

# **CHINO VALLEY INDEPENDENT FIRE DISTRICT**

*Regular Meeting of the Board of Directors*

*Wednesday, December 14, 2022*

*6:00 p.m.*

*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 6:00 p.m. by President DeMonaco.

### **ROLL CALL**

Present: President John DeMonaco; Vice President Harvey Luth; Director Sarah Ramos-Evinger; Director Mike Kreeger; and Director Tom Haughey.

Also present: Fire Chief Dave Williams; Deputy Fire Chief Carlos Skibar; Acting Deputy Fire Chief Dean Smith; Legal Counsel Issaac Rosen; Acting Clerk of the Board Sandra Escudero; Finance Director Mark Shaker; and Human Resources Director Anthony Arroyo.

### **FLAG SALUTE**

President DeMonaco led the assembly in reciting the Pledge of Allegiance.

### **INVOCATION**

Adam Houde, Fire District Chaplain led the invocation.

### **CHANGES TO THE AGENDA**

Acting Clerk of the Board Escudero reported a change to the order of presentations for Recognition of Outgoing Board President and Board Member.

### **PRESENTATIONS / ANNOUNCEMENTS**

#### **Elected Board Members Swearing-In Ceremony**

President DeMonaco introduced Tom Haughey, Member of the Board of Directors, Division 3 and Mike Kreeger, Member of the Board of Directors, Division 5. Judge Glenn Yabuno administered the Oath of Office to newly elected Director Haughey and re-elected Director Kreeger. President DeMonaco presented them with their Certificate of Election.

### **Recognition of Outgoing Board President and Board Member**

Outgoing Board Member Winn Williams was presented with a plaque for his years of service on the Board of Directors and service to the Chino Valley community.

Outgoing Board President Mike Kreeger was presented with a plaque for his service as President of the Board of Directors from December 2021 through November 2022. Director Kreeger thanked his wife Melynda for her support during his presidency and presented her with a bouquet of flowers.

The Board of Directors recessed at 6:20 p.m. and reconvened the meeting at 6:25 p.m.

### **New Employee Introductions**

President DeMonaco accompanied by Fire Chief Williams welcomed and introduced Fire Inspector Brandon Grimmatt. Fire Inspector Grimmatt's badge was pinned by Retired Fire Inspector Jim Powderly.

President DeMonaco accompanied by Fire Chief Williams welcomed and introduced Lead Fire Equipment Mechanic Tony Rivera.

### **Employee Service Awards – 25 Years of Service**

Engineer Mike Rabehl and Firefighter/Paramedic Les Kast were unable to attend the meeting.

### **Mt. San Antonio College Presentation**

Scott Atkinson, Assistant Director of Public Safety Programs accompanied by Ray Mosack, Director of Public Safety Programs at Mt. San Antonio College and Bill Lambert, Executive Director of Mt. Sac College Foundation presented the Board of Directors with a plaque honoring the partnership with Chino Valley Fire District in support of the Mt. San Antonio College Fire Academy Program.

### **Employee recognition Fire Chief Dave Williams – Completion of the California Special District Association Certified Special District Manager Certification**

President DeMonaco accompanied by Chris Palmer, CSDA Representative and Senior Public Affairs Field Coordinator presented a certificate of recognition to Fire Chief Williams for completing the California Special District Association Certified Special District Manager Certification.

### **PUBLIC COMMUNICATIONS**

Steve Elie congratulated re-elected Board Member Mike Kreeger and newly elected Board Member Tom Haughey and thanked the voters for their selection.

**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 Art Bennett, City of Chino Hills congratulated re-elected Board Member Mike Kreeger and newly elected Board Member Tom Haughey. He reported on items of mutual interest, holiday closures and community events.

Member of the Board Donald L. Bridge, Chino Valley Unified School District (CVUSD) congratulated re-elected Board Member Mike Kreeger and newly elected Board Member Tom Haughey. He reported on holiday school closure as well as noted the CVUSD Board of Education reorganization meeting and swearing-in ceremony for newly elected Board Members will take place on Thursday, December 15, 2022.

Director Steven Elie, Inland Empire Utilities Agency extended an invitation to the Board of Directors and Management Team to tour Regional Water Recycling Plant 5 located in Chino. Also, he expressed support for the new fire station.

