

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
Finance Committee

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, October 26, 2020

8:00 a.m. - Open Session

AGENDA

****SPECIAL TELECONFERENCE MEETING INFORMATION****

In accordance with the California Governor's Executive Order N-29-20; guidance from the California Department of Public Health; and in an effort to combat the spread of COVID-19, the Chino Valley Fire District ("Fire District") will hold **all** Regular and Special Committee meetings of the Board of Directors remotely until further notice. There will be no physical meeting location.

Current Meeting GoToWebinar URL:

Instructions and GoToWebinar URL links for all meetings will be listed on all agendas. Agendas are posted on the Fire District website at CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Committee Meeting and 24 hours prior to a Special Committee Meeting.

<https://attendee.gotowebinar.com/register/3173804495522597902>

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at clerk@chofire.org 48 hours prior to the meeting.

REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

For **computer real-time** viewing of a Committee Meeting, a URL link will be provided on all

Committee Meeting agendas allowing the public to register and access the Committee Meeting using the application GoToWebinar. Upon entering the meeting, you will be in listen-only mode and muted. For **telephone real-time listen-only** mode, registration is not required. Please follow the instructions below:

1. Call: 1 (877) 309 2071
2. Enter attendee number: 180-852-031
3. Select the # key: 950-208-427

PUBLIC COMMENTS DURING COMMITTEE MEETINGS

The public will have the option to either submit a public comment by email to be read into the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate and provide a public comment real-time at the appropriate requested time during the meeting.

Please follow the instructions below to provide public comment during a Committee Meeting.

PUBLIC COMMENT – Read by the Clerk of the Board during Committee Meeting:

- Email your comments to clerk@chofire.org
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

PUBLIC COMMENT – Real-time public participation during Committee Meeting:

If you wish to provide a real-time public comment, please register at GoToWebinar URL:

<https://attendee.gotowebinar.com/register/3173804495522597902>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

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1. On the homepage (www.cvifd.org), hover over the ‘Departments’ tab, and select ‘Agendas

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2. Select 'Board Agendas & Minutes.'

3. Click the option that says 'Notify Me', then add your email and/or phone number to receive alerts regarding CVIFD Agenda postings. Agendas are posted on the Fire District website at www.CVIFD.org and at Fire District Headquarters 72 hours prior to a Regular Board Meeting and 24 hours prior to a Special Committee Meeting in compliance with the Brown Act.

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Ruben Estrada

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 Committee, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

MINUTES

1. Minutes - August 24, 2020 Meeting

OLD BUSINESS - None

NEW BUSINESS

2. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21

Purpose is for the Finance Committee to review the method for computing the Fire District's appropriations limit and to review the proposed Board resolution for establishing the annual appropriation limit.

3. PURCHASE OF MOTOROLA APX 6000XE DIGITAL RADIOS

Purpose is for the Finance Committee to review the proposed encumbrance of funds associated with the proposed purchase of Motorola APX 6000 digital hand-held radios, to be funded from the 2020/2021 budget.

4. PURCHASE OF KNG2 DIGITAL PORTABLE RADIOS

Purpose is for the Finance Committee to review the proposed encumbrance of funds associated with the proposed purchase of KNG digital portable radios, to be funded from the 2020/2021 budget.

5. BID NO. 20-3 ROOFING REPLACEMENT FOR STATIONS 64 AND 66

Purpose is for the Finance Committee to review the bids received for Bid No. 20-03 and provide direction to staff.

6. FINDING REGARDING EXCEPTION TO COMPETITIVE BIDDING REQUIREMENTS

Purpose is for the Finance Committee to review a proposed finding regarding an exception to competitive bidding requirements under the District's purchasing policy.

ADJOURNMENT

I, Sandra Heney, 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 Thursday, October 22, 2020.



