

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Regular Meeting of the Board of Directors*

*Wednesday, December 11, 2024*

*5:00 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 5:00 p.m. by President Ramos-Evinger.

**ROLL CALL**

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

Absent: None.

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

**CLOSED SESSION**

President Ramos-Evinger announced and read the Closed Session item.

**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: Teamsters Local 1932 Non-Safety Unit; and Unrepresented Management, Confidential, and Part-Time employees.

**ADJOURN TO CLOSED SESSION**

President Ramos-Evinger adjourned the Open Session to Closed Session at 5:06 p.m.

**REOPEN TO OPEN SESSION**

President Ramos-Evinger reopened to Open Session at 6:00 p.m.

**ROLL CALL**

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

Absent: None.

**REPORT OUT OF CLOSED SESSION**

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

**FLAG SALUTE**

Director Harvey Luth led the assembly in reciting the Pledge of Allegiance.

**INVOCATION**

Marco Miranda, Fire District Chaplain led the invocation.

**CHANGES TO THE AGENDA**

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

**PRESENTATIONS / ANNOUNCEMENTS**

**November 5, 2024 General District Election**

On December 3, 2024, the San Bernardino County Registrar of Voters certified the results of the November 5, 2024, Chino Valley Independent Fire District General District Election and the San Bernardino County Board of Supervisors adopted Resolution No. 2024-170 appointing candidates in lieu of election pursuant to California Elections Code Section 10515. On December 4, 2024, the Chino Valley Independent Fire District Clerk of the Board administered the Oath of Office to newly elected Members of the Board of Directors pursuant to California Elections Code Section 10554.

**Elected Board Members Swearing-In Ceremony**

The Honorable Judge Lisa M. Rogan, Presiding Judge of the Superior Court of San Bernardino County administered the Oath of Office to newly elected Members of the Board of Directors as follows:

- Andrew Romaine, Member of the Board of Directors, Division 4
- Harvey Luth, Member of the Board of Directors, Division 2
- Sarah Ramos-Evinger, Member of the Board of Directors, Division 1

· Recognition of Outgoing Board President Harvey Luth

President Ramos-Evinger presented Director Harvey Luth with an award in recognition of his year of service as Board President for the Chino Valley Fire District Board of Directors.

· Recognition of Outgoing Board Member John DeMonaco

President Ramos-Evinger recognized outgoing Board Member John DeMonaco for 18 years of service on the Board of Directors for the Chino Valley Independent Fire District.

**Employee Service Awards**

**5 Years**

President Sarah Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Deputy Chief Nathan Cooke for 5 years of service with the Fire District.

**Retirement Recognition**

President Sarah Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Captain Rich Cramton on his retirement.

President Sarah Ramos-Evinger accompanied by Fire Chief Williams recognized and congratulated Captain Steve Tevis on his retirement.

**PUBLIC HEARING**

**PROPERTIES DECLARED FOR WEED ABATEMENT**

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

President Ramos-Evinger opened the Public Hearing.

Report By: Fire Marshal Danielle O'Toole

**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 rulings on any and all objections raised regarding the proposed removal of weeds and said charges.

Fire Marshal O'Toole stated Resolution No. 2024-06 was adopted providing authority for any properties found to be non-compliant with the District's vegetation Ordinance 2022-01, to be sent a notice.

Fire Marshal O'Toole reported that during the fall reinspection additional properties were found to be non-compliant. Moreover, any property failing to abate the noted violation is subject to an administrative citation and further action by the Community Risk Reduction department.

There were no requests to speak on this item.

President Ramos-Evinger closed the Public Hearing.

**Moved by Vice President Kreeger, seconded by Director Haughey, carried by a 5-0 voice vote for the Board of Directors to conduct the public hearing on the declaring and noticing of property owner(s) for weed abatement and subsequent actions and charges.**

**AYES: BOARD MEMBERS: Ramos-Evinger, Kreeger, Haughey, Luth and Romaine.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

### **PUBLIC COMMUNICATIONS**

There were no requests to speak.

