, radio stations, television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act shall be notified in writing, delivered personally, by mail, facsimile, electronically or otherwise, and shall be received at least 24 hours before the time of the meeting as specified in the notice.
- C. An agenda shall be prepared as specified for Regular Board meetings in Policy #2020 and shall be delivered with the notice of the Special Meeting to those specified above.
- D. Only those items of business listed in the call for the Special Meeting shall be considered by the Board at any Special Meeting.
- E. The Board shall not call a special meeting to discuss or act on the salary, salary schedule, or compensation paid in the form of fringe benefits for the any of the following positions, including anyone acting in any such capacity, at the District: the Fire Chief, any Deputy Chief, the Finance Manager, and the Human Resources Manager. Any such discussion or action shall occur at a regular meeting of the Board. However, this subdivision does not apply to the Board calling a special meeting to discuss the District's budget.

2010.2 Special Meetings (emergency)

A. Regular Emergency

An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the Board of Directors. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement for special meetings, or both. However, each person, local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to the Brown Act and Policy #2010.1 shall be notified by the President of the Board of Directors, or his or her designee, one hour prior to the emergency meeting.

B. Dire Emergency

A dire emergency means a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring the Board of Directors to provide one-hour notice before holding an emergency meeting may endanger the public health, safety, or both, as determined by a majority of the Board of Directors. In the case of a dire emergency, at or near the time that the President of the Board of Directors or his or her designee notifies the members of the Board of Directors of the emergency meeting, notice of the dire emergency special meeting shall be given by telephone and all telephone numbers provided in the most recent request of a person, newspaper or station for notification of special meetings shall be exhausted. In the event that telephone services are not functioning, the notice requirements of this policy section 2010.2 shall be deemed waived, and the Board of Directors, or any designee of the Board of Directors, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

2010.3 During a meeting held pursuant to policy #2010.2, the Board of Directors may meet in closed session pursuant to the Brown Act (Gov. Code, § 54957, subd. (a).) (i.e. with the Attorney General, district attorney, agency counsel, sheriff, or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, a threat to the security of essential public

services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or a threat to the public's right of access to public services or public facilities) if agreed to by a two-thirds vote of the members of the Board of Directors that are present, or, if less than two-thirds of the members are present, by a unanimous vote of the Board of Directors present.

All special meeting requirements, as prescribed in the Brown Act (Gov. Code, § 54956 and these policies shall be applicable to a meeting called pursuant to policy #2010.2, with the exception of the 24-hour notice requirement.

The minutes of a meeting called pursuant to this Policy #2020.2, a list of persons whom the President of the Board of Directors, or designee of the Board of Directors, notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for a minimum of 10 days in a public place as soon after any emergency or dire emergency meeting as possible.

2010.4 Adjourned Meetings.

The Board of Directors may adjourn any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the Clerk of the Board may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in section 2010.1.B. above. If less than a quorum is present, those present may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of the adjournment.

2010.5 Election of Board Officers; Organizational Meetings.

Subject to the other provisions of this Section and to state law, the Board of Directors shall elect a President and Vice President at its first regular meeting in November. The election of the President and Vice President is made by the Board and shall become effective on December 1 of that year. The Board may, in its discretion, choose to forego such election of its President and Vice President at the first such November meeting in years where there is a general district election or unopposed election, triggering a separate election of the Board's President and Vice President at a different meeting of the Board, as set forth immediately below.

In accordance with Health and Safety Code section 13853, within 60 days after each general district election or unopposed election to the Board, the Board shall meet and elect its President and Vice President. New Board Members who have won such election but have not yet assumed their position on the Board may be elected to be the Board President or Vice President, but such election shall not become effective until the later of when new Member assumes office or the first day of the calendar month following the Board Member's election as President or Vice President. Such election, pursuant to this paragraph, of any Board Member other than a newly elected Board Member shall become effective on the first day of the calendar month following such election to be President or Vice President.

The procedure for the Board's election of its President and Vice President is as follows:

- A. Nominations may be made from the Board. When a nomination is made, no second is required.
- B. No one can nominate more than one person for a given office until every member who desires has an opportunity to nominate a person.
- C. The current President will call for the nominations by saying, "Nominations are now in order for the office of President, etc."
- D. Member should say, "I nominate Director?" Current President should say, "Director? is nominated. Are there any further nominations for the office of President etc.?" (Pause) "If not, nominations are closed."
- E. For office for which no candidate has a majority, the current President announces "No Election".
- F. Voting Procedure is a Voice Vote.