Sandra Heney, Clerk of the Board

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - August 24, 2020 Meeting

ATTACHMENTS:

Minutes - August 24, 2020 Meeting

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

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, August 24, 2020
8:00 a.m. Committee Meeting

MINUTES

TELECONFERENCE MEETING ANNOUNCEMENT

President Luth opened the meeting at 8:00 a.m. and stated that all future CVFD Committee meetings will be held remotely until further notice in accordance with the California Governor's executive Order N-29-20; guidance from the California Department of Public health; and in an effort to combat the spread of COVID-19. He explained the process for members of the public to participate in the meeting and provide public comment. President Luth also announced that the meeting would be recorded.

ROLL CALL

President Harvey Luth
Vice President Sarah Ramos-Evinger
Fire Chief Tim Shackelford
Deputy Chief Scott Atkinson
Clerk of the Board Sandra Heney
Finance Director Steve Heide
Administrative Secretary Ariana Cisneros

FLAG SALUTE

President Luth

INVOCATION

Chaplain Robert Lewis

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – July 27, 2020 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINSESS

None.

NEW BUSINESS

2. ANNUAL REVIEW OF INVESTMENT POLICY

Purpose is to conduct an annual review of the District's Investment Policy.

Finance Director Heide stated that section 14 of the attached redline District Investment Policy states that this policy shall be subject to review as needed but no less than annually. The policy was last reviewed in 2019. At this time, one change is being proposed to the Policy, as follows:

Finance Director Heide stated that section 3.2.3 is proposed for addition, to read, "Investment personnel shall file California Fair Political Practices Commission's Statement of Economic Interests (Form 700) and make all disclosures required by the District's conflict of interest policies." Although those charged with investment responsibilities are already required to file the Form 700 annually with the FPPC, the addition of this policy statement reinforces that requirement and speaks to the transparency of the District's investment program.

Finance Director Heide stated that on a related note, in the current low interest rate environment, the District is investing a small amount of its idle cash in the CalTRUST investment pool for local government agencies, while the majority of the portfolio is invested in the Local Agency Investment Fund (LAIF) for liquidity purposes.

Finance Director Heide stated that the District's Section 115 Trust funds are governed by a separate investment policy which is also reviewed annually by the 115 Trust Investment Committee.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Committee comment.

Vice President Ramos-Evinger supported adding these policy updates to further demonstrate the District's commitment to transparency.

The Finance Committee agreed to move this item to the Full Board for approval as an item under the Consent Calendar.

3. CHINO VALLEY FIRE DISTRICT SECTION 115 TRUST ANNUAL REPORT

Purpose is to review the Annual Report for the Section 115 Retirement Trust.

Finance Director Heide stated that the 115 Trust bylaws require that an annual report of the Trust be presented to the District's Board of Directors within 90 days of fiscal year-end. The Trust's fiscal year end coincides with that of the District at June 30. A total of \$5 million was initially invested in the 115 Trust at the end of April 2017. An additional deposit of \$380,000 was made to the Trust during FY19.

Finance Director Heide stated that Wells Fargo Bank serves as the Trustee, and is the custodian of the funds, and PFM is the Trust Administrator and also serves as the investment advisor. The five-member 115 Trust Investment Committee, comprised of District management and staff, meets quarterly to review Trust performance and discuss Trust management with PFM.

Finance Director Heide stated that the Trust Investment Policy remains unchanged from that which was originally adopted in April 2017, and the assumed rate of return on investments is 5.5%. The Trust account balance at June 30, 2020 amounted to just over \$6.5 million, compared to about \$6.2 million at June 30, 2019. There were no contributions to the Trust during FY20.

Finance Director Heide stated that as indicated on page 3 of the attached Annual Report, the annual rate of return for FY20 was 5.91%, compared to a policy benchmark of 6.27%. Since inception through June 30 2020, the annualized rate of return amounted to 6.62% versus a benchmark of 6.72%.

Finance Director Heide stated that a representative from PFM will be in attendance at the September Board meeting to present to the full Board. The Trust is subject to annual independent audit, and it is anticipated that the results of the audit will be represented to the Board in December.