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

Council Member Chris Flores from the City of Chino reported on the following community events: Chino Youth Christmas Parade and Fair on Saturday December 14<sup>th</sup>, from 9:00 a.m. to 2:00 p.m., and the Chino Youth Museum's 25<sup>th</sup> anniversary.

Mayor Art Bennett from the City of Chino Hills reported on upcoming community events including the Chino Hills Annual Boat Parade on December 13, 2024, and referenced the monthly report provided to the Fire District by the City of Chino Hills Public Information Officer highlighting city projects and events.

President Mark Bozek from the Chino Fire Foundation reported on community events including the Chino and Chino Hills Senior Delivery on December 3<sup>rd</sup> and December 5<sup>th</sup>; Stuff the Boot event; Make a Child Smile on December 11<sup>th</sup>; Top Golf event; Car Show; and St. Patty's Day event.

Chair Charlie Blank from the Fire Safe Council thanked the Chino Valley Fire District for lending support to Carbon Canyon.

Director Steven Eli from the Inland Empire Utilities Agency congratulated the employee service award recipients, retirement recognitions, and congratulated the Board Members on their election to office.

**CONSENT CALENDAR**

1. **MINUTES**

Minutes – November 13, 2024 Regular Meeting

2. **MONTHLY DISTRICT REPORT**

Monthly District Report - November 2024

3. **MONTHLY FINANCIAL REPORT**

Monthly Financial Report – October 2024

4. **MONTHLY TREASURER’S REPORT**

Monthly Treasurer’s Report – October 2024

5. **WARRANTS**

Warrants for November 2024 #60358 through #60521

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

None.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 6 as presented.

**Moved by Vice President Kreeger, seconded by Director Romaine, carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items 1 through 6.**

**AYES: BOARD MEMBERS: Ramos-Evinger, Kreeger, Haughey, Luth and Romaine.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

**OLD BUSINESS**

None.

**NEW BUSINESS**

7. **FISCAL YEAR 2023-2024 AUDIT REPORTS**

The purpose is for the Board to review and approve the FY2023-24 District Annual Comprehensive Finance Report and related disclosure letters.

Report By: Finance Director Mark Shaker

**RECOMMENDATION:** It is recommended that the Board approve the FY2023-24 District Annual Comprehensive Finance Report and related disclosure letters.

Finance Director Shaker introduced Greg Frankhanel from Van Lant & Frankhanel LLP to present an overview of the Fiscal Year 2023-2024 audit report.

In response to questions from the Board, Finance Director Shaker explained that the \$15 million dollar surplus includes one-time funds for Station 68 and property tax corrections from the County of San Bernardino. Furthermore, he clarified that an item will be brought back to the Board at a future meeting to consider allocating a portion of the surplus funds, excluding any one-time funds, to the Fire District's pension liability.

There were no requests to speak on this item.

**Moved by Vice President Kreeger, seconded by Director Luth, carried by a 5-0 voice vote for the Board of Directors to approve the FY2023-24 District Annual Comprehensive Finance Report and related disclosure letters.**

**AYES: BOARD MEMBERS: Ramos-Evinger, Kreeger, Luth, Haughey and Romaine.**

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

8. **MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE TEAMSTERS LOCAL 1932 UNIT AND THE CHINO VALLEY INDEPENDENT FIRE DISTRICT**

The purpose is to present for approval a Memorandum of Understanding between the Teamsters Local 1932 unit and the Chino Valley Independent Fire District per Government Code 54957.6.

Report By: Human Resources Director Anthony Arroyo

**RECOMMENDATION:** It is recommended that the Board of Directors approve and ratify the MOU between the Teamsters Local 1932 unit and the Chino Valley Independent Fire District.

Human Resources Director Anthony Arroyo introduced John Bahkit from Atinson, Andelson Loya Ruud & Romo.

Attorney John Bahkit explained the salary and benefits package for Teamsters that will be implemented over the next three years, including the changes made to the agreement package.

There were no requests to speak on this item.

