

CHINO VALLEY INDEPENDENT FIRE DISTRICT
Regular Meeting of the Board of Directors

MINUTES
September 14, 2022

ROLL CALL

All Board Members were present.

OPEN SESSION

President Kreeger called the Open Session to order.

ADJOURN TO CLOSED SESSION

President Kreeger read the closed session items and adjourned to Closed Session.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

(Gov. Code, §54956.9 (d)(2)) Significant Exposure to Litigation: One (1) potential case.

President Kreeger asked if there were any requests to speak from the Public.

Acting Clerk of the Board Escudero stated that there were no requests to speak from the Public.

RE-OPEN TO OPEN SESSION

President Kreeger re-opened to Open Session at 6:00 p.m.

ROLL CALL

All Board Members were present.

REPORT OUT OF CLOSED SESSION

Legal Counsel Isaac Rosen reported that there was no reportable action out of Closed Session.

FLAG SALUTE

President Kreeger.

INVOCATION

Adam Houde, Fire District Chaplain.

CHANGES TO THE AGENDA

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

Acting Clerk of the Board Escudero stated that there were no changes to the agenda.

PRESENTATIONS / ANNOUNCEMENTS

Proclamations

President Kreeger stated that the first proclamation was Fire Prevention Week which commemorates the Great Chicago Fire of 1871 and a summary of the proclamation was read. It was also reported that the public was informed that the complete copy of the proclamation was available on the Fire District's website.

President Kreeger stated that the second proclamation was National Awareness Day. It was also reported that the public was informed that the complete copy of the proclamation was available on the Fire District's website.

President Kreeger stated that the third proclamation was Breast Cancer Awareness proclamation. It was also reported that the public was informed that the complete copy of the proclamation was available on the Fire District's website.

Employee Service Awards

Office Technician Melania Arredondo – 15 Years

President Kreeger recognized Melania Arredondo for 15 years of service to the Fire District and thanked for years of service.

Fire Chief Williams congratulated Melania Arredondo for 15 years of service.

Captain Brian Sanchez – 20 Years (Not present)

President Kreeger recognized Captain Sanchez for 20 years of service to the Fire District and thanked for years of service.

Fire Chief Williams congratulated Captain Sanchez for 20 years of service.

Tower 9 Plaque Presentation

Acting Clerk of the Board Escudero called forward Firefighter/Paramedic Christian Noboa and Tower 9.

Fire Chief Williams stated that when a group of Fire service personnel get hired together and pass their probationary period, it is customary for that group to present something back to the district.

Fire Chief Williams thanked Tower 9 for the presentation, hard work and commitment.

Retirement Recognition

Acting Clerk of the Board Escudero asked Jim Powderly to come forward.

President Kreeger read Fire Inspector Jim Powderly's biography and recognized Jim on retirement.

Fire Chief Williams said a few words and congratulated Fire Inspector Jim Powderly on retirement.

Council Member Walt Pocock presented a certificate and congratulated Fire Inspector Jim Powderly on behalf of the City of Chino.

Suzette Dang presented a certificate and congratulated Fire Inspector Jim Powderly on behalf of the San Bernardino County 4th District.

Fire Inspector Jim Powderly thanked the district, the people who attended, and family.

Acting Clerk of the Board Escudero asked Clerk of the Board/Administrative Manager Sandra Heney to come forward.

President Kreeger read Clerk of the Board/Administrative Manager Sandra Heney's biography and recognized Sandra on retirement.

Fire Chief Williams said a few words and congratulated Clerk of the Board/Administrative Manager Sandra Heney on retirement.

Council Member Walt Pocock presented a certificate and congratulated Clerk of the Board/Administrative Manager Sandra Heney on retirement on behalf of the City of Chino.

Suzette Dang presented a certificate and congratulated Clerk of the Board/Administrative Manager Sandra Heney on behalf of the San Bernardino County 4th District

Council Member Art Bennett presented a certificate and congratulated Clerk of the Board/Administrative Manager Sandra Heney on behalf of the City of Chino Hills.

Clerk of the Board/Administrative Manager Sandra Heney thanked the district, family, the people that were in attendance and retirees.

Certificates from State Senator Josh Newman, 29th Senate District, Assembly Member Freddie Rodriguez, 52nd Assembly District, Congresswoman Norma Torres, 35th District, and Assembly Member Phillip Chen, 55th District were presented to Sandra Heney for retirement recognition.

