

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

Administrative Headquarters
14011 City Center Drive
Chino Hills, CA 91709

Monday, June 1, 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
Deputy Chief Nathan Cooke
Deputy Chief Dave Williams
Clerk of the Board Sandra Heney
Finance Director Steve Heide
Human Resources Director Kristi Kuchwara
Administrative Secretary Ariana Cisneros

FLAG SALUTE

President Luth

INVOCATION

Chaplain Robert Lewis, Jr.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – February 24, 2020 Meeting

The Committee agreed to file the minutes, as presented.

OLD BUSINESSES

None.

NEW BUSINESS

2. RESOLUTION NO. 2020-06 APPROVING CAL FIRE FY2020-21 CONTRACT AGREEMENT NO. 2020-01

Fire Chief Shackelford stated that the District maintains a contract with Cal Fire for supplemental wildland fire protection of designated Hazardous Fire Areas in Chino and Chino Hills. He also reported that through this contract, Cal Fire assumes primary financial responsibility for preventing and suppressing wildfires within, or threatening, the contract area. Fire Chief Shackelford reported that in the event of a significant wildfire in the contract area, fire suppression costs would likely quickly exceed the cost of the proposed contract.

Fire Chief Shackelford stated that contract #3CA04813 between Cal Fire and the District is proposed to cover 12,003 acres, at a total cost of \$443,467.58. He also reported that the proposed contract will remain consistent in acreage to the 2019 – 2020 agreement and the cost would remain unchanged from the current year.

Fire Chief Shackelford stated that under agreement with the City of Chino Hills, coverage of wildland acreage in the Chino Hills State Park is reimbursable by the City at a total cost of \$148,798.00, bringing the District's net cost to \$294,669.58. Fire Chief Shackelford reported that as per the requirements of the agreement with the City, the District was in process of obtaining the City's written confirmation of its intent to renew the agreement for next fiscal year.

Fire Chief Shackelford stated that Resolution No. 2020-06, approving Contract #3CA04813 and authorizing President Luth to sign the contract on behalf of the District, was attached, as is Cal Fire contract for next fiscal year.

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 on the Consent Calendar.

3. PURCHASE OF KNG DIGITAL DASH MOBILE RADIOS

Deputy Chief Williams stated that communications interoperability is an operational priority of our emergency responders. He also reported that Chino Valley Fire District 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. Deputy Chief Williams reported that VHF high band radios are the default radio frequency band utilized by the California fire service.

Deputy Chief Williams stated that FIRESCOPE has provided guidance to all fire service cooperators in the state that the frequency load would be increasing to 400 channels. Over the past two years, Chino Valley Fire District has been replacing all VHF mobile and hand held radios with a phased radio implementation plan. Deputy Chief Williams reported that the requested authorization would complete the procurement of mobile 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
KNG-M APCO P25 Digital Mount Mobile Radios	12	\$44,963.15	49er Communications

Deputy Chief Williams stated that delivery was included in the quote, with an estimated 14 to 21 day turnaround time for delivery. He also reported that the total with taxes and shipping would be \$44,963.15.

Deputy Chief Williams stated 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.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Board comment.

There was no board comment.

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

4. PURCHASE OF MOTOROLA APX 6000 DIGITAL RADIOS

Deputy Chief Williams stated that the primary radio communications platform while performing emergency operations within the Chino Valley Fire District and within the county of San Bernardino was the 800MHz radio. Chino Valley Fire District was notified in 2013 by Motorola that our traditional Motorola XTS/XTL radios would no longer be supported after 2018.

Deputy Chief Williams stated that 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 6000 ruggedized series.

Deputy Chief Williams stated that Chino Valley Fire District created a 5 year plan to transition to the APX series and began implementation with its first purchases in the spring of 2017. He also reported that if approved, this authorization would complete year 4 of the procurement by equipping medic engines 65 and 67 with the new radios and continue to bring CVFD radio technology up to date with modern fire service operability.

Radios	Units Requested	Pricing Total	Vendor
Motorola APX 6000 XE	7	\$46,041.66	Motorola Solutions, Inc.

Deputy Chief Williams stated that delivery was included in the quote, with an estimated 21 days for delivery. He also reported that the total with taxes and shipping would be \$46,041.66. He further reported that 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.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Board comment.

President Luth asked if, inclusive of the taxes on the purchase, this would be within the budgeted amount; Deputy Chief Williams informed President Luth that all costs were within budget.

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

5. AGREEMENT NO. 2020-02 PROFESSIONAL SERVICES AGREEMENT WITH MESSINA AND ASSOCIATES

Human Resources Director Kuchwara stated that the District has a Professional Services Agreement with Messina and Associates that runs through the end of June. Funding for fiscal year 2020-21 is included in the Preliminary Budget that was presented at the Budget Workshop on May 27, 2020.

Human Resources Director Kuchwara stated that this level of funding contemplates an extension of the services currently being provided by Mike Messina, which include:

- Leadership development efforts focusing on identifying and mentoring newly emerging leaders within the organization.
- Team building and executive coaching for existing organizational leaders.
- Group and individual coaching for supervisory personnel.

Human Resources Director Kuchwara stated that a copy of the proposed agreement is attached and represents a one-year term beginning July 1, 2020 and running through June 30, 2021 with an hourly rate of \$200 per hour not to exceed forty three thousand two hundred dollars (\$43,200), including reimbursable expenses. It is anticipated that these expenses will be incurred at a monthly rate of approximately eighteen (18) hours per month; however, invoicing will be based on actual hours worked. The funding is already included in the Preliminary Budget.

Human Resources Director Kuchwara stated that special workshops or training modules developed outside the scope of this agreement will be charged separately at the standard workshop price or the current hourly rate, and will be approved independent of this agreement.

President Luth asked for Public comment.

There was no public comment.

President Luth asked for Committee comment.

Vice President Ramos-Evinger stated that the report from Human Resources Director Kuchwara was accurate, and stated she felt that Messina has been valuable for both the Board and staff.

President Luth agreed that the District receives a large benefit from Messina's services.

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

ADJOURNMENT

The meeting was adjourned at 8:21 a.m.