2010.6 The President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

2010.7 The President and the Fire Chief shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate in compliance with the Brown Act's requirements for agendas and accessibility for attendees.

2010.8 Teleconferencing. Teleconferencing connects Board Members by electronic means, through either audio or video or both. The Board of Directors may teleconference as authorized by the Brown Act, (Gov. Code,

§ 54953.) for all purposes in connection with any meeting within the subject matter jurisdiction of the Board of Directors.

- A. All votes taken during a teleconference meeting shall be by roll call.
- B. Agendas shall be posted at all teleconference locations and all teleconferencing locations shall be identified in the agenda.
- C. All teleconferencing locations must be accessible to the public and provide the public an opportunity to address the Board.
- D. During the teleconference, at least a quorum of the Board shall participate from locations within the boundaries of the District.

POLICY TITLE: Swearing-in of Newly Appointed or Elected Board Members
POLICY NUMBER: 2015

2015.0 Swearing-in of Newly Appointed or Elected Board Members

The Clerk of the Board will perform the official oath of office for newly appointed or Elected (including re-elected) Board Members as soon as practical following official notice from the Registrar of Voter Office confirming the final ballot count. A ceremonial swearing-in will take place at the next Board Meeting by a Judge, Clerk of the Board, or an individual designated by the official being sworn in.

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 2020

2020.1 The Fire Chief, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors.

The President, Vice President and the Fire Chief shall discuss proposed agenda prior to the posting of any agenda. It is the President's responsibility for final approval of the agenda.

For any regular meetings or special meetings, where there is no legal conflict, any Board Member may request that an item directly related to District Business be placed on the agenda by channeling his/her request through the Board President or Fire Chief. If channeled through the Fire Chief, the Fire Chief will promptly notify the Board President of the request. Such requests shall be made no later than 5:00 p.m. fifteen (15) days prior to the regular Fire Board meeting or Special Fire Board meeting. All requests from Board Members for agenda items must be submitted on a District form and shall clearly define the District specific purpose, presenter, and justification for placing the item on the agenda. The President shall decide whether an item requested by an individual Board Member shall be placed on a future agenda. Any request not approved by the President shall be placed on a future agenda on the consent calendar informing the full Board of the President's determination. If the item is pulled for discussion, the merits of the proposed agenda item shall not be discussed, but instead, only the determination of placing the proposed agenda item on a future agenda. If a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda.

A Board Member may place an item related to District Business on the next agenda at any Regular Board Meeting with President (or Board) approval, as outlined above.

Issues not related directly to Fire District concern or of a controversial or sensitive nature, should always first be placed on the Board agenda for discussion by the Board of Directors.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- A. The request must be in writing and be submitted to the Board President or Clerk of the Board, with supporting documents and information, if any, by 5 p.m. on the Wednesday fifteen (15) days prior to the Board meeting.
- B. The Board President, upon consultation with appropriate parties, will determine whether the public request is or is not a "matter directly related to District business" and whether the matter warrants placement on a future agenda. Any request not approved by the President shall be placed on a future agenda under consent calendar informing the full Board of the President's determination. The items may be pulled for discussion and if a majority of the Board desires an item to be placed on a future agenda, such item shall be placed on a future agenda.

2020.2 Consent Calendar. Items of a routine nature and non-controversial nature shall be placed on the consent agenda. All items may be approved by one blanket motion upon unanimous consent. Any Board Member may request that any item be withdrawn from the consent agenda for separate consideration. However, any Board Member may abstain from voting on any consent agenda item without requesting its removal from the consent agenda, and the Clerk of the Board shall be instructed to record such abstentions in the minutes.

No matter, which is legally a proper subject for consideration by the Board in closed session, will be included in the consent calendar.

2020.3 Public Comments. Any person may address the Board at any regular meeting on any item of interest to the public that is within the subject matter of the Board of Directors during the Public Comments portion of the meeting. Any person may address the Board at any special meeting on any item that has been described in the notice for the special meeting. Each person desiring to speak shall be limited to three (3) minutes, unless extended by the President. Such three (3) minute time period shall be extended to six (6) minutes for any member of the public who utilizes a translator, to ensure that non-English speakers receive the same opportunity to directly address the Board, unless the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously.

In the event such an extension is given to one person a similar extension shall be provided to all others wishing to speak. Any public comments on items listed on the agenda should be addressed at the time the agenda item is up for consideration. For any matter that, in the opinion of a majority of

the Directors present and qualified to act, a large number of requests to speak have been presented, the President may require those persons with similar interests to appoint one spokesperson in order to preserve the timely and orderly conduct of the meeting or limit each speakers time.