Chair Charlie Blank, Fire Safe Council congratulated re-elected Board Member Kreeger and newly elected Board Member Haughey. He thanked the Board of Directors for their support of the Carbon Canyon Fire Safe Council.

Council Member Curtis Burton and Council Member Christopher Flores, City of Chino congratulated re-elected Board Member Mike Kreeger and newly elected Board Member Tom Haughey. They thanked the Fire District Board of Directors, Firefighters/Paramedics, and personnel for their service.

**CONSENT CALENDAR**

1. **MINUTES**

Minutes – November 9, 2022 – Regular Board Meeting

Minutes – November 9, 2022 – Special Board Meeting/Workshop

2. **MONTHLY DISTRICT REPORT**

Month of October 2022

3. **MONTHLY FINANCIAL REPORT**

Monthly Financial Report – November 2022

4. **MONTHLY TREASURER’S REPORT**

Monthly Treasurer’s Report – October 2022

5. WARRANTS

Warrants for November 2022 #56464 through #56634

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. 2023-24 BUDGET DEVELOPMENT PROCESS AND CALENDAR

Purpose is for the Board to receive and file the Fiscal Year 2023-24 budget calendar.

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

There were no requests to pull an item from the Consent Calendar for discussion.

**Moved by Director Ramos-Evinger seconded by Director Kreeger 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: Haughey, Kreeger, DeMonaco, Luth, and Ramos-Evinger.**  
**NOES: BOARD MEMBERS: None.**  
**ABSTAIN: BOARD MEMBERS: None.**  
**ABSENT: BOARD MEMBERS: None.**

OLD BUSINESS

None.

NEW BUSINESS

9. FY2021-22 AUDIT REPORTS

Purpose is to present the Fiscal Year 2021-22 draft Comprehensive Annual Financial Report and related draft disclosure letters to the Finance Committee for review and approval.

RECOMMENDATION: It is recommended that the Board review, discuss and approve the FY2021-22 District Annual Comprehensive Financial Report and related disclosure letters as presented.

Staff report by Finance Director Mark Shaker.

Director Shaker provided a general overview of the General Fund balance, revenues and expenses; property tax revenues; intergovernmental revenues; and salaries and benefits.

Kinnaly Soukhaseum, Partner with Eide Bailly the audit partner in charge of the audit provided an overview of the report included in the agenda packet.

There were no requests from the public to speak on this item.

Vice President Luth requested a Board Workshop on the District's financial outlook to be scheduled potentially in January 2023.

**Moved by Director Ramos-Evinger seconded by Director Haughey, carried by a 5-0 voice vote for the Board of Directors to discuss and approve the FY2021-22 District Annual Comprehensive Financial Report and related disclosure letters as presented.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

10. 2023 COMMUNITY LIAISONS AND STANDING COMMITTEE MEMBER ASSIGNMENTS

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; and appoint the Standing Committee Members for the 2023 Fire District's Finance, Planning, Human Resources Committee and Legislative Committees.

RECOMMENDATION: It is recommended that the Board President 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; and appoint the Standing Committee Members for the 2023 Fire District's Finance, Planning, Human Resources Committee and Legislative Committees.

Acting Clerk of the Board Sandra Escudero read into the record the 2023 community liaisons and standing committee member assignments as follows:

**BOARD MEMBER COMMITTEE/LIAISON ASSIGNMENTS  
 2023**

<b>COMMITTEES</b>	<b>DeMonaco</b>	<b>Luth</b>	<b>Kreeger</b>	<b>Ramos-Evinger</b>	<b>Haughey</b>
Finance	<b>P</b>	<b>S</b>			
Human Resources				<b>P</b>	<b>S</b>
Planning			<b>P</b>		<b>S</b>
Legislative Committee	<b>P</b>		<b>S</b>		
<b>COMMUNITY LIAISONS</b>					
County Board of Supervisors	<b>P</b>		<b>A</b>		
Chino Council		<b>P</b>		<b>P</b>	
Chino Hills Council			<b>P</b>		<b>P</b>
Chino Valley School District			<b>P</b>	<b>A</b>	
IEUA	<b>P</b>				<b>A</b>
Fire Safe Council	<b>A</b>			<b>P</b>	
CIM Citizen's Advisory Council (CAC)		<b>P</b>			<b>A</b>
CIW Citizen's Advisory Council (CAC)			<b>A</b>		<b>P</b>
SB County Airports Commission		<b>P</b>			<b>A</b>
Fire Foundation Liaison			<b>P</b>	<b>A</b>	
<b>JPA</b>					
CONFIRE Board	<b>P</b>	<b>A</b>			
<b>ASSOCIATION LIAISONS</b> (Approved by the Board)					
CSDA-Fiscal & Audit Committees	<b>P</b>				
CSDA-Legislative Committee	<b>P</b>				
CSDA-Member Services Committee				<b>P</b>	
CSDA-Professional Development				<b>P</b>	
Fred L. Burns Committee				<b>P</b>	

