

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
***Board of Directors Special Meeting***

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Wednesday, July 27, 2022

4:00 p.m. - Open Session

**AGENDA**

ROLL CALL

OPEN SESSION

FLAG SALUTE

INVOCATION

Chaplain Henry Aguilar

ASSESSMENT HEARING

RESOLUTION NO. 2022-14 CONFIRMATION AND RECOVERY OF COSTS  
FOR WEED ABATEMENT SERVICES

Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2022-14 allowing the Fire District to recover costs for weed abatement services for Fall 2021.

*Report By: Fire Marshal Danielle O'Toole*

**RECOMMENDATION:** It is recommended that the Board of Directors review, approve and adopt Resolution No. 2022-14 allowing the Fire District to recover costs for weed abatement services for Fall

2021.

PC \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ RC \_\_\_\_\_

PUBLIC COMMUNICATIONS

This is the time and place for the general Public to address the Board of Directors about subjects that do not appear elsewhere on the agenda. The Public may address items on the agenda at the time addressed by the Board.

Due to Board policy and Brown Act requirements, action may not be taken on any issue not on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

OLD BUSINESS - None

NEW BUSINESS

1. REVIEW PROPOSED AMENDED FULL-TIME LEAD FIRE EQUIPMENT MECHANIC JOB DESCRIPTION

Purpose is for the Board of Directors to review and approve a proposed amendment to the education requirements of the job description for the position of Lead Equipment Mechanic.

*Report By: Battalion Chief Greg Gabel*

RECOMMENDATION: It is recommended that the Board of Directors authorize the attached amended job description with the proposed changes and provide direction to staff.

PC \_\_\_\_\_ M \_\_\_\_\_ S \_\_\_\_\_ RC \_\_\_\_\_

BOARD COMMITTEE REPORTS/BOARD COMMENTS

ADJOURNMENT

The meeting will be adjourned to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, August 10, 2022 at 6:00 p.m. at the District Headquarters Office located at 14011 City Center Drive, Chino Hills, CA, 91709.

I, Sandra Heney, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by Monday, July 25, 2022.

*Sandra Heney*

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Sandra Heney, Clerk of the Board

## ASSESSMENT HEARING

### CHINO VALLEY INDEPENDENT FIRE DISTRICT STAFF REPORT

**DATE:** JULY 27, 2022

**TO:** MIKE KREEGER, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD

**FROM:** DAVE WILLIAMS, FIRE CHIEF

**SUBJECT: RESOLUTION NO. 2022-14 CONFIRMATION AND RECOVERY OF COSTS  
FOR WEED ABATEMENT SERVICES**

#### **PURPOSE:**

Purpose is for the Board of Directors to review, approve and adopt Resolution No. 2022-14 allowing the Fire District to recover costs for weed abatement services for Fall 2021.

#### **DISCUSSION:**

The Fire District has concluded abatement of weeds and combustible vegetation in the community. Attached are the cost reports for all parcels that were identified by Fire District staff as requiring abatement and which have not paid incurred fees. These property owners are given the opportunity to pay the Fire District directly for these costs, but have not done so as of the date of this report. The fees are for Fire District administrative costs and actual costs for abatement by our private contractor.

Under the authority of the California Health and Safety Code (Division 12, Part 5, Chapter 4, Article 1 [14905-14906]), Resolution No. 2022-14 allows the posting of a cost report and an assessment hearing regarding the report and the ability to collect costs owed to the Fire District through assessment of said properties. The cost reports are attached and were posted for at least three (3) days required prior to the meeting of the Board of Directors at the Fire District Administrative Office.

Once adopted, Resolution No. 2022-14 will be forwarded to the County Auditor/Controller Recorder so the Fire District's costs may be placed on this year's tax roll.

#### **RECOMMENDATION:**

It is recommended that the Board of Directors review, approve and adopt Resolution No. 2022-14

allowing the Fire District to recover costs for weed abatement services for Fall 2021.

