

CHINO VALLEY INDEPENDENT FIRE DISTRICT

NO STAFF REPORT

Minutes March 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, March 27, 2019
4:00 p.m. Committee Meeting

MINUTES

ROLL CALL

President John DeMonaco
Vice President Harvey Luth
Fire Chief Tim Shackelford
Deputy Chief Kyle Collins
Deputy Chief Mike Faherty
Clerk of the Board Sandra Heney
Finance Director Steve Heide

FLAG SALUTE

President DeMonaco.

INVOCATION

Chaplain Robert Lewis, Jr.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – February 27, 2019 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. RESOLUTION NO. 2019-07 AUTHORIZING CERTAIN PERSONS BY POSITION AND TITLE AS ACCOUNT SIGNERS; APPROVAL OF INDIVIDUAL ACCOUNT SIGNERS

Purpose is to review and discuss Resolution No. 2019-07 authorizing certain persons by position and title to sign checks and transfer funds to, from, and between District bank and investment accounts, and to discuss individual authorized account signers.

Finance Director Heide stated that due to anticipated retirements, a change in authorized bank and investment account signers is necessary at this time. He also reported that in conjunction with this change, staff is also proposing an update to the companion resolution due to position title changes. The attached Resolution 2019-07 specifies by position and title, those persons recommended as signers on District bank and investment accounts, to include:

1. Fire Chief
2. Deputy Chief
3. Finance Director (formerly Finance Manager)
4. Human Resources Director (formerly Human Resources Manager)
5. Clerk of the Board/ Administrative Manager

Finance Director Heide stated that the resolution will supersede Resolution No. 2013-02.

Finance Director Heide reported that the associated individuals recommended to be authorized to sign on District accounts are as follows:

1. Fire Chief Tim Shackelford
2. Deputy Chief Scott Atkinson
3. Finance Director Steve Heide
4. Human Resources Director Kristi Kuchwara
5. Clerk of the Board/ Administrative Manager Sandra Heney

Finance Director Heide stated that an additional Deputy Chief signer or signers may be added to this list at a future date dependent on possible retirements and filling of the position(s).

Finance Director Heide stated that the list of authorized signers shall supersede any and all previously approved lists of account signers and shall be effective until further notice.

He also reported that a transition period will be necessary to affect this update since financial institutions typically require receipt of approved meeting minutes prior to executing account singer changes. Therefore, this change will likely be effective for banking purposes sometime in mid-May.

Discussion was held regarding Resolution No. 2019-07.

Fire Chief Shackelford explained why additional signees are required.

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

3. RESOLUTIONS NO. 2019-09 AND 2019-10 APPROVING BUDGET AMENDMENTS NO. 6 AND NO. 7 FOR FISCAL YEAR 2018-19

Purpose is to review and discuss Resolution No. 2019-09 and 2019-10 approving Budget Amendments No. 6 and No. 7 for FY19.

Finance Director Heide reported that budget development for the 2019-20 Original Budget is well under way. In the meantime, April 1 marks the beginning of the 4th Quarter of the current 2018-19 fiscal year and this presents an opportunity to adjust the budget to reflect actual projected financial results for the remainder of the fiscal year. It is anticipated that these will be the final budget adjustments of FY19.

Finance Director Heide reported that the draft Resolution No. 2019-09 authorizes Budget Amendment No. 6, with a net budget adjustment of just over \$500,000 in the FY19 amended budget, based on additional revenues of roughly \$1.3 million, compared to additional net expenditures of about \$1.8 million. The associated details are included in the attached Table One.

Finance Director Heide stated that additionally, the draft Resolution No. 2019-10 authorizes Budget Amendment No. 7, with a net favorable fiscal impact to the FY19 budget of \$907,500, as a result of a number of budget requests which will not be completed this fiscal year but are proposed for carryover to next fiscal year. The associated details were included in Table Two.

Finance Director Heide provided an updated FY19 summary of the Amended Budget, incorporating the impact of the aforementioned proposed budget adjustments.

Discussion was held on the proposed Resolutions.

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

4. AWARD OF BID NO. 19-02 – WEED BRUSH, AND RUBBISH ABATEMENT

Purpose is to review the bids received for Bid No. 19-02 for weed, brush, and rubbish abatement and provide direction to staff.

Fire Marshal Barnes stated that bid specifications were developed and a Request for Bid (RFB) was sent out for weed, brush, and rubbish abatement. Notice of Bid #19-01 was published in early January; however, based on the amount of bids received and RFB's submitted, the District was unable to move forward, as both vendors submitted for Item 4 only. She also reported that the Notice of Bid #19-02 was published in a newspaper of general circulation in the District, posted on the Fire District website, and the RFB was sent to vendors on the District's vendor list for weed abatement.

Fire marshal Barnes stated that the deadline for bid submission was March 5, 2019, at 4:00 p.m. local time. A total of six bids were received in response to the RFB, with one bid being incomplete. The remaining bids are as follows:

Vendor	ITEM 1 Discing Lots up to one acre	ITEM 2 Discing Lots more than one acre	ITEM 3 Track Layer	ITEM 4 Hand Clearing Lots
Warren Bros. Tractor	\$200.00/Acre	\$100.00/Acre	\$150.00/Hr.	\$20.00/Hr.
CLS Management	N/A	N/A	N/A	\$68.75/Hr.
Land Pro	\$70.00/Acre	\$75.00/Acre	\$85.00/Hr.	\$38.00/Hr.
Doty Bros.	\$896.37/Acre	\$682.94/Acre	\$360.09/Hr.*	\$104.28/Hr.
Mariposa	N/A	N/A	N/A	\$200.00/Hr.

If a laborer is not needed, the hourly rate is \$286.13.

Fire Marshal Barnes stated that staff from Community Risk Reduction and Finance have reviewed the bids and contacted references listed by the contractors on their bid submissions.

Fire Marshal Barnes stated that it has been the Board's past practice, and as specified in the RFB, items 1-4 may be awarded as separate contracts. The RFB also specifies that

contracts awarded through this bid process shall be for a one-year term, and may be extended for up to two additional one year periods under the same terms, at the discretion of the District.

Fire Marshal Barnes stated that based on experience and references, staff proposes consideration of the bid award to Warren Bros. Tractor for Items 1-4. Staff also proposes consideration of a backup bid award to Land Pro for Items 1-4.

Discussion was held regarding the bids.

President DeMonaco and Vice President Luth asked questions regarding the pricing of each task.

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

ADJOURNMENT

The meeting was adjourned at 4:32 p.m.