**Moved by Director Haughey, seconded by Director Romaine, carried by a 5-0 voice vote for the Board of Directors to approve and ratify the MOU between the Teamsters Local 1932 unit and the Chino Valley Independent Fire District.**

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

9. RESOLUTION NO. 2024-22 AMENDING PROVISIONS OF RESOLUTION NO. 2024-16 PERTAINING TO UNREPRESENTED CONFIDENTIAL EMPLOYEE COMPENSATION

The purpose is for the Board of Directors to review and approve Resolution No. 2024-22 amending Resolution No. 2024-16 pertaining to compensation provisions for unrepresented confidential employees.

Report by: Human Resources Director Anthony Arroyo

RECOMMENDATION: It is recommended that the Board of Directors review and approve Resolution No. 2024-22 amending Resolution No. 2024-16 pertaining to compensation provisions for unrepresented confidential employees.

Human Resources Director Arroyo explained the additional 2% cost of living adjustment added to the original 2024-22 resolution making a total of 4% retroactive to the pay period including July 1, 2024.

There were no requests to speak on this item.

**Moved by Director Romaine, seconded by Director Haughey, carried by a 5-0 voice vote for the Board of Directors to approve Resolution No. 2024-22 amending Resolution No. 2024-16 pertaining to compensation provisions for unrepresented confidential employees.**

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

10. RESOLUTION NO. 2024-23 PERTAINING TO UNREPRESENTED PART-TIME EMPLOYEES

The purpose is to review and approve changes to compensation and benefits for unrepresented part-time employees.

Report by: Human Resources Director Anthony Arroyo

**RECOMMENDATION:** It is recommended that the Board of Directors review and approve Resolution No. 2024-23 ratifying the compensation for unrepresented part-time employees subject to any minor, technical, or non-substantive changes.

Human Resources Director Anthony Arroyo explained the cost-of-living adjustment for the 2024-2025 fiscal year, 2025-2026 fiscal year, and the 20256-2027 fiscal year.

There were no requests to speak on this item.

**Moved by Director Luth, seconded by President Ramos-Evinger, carried by a 5-0 voice vote for the Board of Directors to approve Resolution No. 2024-23 ratifying the compensation for unrepresented part-time employees.**

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

11. RESOLUTION NO. 2024-24 AMENDING RESOLUTION NO. 2024-17 PERTAINING TO UNREPRESENTED MANAGEMENT EMPLOYEE COMPENSATION

The purpose is for the Board to review and approve Resolution No. 2024-24 amending Resolution No. 2024-17 pertaining to unrepresented management compensation employees.

Report By: Human Resources Director Anthony Arroyo

**RECOMMENDATION:** It is recommended that the Board review and approve Resolution 2024-24 amending Resolution 2024-17 to reference Article 4, Section 571.1 of Chapter 2 of Division 1 of Title 2 of the California Code of Regulations as stipulated by the California Public Employees Retirement System (CalPERS) for pensionable benefits.

Human Resources Director Arroyo explained that an amendment was needed to Resolution No. 2024-17 to comply with the recommendations stipulated by CalPERS.

There were no requests to speak on this item.

**Moved by Director Haughey, seconded by Director Romaine, carried by a 5-0 voice vote for the Board of Directors to approve Resolution 2024-24 amending Resolution 2024-17 to reference Article 4, Section 571.1 of Chapter 2 of Division 1 of Title 2 of the California Code of Regulations as stipulated by the California Public Employees Retirement System (CalPERS) for pensionable benefits.**

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

12. RESOLUTION NO. 2024-21 AMENDING THE CHINO VALLEY INDEPENDENT FIRE DISTRICT CONFLICT OF INTEREST CODE

The purpose is for the Board of Directors to review, approve and adopt Resolution No. 2024-21, approving the amended Conflict of Interest Code (the "Code") for the Chino Valley Independent Fire District.

Report by: Clerk of the Board Angela Robles

**RECOMMENDATION:** It is recommended that the Board of Directors review, approve and adopt Resolution No. 2024-21, approving the amended Conflict of Interest Code for the Chino Valley Independent Fire District and forward a copy of the amended Code to the San Bernardino County Board of Supervisors for review and approval.

Clerk of the Board Robles requested approval of the resolution amending the District's Conflict of Interest Code as follows:

- establish a new designated position of Accounting Manager;
- amend the Battalion Chief description by removing reference to Training and Safety Officer; and
- additional non-substantive amendments.