**ATTACHMENTS:**

RESOLUTION 2022-14 CONFIRMATION AND COST RECOVERY  
FIRE BOARD LIST - FALL 2021

**RESOLUTION NO. 2022-14**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CHINO VALLEY INDEPENDENT FIRE DISTRICT  
FOR CONFIRMATION AND RECOVERY OF COSTS  
FOR WEED ABATEMENT SERVICES**

**WHEREAS**, having identified weeds located upon the streets, sidewalks and private property within the Chino Valley Independent Fire District; and

**WHEREAS**, said weeds constitute a public nuisance, and/or potential or existing fire hazard; and

**WHEREAS**, notices were sent to all property owners needing weed abatement; and

**WHEREAS**, a private contractor was used to abate weeds and/or vegetation constituting a fire hazard from such properties specifically referenced in the attached cost report; and

**WHEREAS**, in addition as allowed by law and due to personnel time and expertise needed to direct the abatement process, separate fees are charged for administrative procedures and for services, for the remaining parcels referenced in the attached cost report; and

**NOW, THEREFORE**, the Board of Directors of the Chino Valley Independent Fire District does hereby resolve as follows:

**SECTION I.** As provided by statute, the Fire District has kept an itemized account of the costs of abatement for each parcel, including, but not limited to direct and indirect costs (such as actual removal, investigation, boundary determination, measurement, clerical, administrative and overhead).

**SECTION II.** The cost reports have been posted for at least three (3) days, at the Chino Valley Independent Fire District Administrative Office prior to this meeting at which they are submitted to the Board for approval. Those to be assessed were notified by a Notice to Destroy Weeds on September 9, 2021 for Fall 2021. In addition, this assessment hearing was published in a newspaper of general circulation in the District, as required.

**SECTION III.** The cost reports have been considered at a public meeting. The objections of any property owners liable for the procedural abatement cost has been heard and considered and the Board of Directors made such modifications as necessary.

**SECTION IV.** The cost reports, as modified, are hereby confirmed and shall be adopted by resolution and recorded in the County Auditor/Controller-Recorder's Office. The costs thereafter shall constitute special assessments against that property and become a lien against that property at the time of recordation of the resolution of confirmation (Attachment A).

**SECTION V.** Special assessments, when recorded, shall become a lien against that property and will be collected at the same time and in the same manner as county property taxes are collected and subject to the same penalties and procedures in the event of delinquency including foreclosure except that if any real property to which such lien would attach has been transferred or conveyed to a bona fide purchaser for value, or if a lien of a bona fide encumbrance for value has been created and attached thereon, prior to the date on which the first installment of such taxes would become delinquent, then the lien which would otherwise be imposed by this section shall not attach to such real property and the costs of abatement and the costs of enforcing abatement, as confirmed, relating to such property shall be transferred to the unsecured roll for collection.

**REVIEWED, APPROVED AND ADOPTED** this 27th day of July 2022.

<b>AYES:</b>	<b>BOARD MEMBERS:</b>
<b>NOES:</b>	<b>BOARD MEMBERS:</b>
<b>ABSTAIN:</b>	<b>BOARD MEMBERS:</b>
<b>ABSENT:</b>	<b>BOARD MEMBERS:</b>

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Mike Kreeger , President

Attest:

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Sandra Heney, Clerk of the Board

PARCEL NO.	PROPERTY OWNER	AMOUNT	INSPECTION CYCLE
102817216	SCHROEDER, GERALD	\$ 448.00	FALL 2021
103101169	AUSMAS PROPERTIES LLC, c/o JEFFREY M VERDON	\$ 1,480.00	FALL 2021
102864121	STORAGE DISTRICT CHINO HILLS LLC	\$ 1,480.00	FALL 2021
	<b>TOTAL CHARGES</b>	\$ 3,408.00	



**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: JULY 27, 2022**

**TO: MIKE KREEGER, BOARD PRESIDENT  
ALL MEMBERS OF THE BOARD**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: REVIEW PROPOSED AMENDED FULL-TIME LEAD FIRE EQUIPMENT  
MECHANIC JOB DESCRIPTION**

**PURPOSE:**

Purpose is for the Board of Directors to review and approve a proposed amendment to the education requirements of the job description for the position of Lead Equipment Mechanic.

**DISCUSSION:**

The District recently held recruitment for a Full-Time Lead Fire Equipment Mechanic and experienced a minimal applicant pool. During the process, staff determined that a specific education/certification requirement limited the number of qualified applicants. This certification (California Fire Mechanics Association Level II) was not reasonably attainable due to the COVID Pandemic shutdown.

Staff has contacted State Fire Training and verified the limited availability of the certification classes. The job description has been amended to reflect this certification as highly desirable rather than a requirement at time of application. The amended job description further reflects a phased implementation of these requirements within a timeframe after appointment.

The salary range is unmodified and presents no fiscal impacts to the District.

**RECOMMENDATION:**

It is recommended that the Board of Directors authorize the attached amended job description with the proposed changes and provide direction to staff.