**(P)-Primary                      (S)-Secondary                      (A)-Alternate                      EFFECTIVE 1-1-2023**

**Board Policies Section 080.3 - Committees of the Board**

**A. Planning Committee-**The Planning Committee shall be tasked with reviewing policies relating to plans for the development of the Fire District and the delivery of emergency services.

**B. Human Resources Committee-** The Human Resources Committee shall be tasked with reviewing policies affecting the welfare of District personnel, as well as changes to classification structure and staffing levels.

**C. Finance Committee-** The Finance Committee shall be tasked with reviewing policies related to financial management of the District, including review of proposed budgets, major expenditures, long-range financial plans and other significant financial matters of the District.

**D. Legislative Committee-** The Legislative Committee shall be tasked with reviewing proposed and enacted legislation of interest to the District, including attending outside meetings of legislative interest to the Fire District, as individual representatives of the Fire District, and report any recommendations or matters of concern to the Board of Directors.

There were no requests from the public to speak on this item.

**Moved by Director Kreeger seconded by Vice President Luth carried by a 5-0 voice vote for the Board of Directors to approve Board President's appoints of 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; and appoint the Standing Committee Members for the 2023 Fire District's Finance, Planning, Human Resources Committee and Legislative Committees.**

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

**NOES: BOARD MEMBERS: None.**

**ABSTAIN: BOARD MEMBERS: None.**

**ABSENT: BOARD MEMBERS: None.**

#### 11. FIRE DISTRICT POLICY AND PROCEDURES FOR BOARD OF DIRECTORS

Purpose is for the Board of Directors to review the Fire District Policy and Procedures for the Board of Directors

RECOMMENDATION: It is recommended that the Board of Directors review the Policy and Procedures for Board of Directors and provide direction to staff.

There were no requests from the public to speak on this item.

President DeMonaco requested Board Members submit their suggested revisions to the Policy and Procedures to the Clerk of the Board by January 6, 2023.

President DeMonaco and Director Ramos-Evinger were appointed to the ad hoc committee to review and make suggested revisions to the Board Policy and Procedures that will be brought back to the Board on February 8, 2023 for consideration and adoption.

#### FIRE CHIEF'S COMMENTS

Fire Chief Williams reported on Board Activities and Public Relations as follows:

- November 11<sup>th</sup>, Board Members, Chief and staff attended the City of Chino Hills Salute to Service.
- November 15<sup>th</sup>, Board Members, Chief and staff attended the Retirement of Council Member Walt Pocock at the City of Chino Council Chambers.
- December 3<sup>rd</sup>, Board Members, Chief and staff attended the City of Chino Hills Tree Lighting Ceremony at Chino Hills City Hall.
- December 6<sup>th</sup>, Board Members, Chief and staff attended the Chino Hills Senior Delivery Event.
- December 6<sup>th</sup>, Board Members, Chief and staff attended the City of Chino Tree Lighting Event at Chino City Hall.
- December 8<sup>th</sup>, Board Members, Chief and staff attended the Chino Senior Delivery Event.

- December 8<sup>th</sup>, Board Members, Chief and staff attended Supervisor Curt Hagman's Fourth District Open House.
- December 10<sup>th</sup>, Board Members, Chief and staff attended the Chino Youth Christmas Parade and Fair.
- December 14<sup>th</sup>, Board Members, Chief and staff attended the Make a Child Smile Event at Walmart.
- December 14<sup>th</sup>, Board Members, Chief and staff attended the Chamber Holiday Luncheon at Vellano Estates.