This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters that are not on the agenda and that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

2020.4 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office.

2020.5 Except for emergency or dire emergency situations, the agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same location. In emergency or dire emergency situations, the notice requirements of Policy #2010.2 shall be followed.

2020.6 A Closed Session at a regular Board Meeting may be scheduled to commence several hours prior to the Regular Board Meeting.

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 2030

2030.0 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. The latest edition of Robert's Rules of Order Revised shall also be used as a general guideline for meeting protocol unless provided for otherwise in these Policies. District policies shall prevail whenever they are in conflict with Robert's Rules of Order Revised. Each Board Member will have (5) five minutes to speak during Board Comments portion of the agenda and five (5) minutes during the Board Comments section of each specific agenda item, unless an extension is granted by the Board President in the President's sole discretion. Any such time extension should be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.

Board members are not permitted to leave the dais at any time during the meeting. If a Board Member wishes to leave the dais, He/she must ask permission from the Board President for a short recess. The Board President shall grant a short recess for a minimum of five (5) minutes.

2030.1 All Board meetings shall commence no earlier than the time stated on the agenda.

2030.2 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

- A. Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and, receive, consider and take any needed action with respect to reports of accomplishment of District operations.
- B. Permit any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject of interest to the public that lies within the jurisdiction of the Board of Directors.

- 1. Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the Board finds that there is in fact willful disruption of any meeting of the Board so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the room cleared and subsequently conduct the Board's

business. In such an event, only matters appearing on the agenda may be considered in such a session.

After clearing the room, the Board may permit those persons who, in its opinion, were not responsible for the willful disruption to re-enter the meeting room. Duly accredited representatives of the news media, whom the Board finds not to have participated in the disruption, shall be admitted to stay for the remainder of the meeting.

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 2040

2040.0 Actions by the Board of Directors include but are not limited to the following: adopting or rejecting any item on the agenda.

- A. Adoption or rejection of regulations or policies;
- B. Adoption or rejection of a resolution;
- C. Adoption or rejection of an ordinance;
- D. Adoption or rejection of the annual budget;
- E. Approval or rejection of any contract, expenditure or proposal as required within the District's purchasing/acquisition policy or for those contracts, expenditures or proposals which exceed the **\$100,000** authority extended to the Fire Chief;
- F. Approval or rejection of any proposal that changes the number and/or classification of authorized personnel unless such authority has been provided otherwise pursuant to any applicable MOU, Personnel Rules, or other employment agreement.
- G. Approval or disapproval of non-routine matters, which require or may require the District or its employees to take on-going action and/or provide substantially different or additional services;
- H. Approval or rejection of warrants for payment;
- I. Approval or rejection of the monthly financial report including collections received and deposited and sales of District property.

2040.1 Except where otherwise specifically required by law, action can only be taken by the recorded vote of the majority of the total members of Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote or other is required by policy or other law).

2040.2 A member abstaining in a vote is considered absent for that vote; otherwise, the member is not considered absent.

Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

2040.3 Remedies for Violations of Law or Policy.

1. **Referral to Outside Agency.** In the event the Board becomes aware of a violation of any federal, state or local law by a Board Member, the Board may, in addition to any other remedies available, refer such matter to the appropriate federal, state or local authorities for civil and/or criminal investigation (where applicable).
2. **Censure.** In addition to the remedies provided above, in the event that any federal, state or local law, or any District or Board Policy is violated, whether maliciously, willfully, intentionally or negligently, the Board may, in addition to any other remedies available, censure the violating Board Member, revoke Board Member privileges such as stipends, travel reimbursements, training reimbursements, health and welfare benefits, and committee or liaison appointments, refer the matter to the appropriate authorities for civil and/or criminal investigation (where applicable), seek judicial relief, or any combination of such remedies. Prior to censuring a Board Member, the District shall provide written notice to the Board Member proposed to be censured, informing that Board Member of the basis for such proposed censure. At the Board meeting at which the proposed censure is considered, the Board Member who is subject to censure shall be provided an opportunity to address the proposed censure.

2040.4 The naming or renaming of all District facilities shall be determined by a majority vote of the Board.

2040.5 Prior to taking final action, the Board of Directors shall verbally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a District executive during the open meeting in which the final action is to be taken.

POLICY TITLE: Review of Administrative Decisions
POLICY NUMBER: 2050

- 2050.0** The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.
- A. This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.
 - B. The purpose of this policy is to insure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 2060

2060.0 The Clerk of the Board of the Board of Directors or Acting Clerk of the Board shall keep minutes of all regular and special meetings and standing committees of the Board.