**ATTACHMENTS:**

Lead Fire Equipment Mechanic



## Chino Valley Fire District Position Classification

### Lead Fire Equipment Mechanic

#### Position Summary

Under the supervision of the Deputy Chief of Support Services and their designee, the Lead Fire Equipment Mechanic schedules, assigns, and leads the work of equipment maintenance personnel, and performs highly skilled electromechanical work involving the diagnosis, maintenance, and repair work of a wide range of fire vehicles and apparatus; operates and demonstrates the proper use of vehicle testing and diagnostic equipment, and performs other related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Conduct orientation and training of new employees and ensure that safety practices and equipment maintenance standards are achieved.
- Perform the duties of a Fire Equipment Mechanic.
- Prioritize and assign tasks to fire maintenance personnel; explains work methods, demonstrate the operation of diagnostic equipment, and check work for conformance with quality and production standards.
- Lead and participate in complex or large-scale repairs and guide how the tasks are completed.
- Maintains shop inventory by coordinating standard part and tool purchases with vendors; tracks and updates parts and service records.
- Review service orders or work requests and independently diagnoses causes of more complex problems; determines the extent of needed repairs or adjustments and whether exterior repairs or manufacturer recall work might be required.
- Arrange for the delivery and return of fire vehicles and equipment as part of exterior repairs.
- Overhauls and repairs gas and diesel engines and transmissions, including valves, pistons, piston rings, main bearings, and crankshafts.
- Perform primary engine diagnosis involving testing, analysis, adjustments, and modifications of compression and hydraulic systems and emissions systems.
- Repair front suspension systems, including bushings, kingpins, tie rods, and ball joints.
- Consider how specialized electrical, electronic, mechanical adaptations of equipment can be completed in a cost-effective and timely manner, either with shop personnel or other service providers.
- Drive service vehicles and Fire apparatus into and out of the Fire Shop bays and other locations for maintenance work and to perform road test drives.
- Act on behalf of the Fleet and Facilities Coordinator during absences.
- Other duties as assigned.

## **Qualifications**

### ***Knowledge of:***

- Knowledge of diagnosis and troubleshooting procedures required to solve significant maintenance and complex repair problems.
- Knowledge of operating principles of gasoline and diesel engines and fuel injection systems; mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.
- Knowledge of electrical, electronic, and heavy equipment hydraulic systems.
- Knowledge of overhaul practices related to transmissions, brakes, and rear axles
- Knowledge of methods, tools, materials, equipment, and procedures used to diagnose, overhaul, repair, and adjust the components and operating systems of automobiles, light-duty, and heavy-duty vehicles and equipment.
- Knowledge of safety procedures and precautions governing the operation, maintenance, and use of tools, vehicles, and equipment.
- Knowledge of primary arc and gas welding techniques.
- Knowledge of State and County regulations about the handling and disposal of hazardous waste and related clean air emission requirements.
- Knowledge of effective leadership techniques.

### ***Ability to:***

- Ability to plan, estimate, coordinate, and schedule the work of others.
- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, and torch, brazing rod, precision gauges, inspection, and diagnostic equipment.
- Read and follow the simple to complicated instructions, schematics, and other information in repair manuals and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Prepare and maintain various reports and records about the piece; test, diagnose and evaluate electrical and mechanical malfunctions.
- Read and interpret plans, specifications, and manuals.
- Overhaul, repair, maintain and inspect automobiles, light and heavy-duty vehicles, and equipment.
- Demonstrate work methods and procedures, and equipment.
- Operation techniques to lesser skilled personnel and answer questions regarding diagnosis, trouble-shooting, and repair practices.
- Enforce safety rules and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff, management, contractors, and vendors.
- Complete and check work service records and time reports.

## **Education and Experience Requirements:**

### ***Education:***

- Equivalent to high school graduation or G.E.D., supplemented by vocational coursework, training, or certification in fire equipment technology.
- Class B or A CDL Driver License and acceptable driving record.

- ASE Mechanic certification is preferred.
- California Fire Mechanics Academy (CFMA) / Emergency Vehicle Technician (EVT) Level I, II, and III certifications are highly desirable.
- Must obtain Emergency Vehicle Technician I (EVT 1) certification within two years of hire date.
- Must obtain EVT II certification within three years of hire date.
- Must obtain EVT III certification within four years of hire date.
- Must pass a pre-employment drug screen, physical, criminal background check, polygraph examination, and psychological evaluation.

***Experience:***

- Four or more years of diagnosis, repair, and maintenance experience involving fire apparatus and light-duty vehicles and fire equipment, including diesel equipment.

**Physical Profile**

Work is performed in a typical automotive repair shop or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; frequent grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes)

FLSA Status:            Non-Exempt  
Date Approved:        \_\_/\_\_/2022