

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
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 7, 2024
8:00 a.m. - Open Session

AGENDA

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Adam Houde

PUBLIC COMMUNICATIONS

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

Due to Board policy and Brown Act requirements, action may not be taken on any issue 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.

MINUTES

1. Minutes - October 30, 2023 - Meeting

OLD BUSINESS - None

NEW BUSINESS

2. ACCOUNTING MANAGER

The purpose is to review and consider establishing a new position classification and salary range for Accounting Manager.

3. SHIFT BATTALION CHIEF

The purpose is to review and consider the addition of one Shift Battalion Chief position.

ADJOURNMENT

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, October 4, 2024.

Angela Robles

Angela Robles, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - October 30, 2023 - Meeting

ATTACHMENTS:

Minutes - October 30, 2023 - Meeting

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Special Meeting - Standing Committee Meeting
Human Resources Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 30, 2023
8:30 a.m. Committee Meeting

MINUTES

CALLED TO ORDER

Director Ramos-Evinger called the meeting to order at 8:30 a.m. She explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

Director Sarah Ramos-Evinger
Director Tom Haughey
Fire Chief Dave Williams
Human Resources Director Anthony Arroyo
Clerk of the Board Angela Robles

FLAG SALUTE

Director Ramos-Evinger led the flag salute.

INVOCATION

Chaplain Marco Miranda provided the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated that there were no changes.

PUBLIC COMMUNICATIONS

There were no requests to speak.

MINUTES

1. Minutes – September 18, 2023 Meeting

The Committee agreed to file the minutes as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. LEAD FIRE EQUIPMENT MECHANIC AND FIRE EQUIPMENT MECHANIC

Purpose is for Human Resources Committee to consider vacating the job classification of Lead Fire Equipment Mechanic; retitle the job classification of Fire Equipment Mechanic to Fire Apparatus and Fleet Mechanic; and approve a salary adjustment for said position.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo discussed the struggles the District experienced during recruitment due to the misconception of the job description and the competitive pay from other agencies.

Human Resources Director Arroyo confirmed that Teamsters and Fire Equipment Mechanic were in agreement to make the proposed changes.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

The Committee Members agreed as times change, it is appropriate for titles to be updated to reflect those changes.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

3. TITLE CHANGE FOR AUXILIARY WORKER

Purpose is for the Human Resources Committee to review the job description and title for Auxiliary Worker.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo provided a summary of the proposed job title change from Auxiliary Worker to Support Services Technician. He reported this change is supported by both Management and the Support Services division.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

The Committee Members agreed the position title change from Auxiliary Worker to Support Services Technician is appropriate and may provide clarity.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

4. AMENDING THE FIRE INSPECTOR JOB CLASSIFICATION

Purpose is for the Human Resources Committee to review the job description for Fire Inspector.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated the job description was amended to reflect the current duties, responsibilities and needs of the Community Risk Reduction Division. One significant change was to eliminate the language that pertains to the duties that are now assigned to the Public Information Officer.

Human Resources Director Arroyo confirmed that Teamsters and Fire Marshal O'Toole were in support of the amendments to the job description of Fire Inspector.

Director Ramos-Evinger asked if there was public comment.

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

Director Ramos-Evinger asked for Committee comments.

In response to questions from the Committee Members, Fire Marshal O'Toole explained that the language was revised in order to remove outdated terminology regarding associations and certificates.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

ADJOURNMENT

The meeting was adjourned at 8:42 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 7, 2024

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: ACCOUNTING MANAGER

PURPOSE:

The purpose is to review and consider establishing a new position classification and salary range for Accounting Manager.

DISCUSSION:

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

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

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

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

RECOMMENDATION:

Given the need for continuity of operations and higher-level oversight and assistance, staff recommends to the Human Resources Committee the creation of the classification of Accounting Manager and that this item be presented to the Board of Directors at the November 13, 2024 Board meeting.

ATTACHMENTS:

Accounting Manager Job Description

Accounting Manager Position Classification



Chino Valley Fire District Position Classification

Accounting Manager

Position Summary

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

Essential Job Functions

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

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

Accounting Manager Position Classification

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

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

Qualifications

Knowledge of:

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

Ability to:

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

Accounting Manager Position Classification

Education and Experience Requirements:

Education:

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

Experience:

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

Physical Profile

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

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

FLSA Status: Exempt

Date Approved:

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 7, 2024

TO: HUMAN RESOURCES COMMITTEE

FROM: DAVE WILLIAMS, FIRE CHIEF

SUBJECT: SHIFT BATTALION CHIEF

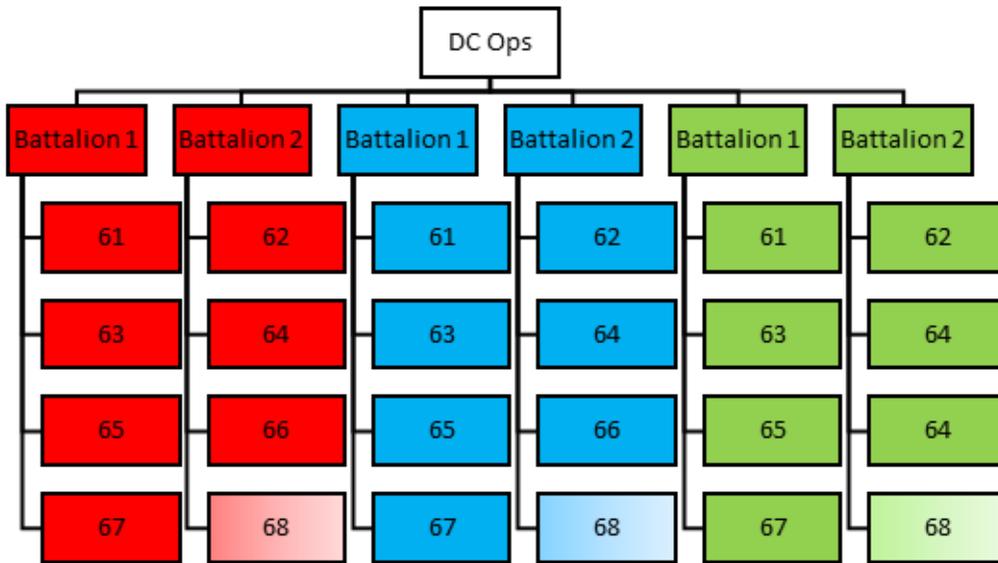
PURPOSE:

The purpose is to review and consider the addition of one Shift Battalion Chief position.

DISCUSSION:

This proposal is to implement the second Shift Battalion, which is anticipated to begin no earlier than January 2025. Implementation of the second battalion would drastically improve emergency response capabilities, provide for increased administrative effectiveness and succession development, as well as establish and stabilize operational policies and procedures prior to opening and onboarding Fire Station 68.

Implementation would be accomplished by transitioning the two existing Administrative Battalion Chief positions to Shift Battalion Chief, and promoting one additional employee to the position. There is a current an eligibility list with candidates who successfully passed the interview process. This action would result in two Shift Battalion Chief positions per day, for a total of six positions across the three shifts. The resultant organizational chart is as follows:



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

Emergency Response

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

Administrative Duties

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

Leadership Development

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

Stabilize Second Battalion Operations

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

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

RECOMMENDATION:

The implementation of the second CVFD Battalion will drastically improve the current operations of the Chino Valley Fire District. Staff recommends to the Human Resources Committee add one additional Battalion Chief and that this item be presented to the Board of Directors at the November 13, 2024 Board meeting.