Director Ellen Clark, from PFM, will present the annual report for the District's Section 115 Trust at the Board meeting

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Committee comment.

There was no committee comment.

The Finance Committee agreed to move this item to the Full Board for approval as an item under New Business.

4. FIRE STATION AND TRAINING CENTER DESKTOP COMPUTERS REPLACEMENT

Purpose is to discuss the issuance of a purchase order to Dell Inc. in the amount not to exceed \$43,500 to replace 28 desktop computers at the District's Fire Stations and the Training Center.

Deputy Chief Atkinson stated that the District is continuing with the phased approach to replace all desktop computers. The first phase replaced the Administration computers from the 2019/2020 fiscal year. The second phase is the replacement of all Fire Station and Training Center desktop computers from the current 2020/2021 budget. The replacement of the desktop computers units also includes secondary monitors, keyboards, mice, warranties, and support.

Deputy Chief Atkinson stated that the District is currently working with Dell Inc. for a quote utilizing the National Association of State Procurement Officials (NASPO) Customer Agreement # MNWNC-108/7157034003. The NASPO Contract Agreement # MNWNC-108/7157034003 utilized by Dell Inc. meets the competitive bid requirements of the District's Purchasing Policy.

Deputy Chief Atkinson stated that staff is recommending the issuance of a purchase order to Dell, Inc. in the amount not to exceed the budgeted amount of \$43,500 for 28 Fire Station and Training Center desktop computers and equipment. It is further recommended that the Fire Chief be authorized to approved the final issuance of the purchase order. If approved, the projected procurement will occur in the Fall of 2020.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Committee comment.

Vice President Ramos-Evinger asked if the District's Senior IT Analyst is involved with the purchase of the computers.

Deputy Chief Atkinson stated that the Senior IT Analyst works very closely with him and is greatly involved in the process.

President Luth asked if this was in the 20/21 Budget; Deputy Chief Atkinson informed him that it was and the amount was within budget.

The Finance Committee agreed to move this item to the Full Board for approval as an item on the Consent Calendar.

5. BID NO. 20-02 FIRE STATION 66 REMODEL

Purpose is for the Finance Committee to review the bids received for Bid No. 20-02 and provide direction to staff.

Deputy Chief Atkinson listed the planned renovations as part of the Fire Station Remodel.

Deputy Chief Atkinson stated that the station was originally built in 1990, and the bathroom is one large open area that houses two toilets, two urinals, three sinks, and two showers. The remodeling of the bathroom is needed for gender separation and required improvements due to the facility's age. The area will be divided into two individual bathrooms with a sink, cabinets, tile flooring, shower, and a toilet.

Deputy Chief Atkinson stated that the station tile floor was also installed when the facility was built in 1990. The flooring replacement is required due to the age, wear and tear, and the damage caused by the foundation settling. The new flooring being proposed is Luxury Vinyl Planks (LVP). LVP flooring is flexible, scratch-resistant, and works well in high traffic areas. It is also non-porous, which keeps out moisture and other harmful substances. The flooring is designed to be exceptionally durable, require minimum maintenance, and is predicted to last 25 years.

Deputy Chief Atkinson stated that the project includes replacing station carpeting surfaces with LVP flooring. The carpet in the station is over five years old and is scheduled for replacement in 2020/21. Staff is recommending the replacement of the carpet with LVP flooring. The cost of LVP flooring is comparable to replacing the carpet and will last five times as long. Also, there is a yearly saving of \$1,500 since there will be no need for the bi-annual station carpet cleaning services

Deputy Chief Atkinson stated that on July 8, 2020, on advice from legal counsel and WLC Architects, the Board of Directors rejected all bids for the Fire Station 66 Remodel project 20-01. The Board of Directors further authorized a re-bid of the station remodel project.

Deputy Chief Atkinson stated that on July 27, 2020, the re-bid (20-02) for the Fire Station 66 Remodel project bid opened. The deadline for submission of the sealed bids for Bid No. 20-02 was on August 17, 2020, at 2:00 pm. A total of four sealed bids were received.

