

CHINO VALLEY INDEPENDENT FIRE DISTRICT

Regular Meeting of the Board of Directors

Wednesday, July 10, 2024

4:30 p.m. Closed Session

6:00 p.m. Open Session

Fire District Administrative Headquarters

14011 City Center Drive

Chino Hills, CA 91709

MINUTES

CALL TO ORDER

The regular meeting of the Board of Directors was called to order at 4:30 p.m. by Board President Luth.

ROLL CALL

Present: President Harvey Luth, Vice President Sarah Ramos-Evinger, Director John DeMonaco, Director Tom Haughey, and Director Mike Kreeger.

Absent: None.

Also present: Fire Chief Dave Williams, Deputy Chief Jeremy Ault, Deputy Chief Carlos Skibar, Legal Counsel Isaac Rosen, Clerk of the Board Angela Robles, and Finance Director Mark Shaker.

CLOSED SESSION

President Luth announced and read the Closed Session items.

1. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Negotiators: Special Legal Counsel John Bakhit, Atkinson Andelson Loya Ruud & Romo; Fire Chief Dave Williams; Human Resources Director Anthony Arroyo; and Finance Director Mark Shaker.

Employee Organizations: Chino Valley Professional Firefighters Local 3522 Safety Unit; Teamsters Local 1932 Non-Safety Unit; and Unrepresented Management, Confidential, and Part-Time employees.

There were no requests from the public to speak on the Closed Session items.

ADJOURN TO CLOSED SESSION

President Luth adjourned the Open Session to Closed Session at 4:31 p.m.

REOPEN TO OPEN SESSION

President Luth reopened to Open Session at 6:00 p.m.

ROLL CALL

Present: President Harvey Luth, Vice President Sarah Ramos-Evinger, Director John DeMonaco, Director Tom Haughey, and Director Mike Kreeger.

Absent: None.

Also present: Fire Chief Dave Williams, Deputy Chief Jeremy Ault, Deputy Chief Carlos Skibar, Legal Counsel Isaac Rosen, Clerk of the Board Angela Robles, and Finance Director Mark Shaker.

REPORT OUT OF CLOSED SESSION

District Legal Counsel Isaac Rosen stated there was no reportable action taken on the Closed Session items.

FLAG SALUTE

Director DeMonaco led the assembly in reciting the Pledge of Allegiance.

INVOCATION

Keith Roby, Fire District Chaplain led the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles reported no changes to the agenda.

PRESENTATIONS / ANNOUNCEMENTS

Check Presentation

President Luth accompanied by Fire Chief Williams received a check on behalf of the Chino Valley Fire District for Station 68 presented by California State Assemblymember Freddie Rodriguez.

New Employee Introductions

President Luth accompanied by Fire Chief Williams welcomed Administrative Assistant Ashleigh Guzman to the Chino Valley Fire District.

Introductions of the New Hire Firefighters/Paramedics

President Luth accompanied by Fire Chief Williams and introduced by Deputy Chief Carlos Skibar welcomed the following Firefighter/Paramedics to the Chino Valley Fire District:

- Jake Arnett
- Saul Cuevas
- Dillon Darrow
- Dylan Heckle
- Addison Hempstead
- Ryan Pierce
- Nick Truelove

Employee Promotion and Badge Pinning

Engineer Promotions:

President Luth accompanied by Chief Williams recognized Engineer Jason Farnsworth for his promotion with the Chino Valley Fire District.

President Luth accompanied by Chief Williams recognized Engineer Ian Haddad for his promotion with the Chino Valley Fire District.

President Luth accompanied by Chief Williams recognized Engineer Edwin J.R. Ryan for his promotion with the Chino Valley Fire District.

Captain Promotions:

President Luth accompanied by Chief Williams recognized Captain Robert Pope for his promotion with the Chino Valley Fire District.

President Luth accompanied by Chief Williams recognized Captain Brian Wafford for his promotion with the Chino Valley Fire District.