PUBLIC COMMUNICATIONS

Acting Clerk of the Board Escudero asked if there were any requests to speak.

Acting Clerk of the Board Escudero stated that there were no requests to speak from the Public.

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

Acting Clerk of the Board Escudero announced that Director Steven Elie was in attendance.

Director Elie gave an update on events taking place at IEUA as well as congratulating the retirees.

Acting Clerk of the Board Escudero announced that Council Member Art Bennett was in attendance.

Council Member Bennett gave an update on events taking place in the City of Chino Hills as well as stating attending the 9/11 Memorial and complimenting the Honor Guard on a great job.

Acting Clerk of the Board Escudero announced that Council Member Walt Pocock was in attendance.

Council Member Pocock gave an update on events taking place in the City of Chino as well as stating attending the 9/11 Memorial.

Acting Clerk of the Board Escudero announced that Suzette Dang was in attendance.

Suzette Dang gave an update on events taking place in San Bernardino.

CONSENT CALENDAR

1. MINUTES

Minutes – August 10, 2022 – Regular Board Meeting

Minutes – August 17, 2022 – Special Board Meeting

2. MONTHLY DISTRICT REPORT

Month of July 2022

3. MONTHLY FINANCIAL REPORT

Monthly Financial Report – August 2022

4. MONTHLY TREASURER'S REPORT

Monthly Treasurer's Report – July 2022

5. WARRANTS

Warrants for August 2022 #55907 through #56136

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

None.

7. FINDINGS TO CONDUCT BOARD AND COMMITTEE MEETINGS VIRTUALLY UNDER ASSEMBLY BILL 361

Purpose is for the Board of Directors to state its finding considering the circumstances of the current proclaimed state of emergency; and state finding that state or local officials have imposed or recommended measures to promote social distancing; and as a result, the Fire District may hold regular and special board meetings and regular and special committee meetings virtually by videoconference, in accordance with AB 361.

8. REVIEW OF INVESTMENT POLICY

Purpose is to conduct a review of the Chino Valley Fire District Investment Policy.

RECOMMENDATION: Approve Consent Calendar Item Numbers 1 through 8 as presented.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comments on the Consent Calendar.

Acting Clerk of the Board Escudero stated that there were no public comments.

President Kreeger asked if any Board Members wanted to pull an item from the Consent Calendar for discussion.

No items were pulled.

Moved by Director Ramos-Evinger seconded by Vice President DeMonaco carried by a 5-0 voice vote for the Board of Directors to approve the Consent Calendar items #1-8, as presented.

AYES: BOARD MEMBERS: Kreeger, DeMonaco, Luth, Ramos-Evinger and Williams.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

OLD BUSINESS

None.

NEW BUSINESS

9. REORGANIZATION OF CLERK OF THE BOARD OFFICE TO INCLUDE RECLASSIFICATION OF ADMINISTRATIVE SECRETARY (CONFIDENTIAL) POSITION AND RECLASSIFICATION OF ONE OFFICE TECHNICIAN POSITION; AND UPDATE AND AMEND THE JOB CLASSIFICATION FOR CLERK OF THE BOARD POSITION

Purpose is for the Board of Directors to review, discuss and approve a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassify one Office Technician Position to Records Technician (Confidential); and update and amend the job classification and salary table of the position of Clerk of the Board.

RECOMMENDATION:

It is recommended that the Board of Directors review, discuss and approve a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassification one Office Technician Position to Records Technician (Confidential); and update and amend the job classification of the position of Clerk of the Board and provide direction to staff.

Human Resources Director Anthony Arroyo stated that the first purpose for the item was to reorganize the Clerk of the Board department, the second was to reclassify two positions, and lastly to reduce the salary of the Clerk of the Board due to the reassignment of duties.

Human Resources Director Arroyo stated that given the increase in mandates, the rise of the number of records requests and the reassignment of duties and responsibilities of the Clerk of the Board, it was the time to review the Clerk of the Board department as well as the positions associated with the department.

Human Resources Director Arroyo reported that the proposed reclassification of the Administrative Secretary to Deputy Clerk of the Board reflected the change in the current job duties as well as prepare for succession planning.

Human Resources Director Arroyo reported that the recommended salary was \$6,350-\$7,718 per month.

Human Resources Director Arroyo stated that the proposed reclassification of one Office Technician to Records Technician was also recommended due to the duties and responsibilities that was associated with the position, a records Technician was an appropriate position to reflect the nature of the work that the position had assumed.

