

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes - February 27, 2019 Meeting

ATTACHMENTS:

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

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Wednesday, February 27, 2019
8:00 a.m. Committee Meeting

MINUTES

ROLL CALL

President John DeMonaco
Vice President Harvey Luth
Fire Chief Tim Shackelford
Deputy Chief Atkinson
Deputy Chief Kyle Collins
Deputy Chief Mike Faherty
Battalion Chief Tyler Johnson
Finance Director Steve Heide
Senior IT Support Analyst Chris Roberts
Administrative Secretary Ariana Cisneros

FLAG SALUTE

President DeMonaco.

INVOCATION

Chaplain Keith Roby.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – January 31, 2019 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. APPARATUS MOBILE DEVICE COMPUTER (MDC) REPLACEMENT

Purpose is to discuss the issuance of a purchase order to CDCE Inc. in the amount of \$66,638.95 to purchase a total of 17 MDC's and 25 docking stations for use in front line and reserve apparatus.

Deputy Chief Faherty deferred this item to Senior IT Analyst Chris Roberts.

Senior IT Analyst Chris Roberts stated that District staff has evaluated requirements and created a specification for replacement MDC's for use in response apparatus. He reported that the MDC's are mounted on the passenger side of the apparatus and receive dispatched calls and allows navigation to the scene. He also reported that the current MDC's are beyond the support and warranty life cycle. The quote of 17 MDC's would cover the primary 13 front line apparatus and the remainder would be used for special assignments and/or spares. The 25 docking stations would be installed on all apparatus, which would allow the MDC's to be moved effortlessly from front line to reserve apparatus.

Senior IT Analyst Chris Roberts stated that a quote for the required equipment was requested through CDCE Inc. under NASPO Contract Master Agreement MNWNC-124. The funding for the quote of \$66,638.95 would be funded by account #100-60-62-000-7130. He also reported that a total of \$76,000 was budgeted in fiscal year 2018-2019 for this project. The balance of the account would be used for installation services.

Senior IT Analyst Chris Roberts stated that the NASPO Contract Master Agreement MNWNC-124 quote provided by CDCE Inc. of \$66,638.95 meets the competitive bid requirements of the District's Purchasing Policy.

Senior IT Analyst Chris Roberts noted that copies of the detailed quote and proposed equipment are attached for review and copies were provided for the public.

Discussion was held regarding the proposed purchase of replacement MDC's.

The Finance Committee decided that there should be a 15% contingency (\$9,996) added to the final estimate.

The Finance Committee agreed to move this item to the full Board for approval as a part of the Consent Calendar.

3. ADMINISTRATIVE BUILDING AUDIO/VISUAL AND LIGHTING EQUIPMENT REPLACEMENT

Purpose is to discuss the issuance of a purchase order to Digital Networks Group (DNG) in the amount of \$152,596.60 and a purchase order in the amount of \$12,513.74 to Facility Solutions Group (FSG) to purchase and install audio, video, lighting and related infrastructure equipment at Fire District Administration.

Deputy Chief Faherty reported that in 2018, the District marked its 10-year anniversary at the current administrative office. Over the past three budget cycles, the District has embarked on I.T. infrastructure projects to replace aging technology and end of service life equipment at Fire District Administration.

Deputy Chief Faherty reported that two areas that have yet to be addressed are the Board of Directors' meeting room and the lunch/meeting room. Staff contacted the original vendors of the existing equipment to request a quote. Following an evaluation of the current equipment and input from staff, a finalized scope of work was determined and the resulting vetted bid was provided. In addition to the supporting IT infrastructure, a summary of the perceptible replacement items includes:

- Articulating camera providing high definition video recording.
- Laser projector providing high definition video feed.
- Ceiling-mounted wide-area microphone coverage.
- Additional fixed dais microphones.
- Replacement wireless microphones.
- Digital audio recording capabilities from ceiling-mounted or dais microphones.
- Wireless presentation capabilities
- New LED lighting in Board Room
- New server rack with integrated air-conditioning unit.
- Installation and integration of 86" and 60" monitors.
- Replacement of lobby monitor with 60" monitor.
- Creation of additional dais position based on the relocation of current Clerk's PC from under-counter dais location to the server room
- 17" touch-screen controller at Clerk of the Aboard position – Controls all equipment and boardroom lighting

- Installation in the lunch/room provides comparable functionality but scaled to needs and use.

Deputy Chief Faherty reported that the board and lunch room projects are completely separate projects with no overlap or fiscal benefit to come from combining the installations. Deputy Chief Faherty reported that if it is the Board's desire, one or both phases of this project can be submitted for consideration in the 2019/20 budget cycle. The objective of presenting these items prior to the 2019/20 budget is to minimize Regular Board Meeting relocation by completing the AV/lighting project during the lobby remodel construction.

Deputy Chief Faherty stated that a cost summary of each of the projects are as follows:

Boardroom

• Infrastructure, hardware and installation	\$109,451.16
• Lighting, integration and installation	<u>\$12,513.74</u>
	\$121,964.90

Lunchroom

• Infrastructure, hardware and installation	\$43,145.44
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Deputy Chief Faherty stated that a quote for the equipment and labor to complete the upgrade was provided by DNG and FSG using multiple California Multiple Award Schedules* (CMAS) contracts. Contracts noted in the quote include:

- 4-16-75-0065A
- 3-18-70-2070N
- 3-18-702070M
- 3-14-58-0215E
- 3-16-70-2382B
- 3-18-70-2070K

Deputy Chief Faherty stated that the combination of DNG and FSG contract quotes to complete the project are \$165,110.34 and meet the competitive bid requirements of the District's Purchasing Policy.