Retirement Recognition:

President Luth accompanied by Fire Chief Williams recognized Captain Arnold Klement on his 16 years of service and congratulated him on his retirement.

The Board of Directors took a recess at 6:36 p.m. and reconvened the meeting at 6:45 p.m.

PUBLIC HEARING

President Luth opened the Public Hearing for Weed Abatement.

1. PROPERTIES DECLARED FOR WEED ABATEMENT

Purpose is for the Public to comment on the declaring and noticing of property owner(s) for weed abatement.

Report by: Deputy Chief Jeremy Ault

RECOMMENDATION: It is recommended that the Board of Directors review public comment on the declaring and noticing of property owner(s) for weed abatement and subsequent actions and charges, as well as make any ruling on any and all objections raised regarding the proposed removal of weeds and said charges.

Deputy Chief Ault reported that at the April 10, 2024, Board of Directors meeting, Resolution No. 2024-06 was approved and adopted, identifying properties throughout the District to be noticed in accordance with Ordinance 2022-01 for weed abatement.

Deputy Chief Ault explained that during Spring inspections, several properties were found to be in violation. Those noted property owners in violation of the Ordinance received a Notice to Destroy, and if they do not abate the noted hazard by July 10, 2024, then the property is subject to an Administrative Citation and action by the District to abate the property utilizing the District's private contractor. Deputy Chief Ault stated reinspection would take place July 11, 2024.

There were no requests from the public to speak on this item.

President Luth closed the Public Hearing.

The Board of Directors thanked the Community Risk Reduction Department for their hard work and consistency in working towards the weed abatement inspections.

No action taken by the Board of Directors.

PUBLIC COMMUNICATIONS

There were no requests to speak.

LIAISON REPORTS TO FIRE DISTRICT (County 4th District, City of Chino, City of Chino Hills, Fire Foundation, Fire Safe Council, School District, Inland Empire Utilities Agency)

Mayor Pro Tem Karen Comstock from the City of Chino reported on the following community events:

- Chino Summer Nights, Fun and Family friendly Movies on Chino City Hall lawn.
- Kiwanis Summer Concerts on the Chino City Hall lawn starting every Thursday from June 13th to July 26th from 7:00 p.m. to 9:00 p.m.
- Cooling centers located at various locations within Chino.
- Seniors at the Square starting every Monday from July 8th to August 12th from 5:30 p.m. to 8:00 p.m.

President Mark Bozek reported the Chino Valley Fire Foundation (CVFF) will be sponsoring the Demolition Derby on July 20, 2024.

CONSENT CALENDAR

1. MINUTES

- a. June 12, 2024 - Regular Meeting
- b. June 26, 2024 – Special Meeting

2. MONTHLY DISTRICT REPORT

Month of June 2024

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report – May 2024

4. MONTHLY TREASURER’S REPORT

Monthly Treasurer’s Report – May 2024

5. WARRANTS

Warrants for June 2024 #59464 through #59661

6. BOARD MEETINGS/TRAVEL – AUTHORIZATION TO ATTEND CONFERENCE, MEETING OR TRAINING

None.

7. MEMORANDUM OF AGREEMENT BETWEEN CHINO VALLEY INDEPENDENT FIRE DISTRICT AND SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT REGARDING THE SAN BERNARDINO COUNTY REGIONAL URBAN SEARCH AND RESCUE TASK FORCE SIX (RTF-6) RESPONSE SYSTEM

The purpose of this report is for the Board of Directors to review and approve the Memorandum of Agreement with San Bernardino County Fire Protection District regarding the San Bernardino County Regional Urban Search and Rescue Task Force Six (RTF-6) Response System.

8. BOARD OF DIRECTORS MEETING CANCELLATIONS

Purpose is for the Board of Directors to authorize the cancellation of the August 14, 2024 and September 11, 2024 regular meetings.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 8 as presented.

Moved by Director Haughey, seconded by Vice President Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items 1 through 8 as presented.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

OLD BUSINESS

None.