Human Resources Director Arroyo reported that the recommended salary was \$5,281-\$6,418 per month.

Human Resources Director Arroyo stated that with some of the responsibilities being reassigned from the Clerk of the Board to the Assistant to the Fire Chief, the salary reduction was recommended for the Clerk position.

Human Resources Director Arroyo reported that it allowed the Clerk of the Board to focus on the governance of the Fire District and the salary of the Clerk of the Board had been modified to reflect the changes of the duties and responsibilities.

Human Resources Director Arroyo stated that the proposed salary was \$12,472-\$15,160 per month.

Human Resources Director Arroyo reported that the total savings was approximately \$129,000.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comment.

Acting Clerk of the Board Escudero stated there were no public comments.

President Kreeger asked for Board comment.

Director Williams asked if the salary figures were the same as other Clerk of the Board positions.

Human Resources Director Arroyo stated that there was a salary survey done and the recommended salary was put in the range, with 20-25 various agencies and districts surveyed.

Moved by Director Ramos-Evinger seconded by Director Luth, carried by a 5-0 voice vote for the Board of Directors to review, discuss and approve a reorganization of the office of the Clerk of the Board to include reclassification of the position of Administrative Secretary (Confidential) to Deputy Clerk of the Board (Confidential) and reclassification one Office Technician Position to Records Technician (Confidential); and update and amend the job classification of the position of Clerk of the Board.

AYES: BOARD MEMBERS: Kreeger, DeMonaco, Luth, Ramos-Evinger and Williams.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

10. REVIEW PROPOSED AMENDED FULL-TIME ASSISTANT TO THE FIRE CHIEF JOB DESCRIPTION

Purpose is for the Board of Directors to review, discuss and approve a proposed amendment to the education requirements of the job description for the position of Assistant to the Fire Chief.

RECOMMENDATION: It is recommended that the Board of Directors authorize and approve the attached amended job description with the proposed change.

Human Resources Director Arroyo stated reviewing the job description of the Assistant to the Fire Chief in order to be prepared for the pending recruitment.

Human Resources Director Arroyo stated the approved job description required a college degree, but believed that those positions required high levels of experience rather than advanced education. As such Human Resources was proposing the Board of Directors eliminate the need for a degree and focus on the 5 years of government experience along with 2 years of supervisor experience, a college degree was recommended to be only desired.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comments.

Acting Clerk of the Board Escudero stated there were no public comments.

President Kreeger asked for Board comment.

There was no Board Comment

Moved by Director Ramos-Evinger seconded by Vice President DeMonaco carried by a 5-0 voice vote for the Board of Directors to authorize and approve the attached amended job description with the proposed change.

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

11. CHINO VALLEY FIRE DISTRICT SECTION 115 TRUST ANNUAL REPO

Purpose is to review and discuss the 2021-22 Annual Report for the Section 115 Trust.

RECOMMENDATION: It is recommended that the Board of Directors review and discuss the Annual Report for the Chino Valley Fire District Section 115 Trust.

Finance Director Mark Shaker stated that the Section 115 Trust bylaws required an annual report of the Trust to the Board of Directors 90 days after fiscal year end. It was also stated that the Trust Administrator, Ellen Clark, from PFM was in attendance to present an overview of the annual report and answer any questions.

Ellen Clark stated that the purpose of the Trust was to provide funding for their CalPERS benefits.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comment.

Acting Clerk of the Board Escudero stated there were no public comments.

President Kreeger asked for Board comment.

Discussion was held with the Board interactively with questions, and Ellen Clark provided clarifications.

No action was taken on this item. The item was receive and file.

12. RESOLUTION NO. 2022-15 OF THE BOARD OF DIRECTORS OF THE CHINO VALLEY INDEPENDENT FIRE DISTRICT APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CHINO VALLEY FIRE DISTRICT AND SANDRA ESCUDERO FOR INTERIM CLERK OF THE BOARD

Purpose is to review and approve Resolution No. 2022-15 approving an employment agreement between the Chino Valley Fire District and Sandra Escudero for Interim Clerk of the Board.

RECOMMENDATION: It is recommended that the Board of Directors approve Resolution No. 2022-15 and authorize the Fire Chief to execute the employment agreement between the Chino Valley Fire District and Sandra Escudero for Interim Clerk of the Board.

Legal Counsel Isaac Rosen stated that as a result of Sandra Heney's retirement, the permanent position for the district's Clerk was vacant but were currently in the employment process.

