

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**  
***Special Meeting - Standing Committee Meeting***  
***Finance Committee***

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, February 28, 2022

8:00 a.m. - Open Session

**AGENDA**

**\*\* TELECONFERENCE MEETING INFORMATION\*\***

In accordance with AB 361 this meeting will be conducted remotely.

In order to participate in this meeting, please follow the following instructions.

Current Meeting GoToWebinarURL:

<https://attendee.gotowebinar.com/register/8567297168379608590>

Please be aware that when you join the meeting real-time, your screen name will appear on the GoToWebinar screen.

For ADA accommodations, please contact the Clerk of the Board at (909) 315-8805 or by email at [clerk@chofire.org](mailto:clerk@chofire.org) 48 hours prior to the meeting.

**REAL-TIME AND RECORDED PUBLIC VIEWING OF COMMITTEE MEETINGS**

The Committee will use the platform GoToWebinar to hold Committee Meetings. Register using the GoToWebinar URL listed on the Committee meeting agenda.

Upon entering the meeting, you will be in listen-only mode and muted until called on.

For telephone real-time listen-only mode, registration is not required. Please follow the instructions below:

1. Call: 1 (866) 901-6455
2. Enter attendee number: 440-631-155
3. Select the # key: 470-507-147

**PUBLIC COMMENTS**

The public will have the option to either submit a public comment by email to be read into the record by the Clerk of the Board at the requested time during the Committee Meeting, or participate real-time at the appropriate requested time during the meeting by registering for the meeting and selecting the “raise hand” feature and the appropriate time.

**PUBLIC COMMENT – To be read by the Clerk of the Board during Committee Meeting:**

- Email your comments to [clerk@chofire.org](mailto:clerk@chofire.org)
- Email subject line should read: “Public Comment – Read by Clerk of the Board.” List date of meeting. The body of the email should include the public comment exactly as it should be read by the Clerk of the Board during the meeting. Specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, please provide a topic description. If the comment is on a specific item on the agenda, please clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item.
- Comments read by the Clerk of the Board must be limited to 300 words.
- Submit emails 1 hour prior to the start time of the Committee Meeting.
- Please note that your name will be read into the record.

**PUBLIC COMMENT – Real-time public participation during Committee Meeting:**

If you wish to provide a real-time public comment, please register at GoToWebinar URL:

<https://attendee.gotowebinar.com/register/8567297168379608590>

When registering for a real-time public comment, specify if the comment is on a topic not on the agenda. If the topic is not on the agenda, provide a topic description. If the comment is on a specific item on the agenda, clearly describe the location of the item on the agenda such as New Business and state the number of the agenda item. You may also use the “raise hand” feature at the appropriate time and you will be called upon and unmuted.

- Log on to GoToWebinar with the URL link provided on the Committee agenda 15 minutes prior to the start of the meeting. Upon entering the meeting you will be muted.
- Registered attendees will be unmuted at the time of the public comment.
- Attendees may also need to “unmute” their own devices to be heard.
- When your name is called, begin the public comments by stating your name and address (optional) for the record.
- Comments must be limited to 5 minutes.

## ROLL CALL

## FLAG SALUTE

## INVOCATION

Chaplain Henry Aguilar

## PUBLIC COMMUNICATIONS

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

Due to Board policy and Brown Act requirements, action may not be taken on any issue on

the agenda. When you address the Committee, please state your name and address (optional) prior to making your remarks. Please limit your comments to 5 minutes.

## MINUTES

### 1. Minutes - January 24, 2022, Meeting

OLD BUSINESS - None

## NEW BUSINESS

### 2. ALLOCATION OF COVID-19 SPECIAL DISTRICT RELIEF FUNDS

Purpose is for the Finance Committee to discuss options for allocation of funds received from the state COVID-19 Special District Relief Fund.

### 3. ARCHITECTURAL SERVICES FOR FIRE STATION 68

Purpose is to provide information to the Finance Committee regarding architectural services currently being conducted for the proposed Fire Station 68 project.

### 4. QUOTE NO. 2022-02 – TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT

Purpose is for the Finance Committee to review the quotes received for RFQ No. 2022-02 - Triennial Firefighter Class B Uniform Replacement.

## ADJOURNMENT

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 6:00 p.m. on Friday, February 25, 2022.



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Sandra Heney, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

Minutes - January 24, 2022, Meeting

**ATTACHMENTS:**

Minutes - January 24,2022, Meeting

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

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, January 24, 2022  
8:00 a.m. Committee Meeting

**MINUTES**

TELECONFERENCE MEETING ANNOUNCEMENT

President Kreeger opened the meeting at 8:00 a.m. and stated that in accordance with AB361, the Chino Valley Fire District will hold the Special Committee meetings of the Board of Directors remotely. He explained the process for members of the public to participate in the meeting and provide public comment. President Kreeger also announced that the meeting would be recorded.