	Contractor	Vendor Location	Base Bid	Additive Alternate Bid	Total Bid
1	R. Dependable Construction, Inc.	San Bernardino, California	\$163,000	\$18,000	\$181,000
2	Velox Construction	Redondo Beach, California	\$237,000	\$24,000	\$261,000
3	Thomco Construction, Inc.	Anaheim, California	\$239,599	\$23,020	\$262,619
4	Golden Gate Construction	Norwalk, California	\$258,130	\$22,365	\$280,495

Deputy Chief Atkinson stated that architectural services were contracted with WLC Architects to develop drawings/plans, a project manual, and to serve as the project consultant. A notice inviting bids was issued for all services and materials required to complete the bathroom and flooring remodel for Fire Station 66. Notice of Bid No. 20-02 was published in a newspaper of general circulation in the District, and the request for bids was sent to vendors on WLC Architects' list and all previous vendors who provided a sealed bid for Bid No 20-01.

Deputy Chief Atkinson stated that District policies specify that the bid award should be made to the lowest responsible bidder. Kelley Needham of WLC Architects personally reviewed and contacted references that were provided by the lowest responsible bidder. Based on the recommendation from the Finance Committee and WLC, staff requests that the Board of Directors award the bid to R. Dependable of San Bernardino, California.

Deputy Chief Atkinson stated that the budgeted project amount includes a carryover from the original 2018/2019 budget of \$100,000 for the bathroom remodel and \$38,000 for the tile floor replacement (Base Bid). An additional \$25,000 is in the 2020/2021 budget to replace the station carpet with LVP (Additive Alternate 1 Bid). Currently, \$24,000 (\$1,000 returnable deposit) is encumbered for architectural services from WLC Architects.

Deputy Chief Atkinson stated that the original project costs were first estimated in 2018. Based on the bids received, the increased construction costs, and COVID 19 related delays, the final cost is currently higher than initially budgeted two years ago. Accordingly, staff recommends a 15% contingency project fund to address unforeseeable costs and potential change orders.

Deputy Chief Atkinson stated that Staff is requesting that the Board of Directors approve Resolution No. 2020-12 for the total additional funding of \$69,150. This budget amendment is necessary to complete the proposed project of \$181,000 and to establish a

contingency fund of \$27,150 for a total maximum project cost of \$232,150. The additional funds would be allocated from the unassigned fund balance.

Deputy Chief Atkinson stated that Attachment A in the meeting's agenda packet references the total budgetary authority required to complete the project based on the bids received.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Committee comment.

Vice President Ramos-Evinger made a comment on the difference in prices, and thanked Deputy Chief Atkinson for his work on this bid.

President Luth asked if the four bidders listed were involved in the original bid.

Deputy Chief Atkinson stated that two of the companies made a bid on the original bid, and two companies are new.

The Finance Committee agreed to move this item to the Full Board for approval as an item under New Business.

ADJOURNMENT

The meeting was adjourned at 8:48 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 26, 2020

TO: FINANCE COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

SUBJECT: APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-21

PURPOSE:

Purpose is for the Finance Committee to review the method for computing the Fire District's appropriations limit and to review the proposed Board resolution for establishing the annual appropriation limit.

DISCUSSION:

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

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

RECOMMENDATION:

It is recommended that the Finance Committee review the method for computing the Fire District's appropriations limit and the attached Resolution No. 2020-14, setting the annual appropriations limit for fiscal 2020-21, and provide direction to staff.

ATTACHMENTS:

Calculation and Resolution

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
FISCAL YEAR 2020-21 CALCULATION OF APPROPRIATION LIMIT**

A. Price Factor:

- 1.) Percent change in California Personal Income for use in 2020-21 calculation is 3.73%.
- 2.) Percent change in local assessment roll due to the addition of local non-residential new construction is 5.1791%.

The District has the option of using the higher price factor rate of change, which is 5.1791% for fiscal year 2020-21.