Legal Counsel Rosen stated the proposed employment agreement if approved would elevate Sandra Escudero to the District's Interim District Clerk on a temporary basis.

Legal Counsel Rosen stated that Sandra Escudero had been working with the District under a previously approved Board agreement providing extra help to the district Clerk's department.

Legal Counsel Rosen reported that with Sandra Heney's retirement it was necessary to adopt a separate agreement that had come from CalPERS.

Legal Counsel Rosen reported that CalPERS required the District to approve the terms within the corresponding resolution with the agreement and if approved then the agreement would be send to CalPERS.

Legal Counsel Rosen stated that Sandra Escudero's position would be temporary and the district is expected to fill it in 6-8 weeks.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comment.

Acting Clerk of the Board Escudero stated there were no public comments.

President Kreeger asked for Board comment.

Director Williams asked if CalPERS had to approve the agreement.

Legal Counsel Rosen stated that CalPERS required a record of the agreement just for purposes of tracking CalPERS applications for the position.

Further discussion was held regarding the term of the agreement and Human Resources Director Arroyo provided clarification.

Moved by Director Luth seconded by Director Ramos-Evinger carried by a 5-0 voice vote for the Board of Directors to approve Resolution No. 2022-15 and authorize the Fire Chief to execute the employment agreement between the Chino Valley Fire District and Sandra Escudero for Interim Clerk of the Board.

AYES: BOARD MEMBERS: Kreeger, DeMonaco, Luth, Ramos-Evinger and Williams.
NOES: BOARD MEMBERS: None.
ABSTAIN: BOARD MEMBERS: None.
ABSENT: BOARD MEMBERS: None.

13. FIRE CODE LOCAL AMENDMENTS AND ORDINANCE ADOPTION - 2022 CALIFORNIA FIRE CODE AND 2021 INTERNATIONAL FIRE CODE

Purpose is for the Board of Directors to review, introduce and conduct a first reading, by title only, a proposed Ordinance adopting the 2022 California Fire Code, based on the 2021 International Fire Code, with local amendments.

RECOMMENDATION:

It is recommended that the Board of Directors review, introduce and conduct a first reading of Ordinance No. 2022- 03 adopting the 2022 California Fire Code based on the 2021 International Fire Code with local amendments; approve waiving the reading of the entire ordinance and read the ordinance by title only; advise the public that a complete copy of the ordinance is available for public inspection at Fire District Headquarters; and set a public hearing for October 12, 2022 during the second reading of Ordinance No. 2022-03 and direct staff to provide public notice as required by law.

Deputy Fire Marshal Ryan Dacko stated the Building Standards Commission adopts the majority of the 2021 International Fire Code and made state amendments, giving the District the 2022 California Fire Code, typically it was done every 3 years.

Deputy Fire Marshal Dacko reported that the local jurisdictions could adopt the year's California Fire Code, as adopted by the Building Standards Commission, without any further changes or they can adopt new local amendments or readopt existing local amendments.

Deputy Fire Marshal Dacko stated that the District's local adoption process included updated local regulations to the 2022 California Fire Code, while ensuring continuous Fire Code regulations remain in place, including some previously adopted local amendments.

Deputy Fire Marshal Dacko reported that Amendments to the 2022 Fire Code were being proposed to maintain the overall current level of safety and to clarify existing requirements within the District.

Deputy Fire Marshal Dacko stated that the Ordinance was required by State regulation to also be ratified by the cities and county served so the new Fire Code Ordinance would be presented to the City Council for the City of Chino, the City Council for the City of Chino Hills and the Board of Supervisors for the County of San Bernardino after the Fire District Board adopts the Ordinance.

President Kreeger asked Acting Clerk of the Board Escudero if there were any public comment.

Acting Clerk of the Board Escudero stated there were no public comments.

President Kreeger asked for Board comment.

There was no Board comment.

Acting Clerk of the Board Escudero read Ordinance 2022-03 by number and title only.

Moved by Director Williams seconded by Director Ramos-Evinger carried by a 5-0 voice vote for the Board of Directors to review, introduce and conduct a first reading of Ordinance No. 2022- 03 adopting the 2022 California Fire Code based on the 2021 International Fire Code with local amendments; approve waiving the reading of the entire ordinance and read the ordinance by title only; advise the public that a complete copy of the ordinance is available for public inspection at Fire District Headquarters; and set a public hearing for October 12, 2022 during the second reading of Ordinance No. 2022-03 and direct staff to provide public notice as required by law.