ROLL CALL

President Mike Kreeger  
Vice President John DeMonaco  
Fire Chief Dave Williams  
Deputy Chief Nathan Cooke  
Deputy Chief Carlos Skibar  
Deputy Chief Jeremy Ault  
Finance Director Steve Heide  
Clerk of the Board Sandra Heney  
Administrative Secretary Ariana Cisneros

FLAG SALUTE

President Mike Kreeger

INVOCATION

Chaplain Marco Miranda

CHANGES TO THE AGENDA

President Kreeger asked Clerk of the Board Sandra Heney if there were any changes to the agenda.

Clerk of the Board Heney stated that there were no changes.

PUBLIC COMMUNICATIONS

None.

MINUTES

1. Minutes – November 22, 2021 Meeting

Vice President DeMonaco abstained from agreeing to file as presented, was not present at previous meeting.

President Kreeger stated to file the minutes, as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. 2021-22 MID-YEAR BUDGET REVIEW AND ANALYSIS

Purpose is to conduct a mid-year budget review for discussion purposes.

Finance Director Steve Heide stated that regarding the process, we present where we believe our mid-year numbers are currently and potentially where they are headed for the balance of the fiscal year. He also stated that as of December 31, 2021, the District is half way through the fiscal year.

Finance Director Heide stated that through December 31, total revenues amounted to 56% of budget, compared to a range of 48% to 51% of actual revenues for the same time period year-to-date for the prior four fiscal years. He further stated that property tax-related revenues, including current services, are at 52% of budget year-to-date this fiscal year, compared to 52% of actual revenues realized through the same time period last year.

Finance Director Heide stated that with the assistance by hire program, there has been an increase in mutual aid revenue associated with the ABH agreements. He further stated that since it was approved on an emergency basis, well after the adoption of this budget, these associated revenues and expenditures were not contemplated projects and therefore not included in the preliminary numbers.

Finance Director Heide stated that based on that trend, we're about \$2.1 million increase in mutual aid recoveries, including nearly \$1.5 million in unbudgeted revenues collected for the assistance by hire program.

Finance Director Heide stated that fiscal year to date, expenditures were about 52% of the budget through December compared to a range in the mid-forties, low 42% to a high of 48% over the last five years that's primarily associated with the ABH program in combination of higher costs associated with the continuing pandemic.

Finance Director Heide stated that there has been a number of staff openings and temporary vacancies created by worker's compensation illnesses and injury. He further

stated that what we're seeing in financial terms of variances, in addition to the mutual aid revenue is that we have a favorable variance and regular salaries because of those temporary vacancies and openings.

Finance Director Heide stated that trends look mostly favorable and would expect to come back about the April timeframe to budget transfer monies between categories and see if it requires a net, neutral adjustment or otherwise. He further stated that at this point, the message is higher on revenues but higher on associated expenses in combination of ABH but also the continuing impacts of the burdens associated with COVID-19 pandemic

Finance Director Heide stated that board action is not required at this time but if the finance committee has any specific comment or direction for staff, they could provide it at this time.

It is recommended that the Finance Committee discuss the mid-year budget review, and provide direction to staff.

President Kreeger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.

President Kreeger asked for Committee comment.

Vice President DeMonaco thanked Finance Director Heide and his staff for all their hard work.

President Kreeger asked about ambulance for hire and cost associated with it.

Finance Director Heide stated that using the state OES approved rates which are based on our costs, it has been budget favorable with modest positive returns.

The Finance Committee agreed to move this item to the Full Board for approval as a consent item.

3. RECLASSIFICATION OF OFFICE TECHNICIAN (EMS/TRAINING) TO ADMINISTRATIVE SECRETARY (EMS/TRAINING)

Purpose is to review and discuss the proposed reclassification of the part-time Office Technician (EMS/Training) position to full-time Administrative Secretary (EMS/Training).

Deputy Chief Jeremy Ault stated that the EMS/Training division is responsible for managing several key programs that directly impact the mission of the Fire District. This would include Emergency Medical Services Administration, managing and directing all

aspects of training for District personnel, as well as coordinating the activities at the Training Center. He further stated that the EMS/Training staff are tasked with tracking, evaluating, and synthesizing data to determine our current operational effectiveness, which drives organizational growth and improvement. Currently, the EMS/Training Division is supported by one part-time Office Technician.

