

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
*Special Meeting - Standing Committee Meeting*  
*Section 115 Trust Investment*

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Wednesday, August 19, 2020  
10:00 a.m. Committee Meeting

**MINUTES**

TELECONFERENCE MEETING ANNOUNCEMENT

Committee Chair Shackelford opened the meeting at 10:00 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. He also announced that the meeting would be recorded.

ROLL CALL

Fire Chief Tim Shackelford, Committee Chair  
Finance Director Steve Heide, Committee Vice Chair  
Human Resource Director Kristi Kuchwara, Committee Secretary  
Senior IT Analyst Chris Roberts, Committee Member  
Firefighter/ Paramedic Jason Farnsworth, Committee Member  
Director Ellen Clark, PFM Asset Management LLC

FLAG SALUTE

Committee Vice Chair Steve Heide

CHANGES TO THE AGENDA

Committee Secretary requested that Item #3 be moved to Item #2 of New Business.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – May 20, 2020 Meeting

Committee Chair Shackelford requested any public comment on this agenda item.

There was no public comment.

Committee Chair Shackelford requested any Committee comment on this agenda item.  
There was no Committee comment.

**Moved by Committee Vice Chair Heide, seconded by Committee Member Roberts, carried by a 5-0 voice vote to approve this item as presented.**

**AYES: BOARD MEMBERS: Shackelford, Heide, Kuchwara, Roberts and Farnsworth.**  
**NOES: BOARD MEMBERS: None.**  
**ABSTAIN: BOARD MEMBERS: None.**  
**ABSENT: BOARD MEMBERS: None.**

OLD BUSINESS

None.

NEW BUSINESS

2. FIRE CHIEF THREE-YEAR APPOINTMENT OF COMMITTEE MEMBERS

Purpose is for the Fire Chief to announce the appointment of Committee members to serve a three-year term.

Finance Director Heide recommended that Fire Chief Shackelford appoint himself as the Committee Chair.

Fire Chief requested any public comment on this agenda item.

There was no public comment.

Fire Chief requested any comment from the Committee on this agenda item.

There was no comment from the Committee.

**Moved by Fire Chief Shackelford, seconded by Chris Roberts carried by a 5-0 voice vote that the Section 115 Trust Investment Committee Members nominate and appoint Fire Chief Shackelford as Committee Chair to the Section 115 Trust Investment Committee serving a three- year term expiring in 2023.**

**AYES: BOARD MEMBERS: Shackelford, Heide, Farnsworth, Kuchwara and Roberts.**  
**NOES: BOARD MEMBERS: None**  
**ABSTAIN: BOARD MEMBERS: None**  
**ABSENT: BOARD MEMBERS: None**

3. COMMITTEE ELECTION OF SECRETARY & VICE CHAIR

Purpose is for the Committee to elect a Secretary and a Vice Chair from its members.

Fire Chief requested any public comment on this agenda item.

There was no public comment.

Fire Chief Shackelford opened nominations for the appointment of Committee Secretary serving a three-year term expiring in 2023.

Human Resources Director Kuchwara was nominated for the appointment of Secretary.

There were no other nominations.

Fire Chief Shackelford requested a voice vote for the nomination for Human Resources Director Kuchwara to the appointment of Secretary.

All Committee Members were in favor by a voice vote for the nomination of Human Resources Director Kuchwara for the appointment of Secretary for the three-year term

**Moved by Committee Vice Chair Heide, seconded by Committee Member Farnsworth, carried by a 5-0 voice vote 5-0 voice vote, to select Human Resources Director Kuchwara as the Committee Secretary.**

**AYES: BOARD MEMBERS: Shackelford, Heide, Farnsworth, Kuchwara and Roberts.**

**NOES: BOARD MEMBERS: None**

**ABSTAIN: BOARD MEMBERS: None**

**ABSENT: BOARD MEMBERS: None**

Fire Chief Shackelford opened nominations for the appointment of Committee Vice Chair serving a three-year term expiring in 2023.

Finance Director Heide was nominated for the appointment of Vice Chair.

There were no other nominations.

Fire Chief Shackelford requested a voice vote for the nomination for Finance Director Heide to the appointment of Vice Chair.

All Committee Members were in favor by a voice vote for the nomination of Finance Director Heide for the appointment of Vice Chair for the three-year term ending in 2023.

**Moved by Committee Secretary Kuchwara, seconded by Committee Member Farnsworth, carried by a 5-0 voice vote to select Finance Director Heide as the Committee Vice Chair.**

**AYES: BOARD MEMBERS: Shackelford, Heide, Farnsworth, Kuchwara and Roberts.**  
**NOES: BOARD MEMBERS: None**  
**ABSTAIN: BOARD MEMBERS: None**  
**ABSENT: BOARD MEMBERS: None**

Fire Chief Shackelford reported that the committee member's composition includes:

- Chief Shackelford as Committee Chair
- Steve Heide as Vice Chair
- Kristi Kuchwara as Secretary
- Jason Farnsworth and Chris Roberts are the other two members appointed to the committee.
- Pete Roebuck has been named as an alternate in place of Jason and an alternate for Chris will be named at a later date.

Fire Chief thanked the Committee Members for their roles.

4. CAPITAL MARKETS UPDATE – 2<sup>nd</sup> QUARTER 2020

Purpose is to review the 2<sup>nd</sup> Quarter Investment Report.

Finance Director Heide reported that representative Ellen Clark from PFM was in attendance to present an overview of the reports and answer any questions.

PFM Director Ellen Clark reported provided an overview on the 2<sup>nd</sup> Quarter 2020 report.

Committee Chair Shackelford requested any public comment on this agenda item.

There was no public comment.

Committee Chair Shackelford requested any Committee comment on this agenda item.

There was no comment from the Committee.

5. ANNUAL REVIEW OF INVESTMENT POLICY STATEMENT

Purpose is to conduct an annual review of the Chino Valley Fire District 115 Trust Investment Policy and to discuss potential future changes to the asset allocation of the Trust's investments.

PFM Senior Managing Consultant Ellen Clark stated that PFM does not have any proposed changes on the Investment Policy.

Fire Chief Shackelford requested any public comment on this agenda item.

There was no public comment.

Fire Chief Shackelford requested any Committee comment on this agenda item.

The Trust Investment Committee reviewed and discussed the annual review of the Chino Valley Fire District 115 Trust Investment Policy.

6. DISCUSSION OF FISCAL YEAR END TRUST REPORTING AND AUDIT REQUIREMENTS

Purpose is for the Committee to discuss the timing for the June 30, 2020 fiscal year end audit of the 115 Retirement Trust, as well as for delivery of the annual report to the District's Board of Directors.

Committee Vice Chair Heide stated that by-laws do require to present an annual report of the Trust to the District's Board of Directors.

Committee Chair Shackelford asked for Public comment.

There was no public comment.

Committee Chair Shackelford asked for Committee comment.

Discussion was held regarding the June 30, 2020 fiscal year end audit of the 115 Retirement Trust, as well as for the delivery of the annual report to the District's Board of Directors for presentation at the October Regular Board meeting.

ADJOURNMENT

Committee Chair Chief Shackelford adjourned the meeting at 10:35 a.m. to the next Regular Section 115 Meeting scheduled for Wednesday, November 18, 2020, at 10:00 a.m. at the District Headquarters Office located at 14011 City Center Drive, Chino Hills, CA 91709.

APPROVED AND ADOPTED THIS 18<sup>th</sup> DAY OF November 2020.

  
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Kristi Kuchwara, Committee Secretary

  
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Tim Shackelford, Committee Chair