B. Population Change:

- 1.) Annual percent change in population from January 2019 to January 2020 for the County of San Bernardino is 0.51%.
- 2.) Annual percent change in population from January 2019 to January 2020 for the weighted average of the change in the City of Chino and City of Chino Hills is a negative 1.42%, due to revisions in 2019 city population estimates made by the state Department of Finance after official estimates were released in May 2019..

The District has the option of using the higher percentage change in population for San Bernardino County, which is 0.51% for fiscal year 2020-21.

C. Appropriation Limit Calculation:

- 1.) Blending of Price Factor and Population Change: $1.051791 \times 1.0051 = 1.06$.
- 2.) Adopted appropriations limit from last year increased by the blended rate of change in the Price Factor and Population Change results in the Appropriation Limit for 2020-21.

$$\$347,988,876 \times 1.06 = \$368,868,209.$$

D. Appropriations subject to the Limit:

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

$$\$47,151,092 - \$1,534,000 = \$45,617,092 \text{ (Appropriations Subject to Limit)}$$

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

RESOLUTION NO. 2020-14

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT
SETTING THE ANNUAL APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR 2020-21**

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

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

WHEREAS, for fiscal year 2020-21, the appropriation limit has been computed using the percentage change in population for San Bernardino County and the percent change in the local assessment roll due to the addition of local non-residential new construction.

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

SECTION 1. The appropriations limit for fiscal year 2020-21 is established at \$368,868,209; and

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

REVIEWED, APPROVED AND ADOPTED at a Board Meeting held on the 18th day of November, 2020, by the following vote, to wit:

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

HARVEY LUTH, PRESIDENT

ATTEST:

SANDRA HENEY, CLERK OF THE BOARD

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 26, 2020

TO: FINANCE COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

SUBJECT: PURCHASE OF MOTOROLA APX 6000XE DIGITAL RADIOS

PURPOSE:

Purpose is for the Finance Committee to review the proposed encumbrance of funds associated with the proposed purchase of Motorola APX 6000 digital hand-held radios, to be funded from the 2020/2021 budget.

DISCUSSION:

The primary radio communications platform while performing emergency operations within the Chino Valley Fire District and within the county of San Bernardino is the 800MHz radio. CVFD was notified in 2013 by Motorola that our traditional Motorola XTS/XTL radios would no longer be serviceable after 2018. In an effort to maintain peak readiness the District began phasing out the older XTS/XTL radios and transitioning to the new digital Motorola APX 6000XE ruggedized series.

CVFD created a 5-year plan to transition to the APX series and began implementation with its first purchases in the spring of 2017. If approved, this authorization will complete year 5 of the procurement process and equip all four medic squads with our standard communication platform. This final purchase of (7) radios, will bring CVFD radio technology up to date with modern fire service digital operability.

Radios	Units Requested	Pricing Total	Vendor
<u>Motorola APX 6000 XE</u>	7	\$48,780.21	Motorola Solutions, Inc.

Delivery is included in the quote, with an estimated 30 days for delivery. The total with taxes and shipping will be \$48,780.21. Staff recommends that Motorola Solutions, Inc. of Chicago, Illinois, be awarded the contract as the sole source vendor to stay consistent with our historical vendor.

RECOMMENDATION:

It is recommended that the Finance Committee review the allocation of funding to purchase seven Motorola APX 6000 XE radios and provide direction to staff.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 26, 2020
TO: FINANCE COMMITTEE
FROM: TIM SHACKELFORD, FIRE CHIEF
SUBJECT: PURCHASE OF KNG2 DIGITAL PORTABLE RADIOS

PURPOSE:

Purpose is for the Finance Committee to review the proposed encumbrance of funds associated with the proposed purchase of KNG digital portable radios, to be funded from the 2020/2021 budget.