There were no requests to speak on this item.

**Moved by Vice President Kreeger, seconded by Director Luth, carried by a 5-0 voice vote for the Board of Directors to approve and adopt Resolution No. 2024-21, approving the amended Conflict of Interest Code for the Chino Valley Independent Fire District and forward a copy of the amended Code to the San Bernardino County Board of Supervisors for review and approval.**

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

13. ASSOCIATION OF SAN BERNARDINO COUNTY SPECIAL DISTRICTS (ASBCSD) CALL FOR NOMINATIONS FOR BOARD OF DIRECTORS

The purpose is for the Board of Directors to review and discuss the call for nominations for the ASBCSD Board of Directors and determine Fire District participation.

Report by: Clerk of the Board Angela Robles

**RECOMMENDATION:** It is recommended that the Board of Directors review and discuss the Association of San Bernardino County Special Districts (ASBCSD) call for nominations for a seat by election on the ASBCSD Board of Directors and nominate Fire District Board Member as candidate and authorize a letter of support or decline to participate.

Clerk of the Board Angela Robles reported that the incumbents expressed an interest in continuing to serve on the ASBCSD Board of Directors.

There were no requests to speak on this item.

The Board expressed their support towards the incumbents seeking reelection to the ASBCSD Board of Directors.

President Ramos-Evinger stated there were no nominations by the Fire District Board of Directors for the ASBCSD Board of Directors.

The Board of Directors received and filed the item.

14. 2025 COMMUNITY LIAISONS, STANDING COMMITTEES, AND JPA BOARD MEMBER ASSIGNMENTS

The purpose is to appoint community liaisons for the County Board of Supervisors, City of Chino, City of Chino Hills, Fire Safe Council, Chino Valley School District, County Airport Commission, Fire Foundation Liaison, CIM Citizen's Advisory Council, CIW Citizen's Advisory Council, and Inland Empire Utilities Agency; appoint the standing committee members to the Fire District's Finance, Planning, Human Resources, and Legislative Committees; and CONFIRE Board of Directors for 2025.

Report By: President Sarah Ramos-Evinger

**RECOMMENDATION:** It is recommended that the Board President appoint the community liaisons for the County Board of Supervisors, City of Chino, City of Chino Hills, Fire Safe Council, Chino Valley School District, County Airport Commission, Fire Foundation Liaison, CIM Citizen's Advisory Council, CIW Citizen's Advisory Council, and Inland Empire Utilities Agency; appoint the standing committee members to the Fire District's Finance, Planning, Human Resources and Legislative Committee; and appoint the CVFD representative and alternate to CONFIRE Board of Directors for 2025.

President Sarah Ramos-Evinger stated all Board Members were consulted on the appointments for the liaisons, standing committees, and JPA Board Member assignments with no objections to the assignments as presented.

There were no requests to speak on this item.

**Moved by Director Haughey, seconded by Vice President Kreeger, carried by a 5-0 voice vote for the Board of Directors to approve community liaisons for the County Board of Supervisors, City of Chino, City of Chino Hills, Fire Safe Council, Chino Valley School District, County Airport Commission, Fire Foundation Liaison, CIM Citizen's Advisory Council, CIW Citizen's Advisory Council, and Inland Empire Utilities Agency; appoint the standing committee members to the Fire District's Finance, Planning, Human Resources, and Legislative Committees; and CONFIRE Board of Directors for 2025.**

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

15. AD HOC COMMITTEES

The purpose is for the Board President to ratify the list of District Ad Hoc Committee appointments.

Report By: President Sarah Ramos-Evinger

**RECOMMENDATION:** It is recommended that the Board President consider and approve the ad hoc committee appointments; announce the dates to submit comments to the Clerk of the Board and District Legal Counsel for proposed changes; and provide any further direction to staff.

Clerk of the Board Robles stated that the Board Policies and Procedure and Fire Chief Evaluation Ad Hoc Committees members are President Ramos-Evinger and Director Luth.

President Ramos-Evinger ratified the ad hoc committee appointments and requested the Board Members submit comments on proposed changes to the Board Policies and Procedures to the Clerk of the Board by January 8, 2025.