- A. Copies of Regular and Special Board minutes shall be made for distribution to Directors with the agenda at a regular Board meeting or Special Meeting.
- B. The official typed minutes of the regular and special meetings and standing committees of the Board shall be kept in fire-resistant locked cabinets or fire resistant locked safe or a trusted electronic system.

2060.1 A video and/or audio recording may be made of each open meeting of the Board of Directors, and as may be required by State law. The video shall be posted on the Districts website within 48 hours after the meeting is concluded.

- A. The official records of the meetings are the approved typed minutes. Videos of the meetings shall serve as a backup to the typed minutes and used if a dispute or more clarification of the typed minutes are necessary.
- B. If a recording is to be made during closed session, the President will announce the fact that a recording is being made at the beginning of the closed session meeting, and the recording device shall be placed in plain view of all present, so far as is possible.
- C. Recordings made during closed sessions of the Board are deemed confidential and not a public record.
- D. The video and audio recordings, discs or other electronic data/information storage devices shall be kept in a trusted electronic system for at least thirty days (30) after each meeting of the Board of Directors or as specified in the Fire District's retention schedule and until the minutes are approved, whichever comes first.

2060.2 Motions, resolutions or ordinances shall be recorded as having passed or failed and individual votes will be recorded unless the action was unanimous. The Board President or Clerk shall publicly report any action taken and the vote or abstention on that action of each member present for the action. This report may be made by the President, or the Clerk of the Board, or their designee. For actions that are taken unanimously, the public report may simply reference the fact that the action was taken unanimously.

All resolutions and ordinances adopted by the Board shall be presented in complete context and numbered consecutively starting new at the beginning of each calendar year. Original resolutions and ordinances shall be kept in fire-resistant locked cabinets or in a fire-resistant locked safe.

2060.3 The minutes of Board meetings shall reflect the following:

1. Date, place and type of each meeting;
2. Directors present and absent by name;
3. Call to order;
4. Arrival of tardy Directors by name;
5. Pre-adjournment departure of Directors by name, or if absence takes place when any agenda items are acted upon;
6. Adjournment of the meeting;
7. Approval or amended approval of the minutes of preceding regular and special meetings;
8. Complete information describing each item presented for the Board's deliberation and or action;
9. All actions taken by the Board, including action taken pursuant to Section 2040 and including a summary of the discussion on such action and the roll call record of the vote on a motion if not unanimous;
10. A record of all bid procedures, including calls for bids authorized, bids received and other action taken;
11. A record of all important correspondence;
12. A record of the Fire Chief's report to the Board;
13. Visitors and delegations appearing before the Board.

POLICY TITLE: Rules of Order for Board and Committee Meetings
POLICY NUMBER: 2070

2070.0 Maintenance of Order.

The President is responsible for the maintenance of order and decorum at all times. No person is allowed to speak who has not first been recognized by the President and all questions and remarks shall be addressed to the President.

2070.1 Points of Order.

The President shall determine all Points of Order subject to the right of any member to appeal to the entire Board. If any appeal is taken, the question shall be, "Shall the decision of the President be sustained?" in which event a majority vote shall govern and conclusively determine such question of order.

2070.2 Decorum and Order - Board Members.

Any Board Member desiring to speak shall address the President and, upon recognition by the President, shall confine himself/herself to the matter under debate.

- A. A Board Member desiring to question the staff shall address his/her question to the Fire Chief who shall either answer the inquiry himself/herself or to designate some member of his/her staff for that purpose.
- B. A Board Member or member of the public, once recognized, shall not be interrupted while speaking, unless called to order by the President, unless a Point of Order is raised by another Board Member, or unless the speaker chooses to yield to questions from another Board Member. Board Members will have a total of (5) five minutes to speak on each agenda item, unless an extension is granted by the Board President, in the president's sole discretion. Any time extension shall be granted to all Board Members equally. Board Members shall not be permitted to split their allotted speaking time.
- C. Any Board Member called to order while he/she is speaking shall cease speaking immediately until the question of order is determined. If ruled to be in order, he/she shall be permitted to proceed. If ruled to be not in order or out of compliance with this policy, he/she shall remain silent or shall alter his/her remarks so as

to comply with rules of the Board. In the event a Board Member refuses to alter his/her remarks so as to comply with the Rules of the Board, the President shall be authorized to call a recess of the meeting.