NEW BUSINESS

9. **RESOLUTION NO. 2024-12 ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS**

The purpose of this report is for the Board of Directors to review and adopt Resolution No. 2024-12 approving the Records Retention Schedule and Records Management and Disposition Policy for the Chino Valley Independent Fire District.

Report by: Acting Deputy Clerk of the Board Melania Arredondo

RECOMMENDATION: It is recommended that the Board of Directors review, approve, and adopt Resolution No. 2024-12 repealing Resolution No. 2017-07, and adopt a Records Retention Schedule and Records Management and Disposition Policy for the Fire District.

Acting Deputy Clerk Arredondo described the extensive efforts to enhance operational efficiency and ensure legal compliance with the requirements under the California Government Code for Special Districts. She stated that over the span of several months, representatives from all departments reviewed the District's Records Retention Schedule to ensure that all District records were captured, and schedule updated.

Acting Deputy Clerk Arredondo reported that Gladwell Governmental Services, Inc. assisted in ensuring updated retention periods reflected changes in the law, eliminate duplication of effort, increase efficiency, and incorporate current technology. She stated the proposed resolution authorizes future administrative updates to the records retention schedule as well as the routine destruction of records that have exceeded their adopted retention period with the written consent of the Department Head, Fire Chief, and Clerk of the Board.

Moved by Vice President Ramos-Evinger, seconded by Director DeMonaco and carried 5-0 voice vote to approve and adopt Resolution No. 2024-12 repealing Resolution No. 2017-07, and adopt a Records Retention Schedule and Records Management and Disposition Policy for the Fire District.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

10. CSDA BOARD OF DIRECTORS ELECTION BALLOT – TERM 2025-2027

The purpose is for the Board of Directors to confirm the Fire District's desire to participate in the current CSDA Board of Directors Election for 2024 and cast a vote for a candidate for Seat "A" in the Southern Network.

Report by: Clerk of the Board Angela Robles

RECOMMENDATION: It is recommended that the Board of Directors confirm the Fire District's desire to participate in the current CSDA Board Election for 2024 and cast a vote for one candidate for Seat "A" in the Southern Network.

The Board of Directors voiced the District's desire to participate by unanimously voting for Director Jo McKenzie.

Moved by Director DeMonaco, seconded by Vice President Ramos-Evinger and carried 5-0 voice vote for the District to cast a vote for Director Jo McKenzie for Seat "A" in the Southern Network.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

11. CONTRACT AMENDMENT WITH PBK ARCHITECTS

The purpose is for the Board of Directors to review and approve an amendment to the existing contract with PBK Architects, in response to additional requirements associated with the construction of Fire Station 68 and find the amendment consistent with the District's Purchasing Policy.

Report by: Deputy Chief Jeremy Ault

RECOMMENDATION: It is recommended that the Board review and approve the contract amendment with PBK Architects in the amount of \$169,159.00, find the action consistent with District's Purchasing Policy, and grant the Fire Chief the authority to sign all documents to execute this contract amendment with PBK.

Deputy Chief Ault explained the planning approval process for the Station 68 project and the off-site work that was not included in the original scope of work provided by the District's architect firm, PBK.

Deputy Chief Ault stated the District must also provide for monitoring of the mitigation measures which includes, but is not limited to biological, cultural, and paleontological monitoring. The costs associated with monitoring include both fixed fees and daily rates, calculated for potential services based on a 30-day monitoring period. If the PBK contract is amended, then the fixed fees would be less than the daily rates with an outside vendor if more problems arise throughout the off-site work.

Deputy Chief Ault reported the crosswalk, ADA ramps, and additional engineering is a Public Works process and in turn needs to be reflected in the Station 68 plans drawn by PBK. Also, he stated the 2024/2025 Budget includes \$300,000 for architectural services. If a budget amendment is needed, it will be brought to the Board for approval through the mid-year amendment process.