**FIRE CHIEF'S COMMENTS**

Personnel Development Activities:

· On December 11-12, Deputy Chief Jeremy Ault attended the 2024 Fire Chief's Leadership Seminar in Napa, California.

Board Activities/Public Relations:

· On November 22, staff attended the Tree Lighting Ceremony at The Shoppes at Chino Hills.  
· On November 23, Board Members and staff attended the installation ceremony of AED SaveStation at Ayala Park in Chino.  
· On December 4, Board Members and staff attended County Supervisor Curt Hagman's Open House.  
· On December 5, Board Members and staff attended the Celebration of Life event for former Chino Mayor Dennis Yates.

- On December 7, Board Members and staff attended the Chino Valley YMCA Reindeer Romp 5K and City of Chino and City of Chino Hills Holiday and Tree Lighting events.
- On December 8, Board Members and staff participated in the Stuff the Boot and Spark of Love Toy Drive.
- On December 11, Board Members and staff participated in the Make a Child Smile event.

**Organizational Items of Interest:**

- The evaluation of the proposals for the Construction/Project Management for the Station 68 project is underway.

**Human Resources Update:**

- Promotion of two Battalion Chiefs, four Captains, and four Engineers.
- Recruitment for the Accounting Manager is underway.
- Evaluation of the candidates for the Deputy Clerk of the Board position is ongoing.

**Emergency Response & Support:**

- Single Resource assignments assigned personnel to the Shoe Incident in Northern California state in support of mutual aid.

**Upcoming Meetings/Events:**

- On November 28-29, Administration will be closed for Thanksgiving.
- On December 3rd, the City of Chino Hills Senior Delivery will be at the Chino Hills Community Center.
- On December 13th, the Chino Hills Boat Parade.
- On December 14th, the Chino Youth Christmas Parade Event.
- On December 20th, the Chino Neighborhood House Annual Toy/Bike Giveaway.
- On December 24-25, Administration will be closed for Christmas Eve and Christmas.
- On December 31st, Administration will be closed for New Years Eve.
- On January 1st, Administration will be closed for New Years Day.

**BOARD COMMITTEE REPORTS/BOARD COMMENTS**

**Director Haughey**

Director Haughey reported on meetings and events attended since the last meeting that included the Chino Council meetings; CIM meeting; monthly meeting with the Fire Chief; as well as many of the meetings and events previously mentioned.

**Director Luth**

Director Luth reported on meetings and events attended since the last meeting that included the Chino Hills Council meetings; Supervisor Hagman's Christmas Open House; Finance Committee meeting; Remembrance Ceremony for former Chino Mayor Dennis Yates; Chino and Chino Hills Christmas Tree lighting event; Chino Senior Delivery; and Make a Child Smile.

Director Romaine

Director Romaine reported on meeting and events attended that included the Chino Senior Delivery; Chino Hills Christmas Tree Lighting; Stuff the Boot; and Make a Child Smile.

Vice President Kreeger

Vice President Kreeger reported on meetings and events attended since the last meeting that included the Make a Child Smile; as well as many of the meetings and events previously mentioned.

President Ramos-Evinger

President Ramos-Evinger reported on meetings and events attended since the last meeting that included the Finance Committee meeting; Agenda Review meeting; Chino Hills Council meetings; Remembrance Ceremony for former Chino Mayor Dennis Yates; Chino Christmas Tree lighting; Grand Opening & Ribbon Cutting Ceremony for Pure Head Spa; monthly meeting with Fire Chief; and Make a Child Smile.

The Board of Directors congratulated the service award recipients and retirees. Also, they recognized the newly elected Board Members and thanked all Board Members for their service. The Board wished everyone a Merry Christmas and a Happy New Years.

**ADJOURNMENT**

The meeting was adjourned at 8:01 p.m. The next Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District will be held on Wednesday, January 8, 2025 at 6:00 p.m. at the Fire District Administrative Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

APPROVED AND ADOPTED THIS 8<sup>th</sup> DAY OF January, 2025.

  
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Angela Robles, Clerk of the Board

  
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Sarah Ramos-Evinger, President