- D. Board Members shall at all times conduct themselves with the utmost courtesy to each other, to staff and to members of the audience present at Board meetings and shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- E. The Board President is the legislative officer who is responsible for seeing that decorum and order is maintained during the order of business.
- F. Any Board Member may move to require the President to enforce rules and the affirmative vote of a majority of the Board shall require him/her to so act.

2070.3 Decorum and Order - Employees.

Members of the administrative staff and employees of the District shall observe the same rules of procedure and decorum applicable to Board Members.

2070.4 Conflict of Interest.

All Board Members are subject to all provisions of California law relative to conflicts of interest and to conflict of interest codes adopted by the Board. Any Board Member prevented from voting because of a conflict of interest shall refrain from debate and voting. Such Board Member shall identify the interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required, recuse himself or herself from discussing and voting on the matter, and (unless the matter has been placed on a portion of the agenda reserved for uncontested matters) shall leave the Board Chambers until after the discussion, vote, and any other disposition of the matter is concluded. However, the Board Member may speak on the issue during the time that the general public speaks on the issue. In addition to legal conflicts of interest, Board members should be cognizant of the perception of conflicts of interest. For example, when a Board member is involved in activities outside of his/her official District duties (i.e., attending a public meeting of another agency in his/her private capacity, interacting with other agencies/parties as part of his/her private job duties), that Board member should make it clear to the parties involved that the Board member is acting in his/her private capacity, and not as a District Board member.

2070.5 Limitation of Debate.

No Board Member should speak more than once upon any one subject until every other Board Member choosing to speak thereon has spoken. No member shall speak for a longer time than five minutes each time he/she has the floor, without the approval of a majority vote of the Board.

2070.6 Dissents, Protests, and Comments.

Any Member shall have the right to express dissent from or protest to or comment upon any action of the Board and have the reason entered in the minutes. If such dissent, protest or comment, is desired to be entered in the minutes, this should be made clear by language such as, "I would like the minutes to show that I am opposed to this action for the following "reasons."

2070.7 Rulings of President Final Unless Overruled.

In presiding over meetings, the President, Vice President or temporary President shall decide all questions or interpretation of these rules, points of order or other questions of procedure requiring rulings. Any such decision or ruling shall be final unless overridden or suspended by a majority vote of the Board Members present and voting, and shall be binding and legally effective (even though clearly erroneous) for purposes of the matter under consideration.

2070.8 Actions Not Invalidated.

Failure to strictly comply with these Rules of Procedure shall not invalidate any action taken by the District Board.

2070.9 Actions.

The Board may act only by ordinance, resolution or motion. For Example, Board actions setting rules for long-term application are taken by ordinance, whereas more routine business and administrative matters (usually more temporary in nature) are accomplished by "resolutions."

The "motion" (assuming it was one which passed) is a Board action which is recorded simply by an item entry in the minutes of the meeting at which it was accomplished, and no separate document is made to memorialize it.

2070.10 Processing of Motions.

When a motion is made and seconded, it shall be stated by the President before debate. A motion so stated shall not be withdrawn by the mover without the consent of the person seconding it.

2070.11 Motions out of Order:

The President may at any time, by majority consent of the Board, permit a member to introduce an ordinance, resolution, or motion out of the regular agenda order.

2070.12 Division of Question:

If the question contains two or more dividable propositions, the President may, and upon request of a Member shall, divide the same.

2070.13 Precedence of Motions:

When a motion is before the Board, no motion shall be entertained except the following, which shall have precedence in the following order:

- a. Adjourn
- b. Fix hour of adjournment
- c. Table
- d. Limit or terminate discussion
- e. Substitute
- f. Reconsider
- g. Amend
- h. Postpone

2070.14 Motion to Adjourn: (Not debatable)

A motion to adjourn shall be in order at any time, except as follows:

- a. When repeated without intervening business or discussion.
- b. When made as an interruption of a Member
- c. When discussion has been ended, and vote on motion is pending,
and
- d. When a vote is being taken.

A motion to adjourn "to another time" shall be debatable only as to the time to which the meeting is adjourned.

2070.15 Motion to Fix Hour of Adjournment. (Not debatable)

Such a motion shall be to set a definite time at which to adjourn is not debatable and shall not be amended except by unanimous vote.

2070.16 Motion to Table. (Not debatable)

A motion to table shall be used to temporarily by-pass the subject. A motion to table shall not be debatable and shall preclude all amendments or debate of the subject under consideration. If the motion shall prevail, the matter may be "taken from the table" at any time prior to the end of the next regular meeting.