Deputy Chief Faherty noted that DNG quote#31030-REV1 and FSG quote #2292943 are attached for reference and provide copies for the public.

*The California Multiple Award Schedules (CMAS) offers a wide variety of commodities and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive. Suppliers may apply for a CMAS at any time – no bids are required.

The use of CMAS is available to state and local government agencies.

Discussion was held on the proposed purchase and installation of audio, video, lighting, and related infrastructure equipment at the Fire District's Administrative Office.

The Finance Committee decided that there should be a 15% contingency (\$24,767) added to the final estimate.

The Finance Committee agreed to move this item to the full Board for approval as a new business item.

4. SURPLUS AND REPLACEMENT OF FIRE DISTRICT VEHICLES

Purpose is to review the proposed surplus and replacement of Fire District vehicles.

Deputy Chief Faherty stated that District personnel have conducted a vehicle survey and identified three (3) vehicles that no longer meet the needs of the District and are therefore being recommended for surplus.

Deputy Chief Faherty stated that the vehicles that are recommended for surplus are three (3) identical 2014 Ford Focus'. These vehicles were originally purchased for Fire Prevention for use by Fire Inspectors in the field. The Focus was specifically designed by Ford as an economical commuter vehicle. They were not well-suited for the Fire Inspectors' daily tasks and demonstrated to have far too little clearance for many of the construction sites. He also reported that all of the District's Fire Inspectors are now assigned compact pickup trucks for field work and the Focus' have been either assigned to administrative staff or used as staff pool vehicles.

Deputy Chief Faherty stated that the recommendation for surplus is not solely based on incompatibility with work assignment as the District could keep them as staff pool vehicles. A secondary reason for the surplus recommendation of the Ford Focus' is based on transmission issues that have been widely publicized. He reported that the automatic transmissions that were installed in the 2012-2014 Focus' are 6-speed dual clutch transmissions which do not have a torque converter and was supposedly designed for increasing fuel mileage. Deputy Chief Faherty also reported that unfortunately, the design is flawed, resulting in vehicles rolling backwards when stopped on inclines, shuddering forcefully and hesitating while shifting. He reported that many of the administrative staff

that have driven the Focus' stated that they feel unsafe operating the vehicles due to their awkward and potentially dangerous driving characteristics.

Deputy Chief Faherty stated that vehicles recommended for surplus are:

Year	Make	Model	CHO	Mileage	VIN#	Assignment
2014	Ford	Focus	136	27,250	1FADP3E23EL145473	Staff
2014	Ford	Focus	137	25,000	1FADP3E23EL145474	Staff
2014	Ford	Focus	138	11,500	1FADP3E23EL145475	PIO

Deputy Chief Faherty stated that as it has been the intention of staff to remove these vehicles from the fleet, the 2018/19 budget includes three replacement vehicles. Account #8850 of the Administration budget identifies three (3) pre-owned SUV vehicles at \$18,000 each, for a total of \$54,000.

Deputy Chief Faherty stated that due to the District's knowledge of the transmission issues, it is recommended that the Focus' be traded into a Ford dealership to avert any potential liability for the District. He also reported that any proceeds from the trade-in would be applied back to the general Fund.

Deputy Chief Faherty stated that if approved by the Board, staff will ensure that the disposal of these vehicles conforms to District policy #207, Disposition of Surplus Property.

Deputy Chief Faherty stated that the fiscal impact is uncertain at this time, but trade-in estimates place the value at approximately \$5,000 per vehicle.

Discussion was held regarding the proposed surplus of District vehicles.

The Finance Committee agreed to move this item to the full Board for approval as a new business item.

5. MODIFICATION OF ENTRANCE TO FIRE DISTRICT ADMINISTRATION

Purpose is for the Finance Committee to review plans for the modification of the south/west entrance to Fire District Administration to provide greater board member access to the Board's working office.

Deputy Chief Faherty noted that it has long been requested that the Board of Directors' working office be available to Board members after regular business hours as well as on

weekends. This desire contradicts Board policy, which specifically addresses hours of access for board members.

Deputy Chief Faherty stated that staff has evaluated several options that would both meet the desires of the Board and satisfy the spirit of Board policy. The following is presented as the recommended best option.

- Remove the existing board office access door and enclose the opening.
- Install a new access door on the same wall closer to the building's southwest entrance.
- Install a secondary access door where the two hallways intersect.
- Install an access control keypad on the secondary access door.
- Install an override switch on the secondary access door.

Deputy Chief Faherty stated that the proposed changes will not affect existing lighting or HVAC systems, and will require that only one electrical outlet be moved. The modifications are confined to the interior and do not involve any exterior alterations.

Deputy Chief Faherty stated that when completed, the modification will provide greater access to the Board of Directors' working office without full access to the remainder of the administrative building.

Deputy Chief Faherty stated that staff continues together quotes but it is expected that the entire project will cost less than \$15,000.

Discussion was held regarding the plans for the modification of the southwest entrance to Administration to provide Board members greater access to the Board office.

The Finance Committee agreed to file and receive this item at the next Regular Board meeting.

ADJOURNMENT

The meeting was adjourned at 8:56 a.m.