The Board of Directors discussed the benefits of adding a 10% contingency to the \$169,159.00.

Moved by Director DeMonaco, seconded by Director Kreeger and carried 5-0 voice vote to approve the contract amendment with PBK Architects in the amount of \$169,159.00 and a 10% contingency, find the action consistent with District's Purchasing Policy, and grant the Fire Chief the authority to sign all documents to execute this contract amendment with PBK.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

12. FIRE STATION 68 PROJECT AND CONSTRUCTION UPDATE

The purpose is to provide the Board of Directors with an update and report of activities regarding the Fire Station 68 project and construction, and to discuss whether to seek proposals for professional Project/Construction Management services.

Report by: Deputy Chief Jeremy Ault

RECOMMENDATION: It is recommended that the Board of Directors review, discuss, and provide direction to staff.

Deputy Chief Ault referenced the previous agenda item when giving a summarized update to the Board of Directors. He informed the Board that District staff is in frequent contact with the City of Chino Hills Planning staff, Building and Safety staff, and PBK to move the project forward and work through the conditions of approval. Additionally, staff is working with legal counsel on a temporary access easement. Deputy Chief Ault explained that the next phase of the project would be to bid for a general contractor and move towards the phase of project management.

City of Chino Hills Vice Mayor Art Bennett and City of Chino Mayor Pro Tem Karen Comstock spoke in support of the District seeking general contractor and project management services for the Fire Station 68 construction project.

Moved by Vice President Ramos-Evinger, seconded by Director DeMonaco and carried 5-0 voice vote to authorize staff to seek proposals for professional Project/Construction Management services.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

13. I.T. INFRASTRUCTURE REPLACEMENT

The purpose is to discuss the issuance of a purchase order to Logicalis Inc. in the amount of \$150,415.11 to purchase replacement networking equipment for the stations, security firewalls for the District, and professional services to assist with the migration to the new equipment. The scope also includes a \$9,000 contingency for services based on hours, if needed, resulting in a total of \$159,415.11.

Report by: Senior IT Support Analyst Chris Roberts

RECOMMENDATION: It is recommended that the Board of Directors review the proposed I.T. infrastructure replacement purchase and provide direction to staff.

Senior IT Support Analyst Roberts stated the District has created a roadmap that shows the identified equipment that needs to be replaced over several fiscal years. The replacement cycle is dictated by the manufacturers' support and end-of-life notices to maintain the product, as well as the constant technological growth.

Senior IT Support Analyst Roberts reported the California Multiple Award Schedule (CMAS) Contract quote provided by Logicalis Inc. of \$150,415.11 meets the competitive bid requirements of the District's Purchasing Policy. He confirmed that the unit price listed on the quote is correct.

Moved by Director DeMonaco, seconded by Director Kreeger and carried 5-0 voice vote for the Board of Directors to approve the proposed I.T. infrastructure replacement purchase.

AYES: BOARD MEMBERS: Luth, Ramos-Evinger, DeMonaco, Haughey, and Kreeger.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

FIRE CHIEF'S COMMENTS

Board Activities/Public Relations

- On June 21st, several Board and staff members accepted a check from Assembly Member Philip Chen for the Station 68 station project.
- On June 29th, staff and Board Members attended Assembly Member Freddie Rodriguez's Open House event.
- On July 3rd, Command & Administrative staff, along with Board Members attended the Chino Police Department Walk of Honor Retirement event for Deputy Chief Andy Bjelland.
- On July 3rd, Board Members, Chief Williams and CRR staff attended the Chino Hills Independence Celebration at Veterans Park.

Organizational Items of Interest:

- On June 13th, CVFD hosted the Quarterly Meeting with the City of Chino Hills.
- On June 19th, CVFD hosted the Quarterly Meeting with the City of Chino.
- On June 25th, Deputy Chief Ault attended the CONFIRE JPA meeting.
- On June 27th, Command staff attended the San Bernardino County Fire Association Meeting held in Big Bear.
- EMS Nurse Parham returned to the District after an extended time assisting CONFIRE with development and startup of the ECNS program.