2070.17 Motion to Limit or Terminate Discussion. (Not debatable)

Such a motion shall be used to limit or close debate on, or further amendment to, the main motion and shall not be debatable. If the motion fails, debate shall be reopened; if the motion passes, a vote shall be taken on the main motion.

2070.18 Motion to Amend. (Debatable)

A motion to amend shall be debatable only as to the amendment. A motion to amend an amendment shall be in order, but a motion to amend an amendment to an amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. A substitute motion on the same subject shall be acceptable, and voted on before a vote on the amendment. Amendments shall be voted first, then the main motion as amended.

2070.19 Motion to Continue. (Debatable)

Motions to continue to a definite time shall be amendable and debatable as to propriety of postponement and time set.

2070.20 Reconsideration. (Debatable)

Any Board Member who voted with the majority may move a reconsideration of any action at the same or next meeting. After a motion for reconsideration has once been acted upon, no other motion for reconsideration thereof shall be made without unanimous consent of the Board.

2070.21 Voting Procedure.

In acting upon every motion, the vote shall be taken by voice or roll call or any other method by which the vote of each Board Member present can be clearly ascertained. The vote on each motion shall then be entered in full upon the record. The order of voting shall be alphabetical with the President voting last. The Clerk of the Board shall call the names of all members seated when a roll call vote is ordered or required. Members shall respond 'aye,' 'no' or 'abstain.' Any Board Member not audibly and clearly responding 'no' or 'abstain' or otherwise registering an objection shall have his vote recorded as 'aye.'

2070.22 Tie Votes.

Tie votes shall be considered a no vote or denial.

POLICY TITLE: Procedure for Adopting a Resolution
POLICY NUMBER: 2080

2080.0 Resolutions Prepared in Advance.

Where a resolution has been prepared in advance, the procedure shall be: Motion, second, discussion, vote pursuant to the methods set out for motions, and result declared. It shall not be necessary to read a resolution in full or by title except to identify it. When a resolution has not been prepared in advance, the general counsel or staff shall prepare a resolution for presentation at the next meeting.

POLICY TITLE: Procedure for Adopting an Ordinance
POLICY NUMBER: 2090

2090.0 Ordinances of the District are generally adopted pursuant to Government Code section 25120 et seq., which governs the adoption of ordinances by counties. Place the ordinance on agenda for regular meeting by title and brief description of content (an exception is an urgency ordinance which may be adopted at a regular or special meeting).

I. Discussion.

A. Form. The enacting clause of an ordinance must be, "The Board of Directors of the Chino Valley Independent Fire District ordains as follows." Every ordinance must be signed by the President of the Board of Directors and attested by the Clerk of the Board.

II. First Reading/Introduce the Ordinance.

- A. Read title and then make a motion to waive further reading of entire ordinance and read by title only. The motion to waive further reading must be carried by a majority vote.
- B. Reading of title by the Clerk of the Board.
- C. Motion to introduce

Moved by:
Seconded:
Carried by:

III. Adoption/Second Reading.

Ordinances cannot be passed within five days of their introduction, nor at other than a regular meeting or at an adjourned regular meeting. However, an urgency ordinance may be passed immediately upon introduction and either at a regular or special meeting. This limitation does not apply to ordinances that by statute can be passed only after notice and a public hearing.

- A. Clerk of the Board to read title.
- B. Make motion to waive reading of entire ordinance. (see above) Motion to adopt Ordinance No. ____ to be read by title and number only.

Moved by:

Seconded:

Carried by:

- C. Clerk of the Board to read by title and number only.
- D. State: Following the thirty-day waiting period, Ordinance No. ____ will become effective.
- E. On the passage of all ordinances the votes of the several members of the Board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book.
- F. When ordinances (other than urgency ordinances) are altered after introduction/first reading, they can be passed only at a regular or at an adjourned regular meeting held at least five days after alteration. Corrections of typographical or clerical errors are not alterations within the meaning of this requirement. This requirement does not apply to ordinances that by statute can be passed only after notice and a public hearing.

IV. Publication.

Publication of ordinances may occur in any of the following three manners:

- A. Full Publication. The ordinance must be published within fifteen (15) calendar days of adoption. The ordinance is published once in full in the newspaper of general circulation within the District. If there is no newspaper published in the District, the ordinance shall be posted in a prominent location at the Board of Directors' chambers within the 15-day period and remain posted thereafter for at least one week. Except for maps, any exhibit attached to and incorporated by reference in an ordinance need not be published in its entirety if the publication lists all those exhibits by title or description and includes a notation that a complete copy of each exhibit is on file with the Clerk of the Board and is available for public inspection and copying in that office in accordance with the California Public Records Act. A certificate of the Clerk of the

Board or order entered in the minutes of the Board that the ordinance has been duly published or posted is prima facie proof of the publication or posting.