DISCUSSION:

Communications interoperability is an operational priority of our emergency responders. CVFD fire personnel communicate with multiple jurisdictions via radio communications systems through shared state and federal channels for both local and mutual aid responses. Guidelines for the shared communication channels are governed by FIRESCOPE and are derived from the cooperative agreements for the use of radio frequencies between fire service agencies of California allowing for mutual use of VHF channels during mutual aid efforts. VHF high band radios are the default radio frequency band utilized by the California fire service.

FIRESCOPE has provided guidance to all fire service cooperators in the state that the frequency load will be increasing to 400 channels. Over the past two years, CVFD has been replacing all VHF mobile and hand-held radios with a phased radio implementation plan. The requested authorization will complete the procurement of portable radios consistent with our three-year plan and bring CVFD radio technology up to date with modern fire service operability.

VHF Radios	Units Requested	Pricing Total	Vendor
<u>KNG-2 P25 Digital</u> <u>portable Radios</u>	20	\$46,003.86	49er Communications

Delivery is included in the quote, with an estimated 21 to 30-day turnaround time for delivery. The total with taxes and shipping will be \$46,003.86

Staff recommends that 49er Communications of Nevada City, California, be awarded the contract under G.S.A. pricing contract (GS-35F-0133L) to stay consistent with historical vendor.

RECOMMENDATION:

It is recommended that the Finance Committee review the allocation of funding to purchase twenty KNG radios and provide direction to staff.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 26, 2020

TO: FINANCE COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

SUBJECT: BID NO. 20-3 ROOFING REPLACEMENT FOR STATIONS 64 AND 66

PURPOSE:

Purpose is for the Finance Committee to review the bids received for Bid No. 20-03 and provide direction to staff.

DISCUSSION:

The roofs at Fire Stations 64 and 66 are at the end of their useful life and need replacement. Both roofs are original to the construction of the fire stations in the 1990s. During the last rainy season, both roofs demonstrated significant water leak activity in multiple areas of the facilities.

A comprehensive assessment of the roofs was conducted by our Fleet and Facilities Coordinator and two local roofing contractors. The evaluations concluded that both facilities require a roof replacement.

The roof at Station 64 is a 5,850 square foot gable style concrete tile roof. The suggested work includes removing and reinstallation of the tile, replacing any damaged sheathing, installing new felt paper, repairing and installing new flashing, cleaning and power washing the mold/mildew growth, haul away debris, and other related work.

The roof at Station 66 is an 8,300 square foot flat asphalt rock roof. The suggested work includes the demo and removal of the old roof, replacing any damaged sheathing, installing a new solid membrane covering, repairing and installing new flashing, installing seven new skylights, haul away debris, and other related work.

On September 28, 2020, bid 20-03, the roofing replacement project for Stations 64 and 66 opened. The deadline for submitting a sealed bid for Bid No. 20-03 was on October 15, 2020, at 2:00 pm. A total of five (5) sealed bids were received.

	Contractor	Vendor Location	Station 64 Roofing Replacement Bid	Station 66 Roofing Replacement Bid	Total Bid
1	Letner Roofing Company	Orange, CA	\$53,850.00	\$120,800.00	\$174,650.00
2	Rainy Day Roofing	Rancho Cucamonga, CA	\$73,869.15	\$104,361.24	\$178,230.39
3	ERC Roofing	San Clemente, CA	\$44,550.00	\$135,750.00	\$180,300.00
4	Best Contracting Services	Gardena, CA	\$82,400.00	\$114,700.00	\$197,100.00
5	JJ Roofing	Riverside, CA	\$64,603.00	\$159,977.00	\$224,580.00

Support Services developed the project manual and the scope of work required for the project. The Fire District issued a notice inviting bids for all services and materials required to complete the roofing replacement work. A notice of the bid was published in a newspaper of general circulation in the Chino Valley area and was hosted on the Fire District website bid section.

To streamline the process, the roof replacement projects were consolidated into one bid. The current 2020/21 budget has allocated \$35,000 for Station 64 and \$85,000 for Station 66 for a total of \$120,000. The budgeted amount was based on pre-COVID 19 roofing materials, crude oil, and construction costs. Also, the original project manual did not include the replacement of the seven (7) skylights at Station 66. Addendum #1 added the skylights to the scope of work prior to the bid closing date.