Human Resources Update:

- The internal recruitment for Deputy Fire Marshal closed, 4 applicants applied, and interviews were held on July 10th.

EMS:

- All personnel have received the bi-annual CPR training.
- Chino Valley Hazardous Materials Team participated in training with San Bernardino County Haz Mat Responders Association.
- Recruit Academy is in session and will be completed by July 25th.
- Department wide Alternative Fuels- Fire/Safety training in collaboration with Waste Management on Compressed Natural Gas (CNG) is currently being conducted for the month of July.
- Battalion Chief Fontes' will provide hazardous materials training at Chino Ice.
- 4th of July report out: CVFD partnered with local law enforcement to confiscate 310 lbs. of illegal fireworks and those safe and sane fireworks being used in non-permitted areas. 59 citations were issued, and a \$1,000 fine was issued to those in possession of or those found using illegal fireworks. CVFD responded to 13 fires resulting from fireworks use and one firework related injury.

CONFIRE Items of Interest:

- CONFIRE hiring committee is in the process of securing a new director.
- Following today's scheduled hearing the judge indicated he will continue to review the case and will likely make a ruling prior to the end of August.

Upcoming Meetings/Events:

- August 6th is National Night Out.
- August 13th to 16th is the IAFC Conference in Dallas, Texas.
- September 9th to 16th is the CSDA Conference in Indian Wells.
- CVFD 9/11 Memorial Service on September 11th at 9:00 a.m.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

Director DeMonaco

President DeMonaco reported on meetings and events attended since the last meeting that included the Special Board Meeting; monthly meeting with Chief Williams; IEUA meeting; Board of Supervisors meeting; and CSDA Legislative Committee meeting.

Director Haughey

Director Haughey reported on meetings and events attended since the last meeting that included the Chino City Council meetings; Assemblymember Philip Chen's check presentation; monthly meeting with the Fire Chief; Chino Hills Independence Day Celebration; and the Chino Police Department Walk of Honor Retirement event for Deputy Chief Andy Bjelland.

Director Kreeger

Director Kreeger reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; Chino Valley Unified School District School Board meeting; Chino Hills Independence Day Celebration; and monthly meeting with the Fire Chief.

Vice President Ramos-Evinger

Vice President Ramos-Evinger reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; Chino Quarterly meeting; City of Chino Memorial Day event; Chino Hills Independence Day Celebration; Wildland Urban Interface meeting; Special Meeting; Fire Safe Council meetings; monthly meeting with Fire Chief; and Agenda Review meeting.

President Luth

President Luth reported on meetings and events attended since the last meeting that included the Chino Council meetings; Chino Hills Quarterly meeting; ASBCSD meeting; Chino Quarterly meeting; monthly meeting with Fire Chief; Chino Hills Independence Day Celebration; Assemblymember Freddie Rodriguez's Open House; Assemblymember Philip Chen's check presentation; and Agenda Review meeting.

In response to questions from the Board, City of Chino Mayor Pro Tem Karen Comstock commented on the legal parameters surrounding illegal fireworks, which could result in a misdemeanor, leading to possible imprisonment or fine. Additionally, she clarified the amount of the fine is determined by policy and ordinance.

The Board of Directors congratulated all service award recipients and promotions. The Board welcomed the new hires and thanked Captain Arnold Klement for his years of service with the Chino Valley Fire District. The Board also thanked Assemblymember Freddie Rodriguez, Assemblymember Philip Chen, Senator Kelly Seyarto, and Senator Susan Rubio for supporting the Chino Valley Fire District Station 68 construction project.

ADJOURNMENT

The meeting was adjourned at 7:58 p.m. to a Special Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Monday, August 5, 2024, at 4:00 p.m. at the Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 21st DAY OF AUGUST 2024.



Angela Robles, Clerk of the Board



Harvey Luth, President