- B. For summary publication: Publish both before and after adoption. The summary of the proposed ordinance must be prepared by the Fire Chief or his or her designee, published, and a certified copy of the full text of the proposed ordinance must be either posted in the District's office or on the District's website at least five (5) days before the meeting where the ordinance will be adopted. The summary is published again within fifteen (15) days after adoption and a certified copy of the full text of the ordinance must be either posted in the District's office or on the District's website with both the summary and the certified copy containing the names of those Board Members voting and their votes or abstentions.
- C. If the Fire Chief or his/her designee determines that it is not feasible to prepare a fair and adequate summary of the ordinance, and if the Board so orders, a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the District must be published at least five days prior to the Board meeting at which the proposed ordinance is to be adopted. Within 15 days after adoption of the ordinance, a display advertisement of at least one quarter of a page must also be published. The advertisement must indicate the general nature of, and provide information about, the ordinance, including information sufficient to enable the public to obtain copies of the complete text of the ordinance, and the names of those Board members voting for and against the ordinance.
- D. If the Fire Chief fails to publish an ordinance within 15 days after the date of adoption, the ordinance shall not take effect until 30 days after the date of publication.
- E. Effective Date.
All ordinances shall become effective 30 days from the date of final passage, except the following ordinances, which shall take effect immediately.
 - (a) Those calling or otherwise relating to an election.
 - (b) Those specifically required by this code or by any other law to take immediate effect.
 - (c) Those fixing the amount of money to be raised by taxation, or the rate of taxes to be levied.
 - (d) Those for the immediate preservation of the public peace, health, or safety, which shall contain a

declaration of the facts constituting the urgency and shall be passed by a four-fifths vote of the Board.

- (e) Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization.
- (f) Those relating to salaries and other compensation of officers, other than elected officers, and employees.

Certain ordinances and resolutions require special notice and/or hearing requirements. Some of these include:

- Ordinances increasing Board Member compensation pursuant to Health and Safety Code section 13857/ Wat. Code, § 20200 et seq.
- Ordinances adopting a fire prevention code by reference pursuant to Government Code section 50022;
- Resolutions concerning the abatement of hazardous weeds and rubbish pursuant to Health and Safety Code section 14875; and
- Ordinances adopting or amending fees to cover the cost of any service which the district provides pursuant to Health and Safety Code section 13916.

Resolutions generally do not require first and second readings and can be adopted to be effective immediately.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA)
NOTICE OF DIRECTOR VACANCY AND CALL FOR NOMINATIONS FOR
BOARD OF DIRECTORS**

PURPOSE:

Purpose is for the Board to review and discuss the SDRMA notice of Director vacancy and call for nominations for the SDRMA Board of Directors and determine Fire District participation.

BACKGROUND:

SDRMA is a public entity Joint Powers Authority formed under California Government Code, Section 6500, established to provide cost-effective property/liability and workers' compensation coverages and comprehensive risk management programs for special districts and other local government agencies throughout California.

SDRMA is governed by a seven (7) member Board of Directors elected at-large from the membership by the programs' members. The Board of Directors responsibilities include establishing policy, providing oversight, and setting direction and vision to ensure SDRMA meets its mission, obligations and commitment to its members.

DISCUSSION:

Chino Valley Fire District is a member of SDRMA and received notice of a vacant Director's seat on the SDRMA Board of Directors effective December 1, 2023, and call for nominations. The term of the current Director vacancy will expire on December 31, 2025. Pursuant to SDRMA Board Policy No. 2023-05, if a director vacancy occurs, appointment of a replacement Director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board based on an application and interview process.

Interested candidates must be either a Board Member or full-time management employee of an active member agency of both SDRMA's Property Liability and Workers' Compensation Programs to be considered. Only one representative from any member agency may serve on the SDRMA Board of Directors at one time.

Candidates are required to submit a letter of interest, resume, and resolution of nomination from the governing body to SDRMA by 5:00 p.m. on April 12, 2024. Interviews will be conducted by SDRMA's Board of Directors on May 1, 2024 in Sacramento at SDRMA's office. The final selection of a candidate is anticipated to occur on May 2, 2024, and the selected candidate would be installed at the SDRMA Board meeting in June. The attached SDRMA Fact Sheet describes the Board of Directors role and responsibilities.