Deputy Chief Ault stated that the management of Emergency Medical Services and Training in the District requires significant administrative support, scheduling classes, managing and tracking certifications, as well as supporting critical programs such as the District's Cardiac Care Program are supported by the part-time office technician. He further stated that the increase in demand for administrative support has outpaced the capacity and scope of one part-time Office Technician.

Deputy Chief Ault stated that the Training Center is used by many partner agencies from various municipalities. He further stated that while the District is proud and honored to host these numerous entities, the additional activity increases the demand on the part-time Office Technician responsible for scheduling, managing, and tracking these various events.

Deputy Chief Ault stated that staff has conducted a review and study of the current job descriptions for Office Technician and Administrative Secretary. He further stated that staff has determined that the current and future needs of the District at the Training Center align with the job description of an Administrative Secretary, and support a reclassification of the current part-time Office Technician position to a full-time Administrative Secretary.

Deputy Chief Ault stated that the differential between the salary schedule of the current position (part-time Office Technician) and the proposed reclassification (full-time Administrative Secretary) would result in a fully burdened annual cost increase of approximately \$56,445. He further stated this increase is reflective of the salary increase and the addition of benefits. Assuming an April 1 effective date, the prorated fiscal impact for the remainder of the current fiscal year would be approximately \$14,111. If approved, the fiscal impact of the reclassification for Fiscal '21-22 could be absorbed in the board-approved budget and would not require a budget adjustment at this time.

It is recommended that the Finance Committee review the proposed reclassification of the part-time Office Technician (EMS/Training) to Administrative Secretary (EMS/Training) and provide direction to staff.

President Kreeger asked Clerk of the Board Heney if there was Public comment.

There was no public comment.



President Kreeger asked for Committee comment.

Vice President DeMonaco stated that he supports this item going to the Human Resources Committee.

President Kreeger agreed with Vice President DeMonaco.

The Finance Committee agreed to move this item to the Human Resources Committee for review.

ADJOURNMENT

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

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: FEBRUARY 28, 2022**

**TO: FINANCE COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: ALLOCATION OF COVID-19 SPECIAL DISTRICT RELIEF FUNDS**

**PURPOSE:**

Purpose is for the Finance Committee to discuss options for allocation of funds received from the state COVID-19 Special District Relief Fund.

**DISCUSSION:**

**Background**

The 2021 California State Budget Act appropriated \$100 million one-time state General Funds to provide fiscal relief to independent special districts for revenue losses and or unanticipated costs incurred due to the COVID-19 public health emergency. Funds were reserved for districts that had not received other forms of COVID-19 fiscal relief directly from the state or federal government.

To be eligible to apply for an allocation, special districts had to meet the following criteria:

1. Designated as an independent special district by the State Controller's Office (SCO); and
2. Had not received other forms of COVID-19 fiscal relief directly from the state or federal government, excluding the receipt of Federal Emergency Management Agency (FEMA) reimbursements or the intent to apply for FEMA reimbursements.

The California Department of Finance (DoF), in consultation with the California Special Districts Association (CSDA), developed a methodology to allocate these funds to independent special districts. Each qualifying district that applied received an allocation based on its proportionate share of the total unanticipated costs and revenue losses incurred by all districts during the following eligible periods:

1. Revenue Losses—Revenue losses, from all fund sources, incurred due to the COVID-19 public health emergency during the 2020-21 state fiscal year, compared to the revenue from all fund sources in the 2018-19 state fiscal year (July 1 through June 30—which serves as the base period to which the

revenues will be compared).

2. Unanticipated Costs—Unanticipated costs incurred due to the COVID-19 public health emergency during the period starting March 4, 2020 and ending June 15, 2021. This aligns with similar federal fiscal reporting timeframes.

## **Application and Award**

While the District was unable to apply for funding under the revenue losses eligibility test, we were able to seek reimbursement for significant unanticipated costs during the public health emergency, for the period from March of 2020 through mid-June of 2021.

The District received notification of the opening of the DoF online application period in early October. Our application to the Fund was submitted in mid-October, and after an initial extension of the deadline to apply, the application period closed near the end of October. In mid-December, the District was notified that our application had been approved for an award of \$3,320,209, and in early January we received the funds.

## **Proposed Allocation**

While there are no restrictions on the use of the funds and since these reimbursements received are associated with expenditures in prior fiscal years, staff is seeking direction regarding the Board's desire to allocate these unbudgeted funds toward specific purposes. At this time, staff is proposing that the total award be allocated equally among the following important purposes:

1. Emergency contingency fund replenishment – ambulance purchases
2. Station 68 construction project – contingency funding
3. Pension obligations – paydown of unfunded actuarial liabilities in current fiscal year

To the extent that costs associated with ambulance purchases or construction contingencies amount to less than the established allocation, the Board may opt to reallocate those funds toward other specific initiatives at a later date, or allow the flow of funds to default to unallocated fund balance.