Fire Chief Williams reported on organization items of interest and upcoming events as follows:

- Deputy Chief Ault and EMS Nurse Parham represented the Fire District at the California EMS Commission meeting in Oakland. Topics discussed were Ambulance Patient Offload Time (APOT), Community Paramedics Update, and other EMS issues throughout the state.
- Director of Human Resources Anthony Arroyo provided an update on recruitment and hiring efforts.
- Chino Hills Boat Parade will be held on December 16<sup>th</sup> at 7:00 p.m.
- Fire Administration Office will be closed on Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup> in observance of Christmas Eve and Christmas Day.
- Fire Administration Office will be closed on Friday, December 30<sup>th</sup> and January 2<sup>nd</sup> in observance of New Year's Eve and New Year's Day.

### **BOARD COMMITTEE REPORTS/BOARD COMMENTS**

#### Director Haughey

Director Haughey reported that he attended the Make a Child Smile event. He thanked everyone for their support and looks forward to working with the Board of Directors.

#### Director Kreeger

Director Kreeger thanked everyone for their support and welcomed newly elected Director Haughey. He reported on meetings and events attended since the last meeting that included the Make a Child Smile event; Chamber of Commerce Luncheon; and City of Chino Tree Lighting event.

#### Director Ramos-Evinger

Director Ramos-Evinger reported on meetings and events attended since the last meeting that included the Fire Safe Council meeting; City of Chino Hills Council meeting; City of Chino Hills Tree Lighting event; City of Chino Tree Lighting event; Supervisor Curt Hagman's Open House; Chino Youth Christmas Parade; Chino Council Member Walt Pocock's Retirement; Salute to Public Service; and Make a Child Smile event.

Director Ramos-Evinger thanked the Board Members for another great year, congratulated re-elected Director Kreeger, and welcomed newly elected Director Haughey. Also, she recognized the efforts of the fire district personnel, safety and non-safety, as well as expressed appreciation for the collaboration with partner cities.



Vice President Luth

Vice President Luth reported on meetings and events attended since the last meeting that include City of Chino Veterans Day event; City of Chino Hills Veterans Day event; City of Chino Bark Around Ayala Park; meeting with the Chief; three City of Chino Council meetings; Chino Council Member Walt Pocock's Retirement; ASBCSD; Airport Commission meeting; City of Chino Tree Lighting event; City of Chino Hills Tree Lighting event; Agenda Review meeting; City of Chino Senior Delivery event; City of Chino Hills Senior Delivery event; Chino Youth Christmas Parade; and Make a Child Smile event. Vice President Luth congratulated re-elected Director Kreeger and welcomed newly elected Director Haughey.

President DeMonaco

President DeMonaco reported on meetings and events attended since the last meeting that included the City of Chino Council meetings; IEUA; San Bernardino County Board of Directors meeting; Finance Committee meeting; Agenda Review meeting; meeting with the Chief; City of Chino Hills Salute to Public Service; Assemblymember Freddie Rodriguez's Open House; Supervisor Curt Hagman's Open House; City of Chino Tree Lighting event; City of Chino Hills Tree Lighting event; Chino Youth Christmas Parade; and Make a Child Smile event.

President DeMonaco announced the City of Chino Hills Public Housing Ad Hoc Committee is hereby dissolved.

President DeMonaco noted the City of Chino Facilities Ad Hoc Committee representatives are hereby Vice President Luth and Director Ramos-Evinger. Additionally, the City of Chino Hills Facilities Ad Hoc Committee representatives are hereby Director Kreeger and Director Haughey.

In conclusion, Chief Williams on behalf of the Board of Directors and Management Team presented Acting Clerk of the Board Sandra Escudero with flowers and gift in appreciation for her service to the Fire District.

**ADJOURNMENT**

The meeting was adjourned at 7:31 p.m. to a Regular Meeting of the Board of Directors of the Chino Valley Independent Fire District to be held on Wednesday, January 11, 2023 at 6:00 p.m. at District Headquarters located at 14011 City Center Drive, Chino Hills, CA 91709.

APPROVED AND ADOPTED THIS 11TH DAY OF JANUARY 2023.

  
\_\_\_\_\_  
Angela Robles, Clerk of the Board

  
\_\_\_\_\_  
John DeMonaco, President