RECOMMENDATION:

It is recommended that the Board of Directors review and discuss the Special District Risk Management Authority (SDRMA) call for nominations to fill a vacancy on the SDRMA Board of Directors for a term ending December 31, 2025 and consider approval of Resolution 2024-03 nominating a Fire District Board Member as a candidate or decline to participate.

ATTACHMENTS:

SDRMA Fact Sheet

Resolution No. 2024-03 SDRMA Candidate Nomination

SDRMA BOARD OF DIRECTORS ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	SDRMA Board of Directors consists of seven Board Members , who are elected at-large from members participating in both programs.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, ensuring accountability, and setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and, operate with the highest standards of integrity and trust.
One Seat Open	Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Due to a recent vacancy, one seat is up to serve the remaining balance of the unexpired term.
Term of Directors	Directors are elected to four-year terms . The term for this current vacancy will end on December 31, 2025.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Ordinance No. 2022-01 and applicable laws and are allowed to claim a stipend of \$235 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	The Board meets from seven to ten times annually with an average of eight board meetings per year. Generally, the Board does not meet more than one meeting per month.
Meeting Location	SDRMA office in Sacramento, CA and at two conference locations.
Meeting Dates	Typically the first Wednesday and Thursday of the month.
Meeting Starting Times	Meetings are typically held 2:00 to 5:00 p.m. Wednesday and 8:00 to 10:00 a.m. Thursday .
Meeting Length	Meetings are four to six hours on average.
Average Time Commitment	Commitment per month ranges from 15 to 20 hours .

“The mission of Special District Risk Management Authority is to provide excellent risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost-efficient manner.”

RESOLUTION NO. 2024-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the SDRMA Board of Directors adopted Board Policy 2023-05, which includes the following requirements for candidate qualification:

- a. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee (as defined in Section 4.1) of a SDRMA member participating in both the Property/Liability and Workers' Compensation Programs.
- b. Candidates shall submit the following, by April 12, 2024:
 - a. A letter of interest; and
 - b. A resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
 - c. A resolution from, or a letter approved by the candidate's Governing Body nominating the candidate.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Chino Valley Independent Fire District hereby finds, determines, and resolves as follows:

1. The governing body of the Chino Valley Independent Fire District nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.
2. The Board of Directors of the Chino Valley Independent Fire District further directs that a copy of this Resolution be delivered to SDRMA on or before the April 12, 2024 filing deadline.

REVIEWED, APPROVED, AND ADOPTED this 14th day of February, 2024.

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

ATTEST:

HARVEY LUTH, PRESIDENT

ANGELA ROBLES, CLERK OF THE BOARD

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: FEBRUARY 14, 2024

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

FROM: DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: ASSOCIATION OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS
(ASBCSD) CALL FOR NOMINATIONS FOR BOARD OF DIRECTORS**

PURPOSE:

Purpose is for the Board of Directors to review and discuss the call for nominations for the ASBCSD Board of Directors and determine Fire District participation.

BACKGROUND:

The purpose of Association of San Bernardino County Special Districts (ASBCSD) organization is to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of San Bernardino, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of San Bernardino County that will result in benefit to the public.

DISCUSSION:

Chino Valley Fire District is a member of ASBCSD and received notice of the call for nominations and election to the ASBCSD Board of Directors. The ASBCSD Board of Directors election is scheduled to take place at the General Membership meeting on February 26, 2024.

The ASBCSD Board of Directors is made up of seven Board Members with two-year staggered terms. The current election is scheduled to fill four of the seven positions on the Board. According to the staff at ASBCSD all four of the incumbents have expressed an interest in being elected to the Board. The incumbents are: Randall Reed of Cucamonga Valley Water District; Ronald Coats of East Valley Water District; Kati Parker of Chino Basin Water Conservation District; and Kelly Gregg of Hesperia Recreation and Park District.

Interested candidates are asked to submit a letter of interest and a letter of support from the governing

body to ASBCSD by February 16, 2024 for the election to be held at the February 26, 2024 General Membership meeting.

RECOMMENDATION:

It is recommended that the Board of Directors review and discuss the Association of San Bernardino County Special Districts (ASBCSD) call for nominations for a seat by election on the ASBCSD Board of Directors and nominate Fire District Board Member as candidate and authorize a letter of support or decline to participate.

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

**APPOINTMENT OF CVFD REPRESENTATIVE AND ALTERNATE TO CONFIRE BOARD
OF DIRECTORS**