AYES: BOARD MEMBERS: Kreeger, DeMonaco, Luth, Ramos-Evinger and Williams.

NOES: BOARD MEMBERS: None.

ABSTAIN: BOARD MEMBERS: None.

ABSENT: BOARD MEMBERS: None.

FIRE CHIEF'S COMMENTS

Fire Chief Williams reported that CVFD ambulances responded to 201 incidents and 44.3% of the calls the District's ambulances responded to resulted in transport for a total of 89 transports. The District's response time average for ambulances is 08:04.

Fire Chief Williams reported the District's 90th percentile response time for ambulances was 12:47 (90 percent of all our responses are under 12.47). It was also stated that the District currently met 9:59 standard 78.11% of our responses.

Fire Chief Williams stated that the Chino Valley Fire District Board of Directors attended the League of California Cities Inland Empire Division Meeting on August 18th at the Boys Republic Bistro in Chino Hills.

Fire Chief Williams reported that the Chino Valley Fire District Board of Directors, staff and Fire Chief Williams attended the CSDA Annual Conference on August 22nd – 25th in Palm Desert.

Fire Chief Williams reported that the Fire District hosted a gathering of the Chino Valley community at Station 66 to honor those that lost their lives in the tragic events on September 11th. It was also reported that the event was well attended by Board Members, local dignitaries, staff and community members.

Fire Chief Williams reported that CVFD would host a Sharps Collection on September 24th at the Training Center between 0800-1300 hours

Fire Chief Williams reported that Recruitment Update – Chief Williams

Fire Chief Williams reported that a The ASBCSD Monthly Meeting was scheduled for September 19th at 6:00 p.m. in Hesperia.

Fire Chief Williams stated that the Finance Committee Meeting was scheduled for September 26th at 8:00 a.m. and the 2022 San Bernardino County State of the County event was scheduled for October 5th at 3:00 p.m. at the Ontario Convention Center.

BOARD COMMITTEE REPORTS/BOARD COMMENTS

Director Williams attended the CSDA conference in Palm Desert and saw the exhibits. It was also stated that Director Williams attended the 9/11 Memorial and stated the Honor Guard did a great job.

Director Luth attended the City of Chino meeting, the CSDA conference in Palm Desert, San Bernardino Airport Commission Meeting.

Director Luth congratulated Melania Arredondo and Captain Sanchez for years of service as well as wished a happy retirement for Jim Powderly and Sandra Heney.

Director Luth stated that he appreciated what Tower 9 presented and also appreciated the work everyone contributed to the 9/11 Memorial.

Director Ramos-Evinger congratulated Melania Arredondo and Captain Sanchez for years of service as well as wished that Jim Powderly and Sandra Heney have a happy retirement and thanked them for their years of hard work.

Director Ramos-Evinger stated she attended the Special Board meeting, the League of California Cities and thanked Mayor Marquez for inviting her.

Director Ramos-Evinger stated that she attended the Fire Safe council meeting, HR Committee meeting, Chino Hills Council meeting, and the 9/11 Memorial.

Vice President DeMonaco stated he attended the Chino Council meetings, IEUA Board meeting, Finance Committee meeting, the agenda review, the CSDA conference.

Vice President DeMonaco thanked Mayor Marquez for inviting them to the event and also thanked the Honor Guard for the service done at the 9/11 Memorial.

Vice President DeMonaco congratulated Melania Arredondo and Captain Sanchez for years of service as well as wished a happy retirement for Jim Powderly and Sandra Heney.

President Kreeger stated that he attended City of Chino Hills Meetings, the Finance Committee Meeting, the CVUSD meeting, the agenda review meeting, the CSDA conference, as well as the League of California Cities.

President Kreeger thanked Tower 9 for the plaque presented.

President Kreeger congratulated Melania Arredondo and Captain Sanchez for years of service as well as wished a happy retirement for Jim Powderly and Sandra Heney.

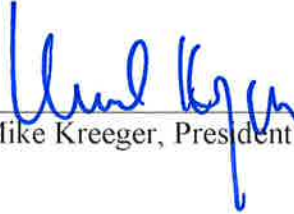
ADJOURNMENT

The meeting was adjourned at 8:07 p.m. to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, October 12, 2022 at 6:00 p.m. at District Headquarters located at 14011 City Center Drive, Chino Hills, CA 91709.

APPROVED AND ADOPTED THIS 12TH DAY OF OCTOBER 2022.



Sandra Escudero, Acting Clerk of the Board



Mike Kreeger, President