Staff recommends that the Finance Committee review the following options and provide direction to staff:

Option #1 – Per District policies, award the bid to the lowest responsible bidder. Staff has reviewed and contacted the references that were provided by the lowest responsible bidder. Staff would recommend awarding the bid to Letner Roofing of Orange, California.

This option would require a budget amendment of the Board of Directors for the additional funds and the establishment of a contingency fund. These funds would be provided from the unassigned fund balance.

Attachment A references the total budgetary authority required to complete the project based on the bids received.

Option #2 – Reject all No. 20-03 bids and re-bid the project with changes to the current project

manual.

RECOMMENDATION:

It is recommended that the Finance Committee review the bids received for Bid No. 20-03 and provide direction to staff.

ATTACHMENTS:

Bid No. 20-03 Attachment "A"

Chino Valley Fire District
Bid No. 20-03
Attachment "A"

	Contractor	Station 64 Roofing	Station 66 Roofing	Total Bid	10% Contingency	Total Project Maximum	Total Appropriated Funds	Additional Budgetary Authority
1	Letner Roofing Company	\$53,850	\$120,800	\$174,650	\$17,465	\$192,115	\$120,000	\$72,115
2	Rainy Day Roofing	\$73,869	\$104,361	\$178,230	\$17,823	\$196,053	\$120,000	\$76,053
3	ERC Roofing	\$44,550	\$135,750	\$180,300	\$18,030	\$198,330	\$120,000	\$78,330
4	Best Contracting Services	\$82,400	\$114,700	\$197,100	\$19,710	\$216,810	\$120,000	\$96,810
5	JJ Roofing	\$64,603	\$159,977	\$224,580	\$22,458	\$247,038	\$120,000	\$127,038

**CHINO VALLEY INDEPENDENT FIRE DISTRICT
STAFF REPORT**

DATE: OCTOBER 26, 2020

TO: FINANCE COMMITTEE

FROM: TIM SHACKELFORD, FIRE CHIEF

**SUBJECT: FINDING REGARDING EXCEPTION TO COMPETITIVE BIDDING
REQUIREMENTS**

PURPOSE:

Purpose is for the Finance Committee to review a proposed finding regarding an exception to competitive bidding requirements under the District's purchasing policy.

DISCUSSION:

The District Board approved the order and purchase of four new Pierce Ultimate Configuration (PUC) fire engines last fiscal year. Staff has compiled the list of required loose equipment for the new engines, which are anticipated to be received by the District in late December 2020. A total budget for loose equipment in the amount of \$111,500 is provided for in the 2020-21 budget. Staff estimates that this equipment's total cost will be under the budgeted amount but will be substantially higher than the current \$25,000 threshold requiring competitive sealed bidding as specified in the policy.

Purchasing Policy Section 3.12.270, *Exceptions to Competitive Bidding Requirements*, specifies that competitive bidding procedures and requirements may be dispensed with under certain circumstances. Subsection seven (7) of 3.12.270 provides for an exception "when the Fire Board finds that the adherence to the procedures in this Chapter would be insufficient, impractical and unnecessary."

Staff believes that conducting a sealed bid procurement process for this loose equipment would be impractical and potentially result in higher costs due to the complexity of the order. The order encompasses over 400 different pieces of specialized equipment, and many of the items are specific to our operation and the PUC engine. The District can save 25% of the costs by purchasing the loose equipment from one vendor.

In accordance with subsection (7) of 3.12.270 of the policy, staff is recommending that the Board formally issue a finding that adherence to the sealed bid requirements of this purchase of loose engine equipment for the four new Pierce PUC fire engines would be impractical and unnecessary at this time.

RECOMMENDATION:

It is recommended that the Finance Committee review the proposed finding regarding an exception to competitive bidding requirements under the District's purchasing policy and provide direction to staff.