### Ambulance Purchases

In August, the Board approved up to \$1,035,000 in unbudgeted funds from the emergency contingency fund for the purchase and equipping of four critically needed ambulances necessary for emergency patient transport.

### Construction Contingency

In February, the District entered into an agreement with the City of Chino Hills for construction of Fire Station 68 in Chino Hills. Unprecedented inflation, continuing supply chain issues, and labor shortages contribute to significant uncertainty associated with the overall project budget. In addition to facility construction, the District will also need to acquire additional apparatus, as well as other equipment and supplies for the new station as part of the project. The project timeline is likely to be 18 to 24 months from project award.

The project is anticipated to go out for bid in the next several months.

#### Pension Obligations

The Board has established additional payments toward pension obligations as one of the District's highest strategic priorities. Advanced pension payments result in significant long-term interest savings and ensure that pension liabilities are not deferred to future generations of taxpayers.

Staff will also be presenting a recommendation to the Board regarding the allocation of funds from the FY21 budget surplus toward pension obligations, as per policy, in April.

#### **RECOMMENDATION:**

It is recommended that the Finance Committee discuss the proposed allocation of COVID-19 Special District Relief Funds, and provide direction to staff.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: FEBRUARY 28, 2022**

**TO: FINANCE COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: ARCHITECTURAL SERVICES FOR FIRE STATION 68**

**PURPOSE:**

Purpose is to provide information to the Finance Committee regarding architectural services currently being conducted for the proposed Fire Station 68 project.

**DISCUSSION:**

The District entered into an agreement with the City of Chino Hills for the future development of the proposed Fire Station 68 project located on Pipeline and Soquel Canyon. As part of the agreement, the Fire District acquired 3.6 acres of open property, including the transfer of 4040 Eucalyptus to Chino Hills. On February 8th, 2022, escrow closed between the City of Chino Hills and the Chino Valley Fire District finalizing, the agreement.

On January 26th, 2022, staff posted a Request for Proposal (RFP) through PlanetBids regarding Architectural Services. PlanetBids sent out 320 bid notifications inviting prospective bidders to register and 42 prospective bidders registered for the Fire Station 68 project. A non-mandatory site visit was conducted for those prospective bidders on February 9th from 0900-1200. A total of 7 Architects/representatives attended and walked the property with personnel.

After the RFP closes **on February 28th, 2022, at 2:00 P.M.**, staff will conduct a review on the received proposals. The evaluation period will be completed by March 3<sup>rd</sup>, 2022. Additionally, staff will conduct additional interviews to determine the most qualified and responsible proposers. Once the evaluation is complete, staff will bring forward a final recommendation for consideration to the Board of Directors **on March 9th at the Regular Fire Board Meeting.**

**RECOMMENDATION:**

It is recommended that the Finance Committee review and provide direction to staff.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: FEBRUARY 28, 2022**

**TO: FINANCE COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: QUOTE NO. 2022-02 – TRIENNIAL FIREFIGHTER CLASS B UNIFORM REPLACEMENT**

**PURPOSE:**

Purpose is for the Finance Committee to review the quotes received for RFQ No. 2022-02 - Triennial Firefighter Class B Uniform Replacement.

**DISCUSSION:**

Uniform specifications were developed, and a Request for Quote (RFQ) was issued to purchase replacement Class B uniforms for all uniformed personnel. Notice of RFQ No.2022-02 was published in a local newspaper of general circulation in the District, and the RFQ was posted on PlanetBid for interested vendors.

The deadline for submitting quotes in response to this RFQ was February 23, 2022, at 2:00 pm. One quote was received in response to Quote No.2022-02, as follows:

| Vendor               | Vendor Location * | Bid Amount   |
|----------------------|-------------------|--------------|
| 2 Hot Uniforms, Inc. | Murrieta, CA.     | \$142,869.00 |

District policies specify that the award should be made to the lowest responsible bidder. Therefore, as the District conducts regular business with 2 Hot Uniforms, Inc., it is recommended to accept them as the sole responsible bidder.

The 21/22 Budget allocation for Triennial Uniform Replacement is \$140,000 (60-62-7025 pg.134). The quote received by 2 Hot Uniforms totals \$142,869.00, which is over budget by \$2,869.00. The difference may be appropriated from the Unassigned Fund Balance in the amount of **\$2,869.00** for uniform replacement, which accounts for all safety and non-safety uniformed personnel.

**RECOMMENDATION:**

It is recommended that the Finance Committee review the quote received in response to Quote No. 2022-02 and provide direction to staff.