

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.